SABARAGAMUWA UNIVERSITY OF SRI LANKA
DIRECTOR OF CENTRE FOR OPEN AND DISTANCE LEARNING (CODL)

Applications are internally entertained from persons who are holding the post of Senior Lecturer Gr II or above, in this University for the above post.

Primary duty of the Director of CODL is to manage the Centre under the direction and guidance given by the Management Committee (MC). The specific duties are,

i. To function as the Secretary to the Board of Management and to the Board of Study.

ii. To manage the CODL. along with 03 Coordinators according to the guidelines, norms and procedures prescribed by the UGC and adopted by the University and MC.

iii. To function as the administrative and accounting officer responsible for the Vice Chancellor and MC He/ She should instruct and advise Senior Assistant Registrar/ CODL and Assistant Bursar/ CODL and other subordinate staff to maintain regular records, provide secretarial assistance and maintain the accounts of the Unit in such form and manner as may be prescribed by the University.

iv. He/ She is authorized to receive all earnings paid in to the fund and to credit such earnings to the proper heads of accounts, to make authorized payments approved by the MC and the Governing Council of the University and to prepare and submit financial estimates and also prepare and submit annual financial appropriations for the ensuing year to the MC and the Governing Council of the University for approval.

Term of this appointment is 3 years and the appointee is entitled to receive a maximum allowance of 25% of the basic salary of the substantive post.

Applications, as per the specimen attached herewith, indicating your interest and proposed contributions to the CODL should be **handed over** or sent by **registered post to the Deputy Registrar (Academic Establishment Branch), Sabaragamuwa University of Sri Lanka. P.O. Box- 02, Belihuloya** on or before **20.09.2024.**

Late applications will not be entertained.

Vice Chancellor
Sabaragamwa University of Sri Lanka
02.09.2024

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