

**CSIR COLLEGE OF SCIENCE AND TECHNOLOGY**



**STATUTES**

**MARCH 2021**

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## TABLE OF CONTENTS

CONTENTS		PAGE
STATUTE 1	DEFINITION OF TERMS	5
STATUTE 2	FUNCTIONS AND POWERS OF THE COLLEGE	6
STATUTE 3	COLLEGE PROPERTY	7
STATUTE 4	THE GOVERNING BOARD	7
STATUTE 5	POWERS AND FUNCTIONS OF THE GOVERNING BOARD	8
STATUTE 6	MEETINGS OF THE GOVERNING BOARD	10
STATUTE 7	TERMS OF THE MEMBERS OF THE GOVERNING BOARD	10
STATUTE 8	MEMBER OF THE GOVERNING BOARD ELECTED BY CONVOCATION	11
STATUTE 9	STATUTORY COMMITTEES OF THE GOVERNING BOARD	12
	(i) Finance and Development Committee	12
	(ii) Appointments and Promotions Committee	13
	(iii) Entity Tender Committee	14
STATUTE 10	ACADEMIC BOARD	14
STATUTE 11	STATUTORY COMMITTEES OF THE ACADEMIC BOARD	17
STATUTE 12	PRINCIPAL OFFICERS OF THE COLLEGE	18
STATUTE 13	OTHER OFFICERS OF THE COLLEGE	22
STATUTE 14	EXTERNAL AUDITORS	24
STATUTE 15	STRUCTURE OF THE COLLEGE	24
STATUTE 16	COORDINATOR OF AN ACADEMIC PROGRAMME	24
STATUTE 17	ACADEMIC PROGRAMMES OF THE COLLEGE	25
	FACULTIES AND DEPARTMENT	25
STATUTE 18	(i) Office of Dean of Faculty	25
	(ii) Vice-Dean	26
STATUTE 19	FUNCTIONS AND POWERS OF DEANS OF FACULTIES	26
STATUTE 20	COMPOSITION OF A FACULTY BOARD	27
STATUTE 21	POWERS AND FUNCTIONS OF FACULTY BOARDS	28
STATUTE 22	ACADEMIC DEPARTMENTS OF THE COLLEGE	29
STATUTE 23	APPOINTMENTS AND FUNCTIONS OF HEADS OF ACADEMIC DEPARTMENTS	29
STATUTE 24	DEPARTMENTAL BOARDS	30
STATUTE 25	QUALITY ASSUARANCE OFFICER	30
STATUTE 26	CONVOCATION	31
STATUTE 27	CONGREGATION	34
STATUTE 28	TERMS OF APPOINTMENT OF SENIOR MEMBERS	34
STATUTE 29	RESIGNATION, RETIREMENT AND TERMINATION OF APPOINTMENT OF SENIOR MEMBERS	35
STATUTE 30	DISMISSAL OF SENIOR MEMBERS	35
STATUTE 31	DISCIPLINE IN THE COLLEGE	36
STATUTE 32	FUNCTIONS AND PROCEDURES OF THE DISCIPLINARY COMMITTEE	37
STATUTE 33	VACATION OF POST	38
STATUTE 34	DISCIPLINE OF STAFF OTHER THAN SENIOR MEMBERS	38
STATUTE 35	DISCIPLINE OF JUNIOR MEMBERS	39
STATUTE 36	APPOINTMENTS BY THE PRESIDENT	39
STATUTE 37	STUDENTS' WELFARE OFFICER	39

<b>CONTENTS</b>		<b>PAGE</b>
STATUTE 38	STUDENT ADMISSIONS	40
STATUTE 39	MATRICULATION	40
STATUTE 40	STUDENTS REPRESENTATIVES	40
STATUTE 41	OFFICIAL ORGANS OF COMMUNICATION	41
STATUTE 42	ANNUAL REPORTS	41
STATUTE 43	AMENDMENT OF STATUTES	41
STATUTE 44	INTERPRETATION OF STATUTES	42
STATUTE 45	COMMENCEMENT	42
SCHEDULE A	VOTING PROCEDURE	43
SCHEDULE B	STATUTORY COMMITTEES OF THE GOVERNING BOARD	44
	(i) Finance and Development Committee	45
	(ii) Appointments and Promotions Committee	45
	(iii) Entity Tender Committee	45
SCHEDULE C	STATUTORY COMMITTEES OF THE ACADEMIC BOARD	46
	Executive Committee	46
	Planning and Resources Mobilization Committee	46
	Disciplinary Committee (Senior Member)	47
SCHEDULE D	RULES MADE UNDER STATUTES 31 - DISCIPLINE	48
SCHEDULE E	STRUCTURE OF FACULTIES AND PROGRAMMES OF THE COLLEGE	21
SCHEDULE F	COMPOSITION OF CONVOCATION	51

## **STATUTES OF THE CSIR COLLEGE OF SCIENCE AND TECHNOLOGY, 2020**

In the exercise of the powers conferred on the Governing Council of the Council for Scientific and Industrial Research (CSIR) under Sections 2(d), 2(l) and 2(m) of the Council for Scientific and Industrial Research (CSIR) Act 521 of 1996, these Statutes are made this 30<sup>th</sup> day of March, 2021.

### **STATUTE 1**

#### **DEFINITION OF TERMS**

In the construction of these Statutes, unless the context otherwise requires: -

**“The Law”** means Council for Scientific and Industrial Research (CSIR) Act 521 of 1996.

**“Operative Date”** means the day on which the Statutes enacted by the CSIR Governing Council was brought into effect by Council.

**“College”** means the CSIR College of Science and Technology as provided for by the Council for Scientific and Industrial Research (CSIR) Act 521 of 1996. The names CSIR College of Science and Technology and the College (CCST) are used interchangeably in these Statutes.

**“Council”** unless the context otherwise admits, means the CSIR Council.

**“CSIR”** means The Council for Scientific and Industrial Research.

**“Governing Board”** means the governing body of the CSIR College of Science and Technology, and is used interchangeably with **“College Board”**.

**“NCTE”** means National Council for Tertiary Education.

**“Academic Board”** means the Academic Board of the CSIR College of Science and Technology.

**“Professorial Status”** refers to Professors and Associate Professors.

**“Senior Members”** means all academic, professional and administrative personnel who by appointment become members of Convocation or who would become such members if they were not less than 2 years standing from their second degrees or equivalent professional qualification and by appointment.

**“Junior Members”** means all students enrolled for the time being in the College.

**“JCRC”** means Junior Common Room Committee of the College.

**“Staff”** means those persons in the employ of the College of the rank below a Senior Member.

**“College Property”** consists of any property, movable or immovable, which belongs to the CSIR College or the CSIR as well as any property which the College may acquire by way of gift or purchase.

**“Campus”** consists of the learning centres at the CSIR Institutes.

**“School”** means a semi-autonomous establishment of the status of a Faculty, which is associated with a profession/professions, or the preparation of students for certification by a profession/professions.

**“Faculty”** means a collection of related Departments as specified in the appropriate schedule to these statutes.

**“Institute”** means a semi-autonomous establishment whose primary focus is multi-disciplinary research.

**“Department”** refers to a part of a Faculty that is concerned with teaching and research in a recognizable academic discipline and has been so designated by the Academic Board.

**“Centre”** means an establishment which is oriented towards providing services including teaching for extension purposes as well as multi-disciplinary research, for the award of College degrees.

**“Academic year”** for purposes of appointment, retirement and related matters is normally presumed to end on the 30<sup>th</sup> day of September and for teaching purposes is normally presumed to begin in August and end in July.

**“Academic year”** for purposes of appointment, retirement and related matters is normally presumed to end on the 30<sup>th</sup> day of September and for teaching purposes is normally presumed to begin in May and end in April for May Admission and begin in September and end in August.

**“GUSS”** means Ghana Universities Superannuation Scheme

**“He”** the masculine pronoun is taken to refer equally to female persons.

**“Alumni”** refer to:-

- i) All Graduates of the College.
- ii) All Graduates of the CSIR College who were awarded degrees by the University of Cape Coast.
- iii) All honorary degree holders of the college

**“Congregation”** is a special assembly of the College to witness conferment of degrees and awards and to receive reports on the College.

**“Convocation”** means assembly composed of senior members of the College

**“Matriculation”** is a special assembly of the College to witness formal entry of Junior members into the College.

**“Calendar”** refers to the official programme of activities of the College with dates.

## STATUTE 2

### FUNCTIONS AND POWERS OF THE COLLEGE

- i) The College shall provide instruction and undertake research for the advancement of knowledge in branches of learning and study such as science, technology, engineering and mathematics for persons, whether members of the College or not, and in all such manner as it shall determine; except that the College shall give emphasis to the

preparation of postgraduates in the sciences and technological development, and engagement with the community.

- ii) Subject to the provision of the Law, the College shall perform such functions and exercise such powers that are necessary to effectively further the aims of the College and maintain its efficiency as an academic community.
- iii) The College may enter into an agreement or relationship with another institution whether:
  - a) Academic or non-academic
  - b) Inside or outside Ghana

### **STATUTE 3**

#### **COLLEGE PROPERTY**

The College property shall consist of all movable and immovable property acquired by purchase or by gift.

### **STATUTE 4**

#### **THE GOVERNING BOARD**

##### **(1) Composition**

The governing body of the College shall be the CCST Board which shall consist of the following members:

- a) The Chairperson (Appointed from outside the College)
- b) Director-General of CSIR or A person with experience in CSIR Administration
- c) One Representative of CSIR Directors
- d) The President, CCST
- e) Representative of Vice-Chancellor UCC
- f) One Representative of the Association of Ghana Industries
- g) Development/Management Consultant
- h) Elected member of Convocation
- i) One Person with a wide knowledge of Tertiary Education Administration
- j) Financial Consultant
- k) A representative of Junior Members of the College

##### **In attendance:**

The Vice-President  
The Registrar  
The Finance Officer

The Registrar shall be Secretary to the Board

- (2) There shall be established committees of the College Board as specified in Statute 9.

