
Terms of Reference for Faculty Board Appointed Committees and Student Bodies



FACULTY OF MEDICINE
University of Ruhuna

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List of Abbreviations

AGM	Annual General Meeting
AR	Assistant Registrar
CD & EC	Curriculum Development and Evaluation Committee
CQA	Centre for Quality Assurance
CRC	Curriculum Revision Committee
ERC	Ethics Review Committee
FAC	Faculty Auditorium Committee
FB	Faculty Board
FERCSL	Forum of Ethics Review Committees in Sri Lanka
FGS	Faculty Graduate Studies
FLTC	Faculty Lecture Theater Committee
FM	Family Medicine
FoM	Faculty of Medicine
FRC	Faculty Research Committee
FWT	Faculty Web Team
HMC	Health museum committee
HS	Horticulture Society
IQAC	Internal Quality Assurance Cell
IT	Information Technology
ITU	Information Technology Unit
LMS	Learning Management Systems
ME & SDU	Medical Education and Staff Development Unit
MEC	Medical exhibition center
MSU	Medical Faculty Students' Union
QA	Quality Assurance
QAAC	Quality Assurance and Accreditation Council
RUMSAA	Ruhuna University Medical School Alumni Association
SAB	Senior Assistant Bursar
SAR	Senior Assistant Registrar
SDC	Staff Development Center
SHF	Self Help Fund
SOP	Standard Operating Procedure
TOT	Transfer of Technology
TTO	Technology Transfer Office
UOR	University of Ruhuna
WHO	World Health Organization

The document was approved in the

Senate	361 st meeting held on 15 th August 2021
Senate Standing Committee on Quality assurance	7 th meeting held on 06 th July 2021
Faculty Board	381 st meeting held on 12 th May 2021
Internal Quality Assurance Cell/ IQAC	10 th meeting held on 25 th March 2021
Effective Date	1 st September 2021

Section 1

Faculty Board Appointed Committees

Auditorium Committee

Purpose & Scope	Monitor the function Faculty Auditorium/s.
Responsibilities	Function the Faculty Auditorium in approved guidelines.
To whom shall the committee report	To the Faculty Board
Procedure of appointing	The Faculty Board shall appoint the FAC and its Chairperson. Dean, SAR and SAB shall appoint ex officio, and other members will be three (03) years.
Composition	<ul style="list-style-type: none"> a) Dean b) Five academic members appointed by FB c) SAB d) SAR/AR of the Faculty (Member and the Secretary)
Selection of members	By the Faculty Board
Duration of the term	Three (03) years for all members
Meetings	Quarterly and on-demand
Storage of documents	All documents related to FAC will be catalogued and stored with the assigned Management Assistant.
Guidelines/SOPs	<p>Line of communication</p> <ol style="list-style-type: none"> 1. FAC recommendations will send to the Council of the University through Finance Committee meanwhile inform it to the Faculty Board if the recommendation is relevant to the finance matter. 2. All other recommendations shall forward to the Faculty Board for useful advice.
Contact Details	

Canteen Committee

Purpose & Scope	Monitor the function Faculty canteen/s.
Responsibilities	Proper functioning of the canteen/s.
To whom shall the committee report	Deputy Vice Chancellor and Student Affairs division.
Procedure of appointing	Ex officio membership
Composition	<ul style="list-style-type: none"> a) Dean b) Senior Student Counselor - FoM c) Warden- Male Hostels – FoM d) Warden- Female Hostels - FoM e) Public Health Inspector- UoR f) Head – Department of Community Medicine g) Student representators h) SAR/AR of the Faculty (Member and the Secretary)
Meetings	Once in three months and on demand.
Storage of documents	All documents related to FCC will be catalogued and stored with the assigned Management Assistant.
Guidelines/SOPs	<p>Line of communication</p> <p>FCC recommendations will send to the relevant authorities to implementation.</p>
Contact	

Curriculum Development & Evaluation Committee (CD & EC)

Purpose & Scope	The main role of the Curriculum Development and Evaluation Committee (CD & EC) is to function as the committee that holds the primary responsibility for the development, review, renewal, and recommendation of curriculum of medical undergraduates to be forwarded to the Faculty Board of the Faculty of Medicine for its consideration.
Responsibilities	<p>CD & EC shall be responsible for</p> <ul style="list-style-type: none"> • preparation of guidelines and development, review, renewal, and recommendation of curriculum including prerequisites and placement of courses within disciplines • maintenance of standards or policies regarding undergraduate curriculum and statements of justification for curricular proposals including vision/mission statements, academic perspectives and objectives • approval of the new and revised grading systems, marks allocations of degree programmes, assessment methods and examination structure • discontinuation of components of existing undergraduate programme and development of new educational programmes • recommendation of new teaching-learning materials prepared by academic staff members
To whom shall the committee report	To the Faculty Board
Procedure of appointing	The Faculty Board shall appoint the convener and the members of the CD & EC according to the laid down composition.
Composition	a) Dean of the Faculty of Medicine, University of Ruhuna shall be the Chairperson of CD & EC

	<ul style="list-style-type: none"> b) All professors and all Heads of Departments c) One nominee from each Department d) Clinical coordinator e) Senior Lecturers attached to the Medical Education and Staff Development Unit (ME & SDU)
Selection of members	Once promoted or appointed, all professors and Heads of Departments shall automatically be considered as members of the CD & EC. Nominees of each Department shall be appointed by the Faculty Board on the recommendation of the Head of the Department. Convener shall be selected from among the members of CD & EC during one of its meetings.
Duration of the term	All professors and Senior Lecturers attached to the ME & SDU shall always be members of the CD & EC. Heads of Departments, other nominees from each Department and the clinical coordinator shall be appointed for a period of 3 years.
Meetings	Meetings of the CD & EC shall be chaired by the Chairperson. One meeting per month shall be conducted on the second Thursday of each month. In addition, special CD & EC meetings can be held to discuss specific agenda item/s. The number of regular monthly meetings per year shall not be less than ten.
Storage of documents, transfer of documents after the completion of the term	<p>All documents, minutes and supporting documents submitted for approval and any other communications related to items discussed during meetings shall be compiled and stored by the convener of the CD & EC. E-versions of documents submitted, minutes circulated, decisions conveyed and any other communication shall be saved as separate files under separate folders and saved methodically per month, per year in an external hard drive.</p> <p>At the end of his/her term, convener shall hand over all files to the successor.</p>

Guidelines/SOP	<p>Approved items and minutes will be sent to the Dean, Faculty of Medicine for necessary action</p> <p>Confirmed minutes shall be circulated to the members of the Faculty Board of the Faculty of Medicine along with the minutes of the Faculty Board.</p> <p>Once minutes are confirmed, the decision on items pertaining to individual academic staff members or Departments shall be notified to the relevant academic staff member or to the Head of the relevant Department who submitted the proposal.</p>
Contact	

Curriculum Revision Committee

Purpose & Scope	The main role of the Curriculum Revision Committee (CRC) is to function as the body which will evaluate the existing curriculum and make necessary recommendations and implement the process revised curriculum to achieve the expected outcomes.
Responsibilities	<ul style="list-style-type: none"> • To have regular meeting and special meetings for evaluation, planning and implementation of the new curriculum. • To report the decisions of the CRC to the Faculty Board and/or to the CD & EC. • To plan workshops needed for curriculum revision process and its implementation and conduct them with the support of ME & SDU. • To arrange training for the relevant staff members regarding curriculum revision and implementation • For monitoring of the new curriculum in its first cycle and suggest necessary modifications • Review the curriculum at each semester and suggest needed adjustments during the first cycle of implementation
To whom shall the committee report	Report to the Faculty Board, CD & EC and the IQAC as and when necessary
Procedure of appointing	The Faculty Board shall appoint the CRC according to the to the composition laid down.
Composition	<ul style="list-style-type: none"> a) Chairperson: A senior academic with interest in Medical Education b) Head or at least one representative from each Department c) Senior academic staff members who have a keen interest in curriculum revision d) Any other member whose services are required for the process as decided by the CRC
Selection of members	By the Faculty Board
Duration of the term	3 years for all members

Meetings	CRC of the Faculty shall meet once a month or whenever a special need arises and will be chaired by the Chairperson. The number of meetings per year shall be not less than ten.
Storage of documents, transfer of documents after the completion of the term	All documents related to CRC will be catalogued and stored Handing over of these should be done at the end of the term of the Chairperson
Guidelines/SOPs	Line of communication <ol style="list-style-type: none"> 1. CRC approves and send to the Faculty Board 2. Documents related to curriculum content will be forwarded to CD & EC in addition to the Faculty Board 3. After approval of the CD & EC or Faculty Board the document will be sent to the IQAC. Faculty of Medicine
Contact	crc@med.ruh.ac.lk

