

COLLEGE STATUTE



COLLEGE STATUTE

TROPICS COLLEGE OF BUSINESS AND MANAGEMENT

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COLLEGE STATUTE

MAY, 2022

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COLLEGE STATUTE

APPROVAL

This College Statute was written and approved by the proposed Governing Council of Tropics College of Business and Management.

Policy Title: TCBM College Statute.

Policy Theme: Effective and efficient Organisational Structures of the College.

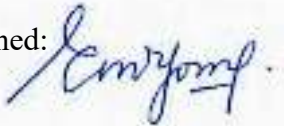
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Signed: 

Omeri Emmanuel
Principal



Dr. David John Ndegwah, PhD
Chairperson Governing Council

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1.0 INTRODUCTION

A Statute to provide for the establishment of TROPICS COLLEGE OF BUSINESS AND MANAGEMENT its functions and administration and to streamline the establishment, administration and standards of performance and to provide for other related matters in the existence of the college

1.2 ESTABLISHMENT OF THE COLLEGE

1.2.1 Establishment

- i. There shall be an establishment in Uganda a College to be known as TROPICS COLLEGE OF BUSINESS AND MANAGEMENT. The College shall be a body corporate, shall have perpetual succession and a common seal and may sue or be sued in its corporate name.
- ii. The College may, for any purpose in connection with its objects and functions under this Statute, purchase, hold, mortgage and dispose of any property, whether movable or immovable, and may enter into any contract and other transactions as may be expedient, and may do or suffer any other act or thing as in law may be done or suffered by a body corporate, subject to this Statute.

1.3 Members of the College

The members of the College are:

- i. the Board of Directors;
- ii. the Governing Council;
- iii. the Academic Committee;
- iv. the Principal;
- v. Deputy Principals;
- vi. The Academic Registrar, Bursar, Dean of Students, Librarian, Quality Assurance Officer, HR Officer, IT Officer, etc.
- vii. Heads of Departments;
- viii. Departmental members and other academic staff;

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- ix. Students of the College; and,
- x. Such other members of staff of the College or of any body formally admitted into association with the College as the Governing Council may, subject to this Statute, determine.

1.4 Location of the College

The College is located at Busei South LC I-Nakalama Sub-county, Iganga District 1 km off Jinja-Tororo Highway.

2.0 OBJECTS AND FUNCTIONS OF THE COLLEGE

2.1 Objects and Functions of the College

i. The objects and functions of the College are:

- a. To impart skills in learners and to always provide training based on skills' acquisition.
- b. to promote acquisition of knowledge in developing and changing the society and to continually offer opportunities of upgrading knowledge,
- c. To provide quality training, access to the disadvantaged groups, bringing equity at all levels, promote self development, and provide impetus for community and national development.
- d. To provide higher education to the rural community

ii. Without prejudice to the general effect of subsection (1), the College may:

- a. Award its own diplomas, certificates and other academic awards;
- b. Work with other collaborating institutions to award their diplomas and certificates and other academic awards,
- c. Carry on such other activities as may appear to the Governing Council to be incidental or conducive to the attainment of the objects specified in subsection (1).

2.2 Teaching language at the College

Subject to this Statute, teaching at the College shall be conducted in English.

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3.0 CONSTITUENT DEPARTMENTS OF THE COLLEGE

3.1 Departments of the College

- i. The Governing Council shall, at such times and places as it may deem fit, establish in the College such Departments as may appear to it expedient having regard to available resources of the College.
- ii. In the first instance, the College shall have the following Departments -
 - a. Department of Secretarial Studies
 - b. Department of Business Administration
 - c. Department of Social Work and Social Administration
 - d. Department of Information Technology
 - e. Department of Education
 - f. Department of Public Administration
- iii. The Governing Council may, at any time, add, replace or modify any Department established by or under this Statute.

