

TERMS OF REFERENCES (TOR) FOR FACULTY BOARD APPOINTED COMMITTEES



**Faculty of Fisheries and Marine Sciences & Technology
University of Ruhuna
Matara**

Preface

This document includes Terms of References (TORs) applicable to the committees appointed by the Board of the Faculty of Fisheries and Marine Sciences & Technology. After numerous discussions, this document was developed by following members of the Faculty for enhancing the quality of administrative procedures in the Faculty.

Name of the Person	Position
Prof HB Asanthi	Chairperson-IQAC
Prof KHMA Deepananda	Professor of Fisheries Biology (Chair)
Prof RA Maithreepala	Member, IQAC
Dr UAD Jayasinghe	Former Chairperson, IQAC
Dr KR Gamage	Member, IQAC
Dr SS Herath	Member, IQAC
Dr KSS Atapaththu	Member, IQAC
Dr RGMN Thilakarathne	Member, IQAC
Mrs RGA Iroshenie	Member, IQAC
Mrs RDN Wijesinghe	Member, IQAC

In this document, TORs and relevant information for each committee are arranged in alphabetical order in a standard format for easy reference. In addition to the committee members above, IQAC of the Faculty appreciates the contribution of Ms. KGCA Bandarathilake/ SAR of the Faculty by providing information where necessary.

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Abbreviations

ADMC	Auditorium Development and Management Committee
BoS-FMST for DCEU	Board of Study for Distance and Continuing Education Unit
BoS-FMST for FGS	Board of Study-FMST for Faculty of Graduate Studies
BC-FMST	Bylaw Committee- FMST
CC-FMST	Canteen Committee
CDMC	Curriculum Development and Monitoring Committee
CEITC	Coordinating and Evaluating of Industrial Training Committee
DUC	Diving Unit Committee
DVAC	Dean's award and Vice-Chancellor Award Committee
ERC	Ethics Review Committee
FB	Faculty Board
FDFC	Faculty Development Fund Committee
FHWC	Faculty History Writing Committee
FLC	Faculty Library Committee
FRDC	Faculty Research and Development Committee
FRGC	Faculty Research Grant Committee
FSC	Financial Subcommittee
GMC	Grievances Mediation Committee
HBTC	Handbook and Timetable preparation Committee
ICTC	Information and Communication Technology Committee
ITC	Industrial Training Committee
IQAC	Internal Quality Assurance Cell
LFSC	Laboratory and Field Safety Committee
R&DC	Research and Development Committee
SERWC	Self Evaluation Report Writing Committee for Programme Review
SDMC	Students Desiplinary Maintainance Committee
SRB	Students' Request Board
SOC	Symposium/ training programme organising committee
TTC	Technology Transfer Cell

1. Auditorium Development and Management Committee (ADMC)

Scope	Managing the Auditorium usage and its facilities effectively
Responsibilities/ ToR	<ul style="list-style-type: none"> • Prepare an annual budget disbursing earned money in par with the relevant UGC circular and the guidelines approved by the University/ Faculty • Prepare an annual work plan for the development/maintenance of the facilities in the Auditorium • Revise existing guidelines, if necessary
Reporting responsibility	Dean
Appointing procedure	Faculty Board nomination
Composition	<ol style="list-style-type: none"> a) Advisor (Dean) b) Chairperson c) A member from each Department d) SAR/AR (Administrative Secretary)
Selection of members	Faculty Board appointment
Duration of the term	Three years
Meetings	Annual and on demand
Documentation	Relevant documents including the minutes shall be compiled and maintained by SAR/AR of the Faculty
Guidelines/SOPs	<ul style="list-style-type: none"> • Ensure the user guidelines has been received by the applicant • Recommend/ reject applications for the reservations (Chairperson) • Make sure the payments have been done by the external users in accordance with the guidelines • Check the condition (defects/ cleanness etc.) of the equipment / Auditorium after each use, and take necessary action to hold the deposit or request additional payment from the external users, if applicable • Take necessary actions on the decisions made by the relevant Authorities of the University (Faculty Board/ Finance Committee/ Council) • Convey ADMC decisions to the relevant authorities of the University through the proper channel
Contact person	SAR/AR of the Faculty

2. Board of Study for Distance and Continuing Education Unit (BoS-FMST for DCEU)

Scope	Evaluate proposals developed by the Faculty for the distance and continuing education Monitor the progress of the programmes conducted by the Faculty, i.e., Degree programmes, Diploma programmes and Certificate courses
Responsibilities/ ToR	<ul style="list-style-type: none"> • Appoint coordinators for Faculty activities conducted through DCEU • Evaluate the proposals to be submitted to the DCEU • Take necessary steps to forward the proposals to the Senate Standing Committee on Quality Assurance (SSCQA) through the proper channel • Monitor the progress of DCEU activities coordinated by the Faculty
Reporting responsibility	Director DCEU
Appointing procedure	Faculty Board nomination
Composition	a) FB appointed Faculty coordinator for DCEU (Chairperson) b) Three academic staff members nominated by the FB c) Director DCEU (Member and the Ex-officio Secretary)
Selection of members	Faculty Board appointments Director DCEU (Ex-officio Secretary)
Duration of the term	Three years
Meetings	Once in two months or on demand
Documentation	Meetings shall be minute by the member secretary (Director DCEU) Relevant documents including the minutes shall be compiled and maintained by SAR/AR of the Faculty
Guidelines/SOPs	<ul style="list-style-type: none"> • Take necessary steps to get the recommendations of the IQAC and Faculty Board for the decision taken by the BoS-FMST for DCEU, and forward them to the DCEU. • Take appropriate actions for the comments/ suggestions made by the relevant higher authorities of the University (Faculty Board/IQAC of DCEU/SSCQA/Senate/Council)
Contact person	Director DCEU