Ethics Review Committee

<p>Purpose & Scope</p>	<p>The primary objectives of the ERC, FoM, UOR are to protect the rights, dignity and safety of human participants used in research, to facilitate ethical research through efficient and effective review and monitoring processes, to promote ethical standards of human research and to review research in accordance with the current Ethics Review Committee Guidelines of the Forum of Ethics Review Committees in Sri Lanka (FERCSL Guidelines) and the latest versions of relevant national and international guidelines (SOP - 01 - 2018).</p>
<p>Responsibilities</p>	<p>The ERC shall entertain applications for ethics approval from researchers as specified below. Such applicants should show qualifications and experience in the relevant field or be under the supervision of a senior researcher in the same field.</p> <p>Principal Investigator/at least one of the investigators must belong to one of the following categories to accept the application for reviewing;</p> <ul style="list-style-type: none"> a) A member of the academic staff (permanent/temporary) of the University of Ruhuna b) Staff members attached to the hospitals in the Southern Province c) Undergraduates of University of Ruhuna d) Trainers and trainees of the Faculty of Graduate Studies (FGS), University of Ruhuna e) A researcher who is conducting the research project in a study setting in Southern Province. <p>The ERC shall:</p> <ul style="list-style-type: none"> f) advise the FoM, UOR, Faculty Board (FB) on all matters relating to the ethics of research involving human subjects; g) review proposals for research involving human subjects taking care that the cardinal ethical principles of research i.e. autonomy, beneficence, non- maleficence and justice are adhered to in the research proposals; and

	<p>h) make an annual, or more frequent, report to the FoM, UOR, FB which should be made available to the public on request.</p> <p>The ERC shall ensure that research is never permitted to override the health, well-being, and care of research participants. This also takes into consideration the principle of justice. Justice requires that the benefits and burdens of research be distributed fairly among all groups and classes in society, taking into account age, gender, economic status, culture, and ethnic considerations.</p> <p>The ERC is responsible for acting in the full interest of potential research participants and concerned communities, taking into account the interests and needs of the researchers, and having due regard for the requirements of the Forum of Ethics Review Committees in Sri Lanka (FERCSL) and the ethical guidelines of the World Health Organization (WHO), and other international guidelines.</p> <p>The ERC shall not undertake functions that might conflict with the above, i.e., shall not act as a research funding or grant giving committee (SOP - 01 - 2018)</p>
To whom shall the committee report	To the Faculty Board
Procedure of appointing	The Faculty Board shall appoint the ERC according to the composition laid down.
Composition	<ul style="list-style-type: none"> • The composition of the ERC, FoM, UOR shall be in accordance with the FERCSL Guidelines and other relevant national and international guidelines (SOP-02-2018) • The committee will comprise at least ten (10) and not more than twenty-five (25) members. • Members shall be appointed to ensure that the ERC has the expertise required to assess the applications submitted to it for consideration. The composition of the ERC shall be diverse in language, culture and gender.

	<ul style="list-style-type: none"> • Membership of the FoM, UOR Ethics Review Committee will be constituted as follows: <ul style="list-style-type: none"> a) Medical members. Both clinicians and non-clinicians will be included b) Non-medical scientists c) Legal member d) Lay members • The committee shall elect its chairperson from among its members and is appointed by the FB. • ERC members shall be appointed by the FB of FoM, UOR. An established ERC may propose names where appropriate. • Where required, the ERC may seek advice and assistance from appropriate independent external reviewers to assist with the review of a proposal. However, the ERC must be satisfied that such reviewers have no conflicts of interest in relation to the project under consideration arising from any personal involvement or participation in the project, or any financial interest in the outcome or any involvement in competing research. Such person(s) shall be required to provide an undertaking of confidentiality and shall not be entitled to vote on any matter. • The committee shall elect its Chairperson, Vice Chairperson, Member Secretary and Alternate Member Secretary from among its members already in the committee at the end of its term and inform the FB of the FoM, UOR for approval.
Selection of members	By the Faculty Board and the functions of members of the ERC are described in SOP-03-2018.
Duration of the term	Members are appointed for a period of three (03) years. Members are eligible to be reappointed for one more term consecutively to complete two terms accounting six years (06) of service.

Meetings	ERC of the Faculty shall meet once a month and will be chaired by the Chairperson. The number of meetings per year shall be not less than ten.
Storage of documents, transfer of documents after the completion of the term	<p>All documents related to ERC will be catalogued and stored in the office room of the ERC.</p> <p>Handing over of these should be done at the end of the term of the Chairperson</p> <p>Standard Operating Procedures (SOP), Version 2. September 2018 of Ethics Review Committee, Faculty of Medicine, University of Ruhuna is available in the web site of the ERC, FoM, University of Ruhuna, Galle (http://www.medi.ruh.ac.lk/ethics/)</p> <p>All the relevant documents and other reference material are available as soft copies in the web site.</p>
Line of communication	<ol style="list-style-type: none"> 1. Decisions of the ERC with regard to all applications discussed will be conveyed in writing and/or via email to the principal investigator, within fourteen (14) working days from the monthly meeting unless notified otherwise. A standard approval letter will be issued, in the format set out in UOR/16-002. 2. The minutes which include the recording of decisions taken by the ERC as well as a summary of relevant discussion, including dissenting views, shall be circulated to all ERC members at least one week before the date of meeting 3. The extracts of minutes of each committee meeting shall be forwarded to the FB of the FoM, UOR for information
Contact details	ethics@med.ruh.ac.lk
References	<p>Standard Operating Procedures (SOP), Version 2. September 2018 of Ethics Review Committee, Faculty of Medicine, University of Ruhuna is available in the web site of the ERC, FoM, University of Ruhuna, Galle; available at (http://www.medi.ruh.ac.lk/ethics/)</p> <p>The list of SOPs with relevant page numbers is attached (Annexure 1)</p>

Annexure 1

No	List of SOPs	Code	Version	Effective Date	Page No.
1	History and functions of ERC	SOP 001	2	01/09/2018	5
2	Membership composition	SOP 002	2	01/09/2018	8
3	Appointment of ERC members	SOP 003	2	01/09/2018	10
4	Functions of members	SOP 004	2	01/09/2018	12
5	Orientation of new members and training	SOP 005	2	01/09/2018	15
6	Independent external reviewers	SOP 006	2	01/09/2018	16
7	Submission procedure for applications for ethics review	SOP 007	2	01/09/2018	17
8	Preparation of agenda	SOP 008	2	01/09/2018	20
9	Conduct of meetings	SOP 009	2	01/09/2018	22
10	Minutes of meetings	SOP 010	2	01/09/2018	24
11	Conflict of interest	SOP 011	2	01/09/2018	26
12	Management of new submissions	SOP 012	2	01/09/2018	27
13	Management of resubmissions	SOP 013	2	01/09/2018	30
14	Exemption from review	SOP 014	2	01/09/2018	32
15	Expedited review	SOP 015	2	01/09/2018	34
16	Management of amendments to approved protocols	SOP 016	2	01/09/2018	37
17	Communication of decisions of the ERC	SOP 017	2	01/09/2018	39
18	Management of serious adverse events	SOP 018	2	01/09/2018	41
19	Monitoring of approved research protocols	SOP 019	2	01/09/2018	44
20	Management of protocol deviation, non-compliance and violation	SOP 020	2	01/09/2018	46
21	Site monitoring visits	SOP 021	2	01/09/2018	47
22	Study termination	SOP 022	2	01/09/2018	49
23	Complaints about the conduct of a research project	SOP 023	2	01/09/2018	51
24	Complaints concerning the ERC's review process	SOP 024	2	01/09/2018	54
25	Recordkeeping	SOP 025	2	01/09/2018	56
26	ERC reporting requirements	SOP 026	2	01/09/2018	58
27	Review of SOPs and Terms of Reference	SOP 027	2	01/09/2018	59
28	Research involving laboratory animals	SOP 028	2	01/09/2018	60

Faculty of Medicine Academic Sessions (FMAS)

Purpose & Scope	The main role of the FMAS is to organize the annual academic session and Dean’s awards ceremony each year.
Responsibilities	<ul style="list-style-type: none"> • The FMAS committee shall be responsible for deciding a theme for the annual academic sessions • The FMAS committee shall be responsible for calling research presentation as abstracts for technical sessions and select suitable submissions for FMAS • The FMAS committee shall call and select a suitable oration for the academic sessions • FMAS committee shall select and invite the chief guest • FMAS committee shall select and invite suitable keynote speaker to deliver the keynote speech • FMAS committee shall organize a symposium to match the theme of the conference • FMAS committee shall organize the sessions that include: inauguration, oration, Dean’s awards ceremony, symposium, post graduate presentations, the free paper sessions and any other suitable event as decided by the FMAS committee. • FMAS committee shall publish the Ruhuna Journal of Medicine (RJM) with FMAS abstracts, review articles of postgraduate presentations, oration and original articles. • FMAS committee shall be responsible for making a budget and getting approval and work according to the budget adhering to the financial guidelines.
To whom shall the committee report	To the Faculty Board
Procedure of appointing	The Faculty Board shall appoint the chairperson, secretary, steering committee, PICs and members of the subcommittees to the laid down composition.

