# Faculty of Science University of Jaffna

## Standard Operating Procedure (SOP)

## Terms of Reference (TOR) of the Faculty Board Sub-Committees

# Standard Operating Procedure / Terms of References of the Sub-committees of Faculty Board of Science

## Contents

**A. SOP for Curriculum Development Revision and Monitoring Committee**

*The Senate at its 442ⁿᵈ meeting held on 28.01.2020 approved this SOP on the recommendation of the 173ʳᵈ meeting of the Faculty Board of Science held on 08.11.2019*

**1.0 Preamble**

Periodical curriculum and programme revisions of the Faculty of Science, University of Jaffna have been done since the inception of the faculty in 1975. This has been done with various procedures and guidelines applicable to the time period concern. The revision has been streamlined with the inception of the university curriculum evaluation committee in 2013.

The need to have a faculty level curriculum committee has been insisted by the external review reports. With this background a faculty level sub-committee named Curriculum Development, Revision and Monitoring Committee (CDRMC-FS) has been formed at the 172ⁿᵈ Faculty Board of Science with Terms of References approved at the 173ʳᵈ Faculty Board.

The major objective of the CDRMC-FS is to encourage good practices in the programme and curriculum development and revision process of the Faculty of Science.

**2.0 Functions**

2.1 Evaluate the need of revisions of existing curricula that come under the purview of the Faculty of Science

2.2 Review and recommend any changes to the existing curriculum

2.3 Study and recommend any new courses or degree programmes to the Faculty Board of Science

2.3 Ensure the SLQF standards and Subject benchmarking (SBS) in all curricula

2.4 Review and recommend long term plans for programme and curriculum revisions

2.5 Recommend policy and processes of the programme and curriculum revisions

2.6 Review and report any overlapping that exists among different disciplines in a curriculum

2.7 Find and report opportunities for curriculum development for interdisciplinary collaboration

**3.0 Composition**

3.1 The CDRMC shall consist of twice the number of disciplines existing at the Faculty of Science at any given time

**4.0 Appointment of members**

4.1 Two members from each discipline in the Faculty of Science shall be appointed at the Faculty Board of Science

4.2 Consent for each appointed staff member has to be obtained before such appointments

4.3 The members shall be senior academic staff

4.4 The appointed members shall be in the committee for three years from the date of appointment

4.5 Any member shall not be re-appointed for more than two consecutive terms, unless no other members are available from the discipline concerned

4.6 The letter of appointment shall be issued by the Dean of the Faculty of Science

**5.0 Functions of the members**

5.1 Members should read, understand and abide to the SoP of the CDRMC-FS

5.2 Members should maintain confidentiality

5.3 Any member shall not report any matters, if otherwise authorized, coming under the purview of the CDRMC-FS without the approval of the CDRMC-FS

5.4 Members are expected to continually engage in updating themselves in the trends in curriculum and teaching and learning practices

5.5 Members are expected to attend all the meetings without fail

5.6 Members are expected to read and review all the documents submitted to the CDRMC-FS

5.7 Members are expected to be able to perform the duties assigned to them by the Coordinator/ CDRMC-FS

5.8 Members are expected to attend any training programmes and workshops coming under the purview of the CDRMC-FS

**6.0 Meetings**

6.1 The meeting shall be chaired by the Coordinator of the CDRMC-FS

6.2 The meeting shall be announced by writing or electronic means to the members at least one week prior to the date of the meeting

6.3 The meeting shall be called upon for a review or any necessary matters deemed by the Dean, Faculty of Science and/or the coordinator of the CDRMC-FS

6.4 The AR of the Faculty of Science shall call for meetings

6.5 Quorum of each meeting shall be $1/3^{rd}$ of the total membership of the CDRMC-FS

**7.0 Selection and the responsibility of the coordinator**

7.1 The coordinator shall be one of the senior academic staff members of the committee appointed by the Board of the Faculty of Science.

7.2 The coordinator shall be one of the senior persons of the CDRMC-FS

7.3 In case of more than one person being nominated, a secret voting shall be exercised if necessary under the chairmanship of the Dean, Faculty of Science

7.4 The coordinator shall be in the position until the expiry of the specific CDRMC-FS

7.5 Coordinator shall receive correspondence on behalf of the CDRMC-FS and sign on behalf of the CDRMC-FS

**8.0 Curriculum development and revision process**

The curriculum development process involves multiple stakeholders including teachers, students, outside experts (outside the university- relevant to the subject), internal experts (within the same university- relevant to the subject), employers, alumni, etc.

