		committee. The chairman shall settle the advance within two weeks after the conclusion of the programme.	
2.12.10		The programme shall be concluded with a special event (for example, a musical evening or talent show) with the participation of all communities of the Faculty (students, academic, academic support, and non-academic).	Conclusion of the Orientation Programme

2.13 Policy for Research and Publication and Knowledge Dissemination

	2.13.1	Name of the policy		Content
	2.13.2	Introduction		
	2.13.3	The objective of the policy		
	2.13.4	Policy bound with		
	2.13.5	Guidelines for implementation		
	2.13.6	Responsibility		
2.13.1.		The name of the policy shall be "Policy for Research and Publication and Knowledge Dissemination of the Faculty of Social Sciences and Humanities of Rajarata University of Sri Lanka (FSSH-RUSL)."		Name of the policy
2.13.2		FSSH is conducting several academic programs with the vision of "To be a center of excellence in higher education, research and dissemination of knowledge in the Social Sciences & Humanities" and the mission of "To train and produce high-quality graduates equipped with competence and skills required to meet and respond to diverse demands and needs in the socio-economic development of the national and global environment ensuring excellence of education in social sciences and humanities.". The research and publication section plays a vital role in enhancing knowledge and investigating new knowledge. Currently, FSSH runs one faculty journal and several departmental-level journals and publishes more papers covering more broad subject areas. Several national level and international-level research symposiums are also organized to share knowledge. The policy aims to provide a guideline to enhance research		Introduction

		and publications in the faculty of SSH, RUSL.	

2.13.3.		There are three Objectives of the policy, and they are:
		
		  01. To enhance the quality of the academic research and publications of the FSSH.
		
		  02. To enhance the quality of the journal publication of the FSSH.
		
		  03. To provide a platform for academic members and students of Sri Lanka to share their latest research outcomes.
			The objective of the policy

2.13.4		Academic staff and students of the Faculty of Social Sciences and Humanities of the Rajarata University of Sri Lanka.	Policy bound with
2.13.5		a. Research and Publications: 01. Individual research: The staff members have the freedom to conduct research based on specialty. 02. Collaborative research (National/International): The faculty encourages conducting collaboration research at national or international universities or research institutions. The faculty members will be requested to submit all related activities to the faculty board at the end of each year. 03. Departmental research: Faculty of SSH encourage department research activities. It will help to share knowledge related to the research in each department. The annual allocation for research and publication is divided into each department. From 2023 the annual research allocation for each department will be allocated only for the department's research activities. 04. Faculty research and interfaculty research: The research and publication committee of the faculty will arrange faculty-level research to enhance research activities in the interfaculty and within the faculty. In addition to that, RPC will arrange a lecture series/workshop from resource persons from other faculties to share the expertise of each member 05. The staff members are advised to avoid the publication with	Guidelines for implementation

predatory publishers, standalone predatory journals, and vanity press listed in "Beall's List (https://beallslist.net/)."

06. The staff members are advised to publication ie peer-reviewed Indexed articles in the recognized indexing services such as (Science Citation Index (SCI), Science Citation Index Expanded (SCIE), Elsevier publishers/Scopus, PubMed, MEDLINE, Emerging Source Citation Index (ESCI), Social Science Citation Index®, Arts and Humanities Citation Index®, Library and Information Science Abstracts (LISA), Library, Information Science and Technology Abstracts (LISTA), Education Resource Information Centre (ERIC), Engineering Index). If not, it is better to publish the paper in national-level peer-reviewed journals.

07. All academic members need to create Google Scholar, Scopus, and Publons accounts to track the evidence for their scholarly works.

08. All staff members of the faculty need to update their staff profile with the latest publication in order to share the outcomes.

b. Publications

Faculty journal (Samodhana)

01. Faculty should maintain only one faculty journal.

02. At least two issues for the year should be published to keep the journal's standard.

03. The printed and online versions of the journal need to be published. The FSSH will encourage the online version of the journal to provide more readability of the publication. It is necessary to maintain two separate ISSN numbers for printed and online versions.