Composition	<p>a) Steering committee – Dean, Faculty of Medicine Chairperson Secretary One senior academic staff member Chairperson and secretary previous committee</p> <p>b) Main committee includes the members of the steering committee and PIC (Person-in-charge) of subcommittees</p> <p>c) Subcommittees</p> <ul style="list-style-type: none"> Journal committee Opening ceremony committee Food and beverages committee Panel evaluators committee Invitation and decoration committee Technical sessions committee Symposium committee Registration desk committee Any other subcommittee as decided by the FB
Selection of members	By the Faculty Board
Duration of the term	One year for all members
Meetings	Main committee meetings and steering committee meetings will be called by the secretary frequently depending on the requirement to make main decisions. PIC shall call subcommittee meetings to execute the tasks of the subcommittee.
Storage of documents, transfer of documents after the completion of the term	All documents related to FMAS will be filed and stored with the secretary. Handing over of these should be done at the end of the term, to the next year’s secretary.
Line of communication	1. Main committee decisions and steering committee decisions will be reported to the Faculty Board

	2. The decisions shall be communicated to the subcommittees through the PICs.
Contact	Usual email addresses of the Chairperson and Secretary

Faculty Web Team

Purpose & Scope	<p>The main role of the FWT is to function as the administrative body to the Faculty web to ensure that the official web page of the Faculty of Medicine, University of Ruhuna properly maintained and updated according to the guidelines of University of Ruhuna.</p>
Responsibilities	<ul style="list-style-type: none"> • FWT shall commit to keeping the Faculty web in the highest possible standards • The FWT shall be responsible update the web contents regularly • The FWT shall submit recommendations to the Faculty Board and University web administrators to update the Faculty web and University web-based on the result of surveys, views of the stakeholders • FWT shall provide the information requested by Faculty and University pertaining to the activity of the web • FWT of the Faculty shall cooperate with the Faculty of Medicine community (administrators, academics, non-academics, students, alumni, and well-wishers) for continues updating of the web • FWT shall formulate guidelines related to the contents of the web • FWT shall facilitate the Payment gateway which is approved by the University as a payment procedure to Faculty of Medicine • FWT shall maintain important links to different Departments, units, laboratory and societies to download important documents
To whom shall the committee report	<p>To the Faculty Board</p>
Procedure of appointing	<p>The Faculty Board shall appoint the FWT according to the composition laid down. The Chairperson shall be selected from</p>

	<p>the FWT members and be appointed by the Faculty Board. Faculty representative for senate appointed committee for updating the University web shall be the convener.</p>
Composition	<p>d) Head ITU /chairperson of the IT committee</p> <p>e) Faculty representative for senate appointed a committee for updating the University web</p> <p>f) Network-manager/ Programmer cum System Analyst</p> <p>g) All the senior treasures of the Faculty Board approved student societies</p> <p>h) All the batch representatives appointed by the Faculty Board</p> <p>i) One academic member from Preclinical Departments</p> <p>j) One academic member from Para-clinical Departments</p> <p>k) One academic member from Clinical Departments</p> <p>l) Any other member/s appointed by the Senate on the recommendation of the Faculty Board</p> <p>m) SAR/AR of the Faculty</p> <p>n) Two Nonacademic members</p> <p>o) President of RUMSAA</p> <p>p) External members appointed for Faculty Board</p>
Selection of members	Faculty Board
Duration of the term	One year for all members or till the termination of official appointment
Meetings	FWT of the Faculty shall meet once a month and will be chaired by the Chairperson. The number of meetings per year shall be not less than 6.
Storage of documents, transfer of documents after the completion of the term	<p>All documents related to FWT will be kept with the convener of the FWT.</p> <p>Handing over of these should be done at the end of the term of the convener</p>

Line of communication	3. FWT approves and sends to the Faculty Board 4. FWT liaise with University web under the supervision of the Dean, Faculty of Medicine
Contact	webteam@med.ruh.ac.lk

Family Medicine Committee

Purpose & Scope	The main responsibility of the Family Medicine (FM) sub-committee is to plan and implement teaching and training in Family Medicine for the undergraduate medical students
Responsibilities	<ul style="list-style-type: none"> • Develop the curriculum. • Identify a place to provide clinical training in Family Medicine for medical undergraduates • Sign a Memorandum of Understanding between the Ministry of Health and the Faculty of Medicine, University of Ruhuna • Establish a Family Practice clinic
To whom shall the committee report	To the Faculty Board
Procedure of appointing	The Faculty Board
Composition	<ul style="list-style-type: none"> a) Chairperson b) Secretary c) Members each from Para-clinical and Clinical Departments d) Member from ME & SDU
Selection of members	By the Faculty Board
Duration of the term	3 years for all members
Meetings	The committee shall meet every three months or earlier if needed. It should be chaired by the Chairperson.
Storage of documents, transfer of documents after the completion of the term	<p>All documents related to committee will be catalogued and stored in the office room/with the chairperson/secretary</p> <p>Handing over of these should be done at the end of the term of the secretary</p>
Guidelines/SOPs	<p>Line of communication</p> <ol style="list-style-type: none"> 1. The FM committee will approve and send to the Faculty Board
Contact	thyagi_p@yahoo.com

Grievances Committee

<p>Purpose & Scope</p>	<p>The grievances committee covers issues related to</p> <ul style="list-style-type: none"> • organizational changes in the teaching & learning environment <ul style="list-style-type: none"> - decisions by academic staff members affecting individuals or groups of students - changes in the content or structure of academic programs - changes in the nature and quality of teaching and assessment • supervision of students undertaking research projects • authorship and intellectual property • quality of student services and access to University facilities and resources <p>The grievances committee does not cover issues</p> <ul style="list-style-type: none"> • related to decisions based solely on alleged or unsubstantiated academic or general misconduct or academic judgment • which has arisen from a student's failure to read and act upon a notice or correspondence • relating to content of University and examination By –Laws
<p>Responsibilities</p>	<ul style="list-style-type: none"> • The Grievance Committee shall determine whether the formal written grievance submitted by the student falls within the jurisdiction of the Committee and if so, to hear the grievance. • Members of the Grievance Committee are expected to attend the initial orientation meeting within four weeks of submitting the grievance and initiation of the process shall be informed to the student within the same duration. Then hearing dates shall be scheduled to discuss the cases that have been forwarded. • Members of the Committee must at all times maintain a neutral status and must be fair and impartial decision makers with high level of integrity and trust. • The Committee's role is to listen and review all documentary evidence presented during the hearing to make a decision based on the evidence presented by each party. They should

	<p>be able to weigh the credibility of the evidence, make specific findings of fact and determine whether the grievant has established the case.</p>
	<ul style="list-style-type: none"> • The grievance procedure requires at least three members from the grievance Committee to hear the grievance and decide the action.
	<ul style="list-style-type: none"> • The Committee is responsible for making written findings of facts, observations, recommendations and decisions of the Committee.
	<ul style="list-style-type: none"> • Time frame of submitting the report should be within 3 months of submission of the grievance
	<ul style="list-style-type: none"> • The final report signed by all the members should be handed over to the Dean in a confidential cover
	<ul style="list-style-type: none"> • Committee members must be open minded and not prejudiced
	<ul style="list-style-type: none"> • The committee must respect privacy and confidentiality at all times and maintain confidential records for each case
	<ul style="list-style-type: none"> • It is important to ensure that the process that is followed by the grievance committee is fundamentally fair to all parties and complies with the university procedures
	<ul style="list-style-type: none"> • The committee must ensure students do not suffer any victimization or discrimination as a result of raising complaints or grievances
To whom shall the committee report	To the Dean
Procedure of appointing	By the Faculty Board
Composition	<ul style="list-style-type: none"> • Four academic members, preferably one each from preclinical and paraclinical and two from clinical levels • One member from another faculty of the University • As and when necessary, committee may seek expert opinion from relevant personnel and authorities
Selection of members	By the Faculty Board

Duration of the term	3 years for all members
Meetings	Depending on the demand/ request
Storage of documents, transfer of documents after the completion of the term	All the documents will be stored in a confidential manner and will be passed down to the next committee at the end of the term
Guidelines/SOPs	Dean If necessary, Vice Chancellor
Contact	

Health Museum Committee

Purpose & Scope	<p>The purpose of the museum is to collect, preserve, interpret and display human body parts of scientific significance for the education of school children and the public.</p> <p>The main role of the health museum committee (HMC) is to function as an advisory board to the Faculty Board (FB) to ensure that the Faculty maintains a high-quality medical exhibition center (MEC) to provide the following facilities;</p> <p>To educate schoolchildren, school teachers, paramedical personnel and the public on structure and function of the human body, as human biology</p> <p>To educate above personnel on preventive health and health promotion</p> <p>To train medical students and staff to develop innovative ideas and to put them into practice to interact with the public on health education matters</p> <p>To generate an income for the Faculty</p>
Responsibilities	<ul style="list-style-type: none">• Conducting regular meetings of the HMC to assess the proper conduct of MEC and reporting them to the FB.• Identifying and reporting any deficiencies of the MEC to the FB.• Proposing /recommending any improvements, new additions of specimens and other requirements, necessary to uplift the standard of the MEC.• Taking necessary measures to promote schoolchildren and the public about the availability of MEC and the services provided.• Making sure that the MEC and its exhibits are clean at all times.