8.1 Curriculum development or revision may be required for reasons including, but not limited to, the following:

- Change in academic, industry and/or community needs;
- Change in pedagogy or instructional methodologies;
- Change in student needs;
- Change in national, provincial and/or professional association standards; and/or
- New directions and initiatives from the government (Ministry of Higher Education and/or University Grants Commission)

8.2 The curriculum development needed for any reasons shall be first discussed at the department concerned level

8.3 If such curriculum involves more than one departments, all departments should have individual or collective meetings to develop or revise such curriculum

8.4 Such meetings shall be recorded and minutes shall be annexed along with the curriculum for any approval process

8.5 The need analysis/ feedback (see annexures for sample form) should be based on the feedback from all stakeholders

8.6 The minimum number of stakeholders for such need analysis/ feedback shall be 50

8.7 The need analysis/feedback report shall also be submitted along with the developed curriculum

8.8    The feedback obtained for such need analysis should be addressed and the way they were addressed should be mentioned in the curriculum development report said in section 8.7

8.9    The curriculum shall then be submitted to the CDRMC-FS through the Dean, Faculty of Science for the review

8.10   The review of the CDRMC-FS shall be finished within one month from the date of the receipt of the curriculum

8.11   The review report shall be then submitted by the CDRMC-FS to the respective applicants through Dean, Faculty of Science

8.12   This matters raised in the review report should be addressed and the modified curriculum then shall be submitted to the Faculty board of Science for approval

8.13   The approved curriculum shall be sent to the Curriculum Evaluation    Committee (CEC) of the University of Jaffna, If any major change in curriculum suggested by CEC, It should be bring back to the Faculty Board of Science

8.14   The CDC shall review the curriculum according to the ToR of CDC

8.15   The approved curriculum shall then be sent to the Senate for the approval

8.16   Any changes suggested by any of the above bodies shall be addressed appropriately by the respective applicants

## 9.0 Review cycle

9.1    Each course unit shall be reviewed annually by the teacher and/ or department concern based on the feedback from stakeholders including students

9.2    The department should review the curriculum at least once in three years

9.3    Such review process shall be recorded in the department meeting reports and reported to the Faculty board of Science

9.4    Any revisions made should be processed as per the SoP8.V1

9.5    The programme structure shall be reviewed at least for every 5 years or based on the need

9.6    Such reviews should be processed based on the SoP8.V1

## 10.0 Complaints

10.1   Any complaints against CDRMC-FS shall be made to Dean, Faculty of Science in writing

10.2   Anonymous and verbal complaints shall not be considered

10.3   The complaints shall be handled by the Dean of the Faculty of Science through existing

grievance mechanism of the University of Jaffna

**11.0 Record keeping**

11.1    The AR/SAR/DR of the Faculty of Science is responsible for keeping all the records

11.2    All the documents received by the CDRMC-FS shall be kept at the office of the Dean, Faculty of Science at least for 2 years from the date of receipt

11.3    The documents expired shall be incinerated with a detail letter given to the Dean, Faculty of Science

11.4    The minutes of the CDRMS-FS meeting shall be recorded and kept in separate file

11.5    All the decisions shall be sent by the Coordinator, CDRMC-FS through Dean of the Faculty of Science to the department concerned and they should be archived
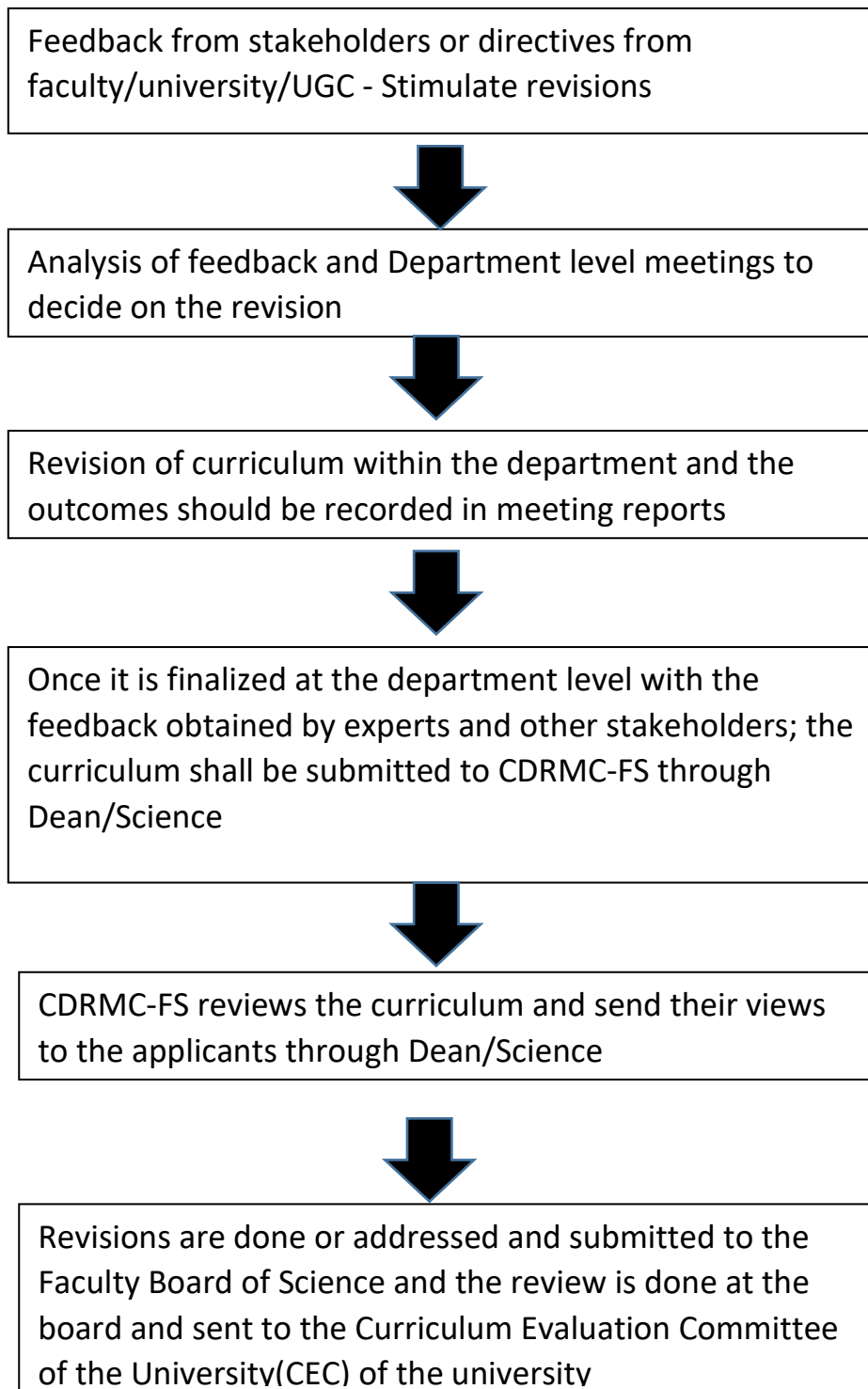
**References**

