



## UNIVERSITY OF MORATUWA

### POST OF DEPUTY VICE-CHANCELLOR

The Council of the University of Moratuwa invites applications from among permanent members of academic staff holding following positions at this University for the post of Deputy Vice-Chancellor of the University.

Senior Professor

Professor

Associate Professor

Senior Lecturer Grade I

Subject to provisions of the Act and to such directions as may be issued from time to time by the Council, the Deputy Vice-Chancellor shall at all times act on the directions and instructions of the Vice-Chancellor.

Duties and Functions of the Deputy Vice-Chancellor are as follows;

- Assisting the Vice-Chancellor/Council to regulate and provide for the residence, discipline and well-being of the students.
- Monitoring the Functions of the student counselling Service.
- Provision of training and administration of Student Counsellors.
- Monitoring the services provided by the Professional Counsellor.
- Review and recommendation of student functions.
- Monitoring the selection of students entitled for University bursaries.
- Monitoring the activities of student unions and societies.
- Mediation in student related problems.
- Assisting the Vice-Chancellor and the Deans of Faculties to ensure effective functioning of Staff-Student Liaison Committees.
- Intervention in problems related to hostels, canteens and common facilities and assisting the Vice-Chancellor to implement recommendations of the committees appointed for this purpose.
- Monitoring and control of fund raising activities by students.
- Assisting the Vice-Chancellor to implement programmes necessary for the prevention and elimination of ragging.
- Chairing the Board of Residence and Discipline.
- Chairing the Management Information System Development Committee (MIS).

- Review and monitoring the Quality Assurance practices at both Faculties and Administration.
- Assisting the Vice-Chancellor to ensure effective functioning of the University Industry Interaction activities.
- Any other duties and functions delegated by the Vice-Chancellor or the Council under the provisions of Universities Act No. 16 of 1978 and subsequent amendments thereof.

The Deputy Vice-Chancellor is eligible to receive the salary of Professor U-AC 5 (II) and all Allowances applicable to the post of Professor. In addition, the following allowances will be paid in accordance with the University Grants Commission Circular No. 676 and Establishments Circular Letter No. 06/2014 (i).

1. Monthly allowance of Rs. 500/-.
2. Reimbursable entertainment allowance of 12% of the basic salary.
3. Rent allowance up to Rs. 600/- p.m.
4. If a Senior Professor is appointed, he/she will continue to receive the salary and all allowances attached to his/her substantive post.

Applications accompanying complete curriculum vitae with contact particulars should be addressed to the Vice-Chancellor, University of Moratuwa under confidential cover to reach, on or before 2<sup>nd</sup> September, 2022. The post applied should be indicated on top left hand corner of the envelope.

Vice-Chancellor