04. The double-blind review process should be adopted to keep the quality of the publications. An outside expert will review the research paper submitted by the internal staff members, and other outside papers will be allocated to members of the FSSH based on their specialty. The editorial members are advised to adopt a transparent review process. The minimum qualification for reviewers should be postgraduate level. The minimum two

review reports need to get a final decision. The editor-in-chief has the power to make the final decision based on the reviewers' comments. The editorial board needs to conduct the editorial review for all articles, and they have the power to decide whether the paper should go to review or not.

05. The faculty journal needs to get a national index within three years. The journal needs to get an international index in the next ten years. It will help to get a reputation for the faculty and RUSL.

06. The online manuscript submission systems need to incorporate within the next three years. It will help authors, editors, and reviewers to check the status of the manuscripts.

07. The journal will be published both Sinhala and English articles up to 2023 December. However, after 2023 only articles written in English will be published in order to support to get the international indexing.

08. The journal will prioritize the national and international level multidisciplinary research.

09. The editorial board members are not eligible to submit articles to the journal to avoid comfit of interest.

10. The journal needs to maintain a high stranded Editorial board. The editor-in-chief should have a Ph.D. or equal degree, while other co-editors have a Ph.D. or Master's level degree. The Assistant editors can be appointed based on the requirements of the journal. The editorial board member needs to maintain the meeting minutes of each meeting and the editorial board's duration of only three years from the anointment date. The progress of the editorial board needs to be submitted to the faculty board each month. The appointments of the editorial board come through the faculty board, and the faculty board has the authority to suspend the editorial board and appoint a new editorial board if the editorial board misuse the privilege.

11. The journal needs to maintain an advisory board to maintain the journal quality. The advisory board should consist of multidisciplinary national and international level researchers. The

advisory board members shroud has a Doctoral degree in the relevant field. The duration of the board can decide based on the journal's requirements.

12. To avoid Plagiarism, the similarity index should be maintained. The editorial board needs to maintain less than a 10% similarity index.

13. The author guidelines, editorial board details, and list of reviewers should be incorporated into the journal website.

14. The journal should provide a "manuscript format" to the authors to maintain uniformity in the papers.

Department Journals.

01. The FSSH is discouraging department-level journals. The senate of the RUSL has already suspended starting of journals by the departments, and RUSL will not provide financial assistance to print the journal.

02. The ongoing journal of the department can maintain an online version of each journal. However, the journal's quality needs to be maintained and avoid conflicts of interest. The journal progress should be submitted to the faculty board.

03. The FSSH needs to appoint a committee to check the quality of each department's journals. The faculty board can advise the department head to maintain the quality of the journals based on the feedback from the committee.

04. Each department journal needs to maintain a separate web page to get more visibility of the journal publications. The author guidelines, editorial board details, and list of reviewers should be incorporated into the journal web page.

c. Symposium

01. Every sex year, FSSH needs to organize the "International Symposium of Rajarata University (ISymRU).

02. Every year FSSH needs to organize the national research symposium of Social Sciences and Humanities (NRSSSH).

03. The FSSH will organize the national-level undergraduate

		Symposium (URSSH) to provide a platform for undergraduate students to share their research findings. Each department will get an opportunity to organize the URSSH based on alphabetical order.	
2.13.6		Responsibility for implementing this policy lies with the Dean of the faculty, the Chairman of the Research and Publication Committee, editors of the journals, and All members of the Research and Publication Committee.	Responsibility

2.14 Policy for Safety, Health and Environment

		2.14.1	Name of the policy	Content
		2.14.2	Introduction	
		2.14.3	Principles of the policy	
		2.14.4	Policy statement	
		2.14.5	Objectives of the policy	
		2.14.6	Safety, Health and Environment Policy as a shared responsibility	
		2.14.7	Deans, Department Heads and Heads of the other Units	
		2.14.8	Faculty Health, Safety and Environment Subcommittee	
		2.14.9	Abbreviations	
2.14.1.		This policy shall be named as the "Policy for Safety, Health and Environment" at the Faculty of Social Sciences and Humanities of the Rajarata University of Sri Lanka and it shall be abbreviated as the SHEP/FSSH/RUSL.		Name of the policy
2.14.2		This policy of Safety, Health and Environment of the Faculty of Social Sciences and Humanities is to be read in compliance with all other faculty, university and government policies related to Safety, Health and Environment.		Introduction