



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



TERMS OF REFERENCE

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

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1. Name of the Committee

The Committee shall be known as the **IT & Learning Management System (LMS) Committee of the Faculty of Medical Sciences**, University of Sri Jayewardenepura (hereafter referred to as “the Committee”).

2. Purpose

The purpose of the Committee is to provide strategic oversight, governance, and guidance for the planning, development, implementation, and continuous improvement of information technology systems, the LMS, and other official digital platforms of the Faculty, in order to support teaching, learning, assessment, academic administration, and digital communication.

3. Scope

The scope of the Committee includes, but is not limited to:

1. The Faculty Learning Management System (LMS)
2. Faculty academic and administrative IT systems
3. Faculty website and official digital presence
4. Official Faculty YouTube channel and educational media platforms
5. Data governance, information security, and digital compliance



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4. Objectives

The objectives of the Committee are to:

1. Technology-enhanced learning initiatives and digital innovation
2. **To provide strategic leadership and governance** for the Faculty's digital platforms, including information technology systems, the LMS, the Faculty website, and official digital media channels.
3. **To ensure reliable, secure, and compliant digital infrastructure**, overseeing data protection, information security, content governance, and adherence to institutional and legal requirements across all platforms.
4. **To enhance the quality and consistency of digital learning and communication**, supporting teaching, academic administration, and outward-facing digital presence through well-designed and standardised systems.
5. **To oversee the development and management of the Faculty website and official YouTube channel**, ensuring accuracy, professionalism, accessibility, copyright compliance, and alignment with the Faculty's academic mission and branding.
6. **To support staff and students in effective digital engagement**, through guidance, capacity building, and best-practice recommendations for LMS use, website content, and educational media production.
7. **To promote innovation and continuous improvement**, including the responsible adoption of emerging educational technologies, learning analytics, and digital tools to strengthen education, communication, and institutional visibility.

5. Functions and Responsibilities

The Committee shall:

- Develop and review policies, guidelines, and standard operating procedures related to IT, LMS, website, and digital media use.
- Advise the Faculty Board on digital strategy, system enhancements, and resource requirements.
- Monitor performance, usability, and user feedback related to LMS and other digital platforms.
- Ensure alignment with institutional quality assurance frameworks and accreditation requirements.
- Facilitate coordination between the Faculty, University IT services, and external vendors where applicable.
- Promote ethical, professional, and responsible use of digital technologies.



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6. Membership

- The committee membership is appointed for a period of 3 years.
- The membership consists of a total of 16 members (eight academics and eight IT-related academic-support/non-academic staff) excluding the Dean, Chairperson and the Convener of the previous committee as ex-officio.
 - Within the membership, the following members must be present:
 - Head of the Faculty IT Unit
 - Head of the Medical Education
 - Faculty Web admin
 - Faculty LMS admin
- Membership is called for via online applications, among the permanent academic members, with the announcement at the Faculty Board.
- Applications are directly sent to the Dean of the Faculty by email.
- Based on department representativeness, the Dean with the collaboration of the Chairperson and the Secretary of the existing committee, appoints the new committee at the next Faculty Board.
- The Chairperson of the existing committee convenes the 1st meeting. The new Chairperson (a senior lecturer or or above) and the Secretary (a permanent academic member) are nominated by the committee.
- The appointments of the Chairperson and the Secretary are sent for approval to the Faculty Board.
- The committee meetings are chaired by the Chairperson, or a nominated Chairperson if the Chairperson is excused for that meeting.
- When members wish to resign from committee or when the designated positions are changed, the staff member should inform the Chairperson in writing.
- If a committee member is absent for more than 3 consecutive meetings in a year, without a valid excuse, the member will be removed from the committee.
- A vacant member position may be filled via calling online application.
- Co-opted members may serve for a period determined by the Committee or the Dean.

7. Roles and Duties

- Chairperson
 - Provide overall leadership and strategic direction to the Committee.
 - Preside over meetings and ensure orderly and effective conduct of business.
 - Facilitate consensus-based decision-making and ensure alignment with Faculty and University policies.
 - Represent the Committee at the Faculty Board and other relevant institutional forums.



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- Secretary
 - Coordinate the operational activities of the Committee.
 - Facilitate implementation of Committee decisions and action plans.
 - Liaise with academic departments, administrative units, and technical teams to ensure timely progress of initiatives.
- Academic Members
 - Provide pedagogical and disciplinary input on LMS design, digital learning resources, and assessment workflows.
 - Advise on curriculum alignment, academic standards, and teaching-learning needs.
 - Participate in policy development, review of digital content, and quality assurance activities.
- Academic-support and Non-academic Members
 - Support development, customisation, and integration of digital systems and tools.
 - Assist with automation, data handling, reporting, and system optimisation, as required.
 - Provide technical expertise on system administration, maintenance, security, and performance.
 - Support implementation of approved digital solutions and troubleshooting of operational issues.
 - Advise on feasibility, scalability, and sustainability of proposed IT initiatives.

8. Meetings

- The committee meets monthly on the first week of the month. Dates of the meetings will be circulated by the chairperson at the beginning of the respective year.
- The minutes and agenda are circulated via email one week prior to the meeting by the Secretary.
- Once the minutes are confirmed, an electronic copy will be filed in the IT & LMS Committee official Google drive and maintained by the Secretary.
- The Secretary will send the extracts of the minutes to the next Faculty Board.
- A quorum shall consist **one third of appointed members**, including either the Chairperson or the nominated Chairperson.
 - Where a loss of quorum is identified, the meeting may be adjourned until a time the Chairperson determines. Any matters for decision considered when the meeting is inquorate must be subsequently ratified by the Executive Committee or at the next committee meeting before those decisions can be actioned.

9. Reporting

- The extracts of the minutes are tabled and discussed at the next Faculty Board meeting.
- Matters requiring policy approval or resource allocation shall be escalated appropriately.



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10. Amendments

- This Constitution may be amended with the approval of the Faculty Board.
- Proposed amendments shall be circulated to Committee members at least two weeks prior to consideration and taken into discussion at the committee meeting before forwarding to the Faculty Board.

11. Effective Date

This terms of references shall come into effect from the date of approval by the Faculty Board of the Faculty of Medical Sciences, University of Sri Jayewardenepura.