



# Sri Lanka Institute of Advanced Technological Education

POLICY FOR CONDUCTING  
VISITING LECTURES

# Visiting Lectures

Sri Lanka Institute of Advanced Technological Education is a higher educational institute governed under the Ministry of City Planning, Water Supply and Higher Education. There are eleven Advanced Technological Institutes (ATI) and eight Advanced Technological Institute Sections (ATIs) operated by SLIATE Island wide having conducted a broad range of multi-disciplinary programs targeting at A/L qualified students in Sri Lanka. Institute is continuously seeking ways to develop its academic programmes through lectures, practical and industrial exposure, training and conducting research projects. Due to the increasing number of students and limited number of academic staff members, SLIATE needs the service of visiting lecturers to meet with the requirement of the academic programmes. In addition to the external visiting lecturers, SLIATE academic/ academic supporting and non-academic staff members are also conducting visiting lectures. SLIATE encourages visiting lecturers from industry, to expose students to industrial environment, enhance the interactions with industry, identify the requirement of industry and to enhance students' knowledge, attitudes and skill in par with the industrial requirements.

## 1. RATIONALE

Purpose of appointing visiting lecturers is to enhance the academic programmes of SLIATE Island wide. Presently, internal and external staff members act as visiting lecturers. However, internal academic staff members are giving the service only after the normal working hours in week days and during weekends. Purpose of this paper is to provide guidelines for the visiting lecturers, HODs and Director/ Academic coordinators of ATI/ ATIs to perform their duties and to enhance the quality and effectiveness of the service provided by visiting lecturers.

## 2. CONDITIONS

1. To act as a visiting lecturer, relevant academic staff member of SLIATE should cover the permanent contact hours (lecture, practical and tutorial hours) during the semester assigned to their designation.

Ex. Senior Lecturer – 17 hrs/ week

Lecturer – 19hrs/ week

Assistant Lecturer – 21hrs/ week

2. Internal academic staff member could work 8 visiting lecture hours per week in weekends, off days and after/ before the normal working hours in week days (internal staff of SLIATE cannot perform duties from 8.30 am to 4.15 pm as a visiting lecturer in weekdays/ normal working days). Refer the public Administration Circular no: 9/2006 and No: 08/2014. This condition is common for all staff members of SLIATE. Permanent SLIATE staff members cannot conduct visiting lectures in normal working days even during vacation or study leave period.

3. Internal nonacademic or academic support staff also could conduct 8 visiting lecture hours per week in weekends, off days and after the normal working hours in week days (after 4.15pm). External visiting lecturer could work 12 visiting hours per week. However, external visiting staff is allowed to conduct maximum 8 hours per day.
4. Visiting staff members are not permitted to conduct 8 hours of lectures for the same student batch within a day. Even they cannot conduct different subjects for the same student batch. This condition is to improve the quality of the lectures delivered by visiting lecturer. In special circumstances, special prior approval is needed to be obtained from Director General (DG) of SLIATE.
5. To serve as a visiting lecturer, relevant person should have **subject related educational qualifications and experience**. Degrees, Postgraduate qualifications and professional qualifications should be directly relevant to the course/ programme and subject undertaken by the visiting lecturer. Head of the department (HOD) must check the detail degree certificate/ Academic Transcript of the visiting lecturer and recommend the qualifications and experience. Director/ Academic coordinator must approved it (Degree certificates, detailed degree certificate and certificates of professional qualifications must be checked and certified).
6. Details of the educational qualifications should be clearly indicated in the approval form. Visiting lecturers should not include unnecessary, irrelevant education qualifications in approval form which mislead authorities.

Ex: 1) BSc. - Incorrect way

BSc. (Engineering)

BSc. (Agriculture)

} Correct way

2) BA (General) – Incorrect way

BA (General) English as a major component – correct way

7. Verification of the visiting lecturers' qualifications and experience is the sole responsibility of the respective HOD. Directors/ Academic coordinators have to confirm the payment (139 Academic Syndicate Meeting minutes).
8. Payment for the visiting lecturers at SLIATE accomplish using the approval given by the Department of Management Service, reference no. DMS/E/54/7/342/1 and Institutional circular :SLIATE/02/2017/AA/ P & R. No one is permitted to deviate from these circulars.

**Payments are not approved for additional hours and irrelevant qualifications.** The subjects undertaken by the visiting lecturer should be the core subjects of the degree/ postgraduate degree/ postgraduate diploma/ professional qualifications of the visiting lecturer. Any changes in circulars will be informed to all ATIs immediately.