4.0 STRUCTURE AND AUTHORITIES OF THE COLLEGE

4.1 Authorities of the College

Subject to this Statute, the following authorities shall be charged with the administration of the College:

- i. the Board of Directors
- ii. the Governing Council
- iii. the Academic Board
- iv. The Principal

4.1.1 The Board of Directors

The Board of Directors shall be the founding body of the College. Its overall function shall be to exercise guardianship over the College.

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i. Functions of the Board of Directors

- a. to exercise guardianship over the College;
- b. to consider and approve the strategic directions of the College and plan for its implementation;
- c. to propose the Chairperson Governing Council
- d. to appoint the Principal;
- e. to ensure the satisfactory discharge of the College's responsibilities under legislation.

ii. Meetings of the Board of Directors

- (a) The Board of Directors shall meet at times and places that it may determine for transaction of its business but not less than two (2) times in each calendar year.
- (b) The Chairperson may, at any time, call a meeting of the Board of Directors as and when need arises for the benefit of the College.

4.1.2 The Governing Council

The Governing Council shall be the supreme organ of the College and it shall be responsible for the overall administration of the College. It shall be responsible for the administrative, financial and academic affairs of the College.

i. Membership of the Governing Council Refer: The New Composition

- a. the Chairperson; (Nominated by the Board of Directors)
- b. the Vice Chairperson;
- c. the Principals;
- d. Deputy Principals;
- e. Two members of the Academic Board elected by the Academic Board;
- f. Two members of the Academic Staff elected by the Academic Staff Association;
- g. A senior member of the administrative Staff elected by the Senior Administrative Staff;
- h. Two students of the Guild Government, one of whom shall be a female, appointed by the Students' Guild;

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- i. Representatives of the collaborating Colleges, if any;
- j. Three members from the public, one of whom shall represent persons with disabilities.
- k. The Deputy Principal who shall be secretary to the Council.

ii. Tenure of office of the Council.

- a. All elected and appointed members other than the representatives of the students shall hold office for four (3) years and shall be eligible for re-election.
- b. The students' representatives shall hold office for one (1) year and shall be eligible for re-election as long as they are still students of the College.
- c. The Council shall elect a Deputy Chairperson from among the members of the Council who are not members of staff or students or Board of Directors of the College.
- d. The Chairperson or Vice Chairperson shall hold office for a period of four (3) years and shall be eligible for re-election for one more term.

iii. Functions of the Governing Council

The Governing Council, as the supreme organ of the College shall -

- a. Be responsible for the direction of the administrative, financial and academic affairs of the College;
- b. Formulate the general policy of the College;
- c. Give general guidelines to the administrative and academic staff of the College on matters regarding the operations of the College;
- d. Approve the mission and strategic direction of the College;
- e. Approve the annual budget and business plans.
- f. Represent the College in all legal suits by and against the College;
- g. Fix scales of fees and boarding charges;
- h. Make statutes;
- i. Establish departments, boards and programmes of study;
- j. Provide for the welfare and discipline of students;
- k. Approve the College budget proposals and the audited accounts submitted by management;
- l. Approve the appointment of Heads of Departments of various units.

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iv. Meetings of the Governing Council

- a. The Governing Council shall meet at times and places that it may determine for the transaction of its business but not less than four (4) times in each calendar year.
- b. The Chairperson may at any time call a meeting if requested in writing by at least one third of all the members of the Council.
- c. Extra-ordinary meetings of the Council shall be called to address matters of utmost urgency in the College.
- d. Half of the members of the Council, at least five (5) of whom shall not be employees or students of the College, shall constitute a quorum at any meeting of the Council.

v. Decision by the Council

- i. Any matter for decision by the Council shall be determined by a majority of the members present by voting; and in the case of an equality of votes, the person presiding at the meeting shall have a casting vote in addition to his/her deliberative vote but at any meeting where the chairperson is being elected or where an annual budget is being approved the decision shall be determined by a majority of two thirds of the members.

vi. Remuneration of members of the Council

A member of Council and also a person co-opted to any meeting of the Council shall be paid such allowances as the Council may determine.

vii. Committees of the Council

- a. The Council may appoint committees and boards consisting of such number of its members and other persons as it may deem necessary.
- b. The Council may appoint one of the members of a committee to be the Chairperson of that committee.
- c. It may co-opt any person on any committee of the Council.