- Adam, S. (2004). Using learning outcomes. A consideration of the nature, role, application and implications for European education of employing 'learning outcomes' at the local, national and international levels. United Kingdom Bologna Seminar, Edinburgh, Scotland.

- Anderson, L. W., & Krathwohl, D. R. (eds.) (2001). A Taxonomy for Learning, Teaching, and Assessing: A Revision of Bloom's Taxonomy of Educational Objectives. New York: Longman.

- Bloom, B.S.,Engelhart, M. D., Furst, E. J., Hill, W. H., & Krathwohl, D. R. (1956). Taxonomy of educational objectives: The classification of educational goals. Handbook I: Cognitive domain. New York: David McKay Company.

- Jenkins, A., & Unwin, D. (2001). How to write learning outcomes. Retrieved December 25, 2015, from        http://www.ncgia.ucsb.edu/education/curricula/giscc/units/format/outcomes.html opens in new window

- Sri Lanka Qualifications Framework manual - 2015

**Annexure I – Sample form for the course**

| Course Title | | | | |
|---|---|---|---|---|
| Course Code | | | | |
| Credit Value | | | | |
| Notional hours | Theory | Practical | Field/ Industrial visits | Independent learning hours |
| | | | | |
| Objective/s | ● It should be teacher centric and can be one or multiple | | | |
| Intended Learning Outcomes | ● Learner centric outcomes which are to be expected from the learner once the course has been finished. The ILOs should be testable at the end of the course. They should be starting with an action verb which can be obtained from Bloom's taxonomy (though it is not limited to that resource). The level of achievement in the learning process is expected to be higher is higher levels of the degree programmes. | | | |
| Detailed syllabus | The content should be described in detail here. | | | |
| Teaching and Learning Methods / Activities | Appropriate methods (preferably learner centered) | | | |
| Evaluation | **Ex:**      In course examination      30% <br>          End of course examination      70% | | | |
| Recommended References | Any suitable format for references | | | |

Feedback from stakeholders or directives from faculty/university/UGC - Stimulate revisions

⬇

Analysis of feedback and Department level meetings to decide on the revision

⬇

Revision of curriculum within the department and the outcomes should be recorded in meeting reports

⬇

Once it is finalized at the department level with the feedback obtained by experts and other stakeholders; the curriculum shall be submitted to CDRMC-FS through Dean/Science

⬇

CDRMC-FS reviews the curriculum and send their views to the applicants through Dean/Science

⬇

Revisions are done or addressed and submitted to the Faculty Board of Science and the review is done at the board and sent to the Curriculum Evaluation Committee of the University(CEC) of the university

**Annexure III- Sample form for the Expert feedback**

**Subject expert review report (Sample)**

The proposal should be reviewed by at least two content / subject experts, who have been nominated by the Department concern and approved by the Faculty Board of Science. They should be requested to comment on the following aspects of the proposal.

| Item | Comment |
|---|---|
| Acceptability of the Background and the Justification | |
| Relevance of proposed degree program to Society | |
| Entry Qualification and Admission Process | |
| Program Structure | |
| Program Content | |
| Teaching Learning Methods | |
| Assessment Strategy/Procedure | |
| Recommended reading | |
| Resource Availability - Physical | |
| Qualifications of Panel of Teachers (internal & external) | |
| Recommendation | Please select any one of the following: **a.** Recommended without amendment **b.** Recommended subject to improvement in the following areas **c.** Not suitable for the next stage of evaluation due to following reasons: |

Name of the reviewer:

Designation:

Signature:

Date:

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**B. TOR FOR BUILDING COMMITTEE**

**1.0. PREAMBLE**

The Faculty of Science has grown in size and scope since its founding in 1975 at its current location. The new structures are being constructed in response to the growing student population and variety of degree programs. The building committee was formed by the faculty to review and prioritise ideas for new buildings and physical constructions.