3. Board of Study for Faculty of Graduate Studies (BoS-FMST for FGS)

Scope	Evaluating new research proposals submitted to the BoS-FMST and monitoring the progress of post-graduate studies/ programmes
Responsibilities/ ToR	<ul style="list-style-type: none"> • Conduct regular meetings and maintain records of the progress of post-graduate activities of the Faculty • Forward the minutes of meetings of BoS-FMST to FGS • Evaluate the research proposals and applications received for postgraduate studies • Evaluate the six months progress of post-graduate studies and report to the FGS • Develop new policies and guidelines relevant to BoS-FMST • Provide comments and suggestions for the policies and guidelines developed by the FGS • Adhere and take necessary actions for relevant decisions made by the University (FGS/ Faculty Board/ Senate/ Council)
Reporting responsibility	Chairperson (BoS-FMST)
Appointing Procedure	Chairperson to be appointed by the Dean FGS calling applications from the senior academics of the Faculty Members to be appointed according to the PG ordinance External member is appointed by BoS-FMST
Composition	<ol style="list-style-type: none"> a) Chairperson b) Heads of the Departments c) All professors of the Faculty d) One external member e) SAR/AR of the Faculty (Administrative Secretary)
Selection of members	Chairperson - by Dean FGS Members - through PG ordinance External member - by BoS-FMST
Duration of the term	Three years
Meetings	Monthly
Documentation	Relevant documents including the minutes shall be compiled and maintained by SAR/AR of the Faculty
Guidelines/SOPs	<ul style="list-style-type: none"> • Evaluate the applications received for PG studies/ programmes • Facilitate the presentations and evaluate new proposals submitted for PG studies • Provide comments/ suggestions on presentation/ proposal to the applicant for improvement of the PG studies/ programmes • Forward the applications with the recommendations of BoS- FMST to the FGS • Inform the decisions/ recommendations of FGS to the BoS- FMST and the applicant/ students whenever applicable • Evaluate the progress of PG studies/ programmes and report to the FGS
Contact person	SAR/AR of the Faculty

4. By-law Committee - FMST (BC- FMST)

Scope	Developing/ reviewing the bylaws of the degree programmes/ other academic programmes conducted by the Faculty
Responsibilities /ToR	<ul style="list-style-type: none"> • Develop bylaw for proposed degree programmes/ other academic programmes • Review the existing bylaws and make necessary amendments • Obtain the FB recommendation for the new bylaw/ proposed amendments to the existing bylaw • Forward the FB recommended bylaw to the examination branch of the University for further approval • Make further amendments addressing the comments received from the University bylaw committee • Represent the Faculty at the University bylaw committee (Chairperson) • Follow up the process until receiving the approval for the developed/ reviewed bylaw from the Senate and Council.
Reporting responsibility	Chairperson of the BC- FMST
Appointing procedure	Faculty Board nomination
Composition	<ol style="list-style-type: none"> a) Chairperson (Faculty representative to the University bylaw committee) b) Heads of the Departments c) Chairperson IQAC d) Chair Professor of each Department e) A Professor/ Senior academic from each Department nominated by the FB f) SAR/AR of the Faculty (Administrative secretary)
Selection of members	Ex officio and FB appointment
Duration of the term	Three years
Meetings	On-demand
Documentation	Relevant documents including the minutes shall be compiled and maintained by SAR/AR of the Faculty
Guidelines/SOPs	<ul style="list-style-type: none"> • Develop the bylaws for new programmes • Review the existing bylaws • Forward the developed/ reviewed bylaw to the FB • Incorporate the relevant suggestions given by the FB • Forward the finalized bylaw to the DR/ SAR/ AR- Examinations • Amend the bylaw according to the comments received from the University bylaw committee

	<ul style="list-style-type: none">• Forward the revised bylaw to the DR/ SAR/ AR- Examinations for Senate for approval• Follow up on the progress until receiving the Council decision
Contact person	SAR/AR of the Faculty

5. Canteen Committee-FMST (CC- FMST)

Scope	Monitoring the functions of the Faculty canteen to ensure efficient management of the canteen
Responsibilities/ ToR	<ul style="list-style-type: none"> • Support in awarding the contract to a suitable person for operating the Faculty canteen • Observe and instruct for the function, management and daily operations of the canteen • Take necessary steps to aware the canteen operator in providing quality and hygienic food • Inform the malfunctions of the procedures to the relevant authorities of the University
Reporting responsibility	Chairperson (Deputy Senior Student Counselor – FMST)
Appointing procedure	Ex officio membership
Composition	<ol style="list-style-type: none"> a) Chairperson (Deputy Senior Student Counselor – FMST) b) Senior Treasurer of the Student Union c) Public Health Inspector- UoR d) Two students of the Faculty e) President of the Student Union of the Faculty f) SAR/AR of the Faculty (Administrative Secretary)
Selection of members	Ex officio membership Random selection (students)
Duration of the term	Throughout the tenure
Meetings	Once in three months and on demand
Documentation	Relevant documents including the minutes shall be compiled and maintained by SAR/AR of the Faculty
Guidelines/SOPs	<ul style="list-style-type: none"> • Participate in the TEC for awarding the contract • Communicate canteen committee recommendations to the relevant authorities (DVC, Dean, Student Affairs Branch) for implementation • Inform the relevant decisions made by the committee to the canteen operator/ owner for necessary actions • Monitor the progress of the actions taken
Contact person	SAR/AR of the Faculty

