

AsanSka College of Design and Technology



STATUTES 2017

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College Motto:DESIGN AND BUILD A NATION

1.0 BACKGROUND

AsanSka College of Design and Technology is a tertiary institution pioneering innovative and progressive programmes in higher education using state of the art facilities, employment ready, recession proof educational programmes and innovative teaching and learning models in a student-centered learning environment to empower learners towards self-reliance. These can be achieved through proper governance of the College and the alignment of all officers (executive or non-executive) of the College to the vision and mission of the institution.

1.1 VISION

The vision of the College is to become an internationally reputable centre for Design education and research.

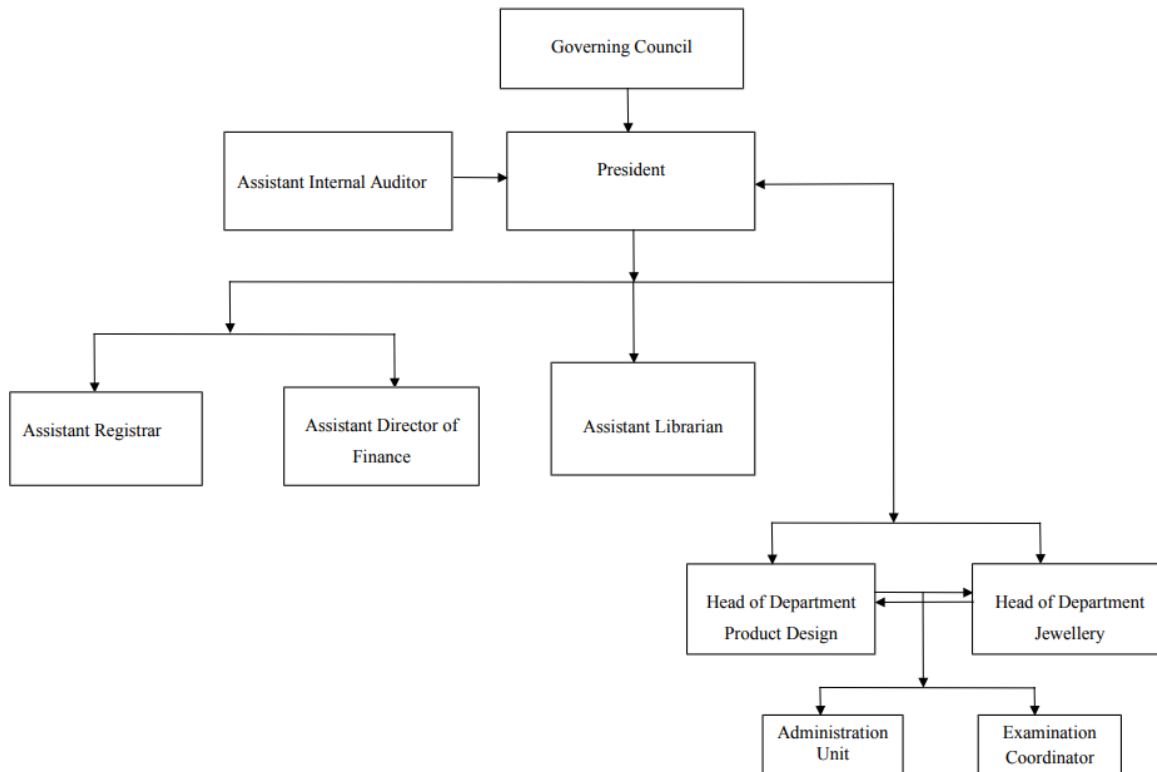
1.2 MISSION

The mission of ACDT is to train both professional and non-professional artisans as well as conduct research and disseminate knowledge and contribute to technical/vocational education policy formulation and development.

1.3 ORGANIZATION CHART

The organizational chart of the College is to enable the realization of its vision and mission. The organizational chart represents all the critical positions and offices of the College and it has been tailored to the needs of the College.

ORGANOGRAM



2.0 INTRODUCTION TO THE STATUTES

The statutes of AsanSka College of Design and Technology represent the constitution of the College and this constitution provides the leadership framework where upon the mission critical activities of the College are to be carried out. It is expected that all college executives and non-executive officers and staff frequently refer to the statutes for guidance into their roles and stewardship responsibilities. It must be understood that the statutes cannot be updated, changed, modified, enhanced without the approval of the governing council (resident college representatives) of the College where only a unanimous vote ratifies any amendment.

2.1.0 STATUTE 1: THE COUNCIL

The governing body of the College shall be a council of 15 members. Its membership shall typically include officers of the College, both lay and academic, co-opted members, elected staff members, and student representatives. The council shall have a lay (external) majority

of about one-third of the total membership. A significant proportion of the lay majority shall be brought on to the Council through a nomination committee process to ensure expertise in areas such as finance, property management, legal matters and human resource management.

2.1.1 CHAIRMAN OF COUNCIL

There shall be a Chairman of the Council (an external member) appointed by the Council in accordance with the provisions of this Statute:

- The Chairman shall take precedence over all other members of the College. He/She shall preside over any ceremony of the College at which he/she is present and may also preside over any other meetings of the College at which he/she is present. He/She shall be furnished with copies of minutes of Council and the Academic Board in addition to other publications of the College.
- The Chairman shall appoint a Visiting Committee to inspect the work of the College at anytime at least once in every five years.
- The Chairman shall make representation to the Council on matters relevant to the aims of the College.
- In the absence of the Chairman of Council from any meeting of Council, Council shall elect from among the academic board appointees one person to preside over the meeting.

2.1.2 MEMBERSHIP OF COUNCIL

1. Dr. Rudith King (Research Fellow, KNUST) - Member
2. Dr. Emmanuel A. Asante (Research Scientist, UK) President
3. Mr. K. Asante-Asare (The CEO and Founder) - Chairman
4. Mrs. Doris Bramson (Educationist) - Member
5. Mr. Emmanuel Ansah (Industrial/Yacht Designer) Member in attendance
6. Dr. Kafui Agyeman (Lecturer, KNUST) - Member
7. Asst. Registrar - Member/Secretary

8. Finance Officer - Member

9. Convocation Representative - Member

2.2.0 DUTIES AND RESPONSIBILITIES OF COUNCIL

Without prejudice to the generality of the powers of Council as provided by these Statutes, their powers and functions shall include the following:

1. Selling, buying, exchanging, leasing and accepting leases of property for the College.
2. Borrowing money on behalf of the College on security of the property of the College.
3. Entering into, carrying out, varying and cancelling contracts generally.
4. Controlling the finances of the College and finally determining any questions on finance arising out of the administration or the execution of its policy or in the execution of any trust.
5. Submitting to the Council an annual report on the activities of the College during that year.
6. Assuming responsibility for all measures necessary or desirable for the conservation or augmentation of the resources of the College and, for this purpose, specifying any matter affecting the income or expenditure of the College in respect of which the consent of council shall be obtained before action is taken or liability incurred.

In furtherance of the above, Council shall:

1. Determine the allocation of all funds at the disposal of the College.
2. Determine annually the expenditure necessary for the development of the College.
3. Prescribe the manner and form in which Units of the College shall submit accounts or estimates of income and expenditure.
4. Have the power to confer the title of Emeritus Professor, Honorary Professor or Honorary Lecturer or other Academic titles on the recommendation of the Academic Board.

2.2.1 MEETINGS OF THE COUNCIL

In addition to the provisions of these statutes, notice of any meeting of council and the business to be transacted shall be given in writing or electronically emailed or sent to each member of Council by the Registrar no later than ten days before the date fixed for the meeting.

1. Notices and documents required for the purpose of meetings, in accordance with the Act and these Statutes, may be given or sent personally, posted or by electronic means. Where a notice or a document is sent by registered post, this act shall be deemed to have been properly effected at the time when such a document would in the ordinary course be delivered.
2. Council may, on the recommendation of the Academic Board, establish offices as it deems fit and appoint officers to occupy them.
3. The duties, remuneration, terms and conditions of service of the appointee to any such office shall be determined by Council.

2.2.2 COMMITTEES OF COUNCIL

The Council shall have the following Committees:

1. Audit (whose membership shall not include members of the Finance and General Purposes Committee or employees of the College.
2. Finance and General Purposes
3. Nominations
4. Physical Development (which shall also be responsible for maintenance of the College estate and gardens)

The Finance and General Purposes Committee shall have sub-committees on investments, procurement and social security. The Physical Development Committee shall have a tender sub-committee; both Committees shall be chaired by lay members.

3.0 STATUTE 2: PRESIDENT

There shall be a President of the College, to be appointed in the manner provided herein. He/she may serve as the academic and administrative head and chief disciplinary officer. By virtue of his/her office, he/she shall be a member of council as provided for by the statute, 11 Convocation and Academic Board. The President shall have the right to attend meetings of all Statutory Committees and bodies of the College.