## **STATUTE 5**

### **POWERS AND FUNCTIONS OF THE GOVERNING BOARD**

- (1) The Board shall implement the aims of the college
- (2) The Board shall be responsible for the management and administration of the finances and properties of the College and shall have general control over the affairs and public relations of the College including the use of the common seal of the College.
- (3) The Board may for the purpose of achieving the aims of the College establish committees that it considers necessary and shall assign any functions that it considers appropriate to a committee. The Committees include:
  - (a) Finance Committee and Development Committee
  - (c) Entity Tender Committee
  - (d) Appointments and Promotions Committee
- (4) Without prejudice to the generality of provisions of the Law, the Governing Board shall:-
  - a) Control the finances of the College and shall have power to determine finally any question of finance arising out of the administration of the College or the execution of its policy or in the execution of any trust by the College, provided always that before determining any question of finance which directly affects the educational policy of the College, the Governing Board shall invite the opinion of the Academic Board and shall take into consideration recommendations made by the Academic Board.
  - b) Be responsible for all measures necessary or desirable for the conservation or augmentation of the resources of the College and for this purpose may from time to time specify any matter affecting the income or expenditure of the College in respect of which the consent of the Board shall be obtained before action is taken or liability is incurred.
  - c) Annually determine the expenditure necessary for the maintenance of:
    - (i) Property of the College
    - (ii) Adequate staff for transacting the academic, financial and administrative business of the College, and shall, in its discretion, appropriate monies for these purposes.
- (5) The Board shall keep books of accounts and proper records in relation to them and the accounts books and records shall be in the form approved by the External Auditors of the CSIR who shall audit them and forward a report to the CSIR Council.



- (6) The Board shall pay, in respect of the audit, such fees (if any) as the External Auditors and the CSIR Council may agree on, or in the case of failure to agree, such fees as the Chairman of the Board may determine.
- (7) The Board shall deliberate on the report received from the External Auditors with its comments and prescribe action as appropriate.
- (8) The Board may enact statutes to prescribe or regulate as the case may be:
  - a) Any matter which is required by Law to be prescribed by the Statutes.
  - b) The power and functions, constitution and terms of membership of such bodies as the CCST Board or the Academic Board of the CCST may think appropriate to establish.
  - c) The functions, duties and terms of office of such officers as the CCST Board may think appropriate to engage.
- (9) The Board may enact statutes to prescribe or regulate as the case may be:
  - a) Any matter which is required by Law to be prescribed by the Statutes.
  - b) The power and functions, constitution and terms of membership of such bodies as the CCST Board or the Academic Board of the CCST may think appropriate to establish.
  - c) The functions, duties and terms of office of such officers as the CCST Board may think appropriate to engage.
- (10) Make arrangements as it considers appropriate for the internal organization of the College including the establishment, variation and supervision of
  - a) Academic divisions, schools, faculties, departments, institutes, halls and other bodies;
  - b) Professorships, lectureships and other positions, whether academic, administrative or otherwise;
  - c) Fellowships, bursaries, exhibitions, scholarships, prizes, honorary degrees and other awards;
- (11) Promote income generating activities as part of the College's programme.
- (12) All procedural and other matters in furtherance of the objectives of the College.
- (13) The CCST Board shall within six months after the end of each academic year, cause a report of the activities of the College during that year to be drawn up and made available to the public.

## **STATUTE 6**

### **MEETINGS OF THE GOVERNING BOARD**

- (1) Notice of meetings of The Board other than emergency meetings and the business to be transacted there shall be given in writing to each member of The Board by the Registrar not later than 7 days before the date fixed for such a meeting.
- (2) Meetings of the Board shall be in accordance with the Law and the Schedule to the Law.
- (3) The Board shall meet at least three times in every academic year and in places determined by the chairperson.
- (4) The chairperson of the Board shall have an original and a casting vote.
- (5) The Board may co-opt any person to attend and participate in any of its meetings but a co-opted person is not entitled to vote on any issue for a decision by the Board.
- (6) A special meeting of the Board may be convened by the Chairman of the Board or in his/her absence or incapacity, or be convened if five members of the Board sign a request to that effect.
- (7) The Chairman of the Board shall act as Chairman at meetings of the Board, unless he/she is absent, in which case the members present shall elect a chairman from amongst them, who shall not be a member of the College.
- (8) The quorum at meetings of the Board shall be Sixty percent of the total membership.
- (9) Decisions taken shall be decided by a simple majority of votes cast.

## **STATUTE 7**

### **TERMS OF OFFICE OF MEMBERS OF THE GOVERNING BOARD**

- (1) The term of office of a person who is a member of the Board of the College by appointment or election shall be three years, and renewable.
- (2) If a member of the Board is absent from Ghana for a continuous period of twelve months, his/her office shall become vacant at the end of the period except that this provision shall not apply to an ex-officio member.
- (3) Where the office of a member becomes vacant on resignation or death or by virtue of paragraph 2 above, a successor shall be appointed, nominated or elected in the same manner to serve for the remainder of the term of his/her office.
- (4) Subject to paragraph 2, where a member of the Board is incapacitated by temporary absence from Ghana or by illness or any sufficient cause from performing the duties of his/her office, a substitute may be appointed in the manner referred to, to act for him,

until the incapacity of that person has terminated or until the term of such a member expires, whichever occurs first.

- (5) An appointment, election or nomination may be made in anticipation of a vacation of office or temporary absence of a member.
- (6) A member of the Board except the President may resign from membership of the Board in writing addressed to the Chairperson of the Board.
- (7) A member of the Board is not entitled to remuneration for membership of the Board but the member is entitled to such allowances as the Board in consultation with the Director-General of CSIR may determine.

## **STATUTE 8**

### **MEMBER OF THE GOVERNING BOARD ELECTED BY CONVOCATION**

- (1) Convocation shall elect from its members one person to serve on the Board. The term of office of a person who is a member of the Board other than the President shall be three academic years but such a person shall be eligible for a further term only. The term of office shall be reckoned from the first day of January following the election.
- (2) A member of Convocation may vote by proxy in which case he/she shall communicate to the Registrar not later than forty-eight hours prior to the election the name(s) of such proxy.
- (3) The Registrar shall be the Returning Officer and shall conduct the election by secret ballot in accordance with Schedule A to these Statutes.
- (4) He/she shall be assisted by three Scrutineers appointed by Convocation. No election shall be valid unless and until the Scrutineers have unanimously certified in writing to the Academic Board that the counting of the votes and the declaration of the candidates elected have been correctly carried out.
- (5) All candidates for election must be proposed by a member of Convocation, and seconded in writing to the Registrar by two other members of Convocation, and the candidates must signify in writing their willingness to contest the elections.
- (6) Election to the Board shall be held as soon as possible at the beginning of the academic year and where possible not later than 30<sup>th</sup> November preceding the year in which the appointment is to take effect.
- (7) It shall be the duty of the Registrar to notify all members of Convocation of the existence of vacancies on the Board, and shall at the same time call for nominations allowing two weeks for these to be received.  
  
He/she shall then notify all members of Convocation of the date of the election which shall be, not later than two weeks after the date on which nominations closed.
- (8) The Convocation member on the Board, shall be of professorial status.

- (9) If a vacancy occurs in the Convocation representation on The Board during the year through death, resignation, or any other cause, the Registrar shall immediately notify members of Convocation of such vacancy and shall conduct a by-election. Such a by-election shall be conducted in the same way as regular elections, and the person so elected shall hold office for the residue of the term for which the member whom he replaces was elected.

## STATUTE 9

### STATUTORY COMMITTEES OF THE GOVERNING BOARD

The Board shall have the following Statutory Committees whose composition shall be as set out in schedule B to these Statutes.

#### (1) THE FINANCE AND DEVELOPMENT COMMITTEE

- i) There shall be a Finance and Development Committee which, subject to the general policy, control and guidance of the Board, shall on behalf of the Board, perform the executive functions of the Board with regard to all financial matters coming within the functions of the Board as prescribed by and subject to the Law and these Statutes.
- ii) Without prejudice to the generality of the Board's powers, the Finance Committee shall have power:
  - a. To invest and otherwise manage the College's funds.
  - a. To incur, or authorize persons or bodies to incur expenditure by means of annual or other budgeting, by making allocations subject to any conditions it may determine, and by such means as it may think fit;
  - b. To control and regulate such expenditure by means of annual or other budgeting, by making allocations subject to any conditions it may determine, and by such means as it may think fit;
  - b. To approve annual estimates for submission to the Board;
  - c. To prepare the annual accounts of the College for approval by the Board;
  - d. To control and regulate such expenditure in the light of the College's approved annual budget and in accordance with the College's Financial and Stores Regulations.
  - e. To perform all the functions assigned to it in the College's Financial and Stores Regulations subject to any conditions that the Board may determine;
  - f. To carry out any other functions that may be delegated to it.
  - g. Formulate the physical development policy of the College;
  - h. Recommend to Board annual physical development projects within the College;

- i. Determine building programmes and approve plans for physical development of the College;
- j. Appoint such architects, consultants and other professionals as, in its view, are required for the best implementation of such plans;
- k. Control all design matters;
- l. Advise and exercise supervision over development projects within the College

## **(2) APPOINTMENTS AND PROMOTIONS COMMITTEE**

There shall be one Appointments and Promotions Committee for the engagement of the services of persons as officers or members of the academic, administrative and other staff of the College. Subject to general policy, control and guidance of the College Board, the Appointments and Promotions Committee shall perform the following specific functions:

The Appointment and Promotion Committee shall:

- a. Recommend to Board for appointments to Professorial and equivalent ranks, and deanship and analogous positions.
- b. Engage, promote, confirm and renew the contract appointment of other Senior Members and other staff of the College subject to the College Board's approval.
- c. To engage on behalf of the College Board, Professors, Honorary and Visiting Staff, and other academic staff and make recommendations to the Board.
- d. No person shall participate in the appointment to a post higher than that of his/her own substantive rank.
- e. Where the substantive rank of the Dean is lower than that of the post being considered he/she shall be represented by a Professor in the Advisory Committee of Professors, to be chosen by the President.
- f. In the case of non-teaching Departments where the substantive rank of the Acting Head is lower than that of the post being considered the Acting Head shall be represented by the Head of a similar or a cognate Department from within or outside the College.
- g. Approve appointments by the President for a period of up to one year in urgent cases, pending the regularization of the appointments of visiting professors, visiting senior lecturers, visiting lecturers and visiting scholars.
- h. Such appointments will not require any formal references but will require a curriculum vitae, a temporary appointment letter from the College President and permission letter from employers.

