



Sabaragamuwa University of Sri Lanka

Policy Title – Policy on Human Resource Management – 1. Human Resource Development

Policy Number –

Effective Date –

Revised Dates –

Approving Authority – The Council, Sabaragamuwa University of Sri Lanka

Administrative Responsibility – Registrar, Directors of the Centers, Deans of the Faculties, Senate, Council, Vice Chancellor

Overview

Changes in the technologies, tasks and tools have created a necessity of constant updating the skills of employees. Skilled employees are the main and vital assets in any organization. Hence the development of human resources has become a vital strategy for the success of any organization including higher education. Human Resource Development (HRD) is described as the framework for helping employees to develop their skills, knowledge, and abilities, with the aim of both personal growth and effectiveness of the organization. Thus it is pivotal to have constant upgrading of skills (lifelong learning) instead of the basic education and the one time training. HRD focuses on three main areas i.e. training and development, organization development and the career development.

Purpose

To accomplish the vision of the university i.e “to be an internationally acclaimed Centre of excellence in higher learning producing dynamic leaders and nation builders to guide the destiny of Sri Lanka”, it is necessary to furnished the university with employees (academic and non-academic) who has up to date knowledge, skills, enthusiasm, positive attitudes and competencies in working under any circumstances beside hardships. University, enriched with such motivated and talented employees will drive towards

achievement of the mission i. e “is to search for and disseminate knowledge, promote learning, research and training to produce men and women proficient in their respective disciplines possessing practical skills and positive attitudes enabling them to contribute towards the manpower requirements of the nation”.

Scope

As the development is a never ending process which requires competencies to cope up with emerging problems and issues, this policy is formulated with the objective of developing the employee’s knowledge, expertise, productivity, motivation, attitudes and satisfaction, for personal or team gain and for the benefit of the university, community hence the nation.

Legislative context:

Definitions

Human resource development

Policy Statement

University recognized employees as an essence and at the same time university stand for the development of employees, thus the university take necessary measures to boost the competencies, motivation, attitudes, skills and knowledge of all employees without any discrimination.

1. Any training or development program should be in line with the vision, mission, goals and values of the university.
2. Ensure training / development opportunities for all the employees as per the requirement of the university.
3. In general it is necessary to identify the training or development programs correctly through a well-planned need analysis. This should be done in order to eliminate unnecessary trainings/ programs and should include required trainings / programs.
4. Training need should be identified periodically (every year) and correctly using suitable models and the enhancement of the human resources also should be carried out. With a systematic approach it will be possible to find the place where the specific need is required (identifying the correct target group).
5. It is essential to decide the extent /depth of the programs which is necessary to achieve the final targets (it is important to consider the job descriptions of employees).

6. Identifying the gaps in training / development programs and prioritizing the training needs should be done annually (periodically) by adapting suitable methods such as self-assessment, requests, performance evaluation and etc.
7. When deciding the type and number of training / development programs, it is utmost important to consider the feasibilities such as financial and administrative. Based on the limiting factors it is necessary to prioritize the programs with unavoidable (vital / critical) nature.
8. Training / development programs can be implemented by faculties, departments, or centers of the university or other responsive authority of the University. It is required to have proper coordination of the training / program among the relevant parties effectively. Hence it is possible to appoint workshop coordinators to facilitate the process.
9. Implementing body of the training / program should decide properly the objectives, trainer (resource personnel / expert) to be selected, training content, materials, method of training, duration of training, place of the training and other logistics such as meals and refreshments, travelling and payments, and training budgets.
10. Also it is better to practice a rewarding system for the participant or providing a certificate of participation as a proof for the training / program.
11. At the end of the training / development program it is essential to get the feedback from the participant. Feedback analysis should be done and prepare the final report on outcome of feedback analysis. It is also important to make the final report available for the decision making authorities, organizing body of the university to decide on the success of the program and to get an idea to uplift the future programs.
12. It is essential to submit a final report of the training / development program to the relevant governing bodies following each program and thorough supervision should be ensured in order to have successful implementation of program.
13. There should be equality in deciding the target group for training / programs and higher authorities can decide on what ground the selection will be done.
14. Foreign and local training outside the University for administrative / technical / academic supportive staff should be distributed in a proper manner (using a set guide) without discriminating the individuals for any kind of unethical reason, decision should be made merely taking the future enhancement of the University in to account.
15. All the training / development program conducted by different faculties and centers should line with common program schedule in order to minimize repetitions, but it is possible to have the

similar kind of training / development programs for different target groups by different faculties and centers.

Supporting Documents:

Responsibility: Registrar, Directors of the Centers, Deans of the Faculties, Senate, Council, Vice Chancellor

Promulgation:

- i. This policy will be circulated as a printed document among all the faculties and will be available in faculty websites
- ii. Will appear in the QA (Quality Assurance) section of the university Website
- iii. Will appear in the University Web site
- iv. Will be available in the centers and in administrative entities
- v. Will be circulated among all the academic, administrative and non-academic staff members of the university

Implementation:

This policy will be implemented by faculties, departments, or centers of the university.

April 2021,

Centre for Quality Assurance,

Sabaragamuwa University of Sri Lanka