3.1 DUTIES AND RESPONSIBILITIES OF PRESIDENT

It shall be the duty of the President to advise Council and Academic Board on all matters affecting policy, finance, governance and administration of the College. For this purpose he/she shall have unrestricted rights of attendance and speech at all meetings of the Council and of all College Bodies, whether executive or advisory, charged with the consideration of such matters.

1. The president, subject to the approval of Council, shall have the power to delegate in writing any of the functions assigned him/her by these statutes to Senior Members of the College as he/she shall deem appropriate.
2. The President may appoint all employees of the College except senior members in accordance with procedures and terms laid down by council.
3. The President may resign his/her office by letter addressed to the chairman.
4. 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 six consecutive months, Council shall commence the process for identification and appointment of a new President when approved by Council until a new President who has been verified and validated through a rigorous screening process is appointed.

4.0 STATUTE 3: VICE PRESIDENT (ACADEMIC AFFAIRS)

There shall be a Vice President to be appointed in the manner provided herein. He/she may serve in the absence of the President, as the academic and administrative head and chief

disciplinary officer. By virtue of his/her office, he/she shall be a member of Council as provided for by the Statute, Convocation and Academic Board. The Vice President shall have the right to attend meetings of all Statutory Committees and Bodies of the College.

4.1 DUTIES AND RESPONSIBILITIES OF VICE PRESIDENT (ACADEMIC AFFAIRS)

1. It shall be the duty of the Vice President to advise Council on all matters affecting policy, governance, and administration of the College. For this purpose s/he shall have unrestricted rights of attendance and speech at all meetings of Council and of all College Bodies, whether executive or advisory, charged with the consideration of such matters.
2. The Vice President of Academics, subject to the approval of Council, shall have the power to delegate in writing any of the functions assigned him/her by these statutes to senior Members of the College as he/she shall deem appropriate.
3. The Vice President may resign his/her office by letter addressed to the president and Chairman.
4. Where the post of Vice President becomes vacant through resignation or death, or any cause which incapacitates him/her in the performance of his/her functions and duties for three consecutive months, Council shall commence the process for identification and appointment of a new Vice President. In such an event, the longest serving Dean when approved by Council acts as a Vice until a new Vice President who has been verified and validated through a rigorous screening process is appointed.

5.0 STATUTE 4: DEAN (ACADEMIC AFFAIRS)

There shall be a Dean of Academic Affairs appointed by Council to act as the administrative head of student and academic affairs of the Schools established within the College. The appointment of a Dean shall be done by a Search Committee appointed by Council.

1. A Dean shall hold office for a term of four academic years in the first instance, and shall be eligible for re-appointment.

2. If an appointed Dean is a Head of Department, he/she shall be relieved of his/her headship.
3. The president on the advice of the Academic Board may withdraw the appointment of a Dean for a good cause.
4. The internal organization of the College into Schools, Departments and Units shall be in accordance with the Schedules to these Statutes.

5.1 DUTIES AND RESPONSIBILITIES OF DEAN

The Dean of a School shall be responsible for providing leadership to the Faculty of the School in the exercise of its powers specified in these Statutes.

1. The Dean shall be the Chairperson of the School Board and Head of the School.
2. The Dean is responsible for sustaining the College's and School's academic vision and integrity, for directing its fiscal and operational activities, for overseeing the recruitment and development of faculty and staff, and for accelerating the innovation in curriculum, pedagogy, and programme delivery that will further enhance the eminence and strengthen the performance of the school.
3. The Dean is responsible to bring an entrepreneurial and strategic orientation to the recruitment of students into the school's programmes to ensure that the programmes are sustainable and have the required resources for effective execution.
4. He/She shall, in consultation with the Heads of Department, have the responsibility for the training of students and for the monitoring of lectures in assignment.
5. He/She shall liaise with professional institutions, associations and similar bodies, and organize consultative committees comprising faculty members and experts in the various professional fields within the faculty.
6. He/She shall liaise and cooperate with other schools in the organization of common courses.
7. He/She shall co-ordinate the work of the Departments within the School.
8. He/She shall consult with, and be assisted by the Heads of Department in the execution of his/her duties.

6.0 STATUTE 5: LIBRARIAN

1. There shall be a Librarian appointed by Council, responsible for the general management of a Library and any other libraries within the College.
2. The Librarian shall implement the decisions of the Library Board previously approved by the Academic Board, and shall ensure that the libraries and information and communication materials of the college are managed in accordance with the Rules and Regulations approved by the Academic Board.

7.0 STATUTE 6: COMMITTEES / BOARDS

7.1.0 ACADEMIC BOARD

The Academic Board shall consist of the following:

- The President.
- The Vice –President.
- Heads of Departments.
- Librarian.
- Senior members from the various departments elected thereto by Heads of Departments.

The Registrar shall be Secretary to the Board.

7.1.1 POWERS AND FUNCTIONS OF THE ACADEMIC BOARD

Without prejudice to the generality of the powers of the Academic Board prescribed herein, the powers and functions of the Academic Board shall be to:

1. Formulate and carry out the academic policy of the College and, generally, regulate and approve the programmes of instruction and examinations.
2. Promote research within the College and request every year, reports from schools, departments, and other academic units of the admission of students.

3. Make regulations for the admission of students.
4. Make arrangements for the conduct of examination and determine dates for holding them.
5. Receive reports on the conduct of examinations and comments on them for the year from Faculty Boards, and make observations and recommendations on college examinations.
6. Appoint External Examiners on the recommendations of School Boards and Schools concerned and determine the terms and conditions of the appointment.
7. Terminate the appointment of External Examiners for negligence or other sufficient cause during their terms of office and in the case of death, illness or resignation of an Examiner, appoint a replacement.
8. Make regulations relating to courses of study, degrees and other academic distinctions after receiving reports or proposals from Faculty Boards.
9. Recommend the award of degrees, diplomas, certificates and other academic distinctions to persons who have pursued a programme of study or research approved by the Academic Board and have passed the prescribed examinations or otherwise satisfied the examiners.
10. Make recommendations for the institution, combination, abolition and changes of scope of Departments.
11. Recommend to Council the affiliation of other institutions to the College on such terms and conditions as it deems fit.
12. Determine, subject to any conditions made by its donors which are accepted by Council, and after report from school Boards or Schools concerned, the mode and conditions of competition for fellowships, Scholarships, Exhibitions, Bursaries, Medals and other Prizes, as well as examine for the award of these or delegate to the school Committees set up for that purpose by the Academic Board.
13. Review annually, upon any enquiries which it may deem fit to make, the academic organization and development.

- a) The accomplishment of the effectiveness of the College regarding the relevance of its programmes to the needs of the country.
 - b) Recommendations to Council for institution of schools, departments or other academic sections, for the establishment of additional academic posts for any other new development.
 - c) Report to Council matters arising from such review, and if it so wishes;
14. Regulate all matters relating to content and methods of teaching and of assessment by examination or otherwise, for the award of degrees, diplomas, certificates, and other activities conducted in the College for which payments are made by outside bodies.
 15. Determine and control the terms and conditions of research or other activities conducted in the College for which payments are made by outside bodies.
 16. Make regulations for the discipline of junior members.
 17. Refer proposals on any matter to Convocation for consideration.
 18. Exercise all such powers as are or may be conferred on the Academic Board by any amendment to these statutes.
 19. Regulate the relationships between the College and associated institutions.
 20. Receive written reports from the Sub-Committees of the Academic Board for consideration.

7.1.2 MEETINGS OF THE ACADEMIC BOARD

1. 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 short notice.
2. A special meeting of the Academic Board shall be convened upon a written request by at least one quarter of members of the Academic Board, submitted to the President with a statement of the matters to be discussed. In the event of such a request, the President shall convene a special meeting within seven days of the receipt of the request, specifying in the notice the matters to be considered.

3. The quorum for the transaction of business of the Academic Board shall not be less than half of the total membership of the Board, including the Chairman of Council and the President.

8.0 STATUTE 7: STATUTORY COMMITTEES OF THE ACADEMIC BOARD

Subject to the approval of Council, there shall be such Statutory Committee of the Academic Board as the Board may from time to time determine.

There shall be an Academic curriculum, Quality and Staff development standing committee of the Academic Board with the following responsibilities:

- Approving on behalf of the Academic Board proposals for new courses recommended by the Departments and Schools and considering all matters relating to the College's academic curriculum.
- Developing policy in support of Academic quality assurance Unit, and,
- Establishing a staff development programme for heads of departments and academic members of staff in general in the areas of management and teaching and learning.

The Committee shall have representation from each school (probably, but not necessarily, the Dean) from among the members of the Academic Board plus up to three members of Academic Board for their experience in curriculum matters.