9. Personal timetables of the visiting lecturer and permanent lecturers should be recommended by relevant HOD and approved by Director/ Academic coordinator of the Institute. In case of an internal academic staff, number of hours released for HOD (depend on number of students), content writer and internship coordinator should be clearly indicated in class time table/ personal time tables. In the personal time table of visiting lecturers should be mentioned all the visiting lecture hours under taken within the ATI and all other ATIs of SLIATE. This is important in identifying the total number of hours conducted by the visiting lecturer within the SLIATE.
10. Incomplete approval forms will be rejected. HOD must check and recommended the approval forms before submitting to Director/ Academic coordinator for approval. Relevant Management Assistant should check the class and personal timetables before submitting to the approval.
11. Visiting lecturers cannot be recruited for any course/ programme if any of academic staff of that programme is not covering the assigned direct contact hours (except for the non-relevant subjects).
12. Demonstrators of SLIATE cannot perform duties as “visiting lecturer” in their permanent working place.
13. “Off day” of a SLIATE staff member is considered as the whole day (24 hrs.). Permanent lecturers of SLIATE can conduct lectures as a “visiting lecturer” within the “off day”. SLIATE academic staff member can earn “off day” within week days by working in weekends (not less than 5hrs per day). It should be arranged based on the requirement of the Institute.
14. As per the internal circular SLIATE/02/2017/AA/ P & R, visiting staff are permitted to do visiting lectures 8 hours per day. In the “Guidelines for preparation of semester time table”, internal staff members are requested to take maximum attempt to cover 8 hours of visiting lectures within two or more days to maintain the quality of the lectures/ academic work delivered by the staff members.
15. To earn an “Off day” within a weekday to perform as a visiting lecturer, a non-academic/ academic support staff member need to work 8.30am to 4.15pm in weekend (Saturday or Sunday) as in public Administration Circular no: 9/2006 and No: 08/2014. It should be

arranged based on the requirement of the Institute. Such request should be approved by DG of SLIATE.

16. Visiting lectures should be arranged in weekends only for weekend courses or part time courses. For full time courses visiting lectures should be arranged in weekdays. In special circumstances, prior approval is needed to be obtained from DG of SLIATE to conduct full time course in weekends.
17. Visiting Academic Staff should conduct themselves in a professional and orderly manner during their appointment. Any occurrences of misconduct will be assessed by the Director/ academic coordinator of the institute or the Head of the Department to determine whether the appointment/offer should be withdrawn. DG/ DDG (AA/ P & R)/ Director/ academic coordinator have the power to terminate the appointment of the visiting lecturer if any misbehavior / inefficiency identified or identification of any false information provided to the ATI/ SLIATE.
18. Visiting Academic Staff members are normally appointed to Departments and the Director of institute is responsible for authorizing for appointments. Visiting staff may be assigned to different Departments depending on their educational qualifications and experience.
19. Internal SLIATE staff cannot perform duties as “Visiting lecturer” when he/ she is on leave (casual, medical, educational...etc.) in the institute.
20. Internal SLIATE staff cannot perform duties as “Visiting lecturer” when he/ she is on “Duty leave” for postgraduate studies (course work or research work) / Staff development programmes.
21. Visiting staff is bound to all the policies, term and conditions of the respective institute and of the SLIATE.
22. They are responsible for student evaluation and submitting of relevant marks of assignments and other examinations on time.
23. They only can conduct lectures, Practical, tutorials on approved time by the authorities; they should strictly follow the timetable approved by the Institute.
24. Visiting lectures (internal) should not make any disturbance to the permanent lectures, practicals, tutorials or any other academic activities of the Institute or the respective programme or normal routine duties of the permanent post.
25. They should cover the syllabus on time and prepare students for the examinations.
26. Visiting staff members are responsible for paper setting, paper moderation and paper evaluation of respective subject/s on request and approval of SLIATE.

27. It is the responsibility of all visiting lecturers to cover the lectures/ academic works within the given semester. They are not permitted to do lectures in vacation and study leave of the students. In special circumstances, prior approval should be obtained from Director General of SLIATE to conduct lectures in such period with valid reasons. Such request should be recommended by relevant HOD and Director/ Academic coordinator of the Institute.
28. No one is permitted to do lectures/ visiting lectures or any other academic works once the semester examination of the SLIATE is started.
29. Director/ Academic coordinator should consider about the administrative matters in organizing visiting lectures in other than “office hours” as it may create unnecessary over time (OT) payment to supportive staff. Hence, actions should be taken to avoid unnecessary payments.
30. When organizing visiting lectures in other than normal office hours, it is important to consider the students’ ability to participate in such time periods. Especially public transport facilities and safety for the students should be considered.

