

Faculty of Computing
Sabaragamuwa University of Sri Lanka
Professional Development Committee
Terms of Reference

1. Background and Rationale

The dynamic nature of the technology business and the rapid speed of technology advancement necessitate a proactive approach to professional growth and education. Seeing this need, the Sabaragamuwa University of Sri Lanka's Faculty of Computing is working to create the Professional Development Committee (PDC), a strategic organization whose goal is to close the knowledge gap between industry demands and academic study. The committee will play a key role in locating and seizing chances for teachers and pupils to participate in worthwhile, career-advancing events.

2. Purpose and Scope

Creating a culture of creativity, teamwork, and ongoing learning within the Faculty of Computing is the main objective of the PDC. The committee will strengthen the Faculty's standing as a pioneer in computing education by pushing research and academic quality, as well as strong industrial ties. The PDC conducts research initiatives, faculty development, industry outreach, internships, and curriculum development.

3. Objectives

3.1 Enhancing Industry Readiness

- Develop comprehensive internship and programs in partnership with leading technology companies.
- Create mentorship opportunities that allow students to benefit from the guidance and expertise of industry professionals.

3.2 Promoting Academic Excellence

- Regularly review and update the curriculum to include emerging technologies and methodologies, ensuring that graduates are well-prepared for the challenges of the industry.
- Encourage faculty members to pursue professional certifications and advanced training in their respective fields.

3.3 Strengthening Industry Partnerships

- Establish an **Industry Liaison Committee (ILC)** comprising leaders from tech companies, startups, and research institutions to provide strategic insights and foster collaborations.
- Organize annual industry forums and roundtable discussions to discuss trends, challenges, and opportunities in the computing field.

3.4 Facilitating Professional Growth

- Implement a faculty development program that includes sabbaticals, industry internships, and participation in international conferences.
- Launch a series of workshops and seminars focused on emerging technologies, pedagogical strategies, and research methodologies.

3.5 Innovating Education

- Support the development of interdisciplinary capstone projects that address real-world problems and encourage innovation.
- Promote the integration of soft skills, such as teamwork, communication, and project management, into the computing curriculum.

4. Composition and Structure

The PDC will be composed of members who bring a diverse range of experiences and perspectives to the committee. This includes:

- **Chairman:** A senior faculty member with a proven track record in both academia and industry relations.
- **Secretary:** Responsible for the meticulous documentation of meetings, decisions, and actions taken by the PDC.
- **Senior Advisor:** Responsible for encompass expert advises and support in decision making process throughout the committee process.
- **Heads of the Departments:** Responsible for communicating and coordinating with the PDC to ensure the professional development/ industry related requirements of the curricula are met.
- **Departmental Representatives:** To ensuring a balanced representation of the diverse disciplines and overview the individual department requirements.
- **Academic Staff Members:** Faculty members with specific expertise in curriculum development, research, and student engagement strategies.
 - **Industrial Training Coordinators and Department Level Assistant Coordinators**

- **Project Coordinators and Department Level Assistant Coordinators**
 - **Industrial Relations Coordinators**
- **Industry Representatives:** (Optional) External members who provide valuable industry insights and facilitate networking opportunities.

5. Responsibilities

The PDC will undertake a range of responsibilities to achieve its objectives, including but not limited to internship program development, project initiative oversight, industry collaboration enhancement, curriculum development and review, and professional development programming.

6. Operational Guidelines

To ensure effective operation and decision-making, the PDC will adhere to guidelines regarding meeting schedules and agendas, decision-making processes, and reporting and accountability.

7. Meetings

The PDC will meet monthly to discuss and plan public relations activities (first week of every month). Special meetings may be called as required.

8. Review and Amendment Procedure

The ToR of the PDC will be reviewed biennially or as needed to respond to changes in the academic or industry landscape. Amendments can be proposed by any committee member and will be adopted following a comprehensive review and majority approval.

8. Committee Composition

- Chairperson (Academic Staff Member)
- Secretary (Academic Staff Member)
- Senior Advisor (Professor/ Senior Lecturer)
- Heads of the Departments (All the heads of the departments)
- Department Representatives (Academic Members of each department)
- Project Coordinator (Academic Staff Member)
- Industrial Training Coordinator (Academic Staff Member)
- Industrial Relations Coordinator (Academic Staff Member)
- Competitions, Awards and Recognition Coordinator (Academic Staff Member)
- Department Vice Project Assistant Coordinators (Academic Staff Member)

- Department Vice Industrial Training Assistant Coordinator (Academic Staff Member)
- Industrial Relations Assistant Coordinator (Academic Staff Member)
- Academic Support Staff
- Committee members

While the above composition is mandatory, any additional committee members may be appointed as members agreed upon by the faculty.