6. Curriculum Development and Monitoring Committee (CDMC)

Scope	Developing new curricula and reviewing the existing curricula to cater the needs of the country in par with the vision and mission of the Faculty. Monitoring the progress of new/ revised curricula in mapping with Graduate Profile
Responsibilities/ ToR	<ul style="list-style-type: none"> • Conduct stakeholder meetings for need assessments/ gap analyses • Develop curricula to cater needs of the country • Review the existing curricula periodically in consultation with internal and external stakeholders • Align the curriculum with Graduate Profile in par with the SLQF guidelines • Ensure the inclusion of outcome-based education and student centered teaching-learning experience into lesson plans • Monitor the progress of the inclusion of the above matters to the existing curricula
Reporting responsibility	Chairperson (Chairperson of IQAC)
Appointing procedure	Faculty Board nomination
Composition	<ol style="list-style-type: none"> a) Chairperson (Chairperson of IQAC) b) Dean c) Heads of the Departments d) Chair Professors from each Department e) Two senior academics from each Department f) SAR/AR of the Faculty (Administrative Secretary)
Selection of members	Chairperson- Ex officio (IQAC Chairperson) Dean, Heads and Chair Professors- Ex officio Two senior academics from each Department- FB appointment
Duration of the term	Three years
Meetings	Once in two months and on demand
Documentation	Relevant documents including the minutes shall be compiled and maintained by SAR/AR of the Faculty
Guidelines/SOPs	<ul style="list-style-type: none"> • Conduct gap/ need analysis • Conduct a comprehensive SWOT analysis of the existing degree programmes • Review suggestions for the curriculum revisions • Develop/ revise the curricula • Forward the proposed/ revised curriculum to the IQAC • Adopt IQAC comments prior to discuss the proposed/ revised version of curricula at the FB • Forward the FB recommended curricula to the SSCQA • Respond to the comments made by the reviewers/ SSCQA

	<ul style="list-style-type: none">• Forward the finalized curricula for Senate and / or UGC approval through the proper channel
Contact person	Chairperson IQAC

7. Diving Unit Committee (DUC)

Purpose and Scope	Monitoring and governing the diving activities conducted by the Department of Oceanography and Marine Geology (OCG)
Responsibilities/ ToR	<ul style="list-style-type: none">• Monitor the ongoing diving activities/ programmes• Prepare proposals for new activities/ programmes of DU• Obtain recommendations of the FB for new proposals, and amendments for ongoing activities/ programmes• Maintain the DU as an income generation unit
Reporting responsibility	Chairperson (Head of the Department of OCG)
Appointing procedure	Faculty Board nomination
Composition	a) Chairperson (Head of the Department of OCG) b) Four permanent academics from the Department of OCG
Selection of members	Faculty Board appointment
Duration of the term	Three years
Meetings	On demand
Documentation	Relevant documents including the minutes shall be compiled and maintained by Chairperson/ representative of the Department of OCG
Guidelines/SOPs	<ul style="list-style-type: none">• Conduct meetings• Evaluate the progress of ongoing activities/ programmes• Prepare new proposals• Obtain recommendation from the FB• Forward for finance committee and Council approval (whenever necessary)
Contact person	Chairperson (Head of the Department of OCG)

8. Dean's Award and Vice-Chancellor's Award Committee (DVAC)

Scope	Evaluating the applications submitted for Dean's Awards and Vice Chancellor's Awards
Responsibilities/ ToR	<ul style="list-style-type: none"> • Evaluate the applications received for the Dean's Awards and Vice Chancellor's Awards according to the available guidelines • Select the highest qualified applicant and make recommendations for awarding
Reporting responsibility	Chairperson (Dean)
Appointing procedure	Ex officio
Composition	<ol style="list-style-type: none"> a) Chairperson (Dean) b) Heads of the Departments c) Deputy Senior Student Counsellor d) SAR/AR (Administrative Secretary)
Selection of members	Ex officio
Duration of the term	Throughout the tenure
Meetings	On demand
Documentation	Relevant documents including the minutes shall be compiled and maintained by SAR/AR of the Faculty
Guidelines/SOPs	<ul style="list-style-type: none"> • Call for applications from students • Conduct an initial screening for selecting suitable applications • Evaluate the qualified applications according to the available guidelines • Select the highest qualified applicant and make recommendations for awarding • Forward the committee recommendation to the Deputy Vice-Chancellor • Follow up the action, until receiving the Senate and Council approval
Contact person	SAR/AR of the Faculty