**Note: In special circumstances, prior approval is needed to be obtained from DG of SLIATE**

### **3. PROCEDURE**

- I. In each semester paper advertisement and a web notice is published to recruit visiting lecturers to SLIATE.
- II. All applications (Appendix A) must be sent to the Director/ Academic coordinator of the respective institute at the beginning of each academic year/ semester. Application could be downloaded from the SLIATE web site. Applicants who are attached to the Government and Statutory Bodies should forward their applications through their Head of the Department.
- III. Selection will be made by the interview panel at the relevant ATI/ ATI Section. Composition of the interview board should be with Director/ Academic coordinator, HOD of the programme, Registrar or Assistant registrar. If there is no Registrar or Assistant registrar in ATI sections, senior academic staff member could be appointed.
- IV. Separate application form should be submitted if they are applying to different programmes of the same Institute.
- V. When there are more than one applicants for the same subject, an interview will be called for selecting the most suitable visiting lecturer. Priority will be given based on the educational qualifications, professional qualifications and teaching/ industrial experience in relevant subject areas. Marks for the applicants should be allocated according to the marking scheme provided by SLIATE. Experience should be counted after completing the basic degree.
- VI. Interview marks, rate per hour should be sent to the head office according to the given format before commencing the semester.

- VII. Subjects of the Visiting Lecturer will be considered and recommended by the HOD and Director of the Institute by considering the programme which the subject/ s is/ are requested based on relevant educational qualification and experience (Ex: Agric., IT....etc.).
- VIII. Vouchers for payment should be forwarded to Accountant with the recommendation of respective HOD and approval of Director of the programme. This should include all relevant information –attendance, subject and topic covered, number of students participated, number of hours, payee details, amount to be paid, signature of the visiting lecturer...etc. Payments for ATI section done by Accountant of head office.
- IX. Visiting Lecturers must be paid in line with guidelines issued by the Department of Management Service: DMS/E/54/7/342/1 and Institutional circular: SLIATE/02/2017/AA/ P & R.
- X. All the documents related to the visiting lecturer should be maintained in separate files for internal and general auditing purposes.
- XI. Class timetables of the semester should be displayed in the notice board and institute web for student information at least one day before the commencement of the semester. Visiting approval forms should be considered after recommending, checking and approving of time tables. No need to send the approval forms to the Head office for approval. Director/ Academic coordinator has the authority to approve.
- XII. Visiting voucher forms should be submitted at the end of each month of the semester for the payment.
- XIII. It is advised not to allocate maximum visiting lecture hours (8 hrs/ 12 hrs) to one visiting lecturer if enough qualified visiting lecturers have applied for the programme/ course. When maximum visiting hours per week (8 hrs/ 12 hrs) allocated for one person, in case of an inability to participate in a lecture, there is no way to cover the syllabus for the students and giving additional hours to cover the subject may violate the conditions in Institutional circular: SLIATE/02/2017/AA/ P & R. Hence, HODs and Director/ Academic coordinators must give more opportunities for qualified applicants to serve as visiting lecturer.
- XIV. Visiting lecturers need to maintain lecturer record system. HOD must regularly check whether academic programmes are going on smoothly. HOD must be analyzed the percentage of the syllabus covered by the visiting and permanent staff members at the mid of the semester and end of the semester.
- XV. All the visiting lecturers should conduct lectures according to the approved time table. No one is permitted to conduct lectures during lunch break and tea breaks of the approved time table.
- XVI. Visiting staff should report to the duties on time. When doing payments, time “on” and “off” will be considered. Finger print machine is the official record accepted. Further, visiting lecturer should singe in a separate attendance register also.
- XVII. Relevant Management Assistant is responsible for checking the approval form and voucher forms. However, HOD should assist in any unclear areas.

XVIII. Delay in first five minutes for visiting lectures will be excused. Visiting payment for 15 minutes will be deducted for the delay after first five minutes (payments calculated for nearest 15minutes slots).

Ex. For 50 minute lecture – Payment calculate for 45 minute duration

For 40 minute lecture – Payment calculate for 30 minute duration

XIX. All the visiting lecturers should submit the lecture records to enter the data for Lecture Record System (LRS). A Management Assistant should assign to enter the data to the system.