- i. Appointment of visiting personnel shall normally be made against requests from either departmental or other vacancies.
- j. The Appointments and Promotions Committee shall be constituted as shown in Schedule B to these Statutes.

### **(3) COLLEGE ENTITY TENDER COMMITTEE**

- a. There shall be a College Entity Tender Committee which shall be constituted in accordance with section 20 of the Public Procurement Act 2003 (Act 663) as amended.
- b. The College Tender Committee shall perform the following functions:
  - i) Consider contract awards and advise the Development Committee.
  - ii) Review procurement plans in order to ensure that they support the objectives and operations of, Faculties/Schools, Institutes and Departments.
- a. Review the schedules of procurement and specifications and also ensure that the procurement procedures to be followed are in strict conformity with the provisions of the Public Procurement Act, 2003 (Act 663), the Procurement (Amendment Act), 2016 (Act 914) its operating regulations and guidelines.
- b. Ensure that the necessary concurrent approval is secured from the relevant Tender Review Board, in terms of the applicable threshold in Second Schedule (Category C) of the Procurement Act, prior to the award of the contract
- c. Ensure that stores and equipment are disposed of in compliance with the Act with the Public Procurement Act, 2003 (Act 663) and Public Procurement Act (Amendment), 2016 (Act 914)
- d. The Entity Tender Committee will be constituted as shown in schedule B.

## **STATUTE 10**

### **ACADEMIC BOARD**

- 1) There shall be an Academic Board of the College. The elected members of the Academic Board shall hold office for two (2) years subject to renewal for a further term only.
- 2) **COMPOSITION OF THE ACADEMIC BOARD**

The Academic Board shall consist of:

- 1. The President - Chairperson
- 2. Vice-President
- 3. Deans and Vice-Deans of Faculties

4. All Heads of Departments/Centres/Programme Coordinators
5. Quality Assurance Officer
6. Librarian
7. The Registrar (non-voting member) – Secretary

In attendance

8. Assistant Registrar (HR & Admin.)
9. Finance Officer

### 3) **POWERS AND FUNCTIONS OF THE ACADEMIC BOARD**

Without prejudice to the generality of the powers of the Academic Board as prescribed by the Law and these Statutes, the powers and functions of the Academic Board shall be as follows:

- a. To formulate and carry out the academic policy of the College;
- b. Be responsible for regulating the academic programmes of the College both in teaching and research, and the award of degrees except honorary degrees;
- c. To promote research within the College and request, every year, reports from Programmes, Faculties, Departments and Centres;
- d. Make regulations for the admission of persons to courses approved by the College.
- e. Advise the College Board on the appointment of academic staff, admission of students and the award of bursaries and scholarships;
- f. Report to the Governing Board on matters which may be referred to it by the Board;
- g. Make regulations for the conduct of examinations.
- h. To receive reports on the conduct of examinations for the year and comments on them from Departmental and Faculty Boards, and to make observations and recommendations on College examinations as it considers fit;
- i. To determine the terms and conditions for the appointment and appoint both internal and external examiners on the recommendations of Departmental and Faculty Boards;
- j. To suspend or remove examiners for negligence or other sufficient cause during their terms of office and in the case of death, illness or resignation of an examiner or in the case of his suspension or removal, to appoint a substitute;
- k. To make regulations after receiving reports or proposals from Departmental Boards relating to courses of study, degrees and other academic distinctions;

- l. To recommend the award of degrees and other academic distinctions to persons who have pursued in the College a course of study or research approved by the Academic Board and have passed the prescribed examinations or otherwise satisfied the examiners.
- m. To make recommendations to the College Board on the creation of academic institutions, combination, abolition, changes of scope or division of any Programme or Department;
- n. To recommend to the College Board the affiliation of other institutions to the College on such terms and conditions as it may think appropriate;
- o. To determine, subject to any condition made by its donors which are accepted by the College Board, and after report from Programme Committees/Departmental Boards concerned, the mode and conditions of competition for fellowships, scholarships, exhibitions, bursaries, medals and other prizes.
- p. To review annually upon any enquiries which it may think fit to make, the academic organization and development of the College with special reference to the effectiveness of the College's work in relation to the provision of a university education responsive to the social, administrative, scientific and agricultural needs of Ghana, and arising from such review, to report to the College Board, and if it so wishes, to make recommendations to Departmental Boards for the establishment of additional academic posts or for any other new academic development;
- q. To regulate all matters relating to content and methods of teaching, and of assessment by examination or otherwise (e.g, project work, portfolio) for the award of degrees, diplomas and other academic distinctions;
- r. To determine and control the terms and conditions of research or other activities conducted in the College, for which payments are made by outside bodies;
- s. To determine the conditions under which and the extent, if any, to which periods and courses of study and examinations passed at other Universities, places of learning and other institutions may be regarded as equivalent to periods and courses of study and examinations in the College;
- t. To determine the academic year and the dates of semesters within it;
- u. To make regulations for the discipline of the Junior Members of the College as well as for controlling organizations of the student body;



- v. To withhold or cancel the certificate of a graduate of this College for examination malpractice(s);
- w. To refer proposals on any matter to Convocation for consideration; and
- x. To receive reports and review the decisions and recommendations of any of its Statutory sub-Committees;
- y. To order the closure of the College where, academic or normal life is disrupted for 7 continuous days where it seems it fit to do so.

#### 4) **MEETINGS OF THE ACADEMIC BOARD**

- (a) The Academic Board shall have the following types of meetings:
  - i. Regular
  - ii. Emergency
  - iii. Special
- (b) The President shall convene a meeting of the Academic Board at least twice in each semester. Emergency meetings may be convened by the President at any time upon giving all members of the Academic Board three days written notice, if possible.
- (c) A special meeting of the Academic Board shall be convened on the written request of at least one third of the total membership of the Academic Board submitted to the President with a statement of the matters to be discussed at the special meeting. In the event of such a request, the President shall convene a special meeting within five days of the request, specifying in the notice of the meeting the matters to be considered.
- (d) The quorum for the transaction of the business of the Academic Board shall be at least Sixty Percent of the members.

### **STATUTE 11**

#### **STATUTORY COMMITTEES OF THE ACADEMIC BOARD**

- (1) Subject to the approval of the Governing Board there shall be such statutory committees of the Academic Board as the Academic Board may from time to time determine.
- (2) Each Statutory Committee shall submit an annual report of its work to the Board.
- (3) For the time being the Statutory Committees of the Academic Board, their composition, procedures and functions shall be in accordance with Schedule (C) of these Statutes.

## STATUTE 12

### PRINCIPAL OFFICERS OF THE COLLEGE AND THEIR FUNCTIONS

#### 1. CHAIRMAN OF COLLEGE GOVERNING BOARD

- i. There shall be a Chairman of The Governing Board who shall be appointed in the manner prescribed in the Law, and whose tenure shall be as provided in the Law.
- ii. The Vice Chancellor of the mentoring University shall confer degrees, diplomas and certificates at Congregations chaired by the Chairperson of the College Board.
- iii. The Chairman of the Governing Board shall be furnished with copies of the minutes of the Academic Board in addition to other publications of the College. He/she may resign from office by a letter addressed to the Chairman of the CSIR Council.
- iv. In the absence of the Chairman of the Governing Board from any meeting of the Board, the Board shall elect from among its members a Chairman who is a non-College member to preside at the meeting.

#### 2. THE PRESIDENT

- i. There shall be a President of the College who shall be appointed in the manner prescribed in the College Statutes and who under the direction of the Governing Board shall serve as the academic and administrative head and chief disciplinary officer of the College. The President shall by virtue of his/her office be a member of the Governing Board, as provided for by the Law, and also of Convocation, the Academic Board, Congregation and of every Statutory Committee of the Board and Academic Board.
- ii. The President shall hold office on such terms and conditions as may be specified in his/her instrument of appointment.
- iii. There shall be a special ceremony to officially install the President.
- iv. The President shall be the Chief Executive Officer of the College and shall be responsible, in accordance with the Law and these Statutes and decisions of The Governing Board and the Academic Board, for organizing and conducting the academic, financial and administrative business of the College and for promoting the efficiency and good order of the College. The level of expenditure approved by the President shall not be above that determined by the Governing Board.
- v. The President shall submit annually through the Academic Board to the Governing Board a list of the staffing positions which in his/her opinion is necessary for the transaction of College business, together with an estimate of the expenditure required for the maintenance of such staff.

- vi. It shall be the right and duty of the President to advise the Governing Board and the Academic Board on all matters affecting policy, finance and administration of the College and for this purpose he/she shall have unrestricted right of attendance and speech at all meetings of the Academic Board and of all College Bodies, whether executive or advisory, which are charged with the consideration of such matters.
- vii. The President shall keep the Academic Board informed of decisions of The Governing Board and shall also keep the Governing Board informed of all major decisions of the Academic Board.
- viii. The President shall appoint all employees of the College other than Senior Members in accordance with procedures and terms laid down by the Governing Board.
- ix. The President shall have the power to delegate any of the functions assigned to him/her by these statutes to such office holders or senior members of the College as shall seem to him appropriate.
- x. The President may resign his/her office by a letter addressed to the Chairman of the College Board.
- xi. Where the post of President becomes vacant through resignation or death, or any cause which incapacitates him/her in the performance of his/her functions and duties for nine consecutive months, Board shall set in motion the process for identification and appointment of a new President. In any such event, the Vice-President shall, as determined by Board, act as President until a new President is appointed.
- xii. (a) When a vacancy occurs or is about to occur in the office of the President, a Search Committee shall be constituted as follows:
  - A Chairperson appointed by the College Board from outside CCST.
  - Two members of the College Board to be appointed by the Board, not being members of the Academic Board nor staff or students.
  - One person from Association of Ghana Industries
  - Two members of the Academic Board who shall be of Professorial rank appointed by the Academic Board.
  - A President/Vice Chancellor (retired/serving) appointed by Board
  - The Registrar shall act as secretary
- (b) The Search Committee after making such enquiries as it deems fit, shall propose to the Board the names of not more than two candidates for one to be appointed in the manner laid down by Article 195 (3) of the Constitution of Ghana.
- (c) The Board shall commence the process for the appointment of the President at least six months to the expiration of the current term.

