Faculty of Computing
Sabaragamuwa University of Sri Lanka

Public Relations Committee
Terms of Reference

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1. Purpose

The Public Relations Committee (PRC) of the Faculty of Computing, Sabaragamuwa University of Sri Lanka is established to promote the faculty's reputation and visibility among its key stakeholders. The committee will work to build positive relationships with the academics, students, alumni, industry professionals, and other external stakeholders.

2. Responsibilities

The PRC will

- Develop and maintain the faculty website that reflects the faculty's mission, academic programs, research, and student services.
- Ensure the availability of necessary, accurate, and up-to-date information to its audiences across the website.
- Manage the faculty's official social media channels by creating engaging content that showcases staff and student achievements, upcoming events, news and announcements.
- Oversee the design and compilation of publications such as academic handbooks, guidelines, newsletters, and magazines etc.
- Manage and maintain academic support e-services such as official email accounts, email groups, and learning management systems.

3. Membership

The PRC will be comprised of:

- Chairperson (Academic staff member)
- Secretary (Academic staff member)
- A senior academic member (Professor/Senior lecturer)
- A representative from each department (Academic staff member)
- Faculty web and social media coordinator (Academic staff member)
- Content writer and reviewer (Academic/Academic support staff member)
- Representative from academic support staff (Instructor)
- E-services/LMS Coordinator (Network manager)
- Webmaster (Programmer)
- Digital Content Designer (Technical officer (Audio Visual))

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

4. **Member Appointments**

   All the appointments to the committee should be made by the dean of the faculty with the approval of the faculty board for a period of one year.

   When a position becomes vacant, the chair or secretary of the PRC should immediately inform the Dean of the Faculty. A suitable appointment should then be made at the next Faculty Board meeting.

5. **Meetings**

   The PRC will meet monthly to discuss and plan public relations activities. Special meetings may be called as required.

6. **Reporting**

   The secretary of PRC will maintain minutes of each meeting. A summary report of its decisions and activities will be submitted to the faculty board.

7. **Review**

   These Terms of Reference will be reviewed and updated periodically as needed.

8. **Additional Considerations**

   The committee may establish subcommittees as required to focus on specific areas of web and social media, publications, and e-support services. These committees shall work on adhoc basis to complete tasks assigned under the supervision of the PRC chairperson.

   The committee will work collaboratively with the university's Center for Computer Studies (CCS) on any related matter and the faculty web coordinator will act as the coordinator for CCS.

   The committee will ensure compliance with the university's policies and guidelines regarding web and social media use.

These Terms of Reference are subject to change with the recommendation of the Faculty Board.