



GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY

POLICY ON STAFF DEVELOPMENT

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1. Introduction

General Sir John Kotelawala Defence University (hereinafter referred as to KDU) was initially established as the “General Sir John Kotelawala Defence Academy” by the Parliamentary Act No 68 of 1981 and subsequently it was elevated to university status by the amendment Act No 27 of 1988, thereby empowering it to award Bachelors’ and Postgraduate degrees in Defence Studies. KDU is a member of the Association of Commonwealth Universities (United Kingdom) and maintains necessary standards for educating and grooming Officer Cadets to meet the challenges of modern defence management. KDU is now open for civil students who wish to continue their higher studies in various disciplines.

As an academic establishment, striving towards excellence in teaching, learning and research, KDU ensures opportunities for its all staff to obtain more knowledge and develop skills and abilities within their current role as well as prepare for future career development (Continues Professional Development).

2. Scope

This policy provides all staff development activities in the University or for all University staff members.

- providing on the job learning through long, medium and short-term training
- providing specific training needed to carry out the current role successfully
- create opportunities to share knowledge and expertise of the staff with colleagues
- promote and support all staff to participate in conferences, seminars, courses, workshops, and training events.
- inspire opportunities for research in teaching and learning and to become involved in new projects and take up challenges

3. Objectives of the Policy

- to ensure that the quality of staff development activities is in accordance with recommendations made by the UGC Quality Assurance Council and to meet the requirements of the university.
- to motivate the professional level and overall effectiveness of the staff members in their assigned duties and to extend their knowledge development and skills for future job assignments, where appropriate.
- to encourage programmes that current and future contribute to achievement of the university's strategic objectives, with benefit to the university, as well as individual staff of all categories, i.e., academic staff, administrators, and non-academic staff.
- to extend professional continuous development training services using future expertise of the university to other organizations (through tailor-made programmes) on request.

4. Principles and Values (Font: Times New Roman, Font size: 12, Bold)

- Quality at KDU
- Lifelong learning
- Independence
- Accessibility
- Learning

5. Policy Statement

Staff Development Policy of General Sir John Kotelawala Defence University is committed to produce professionally qualified competent staff members to serve in the academic and nonacademic sectors in the University expectations, all the time whilst keeping the required standards. We maintain professionalism, confidence, discipline and strength of officers and we commit ourselves for continual improvement of our management system.

6. Definition/s

Accessibility - the quality of being able to be reached or entered.

Lifelong learning - the provision or use of both formal and informal learning opportunities throughout people's lives in order to foster continuous development and improvement of the knowledge and skills needed for employment and personal fulfilment.

7. Responsibility

The implementation of this Policy is the primary responsibility of various executive portfolio holders including the Vice Chancellor and through them the various faculties, academic departments, centers and all units. KDU will assess the achievement and monitor all staff development activities by individuals, units, centers, faculties, campuses and the university through the followings.

Vice Chancellor and BOM - Strategic decisions and approvals

Senate - Approval/recommendation for activities of academic nature.

Management Committee – Coordination and monitoring of all staff activities across KDU

Program Committee - Planning the whole staff activities

Finance committee - Financial advice and approvals

SDC Coordinators - Faculty level request for any staff activities

Director SDC - Ultimate responsibility for planning and implementing all staff activities

8. Implementation

Staff Development Provider: The Staff Development Centre (SDC) by mandate shall undertake all the staff development activities as per the current and future requirements to uphold vision and mission of the University. Staff development shall enable staff, both individually and as a group, to enhance their knowledge and skills and change their attitudes and mind-set for the benefit of the university's stakeholders as well as themselves. It is a continuous process of improving professional, managerial, technical and personal performance of the university's employees, according to their job requirements.

9. Policy reviews and amendments

This policy may have reviewed after every three years or earlier as necessary.

Sub revisions may be initiated on the recommendation of the Senate/BOM and/or the directions of the Vice- Chancellor of KDU

Any such revision and/or amendments shall be forwarded for the recommendation of the Senate and become effective from the approved by the BoM of the University.