

Terms of Reference
for
Faculty Board
Appointed Committees



Faculty of Management and Finance

University of Ruhuna

2022

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Faculty Canteen Committee (FCC)

Purpose & Scope	The purpose and the scope of the faculty canteen committee is to monitor the effective functioning of Faculty canteen/s. Thus, this includes ensuring efficient management of canteens towards providing hygienic, healthy and tasteful food for the students and staff.
Responsibilities	<ul style="list-style-type: none">• Proper functioning of the faculty canteen/s-canteen management and smooth daily operations of the canteen.
Reporting responsibility	Deputy Vice Chancellor and Student Affairs Division
Procedure of appointment	Ex officio membership
Composition	<ol style="list-style-type: none">a) Deanb) Deputy Senior Student Counselor - FMFc) Warden representing Student Hostelsd) Public Health Inspector- UoRe) Student representatives from each batchf) SAR/AR of the Faculty (Member and the Secretary)
Meetings	Once in three months and on demand.
Storage of documents	All documents related to FCC will be cataloged and stored with the assigned Management Assistant.
Guidelines/SOPs	Line of communication FCC recommendations will be sent to the relevant authorities for implementation.
Contact person	Deputy Senior Student Counselor - FMF

Faculty Curriculum Development and Revision Committee (FCDRC)

Purpose & Scope	The purpose and the scope of the Faculty Curriculum Development and Revision Committee (FCDRC) is to ensure that the curriculum of BBA degree programs is upgraded regularly to meet the needs of the stakeholders. The developed or revised curricular will be forwarded to the Faculty Board of the Faculty of Management and Finance for its recommendations to Senate.
Responsibilities	<ul style="list-style-type: none"> ▪ Development and revision of curriculum of the faculty. ▪ Maintenance of standards or policies regarding the relevant undergraduate degree program. ▪ Revision of grading systems, marks allocations of the degree programmes, assessment methods and examination structure appropriately. ▪ Receiving comments and observations from appropriate external reviewers.
Reporting responsibility	Faculty Board of the faculty
Procedure of appointment	The Faculty Board will appoint the chairperson and the members of the FCDRC according to the laid down composition.
Composition	<ul style="list-style-type: none"> ▪ Chairperson of FCDRC ▪ At least two senior members from each Department of the Faculty SAR/AR of the Faculty (Member and the Secretary)
Selection of members	The relevant Head of the Department related to the degree programme will nominate members for approval of the faculty board.
Duration of the term	Period of 5 years
Meetings	The number of regular meetings per year will not be less than six.
Storage of documents, transfer of documents after the completion of the term	All documents including the minutes shall be compiled and stored by SAR/AR of the Faculty.
Guidelines/SOPs	Confirmed minutes shall be circulated to the members of the Faculty Board of the FMF along with the minutes of the Faculty Board.
Contact Person	Dean of the Faculty

Faculty Curriculum Coordination Committee (FCCC)

Purpose & Scope	The purpose and the scope of the Faculty Curriculum Coordination Committee (FCCC) is to coordinate the curricula development and revision process regularly.
Responsibilities	<ul style="list-style-type: none"> ▪ Maintaining proper coordination among curriculum development/revision committees to ensure that the developed/revised curriculum is compatible with other curricula in operation at the faculty. ▪ Ensuring that each curriculum is developed/ revised according to the prevailing guidelines and best practices.
Reporting responsibility	Faculty Board of the faculty
Procedure of appointment	The Faculty Board will appoint the Chairperson and the Committee.
Composition	<ul style="list-style-type: none"> ▪ Chairperson of FCCC ▪ Chairpersons of Curriculum Development and Revision committees of the Departments ▪ SAR/AR of the Faculty (Member and the Secretary)
Selection of members	The Faculty Board will appoint the chairperson of the Curriculum Coordination Committee. Chairpersons of Curriculum Development and Revision committees shall be nominated by the Heads of the Departments and approved by the Faculty Board
Duration of the term	Until such time required to complete the assigned curriculum revision
Meetings	The number of regular meetings per year will not be less than six.
Storage of documents, transfer of documents after the completion of the term	All documents including the minutes shall be compiled and stored by SAR/AR of the Faculty.
Guidelines/SOPs	Confirmed minutes shall be tabled at the Faculty Board along with the minutes of the Faculty Board.
Contact Person	Dean of the Faculty