**2.0. OBJECTIVE**

2.1. Propose new physical constructions

2.2. Review the proposals placed by the Departments, Centre and Units

2.3. Recommend the proposals to the Faculty

**3.0. COMPOSITION**

3.1. The members shall be nominated by the Faculty Board of science

3.2. The nominated members shall serve for a three    -years tenure

3.3. The membership shall comprise of the following criteria;

    3.3.1    One Academic staff member from each department

    3.3.2    The Works Engineer or his/her nominee from the Maintenance Branch

    3.3.3    Two Students nominated by the SSU

3.4. The Chair and secretary of the committee shall be elected by the committee among the academic staff.

3.5. The members shall serve for a term of office of two years

3.6. In case of resignation of a member or poor attendance (absence in three    consecutive meetings without proper notification) of a member as reported by the chair, another one person shall be nominated by the faculty board.

**4.0. DUTIES AND RESPONSIBILITIES**

4.1. Assess the proposals placed by the Departments, Centre and Units

4.2. Assist to resolve any issues associated with the constructions

4.3. Report the progress of ongoing constructions

**5.0. MEETINGS, QUORUM AND REPORTING**

5.1. Committee meetings shall be held at least quarterly in an academic year

5.2. The quorum of each meeting shall be 1/3rd of the total membership

5.3. Biannual progress report should be submitted to the Board of the Faculty of Science

## 6.0. EVALUATION AND REVIEW

The committee should undertake an annual self-assessment of its performance against these duties of responsibility of the committee.

## C. TOR FOR BIOSAFETY COMMITTEE

## 1. INTRODUCTION

Biosafety (The application of knowledge, techniques, and equipment to prevent personal, laboratory and environmental exposure to potentially infectious agents or biohazards) is one of the important aspects for an institution where biohazardous materials and infectious agents are produced for research and teaching purposes. The Faculty of Science (FoS) has many laboratories in several departments that produce bio-wastes, including hazardous material. A proper mechanism should be developed to ensure and monitor the safety of the personnel working these laboratories and the surrounding environment is essential in addition to quality assurance and accreditation. Institutional Biosafety Committee approval and monitoring is essential to secure grants and embark on research for which biosafety monitoring is a mandatory.

## 2. PURPOSE AND OBJECTIVE

The purpose of the Biosafety Committee is to ensure that all biohazardous agents/materials used at the Faculty of Science, University of Jaffna are properly handled to avoid any personal or environmental risk. Biosafety Standards are handled with proper consideration for the health and safety of staff, researchers, volunteers, visitors and the public, as well as protection of the environment. This committee is responsible for the oversight and administration of the Faculty biosafety program. The committee will also support the departments to ensure that the national or international standards are adhered to at the laboratories.

## 3. ESTABLISHMENT

The Biosafety Committee is a sub-committee of the Faculty of Science, and will provide reports, recommendations and/or advice to the Dean (Faculty of Science) and the Vice Chancellor (University of Jaffna) and the Research Committees at the Faculty and/or University level.

## 4. FUNCTIONS AND RESPONSIBILITIES

Being the primary committee responsible for handling Biological safety associated with the laboratories at the Faculty of Science, other than the academic, the committee is empowered with the following responsibilities;

- Formulate and implement policies and standard operating procedures (SOP) for the use of biohazardous materials/agents at the FoS
- Review the manual of SOP every five years or as required according to the change in standards or national and international norms
- Design and conduct training programs on biosafety to the staff and students
- Propose a mechanism for the Biohazard waste management at the FoS
- Provide advice and make itself available to the events or accidents related to Biohazards
- Draw guidelines for laboratory biosafety management and review process
- Provide consultancy in laboratory constructions or renovations
- Review the laboratory safety practices in laboratories, upon the request, which produce Biohazard and submit the report to the respective departments
- Recommend any changes deemed appropriate based on the information supplied in these reports
- Review all audits and reports regarding biosafety sent to the University by National and international organisations or government bodies
- Make any appropriate recommendations based on these reports
- Respond to biosafety issues that require immediate consultation
- Organise an orientation programme to the freshmen students
- Monitor and approve/revise the biosafety program
- Evaluate all proposals for teaching and research work involving genetically modified organisms

## 5. MEMBERSHIP AND TERMS OF OFFICE

The membership of this Committee shall be constituted and approved by the Faculty Board of Science. The Committee may also co-opt additional members to deal with particular issues or applications, where necessary. Gender representation on the Committee's membership is encouraged. Members shall serve for a term of up to three years, extendable by mutual agreement.