To whom shall the committee report	To the Faculty Board
Procedure of appointing	The Chairperson and members are appointed by the Dean and a committee approved by the FB.
Composition	Six members including the chairperson and the convener
Selection of members	By the Faculty Board
Duration of the term	3 years for all members
Meetings	HMC of the Faculty shall meet once a month and will be chaired by the Chairperson. The number of meetings per year shall be not less than 10.
Storage of documents, transfer of documents after the completion of the term	All documents related to the HMC will be stored and kept with the convener. The convener should hand these over at the end of the term of the committee to the newly appointed convener and chairperson.
Line of communication	Approved HMC minutes/documents should be sent to the FB After the approval from the FB, the HMC sends the minutes to the IQAC
Contact	

Hostel Committee

Purpose & Scope	Monitor the function Faculty Hostels/s.
Responsibilities	Proper functioning of the Hostel/s.
To whom shall the committee report	Deputy Vice Chancellor and Student Affairs division
Procedure of appointing	Ex officio membership
Composition	<ul style="list-style-type: none"> a) Dean b) Senior Student Counselor - FoM c) Warden- Male Hostels – FoM d) Warden- Female Hostels – FoM e) Sub warden/s – Male Hostels – FoM f) Sub Warden/s – Female Hostels - FoM g) Student representators h) SAR/AR of the Faculty (Member and the Secretary)
Meetings	once every three months and on demand.
Storage of documents	All documents related to FCC will be catalogued and stored with the assigned Management Assistant.
Guidelines/SOPs	<p>Line of communication</p> <ol style="list-style-type: none"> 1. FHC recommendations will send to the relevant authorities to implementation.
Contact	

Housing Committee

Purpose & Scope	Give suitable recommendations to the University housing committee on housing issues in the faculty.
Responsibilities	Manage the housing issues in the faculty.
To whom shall the committee report	University housing committee.
Procedure of appointing	According to the approved guide line by the Council of the university.
Composition	<ul style="list-style-type: none"> a) Dean b) SAR (Member and the Secretary) c) SAB d) Two Heads of Departments appointed by the FB e) One nonacademic staff member among the members of Faculty staff and approved by the Vice Chancellor
Selection of members	As above
Duration of the term	2 years for appointed members
Meetings	On demand
Storage of documents	All documents related to FHC will be catalogued and stored with the assigned Management Assistant.
Guidelines/SOPs	<ul style="list-style-type: none"> 1. Line of communication 2. FLTC recommendations will send to the University housing committee.
Contact	

Information Technology Committee

Purpose & Scope	The main role of the Information Technology Committee would be to provide information technology related services to the Faculty
Responsibilities	<ul style="list-style-type: none"> • The Information Technology Committee shall maintain Faculty website and network • LMS • Required information on data • The Information Technology Committee shall troubleshoot on IT related issue such as hardware, software, email etc. depending on capability of the IT unit staff
To whom shall the committee report	To the Faculty Board
Procedure of appointing	Open invitation shall be sent and among the applicants, members shall be selected and recommended by a Faculty Board appointed committee for approval
Composition	<ul style="list-style-type: none"> a) 8 members including the chairperson and the convener b) IT head shall be the Chairperson c) Dean as an ex-officio member d) Any other member/s appointed by the Faculty Board on the recommendation of the IT Committee
Selection of members	By a Faculty Board appointed committee
Duration of the term	3 years for all members
Meetings	Once in two months
Storage of documents, transfer of documents after the completion of the term	<p>All documents related to IT Unit shall be catalogued and stored in the office room of the IT Unit.</p> <p>Handing over of these should be done at the end of the term of the Chairperson</p>
Guidelines/SOPs	<p>Line of communication</p> <ol style="list-style-type: none"> 1. IT Committee approves and send to the Faculty Board

	2. After Faculty Board's approval, the documents shall be sent to the Senate
Contact	it@med.ruh.ac.lk

Internal Quality Assurance Cell

Purpose & Scope	The main role of the IQAC is to function as the advisory body to the Faculty Board to ensure that the Faculty achieves and maintains the best standards of quality as an institution of higher education
Responsibilities	<ul style="list-style-type: none"> • The IQAC shall commit to establish 10 Criteria described in the Internal Quality Assurance By-law, University of Ruhuna (Annex 1) at the Faculty level through appropriate mechanisms.
Responsibilities	<ul style="list-style-type: none"> • The IQAC shall be responsible for preparing the Faculty for programme reviews conducted by the Quality Assurance and Accreditation Council (QAAC) and implementation of their recommendations. • The IQAC shall submit recommendations to the Faculty Board and to the CQA to uplift the status of the Faculty based on stakeholder feedbacks, public surveys statistics and other information. • IQACs shall provide information requested by the Centre for Quality Assurance (CQA) in order to operate its activities efficiently. • IQAC of the Faculty shall cooperate with the CQA in reviewing and monitoring the quality of academic programmes, research and services provided by the Faculty.
To whom shall the committee report	To the Faculty Board
Procedure of appointing	The Faculty Board shall appoint the IQAC according to the composition laid down.
Composition	<ul style="list-style-type: none"> a) Faculty Representative of the CQA (Chairperson) b) One senior academic staff member who has a keen interest in maintaining quality, from each Department as recommended by the Head of the Department c) Deputy Senior Student Counsellor

	<p>d) Any other member/s appointed by the Senate on the recommendation of the Faculty Board</p> <p>e) SAR/AR of the Faculty (Member and the Secretary)</p>
Selection of members	By the Faculty Board
Duration of the term	3 years for all members
Meetings	IQAC of the Faculty shall meet once a month and will be chaired by the Chairperson. The number of meetings per year shall be not less than ten.
Storage of documents, transfer of documents after the completion of the term	<p>All documents related to QA will be catalogued and stored in the office room of the IQAC.</p> <p>Handing over of these should be done at the end of the term of the Chairperson</p>
Guidelines/SOPs	<p>Line of communication</p> <ol style="list-style-type: none"> 1. IQAC approves and send to the Faculty Board 2. After the approval from the Faculty Board, IQAC sends the documents to the CQA 3. IQAC prepares the final document with the comments of the CQA to be sent to the Senate
Contact	fqac@med.ruh.ac.lk

Lecture Theater Committee

Purpose & Scope	Monitor the function Faculty Lecture Theaters
Responsibilities	Proper functioning of the Faculty Lecture Theaters
To whom shall the committee report	To the Faculty Board
Procedure of appointing	The Faculty Board shall appoint the FLTC and its Chairperson. Dean and SAR shall appoint ex officio and other members will be for 3 years
Composition	<ul style="list-style-type: none"> a) Dean b) Eight academic members appointed by FB c) SAR/AR of the Faculty (Member and the Secretary)
Selection of members	By the Faculty Board
Duration of the term	3 years for all members
Meetings	Once in three months and/ or on demand
Storage of documents	All documents related to FLTC will be catalogued and stored with the assigned Management Assistant/Technical Officer
Guidelines/SOPs	<p>Line of communication</p> <p>3. FLTC recommendations will send to the Faculty Board of Medicine</p>
Contact	

Library Advisory Committee

Purpose & Scope	<p>The library advisory committee may be defined as the body that deals with library activities. The library advisory committee plays an effective and important role to run the library efficiently. The main purpose of this committee is to be a channel of communication between the Faculty administration and the library staff. The committee advises regarding policy formulation and oversees its implementation. In addition, the committee is expected to advise and consult on budget priorities, information services, and Information Literacy courses for students and staff. It makes recommendations to the Faculty in areas of improving the access facilities to information, creating a learning environment and encouraging the Faculty community for independent & lifelong learning.</p>
Responsibilities	<ul style="list-style-type: none">• The committee shall advise and make recommendations on all the matters pertinent to the general information service functions and research support services.• The committee shall identify the priority needs in utilization of funds.• The committee shall advise to formulate policies and procedures for efficient use of library resources.• The committee shall serve as a channel for suggestions from Faculty and students for the improvement of the library facilities.• The Committee shall give recommendations regarding the discarding of books and other publications at regular intervals.• The committee shall evaluate statistics of library usage and seek feedback on library functions from users.• The committee shall make suggestions and recommendations to develop information literacy skills among students and staff.• The committee supports the library management to develop new services, infrastructure and study space of the library.