There shall be a Board whose members shall include the following:

- The Ag. Dean shall be the Chairperson.
- Heads/Acting Heads of Departments.
- Professors within the School.
- One other member of each Department elected by the members of the Department.
- One representative from a cognate School in accordance with the Schedules to these Statutes. 17

- Faculty Officer shall be Secretary to the School Board.

The term of office of each elected member of the School Board shall be two years and may be extended by re-election.

- Each School Board shall meet at least once a month during a semester. Emergency meetings of the Board may be called by the Dean at short notice. Special meetings shall be called on the written request of at least half of the members of the Board and submitted to the Dean with a statement to be considered.
- The Dean shall convene a special meeting of the Board within seven days of the receipt of the request.
- In the absence of the Dean, the Dean shall nominate a Head of Department in the School to chair a meeting of the Board.
- The quorum for a meeting of a School Board shall be half of the total membership.

9.0 STATUTE 8: POWERS AND FUNCTIONS OF SCHOOL ACADEMIC BOARD

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

1. Determine all matters relating to teaching and research in the School. Determine, subject to the approval of the Academic Board, the scheme of instruction and the regulations and syllabuses for examinations in the subjects of the School.
2. Determine all matters relating to the progress of students following schemes of instruction, study and research within the School and keep appropriate records of them.
3. Ensure the provision of adequate instruction and facilities for research in the subjects assigned to the Faculty and co-ordinate the teaching and research programmes of the Departments of the School.
4. Conduct examinations.
5. Recommend external Examiners to the Academic Board for appointment.

6. Make recommendations to the Academic Board for the award of Degrees, (other than honorary Degrees), Diplomas, Certificates, Fellowships, studentships, prizes and other academic distinctions within the faculty.
7. Submit proposals to the Academic Board for academic development within the school.
8. Discuss any matter relating to the work of the faculty and express an opinion if so desired, to the Academic Board.
9. Deal with, and if requested, report on any matter referred to it by the Academic Board.
10. Appoint such sub-Committees as it may deem fit in the discharge of its functions.
11. Appoint Examiners of the School Board to constitute the Board of Examiners of the school.
12. There shall be in each School Board whose members shall include the following:
 - Dean of the School, Chairperson: Heads/Acting Heads of Department.
 - One other member of each Department elected by the members of the Department.
 - One representative from a cognate school in accordance with the Schedules to these statutes.
 - Faculty officer shall be secretary to the Faculty Board.
 - The term of office of each elected member of a Faculty Board shall be two years and may be extended by re-election.
 - Each School Board shall meet at least once a month during a semester. Emergency meetings of the board may be called by the Dean at short notice. Special meetings shall be called on the written request of at least half of the members of the Board and submitted to the Dean with a statement to be considered. The Dean shall convene a special meeting of the Board within seven days of the receipt of the request.

- In the absence of the Dean, the Dean shall nominate a Head of Department in the school to chair a meeting of the Board.
- The quorum for a meeting of a School Board shall be half of the total membership.

10.0 STATUTE 9: HEADS OF DEPARTMENT

Each Department shall have an appointed Head of Department. Such appointment shall be made by the President on the recommendation of the Dean who shall consult the members of the department.

1. It shall be the responsibility of the Head of Department, with the approval of the Faculty Board, to organize teaching programmes, maintain acceptable standards of teaching, and ensure that facilities are available for teaching and research in the department.
2. He/she shall have responsibility for development of syllabuses and courses as well as promotion of research in the Department and be responsible for recommendations.
3. He/She shall have direct responsibility for departmental administration, recommendations for the appointment and promotion of staff, and subject to these statutes, for maintenance of discipline.
4. He/she shall liaise with other departments, professional institutions, associations and similar bodies on matters affecting the Department.
5. He/she shall consult with the Dean in all matters affecting the department.

11.0 STATUTE 10: DEPARTMENTAL BOARDS

1. Each Department shall have a Departmental Board comprising all senior members.
2. It shall convene monthly meetings during the semester to consider general organization and regulations of courses and research.
3. Make course teaching assignments.

4. Moderate examination questions in the various courses in the department.
5. Collate examination results of the department.
6. It shall co-operate with the School Board in all matters affecting the department and School.
7. The quorum for the transaction of any business of the Departmental Board shall not be less than half of the total number of members.

12.0 STATUTE 11: CONVOCATION

1. There shall be Convocation of the College.
2. A register containing the names of all persons who are members of Convocation shall be kept by the Registrar of the College who shall give prescriptive evidence that a person whose name appears in it is a member of Convocation, and is entitled to vote at Convocation.
3. Convocation shall meet in regular sessions at least once a semester and at such times as the Moderator shall determine. At the meeting of the Second Semester, Convocation shall receive a report from the President on the state of the College and plans for its future.
4. Upon a request in writing of not less than twenty members of convocation stating the purpose for which the meeting is to be called, the Moderator shall, within seven days, summon an extraordinary meeting of Convocation, and the notice summoning the meeting shall specify the business to be considered.
5. Copies of the President's report to Convocation shall be deposited in the College Library, in the offices of Deans, school Directors, and in the Office of the Registrar for reference.
6. Convocation shall:
 - Appoint scrutinizers for any statutory election.

- Express its opinion on any matters affecting the College and petition the Council and/or the Academic Board to reconsider any matter that in its opinion affects the welfare of the College.
- Receive an Annual Report from the President on the state of the College in writing.
- Decisions of Convocation shall be arrived at normally by consensus. Where it becomes necessary for Convocation to vote on any issue, voting shall be by secret ballot.

13.0 STATUTE 12: MATRICULATION

1. A person enrolling in the College for the first time shall be matriculated.
2. A person shall not matriculate into the College unless he/she has fulfilled the conditions prescribed by the Academic Board and has been accepted for admission.
3. The Academic Board shall determine the manner of matriculation into the College.

14.0 STATUTE 13: CONGREGATION

a. There shall be a Congregation of the College which shall be composed of the following:

- The Chairman.
- Members of Council.
- Registrar.
- Members of Convocation.
- All graduands of the College.

b. The Congregation of the College shall be for the purpose of receiving reports, witnessing the ceremony for awarding degrees, diplomas, certificates of the College, meritorious awards and for any other purposes determined by the Chairman.

c. A Congregation for the conferment of regular degrees shall be presided over by the Chairman, and shall be convened at least once every year at the time and place determined by the Chairman in consultation with the President and the Council.

d. The procedure for the presentation of graduands and for the conferment of degrees and any other matters relating to the Congregation shall be determined by the Academic Board.

15.0 STATUTE 14: TERMS OF APPOINTMENT OF FACULTY (SENIOR MEMBERS)

1. A Senior member shall conform to such rules and regulations as have been or shall be given and adopted by the Academic Board and approved by Council or the Faculty Board as the case may be, as to his/her duties, the number of courses and lectures to be delivered and the time at which such courses shall begin and over which period they shall extend.
2. A Senior Member shall give to the work of the Department to which he/she is attached and to its extension and development as well as to the general interests of the College such time and labour as shall be considered sufficient by the President or the Head of Department.
3. A Senior Member shall not undertake or continue other work or occupation of any kind which may in the opinion of the President or the Head of Department interfere with the proper performance of his/her duties or is detrimental to the interest of the College.
4. The emoluments on which any Senior Member is appointed include the remuneration and payments for all service and duties performed or rendered within or on behalf of the College by him/her. However, any additional remuneration may be determined and approved by Council from time to time.
5. A Senior Member wishing to have his/her appointment renewed shall notify the Registrar in writing at least six months before the expiration of his/her contract.
6. Private work and consultancy services may be undertaken provided that prior approval has been obtained and preferably the programmes are integrated into the research and teaching programmes of the various faculties and regulated and controlled to ensure that there is no conflict between the private interests of a Senior Member and his/her official duties.
7. Where abuse of this facility is proved, appropriate disciplinary action including possible withdrawal of the facility shall be taken by the President. When the services referred to in clause (6) above are undertaken by individuals or groups, the College

shall determine and levy a percentage of the total earnings with the approval of Council.

16.0 STATUTE 15: RESIGNATION, RETIREMENT AND TERMINATION OF APPOINTMENT (SENIOR MEMBERS)

1. Except as may otherwise be provided by Council, a Senior Member may resign his/her appointment and thereby terminate his/her engagement with the College on giving notice in writing under his/her signature to the President, at least six calendar months prior to the effective date of his/her resignation.
2. Except as may otherwise be provided in special cases by Council, a Senior Member appointed to a full-time position in the College 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.
3. Council may terminate the appointment of any Senior Member of the College by giving six months' notice of termination of appointment. The person shall have the right to appeal within one month of notice. In lieu of this, the Senior member shall forfeit six (6) months' salary.
4. Where a person appeals against a notice of termination of his/her appointment, Council shall consider the appeal at least two months before the date on which the termination is due to take effect, and Council's decision shall be final.

17.0 STATUTE 16: VICE PRESIDENT ADMINISTRATIVE SERVICES

There shall be an Executive Administrator of the College appointed by the Council. He/she shall act as adviser to the President.