The committee is composed of;

- A senior academic staff member representing each department
- A technical staff officer representing each department

- In the event of the resignation or termination of a membership, another one person from the same category and the same department shall be nominated at the next available Faculty board of Science.
- The member is preferred to have any previous experience in Biosafety or laboratory safety

## 6. CHAIR

The Chair shall be appointed by the Board of the Faculty of Science. The Chair shall serve for a term of office of three years The members present will elect an Alternate Chair if the Chair is unable to attend a scheduled meeting.

## 7. SECRETARY

The committee shall nominate the Secretary, who will provide administrative support for the Committee.

## 8. QUORUM

The quorum of each meeting shall be 1/3rd of the total membership . Where a loss of quorum is identified, the meeting may be adjourned until a time the Chair determines.

## 9. CONFLICT OF INTEREST

Committee members are required to declare to the Chair any real, perceived or potential conflict of interest they may have with any item on the Committee's agenda. If the Chair or Committee deems a member to have a conflict of interest in a matter before the Committee, the member must not be present when the Committee considers that matter.

## 10. MEETINGS, AGENDAS AND MINUTES

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means. Committee meetings shall be held at least twice per year.

Agendas and associated documentation will be distributed at least 07 working days before the meeting.

Committee records must be retained by the Secretary.

Periodic reports should be submitted to the Board of the Faculty of Science

## 11. EVALUATION AND REVIEW

The committee should undertake an annual self-assessment of its performance against these terms of reference and provide that information to the Board of Faculty of Science.

The Board of the Faculty of Science shall review the information and provide necessary recommendations and/or guidance.

### D. TOR FOR CAREER GUIDANCE CELL

#### 1.0 PREAMBLE

The Career Guidance Cell consists of representatives from each department who are responsible for counselling students in matters of their career related issues and disseminating information on various career options. It functions in our faculty to provide learning/training opportunities in the areas of academic, career and personal/ social development and to prepare students to meet their future challenges and supporting the students in identifying their interests, strengths and planning appropriately to justify their professional needs. Career and employment information is very important for the student community as it guides them towards career awareness. Career Guidance Cell is to look after the matters relating to career and employment guidance of students. Also it helps the students in the development of soft skills and communication ability to challenge competitive examinations or vocational courses.

#### 2.0 OBJECTIVE

2.1 Provide services in areas of interviews, job placements and training programmes that enable students to develop applicable skills in the competitive job market

2.2 Organize workshops and seminars on personality development, interpersonal relationship, communication skills, interview skills and presentation skills to enable the all-round development of individuals

2.3 Organize the programmes to create awareness about the importance of higher studies in abroad

2.4 Provide information about various career options available to the students

2.5 Create awareness about self-employment and entrepreneurship options

2.6 Provide general career counselling

#### 3.0 Composition

3.1 One academic staff member representing each subject

3.2 The prospective member is preferred to have experience with industries

3.3 The Chair and secretary of the committee shall be elected by the committee.

3.4 The members shall serve for a term of office of three    years

3.5 The members present will elect an alternate Chair if the Chair is unable to attend a scheduled meeting.

3.6 In case of resignation of a member or poor attendance (absence in three consecutive meetings without proper notification) of a member as reported by the chair, another one person shall be nominated by the faculty board.

## 4.0 Duties and Responsibilities

4.1 Organizing career talks and seminars with the help of experts

4.2 Updating students with information regarding higher studies, admission procedures etc.

4.3 Identifying internship opportunities to the students

4.4 Organising various programmes on personality development, soft skills, communications skills and career fair at each academic year

## 5.0 MEETINGS, QUORUM AND REPORTING

5.1 Committee meetings shall be held at least quarterly in an academic year

5.2 The quorum of each meeting shall be 1/3rd of the total membership

5.3 Quarterly progress report should be submitted to the Board of the Faculty of Science

## 6.0 EVALUATION AND REVIEW

The committee should undertake an annual self-assessment of its performance against these duties of responsibility of the committee.

## 1.0. PREAMBLE

Health is a resource for everyday life. Health promotion embraces the actions to strengthen individual skills and capabilities and change social and environmental conditions to alleviate their impact on individual and community health. According to the Ottawa charter, the key strategies for health promotion are to advocate for health, to enable people to take control of all determinants of health and to mediate between different interests in society for the pursuit of health. In the faculty of science, the health promotion committee was established in 2020 after the COVID 19 pandemic. However, the committee shall, in relation to various aspects of hygiene, disease prevention and health promotion in the faculty. The action areas for the health promotion committee are; build health policy, create supportive environments for health, strengthen staff and students' actions, develop personal skills.

## 2.0. OBJECTIVES

2.1. Make recommendations to the faculty for the development and revision of strategies and guidelines related to staff and student health.

2.2. Coordinate the resources and work with relevant departments in the faculty to achieve the health promotion.

2.3. Monitor the progress of work and evaluate the effectiveness of the above policies, strategies and implementation plans.