### **3. THE VICE-PRESIDENT**

- i. There shall be a Vice-President who shall exercise powers, and such others as the President may delegate to him/her.

- ii. In the appointment of the Vice-President, the President shall nominate three academic members of professorial status to be voted on by Convocation in accordance with the Voting Procedure as laid down in **Schedule A** of these Statutes. The names of the two persons with the highest number of votes shall then be submitted to the College Board which shall appoint one as Vice-President.
- iii. The Vice-President shall not hold any other administrative post.
- iv. The Vice-President shall hold office for a period of two years beginning on the 1<sup>st</sup> day of the succeeding month of his/her appointment and shall be eligible for re-appointment to a second term only.
- v. In the event of a temporary absence of the President caused by incapacity or absence from the campus, the Vice-President shall perform the functions and duties of the President.
- vi. During a vacancy in the office of the President through resignation, death or any other cause which incapacitates him/her to perform his/her functions and duties, the Vice-President shall perform the functions and duties until a President has been appointed.
- vii. In the event of the resignation of the President, the Vice-President shall act as President.
- viii. In the absence of both the President and Vice-President, the most senior Dean or Programme Coordinator shall act as President and seniority shall be determined by academic standing, length of service as Dean or Programme Coordinator and in the event of equality, by age.
- ix. The Vice-President may resign his/her office by writing to the Chairman of the Governing Board.

#### **4. THE REGISTRAR**

- i. There shall be a Registrar of the College, who shall be appointed by and act as Secretary of the Governing Board as provided by the Law.
- ii. The Registrar's appointment shall be by tenure.
- iii. The Registrar shall be the Chief Administrative Officer and advisor to the President and the College and shall be responsible for the general administration of the College and shall provide guidance for the framework within which policies shall be made and implemented.
- iv. The Registrar shall be an ex-officio member of all major College Boards and Committees with non-voting rights.
- v. The Registrar shall be responsible for the custody of the College seal and for affixing it to documents in accordance with the directions of the Governing Board.

- vi. The Registrar's Office shall be responsible for providing secretarial services for all Boards and Committees of The College Board, Academic Board and all sub-committees.
- vii. The Registrar shall cause to be published in the College Gazette at the end of each semester all policy decisions of the Governing Board and the Academic Board.
- viii. The Registrar shall be responsible for keeping records of all accredited programmes, affiliation of other Universities and institutions.
- ix. The Registrar shall be responsible for all staff and students' records and information, and shall make them available internally, to the relevant College Committees and Boards for purposes of information and decision making; and externally to accredited and recognised institutions and organisations upon credible request.
- x. The Registrar shall be responsible for compiling the list of graduating students and ensuring the production and issuance of certificates and transcript, and all other relevant and related students' academic records and documents.
- xi. The Registrar shall maintain a register of names of all members of convocation.
- xii. The Registrar may be relieved of his/her post by Board on grounds of incapacity, persistent absence without justification, non-performance, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. Board shall afford the Registrar a fair hearing and, at any such removal proceedings, the Registrar shall be entitled to know the grounds for removal and to attend with Counsel of his or her choice.
- xiii. When a vacancy occurs or is about to occur in the office of the Registrar, a Search Committee shall be constituted by the Governing Board as follows:-
  - Chairman of the Committee to be appointed by the Governing Board, not necessarily from its membership.
  - Two members of the Board not staff of the College appointed by the Board.
  - Two members of the Academic Board one of whom shall be of professorial status elected by the Academic Board.
  - A Registrar or a former Registrar of a recognized University.
- b. The Search Committee after making such enquires as it thinks fit, including an interview, shall propose not more than 3 candidates to the Board for the Board to make a choice.

## STATUTE 13

### OTHER OFFICERS OF THE UNIVERSITY

#### 1. Finance Officer

- a. The finance officer shall be responsible to the President for the financial administration of the College in accordance with the Public Financial Management Regulatory Framework, Financial and Stores Regulations and other relevant policies.
- b. He/she shall be responsible for the preparation of the annual operating budget of the University and shall present same through the President to the Finance Committee and to the Board for review and approval.
- c. He/she shall also submit periodic reports to the Finance Committee and Board on behalf of the President on the status of plans and projections necessary for the preparation of budgets for succeeding years.
- d. Manage and operate the University's accounting system, so as to ensure the accountability of all officers transacting the business of the University, and facilitate the efficient discharge of such business
- e. Prepare financial statement in accordance with appropriate financial reporting standards and submit same to Board through the Finance Committee every three months, or such other period as the Finance Committee may determine;
- f. Make payments for works, goods and services within the funds appropriated
- g. Manage and reconcile the bank accounts authorised for the University
- h. Receive and order the disbursement of any trust moneys for which the University has been appointed as administering authority by or under any enactment or agreement
- i. Answer such questions as are raised by the External Auditor in respect of the financial transactions and accounts of the College;
- j. Advise the President and other College Officers on matters relating to the accounts and funds of the College and invest College funds as directed by Board.
- k. Perform such other functions as may be prescribed by President.

The Finance Officer may resign by notice in writing to the Board through the Registrar.

The Board may also remove a Finance Officer from office for a good cause.

## 2. Internal Auditor

- a. The Internal Auditor shall be an independent, assurance and consulting officer under the President.
- b. The Internal Auditor shall be responsible for the management of the internal audit activities of the University in accordance with the Public Financial Management Act 2016 (Act 921), the Internal Audit Agency Act 2003 (Act 658) and relevant standards.
- c. Internal Auditor shall report directly to the President in accordance with guidelines provided for in the Public Financial Management Act and Regulations
- d. review and appraise, where necessary, the adequacy, soundness and applications of accounting, financial and operational controls in the College;
- e. evaluate the effectiveness of the risk management and governance process of a covered entity and contribute to the improvement of that risk management and governance process;
- f. provide assurance on the efficiency, effectiveness and economy in the administration of the programmes and operations of a covered entity;
- g. ascertain the extent of compliance with established policies, plans and procedures, and appraise the quality of performance of those carrying out assigned responsibilities;
- h. ascertain the extent to which assets are accounted for and safeguarded against losses of all kinds;
- i. ascertain the reliability of accounting and other data developed or generated within the College;
- j. provide assurance to the President, and for that matter, the College Board, that there is an adequate system of internal controls;
- k. Internal Auditor of the College shall, within thirty days after the beginning of the financial year, submit the annual audit work plan to the President; and quarterly reports on the execution of the annual audit work plan to the President
- l. Internal Auditor may resign from office by notice in writing to the Board through the Registrar in accordance with the terms and conditions of his appointment.

- m. The college Board may also remove a Internal Auditor from office for stated good cause.

These officers will be appointed by the Governing Board on the recommendations of the Appointments and Promotions Committee. The Board may also appoint other officers as it considers necessary.

#### **STATUTE 14**

##### **EXTERNAL AUDITORS**

- (1) The books and accounts of the College shall be audited each year by an External Auditor appointed by the College.
- (2) The Governing Board shall pay, in respect of the audit, such fees (if any) as the Board may agree on, or in case of failure to agree, such fees as the Chairman of the CSIR Council may determine.

#### **STATUTE 15**

##### **STRUCTURE OF THE COLLEGE**

The College shall have one Campus in Accra and another Campus in Kumasi. A third Campus may be established in Tamale. The Administration of the College shall be located in Accra. The offices of the President, Vice-President and Registrar shall be located in the Administration block in Accra.

#### **STATUTE 16**

##### **COORDINATOR OF AN ACADEMIC PROGRAMME**

- (1) Each Programme shall have an appointed Coordinator. A Programme Coordinator shall be of professorial status. He/she shall be appointed by the President in consultation with the Programme Committee. Where there is no Professor, the Programme Coordinator shall rotate among the next lower rank but not below the rank of senior lecturer. The appointment of a Programme Coordinator who is of a professorial rank shall be for a period of three years at a time and he/she shall be eligible for a second term only. A Programme Coordinator of a non-professorial rank shall be appointed whether the incumbent is of a professorial rank or not.
- (2) The Programme Coordinator shall be assisted by a Programme Committee and an Administrative Secretary.
- (3) When a vacancy occurs in the Headship of a Programme, the Programme Committee concerned shall present the names and the curriculum vitae of the two most senior academic members of the Programme with their recommendation(s) to the President who shall then appoint one of them as Programme Coordinator.



- (4) It shall be the responsibility of the Programme Coordinator to organize the teaching programme, to maintain acceptable standards of teaching and to ensure that adequate facilities are available for research in their respective discipline.
- (5) The Programme Coordinator shall be responsible for recommending to the Faculty Board the development of syllabi and courses as well as promotion of research.
- (6) The Programme Coordinator shall have direct responsibility for administration of the Programme, recommendations for the appointment and promotion of staff, and, subject to these statutes, for the maintenance of discipline in the Programme.
- (7) In the absence of a Programme Coordinator for a period exceeding three months the President shall in consultation with the Programme Committee appoint another member of the Programme to act.

## **STATUTE 17**

### **ACADEMIC PROGRAMMES OF THE COLLEGE**

The College shall run the Academic Programmes at the postgraduate level. These include MSc, MPhil and PhD programmes.

Each Programme shall have a Committee at the Programme level comprising four of the most senior members of the Programme. The Committee shall meet at least twice each semester in order to:

- a) Plan and evaluate its work.
- b) Consider the general organization and regulation of courses and research.
- c) Consider the Programme budget.

## **STATUTE 18**

### **FACULTIES AND DEPARTMENTS**

There shall be such academic divisions such as faculties, schools and departments as the Board may establish in the College on the recommendations of the Academic Board.

### **OFFICE OF A DEAN OF FACULTY**

- (1) Each Faculty shall be headed by a Dean who shall be assisted by a Vice-Dean.
- (2) The Dean shall be of a professorial status but where there are no academic senior members of professorial status in the Faculty, the Dean shall be appointed from amongst senior members of Senior Lecturer status.
- (3) The Dean shall be appointed by the Governing Board on the recommendation of the Academic Board.
- (4) A Dean shall hold office for a period of three years if he/she is of professorial status, and shall be eligible, upon completion of his term of office, for re-appointment. He/she shall

not be re-appointment for a third term of office unless at least two years have elapsed from the date he/she last held that office.

