

By-Law Number. X

THE OPEN UNIVERSITY OF SRI LANKA

BY –LAW FOR THE LEARNER SUPPORT UNIT

A By-Law made by the Council of the Open University of Sri Lanka under Section 135 of the University Act No. 16 of 1978 as amended to be read with Section 19 of the Open University of Sri Lanka Ordinance No. 01 of 1990 as amended.

This By-Law may be cited as the Learner Support Unit **By-Law Number X** of 20XX and shall come into force on XXth XXXX 20XX as approved by the Council of the Open University of Sri Lanka.

1. The Aim of the Learner Support Unit shall be;

To support the learners to enhance cognitive, organizational, and emotional skills to excel in achieving academic goals within an ODL setting, while ensuring the achievement of stipulated programme learning outcomes.

2. The Objectives of the Learner Support Unit, shall be to:

- 2.1. Identify and implement strategies to support learners to improve the cognitive aspects needed to excel in ODL setting.
- 2.2. Identify and implement strategies to support learners to improve the organizational aspects needed to excel in ODL setting.
- 2.3. Identify and implement strategies to support learners to improve the emotional aspects needed to excel in ODL setting.
- 2.4. Develop and Recommend strategies to support the learner to fast adaptation to ODL mode and to acquire the necessary skills needed to perform well based on the varied needs of the students.
- 2.5. Encourage other entities such as Student's Affairs Division, Student Welfare Division, Centre for Quality Assurance, Regional Educational Services, Industry Liaison Centre, Career Guidance Unit, CETMe, Physical Education Unit, Information Technology Division, Library, etc., to initiate programmes related to learner support.
- 2.6. Liaise with the different entities of the University to facilitate LSU initiatives.

3. Governing Structure of the Learner Support Unit

- 3.1 The Learner Support Unit (hereinafter referred to as LSU) shall function under direct purview of the Vice-Chancellor and shall be managed by a Director. Its

administrative and financial activities shall be managed by a Board of Management (hereinafter referred to as BOM) which shall comprise the following;

- (i) Vice-Chancellor
- (ii) Deputy Vice-Chancellor (if any)
- (iii) Registrar
- (iv) Deans of all Faculties of the OUSL
- (v) Director/Postgraduate Institute of English (PGIE)
- (vi) Librarian
- (vii) Director/Centre for Educational Technology and Media (CETMe)
- (viii) Director / Centre for Quality Assurance (CQA)
- (ix) Director/Regional Educational Services (RES)
- (x) Director/Information Technology (IT)
- (xi) Director/Staff Development Centre (SDC)
- (xii) Director/Carrier Guidance Unit (CGU)
- (xiii) Director / Industrial Liaisons Centre (ILC)
- (xiv) Director / Physical Education Unit (PEU)
- (xv) Director / Operations
- (xvi) Director / Learner Support Unit (LSU)
- (xvii) One University Council representative
- (xviii) One representative from each Faculty
- (xix) One student representative of each faculty
- (xx) One Representative from Faculty Alumni Associations.

The Senior Assistant Registrar/Assistant Registrar of the Students Affairs and Welfare Division (SAWD) shall be the Convener and Secretary of the BOM.

3.2 The Vice-Chancellor of the OUSL shall be the Chairperson of the BOM of the LSU.

3.3 Director/LSU shall be a Teacher of the OUSL of Senior Lecturer grade or above who shall be appointed by the Council of the OUSL on the recommendation of the Vice- Chancellor.

- 3.4 Director/LSU shall hold office for a period of 03 years and is eligible for re-appointment.
- 3.5 The Director/LSU shall receive a monthly allowance as determined by the Council of the OUSL.
- 3.6 Director/LSU may be removed from office before the expiry of his/her term of office by the Council on the advice of the Vice -Chancellor. In such event the reasons for removal shall be intimated to the Director/LSU.
- 3.7 OUSL shall provide office space, support staff and logistics for the LSU to enable it to function effectively.
- 3.8 The Vice-Chancellor shall appoint a Senior Assistant Registrar / Assistant Registrar, to serve as the Convener / Secretary of the LSU.
- 3.9 The BOM of LSU shall meet not less than once in every three months. The quorum for such meeting shall be half of the full membership.
- 3.10 Management procedures of the LSU shall include the following.
 - (a) The Director/LSU shall report directly to the Vice-Chancellor.
 - (b) At each BOM meeting the Director/LSU shall submit a report on the activities that have been undertaken during the previous two months.
 - (c) Minutes of the LSU BOM meeting shall be presented to the Senate and Council once in three months.
 - (d) Senior Assistant Registrar / Assistant Registrar shall report directly to the Director/LSU.

4. Functions, Responsibilities and Reporting of the LSU

- 4.1 The functions of the LSU shall be to:
 - (a) Develop and actively involve, in the implementation of short-term learner support programmes and long-term learner support programmes to the OUSL with appropriate mechanism to assess its effectiveness.
 - (b) Conduct/Coordinate programmes in learner support liaising with relevant divisions (such as Academic Faculties, SDC, CGU, etc.) to implement the LS strategies.
 - (c) Develop a continuous monitoring mechanism of the performance throughout the academic carrier of learners.
 - (d) Make strategies to improve the learner interaction with academia and

administration.

- (e) Establish a mechanism to continuously obtain feedbacks from learners (course-wise, programme-wise, activity-wise, etc.) which allows learners to convey their grievances/suggestions and assess them and propose recommendations for improvement.
- (f) Implement and monitor live learner alert system (or similar) to motivate the learners to maintain attention on academic activities.
- (g) Develop and coordinate programmes/activities to mature soft skills of the learners.
- (h) Coordination of learner support related activities of the OUSL.

4.2 The responsibilities of the LSU shall include the following:

- (a) The Director/LSU shall be responsible for the direction, development, and management of projects and programmes that support the internationalization of OUSL and all its operation.
- (b) Senior Assistant Registrar / Assistant Registrar shall be responsible for providing high quality, confidential, administrative, and executive support to the LSU.
- (c) The support staff of the LSU shall be responsible for providing high quality confidential support to LSU as mentioned in their List of Duties issued to them by the Director/LSU.
- (d) The LSU shall prepare an annual budget and work plan and submit to the Finance division/Senate and Council on the recommendation of the BOM for approval before a calendar year commences.
- (e) Representatives of faculties shall be responsible for reporting and liaising between the LSU and the respective faculties.
- (f) The Director/LSU shall report activities and progress of the LSU to the Senate once in two months starting from the month of January.
- (g) The Director/LSU shall convene the meeting of the BOM at least once in three months starting from the month of January.

4.3. The support staff of the LSU shall report directly to the Senior Assistant Registrar / Assistant Registrar assigned to LSU.

5. Regulations and Revisions

- 5.1. Any regulations under this By-Law shall be made by the Council, on the recommendation of the BOM of LSU and the Senate.
- 5.2. This By-Law may be revised or amended as and when necessary. Such revisions or amendments shall come into force as determined by the Council, on the recommendation of the BoM of the LSU and the Senate.

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