## 3.0. COMPOSITION

3.1. The members shall be nominated by the Faculty Board of science

3.2. The nominated members shall serve for a three    -years tenure

3.3. The membership shall comprise of the following criteria;

- A chairperson among the academic staff members
- A secretary among the non-academic/ administrative staff members
- One academic staff member from each department
- One non-academic staff member from each department
- One staff from the Office of the Dean
- Four students nominated by the Students
- The UMO or his/her nominee from the University Health Centre

3.4. In case of resignation of a member or poor attendance (absence in three    consecutive meetings without proper notification) of a member as reported by the chair, another one person shall be nominated by the faculty board.

## 4.0. DUTIES AND RESPONSIBILITIES

4.1. Organise training programmes, workshops, webinars and seminars on different health topics (prevention of risk factors, healthy eating habits, etc.).

4.2. Monitoring and support to prevent occupational hazards (safe and ergonomic workplaces, workshops for stress management, problem solving system)

4.3. Organise collaborative events with health education sectors (ministries, WHO/PAHO international agencies, regional and local health centres).

## 5.0. MEETINGS, QUORUM AND REPORTING

5.1. Committee meetings shall be held at least quarterly in an academic year

5.2. The quorum of each meeting shall be 1/3rd of the total membership

5.3. Quarterly progress report should be submitted to the Board of the Faculty of Science

### 6.0. EVALUATION AND REVIEW

The committee should undertake an annual self-assessment of its performance against these duties of responsibility of the committee.

### E. TOR FOR INTERNAL QUALITY ASSURANCE CELL

*(This is an extract of "Internal Quality Enhancement System and Framework" which was approved by the Council of University of Jaffna at its 459th meeting held on 27.11.2021 and subsequently amended by the Council of University of Jaffna at its 461th meeting held on 29.01.2022)*

### 1.0 PREAMBLE

The Internal Quality Assurance Cell (IQAC) is a subunit of the Centre for Quality Assurance (CQA) at Faculty or Unit level, headed by a Coordinator appointed from among senior academic staff (Senior Lecturer Grade I or above) by the Dean with the approval of the Faculty Board or the Head of the Unit with the approval of the Board of Management on part-time basis for a period of three years, with provision for extension. The Coordinator shall be assisted by the Committee of IQAC.

### 2.0 Composition of IQAC
- Dean of the Faculty (Chair)
- Heads of Departments/Units
- Coordinator/ IQAC
- Coordinator of Curriculum Development, Revision and Monitoring Committee
- Chairperson of Research Committee
- Deputy Proctor
- One Student Counsellor (representing student counsellors),
- Coordinators of relevant units such as Career Guidance Unit, CGEE, UBL, Well-Being, Sports Advisory, Welfare and English Language Teaching Sub- units
- Senior Assistant Librarian/Assistant Librarian
- Four student members representing each stream nominated by the Students
- Other members/nominees as appropriate and recommended by the Dean.

AR/SAR/DR of the Faculty shall function as the Secretary to the Committee.

### 3.0 Terms of Reference of the Committee of IQAC
3.1 Guide the IQAC in the adoption of relevant By-laws prescribed by the University for governance and management of the IQAC.

3.2 In liaison with the Curriculum Development, Revision and Monitoring Committee, enable adoption of guidelines and benchmarks adopted by the University for academic development and planning in keeping with the guidelines of the UGC and Ministry of Higher Education.

3.3 Guide the IQAC to internalise quality principles and dimensions prescribed by the QAC of UGC within the Faculty, Centre/Unit in the management, curriculum design and development, course design and development, teaching and learning, student support and services, assessments, and other allied functions and services of study programmes.

3.4 Guide the IQAC to design and implement regular internal quality reviews.

3.5 Study the reports of the EQA and IQA reviews and adopt action plans based on the recommendations of the reports.

3.6 Guide the IQAC to implement quality enhancement plans and monitor the progress of implementation of annual quality enhancement work plans.

### 4.0 Duties and Responsibilities of the Coordinator of IQAC

The duties and responsibilities of the Coordinator/IQAC fall into two categories:

#### 4.1 Coordination of Academic Affairs and related Activities

Liaise with Curriculum Development, Revision and Monitoring Committee in internalising the following academic reforms:

4.1.1 Enable adoption of guidelines and benchmarks prescribed/adopted by the University in academic development and planning in accordance with guidelines of the UGC and Ministry of Higher Education;

4.1.2 Assist adoption of blended teaching and learning such as using ICT tools with conventional pedagogical methods;

4.1.3 Assist adoption of Inter-faculty credit transfer, synchronisation of academic programmes, and inter-faculty cooperation and resource sharing.

#### 4.2 Coordination of Internal Quality Assurance related Activities

Function as the officer-in charge of the IQAC of the Faculty/Centre/Unit and thus promote the following IQA related activities within the Faculty/Centre/Unit.