	<ul style="list-style-type: none"> • Dean, Chairperson and Secretary of Library Advisory Committee will attend the university library committee meetings.
To whom shall the committee report	To the Faculty Board
Procedure of appointing	The Faculty Board shall appoint the library advisory committee. Dean of the Faculty shall nominate a senior academic (Senior Lecturer Grade II and above) as the chairperson of the committee. The Assistant Librarian/ Senior Assistant Librarian/ Deputy Librarian of the Faculty acts as the secretary/ convener of the library advisory committee and provides reliable information to the committee.
Composition	<p>Ex officio: - Dean, Faculty of Medicine</p> <p>Members:</p> <ol style="list-style-type: none"> a) Chairperson - (Dean of the Faculty shall nominate a Senior Academic as the Chairperson of the Committee) b) Assistant Librarian/ Senior Assistant Librarian/ Deputy Librarian of the Faculty (Convener/Secretary) c) Eight members of academic staff d) One Staff Assistant or Library Information Assistant e) Head/Medical Education unit f) Two student representatives nominated by the Faculty (2nd and 4th year students)
Selection of members	By the Faculty Board
Duration of the term	Three year for all members except student representatives. Students representatives will be selected yearly.
Meetings	The library advisory committee shall meet twice for a given semester and may hold special meetings based on requirements.
Storage of documents, transfer of documents after	The library advisory committee shall report to the Faculty Board of the Faculty of Medicine and the Library Board of the University. Assistant Librarian/ Senior Assistant Librarian/

the completion of the term	Deputy Librarian of the Faculty is responsible for maintaining minutes and documentation.
Line of communication	Confirmed minutes of the library advisory committee will be forwarded to the Faculty Board. Simultaneously, confirmed minutes will be sent to the Library Board of the University.
Contact details	library@med.ruh.ac.lk

Medical Education and Staff Development Unit (ME & SDU)

Purpose & Scope	<p>The main role of the ME & SDU is to enable and empower members of the Staff of the Faculty of Medicine, in enhancing their knowledge, skills and attitudes in areas of teaching and evaluation, research and management, so that they can contribute positively and meaningfully, towards the development of the Faculty, University of Ruhuna and the nation and also to provide consultancy & advisory services in educational technology. Enhancing knowledge, skills and attitudes relevant to different job categories of non-academic staff members is another role of the ME & SDU</p>
Responsibilities	<ul style="list-style-type: none"> • ME & SDU shall strive to achieve the purpose and scope stated above. • Conduct needs assessment surveys from time to time among different categories of staff members to decide on the areas of staff development activities. • Engage in curriculum development activities • Consider the requests by the Vice Chancellor, Dean, Faculty Board, SDC of UoR, Departments, units, other committees of the Faculty of Medicine or any other relevant associations to conduct activities related to medical education and staff development. • ME & SDU shall liaise with the Dean, SAR and the Director SDC for smooth operation of its activities including funding for workshops etc.
To whom shall the committee report	To the Faculty Board
Procedure of appointing	Head of the ME & SDU is appointed by the Vice Chancellor. He shall be the Chairperson of the ME & SDU Committee. Other members of the ME & SDU are appointed by the Faculty Board according to the composition laid down.
Composition	a) Dean

	<ul style="list-style-type: none"> b) Head of the ME & SDU (Chairperson) c) All the academic staff members of the ME & SDU d) Clinical Coordinator e) Faculty representative of the carrier guidance unit f) Convener of the CD & EC g) Chairperson Internal Quality Assurance Cell h) Chairperson of the Curriculum Revision Committee i) A representative from the preclinical Departments j) A representative from para-clinical Departments k) A representative from clinical Departments
Selection of members	By the Faculty Board
Duration of the term	3 years for representatives of the preclinical, para-clinical and clinical Departments. Other members are ex-officio
Meetings	ME & SDU shall meet once a month. It will be chaired by the Head of the ME & SDU. The number of meetings per year shall be not less than ten.
Storage of documents, transfer of documents after the completion of the term	<p>All documents related to ME & SDU activities are stored in the ME & SDU office.</p> <p>Handing over of these should be done at the end of the term of the Chairperson</p>
Line of communication	ME & SDU committee minutes will be sent to the Dean to be presented in the Faculty Board.
Contact details	mesd@med.ruh.ac.lk (Head ME & SDU)

Research Committee

<p>Purpose & Scope</p>	<p>The main role of the Faculty Research Committee (FRC) is to function as the regulatory body to the Faculty Board that recommends the financial allocations for research activities of academic staff members of the Faculty of Medicine.</p>
<p>Responsibilities</p>	<ul style="list-style-type: none"> • The FRC shall be responsible for call for applications and recommend the research allowance of academic staff members of the Faculty of Medicine. • The FRC shall be responsible to monitor the progress of the research proposals submitted for the research allowance of the academic staff members of the Faculty of Medicine. • The FRC shall be responsible for calling applications for and selection of the research proposals for the Faculty Research Grant. • The FRC shall monitor the progress of the research projects that has been awarded Faculty Research Grants. • The FRC shall attend to any other related issues on research as and when directed by the Faculty Board. • The FRC shall submit an annual summary report of its activities to the Faculty Board.
<p>To whom shall the committee report</p>	<p>To the Faculty Board</p>
<p>Procedure of appointing</p>	<p>The Faculty Board shall call open applications from academic staff members of the Faculty of Medicine and appoint the Chairperson and the members of the FRC according to the composition laid down.</p>
<p>Composition</p>	<ol style="list-style-type: none"> a) An academic staff member (Senior Lecturer or above) who has a keen interest in research and served as a member of this committee for minimum of 3 years (Chairperson) b) Fifteen (15) academic staff members with keen interest in research, preferably representing all Departments.

	The Dean of Faculty of Medicine will take a seat as an Ex-officio member
Selection of members	By the Faculty Board
Duration of the term	3 years for all members
Meetings	FRC of the Faculty will be chaired by the Chairperson. The number of meetings per year shall be not less than six.
Storage of documents, transfer of documents after the completion of the term	<p>All documents will be compiled and kept by the convenor of the FRC for the respective term.</p> <p>Handing over of these should be done at the end of the term of the FRC to the new convenor.</p> <p>Old documents will be stored at the Deans office under the supervision of the Senior Assistant Registrar.</p>
Guidelines/SOPs	<p>Line of communication</p> <ol style="list-style-type: none"> 1. FRC approvals and minutes will be send to the Dean, Faculty of Medicine. 2. Confirmed minutes shall be tabled at the Board Meeting of the Faculty of Medicine and archived at the Quality Assurance Unit. <p>Application for Research Allowance Version 3.0 – 09 December 2018</p> <p>Report on research submitted for research allowance of Academics Version 2.0 – 09 December 2018</p> <p>Application for Faculty of Medicine Research Grants Version 2.0 – 07 May 2019</p> <p>Faculty of Medicine Research Grant Guidelines Version 2.0 – 07 May 2019</p> <p>Faculty Research Committee Year Planner Version 1.0 – 01 September 2020</p>
Contact	

Self-Evaluation Report committee

<p>Purpose & Scope</p>	<p>The Self-Evaluation Report (SER) for a Programme Review is a document prepared by the Faculty with regard to the MBBS study programme which reflects the self-assessment of the Faculty of the quality of the study programme and its strengths, weaknesses and areas for improvement. The purpose of the SER writing committee is to prepare the SER in liaison with the IQAC to provide the review team with an account of the performance of the programme of study with respect to the eight criteria and the standards thereof. The SER should describe the degree of internalization of best practices and the level of achievement of standards, substantiated with relevant evidence. The SER should reflect the following aspects pertaining to the degree programme; 1) degree of internalization of best practices and level of achievement of Standards, 2) degree to which the claims are supported by documented evidence and 3) accuracy of the data and statements made in the SER.</p>
<p>Responsibilities:</p>	<ul style="list-style-type: none"> • Provide inputs to the steering committee and criterion subcommittees on enhancing their functions • Complete the SER according to guidelines in the Program review manual, based on collected evidence • Present the draft SER for discussion to faculty (academic, nonacademic staff and students) and its completion • Print and Submit the SER by the stipulated date (Expected to be end of January 2019, so far no official correspondence from UGC)
<p>To whom shall the committee report</p>	<p>To the Faculty Board</p>
<p>Procedure of Appointing</p>	<p>The IQAC shall recommend and Faculty Board shall appoint the SER writing committee. The chairperson of the IQAC will be the chairperson of the SER writing committee. The committee will represent academic staff, non-academic staff and/or academic supportive staff and/or administrative staff</p>