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- d. In addition to the standing committees, the Council may from time to time appoint Adhoc Committees to address specific issues.

viii. Validity of proceedings of the Council

- a. The validity of the proceedings, act or decision of the Governing Council shall not be affected by any vacancy in the membership of the Governing Council or by any defect in the appointment of any member or by reason that any person not entitled to do so took part in the proceedings.
- b. The Governing Council may regulate its own procedure, and the procedure of any of its committees.

4.1.3 The Academic Board

The Academic Board shall consist of the following members-

- a. the Principal who shall be chairperson;
- b. Deputy Principals;
- c. Heads of Departments;
- d. Such number of Senior Lecturers of the College that the College Council may determine which shall include at least one Senior Lecturer from each Department elected by the academic staff of the Department;
- e. The Librarian, Bursar, Dean of Students, HR Officer, IT Officer, Quality Assurance Officer;
- f. Two students of the College to be elected by the students in accordance with the Students' Guild procedure.
- g. Three persons who are capable of contributing to the academic and social development of the College appointed by the Governing Council;
- h. Academic Registrar shall be the secretary to the Academic Board.

i. Functions of the Academic Board

- a. The Academic Board shall be responsible for the organization, control and direction of the academic matters of the College and as such the Academic Board shall be in charge

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of teaching and learning and the general standards of education and their assessment in the College.

b. The Academic Board shall have the following functions:

- Initiate the academic policy of the College and advise the Governing Council on the required facilities to implement the policy;
- Direct and regulate the instruction, programme and structure of any diploma and certificate courses within the College;
- Advise the Governing Council regarding the eligibility and qualifications of persons for admission to courses leading to the award of diploma and certificate or other award of the College;
- Make regulations regarding the content and academic standard of any course of study in respect of diplomas and certificate or other awards;
- Make regulations regarding the standard of proficiency to be attained in each examination for a diploma and certificate or other awards.
- Decide which persons have reached the standard of proficiency and are fit for the award of any diploma and certificate or other awards of the College;
- Consider and report to the Governing Council on any matter relating to, or in connection with the academic work of the College.

ii. Meetings of the Academic Board

- a. The Academic Board shall meet for the discharge of its functions and exercise of its powers at least four (4) times in an academic year at such time and place that the Academic Board may decide or as the Chairperson may require.
- b. The quorum at a meeting of Academic Board shall be one third of the members of the Academic Board
- c. The Academic Board may regulate its own procedure.

iii. Tenure of office of members of the Academic Board

Appointed members of the Academic Board shall hold office for a period of three (3) years and shall be eligible for reappointment apart from the students.

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4.1.4 Principal

- a. The College shall have a principal who shall be appointed by the Governing Council.
- b. The Principal shall hold office for five (5) years but shall be eligible for reappointment.
- c. The Governing Council may remove the Principal from office, if it is satisfied that it is in the best interest of the College to do so.
- d. The Principal shall otherwise hold office upon such terms and conditions as are prescribed by the Governing Council.

i. Functions of the Principal

- a. The Principal shall be the Chief Executive Officer of the College and shall direct the administrative, financial and academic affairs of the College.
- b. The Principal shall provide strategic leadership to the College in terms of its mission and objectives and encourage excellence, quality, innovation, entrepreneurship and a collegial spirit.
- c. The Principal will ensure that appropriate quality assurance processes are in place for all the major functions of the College.

