



## **TERMS OF REFERENCE FOR THE DEGREE PROGRAMME COORDINATOR**

### **Bhiksu University of Sri Lanka**

Bhiksu University of Sri Lanka recognises the importance of having terms of reference for the Degree Programmes Coordinators to work closely with the Deans, Heads of the Departments, Centre for Quality Assurance and students to ensure academic standards and the smooth running of the study programmes. The Degree Programme Coordinator shall be appointed by the Vice-Chancellor on the recommendation of the respective Faculty Boards.

#### **Meeting Composition**

Director, CQA

Coordinator, CQA

One permanent academic staff member from each Degree programme

Deputy Registrar, CQA, as the Convener

#### **Meeting procedure**

The Director, Centre for Quality Assurance, will hold meetings once in two months to discuss the Key tasks and responsibilities of the Degree Programmes Coordinators.

#### **Quorum**

Two-thirds of the members.

### **Reporting body**

The individual Degree Programme Coordinators are to report monthly to the Faculty Board through the Head of the department on the written progress of the work.

### **Key tasks and responsibilities**

1. Assist the Dean of the Faculty and Heads of the Departments (HoDs) in registering majoring students in the relevant degree programmes and other activities pertaining to the degree programme.
2. Assist the Dean of the Faculty, HoDs, and Director CQA to execute relevant activities prescribed by the annual action plan of the University, Faculty and CQA.
3. Liaise with the HoDs to manage deadlines and review the progress of students to ensure that the programme is delivered on time.
4. Raise awareness on the appropriate blended teaching method, combining e-learning by organising awareness programmes together with the Staff Development Centre.
5. Facilitate the LMS/Moodle for the teaching-learning process with the help of the Computer Unit.
6. Encourage teachers to use Outcome-Based Education (OBE) and Student-Centred Learning (SCL).
7. Liaise with the course coordinators/lecturers/CQA, outside experts and students for the smooth functioning of the degree programme.
8. Conduct feedback surveys semester-wise, annually or as required from different stakeholders (staff, students, alumni, and employers) to gauge satisfaction and success.
9. Analyse and incorporate obtained feedback/suggestions to improve study programmes under the supervision of the Dean and the HoDs.
10. Assist in reviewing the curriculum as required to enhance its standards where necessary.
11. In-charge of the preparation of the course specifications and the entire syllabus as guided by the Curriculum Development Committee.

12. Ensure that all curricula are in line with the Sri Lanka Qualifications Framework (SLQF) and relevant Subject Benchmark requirements.
13. Conduct/ adhere to guidelines pertaining to the programme review manual prepared by the Quality Assurance Council of the UGC.

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