Composition	<p>a) Chairperson</p> <p>b) At least 3 academic members and 1 non-academic/academic support staff member for Chapter 1</p> <p>c) At least 2 academic members and 1 non-academic/academic support staff member for Chapter 2</p> <p>d) 4-6 academic staff members and 1 non-academic/academic support staff member for Criterion 1-8</p>
Selection of members	By the Faculty Board
Duration of the term	Five (05) years for all members
Meetings	On-demand
Storage of documents	All documents related to Programme Review will be stored with the IQAC.
Guidelines/SOPs	<p>Line of communication</p> <ol style="list-style-type: none"> 1. IQAC 2. Faculty Board 3. CQA
Contact Details	fqac@med.ruh.ac.lk

Student Counselors

<p>Purpose & Scope</p>	<p>Student Counselors are prepared to help students with a wide range of concerns they encounter during the period of University stay, ranging from anxiety in adjustment, relationship problems, depression, crisis intervention, career interests, academic concerns & many other types of problems in-between.</p> <p>The aim of student counseling service is to promote greater wellness among the student population.</p>
<p>Responsibilities</p>	<ul style="list-style-type: none"> • Student counselor shall be responsible for counseling students in order to help them to overcome their emotional problems, social conflicts, give academic guidance and make them feel confident. • Student counselor shall coordinate with teachers and parents to inform them about the issues of the students • Student counselor shall bridge the gap between the students and the University administration since they can channel their problems through student counselors to the University administration • Student counselor shall coordinate with student welfare unit in the Faculty and the University to arrange scholarships for students with financial difficulties • Student counselor coordinate and support Faculty administration in the activities arranged for the new entrants
<p>To whom shall the committee report</p>	<p>To the Dean</p>
<p>Procedure of appointing</p>	<p>Academic staff members can apply for the post when the Faculty administration call for applications for the post every year. Dean and the Faculty Board select student counselors considering their eligibility to become a student counselor.</p>
<p>Composition</p>	<p>a) Deputy Senior Student Counsellor b) 10-12 male and female student counselors</p>

Selection of members	By the Faculty Board after considering the applications sent by the academic members considering their eligibility to become a student counselor.
Duration of the term	One year
Meetings	When necessity comes or called by the Dean. No regular meetings
Storage of documents, transfer of documents after the completion of the term	Minutes are stored with the Deputy student counselor and only convey the relevant information to the Dean. All documents will be handed over to the successor on the completion of the term.
Guidelines/SOPs	Not relevant
Contact	

Technology Transfer Cell Committee (TTC)

Purpose & Scope	The main role of the TTC is to function as the connecting body between Technology Transfer Office (TTO) of University of Ruhuna and innovators of the Faculty of Medicine and to facilitate the staff and students of Faculty of Medicine (FOM) to translate new and innovative research into commercially viable products or services.
Responsibilities	<ul style="list-style-type: none"> • Identify key members for the Faculty Technology Transfer Cell (TTC) • Enhance the positive attitudes of academic members towards technology transfer and commercialization • Involve in active screening of potential products for patenting or commercialization the Faculty • Encourage Faculty staff members for the development disclosure and protection of the University intellectual properties in the Faculty • Involve in continuous education in technology transfer stream in the Faculty • Support research partnerships to commercialize the inventions from the Faculty members through TTO • The TTC shall conduct meetings with companies to help out with the commercialization process of new inventions. • Maintain documentation of monthly activities of the TTC • TTC shall provide information requested by the TTO and cooperate with TTO in order to operate its activities efficiently. • TTC shall facilitate the process of 'Technology transfer', also called transfer of technology (TOT); the process of transferring (disseminating) technology from the person or organization that owns or holds it to another person or organization.
To whom shall the committee report	To the Faculty Board and to the TTO
Procedure of appointing	The Faculty Board shall appoint the TTC according to the composition laid down. The chairperson will be the Faculty

	coordinator to the TTO and the vice chairperson shall be selected from the academic members of the Faculty with the recommendation of the Faculty Board.
Composition	<ul style="list-style-type: none"> a) Chairperson of TTC b) Vice chairperson of TTC c) Secretary of TTC d) Two members each from Pre-clinical, Para-clinical and Clinical Departments e) Three other members interested in innovations and inventions
Selection of members	By the Faculty Board
Duration of the term	3 years for all members
Meetings	TTC of the Faculty shall meet once a month and will be chaired by the Chairperson. The number of meetings per year shall be not less than ten.
Storage of documents, transfer of documents after the completion of the term	All documents related to technology transfer will be catalogued and stored in the office room/with the secretary of the TTC. Handing over of these should be done at the end of the term of the secretary
Guidelines/SOPs	<p>Line of communication</p> <ul style="list-style-type: none"> 1. TTC approves and send to the Faculty Board 2. After the approval from the Faculty Board, TTC sends the documents to the TTO 3. TTC prepares the final document with the comments of the TTO to be sent to the Senate
Contact	

Section 2

Student Bodies

Anatomical Society

<p>Purpose & Scope</p>	<p>To augment knowledge and interest in Anatomy among the students of FoM UoR with a view of enhancing their careers, especially in relation to surgical disciplines and conducting novel research.</p> <p>To assist in producing a highly professional, inquisitive and intellectual medical undergraduate who's highly skilled in the application of anatomical knowledge in clinical and research settings.</p>
<p>Responsibilities</p>	<ul style="list-style-type: none"> • To promote anatomy learning among medical undergraduates by experimenting and introducing novel learning techniques and dissemination of such knowledge. • To expand the knowledge of anatomy among medical undergraduates by conducting guest lectures, workshops and similar activities lead by experts in the field of anatomy in conjunction with relevant clinical personnel. • To develop in medical undergraduates, the interest in anatomy related research leading to publications in reputed journals.
<p>To whom shall the committee report</p>	<p>To the Faculty Board</p>
<p>Procedure of appointing</p>	<p>Election of the office bearers shall take place during the Annual General Meeting (AGM) annually except the Senior Treasurer</p>
<p>Composition</p>	<ol style="list-style-type: none"> a) Patron (Chairperson of the Board of Trustees) b) Board of trustees (Academic Staff and distinguished alumni of the FoM UoR and specialist clinicians serving in the faculty-affiliated health institutions are eligible to to serve as Trustees) c) Senior treasurer d) Office bearers; e) President f) Vice president

	<p>g) Secretary</p> <p>h) Assistant secretary</p> <p>i) Junior treasurer</p> <p>j) Editor</p> <p>k) Delegates; two from each batch</p>
Selection of members	By the AGM
Duration of the term	One (01) academic year
Meetings	<ul style="list-style-type: none"> • AGM- per university academic year • General Meetings- minimum of one per quarter • Executive Committee meetings- at the request of any member of the Executive Committee or Trustee.
Storage of documents	All documents are stored with the Senior Treasurer and the president. Documents will be handed over by the president at the end of the term. In case when the Senior Treasurer changes, the documents will be transferred to the newly appointed Senior Treasurer.
Guidelines/SOPs	<p>Line of communication</p> <ol style="list-style-type: none"> 1. Regarding all transactions and withdrawals during activities of the society at least two signatures, including that of the Senior Treasurer is mandated. The Senior Treasurer, President, Secretary and the Junior treasurer are the sole signatories regarding all transactions. 2. The renewal of the Society shall be carried out at the AGM each consecutive year by sending the following documents to the Deputy Vice Chancellor through the Dean of the faculty. <ul style="list-style-type: none"> - Confirmed minutes of the last year's AGM - List of attendees of the current AGM with their signatures (this includes patrons and the Senior treasurer)

	<ul style="list-style-type: none">- List of the new office bearers- Treasurer's report.
Contact Details	anatomicalsocietyruhuna@gmail.com