4.2.1 Adopting University approved By-laws for implementing the Internal Quality Assurance System to empower the IQAC to promote internalising university By-laws/guidelines/manuals for curriculum development, teaching and training and assessments.

4.2.2 Adopting and implementing quality enhancement mechanisms for internalising quality principles and culture.

4.2.3 Enabling adoption of University prescribed procedures within the Faculty.

4.2.4 Liaising with the CQA and QAC of UGC and other external agencies to facilitate external reviews.

4.2.5 Assisting the CQA in the preparation of Institutional Self-evaluation Report (SER) and Programme-specific SERs for External Quality Assurance Reviews.

4.2.6 Providing advice and guidance on QA matters to all Departments/Centres/ Units.

## F. TOR FOR NEWSLETTER & HANDBOOK COMMITTEE

### 1.0 PREAMBLE

Academic norms and standards that guide operational academic activities at the Faculty of Science, University of Jaffna are documented in the Undergraduate Student Handbook. The Faculty's newsletter intends to produce one issue per academic year, giving a platform for Departments and the Faculty to highlight their work.

### 2.0 OBJECTIVE

2.1 Keep the Newsletter readers such as stakeholders, collaborators both in academia and industry, and alumni be informed about the Faculty's progress

2.2 Provide students and their parents/guardians an understanding of the general rules and guidelines relevant to the degree programmes offered by the Faculty.

### 3.0 Composition and membership

3.1 One academic staff member representing each department

3.2 The Chair and Secretary of the committee shall be elected by the Faculty

3.3 The Chief/Joint Editor(s) of the newsletter shall be elected by the Faculty

3.4 Six student members representing each stream nominated by the Students

3.5 Gender balance of the members shall be considered during nomination

3.6 The members shall be nominated to serve for a three years tenure

3.7 The Secretary shall chair the meetings if the Chair is unable to attend a scheduled meeting

3.8 In case of resignation of a member or poor attendance (absence in three consecutive meetings without proper notification) of a member as reported by the chair, another one person shall be nominated by the faculty board.

### 4.0 DUTIES AND RESPONSIBILITIES

4.1 Collect relevant content from Heads of the Departments and Dean of the Faculty, and edit the same

4.2 Arrange to have photographs of students/staff required for the newsletter and handbook

4.3 Develop the Newsletter (NewsFoS@UoJ) annually

4.4 Review the student handbook annually since policy and procedure adoption is an ongoing process

4.5 The Dean of the Faculty shall coordinate an annual review of each section of the Student Handbook for accuracy and currency; sections that contain inaccuracies shall be updated (if the changes are minor) or forwarded to the appropriate committee(s) for revision. Amendments made in the handbook will be communicated by the Dean to the staff, students and if necessary to the parents/guardians

4.6 The newsletter and handbook shall be published in a format that is consistent and accessible. They will be posted online and printable as PDF documents

4.7 Maintain records of the activities conducted and submit the same to the IQAC Committee

## 5.0 MEETINGS, QUORUM AND REPORTING

5.1 Committee meetings shall be held at least quarterly in an academic year

5.2 The quorum of each meeting shall be 1/3rd of the total membership

5.3 Quarterly progress report should be submitted to the Board of the Faculty of Science

## 6.0 EVALUATION AND REVIEW

The committee should undertake an annual self-assessment of its performance against these duties of responsibility of the committee.

## G. TOR FOR SCIENCE FACULTY RESEARCH COMMITTEE

### 1.0. PREAMBLE

Scientific research paves the way for innovation, which is essential to overcome the economic crisis in our country through a knowledge-based economy. Research is one of the "core elements" of a university's mission. Scientific Research is an integral part of our Faculty's academic activities within its undergraduate and postgraduate programs and other funded research projects. The Science Faculty Research Committee (SFRC) has the responsibility to formulate matters relating to the quality and standard of its research. It helps to progress on innovation through high-quality research productivity by encouraging academics to engage in high-quality research.

### 2.0. OBJECTIVE

2.1 To promote and assist academics to secure research grants or project funding by providing guidance and assistance on proposal writing

2.2 To encourage academics to present their research findings in reputed national and international conference

2.3   To encourage and assist academics to file patent applications

2.4   To develop, monitor and review policies relating to the Faculty's research activities to the level of international research standards.

2.5   To formulate and implement the Faculty's strategic research plans within the framework of the University's Strategic Research plans.

2.6   To monitor research performance within the framework of the Faculty's Strategic Research plans.

2.7   To encourage the academics to do research on regional or national based needs.

2.8   To coordinate with the Staff Development Centre in conducting continuous development programmes in research design and statistical methods, research proposal writing, scientific writing, IP rights

## 3.0.  Composition

3.1   One academic staff member representing each discipline shall be nominated by the Faculty Board of science

3.2   The Chair of the committee shall be elected by the Faculty Board of science among committee members.

3.3   The members shall serve for a term of office of three years

3.4   The members present will elect an alternate Chair if the Chair is unable to attend a scheduled meeting.

## 4.0.  DUTIES AND RESPONSIBILITIES

4.1   providing observation and recommendation of the application for research allowances submitted by the faculty staff

4.2   developing research policies and strategic research plans.

