

**Staff Development Centre
University of Moratuwa**

The overall objective of University of Moratuwa, Staff Development Centre is to engage in continuing improvement of human resource capacity of the University, and thereby, to promote allegiance, commitment and loyalty of the staff to the University, improve core knowledge and competencies of the staff of all categories, and introduce modern and innovative technologies and tools into the core business of the University.

SDC facilitates the acquisition of;

- a) Prescribed post-recruitment qualifications for confirmation and promotion
- b) Service-specific advanced knowledge and skills through in-service training.

The target groups of employees for receiving the SDC funds are;

- a) Higher Management
- b) Academic Staff
- c) Executive and Staff Categories
- d) Academic Support Staff
- e) Technical Officers
- f) Other non-academic, non-Administrative Staff

Eligibility for receiving SDC funds are ;

- i. Confirmed permanent Staff members
- ii. Unconfirmed Permanent Staff members who have completed 01 year Service as at the date of application.

The eligible employees can forward applications for funding under following categories according to the Council approved SDC funding Policy.

Category	Eligibility
A. Fees for Courses of Study Conducted by Higher Educational Institutions recognized by the UGC (local) Allocation Rs. 1,200,000/- per annum.	Any employee. Amount Not specified. Marking scheme to be adopted based on requirement of course for promotion, skill development. Priority should be given to courses of studies that are requirements for confirmation and immediate next promotion.
B. Short-Term Training programs/workshops (foreign) Allocation Rs. 900,000/- per annum	Maximum of Rs. 300,000/= per person. Only once during service.
C. SDC Organized Courses (on campus) Allocation Rs. 1,000,000/- per annum	For specified grades for each course. Maximum number of programs for a job category should be 02 per year.
D. Short –Term Training programs/workshops/conferences (local), Allocation Rs. 2,000,000/- per annum	For programmes that are not in excess of Rs. 30,000/= per person. When requests for funding exceed the available funds some restrictions should be placed on number of employees being trained in a given area.
E. Guest Lectures/Seminars (on campus) Allocation Rs. 300,000/- per annum	For all employees, but some seminars may be for specified categories of employees.
F. Fees for courses of study / foreign training conducted by local/foreign higher educational institutions/recognized institutions. Allocation to Rs. 500,000/=.	Any employee.
G. Research sessions –(Local)	Academic and other Senior staff Members accommodated by Chairman, Faculty Research Units or Dean/Faculty of graduate studies (FGS).

Requests to organize short term training programmes/workshops to be held on campus should be made by Faculties/Departments/Centers and Units.

Contact details: Director SDC : 5117
Programme Manager (DR,GA) : 1112
Management Assistant : 3810