9. Ethics Review Committee (ERC) for Research

Purpose and Scope	Facilitating in obtaining ethical clearance for research conducted by the staff/ students of the Faculty
Responsibilities/ ToR	<ul style="list-style-type: none"> • Develop an Ethical Policy Framework on research for the FB recommendation • Develop/ modify/ review the Standard Operating Procedures (SOPs) • Amend SOPs whenever necessary and submit it for the FB recommendations and Senate approval • Recommend ethical clearance for postgraduate / undergraduate research proposals • Review and recommend the applications received for the ethical clearance • Direct the applicant to improve research proposals in line with the ethical guidelines • Empower the staff/ students of the Faculty on research ethics guidelines/ regulations approved by the University • Submit the meeting minutes of ERC to the FB and to the Ethical Review committee of the University • Represent the ERC/ UoR (Chairperson and Member Secretary)
Reporting responsibility	Chairperson- FB appointed
Appointing procedure	Faculty Board nomination
Composition	<ol style="list-style-type: none"> a) Chairperson- FB appointed b) Faculty representative/s to the Ethical Review Committee of the University c) Chairperson of the BOS of the Faculty d) A senior academic from each Department (one of them should be the member Secretary) e) Administrative Secretary (SAR/ AR of the Faculty)
Selection of members	Faculty Board appointment
Duration of the term	Three years
Meetings	Once in two months and on demand
Documentation	Relevant documents including the minutes shall be compiled and maintained by the Administrative Secretary
Guidelines/SOPs	<ul style="list-style-type: none"> • Evaluate the applications received for the ethical clearance in line with Ethical Policy Framework • Convey the decisions/ recommendations to applicant/ principal researcher in writing within 30 days from the date of submission • Issue an ethical clearance for the research/ programme • Forward the decision/s to the FB/ BoS-FMST/ ERC- UoR • Monitor the progress of research/ programme to ensure its adherence to the ethical clearance guidelines

	<ul style="list-style-type: none">• Represent the Faculty at the ERC/ UoR (Chairperson and other Faculty Nominee/s)
Contact person	SAR/AR of the Faculty

10. Faculty Development Fund Committee (FDFC)

Scope	Developing strategies for strengthening and managing the Faculty Development Fund
Responsibilities/ ToR	<ul style="list-style-type: none"> • Prepare work plan for the Faculty development activities incorporating the comments and suggestions made by staff and students • Develop strategies for strengthening the FDF • Disburse the earned income for the Faculty Development • Obtain approval for the annual budget from the higher authorities (FB/ Finance Committee/ Council) • Evaluate fund requests/ applications received from the Faculty/ staff and make recommendations to the FB
Reporting responsibility	Chairperson (Dean)
Appointing procedure	Ex officio and nomination
Composition	<ol style="list-style-type: none"> a) Chairperson (Dean) b) Heads of the Departments c) A nominee appointed by the Council d) Bursar or Nominee e) SAR/AR of the Faculty (Administrative Secretary)
Selection of members	Ex officio and Council appointment
Duration of the term	Throughout the tenure
Meetings	Once in three months and on demand
Documentation	Relevant documents including the minutes shall be compiled and maintained by SAR/AR of the Faculty
Guidelines/SOPs	<ul style="list-style-type: none"> • Prepare an annual work plan and the budget plan for the development activities in the Faculty based on the proposals received • Forward the decisions of the committee to the FB • Forward the FB recommendation to the Finance committee • Inform the decision of the Council to the FB
Contact person	SAR/AR of the Faculty

11. Faculty History Writing Committee (FHWC)

Scope	Documenting the history of the Faculty
Responsibilities /ToR	<ul style="list-style-type: none">• Collect the evidence related to important event/ process of the Faculty• Compile the evidence chronologically• Identify relevant chapters in documenting Faculty history• Write the relevant chapters• Provide relevant detail of Faculty history to the University history writing committee• Conserve the collected evidence appropriately for future reference
Reporting responsibility	Chairperson
Appointing Procedure	Faculty Board nomination
Composition	<ol style="list-style-type: none">a) Chairperson- FB appointedb) Heads of the Departmentsc) Five most senior members of the Facultyd) SAR/AR of the Faculty (Administrative Secretary)
Selection of members	Faculty Board appointment
Duration of the term	Three years
Meetings	Once a year and on demand
Documentation	Relevant documents including the minutes and evidence of the Faculty history shall be compiled and maintained by SAR/AR of the Faculty
Guidelines/SOPs	<ul style="list-style-type: none">• Collect evidence related to the Faculty history• Verify the necessary evidence from a third party• Compile evidence on Faculty history chronologically• Write the history of the Faculty• Obtain approval of the FB• Provide relevant detail of Faculty history to the University history writing committee
Contact person	SAR/AR of the Faculty

12. Faculty Library Committee (FLC)

Scope	Coordinating the Library to develop library skills and information literacy of the students/ staff of the Faculty
Responsibilities/ ToR	<ul style="list-style-type: none"> • Aware the Faculty staff and students of the important decisions made at the Faculty/ University Library committee • Propose new policies/ procedures for the improvement of the Library facilities/ services • Organize awareness programs to develop library skills and information literacy of the students/ staff of the Faculty • Represent the Faculty at the University Library committee (Chairperson)
Reporting responsibility	Chairperson
Appointing Procedure	Faculty Board nomination
Composition	<ol style="list-style-type: none"> a) Chairperson -FB appointed b) A member from each Department c) A representative from the Main Library d) Two student representatives e) SAR/AR of the Faculty (Administrative Secretary)
Selection of members	Faculty Board appointment
Duration of the term	03 years for staff and one year for student representatives
Meetings	Once in two months
Documentation	Relevant documents including the minutes shall be compiled and maintained by SAR/AR of the Faculty
Guidelines/SOPs	<ul style="list-style-type: none"> • Discuss the Faculty requirements to be obtained from the Library • Propose new policies/ procedures for the improvement of the Library facilities/ services • Aware the Faculty students/ staff of the important decisions made at the FLC/ University Library committee • Discuss the recommendations and suggestions relevant to the Faculty made by the University library committee • Forward the recommendations and suggestions made by the FLC to University library committee through FB • Forward the confirmed minutes of FLC to the University library committee • Represent the Faculty at the University library committee (Chairperson)
Contact person	SAR/AR of the Faculty