Faculty Research Ethics Review Committee (FRERC)

Purpose & Scope	The purpose and the scope of the FRERC is to protect the mental and physical well-being rights dignity and, the safety of persons and communities who participate in social research. In addition, the committee will ensure facilitating ethical research through efficient and effective reviewing and monitoring of the research ethical clearance process and promoting ethical standards of social research and review research per national and international guidelines.
Responsibilities	<ul style="list-style-type: none"> ▪ Assessing the applications from staff and students for the ethical conduct of low-risk research. ▪ Reviewing and approving applications from members of the faculty (staff and students) to conduct research. ▪ Disseminating guidelines of Research Ethics on the proper conduct of research investigations in order to promote good ethical practice. ▪ Encouraging a culture within the Faculty which recognises the central importance of ethical considerations in the design and performance of research.
To whom shall the committee report	The committee shall be appointed by the Faculty Board of the faculty.
Procedure of appointing	The Faculty Board will appoint the FRERC according to the composition laid down.
Composition	Chairperson shall be appointed by the FB. One senior staff member from each department- The members shall be nominated by the Head of the Department and approved at the faculty board.
Duration of the term	Members are appointed for a period of three (03) years. Members are eligible to be reappointed for one more term consecutively to complete two terms accounting for six years (06) of service.
Meetings	FRERC will meet once a month. The number of meetings per year shall be not less than ten.
Storage of documents, transfer of documents after the completion of the term	All documents related to ERC will be cataloged and stored in the office room of the FRERC. Handing over of these documents should be done at the end of the term of the Chairperson.
Line of communication	Decisions of the ERC about all applications discussed shall be conveyed in writing and/or via email to the principal investigator, within fourteen (14) working days from the monthly meeting unless notified otherwise. A standard approval letter will be issued. The decision/s is to be communicated to the faculty board.
Contact	Chairperson of the FRERC

Faculty Committee for International Conference on Management and Economics (ICME committee)

Purpose & Scope	The purpose and the scope of the ICME committee is to organize the annual international research conference of the faculty.
Responsibilities	<ul style="list-style-type: none"> ▪ Submitting a program plan for the ICME with budgets for the faculty board approval ▪ Conducting the ICME as approved ▪ Publishing the ICME proceedings
To whom shall the committee report	The Faculty Board of the faculty
Procedure of appointing	The Faculty Board will appoint the coordinator and secretary of the ICME annually. The sub-committees shall be as required by the Faculty Board and members are to be appointed accordingly by the Faculty Board.
Composition	<ul style="list-style-type: none"> • Steering committee includes <ul style="list-style-type: none"> ○ The Vice Chancellor ○ The Deputy Vice Chancellor ○ Dean, Faculty of Management and Finance (Chairperson) ○ Coordinator ○ Secretary ○ the PIC (Person-in-charge) of subcommittees • Subcommittees may include. <ul style="list-style-type: none"> ○ Scientific committee ○ Operation committee ○ Finance Committee ○ IT and Media committee ○ Sponsorship Committee <p>Sub committees may change as per the requirement</p>
Selection of members	The committee shall be appointed by the Faculty Board of the faculty.
Duration of the term	One year for all members/ until the scheduled ICME is completed.
Meetings	<p>Main committee meetings and steering committee meetings will be called by the secretary frequently depending on the requirement to make main decisions.</p> <p>The PIC will call subcommittee meetings to execute the tasks of the subcommittee.</p>
Storage of documents	All documents related to ICME shall be filed and stored with the secretary. Handing over of these should be done at the end of the term, to the next year's secretary.
Line of communication	<p>Main committee decisions and steering committee decisions will be reported to the Faculty Board.</p> <p>The decisions shall be communicated to the subcommittees through the PICs.</p>
Contact	Coordinator of the ICME

Faculty Web Committee (FWC)