Arts Circle

<p>Purpose & Scope</p>	<p>To provide opportunities for the students of the Faculty of Medicine to engage in extracurricular activities to enhance their mental wellbeing disrupted by the tedious academic work</p> <p>To engage in all activities that would enhance the artistic talents and skills in appreciation of fine arts among students of the Faculty of Medicine</p> <p>To facilitate the active participation of the medical students in cultivating the attitudes towards preservation and development of traditional arts among the young population/ youth through such activities.</p>
<p>Responsibilities</p>	<p>The art circle will be responsible for</p> <ul style="list-style-type: none"> • Organizing cultural activities in the faculty related to literature, drawing & painting, music, dancing, drama and other visual & performing arts • Publication of the magazines, newspapers and other publications related to creative arts • Organizing competitions in creative arts to appreciate the creative skills of the students • Organizing or supporting musical / drama shows and other cultural events and at the faculty, university or national events • Facilitation of individual or group activities related to creative arts and cultural events organized by other arts and cultural centers • Enhancing the skills of appreciation of creative arts among the students of the faculty by organizing and sponsoring popular drama, musical and film shows
<p>To whom shall the committee report</p>	<p>To the Faculty Board</p>
<p>Procedure of appointing</p>	<p>Appointing office bearers among the students at the AGM.</p>

	Senior treasurer is appointed from academic staff members in the AGM
Composition	<ul style="list-style-type: none"> a) President b) 2 Vice Presidents c) Secretary d) 2 Deputy secretaries e) Editor f) 4 Co-editors g) Senior treasurer (senior academic member) h) Junior treasurer i) 10 committee members
Selection of members	Among the students for the all positions except the Senior Treasurer
Duration of the term	New office bearers will be appointed annually in AGM for one year duration except the Senior Treasurer
Meetings	<p>The Art Circle should conduct,</p> <ul style="list-style-type: none"> • Committee meetings once a month • General meetings once in three months • AGM yearly <p>Minimal required number of members for a meeting is 25%</p> <p>AGM should be notified to the membership at least 05 days prior the date of AGM</p>
Storage of documents, transfer of documents after the completion of the term	<p>All documents related to the art Circle shall be with the joint secretaries</p> <p>Handing over of these should be done at the end of the term at AGM to the newly appointed joint secretaries</p>

<p>Guidelines/SOPs</p>	<p>Line of communication</p> <ol style="list-style-type: none"> 1. Handling of Accounts – Senior Treasurer’s signature is mandatory for withdrawals, in addition to that one of the following office bearers’ signatures will be needed. President /Joint secretary / Junior Treasure 2. Renewal of registration of the society should be done annually with the council approval. Following documents should be handed over to the Faculty Board and then to the council. <ul style="list-style-type: none"> - AGM with new office bearers - Covering letter and annual budget of the previous year All the official events organize by the Art Circle should be approved by Dean of the faculty following recommendation of the Senior Treasurer
<p>Contact</p>	

Buddhist Association

Purpose & Scope	Make the students' community aware and follow the philosophy of the Buddhism and uplifted them to become professionals with human quality
Responsibilities:	<ul style="list-style-type: none"> • Organizing Buddhist religious activities within the faculty. • Organizing other religious sessions such as lectures /Sermons to improve religious knowledge and attitudes among university community. • Contributing welfare activities. • Guiding medical students to solve their day to day problems according to the Buddhist teaching
To whom shall the society report	To the Faculty Board
Procedure of Appointing	Appointing office bearers among the students at the AGM. Senior treasurer is appointed from academic staff members in the AGM
Composition	<ul style="list-style-type: none"> a) 3 Patrons (with one senior patron- Senior Academic members) b) President c) Vice President d) 2 joint secretaries e) Senior treasurer (senior academic member) f) Junior treasurer g) 2 joint editors h) 14 committee members
Selection of members	Among the students for the all positions except senior Treasurer
Duration of the term	New office bearers will be appointed annually in AGM for one year duration
Meetings	Committee shall meet once a month and will be chaired by the President with the participation of majority of committee members.

<p>Storage of documents, transfer of documents after the completion of the term</p>	<p>All documents related to Buddhist association shall be with the joint secretaries</p> <p>Handing over of these should be done at the end of the term at AGM to the newly appointed joint secretaries</p>
<p>Guidelines/SOPs/Accounts</p>	<p>Line of communication</p> <ol style="list-style-type: none"> 1. Handling of Accounts – Senior Treasurers signature is mandatory for withdrawals, in addition to that one of the following office bearer’s signature will be needed. President /Joint secretary / Junior Treasure Renewal of registration of the society should be done annually with the council approval. 2. Following documents should be handed over to the Faculty Board and then to the council. <ul style="list-style-type: none"> - AGM with new office bearers - Covering letter and annual budget of the previous year 3. All the official events organize by the Buddhist Association should be approved by Dean of the faculty following recommendation of the Senior Treasurer

Explorers' Club

Purpose & Scope	To provide opportunities to explore & study the fauna, flora and environment of Sri Lanka
Responsibilities:	<ul style="list-style-type: none"> • To undertake projects to increase the awareness of the environment • To undertake projects to protect the environment • To undertake special ventures e.g., photographic exhibitions, field trips etc.
To whom shall the committee report	To the Deputy Vice Chancellor
Procedure of Appointing	AGM
Composition	<ul style="list-style-type: none"> a) President b) Vice president c) Secretary d) Assistant Secretary e) Senior treasurer (academic staff member) f) Junior treasurer g) Editor h) Two representatives from each batch i) Patrons (former senior treasurers)
Selection of members	AGM
Duration of the term	One year
Meetings	<p>AGM -once a year</p> <p>General meetings – once a month</p> <p>Special meeting – when requested by committee or >5 members in writing.</p>
Storage of documents, transfer of documents after	All documents, audit reports of events, special event records are stored with the senior treasurer and in case when the senior treasurer changes, the documents will also will be transferred to the care of the newly appointed senior treasurer

the completion of the term	
Guidelines/SOPs	<p>At the AGM every year, the following documents to be sent to the Deputy Vice Chancellor through dean for the registration of the club for the new year</p> <ol style="list-style-type: none"> 1. Confirmed minutes of the last year's AGM 2. List of attendees of the current AGM with their signatures (this includes the patrons and the senior treasurer) 3. List of the new office bearers 4. Treasurer's report
Contact	explore.ruhmed@gmail.com

Horticulture Society

Purpose & Scope	The main role of the Horticulture Society is to provide leadership and assist in the promotion of education and interest in all areas of horticulture and related environmental issues
Responsibilities	<ul style="list-style-type: none"> • The HS shall promote the protection of environment in the Faculty of Medicine, University of Ruhuna • The HS shall hold meetings for instruction and discussions on subjects connected with the theory and practice of horticulture • The HS shall promote the circulation of horticultural information • The HS shall network with HSs in other faculties and universities dedicated to the beautification of their communities
To whom shall the society report	To the Faculty Board
Procedure of appointing	<ol style="list-style-type: none"> a) The office bearer shall be elected at the AGM of the society and shall hold office until the end of the next AGM. b) Voting at all meeting shall be by showing of hands unless the Chairman directs that a secret ballot taken. c) The Senior Treasurer shall be a permanent academic staff in Faculty of Medicine, University of Ruhuna, who is interested in horticulture. d) If there is more than one candidate, the candidate who is receiving a simple majority vote in a secret ballot shall be declared the winner. The election shall be carried out according to society regulations. e) For an officer of the society who is unwilling or unable to carry out the responsibilities of the society, the board shall appoint, for the balance of his term a replacement among themselves.
Composition	<ol style="list-style-type: none"> a) Instructor b) President c) Vice-president d) Secretary

	<ul style="list-style-type: none"> e) Vice-Secretary f) Senior Treasurer g) Junior Treasurer h) Editor
Selection of members	During AGM, according to the constitution of the Horticulture Society
Duration of the term	One year, unless re-elected or re-appointed at the AGM.
Meetings	<p>Ordinary meetings</p> <ul style="list-style-type: none"> a) Shall be held when it is necessary b) Shall be called by the secretary as decided by the president or the committee c) Notification of the general meeting should be displayed to inform members about the meeting <p>AGM shall be held in the month of June in a year for the purpose of,</p> <ul style="list-style-type: none"> a) Approving the committee's annual report on the work of the society during the preceding year. b) Electing officers for the forthcoming year. c) Approving financial statements signed by an auditor.
Storage of documents, transfer of documents after the completion of the term	Handing over of all documents related to HS should be done at the end of the term of the President
Guidelines/SOPs	<p>Line of communication</p> <ol style="list-style-type: none"> 1. Senior Treasurer to the Faculty Board 2. After the approval from the Faculty Board, to the Deputy Vice Chancellor
Contact	

Medical Faculty Students' Union (MSU)