13. Faculty Research Grant Committee (FRGC)

Scope	Evaluating research proposals submitted by the staff requesting funds from the Faculty research grant
Responsibilities/ToR	<ul style="list-style-type: none"> • Evaluate the submitted research proposals • Prioritize the evaluated projects based on the FB recommended criteria • Disburse available funds for the selected research projects • Monitor the progress of ongoing research projects • Evaluate the completed research projects/ research projects to be completed within the immediate past fiscal year • Ensure the successful completion of the research projects funded by the Faculty
Reporting responsibility	Chairperson (Dean)
Appointing Procedure	Ex officio and FB appointment
Composition	<ol style="list-style-type: none"> a) Chairperson (Dean) b) Heads of the Departments c) Chair Professor of each Department d) A Professor/ Senior academic from each Department e) SAR/AR of the Faculty (Administrative Secretary)
Selection of members	Faculty Board appointment
Duration of the term	Three years
Meetings	Once in three months and on demand
Documentation	Relevant documents including the minutes shall be compiled and maintained by SAR/AR of the Faculty
Guidelines/SOPs	<ul style="list-style-type: none"> • Call applications for the Faculty research grant • Evaluate the duly completed applications submitted for the Faculty research grant • Prioritize the selected projects • Allocate the available funds appropriately among the selected projects • Inform the committee decisions to the FB • Obtain the Vice Chancellor's approval for the selected projects • Forward the approved budget allocation for the projects to the Bursar • Convey the approved decision to the selected grantees • Review the progress of the research projects calling progress reports twice a year
Contact person	SAR/AR of the Faculty

14. Financial Sub Committee (FSC)

Scope	Ensure the maximum utilization of budget allocated for the Faculty
Responsibilities /ToR	<ul style="list-style-type: none"> • Prepare the annual budget allocation required for the Faculty • Disburse recurrent annual budget allocated for the Faculty for each vote appropriately • Review the utilization of budget allocation (capital/ recurrent) under each category/ vote • Propose strategies required for maximum utilization of the allocated budget for the Faculty • Ensure the acquisition of the goods/ services by the end users
Reporting responsibility	Chairperson (Dean)
Appointing Procedure	Ex officio
Composition	<ul style="list-style-type: none"> a) Chairperson (Dean) b) Heads of the Departments c) SAB/ AB assigned to the Faculty d) SAR/ AR of the Faculty (Administrative Secretary)
Selection of members	Ex officio
Duration of the term	Throughout the tenure
Meetings	Once in three months and on demand
Documentation	Relevant documents including the minutes shall be compiled and maintained by SAR/AR of the Faculty
Guidelines/SOPs	<ul style="list-style-type: none"> • Identify the needs to be acquired by the Faculty • Prepare the annual budget allocation • Obtain the necessary approval for the budget proposal (Finance committee / Council) • Convey the relevant personnels of the decisions/ approval on the budget proposal made by the higher authorities • Review the utilization of budget allocation (capital/ recurrent) periodically under each category/ vote • Observe the progress of Technical Evaluation Process • Ensure the acquisition of the goods/ services by the end users
Contact person	SAR/AR of the Faculty

15. Grievances Mediation Committee (GMC)

Scope	Handling the grievances reported by the staff/ students of the Faculty
Responsibilities /ToR	<ul style="list-style-type: none"> • Conduct healthy discussion on grievances/ complaints received or forwarded to the committee • Settle the issues amicably in a time-bound manner • Exercise students' authority objectively • Maintain the confidentiality and impartiality throughout the process • Forward complicated issues to be handled by the higher authorities • Follow up the process and ensure the resolution
Reporting responsibility	Chairperson
Appointing Procedure	Faculty Board nomination
Composition	<ul style="list-style-type: none"> a) Chairperson- FB appointed b) A Senior academic from each Department c) SAR/AR of the Faculty (Member and Administrative Secretary)
Selection of members	Faculty Board appointment
Duration of the term	Three years
Meetings	On demand
Documentation	Relevant documents including the minutes shall be compiled and maintained by SAR/AR of the Faculty
Guidelines/SOPs	<ul style="list-style-type: none"> • Initiate discussions amicably with involved parties • Find resolution in a time-bound manner following standard procedures of the Faculty/ University • Forward the possible resolutions to the FB • Inform the final decision to all involved and other relevant parties • Forward issues that cannot be resolved at the Faculty level to the higher authorities • Follow up the cases forwarded to the higher authorities until the final resolution ensured
Contact person	SAR/AR of the Faculty