4.1.5 Deputy Principal

- a. The Principal shall be assisted in the performance of his or her functions by Deputy Principal
- b. A Deputy Principal shall be appointed by the Governing Council.
- c. A Deputy Principal shall hold office for five (5) years
- d. but shall be eligible for reappointment
- e. The Governing Council may remove a Deputy Principal from office if it is satisfied that it is in the best interests of the College to do so.
- f. A Deputy Principal shall otherwise hold office upon such terms and conditions as are prescribed by the Governing Council.

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i. Functions of the Deputy Principal

- a. In the absence of the Principal, the Deputy Principals shall perform such functions of the Principal as are delegated to them by the Principal.
- b. The Deputy Principal shall also be responsible for all academic related affairs
- c. The Deputy Principal shall be assisted by the Academic Registrar.

4.1.6 Academic Registrar

- a. The College shall have an Academic Registrar who shall be appointed by the Governing Council.
- b. The Academic Registrar shall hold office upon such terms and conditions as the Governing Council may determine.

i. Functions of the Academic Registrar

- a. The Academic Registrar shall be responsible for the admission, enrollment and registration of all students at the College.
- b. The Registrar will oversee the development and maintenance of students' academic records, including transcript generation, grade processing, Diploma and Certificate classification.
- c. The Registrar shall act as secretary at meetings of the Academic Board and record the minutes of the Academic Board at those meetings.
- d. The Academic Registrar shall be responsible for the preservation and maintenance of the academic integrity of the College, including leadership in areas of student records, registration, computerized systems and office management.
- e. The Registrar shall, in the performance of his or her functions under this Statute, be responsible to the Principal through the Deputy Principal who supervises academic affairs.

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4.1.7 University Bursar

- a. There shall be a Bursar of the College who shall be appointed by the Governing Council.
- b. The College Bursar shall hold office upon such terms and conditions as the Governing Council may determine

i. Functions of the College Bursar

- a. The Bursar shall be responsible for the custody of all property, stores and financial documents and accounts of the College.
- b. The Bursar shall be responsible for receiving all monies paid to the College and for the disbursement against receipts of all monies due and payable by the College.
- c. The Bursar shall maintain the accounts of the College in such form and manner as the Governing Council may determine.
- d. The Bursar shall perform such other functions in connection with the financial affairs and property of the College as the Governing Council may determine.
- e. The Bursar shall, in the performance of his or her functions, be responsible to the Principal.

4.1.7 Dean of Students

- a. The College shall have a Dean of Students who shall be appointed by the Governing Council.
- b. The Dean of Students shall hold office upon such terms and conditions as the Governing Council may determine

i. Functions of the Dean of Students

- a. The Dean of Students shall be responsible for the welfare of students and, in particular, for their accommodation, feeding, health and games.
- b. The Dean of Students shall be the Liaison Officer between the students' Guild Government and the College administration.

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- c. The Dean of Students shall be responsible for the discipline of students and act as secretary to the College Disciplinary Committee.
- d. The Dean of Students will be responsible for planning, coordinating and implementing a variety of programmes and services which are designed to assist and support students in achieving academic personal success.
- e. The Dean of Students shall perform any other functions relating to the welfare of students as may be assigned to him or her by the Principal and/or Governing Council.
- f. The Dean of Students shall, in the performance of his or her functions, be responsible to the Principal.

4.1.8 College Librarian

The College shall have a College Librarian who shall be appointed by the Governing Council.

i. Functions of the College Librarian.

- a. The Librarian shall be responsible for the management and maintenance of the College library.
- b. The librarian shall equip and develop the library by processing up-to-date reading materials.
- c. The Librarian shall, in the performance of his or her functions, be responsible to the Principal.

4.1.9 Quality Assurance Officer

The College shall have a Quality Assurance Officer who shall be appointed by the Governing Council.

i. Functions of the Quality Assurance Officer

- a. The Quality Assurance Officer shall be responsible for providing leadership in the Quality Assurance Unit by leading, coordinating and implementing policy that will lead to a high standard of quality in academic and administrative processes, procedures and systems.