1. The Administrator shall be responsible for providing secretarial services for all Boards and Committees of Council and the Academic board and its Sub-committees. He/she shall be a non-voting member of the Academic Board.

2. The registrar shall be responsible for the custody of the College Seal and for affixing it to documents in accordance with the directions of Council or Academic Board in the exercise of their respective powers under the Act and under these Statutes.
3. The administrator under the direction of the President shall be responsible for arranging all public relation activities of the College.
4. The administrator shall be responsible for the College management system.
5. The administrator shall be responsible for ensuring the health of all physical infrastructures of the College, student governance and enforcement of honour code regulations, and human resource management issues.
6. The administrator shall be responsible for the general beautification of college grounds and estate management.

18.0 STATUTE 17: STUDENT REPRESENTATIVE COUNCIL

There shall be a Student Representative Council (SRC) elected by and representing the students. The membership of the SRC is set in these Statutes. The SRC shall be the official organ of the students of the College and shall be responsible for the following:

- Promoting the general welfare and interests of students, co-coordinating the social, cultural, intellectual and recreational activities of students.
- Presenting the views of the students to the appropriate body or bodies depending upon the nature of the matter. The SRC shall have the right to appeal to the Academic Board and ultimately to Council whose decision shall be final.
- Establishing links and maintaining cordial relationships with students of other Colleges, educational and voluntary institutions within and outside the country.
- Nominating student representatives to serve on appropriate College bodies and Committees and probing or managing the affairs of the Committees.
- Promoting cordial relationship among all sections of the College community and maintaining good relationship with past students of the College and publishing a record of student activities.

- The executive membership of the SRC shall consist of the President, Secretary, Treasurer, general Secretary of the Sports Union, and Hall Representatives.
- Quorum for meeting of the council shall not be less than half of the membership.

19.0 STATUTE 18: REGULATIONS

- The Academic Board and Convocation respectively may make regulations for their own procedures and for exercising of their respective powers under these Statutes, subject to the approval of Council.
- The Academic Board or Convocation shall not make or ratify any regulations, alter, revoke or add to the regulations on a temporary basis except at an ordinary meeting of the Board or Convocation and provided that notice of the proposed regulations has been given on the agenda of such meeting.
- Each Committee and each School Board may from time to time, subject in each case to review by the Academic Board as the case may be, make regulations for its own procedures and for the exercise of the powers by these Statutes assigned to it or delegated to it by or under any regulation of the Academic Board.
- The Council, Academic Board and Convocation respectively shall, in approving, ratifying, making, altering or revoking regulations, observe the following:
 - No regulation shall supersede or take precedence over these Statutes currently in force.
 - No person shall be awarded a degree, diploma or a certificate without an appropriate examination or other assessment as laid down in the prescribed regulations.
- If any doubt arises as to the validity of any regulation made by the Academic board, Convocation, Committee or Board, the matter shall be referred to Council for consideration, and the decision thereon shall be final.

20.0 STATUTE 19: EXAMINATION

The Academic Board shall prescribe the College's entry requirements and the regulations governing examinations for degrees, diplomas and certificates.

- The Academic Board may approve the examinations for any degree, diploma certificate or part thereof and for other purposes, courses of instruction and syllabuses submitted by any faculty or Departmental board.
- The Board of Examiners for all prescribed examinations shall be approved by the academic Board, upon recommendation of the respective School Boards.
- The Dean shall be Chairperson of the Board of Examiners of each school.
- Faculty members shall be given the full responsibility of assessing and assigning grades for the courses they teach.

21.0 STATUTE 20: GENERAL PROCEDURE FOR PROMOTION

The College shall have a Staff promotion and remuneration policy. The Human Resource personnel in collaboration with the Dean and Department Heads shall identify those persons within the College worthy for promotion and recognition. The HR personnel shall present the names of such persons to the academic board for validation. In case such persons occupy managerial and administrative roles in the College, these names are presented to Council for consideration for promotions, recognitions, etc and shall be reviewed annually. The review process shall include:

- Student survey.
- Staff personal performance appraisal.
- Face to face interview with Department Chair.
- Face to face interview with Dean of School.
- Face to face interview with Council.

The following general procedure for promotion shall apply in all cases:

Any member of staff who wishes to be considered for promotion shall complete appropriate application forms and submit same to his/her Dean/Head of /Department/Section/Unit.

On receipt of the application, the Head of Section shall forward same to HR together with his/her written assessment of the candidate.

The Human Resource manager shall submit all applications for promotion to the Administration Appointments and Promotions Committee. The Administration Appointments and Promotions Committee shall forward to the College's Appointments Promotions Board the following:

- The completed application forms of every candidate, including the candidate's own assessment.
- The completed survey of student assessment.
- The written assessment by the candidate's Head of Section/Unit/Department and the Registrar/Committee Chairman where applicable.
- A comprehensive assessment of the candidate's suitability for promotion by the Administration Appointments and Promotions Committee.
- Evaluation of Attainment and performance for Promotion assessment shall be made by the Head of Section who shall assess the candidate, in the following assessable areas:

21.1.1 Dean and Department Heads:

- The Dean shall have raised grants for the school he/she presides over to sustain and grow the programme.
- The Dean must have brought the school he/she presides over out of obscurity through relevant programmes, projects and research papers.
- The Dean should have at least 95% of students enrolled in the programmes he/she presides over employed or self employed within 1 year after graduation.
- The Dean should have directly contributed to increasing the population of the school he/she presides over by at least 25% yearly.

21.1.2 Teaching Staff (Lecturers)

- The teaching staff must have brought the school he/she presides over out of obscurity through relevant programmes, student project and student research papers.
- The teaching staff should have more than 70% of his/her learners having patented novel ideas during their entire coursework.
- The teaching staff should have at least 95% of students enrolled in the programmes he/she presides over employed or self employed within 1 year after graduation. The College Appointments and Promotions Committee shall consider the evidence submitted by:
 - The candidate.
 - The Registrar/ Head of Department/ Section.
 - The Administration Appointment and Promotions Committee and,
 - External Assessors where applicable.

The following individuals shall appraise the staff separately before the candidate is presented before Council. The following voting weights are allocated to the members of the College Appointments and Promotions Committee:

- Student survey : 50% of the weight.
- Staff personal performance appraisal: 10%.
- Face to face interview with Department Chair showing evidence for merit: 10%.
- Face to face interview with Dean of School showing evidence for merit : 10%.
- Face to face interview with Council showing evidence for merit : 20%.

A percent score showing 95% and above shall demonstrate substantive evidence worthy of merit.

It must be understood that promotions, recognitions, etc within the College are merit based. The following requirements must be met before any privileges are awarded. These governing metrics provide all employees an equal chance to be rewarded for innovation,

creativity and their ability to leave a legacy in the life of students and bring the College out of obscurity.

22.0 STATUTE 21: RENEWAL OF CONTRACT

- A member of staff whose contract is coming to an end shall be notified in writing by the Registrar through the Head of Department a year in advance to provide updated curriculum vitae to his Dean/Registrar through the Head of Department/Section.
- Appropriate information from the member of staff and comments by the Head of Department shall be reviewed by the Faculty/Administrative Appointments Committee which may or may not recommend renewal, indicating duration in case of renewal to the College's Central Appointments and promotions Board.

23.0 STATUTE 22: DIRECTOR, INFORMATION SYSTEMS

For appointment to the above post, candidates must have a second degree or higher in a computer related field.

- At least twelve years relevant postgraduate experience in computer systems operation/ application, development / and training in system analysis / design methodology.
- Knowledge and ability to develop systems, capability to conduct feasibility study into potential IT application areas and produce feasibility report.
- Ability to evaluate hardware and software and make recommendation.
- Knowledge of at least four programming languages (including C/C++, Visual Basics or Pascal) and the ability to carry out maintenance and enhancement of existing systems, review and revisit procedures and standards.
- Handled and completed various projects of considerable magnitude and value from system analysis/design stage through programming to implementation stage.
- A working knowledge of databases (e.g. Oracle relational database) and non-procedural language (e.g. SQL).

- Knowledge of the following Operating System environments: DOS, WINDOWS, UNIX/LINUX.
- Demonstrated knowledge and experience in current technological trends (network, routing, web, security, integration of computer and communications user productivity issues).
- Knowledge of scripting language (e.g. command language Dos, and sh, csh, perl, cgi, sed and awk and tel/tel/teck, in Unix/Linux environment. Knowledge in others like yacc and lex is desirable.
- Experience in design and operation of computer networks and in systems and networks administration (in a distributed environment).
- Administrative experience with proven supervisory ability.
- Ability to provide and arrange for required technical support and assistance to staff of the Centre and users, and arrange with suppliers for proper repairs and maintenance.
- Knowledge in learning management systems, computerized accounting systems and internet and intranet network systems.