Purpose & Scope	The purpose and the scope of the FWC is to function as the administrative body of the faculty website while ensuring the faculty website is properly maintained and updated according to the directions of the faculty board and the university of Ruhuna. In addition, FWC will liaise with university web development committee under the supervision of the Dean, Faculty of Management and Finance.
Responsibilities	<ul style="list-style-type: none"> ▪ Maintaining and upgrading the faculty web to the highest possible standards. ▪ Updating the web contents regularly. ▪ Report the monthly updates to the faculty board. ▪ Formulate guidelines related to the contents of the web as required
To whom shall the committee report	The Faculty Board of the faculty
Procedure of appointing	The Faculty Board will appoint the FWC according to the composition laid down.
Composition	<ul style="list-style-type: none"> ▪ The Chairperson- the chairperson shall be selected from the FWC members and be appointed by the Faculty Board. ▪ A Representative from the computer unit of the faculty. ▪ Network-manager/ Programmer cum System Analyst of the faculty. ▪ One staff member from each department of the faculty. ▪ Two Non-academic members of the faculty.
Selection of members	The committee shall be appointed by the Faculty Board of the faculty.
Duration of the term	One year for all members. The same members can be reappointed for a maximum of a three-year period.
Meetings	FWC of the Faculty will meet once a month and will be chaired by the Chairperson. The number of meetings per year shall be not less than 10.
Storage of documents	All documents related to FWC will be kept with the convener of the FWC. Handing over of these should be done at the end of the term of the convener
Line of communication	Main committee decisions shall be reported to the Faculty Board.
Contact person	Chairperson of the FWC

Faculty Grievances Committee (FGC)

Purpose & Scope	The purpose and the scope of the FGC is to address the grievances of students in terms of teaching & learning environment including assessments, research supervision, authorship and intellectual property, and quality of student services, and access to university facilities and resources. In addition, maintaining a neutral status and making a fair and impartial decision with a high level of integrity and trust is expected from the committee.
Responsibilities	<ul style="list-style-type: none"> ▪ Determining whether the formal written grievance submitted by the student falls within the jurisdiction of the Committee and if so, to hear the grievance. ▪ Attending the student grievance within four weeks of submitting the grievance, initiation of the process of addressing the grievance properly. ▪ Maintaining due respect, privacy and confidentiality always and maintain confidential records for each case ▪ Listening and reviewing all documentary evidence presented during the hearing to decide based on the evidence presented by each party involved. ▪ Reporting of the committee decision to the Dean of the Faculty within 3 months of submission of the grievance. ▪ Ensuring students do not suffer from any victimization or discrimination as a result of raising complaints or grievances
To whom shall the committee report	To the Faculty Board of the faculty.
Procedure of appointing	The grievance procedure requires at least three members of the grievance Committee to hear the grievance and decide the action.
Composition	<p>a) Four senior academic staff members</p> <p>b) As and when necessary, the committee may seek expert opinion from the relevant personnel and authorities</p> <p>c). SAR/AR of the faculty</p>
Selection of members	The committee shall be appointed by the Faculty Board of the faculty.
Duration of the term	Three-year duration. The members can be appointed for another term.
Meetings	Depending on the demand/ request
Storage of documents	All the documents shall be stored confidentially and shall be under the SAR/AR of the faculty.
Contact	Dean of the faculty.

Faculty Hostel Committee (FHC)

Purpose & Scope	The purpose and the scope of the FHC is to monitor the hostel facilities for the students of the faculty.
Responsibilities	Proper functioning of the Hostel facilities of the students Recommend the needy students of hostel facilities, when hostel facility requests are submitted.
To whom shall the committee report	Deputy Vice-Chancellor and Student Affairs division
Composition	<ul style="list-style-type: none">▪ Deputy Senior Student Counselor of the faculty▪ Three student counsellors of the faculty▪ SAR/AR of the Faculty -Member and the Secretary
Reporting responsibility	Deputy Vice-Chancellor through Dean's recommendation
Meetings	On-demand
Storage of documents	All documents related to FHC will be catalogued and stored with the SAR/AR of the faculty
Guidelines/SOPs	Recommendations shall be sent through Dean to the Deputy Vice-Chancellor.
Contact	Deputy Senior Student Counselor of the faculty

Faculty Information Technology Committee (FITC)

Purpose & Scope	The purpose and the scope of the Faculty Information Technology Committee is to provide information technology-related services to the Faculty.
Responsibilities	The FITC shall maintain <ul style="list-style-type: none"> ▪ Faculty website and network ▪ LMS ▪ Required information on data ▪ troubleshoot on IT related issues such as hardware, software, email ,etc. depending on the capability of the IT unit staff
To whom shall the committee report	To the Faculty Board
Procedure of appointing	An open invitation shall be sent and among the applicants, members shall be selected and recommended by a Faculty Board appointed committee for approval
Composition	5 members including the chairperson and the convener
Selection of members	By a Faculty Board
Duration of the term	3 years for all members
Meetings	Once in two months, On demand.
Storage of documents	All documents related to IT Unit shall be cataloged and stored in the office room of the IT Unit. Handing over of these should be done at the end of the term of the Chairperson
Guidelines/SOPs	Line of communication <ol style="list-style-type: none"> 1. IT Committee approves and sends to the Faculty Board 2. After Faculty Board's approval, the documents shall be sent to the Senate
Contact	Chairperson of the FITC