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- b. The Quality Assurance Officer shall be responsible for implementing a culture of continuous improvement within all departments of the College by setting standards and putting in place plans on how to meet them.
- c. The Quality Assurance Officer shall develop procedures for internal and external evaluation and monitoring of core academic and administrative processes.
- d. The Quality Assurance Officer shall develop instruments for streamlining critical operations and improving quality at all levels in readiness for external certification.
- e. The Quality Assurance Officer shall, in the performance of his or her functions, be responsible to the Principal.

4.1.10 Human Resource Officer

The College shall have a Human Resource Officer who shall be appointed by the College Council.

i. Functions of the Human Resource Officer

- a. The Human Resource Officer shall be responsible for implementing policies and procedures in the recruitment and retention of quality staff.
- b. The Human Resource Officer shall be responsible for managing employee relations (absence, discipline, grievances, sickness, e.t.c).
- c. The Human Resource Officer shall manage end of probation and regular performance reviews.
- d. The Human Resource Officer shall provide guidance on career development, implement training and career growth plans.
- e. The Human Resource Officer shall, assist in salary reviews, make sure employee records are up to date and establish a robust procedure for processing incoming applications
- f. The Human Resource Officer shall, in the performance of his or her functions, be responsible to the Principal.

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4.1.11 Information and Communications Technology (ICT) Officer

The College shall have Information and Communications Technology Officer who shall be appointed by the Governing Council.

i. Functions of the ICT Officer

- a. The IT Officer shall be responsible for providing the vision and leadership for the College ICT Department by formulating an effective strategy, policy and standards.
 - b. The IT Officer shall support e-learning initiatives, implement an effective risk management strategy, guide the procurement of software and hardware and oversee support services to end users.
 - c. The IT Officer shall implement disaster recovery, business continuity plans, and manage resources such as website, intranet, LAN, WAN and telephony services.
 - d. The IT Officer shall design and implement College wide information systems and advise on emerging technologies and trends.
- (1) The ICT Officer shall, in the performance of his or her functions, be responsible to the Principal.

5.0 STRUCTURE OF DEPARTMENTS

5.1 Department Members

The Department members of the College are the following:

- a. Senior Lecturers, Lecturers and Assistant Lecturers;
- b. Teaching Assistants and Tutorial fellows.

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5.2 Visiting Department Members

The College may be assisted by departmental members from other institutions elsewhere since no institute can have all the resources it requires.

5.3 Heads of Departments

- a. Each Department shall be headed by a Head of Department
- b. A Head of Department shall be elected by the members of the Department with the approval of the Governing Council.
- c. A Head of Department shall hold office for a period of three (3) years, but shall be eligible for re-election.
- d. The Head of Department shall be responsible for directing the administrative, financial and academic affairs of the Department subject to this Statute, and to statutes made by the Governing Council.
- e. At the end of each academic year, the Head of Department shall submit to the Principal a report on all the activities of the Department during that academic year.

5.4 Boards of Departments

- i. Each Department shall have a board which shall be composed of the following:-
 - a. The Head of Department who shall be the Chairperson.
 - b. The Deputy Head of Department.
 - c. Academic members of the Department
- ii. A board of a Department may co-opt to its membership, upon recommendation of the Head of Department.

5.5 Functions of the Board of Department

- a. Regulating the attendance of students, the system of courses and lectures, and the admission of students in the Department.
- b. Drawing up the methodology and curricula of Department in accordance with policy guidelines determined by the Governing Council.
- c. Regulating the procedure and dates of examinations.