- (5) Where a Dean is not of Professorial status, he/she shall hold office for two years and shall be eligible for re-appointment. He/she shall not be re-appointed for a third term of office unless at least two years have elapsed from the date he/she last held that office.
- (6) Where a Faculty has been unable to elect a Dean in accordance with Schedule A, the President in consultation with the Executive Committee shall recommend to the Governing Board a suitable person in the Faculty for appointment as Dean for the academic year.
- (7) For the avoidance of doubt, the offices of President, Vice President, Dean, Vice-Dean, Head of Department, Director of a Centre, or Coordinator of an academic programme are posts and not ranks, and are to be occupied for a term renewable if applicable.

## **THE VICE-DEAN**

- (1) There shall be a Vice-Dean who shall be appointed in accordance with Schedule A to these Statutes.
- (2) The Vice-Dean shall be formally appointed by the Governing Board on the recommendation of the Academic Board.
- (3) The Vice-Dean shall hold office for a period of two years and shall be eligible for re-appointment once only.
- (4) The Vice-Dean shall assist the Dean in his/her functions and act in the absence of the Dean.

## **STATUTE 19**

### **FUNCTIONS AND POWERS OF DEANS OF FACULTIES**

- (1) The Dean of a Faculty shall be responsible to the President for providing leadership to the Faculty and for maintaining and promoting the research, efficiency and good order of the Faculty in accordance with policies and procedures as prescribed by these Statutes or as may be determined from time to time by Governing Board, the Academic Board and the Faculty Board.
- (2) The Dean shall be the Chairman of the Faculty Board and Head of the Faculty.
- (3) He/she shall, in consultation with the Heads of Department, be responsible for the postgraduate training of the Faculty's own graduates and lecturers on study leave.
- (4) He/she shall co-ordinate the work of the Departments within the Faculty.
- (5) He/she shall consult with the Heads of Department in the Faculty in the execution of his/her duties.

- (6) The Governing Board may, acting on the advice of the Academic Board, withdraw its approval of the appointment of a Dean for good cause, such as abuse of office or for any action which in the opinion of The Board, seeks to bring that office into disrepute.

## **STATUTE 20**

### **COMPOSITION OF FACULTY BOARD**

- (1) There shall be in each Faculty a Board whose membership shall consist of the following:
- The Dean of the Faculty as Chairman.
  - The Vice-Dean
  - Professors within the Faculty
  - All Heads of Department within the Faculty.
  - One representative from each Faculty.
  - Subject to the approval of the Academic Board such other persons as may be determined by the Faculty.
  - A representative of the Association of Ghana Industries
  - The Secretary shall be the Faculty Officer.
- (2) The term of office of members of the Faculty Board other than Heads of Department, Professors and Associate Professors in the Faculties shall be two years. Such members of the Faculty Board shall be eligible for re-election.
- (3) Each Faculty Board shall meet at least twice each semester. Emergency meetings of a Faculty Board may be called by the Dean any time by giving at least 24 hours' written notice to members.
- (4) A special meeting of the Board shall be called by the Dean on the written request of at least half of the members of the Board submitted to the Dean with a statement of the subject matter to be considered at the special meeting. The Dean shall convene a special meeting of the Board within seven days of receipt of the request.
- (5) The quorum for a meeting of a Faculty Board shall be Sixty percent of the total membership.
- (6) In the absence of the Dean and Vice-Dean, the Board meeting shall be chaired by the most senior Head of Department in the Faculty.

## STATUTE 21

### POWERS AND FUNCTIONS OF FACULTY BOARDS

Subject to the Statutes and resolutions of the Academic Board, the powers and functions of each Faculty Board shall include the following:

- (a) To determine all matters relating to teaching and research in the subjects of the Faculty;
- (b) To determine, subject to the approval of the Academic Board, the schemes of instruction and the regulations and syllabi for examinations in the subjects of the Faculty;
- (c) To determine all matters relating to the progress of students following schemes of instruction, study and research within the Faculty and to keep appropriate records on them;
  - i. To determine result-driven environment by introducing performance criteria to reward outstanding research performance, namely:
    - ii. Number of academic publications
    - iii. Number of quoted references
    - iv. Quality of teaching activities
    - v. Amount of funding obtained competitively on research projects
    - vi. Research grants from private sources
    - vii. Competitive international research funding received by Faculties from external sources
    - viii. Use of research results (licenses, copyright, patents, spinoffs, and services provided)
    - ix. Participation in collaborative international research projects
    - x. Number of students in research masters and especially PhD programmes
    - xi. Number of students successfully completing research Masters and PhD programmes
    - xii. Percentage of students finishing within a designated period of time for study
    - xiii. Number of female PhD candidates
    - xiv. Percentage of female professors in a college
    - xv. Students in Masters and PhD programmes with foreign Bachelors and masters degrees
- (d) Maintain an index of research productivity occurring in each department
- (e) Provide information on research productivity to the College Academic Board
- (f) To ensure the provision of adequate instruction and facilities for research and innovation in the subjects assigned to the Faculty and to co-ordinate the teaching and research programmes of the various Departments of the Faculty;
- (g) To hold examinations;
- (h) To recommend to the Academic Board, Internal and External Examiners for appointment;
- (i) To make recommendations to the Academic Board for the award of Degrees (other than Honorary Degrees), fellowships, studentships, scholarships, prizes and other academic distinctions within the Faculty;

- (j) To submit proposals to the Academic Board for academic development within the Faculty;
- (k) To discuss any matters relating to the work of the Faculty and express an opinion, if it so desires, to the Academic Board;
- (l) To appoint such other sub-committees as it may consider necessary in the discharge of its functions; and
- (m) To appoint examiners of the Faculty to constitute the Board of Examiners of the Faculty.

## **STATUTE 22**

### **ACADEMIC DEPARTMENTS OF THE COLLEGE**

Each Faculty shall consist of such Departments as specified in Schedule E to these Statutes.

## **STATUTE 23**

### **APPOINTMENTS AND FUNCTIONS OF HEADS OF ACADEMIC DEPARTMENTS**

Each Department in a Faculty shall have an appointed Head. A Head of Department shall be of professorial status. He/she shall be appointed by the President in consultation with the Dean of the Faculty. Where there is no Professor, the Headship of the Department shall rotate among the next lower rank but not below the rank of senior lecturer. He/she shall be appointed for two (2) years and shall be eligible for a second term only. The appointment of a Head of an Academic Department who is of a professorial rank shall be for a period of three years at a time and he/she shall be eligible for a second term only.

- (1) When a vacancy occurs in the Headship of an Academic Department, the Dean of the Faculty concerned shall present the names and the curriculum vitae of the three most senior academic members of the Department with his/her recommendation(s) to the President who shall then appoint one of them as the Head.
- (2) It shall be the responsibility of the Heads of Departments with the approval of the Faculty Board, to organize the teaching programme, to maintain acceptable standards of teaching using modern technologies and to ensure that adequate facilities are available for research and innovation in their respective discipline.
- (3) The Head of Department shall, in consultation with members of the Department, be responsible for recommending to the Faculty Board the development of syllabi and courses as well as promotion of research in the Department.
- (4) He/she shall have direct responsibility for departmental administration, recommendations for the appointment and promotion of staff, and, subject to these statutes, for the maintenance of discipline in the Department.

- (5) He/she shall liaise with other departments, faculties, industries, professional institutions, associations and similar bodies on matters affecting the Department after consultation with the Departmental Board.
- (6) He/she shall consult with the Dean on matters affecting his Department and the Faculty.
- (7) In the absence of a Head of Department for a period exceeding three months the President shall in consultation with the Dean of the Faculty appoint another member of the Department to act.

## **STATUTE 24**

### **DEPARTMENTAL BOARDS**

1. Each Academic Department shall have a Departmental Board comprising all senior members of the Department. The Board shall meet at least twice each semester in order to:-
  - d) Plan and evaluate its work.
  - e) Consider the general organization and regulation of courses and research in the Department.
  - f) Consider the Departmental budget.
  - g) Consider matters referred to it by the Faculty Board.
2. Meetings of the Departmental Board shall be convened by the Head of Department at such times as he/she may decide.
3. The quorum for the transaction of any business of the Departmental Board shall be not less than one-half of the total number of members.

## **STATUTE 25**

### **QUALITY ASSURANCE OFFICER**

#### **1. Appointment and Qualifications**

- (a) There shall be a Quality Assurance Officer of senior member status, appointed by the President of the College.
- (b) The Quality Assurance Officer must have leadership and management skills in order to be able to lead and make employees accountable for the work they produce.
- (c) He or She must have the ability to be observant and analytical.

- (d) He or she must have the ability to analyze data and procedures to be sure that quality requirements are met.

## **2. Duties and Responsibilities**

1. The Quality Assurance Officer shall support the leadership in the management of their strategic academic planning and quality assurance functions, as well as the information systems of the College.
3. The Quality Assurance Officer shall in consultation with Programme Coordinators/Heads of Department:
  - (a) Coordinate the activities of the Programmes/Departments regarding quality service delivery in respect of teaching and research to ensure that the College attains academic excellence.
  - (b) Prepare and maintain an up-to-date database on staff and students as well as basic statistics on the College.
  - (c) Facilitate the yearly appraisal of Senior Members.
  - (d) Perform any other relevant functions as may be assigned to him/her by the President.
3. The Quality Assurance Officer shall oversee all quality assurance issues ranging from reviewing changes to curricula, policy reviews and documentation, qualification and competence of faculty (during recruitment), review of teaching and learning, examination, internal peer review, external moderation and input of students' review of faculty performance.
4. In relation to Courses and Programmes, the Quality Assurance Officer shall involve experts from mentor institutions, to assess the adequacy and relevance of all course outlines, objectives and contents.
5. The Quality Assurance Officer shall ensure that there are, in place, appropriate teaching aids, examinations, course evaluation and interim assessment forms relevant to course objectives, outline and content to assess the adequacy of the courses and programmes.
6. The Quality Assurance Officer shall ensure that a lecturer's performance is appraised by students and the results analysed and used to give feedback, modify behaviour, offer support and develop capacity of teaching staff.