**Dr. W. B. K. Bandara**

**Director (Planning & Research)**

**SLIATE**

**Date: 06th April, 2019**



**Prof. K. T. M. U. Hemapala**

**Director General**

**SLIATE**



**APPENDIX A:**



**Application form for the post of Visiting Lecturer - Academic Year 20...**  
**For HND.....**

	Preferred place (ATI/ATI section) to serve	Preferred subjects to teach

1. **Name in full** :
2. **Name with initials** :
3. **Date of Birth** : Date: Month: Year:
4. **Contact information**  
**Postal Address** :  
**Phone number** **Official:** :  
**Mobile** :  
**E-mail address** :
5. **Academic Qualifications** :

Name of the degree	Name of the University	Year

**6. Professional Qualifications**

Name of the qualification	Name of the Institute	Year

**7. Other Qualifications**

Name of the Institute	Nature of the training	Year

**8. Working Experience**

	Position	From	To	Year
Present				
Past				

**9 Teaching Experience**

Institute	Name of the programme	Subject	Number of Years

**10. Name position and Contact Information of two Non-related Referees.**

**Name**

**Address**

I hereby certify that all the above information is true and correct for the best of my knowledge.

Date

Signature of Applicant

**APPENDIX B: Sri Lanka Institute of Advanced Technological Education**

**Advanced Technological Institute /Section .....**

**Approval to Obtain the Service of Visiting Lecturer for Academic Year – 20.... Semester:- .....**

**1. Bio data of Lecturer /Instructor**

- 1.1 Name with initials :-.....
- 1.2 Full Name :- .....
- 1.3 National Identity Card No.:- .....
- 1.4 Postal Address :- .....
- 1.5 Present Employment/ post:- .....
- 1.6 Official Address :- .....
- 1.7 Telephone Number :- (a) Official :- ..... (b)Residence :- .....
- (c) Mobile :- .....

**Qualifications**

**1.1 Academic Qualifications (Please indicate relevant academic qualifications for the subject expected to teach)**

Name of the Awarding University/ Institute	Details of basic degree & postgraduate Qualifications	Effective date/Year of the degree	Checked by (Signature of HOD)

**1.2 Professional Qualifications (Please indicate relevant professional qualifications for the subject expected to teach)**

Name of the Awarding Institute	Details of professional Qualification	Effective date/Year of the qualification	Checked by (Signature of HOD)

**1.3 Other Qualifications**

- (I) Teaching Experience in years :-.....
- (II) Industrial Experience in years :-.....

**3. Course Detail**

- 3.1 Name of the Course:- ..... Year :- .....
- 3.2 Semester :- 1/2 From:- \_\_/\_\_/20\_\_ To :- \_\_/\_\_/20\_\_
- 3.3 Subject :- .....

3.4 Maximum number of hours served per week within the ATI :- ..... & other ATI.....

**4. Information to be submitted by the Internal Permanent Staff member at SLIATE**

(i) Attached ATI :- .....

(ii) Details of the permanent time table in your permanent working place ATI/ ATIs

Name of the ATI attached	Course	Year	Day	Time	No. of Hours/ week	Checked by MA
<b>Total</b>						

(iii) Information of visiting time table of other ATI/ATI Sections of SLIATE

Name of the ATI/ ATIs	Course	Year	Subject	FT /PT	Total Hours per week	Checked by MA
<b>Total</b>						

I hereby certify that the information above is true and accurate to the best of my knowledge.

**Date :- .....**                      **Signature of the applicant .....**

Recommendation by the HOD from the institute where the visiting service is rendered.

Course	Year	Subject	Day	Time	Number of hours

**Verification of qualifications: Educational/ Professional/ Experience as per DMS/E/54/7/342/1**

Qualification Category	Approved Allowance (Rs) per Hour	Justification for relevant Qualification by HOD*
Minimum 5 years teaching experience without a basic degree	350/=	
Minimum 10 years teaching experience without a basic degree	500/=	
Basic degree in relevant field with less than five years experience	500/=	
Basic degree in relevant field with more than five years experience	750/-	
Basic degree in relevant field + postgraduate diploma or Masters degree with minimum 5 years experience	1000/=	
Basic degree in relevant field + Professional qualification in relevant field with minimum 5 years experience	1000/=	
Basic degree in Engineering field + Engineering professionals	1000/=	

(\*Payment rate per hour must justify by the HOD in relevant payment rate category)

Recommended Rate per hour : - Rs. .... / = (according to DMS Circular No : DMS/E/54/7/342/1)

Recommended / Not Recommended

Name of the HOD .....

Name of the ATI/ATI Section .....

HOD Rubber stamp

**Approval by the Director/ Academic coordinator from the institute where the visiting service is rendered.**

Approved / Not Approved,

Name of the Director/ Academic coordinator

Signature .....

Date :-.....

Official Rubber Stamp