

## **Faculty of Science, University of Jaffna**

### **Terms of Reference (ToR) for the Web and IT service subcommittee**

#### **1.0 Preamble**

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 of hundreds million rupees. In addition to this, the website maintenance of the faculty and the departments is being attending by a few dedicated academics attached to 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 of one permanent academic staff from each department and the chair of the committee appointed by the SFB. A student member nominated by the SSU 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**

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

- Develop a standard operating procedure to identify and streamline the functions of this committee
- Serve as the liaison between the faculty and content owners, departments.
- Update the website of the faculty and the departments regularly and make recommendations for improvement
- Recommend the needs in IT services of the faculty to be incorporated into the Faculty strategic management plan.
- Provide assistance in maintaining the websites and IT equipment in the faculty
- Propose novel IT based initiatives to be incorporated into the academic and administrative progress of the faculty

- Create and maintain the social media and other Internet platforms for the departments and the Faculty
- Provide guidance for online learning and teaching activities
- Provide training for the staff of the faculty on IT based developments
- 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
- Liaise with the University Web and IT committee to strengthen the IT services at the faculty
- Assign a core team of members to maintain a calendar of events and time-sensitive information or announcements throughout the website of the Faculty.
- Report the progress to the Faculty Board of Science on a quarterly basis.
- 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.

### **Operation**

The committee shall meet at least once in three months. The operational cost shall be made through the Dean's office. Any additional requirements shall be made available through the faculty grant or any other allocations of the faculty's IT development.