4.3   monitoring all research activities of the University to foster and execute high quality research in the University from all disciplines

4.4   organising or facilitating as appropriate the faculty research conferences, seminars and workshops

4.5   supporting submission of patent applications

4.6   enabling academics to develop quality proposals for research grants and project funding by providing guidance and assistance

4.7 organising and conducting training programmes for academics on proposal writing, research methodology and statistical analysis, scientific writing and other research related matters in liaison with the SDC

4.8 designing and initiating an appraisal and reward system for excellence in R & D

## 5.0. MEETINGS, QUORUM AND REPORTING

5.1 Committee meetings shall be held at least quarterly in an academic year

5.2 The quorum of each meeting shall be 1/3rd of the total membership

5.3 Biannually progress report should be submitted to the Board of the Faculty of Science

## 6.0. EVALUATION AND REVIEW

The committee should undertake an annual self-assessment of its performance against these duties of responsibility of the committee.

## 5. TOR FOR STRATEGIC MANAGEMENT COMMITTEE

### 1.0 Overview

Strategic Management Committee (SMC) is responsible for the oversight of the strategic planning of the Faculty in line with University Strategic Plan. It brings together academic, financial and physical planning and scrutinises business plans for major activities. The SMC also recommends the annual budget and long-term forecasts to the Faculty Board and monitors the performance. The SMC will provide advice, recommendations and reports to the Faculty Board on matters including strategic planning; new strategic projects, initiatives and new developments; asset management; strategic human resources and other matters as determined by the Committee and by the Faculty Board.

### 2.0 Objectives

● To guide the design and development of the strategic plan development and preparation of Faculty based actions plans on the prescribed strategic plan of the Faculty at the University.

● To review the progress of strategic plan and its action plan implementation

● To identify the obstacles which hinder the implementation of the strategic plan and diagnose the root cause(s) and initiate remedial measures to overcome these impediments.

### 3.0 Duties and responsibilities

● Recommend new suggestions to the Faculty Board for their adoption or need for revision before being approved.

● Monitor through evaluations with sources of programme information the implementation of approved plans.

- Seek and ensure the shortcomings learnt from the evaluations with a view to improve the quality of the programme.
- Consider any other appropriate or relevant referred to the Faculty Board.

## 4.0 Membership

A coordinator and six members shall be appointed for a period of three years by the Faculty Board, one from each department, with a maximum of two consecutive terms.

## 5.0 Meeting

It is essential to have 1/3rd of the membership as quorum for a meeting. SMC shall meet once in two months and the minutes to be sent to the Faculty Board.

## 6. TOR FOR WEB AND IT SERVICE COMMITTEE

## 1.0 Preamble

The Faculty of Science has been using IT resources for learning, teaching and administrative purposes. Each department in the faculty possesses a sizable number of IT equipment worth hundreds million rupees. In addition to this, the website maintenance of the faculty and the departments is being attended by a few dedicated academics attached to the faculty voluntarily. It should also be noted that the ranking of the universities heavily depends on the information provided through the web pages of the institution. Considering all these aspects, it is recommended to form a Faculty-level Web and IT service subcommittee in order to promote these activities.

## 2.0 Objective

The main objective of the committee is to support the faculty on Web and IT related services.

## 3.0 Composition

The composition of the committee comprises one permanent academic staff from each department and the chair of the committee appointed by the SFB. A student member nominated by the Students shall also be included.

A member of this committee shall function for three consecutive years. In the event of the resignation or termination of a membership, one person from the same department shall be nominated at the next available meeting of the Faculty board.

## 4.0 Responsibilities of the Committee

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Being the primary committee responsible for IT related services at the Faculty of Science, other than the teaching, the committee has the following responsibilities:

4.1 Develop a standard operating procedure to identify and streamline the functions of this committee

4.2 Serve as the liaison between the faculty and content owners, departments.

4.3 Update the website of the faculty and the departments regularly and make recommendations for improvement

4.4 Recommend the needs in IT services of the faculty to be incorporated into the Faculty strategic management plan.

4.5 Provide assistance in maintaining the websites and IT equipment in the faculty

4.6 Propose novel IT based initiatives to be incorporated into the academic and administrative progress of the faculty

4.7 Create and maintain the social media and other Internet platforms for the departments and the Faculty

4.8 Provide guidance for online learning and teaching activities

4.9 Provide training for the staff of the faculty on IT based developments

4.10 Initiate the process to develop a unit for IT support services which should be a technical unit to support the IT based issues in the faculty

4.11 Liaise with the University Web and IT committee to strengthen the IT services at the faculty

4.12 Assign a core team of members to maintain a calendar of events and time-sensitive information or announcements throughout the website of the Faculty.

4.13 Report the progress to the Faculty Board of Science on a quarterly basis.

4.14 If the committee is unable to make any progress within a year, faculty board may consider appointing a new committee after terminating the services of the existing committee.