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5.4.2 Meetings of the Board of Department

- a. A board of a Department shall hold at least one meeting every month for the dispatch of business to be held at a time and place determined by the Head of Department.
- b. A meeting of the board may also be convened at the request of the Head of Department to be held at such time and place as the Head of Department may determine.
- c. The quorum for a meeting of the board shall be half of its membership.
- d. A decision of the board of a department on any matter coming before the board shall be by a majority of the members present.
- e. A decision of the board of a department shall be referred to the Academic Board for approval.
- f. The board of a department may, with the approval of the Academic Board, determine its own procedure subject to any statute made by the Governing Council.

6.0 STAFF OF THE COLLEGE

6.1 Appointment and Control of Staff

- a. There shall be an Appointments Committee consisting of such members appointed by the Governing Council on such terms and conditions as the Governing Council may determine.
- b. The Appointments Committee shall, except as otherwise provided by this Statute, be responsible to the Governing Council for the appointment, promotion, removal from service and the discipline of all officers of the academic and administrative staff in the service of the College
- c. All members of staff, whether academic or administrative, and any other category of employees of the College shall:
 - be subject to the general authority of the Governing Council and the Principal
 - Except where it is otherwise expressly provided in relation to any other category of employees, be deemed to be employed on a full-time basis.

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6.2 Appointment of Academic Staff

- a. The academic staff of the College shall be appointed by the Appointments Committee on behalf of the Governing Council in accordance with such procedures as laid down by statutes
- b. The Academic staff shall consist of:
 - i. All members appointed on full-time and part-time basis for teaching and research.
 - ii. The Librarian.
 - iii. Any other person declared by the Governing Council on the recommendation of the Academic Board to be engaged in any teaching or research work connected with the College in an honorary, associate or part-time capacity.

6.3 Appointment of Administrative Staff

- a. The administrative staff of the College shall, subject to this Statute, be appointed by the Appointments Committee on behalf of the Governing Council in accordance with such procedure as may be laid down by statutes
- b. All members of the administrative staff shall be appointed by the Appointments Committee, on such terms and conditions as the Governing Council may determine.

6.4 Delegation of Power to appoint staff

Statutes made by the Governing Council may provide for the delegation of any other officer of the College of the power to appoint any of the administrative or academic staff conferred on the Appointment Committee by section.

7.0 FINANCE

7.1 Investment of Funds

The College may:

- a. with the prior approval of the Governing Council, invest in such securities as the Governing Council may approve, any funds of the College not immediately required for the purposes of the College; or

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- b. Place any such funds on deposit at such bank as the Governing Council may determine.

7.2 Borrowing powers

- a. The College may, with the prior approval of the Governing Council, borrow by way of overdraft or otherwise from a bank, such sums as may be necessary for meeting the obligations of the College and for carrying out the objects and functions of the College.
- b. The College may, with prior approval of the Governing Council, for purposes of any borrowing under subsection, charge any asset or property of the College with the repayment of any money so borrowed.

7.3 Budget

The budget of the College shall be financed from the following:

- a. Annual and regular assistance from the Board of Directors
- b. College student fees.
- c. Revenue derived from other College income generating activities organized within and outside the college.

7.4 Financial Year

The financial year of the College shall be such continuous period of twelve (12) months as the Governing Council may declare to be the financial year of the College.

7.5 Accounts

- a. The Governing Council shall cause to be kept proper books of accounts of all income and expenditure of the College and proper records in relation to them.
- b. The College shall cause to be prepared for submission to the Governing Council for its approval, in respect of each financial year and not later than four (4) months after the end of the financial year, a statement of account which will include:-
 - a balance sheet, a statement of income and expenditure and a statement of assets and liabilities in respect of that financial year; and,
 - any other information in respect of the financial affairs of the College as the Governing Council may require.