24.0 STATUTE 23: EXTERNAL AUDITOR

The council shall appoint External Auditors to audit the accounts of the College.

- The External Auditors appointed shall conduct their business in accordance with the directives of generally accepted Accounting Principles and International Financial Reporting standards.
- He/she shall receive such appropriate remuneration as shall be determined by Council.
- The external auditors shall have right of access to books, accounts and relevant records of the College and shall be entitled to such information and explanation as they deem necessary for the proper discharge of their responsibilities.
- The External Auditors shall submit to Council, once in a year, a report on the accounts.

- The External Auditors may resign their appointments by letter addressed to the Council.

25.0 STATUTE 24: HUMAN RESOURCE STAFF DEVELOPMENT AND BENEFIT POLICY

The College shall have a staff development policy. The Human Resource personnel in collaboration with the Deans and Department Heads shall organize training opportunities for faculty and non-teaching staff. Staff development is a key contributor to the success of individuals and ultimately to the success of the College as a whole. This is important for the College in maintaining and enhancing its national and international reputation in teaching and research and in ensuring good management within the institution. Governing principles for staff development include:

- There shall be a fair or equal access to staff development opportunities for all college staff irrespective of race, religion, political affiliation, gender, etc.
- Training opportunities shall not be used as opportunities for retribution or discrimination among employees.
- All staff must have demonstrated loyalty to the institution through at least 3 years of service at the College after which the following staff development policy shall be executed:

College/Staff Contribution Towards Personal Development	
0-3 year	<ul style="list-style-type: none"> • 100% Staff Personal Professional Development Investment
3-5 ears	<ul style="list-style-type: none"> • Staff Contribution: 75% of Cost • College Contribution: 25%
5-10 years	<ul style="list-style-type: none"> • Staff Contribution: 50% of Cost • College Contribution: 50%
10-15 years	<ul style="list-style-type: none"> • Staff Contribution: 25% of cost • College Contribution: 75%
>15 years	<ul style="list-style-type: none"> • Staff Contribution: 0% of cost • College Contribution: 100%

BENEFITS			
	PhD	MPhil/MSc	BSc
0 - 3 years	<ul style="list-style-type: none"> ☞ Academic Advisor ☞ Local Conferences ☞ National Seminars & Workshops ☞ Research Grants 	<ul style="list-style-type: none"> ☞ Academic Advisor ☞ Local Conferences ☞ National Seminars & Workshops ☞ Research Grants 	<ul style="list-style-type: none"> ☞ Academic Advisor ☞ Local Conferences ☞ National seminars & Workshops ☞ Research Grants
3 - 5 years	<ul style="list-style-type: none"> ☞ Scholarship for Ward in AsanSka ☞ National Conferences & Seminar workshops & Project Grants ☞ Research Grants 	<ul style="list-style-type: none"> ☞ Scholarship for Ward in AsanSka ☞ National Conference ☞ National Seminars & Workshops ☞ Research Grants 	<ul style="list-style-type: none"> ☞ Scholarship for Ward in AsanSka ☞ National Conferences & seminar workshops
5 - 10 years	<ul style="list-style-type: none"> ☞ Scholarship for Ward in AsanSka ☞ International Seminars & Workshops ☞ Research Grants ☞ Protocol 	<ul style="list-style-type: none"> ☞ Scholarship for Ward in AsanSka ☞ National Conferences ☞ Professional development with College Contribution ☞ National Seminars & Workshops ☞ Research Grants ☞ Protocol 	<ul style="list-style-type: none"> ☞ Scholarship for ward in AsanSka ☞ Professional Development with College contribution ☞ National Conferences ☞ National seminars & workshops ☞ Protocol
10 - 15 years	<ul style="list-style-type: none"> ☞ Scholarship for ward AsanSka ☞ International seminars & workshop ☞ Research grants 	<ul style="list-style-type: none"> ☞ Scholarship for ward in AsanSka ☞ International seminars 7 Workshops ☞ Research grants 	<ul style="list-style-type: none"> ☞ International seminars & Workshops ☞ Research grants

26.0 STATUTE 25: BUSINESS ETHICS & CODE OF CONDUCT

ASANSKA COLLEGE OF DESIGN AND TECHNOLOGY (ACDT) has a firm commitment to fair and ethical behaviour and our reputation for sticking to high standards is one of our most valuable assets.

As an employee of ACDT you shall comply with our “Standards of conduct and Business Ethics policy in your interactions with students and employees and your day-to-day work activities. You are expected to avoid any unethical actions both on and off the job – including actions that may appear unethical to others. Our policy requires that you;

- Reject any action involving unlawful or unethical conduct.
- Avoid any arrangement, agreement, investment, employment, relationship, act, or interest that is, or appears to be, contrary to the best interest of ACDT and its employees.
- Protect and maintain the security of confidential, classified and privileged information.
- Provide professional, unprejudiced opinions and judgments and act in line with the best interests of the College and its customers.

Below are the provisions pertaining to the College’s Business Ethics and Code of Conduct that all employees are to read and adhere to.

26.1.1 GUIDING PRINCIPLES

To make sure that you always display ethical behaviour, follow these guiding principles:

1. Treat others with respect and dignity.
2. Maintain a safe workplace.
3. Be honest in your communications, activities and relationships.
4. Maintain confidentiality in all aspects of your work, especially for sensitive information.
5. Respect the intellectual property rights of others and report all inventions and intellectual property developments.

6. Avoid conflicts of interest of any kind.
7. Do not solicit gifts or gratuities or accept anything that others could think obligates you to the giver.
8. Do not make unauthorized business commitments.
9. Comply with all laws, regulations, contractual obligations, policies and professional standards.

26.1.2 EXPECTATIONS AND DISCLOSURE

As an ACDT employee, you are responsible for your own ethical behaviour. You are also responsible for promptly reporting possible violations to your Department Chair. If you do not feel comfortable talking to your Department Chair about it, you may go directly to your Dean or Human Resource Manager. If you have questions about the College's policies or expectations, you should take these to your Department Head. Any questions or needs for clarification about the law or the College's "Standards of Conduct and Business ethics" should be taken up with your Department Chair, or Human Resource Manager. If requested, any report you make will be handled confidentially to the level allowed by applicable requirements and the College's need to investigate the report. No employee will be subject to retaliation because of a report made in good faith to a Department Head, Dean, or the Human Resource Manager.

26.1.3 ACCOUNTABILITY

Accountability goes hand in hand with how we act. In order to accomplish anything of great importance or difficulty, we must have a strong sense of accountability. Accountability is a fair and appropriate consequence (positive or negative) for an outcome. These consequences must reinforce our expectations of ownership and personal responsibility. The roles, responsibilities and authorities each of us has must be strengthened by the clarity that comes from accountability. Accountability is not punishment.

26.1.4 CONFLICT OF INTEREST

Basically, a conflict of interest (COI) exist where duties or loyalty to one party are inconsistent with the self- interests of the employee or the interest of another party. Without any deliberate action on your part, a conflict of interest can arise because of circumstances alone. As an organization, the College is required to manage conflicts of

interest and the potential for the appearance for conflicts of interest. The appearance of a conflict of interest, even if there is not an actual conflict, can be just as damaging as an actual one. The Conflict of Interest Compliance Plan requires employees to disclose their outside activities and relationships that could create conflict of interest. This is how the College manages the conflict of interest process. The College's policy regarding conflicts of Interest protects you and the College from ethical and legal issues that might occur from outside interests. Each situation is different and is evaluated considering many factors including how significant and how realistic the risk is to the College's interest. The key is this; disclosure of outside activities and close family relationships is required in order to correctly evaluate situations.

There are two types of conflicts of interest; personal and organizational.

26.1.5 PERSONAL CONFLICTS OF INTEREST

A personal conflict of interest occurs when an employee's outside financial, business, or personal relationships are inconsistent with the interests of the College and as a result, the employee's independent judgment related to the College's matters might be potentially compromised. There are several areas where personal conflicts of interest can come up:

1. Outside employment, including self-employment.
2. Public service or community outreach leading to time conflicts.
3. Participation in management of outside organizations (such as charitable, professional or personal).
4. Financial and outside business interests.
5. The use of college resources for personal, professional or charitable activities of any kind.
6. Relational interests where close family members own or work for organizations that do business with the College.
7. Professional leaves of absence whether informal or formal to pursue other employment or business opportunities when receiving pay from the College. Some specific examples of personal conflicts of interest are listed below;

(a). An ACDT employee deliberately or inadvertently misses classes and requires students to pay additional fees to receive mentorship and tutoring. Student fees paid is sufficient to exceed all educational needs of students.

(b). The spouse of an ACDT Dean has a financial interest in a company that provides products to College. In this case, the Dean or Department Head may not participate either in writing the product description in a procurement requisition for such products or in a technical evaluation of the spouse's proposals since he/she might stand to gain financially if the subcontract is awarded to a particular company.