16. Handbook and Timetable Preparing Committee (HBTC)

Scope	Preparing student handbook and academic timetable for the relevant academic year/ semester
Responsibilities/ ToR	<p>Handbook preparation</p> <ul style="list-style-type: none"> • Follow SSCQA guideline in preparing student handbook • Incorporate suggestions/ comments of the staff/ students • Make necessary amendments in par with the changes/ revisions of the curriculum • Include the updated information of the staff/ Faculty/ University • Take the IQAC recommendation and forward to FB for approval • Ensure the availability of handbook for students/ relevant parties prior to the commencement of academic year <p>Timetable preparation</p> <ul style="list-style-type: none"> • Develop the academic timetable considering students registration for course units/ available facilities/ academic calendar • Obtain necessary approval from the FB • Ensure the availability of academic timetable well prior to commencement of the academic year
Reporting responsibility	Chairperson
Appointing procedure	Faculty Board nomination
Composition	<ol style="list-style-type: none"> a) Chairperson (Dean) b) Heads of the Departments c) Chair professors of the Departments d) A member from each Department appointed by the FB e) SAR/ AR of the Faculty (Member and Administrative Secretary)
Selection of members	Faculty Board nomination
Duration of the term	Three years
Meetings	on demand
Documentation	Final handbook and academic timetable shall be compiled and maintained by SAR/AR of the Faculty
Guidelines/SOPs	<ul style="list-style-type: none"> • Review the latest student handbook/ academic timetable • Call for suggestions/ comments from the staff/ students • Incorporate necessary suggestions/ comments in amending student handbook/ academic timetable • Draft new student handbook/ academic timetable • Address the suggestions/ comments made by the IQAC • Forward the finalized handbook/ academic timetable to the FB • Make available student handbook/ academic timetable well prior to commencement of the academic year
Contact person	SAR/AR of the Faculty

17. Information and Communication Technology Committee (ICTC)

Purpose and Scope	Developing, maintaining and updating ICT platforms/ facilities of the Faculty for teaching and learning purposes
Responsibilities/ ToR	<ul style="list-style-type: none"> • Review and timely update of the Faculty website • Monitor and update MIS and LMS as necessary • Prepare relevant policies/ guidelines for the usage/ development of ICT facilities • Assess necessary ICT related infrastructure and other facilities of the Faculty • Monitor the usage of available ICT facilities by staff/ students • Assess feasibility of promoting online teaching-learning experience, distance and continuing education, and e-office system • Represent the Faculty at the University ICT committee (Chairperson)
Reporting responsibility	Chairperson
Appointing procedure	Faculty Board nomination
Composition	<ol style="list-style-type: none"> a) Chairperson- FB appointed b) A member from each Department c) Programmer cum System Analyst d) Technical Officer/ Deans Office e) IT instructor/ Deans Office f) SAR/AR of the Faculty (Administrative Secretary)
Selection of members	Faculty Board
Duration of the term	Three years
Meetings	Once in two months and on demand
Documentation	Relevant documents including the minutes shall be compiled and maintained by SAR/AR of the Faculty
Guidelines/SOPs	<ul style="list-style-type: none"> • Collect stakeholder feedback on ICT platforms/ facilities of the Faculty • Review the feedback and timely update of website/ MIS/ LMS of the Faculty • Prioritize ICT requirements/ development for the Faculty • Recommend ICTC decisions to the FB • Forward recommendations/ comments made by the University ICT committee to the FB • Implement ICT related FB recommendations • Find solutions for ICT related issues at the University ICT committee • Ensure smooth functioning of the ICT platforms and maximum utilization of the facilities
Contact person	SAR/AR of the Faculty

18. Industrial Training Coordination and Evaluation Committee (ITCEC)

Scope	Coordinating industrial training course unit and evaluating student performance
Responsibilities/ ToR	<ul style="list-style-type: none">• Conduct annual awareness sessions for level IV students to convey the objectives of the industrial training• Search new placements for industrial training• Coordinate training institute/ entity and students• Monitor student engagement (logbooks, SWOT analysis and etc.)• Evaluate student performance through viva-voce examination• Analyse the feedback from trainer and trainee and, produce report to the FB• Review and develop monitoring strategies and assessment criteria
Reporting responsibility	Chairperson
Appointing procedure	Faculty Board nomination
Composition	a) A senior member from each Department (One of them shall be the Chairperson) b) SAR/AR (Administrative Secretary)
Selection of members	Faculty Board
Duration of the term	Three years
Meetings	On demand
Documentation	Relevant documents including minutes/ logbooks shall be compiled and maintained by SAR/AR of the Faculty
Guidelines/SOPs	<ul style="list-style-type: none">• Conduct awareness sessions• Coordinate industry and students• Monitor student engagement in training• Evaluate student performance• Analyse trainer and trainee feedbacks, and produce a summary report to the FB
Contact person	SAR/AR of the Faculty

19. Internal Quality Assurance Cell (IQAC)

Scope	Enhancing and fortifying the quality aspects of academic programs and administrative procedures of the Faculty
Responsibilities / ToR	<ul style="list-style-type: none"> • Commit to improve the quality standards of academic and administrative activities of the Faculty • Review the recommendations of the Curriculum Development and Monitoring Committee (CDMC) of the Faculty on curriculum revision • Evaluate the proposals for new degree programmes/diploma/ certificate courses submitted by the Faculty • Prepare the Faculty for programme and institutional reviews conducted by the Quality Assurance Council (QAC) of UGC • Prepare an action plan in response to the programme and institutional reviews recommendations and monitor the progress • Make recommendations to the FB to uplift the status of the Faculty by considering the stakeholder feedback, statistics and other information • Cooperate with the SSCQA for uplifting the quality aspects of the Faculty and the University.
Reporting responsibility	Chairperson
Appointing procedure	Faculty Board nomination
Composition	<ol style="list-style-type: none"> a) Chairperson (FB nomination) b) Former Chairperson (Ex officio) c) Chair Professors of the Departments d) Two senior academics from each Department e) Deputy Senior Student Counsellor (Ex officio) f) SAR/AR of the Faculty (Administrative Secretary)
Selection of members	Faculty Board and Ex officio
Duration of the term	Three years
Meetings	Once a month up to 10 times/ year
Documentation	Relevant documents including the minutes shall be compiled and maintained by SAR/AR of the Faculty
Guidelines/SOPs	<ul style="list-style-type: none"> • Ensure quality aspects of academic programs and administrative procedures of the Faculty • Propose new developments of QA activities • Forward the recommendations of IQAC to the FB • Convey the FB recommendations/ approval to the SSCQA • Forward the recommendations for approval of the Senate/ Council if needed
Contact person	SAR/AR of the Faculty