Purpose & Scope	Purpose of furthering academic or social objectives
Responsibilities	<p>The appointed MSU</p> <ul style="list-style-type: none"> • to promote the corporate life and welfare of the student community of the Faculty • to take steps to encourage and further the academic interests of its students • to safeguard and protect the good name of the Faculty and Institution • to foster cultural and sports activities amongst the students of the Faculty • to make recommendations to the University Students Union on matters pertaining to the disbursement of the funds and the general welfare of the student community of the Faculty • to ensure that all decisions of a Faculty Students Union pertaining to the academic and welfare activities of the Faculty are taken by a majority vote of its members
Specific responsibilities and functions of members of MSU	<p>Duties and functions of the President of the Faculty Students Union of the President</p> <ul style="list-style-type: none"> • to preside at all meetings of the Faculty Students Union • to carry out the decisions of the Faculty Students Union • to call meetings of the Faculty Students Union • to carry out any other function assigned to him by the Faculty Students' Union <p>Duties and functions of the Vice President of the Faculty Students Union</p> <ul style="list-style-type: none"> • to preside at any meeting of the Faculty Students Union in the absence of the President; • to assist the President in the discharge of his duties; and • to carry out any other function assigned to him by the Faculty Students' Union

The duties and functions of the Secretary of the Faculty Students Union

- to keep records of all proceedings of the Faculty Students Union
- to summon meetings (with the general student community) of the Faculty Students Union on the Instructions of the President or upon the receipt by the Secretary of a written request, from not less than one third of the total membership of the Faculty Students Union
- to ensure that a copy of the minutes of the proceedings are forwarded to the Dean of the Faculty
- to ensure that minutes of the proceedings are available for inspection by any student of the Faculty

The duties and functions of the Junior Treasurer of the Faculty Students Union

- to have custody of the funds of the Faculty Students Union
- to ensure that all income and expenditure are properly recorded for in the books kept for this purpose, subject to any rules pertaining to maintenance of such accounts.
- to inform the Senior Treasurer within one week of the receipt of any money by the Faculty Students Union, of such receipt
- to make payments out of the funds of the Faculty Students Union with the approval of the Senior Treasurer
- to prepare a budget for the academic year after consultation with the office bearers of the Faculty Students Union -within one month from the date of election of its office bearers
- When necessary, to prepare supplementary estimates
- to submit to the Faculty Students Union a report on its current and projected financial position as at the last day of each term within one month of the end of that term
- to submit to the Auditor through the Senior Treasurer, a statement of income and expenditure and the balance sheet of the Faculty Students Union for the academic year within two

	<p>weeks of the end of the academic year in which the Faculty Students Union was elected.</p> <p>The duties and functions of the Editor of the Faculty Students Union</p> <ul style="list-style-type: none"> • to review the official documents/publications prepared in the name of the MSU • to ensure that the official documents be perused/reviewed by the Dean of the Faculty before its publication <p>The duties and functions of the eight (8) student representative of the Faculty Students Union</p> <ul style="list-style-type: none"> • to support the activities of the MSU • to submit the requirements/concerns of their batch to the attention of the MSU • to carry out any other function assigned to him by the President/ Vice President/ Secretary/ Junior Treasurer/ Editor of MSU
To whom shall the MSU report	Through the Senior Treasurer to the Dean, Faculty of Medicine, University of Ruhuna and to the Deputy Vice Chancellor (if and when required)
Procedure of appointing	Dean, Faculty of Medicine, University of Ruhuna through by the election
Composition*	<p>The committee shall be representative of the entire student community of the Faculty and the office-bearers of the Union shall be elected by the students of the Faculty by secret ballot for that academic year.</p> <p>A Faculty Students Union shall consist of -</p> <ol style="list-style-type: none"> a) President b) Vice president c) Secretary d) Editor e) Junior Treasurer f) 8 student representatives

	<p>*Note:The representative should fulfill the requirements included in the Council Report of University of Ruhuna on 23.07.1990</p> <p>g) There shall be a Senior Treasurer for each Faculty Students Union who shall be a senior teacher, nominated by the office-bearers of such Union.</p>
Selection of members	By the election. Procedure has been defined in the <i>Council Report on the Function of Students Unions by University of Ruhuna (23.07.1990)</i>
Duration of the term	An academic year
Meetings	<p>a) Office Bearers meetings of MSU are called by the President of the MSU</p> <p>b) meetings with the general student's membership of the Faculty Students Union are called on the Instructions of the President or upon the receipt by the Secretary of a written request, from not less than one third of the total membership of the Faculty Students Union with the knowledge of the Dean of the Faculty</p>
Storage of documents, transfer of documents after the completion of the term	All the documents related to the office bearers' meetings, general students' membership meetings and the documents related to financial matters should be catalogued and stored in the office room of the MSU.
Contact	
Funding	<p>a) Governing authority of the Faculty concerned (Dean) may from time to time allocate sums of money as may be deemed necessary by such governing authority, for their approved activities of the MSU</p> <p>b) MSU may raise funds with the approval of the Dean (Principal executive officer) of the Faculty concerned for social, cultural and welfare activities approved</p>
References	<i>University Act, No 16 of 1978, Part XIV (pages 112-118)</i> <i>Universities (Amendment) Act No. 26 of 1988, universities Council Report on the Function of Students Unions by University of Ruhuna (23.07.1990)</i>

Self-Help Fund (SHF)

Purpose & Scope	The main role of the SHF committee (the committee) is to generate fund for the SHF scholarship by the way of fund-raising activities. The committee also involves in calling applications from students for the scholarship and interviewing them for selecting the suitable candidates for receiving the scholarships.
Responsibilities	<ul style="list-style-type: none"> • The committee shall responsible for organizing fund raising events, calling applications for scholarships, selecting suitable candidate for scholarship with the help of the selection committee, maintain records of those students who receive scholarships and review the academic records of those who receive scholarships annually.
To whom shall the society report	To the Faculty Board
Procedure of appointing	Faculty Board shall appoint the senior treasurer who should call a general meeting to select the rest of the office and the members according the composition mentioned.
Composition	<ol style="list-style-type: none"> a) Senior treasurer b) Three advisers c) President d) Vice president e) Secretary f) Junior Treasurer g) Committee Members h) Members <p>In addition to this there are two subject clerks, one for the financial work and the other for the clerical work. They are paid by the committee fund for their clerical work.</p>
Selection of members	Students who complete the 2nd MBBS examination shall become eligible to become the members of the committee. The office bearers, members and the advisers are selected at the AGM.

Duration of the term	Position of the senior treasurer remains unless he or she resigned from the post or dismissed by the dean Faculty of Medicine due to some administrative or other reason. Duration of the Advisers and the other members remains until new office is formed. Their duration will be at least one year and depend on the date of the 2nd MBBS examination of the immediate junior batch.
Meetings	There are no fixed dates for meetings. There will be the AGM and the subsequent meeting shall be for the organizing of the fund-raising events or for any other special reason. Therefore, the number of meeting per year will change according to the requirement.
Storage of documents, transfer of documents after the completion of the term	Records of the committee meetings and fund-raising events will be kept under the president and secretary. Records of the candidates receiving scholarships shall be kept with the senior treasurer. All the account details and all financial matters are handled by the Financial Department, Faculty of Medicine under the supervision of the Assistant Bursa.
Guidelines/SOPs	
Contact	

Sports Club

Purpose & Scope	The main purpose of the Sports Club is to organize Faculty sports events and competitions and to encourage the participation of students in sports
Responsibilities	<ul style="list-style-type: none"> • Developing sports facilities for students in the Faculty • Encouraging the participation of students in sports • Organizing Faculty sports events and competitions • Supporting maintenance and administration of existing facilities available for sports in the Faculty • Developing harmony among the students
To whom shall the committee report	To the Faculty Board
Procedure of appointing	Members are appointed at the AGM of the Sports Club yearly.
Composition	<p>Patron</p> <p>a) A senior academic (Senior Lecturer Grade I or above) shall be proposed by the students</p> <p>Senior Treasurer</p> <p>b) A senior academic (Senior Lecturer Grade II or above) shall be proposed by students</p> <p>Management</p> <p>c) Office bearers of the Faculty Sports Club</p> <p>Following office bearers of the Sports Club shall be selected from students. A minimum of 30% of the office bearers shall be selected from females.</p> <ul style="list-style-type: none"> - President - Vice President - Secretary - Junior Treasurer - Editor - Committee Members – 08 (One male and female student representing each batch) <p>One additional office bearer shall be appointed at the AGM by the students, and expected to be remained for the full</p>

	respective academic year for which the office bearers are appointed.
Selection of members	By the Membership
Duration of the term	One year
Meetings	Monthly executive committee meetings
Storage of documents, transfer of documents after the completion of the term	All documents related to Sports Club kept with the Senior treasurer and the President Handing over of these should be done at the end of the term of the Senior treasurer and the President
Guidelines/SOPs	Line of communication 1. Decisions by the Sports club will be conveyed to the Faculty Board and to the Sports advisory board University of Ruhuna
Contact	gayanicl@yahoo.com