(c). A current employee of the College who has responsibility to oversee subcontracts may not explore future employment with one of the subcontractors for which he/she is responsible without proper disclosures and approvals. To do so would create the potential that decisions about the subcontractor's compliance with subcontract terms were influenced by the employee's possible future with the subcontractor rather than by the best interests of his/her employer.

(d). An ACDT employee who has a past, present, or planned financial interest with a firm that is negotiating a cooperative research and development agreement with the College may not participate in the negotiating process because of the possibility that his/her financial interest could influence the discussions.

(e). In general, ACDT may not award a subcontract to one of its own employees since the employee may have, or may appear to have, "inside" information which gives him or her competitive advantage.

26.1.6 OUTSIDE BUSINESS INTERESTS

If you own or are involved in an outside business, you may not conduct or solicit personal business on ACDT property or on College time. The College's customer equipment, materials, resources, and proprietary information cannot be used for any personal business, nor may you, without appropriate College consent, work as an employee, consultant, or member of a Board of Directors for a competitor, supplier, customer, or any other company that has an existing or potential business relationship in ACDT. Such work would probably create at least the appearance of divided loyalty.

1. You may not directly own, trade, or deal in real estate, materials suppliers, equipment, or other property with the intent of selling or renting to the College, its

prime contractors, customers, suppliers, or subcontractors. You may not solicit personal business on the College's premises and school time.

2. You may also have a conflict of interest if your outside activities (which themselves may not amount to conflicts of interest) are so demanding on your time that they interfere with your job performance or if disclosed, would bring unwanted publicity to or about the College.

26.1.6.1 YOUR PARTICIPATION IN OUTSIDE ORGANIZATION

You are encouraged to participate in a philanthropic, national, regional or community organizations provided there is no implied College endorsement or sponsorship. Serving as a trustee, regent, director, or officer of such organizational and educational institutions which involve significant time, financial contributions, or college endorsement, must be pre-authorized on a case-by-case basis.

26.1.6.2 YOUR PERSONAL FINANCIAL INTEREST

1. You should not have financial interest in an actual or potential supplier, competitor, parent/guardian or any other organization that could cause a conflict of interest. If you are considering personal investment in such persons and organizations, ask yourself these questions:
2. What is the nature and extent of the relationship between the College and the other company? If the other company is in more than one line of business, how significant is the part that competes with or supplies AsanSka College?
3. What is the amount of my investment and how does it compare with my salary and other family income, including that from other investments. Could it cause me to take some action as a AsanSka employee to protect or enhance my investment?
4. Given that you are an employee of the College, a financial interest would be improper if the combination of your job, the amount of your investment and the particular company in which you invested could positively or negatively influence your actions as a College employee and compromise your ability to fulfill responsibilities without bias or prejudice.

26.2.0 ORGANIZATIONAL CONFLICT OF INTEREST

1. An organizational conflict of interest happens when there is an inconsistency between the interests of ACDT and another person's or organization's interest resulting in giving ACDT an unfair competitive advantage or impairing ACDT'S impartiality.

2. Some examples of organizational conflict of interest are provided below:

- a. ACDT would have an organizational conflict of interest if it attempted to evaluate its own previous work or the product or services of another entity for which the College has been substantially involved in the development or marketing.
- b. ACDT develops a comprehensive plan for waste minimization, including detailed contract performance and evaluation criteria. ACDT could not then share information about the plan with a teaming subcontractor that might want to bid on that waste minimization project unless that information is also readily available to other prospective bidders.
- c. ACDT may not provide advice and recommendations to any institution in the same technical area or on the same or similar matter.
- d. Perform work for the National Accreditation Board (NAB) or any governing body that would place ACDT in a conflicting role in which its judgment may be biased in relation to its work for the NAB or any governing body or would result in an unfair competitive advantage for ACDT.
- e. Perform concurrent work for NAB or any governing body in the same technical area required to grant licence to another party or competitor.
- f. ACDT uses its resources or influence if any, in performing, consulting, or providing guidance to NAB or any governing body about another applicant's (competitor) licence request.
- g. A conflict of interest exists where duties or loyalty to one party are inconsistent with the self-interests of an employee or the interests of another party. The appearance of a conflict of interest even if there is not an actual conflict, can be just as damaging as an actual conflict of interest.

- h. As an organization, the College is legally required to manage conflicts of interest and the potential for the appearance of conflicts of interest.

26.2.1 Time Keeping Requirements

Part of our public trust includes the prevention of waste, fraud, and abuse. Since labour costs are a major component of our total cost, a commitment to labour recording accuracy helps to ensure the proper use of students' fees and institutional resources.

You are personally responsible for accurately recording absences and time worked. Timesheets should be completed on a daily basis or at the end of each task if working multiple tasks during a day. Submit your timesheet for approval at the end of your last work shift for the week. If you are unavailable to submit your timesheet, you will need to delegate the task to one of the designated timekeepers (Administrative secretary) within your department.

Management reviews and approves timesheets at the end of each workweek, or no later than 8:30 am each Monday morning. Deans should perform a reasonable and appropriate level of due diligence in approving timesheets to ensure that hours indicated accurately represent the work performed.

If a Dean fails to approve timesheets, and they are administratively approved by payroll, that Dean will be required to retroactively approve those timesheets through the "post" review process.

Is the practice of estimating timesheets considered waste, fraud, or abuse? The answer is no; it is a common and accepted practice for the College to collect estimated timesheets in the previously described situations. Also, all employees have an opportunity to correct the estimated time submitted on their timesheets. However, not amending your timesheets when appropriate and practical could be considered an abuse.

There may be times when you combine personal travel with business travel. When combining the two, you must code any personal travel as personal leave on your timesheet. Personal days are not workdays while in travel status. Likewise, per diem is not reimbursable for periods of personal travel that are mixed with business travel.

26.6.2 Use of AsanSka College of Design & Technology's Property and Resources

ACDT'S information and communication systems, including telephones, computers, network, internet connections, copy machines, scanners, electronic messaging systems (e-mail, social media, text messaging) are to be used for official use only.

However, incidental personal use is permissible as long as it does not interfere with the operations of the College, create additional costs, involve "prohibited content" or interfere with employee's duties. It must also be incidental in duration.

Incidental implies a few minutes of usage. Extensive use such as surfing an online auction site, researching which car to buy, or watching a DVD on a College laptop or desktop at the office or at home after hours would not be incidental. Obviously, making personal calls on the College's telephones create additional costs and would not be considered incidental use.

Please note that prohibited activities listed on the following page NEVER fall under the incidental rule. The following activities are prohibited and will NOT be tolerated.

1. Duplicating chain letters or copyrighted information, e.g., photographs from magazines, books, music, and movies.
2. Accessing, viewing, transmitting, downloading, storing, or printing any pornographic and/or sexually explicit material during office hours, even if it is after office hours, even while outside of the College at home or on travel, and even if you are using an independent internet service provider rather than flowing through ACDT servers.
3. Accessing, viewing, transmitting, downloading, storing or printing other inappropriate material such as gambling, hate speech, criminal activities, or illegal drugs.
4. Using the College's telephones, College computers, electronic messaging systems, or internet connection for personal advertisement or gain outside business ventures, to leak confidential or privileged information for personal, political, or religious causes or for outside educational pursuit of a degree.

Note the last bullet point above. Using college computers, phone, internet, or electronic messaging to run a personal business on the side, even if only for a few minutes in duration,

does not qualify as incidental use. You should operate your side business on your personal time using your personal resources. Your customers should not be given your ACDT number or e-mail address, and anyone who contacts you at work should be referred to your personal phone or email account.

If by accident, you access an inappropriate website, you should e-mail your Dean. You should also e-mail the cyber security group (TechSupport@acdt.edu.gh) to get the site blocked.

27.0 ZERO TOLERANCE

As dependency on computer tools, electronic messaging, and the internet increases, it is critical that all employees clearly understand that inappropriate ‘E’ use of these tools will not be allowed. Management wants everyone to understand this. Council has stressed...”if you use a college computer to access pornography, you will get caught and you will be fired. Not going through VPN, doing it on your own time, etc does not matter.

In support of this effort, our Information Management Division conducts surveillance of computer drives throughout ACDT. The software identifies the names of those individuals who access inappropriate internet sites, the names and internet addresses of those sites, the dates and times of the access, and the duration of the connections. Also, keep in mind that e-mail is not private, and even though the sender and recipients have deleted their copies, backup copies may be retrievable after deletion.

Employees shall have no expectation of privacy on ACDT premises. This include all ACDT electronic systems (e.g., computer, e-mail, BlackBerry devices, and pagers) ACDT reserves the right to monitor, record, or conduct authorized investigations on any of the College’s electronic systems and property. Employees likewise have no expectation of privacy related to personallyowned hardware devices (e.g. thumb drives, personal cell phones, and stipend cell phones) that are brought onto ACDT property.

