



**Terms of Reference for the**  
**Strategic Plan Monitoring Committee**  
**Bhiksu University of Sri Lanka**

Bhiksu University of Sri Lanka recognises the importance of having terms of reference for the Strategic Plan Monitoring Committee (SPMC) to monitor of implementation of the Strategic Plan of the University and Action Plans prepared by the Faculties, Departments, Centres/Units. This committee shall be formed as a University Council Sub-Committee, called the Strategic Plan Monitoring Committee and chaired by the Vice-Chancellor. The function of this committee is to promote the adoption of strategic management within all spheres of the University in general, academic, and research administration and allied activities.

**Composition of the Committee**

The following members are appointed for the period of three (03) years.

Vice Chancellor as the Chairperson

Two members of the Council, nominated among the Ministry-nominated members

Deans of the Faculties

Heads of the Departments and Divisions

Directors of the Centers/Units

Librarian

Registrar, as the Secretary/Convener

Bursar

### **Meeting Procedure**

The Registrar shall call for meetings once in every three (03) months, but not less than three (03) meetings annually.

### **Quorum**

Two-third of the members.

### **Reporting Body**

The Registrar (secretary) shall report the written progress of the meetings to the University Council.

### **Terms and Reference**

1. Review the progress of implementing the Strategic Plan and Action Plan in accordance with the established Key Performance Indicators (KPIs) within the designated time frame.
2. Establish a comprehensive data collection system along with reporting forms to capture pertinent information effectively.
3. Identify obstacles that hinder the implementation of the Strategic Plan, diagnose their root causes, and initiate corrective measures to address these challenges.
4. Any amendments to the Strategic Plan must be discussed within this committee.
5. Discuss any other substantive issue/s that might crop up.

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