



# NOTICE

## POST OF DIRECTOR (PART-TIME) STUDENT SUPPORT SERVICES AND WELFARE SYSTEM [SSS & WS] UNIVERSITY OF PERADENIYA

Applications are invited from the permanent members of the academic staff (Senior Lecturer Grade II and above) of the University of Peradeniya for the post of Director (part-time) of the Student Support Services and Welfare System [SSS & WS] of the University of Peradeniya.

The objective of the Student Support Services and Welfare System [SSS & WS] is to coordinate student support services and student welfare system by networking.

The appointment will be for a period of three (3) years and the position carries a total monthly allowance of 25% of the basic salary, which equals Rs. 4,000/- + an honorarium up to 25% of the basic salary.

A self made application along with an updated Curriculum Vitae and one page statement of how you would contribute towards the advancement of the Student Support Services and Welfare System should be submitted to the undersigned through proper channel on or before **16<sup>th</sup> December 2024**.

The Terms of Reference of the Director /Student Support Services and Welfare System are given in the annexure.

Please note that applications submitted after the deadline will be rejected.

  
VICE-CHANCELLOR

Vice - Chancellor  
University of Peradeniya  
Peradeniya - Sri Lanka

UNIVERSITY OF PERADENIYA

21.11.2024

## **Annexure**

### **Terms of Reference of the Director /Student Support Services and Welfare**

- i. Create awareness about University Student Charter and promote students to comply with norms, rules and regulations design and implement awareness programmes and activities to improve students conduct and behavior and their compliance with university norms, rules and regulations.
- ii. Entertain any complaints/problems/grievances from students as regard to food and lodging and financial, educational and health matters and provide assistance to needy students in liaison with relevant divisions/units.
- iii. Guide and supervise allocation of hostel accommodation.
- iv. Assist the wardens and sub-wardens in hall management and optimizing the utilization of hostel accommodation and other facilities and ensuring high standards of student accommodation & cafeteria services.
- v. Coordinate student counseling services through the Faculty level student counselors and Professional Counseling Unit (to be operated within the Office of Director/Career Guidance Unit).
- vi. Facilitate management of centres/divisions and common amenities such as play grounds, gymnasium, student centre, open air theatre, health centre, etc.
- vii. Facilitate planning and & implementation of social, cultural, literary and sports programmes in liaison with relevant division/councils/societies (eg Physical Education Division, Arts Council/Circle, Music Society, Dramatic Society, Film Society, Literary Society, etc.) to promote cultural pursuits, aesthetic talents, values, taste, and creativity, social interaction, and greater harmony and cohesion among student and staff communities.
- viii. Collect, collate and disseminate all relevant information to students.
- ix. Liaise among stakeholders-students, academic staff, administrative and support staff and public.
- x. Promote interaction among students, staff and community and thereby promote greater harmony and cohesion within and between university and community.
- xi. Liaise and coordinate university and faculty level activities relating to holding public awareness programmes and exhibitions at regional and national level.