## **STATUTE 26**

### **CONVOCATION**

There shall be Convocation of the College as provided for in Schedule F of these Statutes. Convocation of the College shall be composed of the categories of persons specified in Schedule F. The Registrar shall be responsible for the maintenance of a register of members of convocation which shall be published annually.

### **(1) Functions of Convocation**

- i. In addition to any other powers or functions granted by these Statutes to Convocation, it shall be the function of Convocation to express an opinion on all matters affecting the College and to refer any relevant matter to any College body for consideration.
- ii. Appoint Scrutineers for any election the Academic Board may authorise.
- iii. Receive a Report from the President on the state of the College towards the end of each semester. The report should include:
  - a. Academic matters including the approval and accreditation of programmes
  - b. Employees and students' welfare
  - c. External relations and affiliations
  - d. Physical development, funds required to complete each project, and expected completion date
  - e. Financial Statement of income and expenditure for the immediate past financial year.
- iv. Elect Convocation representative on the Governing Board.

### **(2) Meetings of Convocation**

- a. The Chairman of Convocation shall convene a regular meeting of Convocation at least once each academic year. At such a meeting the President shall present a report on the state of the College and its future plans.
- b. The meeting of Convocation shall be alternated between the Accra and Kumasi Campuses.
- c. The meeting of Convocation shall take place at such time as the Chairman shall determine.
- d. Upon request in writing of not less than twenty members of Convocation who shall come from not less than three Programmes/Departments, stating the purpose for which the meeting is to be called, or upon the request of the Board of Convocation, the Chairman shall summon a special meeting of Convocation. The notice summoning such a meeting shall specify the business to be considered.
- e. No special meeting shall be called within three months of the last meeting if the purpose of the intended special meeting is the same or substantially the same as that of the last meeting.
- f. If any question shall arise as to whether or not the purpose of the two meetings is the same or substantially the same, the decision of the Chairman thereon shall be final.



- g. The quorum of Convocation for the dispatch of business shall be not less than 15% of the total members, including the Chairperson and the Secretary.
- h. The Registrar shall be the Moderator of Convocation.

### **(3) Composition of the Board of Convocation**

There shall be a Board of Convocation composed as follows: Chairman, Vice-Chairman, two representatives each from the academic and administrative members and a Secretary.

- i. Convocation shall elect its own Chairman who shall serve for three years and be eligible for one more term only.
- ii. The Chairman of Convocation shall be the Chairman of the Board of Convocation.
- iii. Other members of the Board shall be elected by Convocation in accordance with Schedule A.
- iv. The term of office of the Board shall be three years and members shall be eligible for a further term only.

### **(4) Functions of the Board of Convocation**

The Board of Convocation shall be responsible for protecting the interest of Convocation. Without prejudice to the generality of this responsibility, the Board of Convocation shall fulfil the following specific functions:

- i. To ensure that decisions of Convocation are duly carried out.
- ii. To study all events of the College to ensure that matters of interest to Convocation are brought to its attention.
- iii. To promote the interest of individual members of Convocation.
- iv. To make proposals to Convocation for the improvement and proper functioning of the College.
- v. To receive an annual report from the President on the working of the College.

### **(5) Meetings of the Board of Convocation**

The Board of Convocation shall meet at least once each semester.

### **(6) Rules of Procedure for the Board of Convocation**

Rules of procedure for the Board of Convocation shall be determined by Convocation.

## **STATUTE 27**

### **CONGREGATION**

- (1) There shall be a Congregation of the College which shall be composed of the following members:
  - i. Members of the College Board
  - ii. All graduands of the College
  - iii. Members of Convocation
  - iv. Members of Convocation who have retired
  - v. Honorary graduands.
  
- (2) Congregation shall be summoned by the Governing Board of CSIR College of Science and Technology for the purposes of receiving reports and witnessing the ceremony of awarding Degrees of the College and for any other purpose as the Governing Board may determine.
  
- (3) Congregation shall be convened at least once every year at such time and place as shall be determined by the Governing Board in consultation with the Mentoring University and shall be presided over by the Chairperson of the College Governing Board. The Vice-Chancellor of the Mentoring University shall confer degrees on graduands.

## **STATUTE 28**

### **TERMS OF APPOINTMENT OF SENIOR MEMBERS**

1. The terms of appointment of a Senior Member shall be specified in his/her letter of appointment. In addition, the following provision shall be observed:

Each senior member shall conform to such directives and regulations as have been or shall be given and adopted by the Academic Board and approved by the Governing Board as to his/her duties, the number of courses and lectures to be delivered and the periods at which such courses shall begin and over which periods they shall extend.

2. Consultancy services may be rendered provided that:
  - (a) Such projects are integrated into the Programmes of the College and regulated and controlled to ensure that there is no conflict between the private interests of a Senior Member and his/her official duties.
  
  - (b) The Senior Member has obtained the written permission of the President through his/her Programme Coordinator/Head of Department before engaging in such consultancy work.

- (c) The Coordinator/Head of Department ensures that a Senior Member does not undertake any outside work if his/her normal duties would be disrupted.
3. Where abuses of the facility are proved, appropriate disciplinary action, including withdrawal of the facility, shall be taken by the President.
  4. Where the services referred to in Section (b) of this Statute are undertaken by individuals or groups, the College's rules and regulations regarding overhead charges shall apply.

## **STATUTE 29**

### **RESIGNATION, RETIREMENT AND TERMINATION OF APPOINTMENT OF SENIOR MEMBERS**

1. Except as may otherwise be provided by the Governing Board, a Senior Member may resign his/her appointment and thereby terminate his engagement with the College on giving, in writing under his/her signature to the President, at least, six months' notice terminating on the last day of the calendar month.
2. Except as may be otherwise provided in special cases by the Governing Board, a Senior Member appointed to a full-time post in the University on a renewable contract or till retirement shall retire from his/her appointment and all other offices held by him/her in the College by virtue of his/her appointment at the end of the academic year following the date on which he/she attains the retiring age as specified by the College. For the purposes of this clause, the academic year is normally presumed to end on the 30<sup>th</sup> day of September.
3. The Governing Board may terminate the appointment of any Senior Member of the College by giving notice of termination of the appointment the length of which shall not be less than the minimum period by which the person is required by his/her contract with the College to give notice of resignation, except that the person concerned shall, before the termination of his/her appointment become effective, have the right to appeal to the Board within one month of receipt of the notice.
4. Where a person appeals against a notice of termination of his/her appointment, the Governing Board shall consider the appeal at least two months before the date on which the termination is due to take effect, and the Board's decision shall not be subject to further appeals within the College.

## **STATUTE 30**

### **DISMISSAL OF SENIOR MEMBERS**

1. Any Senior Member of the College may be removed from office for good cause by the Governing Board, but he/she shall not be dismissed unless:
  - i. There has been an investigation relating to his/her case by the Disciplinary Committee as provided for in Statute 31 and the person concerned has been permitted to appear to defend himself/herself in person and the report of the Disciplinary Committee has been considered by the Governing Board.

- ii. He/she has been notified in writing of the grounds on which consideration is being given for his/her dismissal; and
2. The decision of the Governing Board on his/her case shall not be subject to further appeal within the College.
3. For the purpose of this Statute, the interpretation of “good cause” shall include but not restricted to:
  - i. Conviction by a court of law for any offence which the Governing Board considers to be such as to render the person concerned unfit for the discharge of the functions of his office.
  - ii. Conduct of a scandalous or disgraceful nature, which is incompatible with his/her position as a senior member of the College.
  - iii. Any conduct which seeks to bring a senior member’s office into disrepute.
  - iv. Conduct which the Governing Board considers to be such as to constitute failure or inability of the person concerned to discharge the functions of his office or to comply with the terms of his appointment.

## **STATUTE 31**

### **DISCIPLINE IN THE COLLEGE**

#### **General Provisions**

1. The President shall be responsible for discipline within the College and in this connection shall act in accordance with rules formulated by the Governing Board.
2. The President may delegate any part of his/her authority in respect of discipline as shall seem to him/her appropriate.
3. The following penalties may be imposed where applicable for breaches of discipline.
  - i. Dismissal
  - ii. Termination
  - iii. Suspension for a stated period without pay
  - iv. Reduction in rank or grade
  - v. Deferment of increment, i.e. Postponement of the date on which the next increment is due, with corresponding postponement in subsequent years.
  - vi. Stoppage of increment i.e. non-payment for a specified period of an increment otherwise due.
  - vii. Forfeiture of pay for a stated period
  - viii. Rustication

- ix. Withholding of certificates for a period not exceeding four years
  - x. Cancellation of certificate
  - xi. Reprimand
  - xii. Withholding of increment
  - xiii. Warning
- a. For the purpose of this Statute, Section 3 (i-xiii) shall be treated as major penalties which shall be imposed only by the President, the Academic Board or the Governing Board as the case may be. The other penalties shall be treated as minor ones which could be imposed by the appropriate authority. Only the Governing Board has the power to dismiss or terminate the appointment of Senior Members.
4. Any person affected by any decision of the President or the person or body to whom he/she has delegated authority shall have the right of appeal as prescribed by the rule.
  5. The Governing Board may, by rules or regulations, make further provisions relating to disciplinary matters of the College.

## **STATUTE 32**

### **FUNCTIONS AND PROCEDURES OF THE DISCIPLINARY COMMITTEE**

1. There shall be a Disciplinary Committee responsible to the Governing Board through the Academic Board to determine cases of disciplinary offences referred to it. Disciplinary offences shall include but not be limited to those listed under Schedule D.
2. The Disciplinary Committee shall be composed as in Schedule C (10). The Disciplinary Committee may recommend any of the following:-
  - i. Issuance of a written warning to the Senior Member concerned.
  - ii. Stoppage or withholding of increment of salary of the Senior Member concerned for a period of not more than one year.
  - iii. Dismissal.
  - iv. Any other appropriate penalty.
3. The recommendations of the Disciplinary Committee shall be communicated to the Academic Board at its next meeting by the President.
4. In all proceedings of the Disciplinary Committee, the Senior Member affected shall be entitled to written notice of the grounds on which the proceedings are being initiated and his/her right of appearance before the Committee for the purpose of explaining and defending his/her conduct.

