



National Institute of Social Development Policy on Regional Centre Development

Policy Title: Policy on Regional Centre Development

Policy Number: 24

Functional Area: Institute Staff

Effective Date: 11.07.2024

Approving Authority: The Governing Council, National Institute of Social Development

Administrative Responsibility: Director General, ADG, Directors, Heads of Department, Centre In-charge

24.1. Rationale and Purpose

The National Institute of Social Development (NISD) is committed to providing high-quality education and training through its regional centers located in Thalawa (Anuradhapura), Ranna, Ampara, and Kilinochchi. This policy outlines the guidelines for maintaining existing centers, criteria for establishing new centers, conditions for closing centers, and the minimum financial requirements for continued operation.

24.2. Objectives

- 24.2.1 Ensure the sustainable operation of regional centers.
- 24.2.2 Maintain high standards of education and training across all centers.
- 24.2.3 Expand educational opportunities to underserved regions.
- 24.2.4 Optimize resource allocation and financial management.

24.3. Maintenance of Existing Centers

- 24.3.1. Infrastructure and Facilities: Each center must maintain adequate infrastructure and facilities to support diploma, certificate, master's courses, and training programs. Regular inspections will be conducted to ensure compliance with NISD standards.
- 24.3.2. Staffing: Centers must have qualified staff, including instructors, administrative personnel, and support staff. Staffing levels should be appropriate for the number of students and courses offered.

- 24.3.3. Course Quality: All courses must meet NISD’s academic standards and QAC standard. Regular evaluations will be conducted to ensure course content, delivery, and outcomes are up to date and effective.
- 24.3.4. Student Services: Each center must provide necessary student services, including academic advising, career counseling, and support services.
- 24.3.5. Community Engagement: Centers should engage with local communities to understand their needs and adapt programs accordingly.

24.4. Establishing New Centers

- 24.4.1 Needs Assessment: A comprehensive needs assessment must be conducted to determine the demand for educational services in the proposed location. This includes evaluating the socio-economic context, potential student population, and local industry needs.
- 24.4.2 Feasibility Study: A feasibility study must be conducted, including financial projections, resource availability, and potential partnerships with local organizations and institutions.
- 24.4.3 Approval Process: Proposals for new centers must be submitted to the NISD AAB and GC. The proposal should include a detailed plan covering location, infrastructure, staffing, budget, and a timeline for establishment.
- 24.4.4 Initial Funding: Adequate initial funding must be secured to cover the setup costs, including infrastructure development, staffing, and initial operational expenses.

24.5. Closing a Center

- 24.7.1 Performance Evaluation: Centers will be regularly evaluated based on student enrollment, course completion rates, financial performance, and overall impact. Centers consistently failing to meet these criteria will be reviewed for potential closure.
- 24.5.2 Cost-Benefit Analysis: A cost-benefit analysis will be conducted to assess the financial viability of the center. Centers that consistently operate at a loss without prospects of improvement may be considered for closure.
- 24.5.3 Stakeholder Consultation: Before a decision is made, consultations with stakeholders, including staff, students, and the local community, will be conducted to gather input and address concerns.
- 24.5.4 Transition Plan: A transition plan must be developed to minimize disruption to

students and staff. This includes arrangements for students to complete their courses and potential relocation or reassignment of staff.

24.6 Minimum Financial Requirements

- 24.7.1 Cost Coverage: Each center must generate sufficient income to cover at least its operational expenditures. This includes salaries, utilities, maintenance, and other running costs.
- 24.6.2 Budget Management: Centers must adhere to strict budget management practices, including regular financial reporting, expense tracking, and budget forecasting.
- 24.6.3 Revenue Generation: Centers are encouraged to explore additional revenue streams, such as partnerships, grants, and community programs, to enhance financial sustainability.
- 24.6.4 Financial Oversight: Regular financial audits will be conducted to ensure transparency and accountability. Centers must implement recommendations from these audits promptly.

24.7. Review and Monitoring

- 24.7.1 Annual Review: This policy will be reviewed annually to ensure it remains relevant and effective. Feedback from regional centers, staff, and students will be considered in the review process.
- 24.7.2 Monitoring and Compliance: The NISD central administration will monitor compliance with this policy. Non-compliance may result in corrective actions, including retraining, resource reallocation, or other necessary measures.