

STI Myanmar University

Governance Committees

Terms of Reference

Strategic Partnership & Quality Assurance Committee

Chair	Daw Khin Aye Win (President)
Purpose	• To keep up the economic development and nature of human resources, develop strategy to perform as the best university in Myanmar. • In doing so, foster relationship with overseas renowned universities to provide quality education services to young emerging students in Myanmar. • Competitiveness in face of growing private education to get an edge in the market by giving best education services to the extent possible. • To provide quality education and create equal opportunities to all students including from outreaching areas of the country.
Scope	The committee will focus on the national and international relationships, benchmarking and quality assurance identified in the Strategic Plan.
Membership	President Executive Directors Administrator/Campus Director Head of SQA Unit
Role of Members	President (Chair) Executive Directors (Vice Chair) Administrator/Campus Director (Secretary to the committee) Head of SQA Unit (Member)
Schedule of meetings	The committee meets once in every quarter. The committee will focus on the priority issues and strategic direction
Quorum and casting vote	A quorum consists of 7 members The President chairs Strategic Planning and Quality Assurance Committee and reports regularly to the Board of Directors.
Term of Group	The term of office of nominated members is five years.
Reporting	Minutes and outcomes from Committee meetings to be reported to the Board by the group Chair.
Resourcing	Secretariat functions to the Advisory Committee – All member councils to be regularly circularised regarding the activities of the committee.

Finance and Planning Committee

Chair	Daw Khin San Win (Executive Director)
Purpose	• To review annually the status of the university in terms of previous trends, current situation and potential of the market. • To plan infrastructure academically, physically and auxiliary services. • To explore sources of finance to implement the above.
Scope	The committee will focus financial resources, physical resources planning, financial procedures and policies.
Membership	Executive Directors Finance Director Administrator/Campus Director
Role of Members	Executive Directors (Chair) Finance Director (Vice Chair) Administrator/Campus Director (Member)
Schedule of meetings	The committee meets once in every quarter. The committee will focus on the priority issues and strategic direction
Quorum and casting vote	A quorum consists of 6 members One of Executive Directors who is nominated chairs Finance and Planning Committee and reports regularly to President.
Term of Group	The term of office of nominated members is five years.
Reporting	Minutes and outcomes from Committee meetings to be reported to the Board by the group Chair.
Resourcing	Secretariat functions to the Advisory Committee – All member councils to be regularly circularised regarding the activities of the committee.

Administration and Operations Committee

Chair	Dr. Myo Myo Naing (Vice President & Executive Director)
Purpose	• To execute the policies and decisions of Board of Directors so that the administration and operations are aligned to the University's strategic direction. • To administer resources to achieve optimum allocation reflecting the goals of the University. • To bestow human resource capital for enhancing quality assurance and for meeting stakeholders' satisfaction.
Scope	The committee will focus on academic affairs, administration and resource allocation. .
Membership	Executive Directors Administrator/Campus Director Senior Faculty Members Head of Departments
Role of Members	Executive Directors (Chair) Administrator/Campus Director (Vice Chair) Senior Faculty Members (Member) Head of Departments (Member)
Schedule of meetings	The committee meets at least once in every month. The committee will focus on the priority issues and strategic direction
Quorum and casting vote	A quorum consists of 20+ members One of Executive Directors who is nominated chairs Administration and Operations Committee and reports regularly to President.
Term of Group	The term of office of nominated members is three years.
Reporting	Minutes and outcomes from Committee meetings to be reported to the Board by the group Chair.
Resourcing	Secretariat functions to the Advisory Committee – All member councils to be regularly circularised regarding the activities of the committee.

Education and Research Committee

Chair	Dr. Cho Mar Lwin (Executive Director)
Purpose	• To administer periodic review with partner universities regarding curriculum framework. • To engage in national and international consultancy services as and when necessary. • To commit the university research programs and implement both by faculty and students to demonstrate their enriched learning experiences.
Scope	The committee will focus on teaching, learning and academic affairs
Membership	Executive Directors Campus Director Senior Faculty Members Head of departments Student Council
Role of Members	Executive Directors (Chair) Campus Director/Administrator (Vice Chair) Senior Faculty Members (Member) Head of departments (Member) Student Council (Member)
Schedule of meetings	The committee meets once in every semester. The committee will focus on the priority issues and strategic direction
Quorum and casting vote	A quorum consists of 15+ members One of Executive Directors who is nominated chairs Education and Research Committee and reports regularly to President.
Term of Group	The term of office of nominated members is five years.
Reporting	Minutes and outcomes from Committee meetings to be reported to the Board by the group Chair.
Resourcing	Secretariat functions to the Advisory Committee – All member councils to be regularly circularised regarding the activities of the committee.

Monitoring and Audit Committee

Chair	Dr. Kyaw Thura (Executive Director)
Purpose	• To identify areas of risk management through feedbacks, adhoc reports and period reports. • To audit the university's performance in quality assurance, planning and budgeting operation, education and research matters and other irregularities. • To evaluate the extent of the risks, prioritize them and form an adhoc committee depending on the risk and recommend mitigation measures and submit to the President.
Scope	The committee will focus on universities' overall risk management, evaluation and monitoring
Membership	Executive Directors All members of Strategic Partnership & Quality Assurance Committee, Finance and Planning Committee, Administration and Operations Committee and Education and Research Committee
Role of Members	Executive Directors (Chair) All members of Strategic Partnership & Quality Assurance Committee, Finance and Planning Committee, Administration and Operations Committee and Education and Research Committee (Member)
Schedule of meetings	The committee meets once in every quarter. The committee will focus on the priority issues and strategic direction
Quorum and casting vote	A quorum consists of 10+ members One of Executive Directors who is nominated chairs Monitoring and Audit Committee and reports regularly to President.
Term of Group	The term of office of nominated members is five years.
Reporting	Minutes and outcomes from Committee meetings to be reported to the Board by the group Chair.
Resourcing	Secretariat functions to the Advisory Committee – All member councils to be regularly circularised regarding the activities of the committee.