5. In all proceedings of the Disciplinary Committee, the Senior Member concerned shall be entitled to call witnesses on his/her behalf and the Disciplinary Committee shall similarly be entitled to call and to hear witnesses.
6. A Senior Member appearing before the Disciplinary Committee shall, if he/she so wishes, be represented by Counsel provided he/she notifies the Committee in writing at least two days before the first sitting of the Committee. If the request is made for the first time during a sitting of the Committee, proceedings for that day shall be adjourned.
7. A Senior Member adversely affected by any decision of the Disciplinary Committee shall be entitled, within fourteen days of the receipt of the Committee's decision, to appeal to the Governing Board against such decision. While such appeal is pending, the Committee may, if it deems such action appropriate, suspend the member from all College duties or functions, but his/her salary and other perquisites shall not be altered until the appeal is determined.
8. When a Senior Member has been charged with a disciplinary offence which in the opinion of the President is serious or prejudicial to the proper discharge of the duties of the Senior Member concerned, the President as the Chief Disciplinary Officer of the College may in pursuance of his power under Statute 31 suspend him/her from his/her duties and all other functions in the College pending the determination of his/her case by the Disciplinary Committee, but his/her salary shall not be altered until the matter is determined by the Disciplinary Committee. If an appeal follows however, then suspension of salary and related matters shall be determined by the Committee. The President shall report the circumstances leading to such action to the Academic Board and the Governing Board at their subsequent meetings.

### **STATUTE 33**

#### **VACATION OF POST**

A Senior Member who absents himself/herself from duty for a period of more than fifteen working days without reasonable cause or explanation shall be deemed to have vacated his/her post and his/her appointment may forthwith be terminated.

### **STATUTE 34**

#### **DISCIPLINE OF STAFF OTHER THAN SENIOR MEMBERS**

- (1) Any member of staff of the College being a Senior or Junior staff as defined in Statute (1) above may be removed from office for good cause by the President, provided that:
  - i. The President shall be advised by, or shall consult with, the relevant Programme Coordinator concerned to provide for the discipline of staff other than Senior Members.
  - ii. The person concerned has been notified in writing of the grounds on which consideration is being given for the termination of his/her appointment.

- iii. The person concerned has been given a reasonable opportunity to defend himself/herself before a Disciplinary Committee constituted by the President.

### **STATUTE 35**

#### **DISCIPLINE OF JUNIOR MEMBERS**

1. Any individual or collective action which threatens to disrupt or disrupts the academic and/or normal life on campus or which brings the College into disrepute shall be a major offence subject to instant dismissal.
2. It shall be the responsibility of the President in consultation with the relevant Programme Coordinator/Head of Department subject to the Statutes and regulations, to provide for the discipline of Junior Members of College.
3. Where a breach might result in dismissal, the person concerned must be notified in writing of the grounds on which disciplinary action is being taken against him/her and must be given a reasonable opportunity to defend himself/herself before the Disciplinary Committee.

### **STATUTE 36**

#### **APPOINTMENTS BY THE PRESIDENT**

1. The President shall be the appointing authority of all employees of the University other than Senior Members.
2. The procedure for such appointment shall be as specified in Schedule B to these Statutes.
3. Notwithstanding anything in the foregoing paragraph, the President may delegate to the Registrar or to any other officer of the College or any Appointments Committee the power to make appointments.
4. The conditions of service of the employees of the College referred to in the first paragraph of this Statute shall be determined by the Unified Conditions of Service and any collective agreement in force.

### **STATUTE 37**

#### **STUDENTS' WELFARE OFFICER**

1. Each Programme/Department shall have a Students' Welfare Officer appointed by the President in consultation with the Programme Coordinator/Head of Department.
2. The Students' Welfare Officer shall have responsibility for the welfare of students enrolled on the Programme/Department in relation to academic and social matters. He/she shall be a qualified counsellor exercise this responsibility under the direction of the Programme Coordinator/Head of Department.

3. The Students' Welfare Officers shall liaise with the Programme Coordinator/Head of Department and the Student Representatives in all matters affecting the welfare of students.

### **STATUTE 38**

#### **STUDENT ADMISSIONS**

1. Each Programme/Department shall have an Admission Committee. The Admissions Committee shall have the Programme Coordinator/Head of Department as the Chairperson.
2. The Committee shall also have two of the most Senior Lecturers/Professors on the Programme as members as well as the Department Secretary.
3. Prospective students into the Programme/Department shall apply to the Registrar of the College and will be interviewed by the Admissions Committee with the Registrar or his/her representative in attendance.

### **STATUTE 39**

#### **MATRICULATION**

No one shall be matriculated into the College unless he/she has fulfilled conditions prescribed by the Academic Board and has been admitted to the College.

### **STATUTE 40**

#### **STUDENTS' REPRESENTATIVES**

A Students Representative shall be elected by the students for each of the two Campuses i.e. Accra and Kumasi Campus. The position of the national executives shall be held on rotational basis between the two campuses for a two (2) year period.

The Student Representatives shall be the official organ of the Junior Members of the College and shall be responsible for: -

- i. Promoting the general welfare and interests of students, coordinating the social, cultural, intellectual and recreational activities of the students in the College.
- ii. The presentation of the views of students of the College to the appropriate body or bodies depending on the nature of the issue at stake.
- iii. Establishing links and maintaining cordial relationships with students of other universities, educational and voluntary institutions within and outside Ghana.
- iv. The nomination of student representatives to serve on appropriate College Bodies and Committees. Any student of the College shall be eligible to serve on any such Committees.



- v. Promoting cordial relationships among all sections of the College community and maintaining good relationships with past students of the College; and
- vi. Publishing a record of student activities.

## **STATUTE 41**

### **OFFICIAL ORGANS OF COMMUNICATION**

1. There shall be a College Calendar (published annually) and a College Bulletin (published every semester) the announcements in which shall be or shall be deemed to be sufficient official notification to all members of the College.
2. It shall be the responsibility of the Chairpersons of Statutory Committees to furnish the Registrar, for publication in appropriate College organs, a summary of all decisions taken at each meeting on matters of general interest to the College.

## **STATUTE 42**

### **ANNUAL REPORTS**

There shall be an annual report on the College submitted by the President to the Governing Board within six months after the end of each academic year for publication and taking into account reports from the various sections of the College. It shall be the responsibility of Programme Coordinators/Heads of Department and Chairpersons of Statutory Committees to submit reports on the activities of their Programmes/Departments and Committees.

## **STATUTE 43**

### **AMENDMENT TO STATUTES**

1. The Academic Board may recommend to the Governing Board amendments to these Statutes and the Schedules to the Statutes.
2. Any proposals for amendments to the Statutes shall be made at a meeting of the Academic Board provided that:
  - i. The quorum for the transaction of any business to amend the Statutes shall be two-thirds of the total number of members.
  - ii. A majority of the members present vote in the affirmative; and
  - iii. Prior to the date of the meeting each member is given fourteen clear days notice setting out the specific subject matter of the proposed amendments and the particular feature of the Statute to which they relate. The notice shall be included in the agenda.

- iv. Any draft amendment of the Statutes by the Academic Board shall be circulated to the members of the College Board at least fourteen days before the date of the meeting at which the Statute(s) is to be considered.
- v. The Governing Board shall on the appointed date or any other date consider the draft Statute(s) and may approve the draft provisionally either with or without the amendment of which written notice has been circulated to the members at least three days before the date of the meeting.
- vi. The Statute, as provisionally approved, shall be circulated to the members of the Governing Board, and where in the opinion of the Board it affects academic matters, to the Academic Board as well, at least seven days, before the meeting at which it is intended to confirm the Statutes.
- vii. Within a period of not less than one month and not more than six months from the date of the meeting at which the Statute was provisionally approved, the Governing Board shall hold a meeting and confirm the Statute without any further amendment.

**STATUTE 44**

**INTERPRETATION OF STATUTES**

These Statutes shall be interpreted in such manner as not to conflict with the existing laws of Ghana.

**STATUTE 45**

**COMMENCEMENT**

These Statutes shall come into force on.....

.....  
 Chairperson of College Governing Board  
 (Prof. Jophus Anamuah-Mensah)

.....  
 College President  
 (Prof. Mark Appiah)

.....  
 Assistant Registrar  
 (Mr. Daishonin Baah-Koranteng)

## SCHEDULE A

### VOTING PROCEDURE

Subject to the statutes, elections or voting on issues at the College shall proceed as follows:

1. The election/voting shall be by secret ballot
2. The Secretary shall be the Returning Officer
3. All Members qualified to vote may do so by proxy and shall, not later than Twenty-Four (24) hours prior to the election, communicate in writing the names of their proxies to the Secretary.
4. Every voter shall cast their vote by indicating or marking on the ballot paper the name of the candidate of their choice or their preference in relation to the issues at stake.
5. A ballot paper shall be invalid on which:
  - a. No name or none of the issues is indicated or marked; or
  - b. More than one name or issue is indicated or marked.
6. At the end of the voting:
  - a. The Returning Officer shall arrange the ballot papers (other than the valid ones), in accordance with the votes recorded for each candidate or issue at stake.
  - b. The Returning Officer shall then credit each candidate or issue at stake with the total number of votes received in favour thereof.
7. The candidate or issue at stake that receives the highest number of votes shall be declared the winner.
8. In the event of the first two (2) candidates obtaining an equal number of votes in an election, a second ballot or a third ballot shall be held as may be necessary.
9. In the event of the third ballot failing to produce a clear winner, the Returning Officer shall nullify the election and make a report thereof to the President.
10. The Returning Officer shall then call for fresh nominations for another election within two (2) weeks.

