

ABSTRACT

The aim of this study is to find out factors in related to the development of administrative staff in the universities. in Sri Lanka. Collecting information, data, suggestions, opinions, an ideas from various sources were done in two ways for this study. Discussions, interviews, and use of questionnaire as relevant with Deans, Senior Academics, retired academics and officers administrative staff presently in service data and information were gathered from books, journals, news papers, and articles annual reports and other documents.

Although the survey consideration was given to all the category of staff, special attention was given to the administrative staff of the university system that covered the 13 universities and 13 institutes, within the period of 1942 - 2000.

This administrative staff is the group about 472 out of total number nonacademic personnel of 7623.

Our study reveals firstly, that initiate the lack of leadership and weakness from the administration, insufficient attention to ethical administrative academic standard that how led the to inefficiency, delays, and even crisis situations. Secondly there are deficiencies in personal development, induction, on going training, in service training, and further education that caused to quality of institutional output. Thirdly there is a need to fill the positions to the administration with qualified, trend and efficient persons.

Over the past three decades there were many introductions of less qualified and inefficient positions being promoted to the staff positions. This influenced the standard of performance.

The identifications and conclusions of this study are based on case studies developed over many years of experience in the university administration. This has helped to establish the need of staff development in the universities for the efficiency and effective administration in the system.

This dissertation provides relevant facts through twelve chapters.

The Chapters 1, 2, 3, 4 of the dissertation presents the introduction of the university system, and its staff and the problems that they are faced in administration. Chapters 5,6,7 and 8 describe the requirement of skills, and training needs and management information system. Chapters 9,10,11 and present the analysis of survey and made new suggestions. Chapter 12 presents the conclusion with findings of the survey.

The Chapter 2 describes the specific features, and activities of university system. This chapter also describes the identification of training needs for the staff of university.