27.1.1 Media use

For the well-being, safety and security of every employee and student, the Dean has assumed the obligation to encourage others in their commitment to comply with the Code of Conduct. “This list includes referral to the student Honour Office for unchaste /immoral conduct, drug/alcohol violations, disobeying the law, disruptive behaviour, etc. In keeping

with the ideals of AsanSka and the spirit of the Code of Conduct, “R, “NC-17”, and “X” rated viewing is not allowed anywhere on campus. In addition, internet access, music, television, or any form of entertainment, including inappropriate or suggestive concerts, movies, and videocassettes, which are vulgar, immoral, inappropriate, suggestive or pornographic in a way-no matter what the rating, violate the spirit of the Code of Conduct and are not acceptable. We want everyone to understand fully that there will be zero tolerance of any violations of the above stated policies. Any person who knowingly and without permission accesses or attempts to access any campus computer, computer system, computer program, or network without prior authorization is committing computer fraud. This offence may result in a, misdemeanor and is punishable by law. Employees found guilty of computer fraud may lose 39 their campus computer access and e-mail privileges, and be subject to disciplinary action, including outright dismissal from the College.

27.1.2 Interactions with members of the opposite sex

Men and women may not visit the apartments of the opposite sex on campus. Members of the opposite sex must comply with the following:

1. There should always be at least three people in a classroom being visited by a member of the opposite sex.
2. Members of the opposite sex are not allowed in the bedroom of anyone at anytime. Additionally, faculty must ensure they are not in the same room, classroom, lecture hall, library, office etc. with any member of the opposite sex alone at any time. Student and faculty learning and mentoring arrangements must be done in the open, not in the offices and at least three students must be present at each session for mentoring. Students at this session must be male and female and the mentor’s sex must be in the majority in any mentoring session.

27.2.0 DISRUPTIVE BEHAVIOUR

Employees involved in behavioural misconduct, abuse of administrative processes, violation of policies or procedures, behaviour, intimidation, threats, violence, or other inappropriate actions whether on campus, in AsanSka housing, in community housing, in public, or in any AsanSka programme or activity, may receive outright dismissal when their misconduct significantly and adversely impacts the College’s ability to perform its mission or disrupts the general environment which the College is striving to achieve. In cases involving an employee with a disability, including mental disabilities, this policy will

operate to make a determination based upon an individual's behaviour rather than upon the individual's status of having a disability; referral for criminal prosecution will be made when warranted.

27.2.1 Harassment, hazing, Intimidation, or Aggressive Behaviour

All forms of harassment (verbal, physical, mental or sexual), hazing, intimidation, exploitation, or aggressive behaviour that threatens or endangers the physical or emotional health and safety of others is in violation of the Code of Conduct. Any such behaviour, including poking, hitting, slapping, punching, kicking, profanity, or abusive language will not be tolerated. Participants in such behaviours are subject to disciplinary action including outright dismissal, as well as positive criminal court action.

27.2.2 Sexual Harassment

Sexual harassment refers to unwelcome conduct of a sexual nature. Sexual harassment may include:

1. Unwelcome sexual advances.
2. Requests for sexual favours.
3. Other verbal, non-verbal, or physical conduct of a sexual nature.

Sexual harassment may also include denying or limiting, on the basis of sex, another person's ability to participate in or receive benefits, services, or opportunities in college programmes. The College's policy against sexual harassment extends not only to employment situations but to academic situations as well. Compliance with the Code of conduct creates a suitable and uplifting environment for learning, where individual characters are formed, where leadership principles can be attained and where personal growth and development can occur. We invite you to be the GUARDIANS and KEEPERS of these standards everywhere you go whether on or off campus so together we can make AsanSka College of Design and Technology a safe and secure environment for everyone. The College has the following procedures to address romantic, sexual, and dating relationships between employees.

Although the College recognize that workplace relationships may exist that do not have a discriminatory employment effect, the College also recognizes that romantic, sexual, or dating relationships are not appropriate between someone in management or Department

Chair capacity and a staff member in that same organization. Consequently, these relationships are prohibited. Both parties who find themselves in such situations are required to contact HR and complete the Consensual Relationship Agreement.

Those employees to whom this policy applies must disclose such personal relationships to HR. To alleviate any concerns or possible conflicts of interest, HR and Senior Management will work with the affected individuals, moving one or both to different sectors within ACDT. If you are in a management or Department Chair capacity, be aware of standards of behaviour for employee relationships. If you are in a personal relationship with a staff member in your organization, contact HR to complete the “Consensual Relationship Agreement”.

These same reporting responsibilities apply to any employee who is involved in a personal relationship with a Department Head or Dean in his or her organization.

Failure to contact HR and disclose the existence of a workplace relationship as required under this policy shall result in disciplinary action up to and including immediate dismissal from employment with the College. These arrangements are necessary to avoid any potential conflict of interest issues or inappropriate workplace relationships.

27.3.1 UNAUTHORIZED PROCUREMENTS

We want to emphasize the importance of following proper procurement practice. Unauthorized procurements are NOT allowed. An unauthorized procurement is a procurement committing funds or other resources to a supplier without going through appropriate authorization. Supply Chain Management is the only College organization authorized to commit the College to purchase goods or service. Unauthorized procurements place the College and its employees at risk. All purchases for this College must follow the procurement process. If you engage in an unauthorized procurement, it is important to understand that you personally, could be liable to the vendor or supplier with whom you have been dealing. You could also face disciplinary action if you initiate an unauthorized procurement.

27.4.1 EXPENDITURE AUTHORITY

All employees in management shall have certain levels of spending authority. Below are the approval limits “Authorizing and Controlling Expenditures”. There is a difference between authorizing the spending of funds and actually committing the funds. Even though all

employees in management have the approval authority to spend money on unforeseen educational expenses, they cannot commit the funds themselves. In other words, employees may authorize the expenditure, but only Supply Chain Management may contact the Supplier(s) and place the order. Again, only Supply Chain Management can commit College funds. Employees fill out purchase requisition to buy goods and services and then Supply Chain 42 management process the requisitions into purchase orders and award the purchase order to the appropriate supplier.

Job Classification	Expenditure approval Authority and Limit/Semester for Unanticipated Educational Expense Only NB: Allocated by central college budget
Council	Up to GH¢ 20,000.00
President	Up to GH¢ 20,000.00
V.P. Academics	Up to GH¢ 5,000
V.P. Administrative Support	Up to GH¢ 3,500
Deans of Schools/ Directors	Up to GH¢ 200

There are several ways to avoid an unauthorized procurement:

1. Be sure to plan your purchase in advance to allow time for it to progress through the ACDT purchasing system properly. Do not wait until the last minute.
2. Be sure to request the purchase of materials and services through Supply Chain Management. Only Supply Chain Management personnel are authorized to initiate the purchase and instruct a vendor to perform work.
3. Be clear to a vendor when getting a price quote or other information that you are NOT placing an order.

There is one exception: emergency material purchases. The only time you can commit College funds without going through Supply Chain Management is in the event of an emergency. An emergency material acquisition has to meet ALL THREE of the following criteria;

1. A delay in the acquisition will result in the immediate or imminent shutdown of a system or facility; AND,
2. The material is essential for preventing safety related event or occurrence; AND,
3. The purchase must be initiated and completed between the hours of 5:00 p.m. and 7:00 a.m. (non-working hours) Monday through Friday or any time on Saturday and Sunday.

28.0 RELATIONSHIP WITH GOVERNMENT PERSONNEL

28.1.1 GRATUITIES

The government has particular restrictive and complex rules concerning the acceptance of meals, entertainment, gifts and other business courtesies by government personnel and officials. Each government agency may interpret the rules differently and what it considers to be nominal value. Gratuities could include meals, transportation, lodging, services, conference fees, etc as well as discounts not available to the general public. Therefore you are prohibited from offering any of these gratuities to government personnel without advance approval of the Council. Such a gesture intended to promote goodwill may have the opposite effect by making the government employee uncomfortable about having to turn down the offer or compromise his judgements.

28.1.2 EMPLOYEE OFFERS AND DISCUSSIONS

Complex rules govern the circumstances when a government employee may discuss potential employment with a College employee. Prior clearance with the College Council must be obtained before engaging in such discussions.

28.1.3 PROPER RECORDS MAINTENANCE AND REPORTING

You make sure that all of your records and reports are as accurate as possible. Inaccurate or dishonest reporting, both inside and outside the ACDT is strictly prohibited and could expose both the College and employees involved to civil and criminal liability and

prosecution. This includes reporting or organising information in a way that is intended to mislead or misinform those who receive it. Knowingly making a false statement to an agency or branch of the government of Ghana can be a violation of the nation's law. Types of reporting include educational qualifications and work history on your employment application, test reports, recording of revenues costs and as built documentation at the jobsite. Accuracy in these reports is essential.