## **SCHEDULE B**

### **STATUTORY COMMITTEES OF THE GOVERNING BOARD**

#### **1. Finance and Development Committee**

Membership:            Chairman of the Board/To be appointed by the Board  
                                College President  
                                College Vice-President  
                                One person appointed by the Board from among those Members  
                                who are not in the employment of the College;  
                                One other member of the Academic Board elected by that Body

In Attendance Registrar – Secretary  
                                Finance Officer  
                                Internal Auditor

Quorum:                 Three including either the Chairman of the Board or the College  
                                President

#### **2. Appointments and Promotions Committee**

- (1) There shall be one Appointments and Promotions Committee for all categories of Senior Members.
- (2) The Appointments and Promotions Committee for Senior Members shall consist of the following:
  - (a) College President (Chairperson)
  - (c) The Vice-President
  - (d) Representative of the Mentor Institution
  - (e) One Representative of Academic Board
  - (f) Dean/Head of where the appointment is being made
- (3) The quorum shall be three including the President or His/her Representative.
- (4) The President shall be present for all appointments or promotions to Associate Professor or Professor and equivalent grades.
- (5) The Board shall review applications received in the light of the following:
  - (a) Applicant's formal qualifications;
  - (b) Applicant's experiences;
  - (c) Applicant's age;
  - (d) Status of contract (short-term, long-term, post retirement, etc.)
  - (e) Recommendations of the Department/Programme;

(f) Reports of External Assessors in the case of promotion.

- (6) Appointments or promotions shall be made to a named Programme or Department in a named discipline or profession and in the broad subject area rather than to sub areas of specialization.
- (7) Proceedings of the Committee shall be kept in the form of minutes on general policy matters, and minutes of individual appointments.
- (8) All minutes of the Committee shall be provided to all members of the Committee.
- (9) Recommendations on matters of general policy shall be made to the Academic Board for consideration.
- (10) Minutes of individual appointments shall be circulated to Programme Coordinators or Heads of Department and Deans.
- (11) Minutes covering all proceedings of the Committee shall be deposited with the Registrar.
- (12) The Registrar shall communicate the decision of the Committee to the applicant within two weeks, and in the case of appointments requiring prior approval by the Governing Board, within two weeks after such approval.
- (13) Except as provided for in sub-regulations (10) and (12) of this regulation all documents in the appointments and promotions process and all discussions at the Committee shall be secret and confidential.
- (14) The Appointments and Promotions Committee shall constitute any Sub-Committee as it deems fit.

### 3. Entity Tender Committee

Membership: College President  
College Vice-President  
Registrar  
Finance Officer  
Internal Auditor  
A Lawyer  
Procurement Officer - Secretary

Quorum: Three including either the College President or Vice President

## SCHEDULE C

### STATUTORY COMMITTEES OF THE ACADEMIC BOARD

#### 1. Executive Committee

- Membership: College President -Chairman  
Vice-President  
Representative of all Deans of Faculties  
Two Representatives of all Heads of Departments  
Two other Members elected by the Academic Board
- Quorum: Five members shall form a quorum
- Functions: The Functions of the Committee are
- a) To take such actions and make such decisions as may be necessary to implement the general policy established by the Academic Board, and to carry out such other functions as may from time to time be delegated to it by the Academic Board;
  - b) To decide on the strength of all establishments in the university and the need or otherwise for the creation of new posts in consultation with relevant Heads of Departments;
  - c) To receive from the Registrar annually, reports as to whether all Committees of the Academic Board have functioned properly throughout the year, and
  - d) To advise the Academic Board on University Scholarship policy and to award such University Scholarships as may be approved from time to time.

The decisions of meetings of the Executive Committee shall be reported to the Academic Board at its next meeting by the President for its approval.

#### 2. Planning and Resources Mobilization Committee

- Membership: College President - Chairman  
Vice-President  
Director, Centre for Innovation and Entrepreneurship  
Two Representatives of Heads of Departments  
Finance Officer  
Registrar
- Quorum: Five members of the membership including the President or the Vice-President, Finance Officer and Registrar.
- Functions: The functions of the Planning and Resource Committee are:
- a) To advise the academic Board on the future development of the College on matters regarding academic, physical, financial and human resources development;

- b) To advise the Academic Board on appropriate planning models and strategies covering all aspects of the College's activities as stated in section (a) above;
- c) To advise the Academic Board on matters related to the establishment of new departments;
- d) To consider the immediate and long-term academic needs of the College and design appropriate strategies and plans;
- e) To advise on new courses of study for the College taking into consideration, the manpower needs of the nation and the goals set for the College.

### **3. Disciplinary Committee (Senior Members)**

Membership:	College Vice- President – Chairman Two Representatives of Deans Two Representatives of Heads of Departments In attendance: The Registrar.
Quorum:	Three members shall form quorum.
Functions:	As set out in Statute 30.

## SCHEDULE D

### RULES MADE UNDER STATUTE 31 – DISCIPLINE

1. These rules shall be referred to as the Disciplinary Rules and, except as provided, shall apply to all staff and students of the College as the case may be.
2. Any act done without reasonable excuse by a person to whom these Rules apply which amounts to a failure to perform in proper manner a duty imposed on him/her, or which contravenes any regulation, instruction, or directive relating to senior members, staff or junior members of the College or tends to bring the College into disrepute shall constitute a misconduct.
3. Without prejudice to the generality of the rule 2, it is a misconduct for a senior member, senior staff or junior staff of the University;
  - a) To be absent from duty without leave or reasonable excuse;
  - b) To be insubordinate;
  - c) To use without the consent of the appropriate authority, any property or facilities provided for the purpose of the College for a purpose not connected with the work of the College or not within the scope of his responsibilities
  - d) To engage in any activity which is likely to bring the College into disrepute or cause disorder in the College.
  - e) To engage in any gainful occupation outside the College without the consent of the President;
  - f) To reveal confidential information to anyone not entitled to such information
  - g) To verbally or physically assault any member of staff of the College;
  - h) To travel outside the country without written permission of the President during the period when College is in session
4. It shall be a misconduct for a junior member of the College;
  - a) To be absent from lectures and other prescribed assignment without permission or reasonable excuse;
  - b) To be insubordinate;
  - c) To address senior members of the College or other officials of the College in insulting or disrespectful language;
  - d) To indulge in any anti-social activities while in residence or outside the campus which end to bring the College into disrepute;
  - e) To engage in examination malpractice.



5. For breaches of any of the provisions of Rules 2, 3, and 4 any of the following penalties, as appropriate, may be imposed in any disciplinary proceedings:
- a) Dismissal;
  - b) Termination of appointment
  - c) Suspension for a stated period with or without pay;
  - d) Reduction in rank;
  - e) Deferment of increment, that is, postponement of date on which the next increment is due, with corresponding postponement in subsequent year;
  - f) Stoppage of increment, that is non-payment for a specified period of an increment otherwise due;
  - g) Forfeiture of pay for a stated period;
  - h) Rustication;
  - i) Withholding of certificate for a period of time not exceeding three academic years;
  - j) Cancellation of certificate and banishment from writing College examination for a period of three academic years;
  - k) Reprimand;
  - l) Warning

For the purpose of this rule penalties (a) to (j) shall be treated as major penalties and shall be imposed only by the President after due consultation with Governing Board or the Academic Board as the case may be; the other penalties shall be treated as minor ones.

Any person affected by any decision of the President or the person or body to whom he/she has delegated authority shall have the right of appeal as prescribed by Statute 48.

6. Disciplinary proceedings involving the imposition of minor penalties shall be conducted summarily.
7. Where in the opinion of the President a major penalty should be imposed in any disciplinary proceedings, he/she shall appoint officers of the College above the rank of the person who is the subject of the disciplinary proceedings to conduct an enquiry into charges and make appropriate recommendations to him as follows:
- a) In the case of junior staff, the President shall appoint an ad hoc committee on which a representative of the Junior Staff Association shall serve;
  - b) In the case of senior staff, the President shall appoint an ad hoc committee on which a representative of the Senior Staff Association shall serve;
  - c) In the case of a senior member the President shall refer the matter to the Disciplinary Board established under Statute 40 to conduct an enquiry into the charges and make appropriate recommendations to Board.

8. a) In every case where a disciplinary enquiry is to be conducted under Rule 7, the person concerned shall be served with written charges and be given the opportunity to state the grounds on which he proposes to exculpate himself. He shall also be entitled to be accompanied to the inquiry by a friend and to call witnesses on his behalf and to hear witnesses against him.
  - a) If no reply is received within the time specified in the notice, the Disciplinary Board or Committee will proceed against him, in his presence.
9. A person, other than a junior member of the College, adversely affected by any decision of the President shall be entitled to appeal, within fourteen days of notification to him/her of the decision, to the Governing Board whose decision shall be final. In the case of minor penalties any aggrieved person adversely affected by a decision may within fourteen days, appeal to the President.
10. The provision of Rule 7 of this Schedule shall not apply to junior members of the College.
11. All major penalties imposed on junior members shall be subject to ratification by the Academic Board.
12. Any senior member or member of staff of the College who absents himself/herself from duty without leave or reasonable cause shall not be entitled to his/her salary for the period that he/she stays away from duty.

## **SCHEDULE E**

### **STRUCTURE OF FACULTIES AND PROGRAMMES OF THE COLLEGE**

#### **FACULTY OF NATURAL SCIENCES AND ENVIRONMENTAL MANAGEMENT**

- Natural Resources Management Programme
- Agro-processing Technology and Food Bio-Sciences Programme
- Animal Resources Development Programme
- Plant Resources Development Programme
- Soil Resources Management Programme
- Fisheries and Aquaculture Programme
- Sustainable Food Crop Production (Yet to be introduced)

#### **FACULTY OF MATERIALS SCIENCE AND ENGINEERING (TO BE ESTABLISHED)**

- Construction and Geotechnical Engineering Programme
- Transportation Engineering Programme
- Materials Science Programme
- Urban Environment Management Programme

## **SCHEDULE F**

### **COMPOSITION OF CONVOCATION**

Membership of Convocation shall be the following persons holding office in the CSIR College of Science and Technology:

1. The Chancellor (of the mentoring University, who shall, if present, preside over Convocation).
2. The President (who, in the absence of the Chancellor, shall preside over Convocation)
3. The Vice-President
4. Deans, Department Heads/Programme Coordinators, Professors,
5. Registrar, Associate Professors
6. Deputy Registrars, Finance Officer,

7. Senior Lecturers, Senior Assistant Registrar, Senior Assistant Librarian, Lecturers, Assistant Registrars, Accountants
8. Any other persons holding office in the College who are approved for this purpose.

Convocation shall elect its own Chairman.

Quorum: Twenty-five members including the Chairman, the President or the Vice-President.