



**IT AND LMS COMMITTEE**  
Faculty of Medical Sciences  
University of Sri Jayewardenepura  
Gangodawila, Nugegoda, Sri Lanka



**Standard Operating Procedure for Updating and Governance of the  
Faculty Website and LMS**

**IT & LMS Committee**  
**Faculty of Medical Sciences**  
**University of Sri Jayewardenepura**

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Version 1



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## Document Control Information

- I. **Document Title:** Standard Operating Procedure for Updating and Governance of the Faculty Website and LMS
- II. **Document Type:** Standard operating procedure
- III. **Responsible Committee:** IT & LMS Committee, FMS, USJ
- IV. **Approval Authority:** Dean, Faculty of Medical Sciences
- V. **Effective Date:**
- VI. **Review Cycle:** Annually or upon policy change
- VII. **Version:** 1\_2026

### 1. Purpose

To ensure that the Faculty Website and Learning Management System (LMS) provide accurate, up-to-date, accessible, and reliable information related to the Faculty of Medical Sciences (FMS), study programmes, learning resources, communications, publications, and support services, in alignment with institutional quality assurance and accreditation standards.

### 2. Scope

This SOP applies to:

- The Faculty Website (public-facing)
- The Faculty Learning Management System (LMS) (student- and staff-facing)
- All academic programmes, departments, units, and committees within the Faculty
- All staff responsible for content creation, approval, publishing, and review

### 3. Definitions

- **Faculty Website:** The official public website representing the FMS.
- **LMS:** The FMS online learning platform used for teaching, learning, assessment, and student support.
- **Programme Specification:** Approved documentation describing programme aims, learning outcomes, structure, assessment, and regulations.
- **Content Owner:** Academic or administrative unit responsible for the accuracy of specific content.
- **IT & LMS Committee:** The Faculty-appointed committee responsible for oversight of digital platforms.



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## 4. Governance and Responsibility

### 4.1 Oversight

- Overall responsibility lies with the Dean of the Faculty.
- Operational oversight is delegated to the IT & LMS Committee.

### 4.2 Faculty Website & LMS Update Committee

- Dean
- IT & LMS Committee Chairperson
- Head of the IT Unit
- A member of the IT Committee
- Faculty Web Administrator
- Faculty LMS Administrator

## 5. Content Standards

### 5.1 Faculty Website – Mandatory Content

The Faculty Website shall include:

- Faculty overview and governance structure
- Academic departments and units
- Approved study programme specifications
- Admission criteria and pathways
- Academic calendar and key dates
- Faculty communications and notices
- Publications and research outputs
- Learning resources (where publicly accessible)
- Link to the LMS
- Policies on academic integrity, ethics, and AI use (where applicable)
- Student and staff support services
- Contact details and official communication channels

### 5.2 LMS – Mandatory Content

The LMS shall include:

- Module/course outlines and learning outcomes
- Lecture materials and learning resources
- Assessment information and submission portals
- Announcements and discussion forums



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- Student handbook(s), prospectus, and programme information packages (where applicable)
- Student guidance and academic support links

## 6. Website and LMS Updating Procedure

### 6.1 Identification of Update Need

Updates may arise from:

- Curriculum or programme revisions
- Changes to policies, regulations, or schedules
- New learning resources or assessments
- Corrections of errors or outdated information
- Accreditation or quality assurance requirements

### 6.2 Submission of Content

- Content updates must be submitted by the **designated Content Owner** using the approved Faculty template.
- All submissions must include:
  - Date of submission
  - Section/page affected
  - Nature of update
  - Responsible person

### 6.3 Review and Approval

- **Academic content:** reviewed by Author/ Programme Coordinator / Head of Department (as appropriate)
- **Policy or governance content:** reviewed by IT & LMS Committee

### 6.4 Publishing

- Approved content is uploaded by the **Web/LMS Administrator**.
- Version control and date of last update must be clearly displayed.

## 7. Update Frequency

Content Type	Minimum Review Frequency
Programme specifications	Annually or upon curriculum change
Staff profiles	Annually
Student information	At the beginning of each academic year
LMS course pages	Before commencement of each semester



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Policies and regulations	Upon revision
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## 8. Quality Assurance and Monitoring

- The **Faculty Website & LMS Update Committee** shall:
  - Conduct **annual audits** of the Faculty Website and LMS
  - Verify accuracy, completeness, and currency of information
  - Ensure alignment between Faculty Website, LMS, and institutional policies
- Findings shall be documented and corrective actions assigned.

## 9. Documentation and Records

The following records shall be maintained:

- Website and LMS update procedures
- Approved content submission forms
- Committee meeting minutes related to digital platforms
- Audit and review reports
- Version history of major programme documents

These records shall be retained in accordance with institutional document control policies.

## 10. Best Practice Commitments

The Faculty commits to:

- Maintaining **transparent and student-centred digital platforms**
- Providing **clear, accessible information to the public and stakeholders**
- Ensuring **consistency between public-facing and internal learning platforms**
- Supporting continuous improvement through regular review and feedback

## 11. Review of SOP

This SOP shall be reviewed:

- Every **two yearly**, or
- Earlier if required by accreditation, institutional policy changes, or major digital platform upgrades.
- **Policy Alignment and Related Documents:**
  - The Faculty Policy on Information and Communication Technology
  - The [University Policy on Information and Communication Technology](#)
  - Manual for Review of Undergraduate Study Programmes of Sri Lankan Universities and Higher Education Institutions



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## 12. Effective Date

This policy shall come into effect upon approval by the **Faculty Board of the Faculty of Medical Sciences**.