



TERMS OF REFERENCE FOR THE PROGRAM/ COURSE COORDINATORS

The Bhiksu University of Sri Lanka recognizes the importance of having terms of reference for the course coordinators to work closely with the academics/Board of Studies and students to assure smooth running of the study programs.

Terms of Reference of the Program/ Course Coordinators

- To facilitate and assist with administrative tasks such as communication with respective parties.
- To maintain the smooth functioning of the program by preparing timetables, identifying other logistic details etc.
- To identify and recommend resource persons for Programs/workshops/seminars of the respective program and assigning workload as per the time table.
- To attend activities prescribed by the Annual Action Plan and the Action Plan of the Quality Assurance Cell - Unit of Postgraduate External Degrees, Extension Courses (UPEDEC) for the relevant program.
- To manage deadlines and review the progress of students to ensure the program is delivered on time.
- To prepare course modules with the help of relevant academic departments and getting approvals from the relevant authorities.
- To conduct promotional programs to increase new intakes for the programs.
- To assist to maintain records related student attendance etc, of the on-going program.

- To direct academic programs according to approved academic calendar.
- To ensure the smooth function of courses and to arrange the alternative staff to cover up absent resource persons' duties.
- To collect and analyze feedback from different stakeholders to ensure satisfaction and success of the program.
- To assist to review the curriculum from time to time to enhance its standards where necessary.
- To engage in preparation of study program budgets with the Bursar/Senior Assistant Registrar.
- To Prepare list of examiners pertaining in the examinations including preparation of paper setting and moderating lists of the program.
- To supervise and accelerate all the examination processes of the program until results are released.
- To make necessary recommendations on payment vouchers of resource persons.
- To coordinate all the student issues including academic matters and student welfare.
- To provide regular updates of the courses to the Board of Studies for information/ approvals.
- To assist Director UPEDEC to conduct scrutiny board for examination papers.

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