20. Laboratory and Field Safety Committee (LFSC)

Scope	Ensuring students/ staff awareness for adhering to the laboratory and field safety guidelines/ practices
Responsibilities /ToR	<ul style="list-style-type: none"> • Review the laboratory and field safety guidelines to be adopted • Amend the laboratory and field safety guidelines available in the Faculty • Introduce appropriate laboratory practices to the Faculty • Aware the newly enrolled students of the Faculty on the safety guideline/ practices • Update the students/ staff of the Faculty on the laboratory and field safety guidelines/ practices • Prepare a laboratory and field safety manual and monitor the students/ staff adoption
Reporting responsibility	Chairperson
Appointing procedure	Faculty Board nomination
Composition	a) Chairperson- FB appointed b) Two members from each Department c) SAR/AR of the Faculty (Administrative Secretary)
Selection of members	Faculty Board
Duration of the term	Three years
Meetings	Once in four months and on demand
Documentation	Relevant documents including the minutes shall be compiled and maintained by SAR/AR of the Faculty
Guidelines/SOPs	<ul style="list-style-type: none"> • Review appropriate guidelines and get the feedback from experts • Prepare/ amend the laboratory and field safety manual • Obtain IQAC recommendation • Incorporate IQAC comments and forward to the FB • Obtain SSCQA recommendation and incorporate appropriate comments • Aware the students/ staff on Laboratory and Field Safety guidelines practices • Monitor the adoption to the laboratory and field safety manual
Contact person	SAR/AR of the Faculty

21. Research and Development Committee (R&DC)

Scope	Evaluating applications received for Research & Development allowance
Responsibilities/ ToR	<ul style="list-style-type: none">• Evaluate the applications submitted by academics to receive the annual R&D allowance according to the relevant UGC circular
Reporting responsibility	Chairperson (Dean)
Appointing procedure	Ex officio and FB appointed
Composition	<ol style="list-style-type: none">a) Chairperson (Dean)b) Heads of the Departmentsc) Chair Professors of the Facultyd) SAR/AR (Administrative Secretary)
Selection of members	Ex officio
Duration of the term	Not applicable
Meetings	On demand (maximum once a month)
Documentation	Relevant documents including the minutes shall be compiled and maintained by SAR/AR of the Faculty
Guidelines/SOPs	<ul style="list-style-type: none">• Remind all academic staff to forward their research and development allowance application for the forthcoming Fiscal year• Evaluate applications following relevant UGC circulars• Forward recommendations of the committee to the Vice Chancellor• Forward the approval of the Vice Chancellor to the Bursar with a copy to the applicant
Contact person	SAR/AR of the Faculty

22. Self Evaluation Report Writing Committee for Programme Review (SERWC)

Scope	Preparing Self Evaluation Report for the Degree programmes of the Faculty following the PR manual of the UGC
Responsibilities/ ToR	<ul style="list-style-type: none"> • Conduct meetings and share the responsibilities for SER writing among the committee members • Appoint a team to collect evidence based on the criteria given in the PR manual of QAC-UGC • Extract relevant evidence to facilitate the writing of SER according to the guidelines in the PR manual • Present the draft SER to the IQAC and then to the FB, for comments and recommendations • Forward the draft SER to the internal reviewers appointed by the SSCQA • Make necessary amendments based on the reviewer's comments • Present the final version of SER to the FB and then send it to UGC on time
Reporting responsibility	Chairperson
Appointing procedure	Faculty Board nomination
Composition	<ol style="list-style-type: none"> a) Chairperson- FB appointed b) Chapter writers for each criterion c) SAR/AR of the Faculty (Administrative Secretary)
Selection of members	Faculty Board appointment
Duration of the term	On-demand
Meetings	On-demand
Documentation	Relevant documents including the minutes shall be compiled and maintained by SAR/AR of the Faculty
Guidelines/SOPs	<ul style="list-style-type: none"> • Appoint evidence collectors • Conduct awareness sessions for evidence collectors • Observe the collected evidence and extract the relevant under each criterion • Prepare the draft SER and forward it to the IQAC to be presented to the FB • Send the draft SER to the SSCQA for reviewing • Make necessary amendments according to the internal reviewer's comments • Send the final version of the SER with the recommendation of the FB to the QAC-UGC through the Vice Chancellor
Contact person	SAR/AR of the Faculty