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7.6 Audit

- a. The accounts of the College shall, in respect of each financial year, be audited by an Auditor appointed by the Governing Council.
- b. The statement of account referred to in section 7.5b shall be submitted to the Auditor appointed under subsection 7.6a.
- c. The Auditor appointed under subsection (7.6a) shall have access to all books of accounts and financial records of the College and be entitled to have any information and explanation required by him or her in relation to them as he or she may think fit.
- d. The Auditor appointed under subsection (7.6a) shall state whether in his or her opinion:-
 - (a) proper books of accounts have been kept by the College;
 - (b) the statement of account referred to in section 7.5b:
 - was prepared on a basis consistent with that of the preceding year and is in agreement with the books of account; and,
 - In the case of the income and expenditure gives a true and fair view of the income and expenditure of the College for the financial year.
- e. The Auditor appointed under subsection (7.6) shall submit his or her report to the Governing Council, and the Governing Council shall cause a copy of the report together with its comments on the report to be forwarded to the Board of Directors.

8.0 GENERAL

8.1 Admission of Students

- a. The Governing Council shall prescribe acceptable qualifications for the admission of students to the College
- b. In selecting students for admission to the College, merit should be used.
- c. There shall be strict adherence to the National Council for Higher Education minimum qualifications for joining tertiary institutions.

8.2 Common seal

- a. The common seal of the College shall be such a device as the Governing Council may determine and shall be kept in the custody of the Principal

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- b. The common seal of the College shall, when affixed onto any document, be authenticated by signatures of any two members of the Governing Council, together with the signature of the Principal.
- c. The signatures prescribed by subsection (8.2) for authentication shall be independent of the signing by other person as witness.

8.3 College Statutes

- a. The College Council may, by statutory instrument upon recommendations of the College, make statutes not being inconsistent with this Statute, for the governance, control and administration of the College and otherwise for carrying into effect this Statute.
- b. Without prejudice to the general effect of subsection (a), statutes may be made by the Governing Council under this section relating to:
 - i. the functions and privileges of the Principal;
 - ii. the establishment of departments of the College;
 - iii. the description of diplomas, certificates and other awards;
 - iv. the requirements for the awards of, diplomas, certificates and other awards;
 - v. the conduct of examinations;
 - vi. College fees;
 - vii. the constitution, functions and privileges of students' associations;
 - viii. the procedure for the appointment of staff and the terms and conditions of service, including discipline, salary and retirement benefits of;
 - members of the academic staff of the College;
 - members of the administrative staff of the College;
 - any other employee of the College.
 - ix. the membership, functions and privileges of committees and boards established under this Statute;
 - x. the academic organization of the College and, in particular, admission to the College, the courses of instruction, the duration and numbers of academic terms and granting and revocation of, diplomas, certificates and other awards of the College;

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- xi. the grant of scholarships, bursaries and other grants and the revocation of any such grant; and,
- xii. Any other function which it is required or permitted to perform.

8.4 Amendment of the Statute

The Governing Council may, by two-thirds majority of its members, amend this Statute.

8.5 Miscellaneous

- a. Whereas the College recognizes the constitutional guarantee for freedom of association and assembly and fully prescribes to that guarantee, the College shall not permit its premises and other facilities to be used as offices or for the purpose of the management or promotion of any political party.
- b. No political rallies, fetes or other activities shall be allowed on College grounds or premises without the prior written approval of the Principal provided that in granting or refusing such approval the Principal shall have taken into account the interests of other staff of the College not involved in such function and safety of the property of the College.
- c. Unless specifically authorized to do so by the Principal, no member of staff shall make public political or policy statements on behalf of the College and if made contrary to this clause, such statements shall be of not effect to the College and the College shall not take any responsibility for such statements.
- d. No member of staff shall hold office in any political party without the written permission of the Principal provided that the Governing Council shall have the right to determine the terms on which such permission may be granted.
- e. Any member of staff interested in contesting a parliamentary seat shall be required to resign from the service of the College before presenting himself/herself for nomination for such election.

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- f. A member of staff nominated to a parliamentary or civic seat shall be required to obtain unpaid leave of absence from the College on such terms and conditions as the Governing Council shall determine.