

BY – LAW NO. 04 / 2023

By –Law for Staff Development

(Approved by the Board of Governors at its 102 nd meeting held on 17.02.2023)

This By-Law may be cited as the staff development center By-Laws No. 04 of 2023 of the Sri Lanka Textile and Apparel and shall come into operation from 01.03.2023.

1. General

This By- Law has been developed for the effective function of the Staff Development Centre (SDC)

2. Scope

Overall objective of the SDC is to engage in continuing improvement of human resource capacity of the Sri Lanka Institute of Textile and Apparel and thereby to promote allegiance, improve core knowledge and competency of the categories of staff – higher management, middle management, junior management, academic staff, executive staff, academic support staff, technical and other staff.

3. Institutional arrangement and functions of SDC

The SDC is placed under the purview of the Director General and manage by an In-Charge of the Centre. Its administrative and financial control will be affected through a Management Committee.

3.1 Management Committee

The executive authority of the Centre shall be vested in the Management Committee. The Management of the activities of the Centre, including financial matters shall be vested in the Management Committee (hereinafter referred to as “the MC”)

The MC shall , for the purpose of administrating the affairs of the Centre ,exercise, discharge and perform the powers, duties and functions conferred, assigned on or to the Centre by this By-Law.

3.1.1 Composition of the Management Committee (MC)

The MC shall consist of the following persons;

- Director General (Chairman of the MC)
- Director (Training and Technical)
- Director (Operation)
- Deans of the Faculties
- Registrar
- Deputy Director – Administration
- All Heads of the Technological Divisions

- All Heads of the Department of Studies
- Accountant
- Librarian
- In-Charge of the Centre
- Secretary - SDC

3.1.2 Terms of Reference (ToR) of the Management Committee (MC)

- (i) The MC shall meet quarterly in each calendar year.
- (ii) The quorum for a meeting of the MC shall be 50% of its total membership.

3.1.3 Powers and functions of the MC

The MC shall exercise the following powers, duties and functions:

- (i) Take all policy and administrative decisions deemed necessary for the effective working of the Centre and the realization of the objectives of the Centre.
- (ii) Manage the finances of the Centre
- (iii) Review and evaluate the progress of the Centre
- (iv) Decide on matters pertaining to Centre publications (Training manuals used for training at SDC)
- (v) Approved the list of resource persons of induction programme, short courses, certificate and diploma courses, workshop and seminars.
- (vi) Take all such other measures as may deem necessary for the achievement of objects of the Centre including the exercise of powers conferred by the relevant provisions of this By-Law.
- (vii) The MC shall forward the respective minutes to the Academic Council and Board of Governance.
- (viii) The MC shall be reviewed for its performance annually by a review committee appointed by the Academic Council. The review report shall be submitted to the Academic Council and the Board of Governance.

3.2 Appointment of the Staff

3.2.1 In-Charge of the Centre

The In-Charge of the Centre shall be appointed by the Board of Governors. The term of office of the In- Charge of the Centre shall be for three (03) years with provision to extend for several terms.

3.2.2 Other Staff

The Management Assistant will assist for administrative activities. All Academic and Non – Academic will provide logistic support for training programmes.

3.3 Duties and Function of In - Charge of the Centre

Primary duty of the In-Charge of the Centre is to manage the Centre under the direction and guidance given by the Management Committee.

The specific duties of the In-Charge of the Centre are;

- Designing , organizing and Conducting training programmes for all staff of the SLITA.
- Prepare annual calendar of training programmes with budge for next year and submit to the MC and Board of Governors for approval before 1 st October of current year.
- Certify the payments before submitting for the approval.
- To attend any other matters relevant to the activities of the Centre referred by Director General or Board of Governors.
- To function as the Secretary of the Management Committee of SDC.
- To function as the administrative and accounting officer being responsible of the SDC to the Director General. He/She should instruct subordinate staff to maintain regular records and staff training activities and maintain the accounts of the Centre in such form and manner as may be prescribed by the SLITA.

4. Control of Funds

- (i) Money received by the Centre shall be considered the funds of the Centre.
- (ii) All money received by the Centre shall be deposited in the SLITA account in favour of the Centre.
- (iii) On behalf of the SLITA the Director and the In-Charge of the Centre shall sign all the funding agreements with the donors.
- (iv) The responsibility of receiving all such monies, their custody and disbursement hall be vested to the Management Committee.
- (v) The Centre shall maintain income and expenditure accounts for each project in addition to the records maintain by the appropriate authority of the SLITA.

5. Financial Year

The financial year shall be same as the SLITA financial year.

6. Regulation and Revision

- (i) Any provisions of this By-Law may be revised or amended as and when necessary by the Board of Governors with the recommendation of the Management Committee.
- (ii) If there is arises a question for which no provision of this By-Law applies, that question shall be determined by the Management Committee followed with the approval of the Board of Governors.
- (iii) If there exists any discrepancies of interpretations of any provision of this By-Law, the interpretation provided by the Board of Governors shall prevail.

7. Interpretations

- (i) “Board of Governors” means the Board of Governors of the Sri Lanka Institute of Textile and Apparel constituted by the Act. No 12 of 2009.
- (ii) “Academic Council” means the Academic Council of the Sri Lanka Institute of Textile and Apparel.
- (iii) “In –Charge of the Centre” means in-charge of the Staff Development Centre. Any questions regarding the interpretation of this By- Law shall be referred to the Board of Governors whose decision thereon shall be final.