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பல்கலைக்கழக மாணியங்கள் ஆணைக்குழு
UNIVERSITY GRANTS COMMISSION

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எனது இலக்கம்
My Number } uac/uc/07/HR/Adm

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20, වෝඩ් ප්ලේස්, කොළඹ 07, ශ්‍රී ලංකාව.
20, வாட்டு இடம், கொழும்பு 7, இலங்கை.
20. Ward Place. Colombo 07. Sri Lanka.

06.10.2011

**Vice-Chancellors of all Universities
Rectors of all Campuses
Directors of all Institutes**

Competency building and capacity enhancement of administrative staff for greater administrative efficiency and effectiveness in Universities

The University Grants Commission at its 834th meeting held on 22.09.2011 decided to launch a special programme for competency building and capacity enhancement of the administrative staff in the higher education institutions (HEIs) coming under its purview. There are around 450 administrative officers in state-owned Universities. However, hitherto no database is available in regard to their qualifications and training needs. Therefore it has been decided to ascertain the competency building and capacity enhancement needs of the administrative staff of the HEIs, which may involve specific need-based short-term training as well as post-graduate training leading to Masters and Doctoral Degrees.

A questionnaire formulated in this regard is enclosed. Please make it available to all administrative officers who should carefully fill them in consultation with relevant senior staff where appropriate. The Heads of Institutions are requested to forward all filled questionnaires together along with a covering letter to reach the following address on or before 31 October, 2011.

Ms. Damayanthi Panagoda
Head/MIS Division
UGC
20, Ward Place
Colombo 07

Once the database is developed, action will be taken to identify the competency building and capacity enhancement needs of the administrative staff, enabling the design and delivery of requisite training and skills development programmes. The UGC has set apart a special allocation for this purpose in 2012. It is expected that implementation of this programme will


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lead to improvement of the administrative efficiency and effectiveness in the Universities, taking them to a new high.

We greatly appreciate your assistance and cooperation in this regard.


Professor Ranjith Senarathne
Vice Chairman 06-10-2011

Encl: as stated

Copies: Chairman, UGC
Secretary/UGC
Head, MIS Division, UGC ✓
Registrars of all Universities