Faculty Quality Assurance Cell (FQAC)

Purpose & Scope	The purpose and the scope of the FQAC is to serve as an advisory body to the Faculty Board to ensure the Faculty achieves and maintains required standards of quality as an institution of higher education
Responsibilities	<ul style="list-style-type: none"> ▪ The FQAC shall commit to establish 10 Criteria described in the Internal Quality Assurance By-law, University of Ruhuna at the Faculty level through appropriate mechanisms. ▪ The FQAC shall be responsible for preparing the Faculty for programme reviews conducted by the Quality Assurance and Accreditation Council (QAAC) and implementation of their recommendations. ▪ The FQAC shall submit recommendations to the Faculty Board and to the CQA to uplift the status of the Faculty based on stakeholder feedback, public surveys statistics and other information. ▪ FQAC shall provide the information requested by the Centre for Quality Assurance (CQA) in order to operate its activities efficiently. ▪ FQAC shall cooperate with the CQA in reviewing and monitoring the quality of academic programmes, research and services provided by the Faculty.
To whom shall the committee report	To the Faculty Board
Procedure of appointing	The Faculty Board shall appoint the FQAC according to the composition laid down
Composition	<ol style="list-style-type: none"> a) Faculty Representative of the CQA (Chairperson) b) One senior academic staff member who has a keen interest in maintaining quality, from each Department as recommended by the Head of the Department c) Deputy Senior Student Counsellor d) AR of the Faculty (Member and the Secretary)
Selection of members	By the Faculty Board
Duration of the term	3 years for all members
Meetings	FQAC of the Faculty will meet once a month and will be chaired by the Chairperson. The number of meetings per year shall be not less than ten.
Storage of documents	All documents related to QA will be cataloged and stored in the office room of the FQAC Handing over of these should be done at the end of the term of the Chairperson
Guidelines/SOPs	Line of communication <ol style="list-style-type: none"> 1. FQAC approves and sends to the Faculty Board 2. After the approval from the Faculty Board, FQAC sends the documents to the CQA 3. FQAC prepares the final document with the comments of the CQA to be sent to the Senate
Contact	Chairperson of the FQAC

Faculty Research Committee (FRC)

Purpose & Scope	The purpose and the scope of the Faculty Research Committee (FRC) is to function as the regulatory body to the Faculty Board that recommends the financial allocations for research activities of academic staff members of the faculty.
Responsibilities	<ul style="list-style-type: none"> ▪ The FRC shall be responsible for calling for applications and recommending the research allowance of academic staff members of the Faculty ▪ The FRC shall be responsible to monitor the progress of the research proposals submitted for the research allowance of the academic staff members of the Faculty. ▪ The FRC shall be responsible for calling applications for and selecting the research proposals for the Faculty Research Grant. ▪ The FRC shall monitor the progress of the research projects that have been awarded Faculty Research Grants. ▪ The FRC shall attend to any other related issues on research as and when directed by the Faculty Board. ▪ The FRC shall submit an annual summary report of its activities to the Faculty Board
To whom shall the committee report	To the Faculty Board
Procedure of appointing	The Faculty Board shall call open applications from academic staff members of the Faculty and appoint the Chairperson and the members of the FRC according to the composition lay down.
Composition	<p>a) An academic staff member, senior Lecturer Grade 1 or above (Chairperson)</p> <p>b) (07) academic staff members with a keen interest in research, preferably representing all Departments</p> <p>The Dean of Faculty takes a seat as an Ex-officio member</p>
Selection of members	By the Faculty Board
Duration of the term	Three years for all members
Meetings	FRC of the Faculty will be chaired by the Chairperson. The number of meetings per year shall be not less than six
Storage of documents	<p>All documents will be compiled and kept by the convenor of the FRC for the respective term.</p> <p>Handing over of these should be done at the end of the term of the FRC to the new convenor.</p> <p>Old documents will be stored at the Dean's office under the supervision of the Assistant Registrar.</p>

