



GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY

POLICY ON ADMINISTRATION

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1. Introduction

General Sir John Kotelawala Defence University (KDU) was established under the Sir John Kotelawala Defence Academy Act No. 68 of 1981 and its scope of operation has been enhanced by several subsequent amendments. The University is a state university that operates as an independent institution governed by a Board of Management under the Ministry of Defence. University provides higher educational opportunities for Tri-service personnel, deserving youths in the country, foreign students and private and public sector personnel in respective subject disciplines at Bachelor's and Post-graduate levels.

The Policy will be applicable to all the administrative activities/ functions of KDU pertaining to all types of employees from their recruitment to retirement.

2. Scope

This Policy covers the following administrative activities of the staff.

- a) Recruitment
- b) Promotions/confirmations
- c) Grievances
- d) All types of leave
- e) Discipline

3. Objectives of the Policy:

The objectives of the Policy are as follows;

- a) To improve the efficiency of overall administration of KDU.
- b) To improve employee job satisfaction by providing welfare facilities for employees
- c) To efficiently and effectively manage leave, promotions and other functions from recruitment to retirement

4. Principles and Values:

- a) Cost effectiveness.
- b) Ensuring job satisfaction.
- c) Improve job satisfaction of staff in relation to the administrative process of the University.
- d) No discrimination/ all employees are treated in same manner.

5. Policy Statement:

General Sir John Kotelawala Defence University is dedicated to provide effective and efficient administrative service to its stakeholders by meeting their requirements. KDU is committed to the satisfaction of the stakeholders with the provisions of quality administrative service. So that all stakeholders will be with KDU for mutual beneficiary interaction.

6. Definition/s:

Disability: Any physical, sensory, neurological, intellectual, psychiatric or learning disability, and includes physical disfigurement, the presence in the body of disease-causing organisms and total or partial loss of part of the body or a bodily function. Officers delivering administrative service, are attached to the responsibilities for providing efficient and quality administrative service in KDU.

7. Responsibility:

All administrative officers of the KDU are responsible for implementing the Policy on Administration efficiently in KDU in line with their post and job description.

8. Implementation:

- a) Obtain Senate and Board of Management (BOM) approval to implement the Policy.
- b) Appoint a Committee to assess whether the Policy functions properly.
- c) If there are any deviations, Committee can make suggestions.

9. Policy reviews and amendments:

- a) This policy may have reviewed after every three years or earlier as necessary.
- b) Sub revisions may be initiated on the recommendation of the QAC, Senate and/or the directions of the Vice- Chancellor of KDU.
- c) Any such revision and/or amendments shall be forwarded for the recommendation of the Senate and become effective from the approved by the BoM of the University.