

**VICTORIA  
UNIVERSITY**

**Kampala • Uganda**

**Governance Manual**

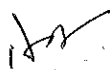
**December 2018**

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## 1.0 INTRODUCTION

This manual seeks to guide the control, governance and administration of Victoria University. The University seeks to produce graduates who are self-driven with critical problem-solving skills.

## 2.0 GOVERNANCE OF THE UNIVERSITY

The governance of the University shall be vested in the:

- (a) Board of Directors
- (b) University Chancellor
- (c) University Council
- (d) University Senate
- (e) University Top Management

### 2.1 Board of Directors

The Board of Directors shall be made of the Directors who are the owners of Victoria University Limited.

### 2.2 University Chancellor

- (a) There shall be a Chancellor who shall be appointed by the Director.
- (b) The Chancellor shall hold office for a period of three years but shall be eligible for re-appointment for one or more terms.

### 2.3 Council

There shall be a University Council as the highest governing body of the University. The terms of reference, compositions, roles, responsibilities, terms of office of the Council and its committees are as stipulated in the Victoria University Council Charter.

### 2.4 Senate

There shall be a Senate as the highest academic organ to deal with all academic affairs of the University. The terms of reference, composition, roles, responsibilities, terms of office of the Senate and its committees are stipulated in Victoria University Senate Handbook.

### 2.5 Top Management Committee

There shall be a Top Management Committee consisting of the following:

- (i) Vice Chancellor who shall be the Chairperson
- (ii) University Secretary who shall be the Secretary
- (iii) Academic Registrar,
- (iv) University Bursar,
- (v) Dean of Students,
- (vi) University Librarian
- (vii) Representative of Faculty Deans
- (viii) And any others as may be deemed necessary by the Council from time to time.

### **3.0 FUNCTIONS OF THE UNIVERSITY ORGANS**

#### **3.1 The Board of Directors**

##### **3.1.1 Roles of the Board**

The Board of Directors shall perform the following roles

- (a) Protect and oversee the Vision, Mission and objectives of the University.
- (b) Raise financial and material support for the University in collaboration with the University Council.
- (c) Promote the University
- (d) Receive reports on the operations and progress of the University from the University Council.
- (e) Cause a visitation of the University as and when the need arises.
- (f) Cause an inspection of the University
- (g) Appoint and remove the Chairperson, Vice Chairperson and appointed members of the University Council in accordance with the Victoria University Council Charter.
- (h) Appoint and remove the Chancellor.

##### **3.1.2. Visitation/inspection of the University**

- a) There shall be University visitation conducted by the Board of Directors as and when the need arises.
- b) The Chairperson Board of Directors may appoint a certified auditor to carry out the Inspection function as stated above.

As an Inspector of the University, the appointed person shall: -

- i. Perform an overall supervisory role over the affairs of the University.
- ii. Where the Board of Directors appoints an Inspector to conduct an Inspection, then the Board shall receive an Inspection report from the Inspector for appropriate action.
- c) The Inspector, or any other persons authorised by the Inspector, shall have access to all facilities and receive assistance including provision of the documentations of the University required for the purposes of the Inspection.

### 3.2. The Chancellor the Chancellor shall:

- a) Be the titular head of the University and as such shall preside at all ceremonial assemblies of the University and, in the name of the University, confer degrees and other academic titles and distinctions of the University.
- b) Also be the visitor and, at any time, shall cause a visitation of the University to be conducted by an eminent person or persons and for the purposes specified in the directive.
- c) Make certain that there is a procedure for the review of the performance of Council every year.
- d) ensure that the Council operates effectively and in accordance with good corporate governance;
- e) Work closely with the Chairperson of University Council and Vice Chancellor to achieve the objectives of the University.
- f) In the absence of the Chancellor, the Vice Chancellor shall perform those functions.

### 3.3 The University Council

The functions of the University Council are stated in the University Council Charter.

### 3.4 The Senate

The functions of Senate are stipulated in the Senate Handbook.

### 3.5 The Top Management Committee

The Committee shall manage the day-to-day operations of the University and its functions shall be to:

- a) Ensure efficient management of the personnel, facilities and finances of the University;
- b) Effectively implement all the decisions and policies of the Council and the Senate;
- c) Initiate plans for the development and sustenance of the University;
- d) Initiate, in consultation with the Senate, the annual plans and budgets for submission to the Council for approval;
- e) Develop strategies for generation of revenue and fundraising to ensure adequate financial support for the University;
- f) Ensure compliance with the rules and regulations governing the conduct and behavior of staff and students of the University as approved by the Council and provided for in the Statutes;
- g) Recommend to Council such policies and strategies that may achieve the objectives of the University;
- h) To promote the good name and image of the University at all times;
- i) Advise the Vice Chancellor on all management related matters.
- j) Undertake any other functions and duties as may be provided for in the Statutes.

#### **4.0 REVIEW OF THE MANUAL**

Any of the following circumstances may lead to a review of this manual:

In the circumstances that any statement in the manual provision is outdated or there is need to introduce new statements arising as a result of the changing University operations, or changes in the referenced policies occur, or there are directives from the regulatory bodies, or any other reason seen crucial to the governance of the University occurs.

**This Policy was approved by the University Council at its 12<sup>th</sup> Meeting Held on 19<sup>th</sup> December 2018.**

**Chairman University Council**

  
**Ag. University Secretary**