Guidelines/SOPs	Line of communication 1. FRC approvals and minutes will be sent to the Dean, FMF. 2. Confirmed minutes shall be tabled at the Board Meeting of the Faculty.
Contact	Chairperson of the FRC

Faculty Student Counselling Committee

Purpose & Scope	<p>The purpose and the scope of the student counseling service is to promote greater wellness among the student population</p> <p>Student Counsellors are prepared to help students with a wide range of concerns they encounter during the period of University stay, ranging from anxiety in adjustment, relationship problems, depression, crisis intervention, career interests, academic concerns & many other types of problems in-between.</p>
Responsibilities	<ul style="list-style-type: none"> ▪ Student counsellor will be responsible for counselling students in order to help them to overcome their emotional problems, social conflicts, give academic guidance and make them feel confident. ▪ Student counsellor will coordinate with teachers and parents to inform them about the issues of the students ▪ Student counsellor will bridge the gap between the students and the University administration since they can channel their problems through student counsellors to the University administration ▪ Student counsellor will coordinate with the student welfare unit in the Faculty and the University to arrange scholarships for students with financial difficulties ▪ Student counsellor will organize and coordinate the orientation program for new entrants with the faculty administration.
To whom shall the committee report	To the Dean
Procedure of appointing	Nominated by the FB and appointed by the VC
Composition	Deputy Senior Student Counsellor 10-15 male and female student counselors
Duration of the term	One year
Meetings	Monthly meetings The number of meetings per year shall be not less than ten
Storage of documents	Minutes are stored with the Deputy Senior student counselor and only convey the relevant information to the Dean. All documents will be handed over to the successor upon the completion of the term.
Guidelines/SOPs	Not relevant
Contact	Deputy Senior Student Counsellor

Faculty Technology Transfer Cell (FTTC)

Purpose & Scope	The purpose and the scope of the TTC is the coordination of faculty-level technology transfer activities with the university Technology Transfer Office (TTO); encouraging innovations of the Faculty of Management and Finance (FMF); facilitating the translation of new and innovative research into commercially new and innovative research into commercially viable products or services.
Responsibilities	<ul style="list-style-type: none"> ▪ Strengthen the staff and students' skills and knowledge in creativity & innovation ▪ Establishment of an Innovation Club at the faculty to stimulate and facilitate students and staff to work together to go for innovative research and experiments ▪ Building a good rapport among the Faculty TTC and TTO of the university, and the industry stakeholders ▪ Involvement in the active screening of potential products for patenting or commercialization in the faculty ▪ Supporting research partnerships to commercialize the inventions of the faculty members through TTO
To whom shall the committee report	To the Faculty Board of the faculty and the TTO of the university.
Procedure of appointment	The Faculty Board will appoint the TTC according to the composition laid down
Composition	Chairperson One academic staff member from each department
Duration of the term	Three-year period. The members can be reappointed for another term
Meetings	Once in two months
Storage of documents	All documents related to technology transfer shall be maintained by the Chairperson in his/her official room and after the tenure, the documents will be handed over to the new Chairperson.
Guidelines/SOPs	<ol style="list-style-type: none"> 1. TTC recommendations shall be forwarded for Faculty Board approvals 2. After the approval from the Faculty Board, the recommendations are to be submitted to the TTO of the university
Contact Person	Chairperson of the FTTC

Faculty Internship Committee (FIC)

Purpose & Scope	The purpose and the scope of the Faculty Internship Committee is to guide and facilitate the implementation of the Internship program at the faculty.
Responsibilities	<ul style="list-style-type: none"> ▪ Providing oversight and guidance on university standards of student preparation for Internships, standards of monitoring students during Internships ▪ Preparation of documentation procedure required for Internships including agreements, learning contracts etc. ▪ Ensuring suitable assessment strategies for students on/after Internships
To whom shall the committee report	Faculty Board of the faculty
Procedure of appointment	The committee shall be appointed by the Faculty Board of the faculty.
Composition	Chairperson One academic staff member from each Department
Meetings	On-demand
Storage of documents	All documents related to FIC shall be stored with the Chairperson at the Internship Office of the faculty and after the tenure; the documents shall be handed over to the new chairperson.
Guidelines/SOPs	FIC recommendations/observations shall be sent to the faculty board for approval
Contact	Chairperson of the FIC