

2.6 Policy for Human Resource Development

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2.6.1.	This policy shall be named the "policy for human resource development" at the Faculty of Social Sciences and Humanities of the Rajarata University of Sri Lanka and it shall be abbreviated as the HRD Policy/FSSH/RUSL.		Name of the policy
2.6.2	Human Resource Development (HRD) refers to the training that the organization provides to its employees to develop and upgrade their knowledge, skills, and motivation needed to perform duties effectively aligned with organizational objectives. Annually, the Ministry of Higher Education, Sri Lanka allocates a considerable amount of budget from its budgetary allocation to the university system to achieve its visions and missions. The Faculty of Social Sciences and Humanities, Rajarata University of Sri Lanka is the Faculty established in 1996 with the vision — to be a center of excellence in higher education, research, and dissemination of knowledge in the Social Sciences & Humanities — and the mission — to train and produce high-quality graduates equipped with competence and skills required to meet and respond to diverse demands and needs in the socio-economic development of the national and global environment ensuring excellence of education in social sciences and humanities. In this connection, having a competent and motivated workforce by the Faculty is crucial to achieving its vision and mission. In order to create and maintain a workforce with the required capabilities and motivation, it is important to provide opportunities for every employee to acquire relevant new knowledge, skills, and attitudes. Thus, the Faculty is committed to enhancing the knowledge, skills, competencies, and attitudes of the Faculty employees specifically required to achieve the Faculty goals and thereby the University goals at large.		Background and justification

2.6.3.	<p>Main objective</p> <p>The main objective of the HRD policy of the Faculty of Social Sciences and Humanities, Rajarata University of Sri Lanka is to provide a systematic and structured approach for providing new learning opportunities for university employees (academic and non-academic) to enhance their work-related capabilities and motivation enabling them to effectively perform in their duties at the Faculty. Thus, this HRD policy is a strategic framework designed to serve as a guide and shall be executed and administered in all Departments of the Faculty.</p> <p>Specific objectives</p> <ol style="list-style-type: none"> 01. To uphold the vision, mission, goals, and values of the Faculty and thereby the University at large. 02. To ensure provisions of relevant training, research and development to every employee (academic and non-academic) to ensure their professional career development. 03. To ensure equal access to training and development for all employees (academic and non-academic) of the Faculty. 04. To ensure effective and efficient utilization of physical and financial resources available for HRD. 05. To ensure continued implementation of consistent and uniform HRD activities, processes, and practices in all units of the university. 06. To promote a culture of learning that nurtures continuous upgrading of work-related knowledge skills and attitudes among employees to attain their full work potential for the benefit of the Faculty, the University and themselves. 	Objectives
2.6.4	<p>Training needs of all employees (academic and non-academic) in the Faculty of Social Sciences and Humanities, Rajarata University of Sri Lanka shall be focused on by the policy.</p>	Scope
2.6.5	<p>The Faculty Board of the Faculty of Social Sciences and Humanities shall appoint a HRD policy committee to oversee the HRD policy at the</p>	Strategies

Faculty. Seven members shall be appointed to the committee including Dean (chairmen) or Dean nominated senior academic and one member from each department. The committee should adhere to following policy guidelines in designing and implementing the HRD activities at the Faculty.

01. HRD plans and programs designed for the Faculty employees shall be aligned with the goals specified in the Cooperate Plan and Action Plan of the Faculty.
02. All training and development initiatives shall be properly planned, programmed, and recorded, and the results reviewed to determine how training methods can be improved and how maximum benefit can be obtained from resources devoted to training and development.
03. HRD programs should include a systematic and cost-effective training and development approach.
04. The Faculty shall have a structured approach to determine training and development needs; cost-effective acquisition and/or development of training courses or programs based on needs and evaluated in terms of criteria laid down from time to time. Thus, in respect of all HRD activities, the following shall apply:-
 - a. A systematic approach shall be made, every two years, to identify training needs at the level of the Faculty to answer the question of where the training emphasis should be placed.
 - b. A systematic approach shall be made, every two years; to identify training needs at the job level to answer the question of what should be taught in training so that the trainee can perform the job successfully.
 - c. A systematic approach shall be done annually to identify the training needs of the employee to answer the question of who needs training in the university.
 - d. Identified training needs shall be prioritized owing to

	<p>the limited resources (especially financial) and administrative feasibility.</p> <ul style="list-style-type: none"> e. Based on the identified and prioritized training needs, relevant training programs shall be formulated and implemented. Each training program shall need to have established specific training objectives, training evaluation criteria, and other-related training decisions such as training contents, training materials, training methods, trainers, training duration, training time, training place, meals and refreshments, and traveling, and payments, and training budgets. f. The Faculty shall record the attendance and/or presentation of training programmes according to a training planning schedule; g. The systematic method shall be applied to the evaluation of training in terms of trainee reaction, learning, practical application, and results achieved. h. Annual reporting on training interventions and challenges shall be done. <p>05. The Dean of the Faculty or appointed senior academics by the Faculty Board will be responsible for administrative and operative coordination of the training process and programs.</p> <p>06. All training must be work-related and the results measurable against pre-determined objectives. These results, where possible, are to be expressed in cost benefits.</p> <p>07. Training programs shall be organized at the Faculty or via Staff Development Centre (SDC) of the University.</p>	
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