23. Students' Request Board - SRB

Scope	Evaluating student requests relevant to the academic programme and providing recommendations/ comments to the FB
Responsibilities/ ToR	<ul style="list-style-type: none"> • Evaluate students requests • Examine students medical certificates in accordance with the approved guidelines • Refer to the University medical officers for further clarification whenever necessary • Provide appropriate recommendations/ comments to the FB • Suggest possible solutions to the FB for unique students requests
Reporting responsibility	Chairperson
Appointing procedure	Faculty Board nomination/ Ex-officio
Composition	a) Chairperson- One of the Heads b) Heads of the Departments c) A senior academic appointed by the FB d) Deputy senior student counselor e) SAR/AR of the Faculty (Administrative Secretary)
Selection of members	Faculty Board appointments
Duration of the term	Three years
Meetings	Once a month and/ or on demand
Documentation	Documents relevant to students request and the minutes shall be compiled and maintained by SAR/AR of the Faculty
Guidelines/SOPs	<ul style="list-style-type: none"> • Evaluate students requests received by the committee • Examine students medical certificates following the approved guidelines • Refer to the University medical officers for further clarification • Analyse the ground situation behind students requests for originality • Provide recommendations/ comments to the FB • Suggest possible solutions for unique students requests • Follow up the process until obtaining Senate approval
Contact person	SAR/AR of the Faculty

24. Students Disciplinary Maintenance Committee (SDMC)

Scope	Maintaining discipline of the Faculty students
Responsibilities/ ToR	<ul style="list-style-type: none">• Raise awareness among students on the code of conduct• Observe possible violations of code of conduct• Conduct Faculty level investigations on reported disciplinary cases• Submit investigation reports to the relevant authorities
Reporting responsibility	Chairperson (Deputy Proctor)
Appointing procedure	Faculty Board nomination
Composition	a) Chairperson (Deputy Proctor) b) Two senior academics (male and female) appointed by the FB c) SAR/AR of the Faculty (Administrative Secretary)
Selection of members	Faculty Board appointments
Duration of the term	Three years
Meetings	On-demand
Documentation	Minutes and communication shall be handled by SAR/AR of the Faculty Relevant confidential documents shall be maintained by the Deputy Proctor
Guidelines/SOPs	<ul style="list-style-type: none">• Aware of students on the code of conduct• Observe violations of code of conduct• Conduct Faculty level investigations• Submit investigation reports to the Dean/ FB• Convey the Dean/ FB decision to the VC/ DVC• Convey the final decision to relevant students/ parties through the Dean
Contact person	SAR/AR of the Faculty

25. Symposium/ training programme Organising Committee (SOC)

Scope	Organizing research symposia/ training programmes/ workshops/ welfare development programmes in the Faculty
Responsibilities /ToR	<ul style="list-style-type: none"> • Evaluate the relevance of the research symposium/ training programme received by the FB • Recommend appointing sub-committees to organize specific tasks pertaining to the event to the FB • Recommend the theme/ scope of the event to the FB • Recommend resource persons relevant to the event to the FB • Seek funding sources for conducting the event wherever necessary • Develop relevant instructions/ guidelines • Organize the event jointly with appointed sub-committees • Evaluate the presenters/ participants performances wherever necessary • Submit a summary report in conclusion with the event to the FB
Reporting responsibility	Chairperson
Appointing procedure	Faculty Board nomination
Composition	<ol style="list-style-type: none"> a) Chairperson- FB appointed b) Editor-in-chief (if applicable) c) Secretary d) Treasurer e) Members for sub-committees as necessary
Selection of members	Faculty Board
Duration of the term	Until completion of the specific task
Meetings	On demand
Documentation	Relevant documents including the minutes shall be compiled and maintained by the Secretary of the committee
Guidelines/SOPs	<ul style="list-style-type: none"> • Refer the proposal for research symposium/ training programme/ workshops/ welfare development programmes • Evaluate the relevance of the scope of the event along with the vision/ mission/ strategic plan of the Faculty/ Cooperate plan of the UoR or welfare of the staff/ students • Finalize the theme/ scope of the event obtaining necessary approval • Appoint members for subcommittees through the FB • Nominate resource persons for FB approval • Ensure the budgetary requirements obtaining necessary approval • Publish relevant information, and instructions/ guidelines developed for the event • Organize/ timely conduct the event • Evaluate the stakeholder performance and feedback • Submit progress/ summary report in conclusion with the event to the FB
Contact person	Secretary of the committee

26. Technology Transfer Cell (TTC)

Scope	Facilitating invention and innovation activities of the staff and students in the Faculty
Responsibilities/ ToR	<ul style="list-style-type: none"> • Promote invention and innovation among staff and students • Conduct awareness programmes on invention and innovation • Identify potential income generation activities based on invention and innovation • Represent the Faculty at TTO of the University (Chairperson) • Organize relevant events jointly with TTO • Facilitate patenting procedure • Commercialize invention and innovation of the staff/ students through UBL
Reporting responsibility	Chairperson
Appointing procedure	Faculty Board nomination
Composition	<ol style="list-style-type: none"> a) Chairperson- FB appointed b) Vice Chairperson (among members) c) Two Members from each Department d) Member Secretary (appointed from members) e) Administrative Secretary (SAR/ AR)
Selection of members	Faculty Board appointments
Duration of the term	Three years
Meetings	Once in two months
Documentation	Relevant documents including the minutes shall be compiled and maintained by SAR/AR of the Faculty
Guidelines/SOPs	<ul style="list-style-type: none"> • Encourage invention and innovation among staff and students • Identify potential income generation activities • Represent the Faculty at TTO meetings and events of the University • Discuss the matters received from TTO at TTC and recommend to the FB • Forward the confirmed minutes of TTC to the TTO • Organize relevant Faculty events jointly with TTO • Raise awareness on patenting procedures • Forward the project proposals/ patent applications related to the invention and innovation to the TTO • Support at each step in obtaining patents • Liaise with private sector directly or through UBL • Support commercialization of inventions and innovations
Contact person	SAR/AR of the Faculty