28.1.4 ACCOUNTING STANDARDS AND DOCUMENTATION

We are responsible for maintaining accurate and auditable records of all financial transactions within the established College accounting system. Accounts must be maintained in conformity with general accounting principles so that information is readily available to auditors. Funds or accounts may not be established or maintained for purposes that are not properly accounted for, and receipts and disbursement must be described fully and accurately in AsanSka books and records. No false entries may be made or misleading report issued. Payments may be made only to contracting party or to a valid assignee and only for the actual services rendered or products delivered. No false or fictitious invoices may be paid.

29.0 WORK ENVIRONMENT

The College strives to provide all employees with a healthful, safe, and supportive work environment. This environment must be free from unlawful discrimination and harassment of any kind including sexual or offensive behaviour. The College will not tolerate any conduct in the workplace that creates an intimidating or otherwise hostile or offensive work environment. The College prohibits behaviour that is not conducive to a professional work environment, such as violent behaviour, threats of violence, possession of weapons, or the use, distribution, sale, manufacture, or possession of alcohol, illegal drugs, or other controlled substances (except for medical purposes).

30.0 SCIENTIFIC MISCONDUCT

Quality science is absolutely dependent on objective, honest observations, analyses, and reporting. Scientific misconduct in any form will not be tolerated. Scientific misconduct is defined as fabrication, falsification, or plagiarism in any stage of research process-

proposing, performing, reviewing, or reporting research results. It does not include honest error or differences of opinion. As a College employee, you are expected to conform to all legal, regulatory and contractual requirements related to the conduct of your work.

30.1.1 Academic Honesty

Employees should seek to be completely honest in all their dealings. They should complete and process their own work and be evaluated for that work. They should avoid academic dishonesty and misconduct in all its forms, including but not limited to plagiarism, fabrication, falsification, and cheating.

30.1.2 Plagiarism International

plagiarism is the deliberate act of representing the words, idea, or data of another as one's own without proper attribution to the original author through quotation, reference, or footnote. Inadvertent plagiarism involves the inappropriate, but non-deliberate, use of another's words, ideas, or data without proper attribution. Although not a violation of the code of conduct, it is a form of academic misconduct. Employees who are in doubt as to whether they are providing proper attribution have the responsibility to consult with peers or college Dean for guidance.

Plagiarism may occur with respect to unpublished as well as published material. Examples include;

- Direct plagiarism: the verbatim copying of an original source without acknowledging the source.
- Paraphrased Plagiarism: the paraphrasing of ideas from another without attribution, causing a reader to mistake these ideas for the writer's own.
- Plagiarism Mosaic: the borrowing of words, ideas, or data from an original source and blending this original material with one's own writing, without acknowledging the source.

30.1.3 Insufficient Acknowledgement

The partial or incomplete attribution of words, ideas, or data from an original source.

30.1.4 Fabrication or Falsification

Fabrication or falsification occurs when an employee invents or distorts the origin or content of information used as authority. Examples include:

- citing a source that does not exist.
- citing information from a source that is not included in the source for which credit is given.
- citing a source for a secondary proposition that it does not support.
- citing a bibliography source when it was neither consulted nor cited in the body of the paper.
- intentionally distorting the meaning or applicability of data.
- inventing data or statistical results to support conclusion.

30.1.5 Other Academic Misconduct

Other academic misconduct includes other academically dishonest, deceitful, or inappropriate acts which are intentionally committed. Examples include:

- Inappropriately providing or receiving information or academic work so as to gain unfair advantage over others.
- Planning with another to commit any act of academic dishonesty.
- Attempting to use personal influence to coerce another person into bribery or by any act of offering, giving, receiving, or soliciting anything of value from another in exchange for favours.
- Changing or altering grades or other official educational records.
- Providing to another a test or answers to a test that has not been administered.
- Breaking and entering into a building or office for the purpose of obtaining unauthorized materials.
- Submitting the same work for more than one class without disclosure and approval.
- Giving equal credit on group assignments when equal work was not done.

31.0 CAMPUS LIFE

All approved housing units provide appropriate separation of single male and female students. The College reserves the exclusive right to determine how its policy of separating the sexes should be implemented in each boarding complex.

31.1.1 Drugs and Alcohol

Drug paraphernalia is illegal and should be referred to the police. Alcohol containers are not appropriate and should be removed from rooms. Residents using alcohol or drugs must also be referred to the Student Honour Office. ACDT has zero tolerance for the use of Drugs and Alcohol and employees found to violate this rule will be subject to immediate dismissal and police action when found to possess drugs.

31.1.2 Firearms

Firearms, knives, ammunition, explosives, or any devices capable of inflicting injury or damaging property are prohibited on and off-campus apartments. These devices include but are not limited to martial arts weapons, BB guns, slingshots, pellet guns, paint-ball guns, wrist rockets, swords, hunting knives, & bows. Replicas of firearms or dangerous and destructive weapons are also prohibited. It is recommended that they be left home. Any questions regarding this policy may be directed to the Housing and Student Living Director (Head of Student Life).

31.1.3 Guests

Because overnight guests often cause interruption and inconvenience to others, all such guests should be cleared with the Apartment Manager. No overnight guests of the opposite sex are permitted at any time. Each tenant shall be responsible for any damage, beyond reasonable wear and tear to property or the apartment complex caused by tenant, members of the tenant's family, or guests of the tenant.

31.1.4 Dress & Grooming

The following supplemental information provides general guidelines for employees, staff, faculty and administrators in determining appropriate attire and grooming. Because of the constant change in dress and grooming styles, some trends, fads, or fashions common in

the world may be considered inappropriate. The President's Council reserves the right to determine whether a specific style or fad is inappropriate and thereby unacceptable at ACDT. As professionals, clothing is to be modest in fabric, fit, length, and style. It should also be appropriate for the occasion. Men and women's attires should be reflective of their gender, and excessive or extreme styles should be avoided. For women, wardrobe selection should reflect modesty and femininity. For men, clothing should reflect good taste and masculinity appropriate for a professional.

31.1.4.1 Women's Grooming

- A clean and well-cared for appearance should be maintained at all times
- Clothing is inappropriate when it is sleeveless, strapless, backless, or revealing.
- It should not have slits above the knee or be formfitting.
- Dresses and skirts must be knee-length or longer.

Prescribed campus attire should not be patched, faded, frayed or torn. Employees are required to wear prescribed attire after school hours. Caps or hats should not be worn in buildings. Excessive ear piercings (more than one pair) and all other body piercings are inappropriate. Shoes should be worn in all public campus areas. Flip-flops and other casual footwear are inappropriate on campus.

31.1.4.2 Men's Grooming

- When officially representing the College on and off campus white shirt and tie with a suit must be worn to such official business.
- A clean and well-cared for appearance should be maintained.
- Trousers, slacks, and jeans should not be patched, faded, frayed or torn and must be ankle length.
- Hairstyles should be clean and neat, avoiding extreme styles or colours, and trimmed above the collar leaving the ear uncovered (Professional Look).
- Caps or hats should not be worn in buildings.
- Men are expected to be clean shaven. Earrings and other body piercings are unacceptable.

- Shoes should be worn in all public campus areas. Flip-flops and other casual footwear are inappropriate on campus outside residential buildings.

31.2.0 DRESS STANDARDS FOR STUDENTS AT CAMPUS EVENTS

31.2.1 Activity and Recreational attire

- Dress standards for each event will be specified prior to the event. If no standards are indicated, the minimum standard will be campus attire.
- Modest casual attire may be worn at certain activities and events shorts and other pants ending above the ankle are inappropriate for campus. Shorts are only allowed on playing fields and must be modest in length.
- Travelling across campus to activities in shorts is not appropriate.

31.2.2 Event Attire

- The minimum standard for men will be shirt and tie. Jeans are not acceptable.
- The minimum standard for women will be a dress (or a skirt and blouse or sweater).
- Casual and immodest (form fitting, shorts, skirts above the knee cap, bare backs, sleeveless, etc) dress or clothing will not be permitted.

31.2.3 Semi-formal Dance Attire

Men: A tuxedo is optional, while church attire such as a sports coat or dressy sweater is recommended. A dress shirt and tie, formal half-collar shirt without tie, or turtleneck with a sport coat and dress slacks are acceptable. Dress shoes are required. Athletic shoes, t-shirts, kilts, jeans and grubby attire are not acceptable.

Women: A formal dress is optional (a modest dress with the hemline or slit at or below the knee). Dress shoes are required. Athletic shoes, sleeveless dresses, spaghetti straps, low cut necklines, unlined see-through materials, and open-back dresses below the shoulder blades are not acceptable.

31.2.4 Special - Themed dances

Dress should be consistent with school dress standards at all events. Appropriate dress will be specified in the publicity prior to the dance.

32.0 EMPLOYEE CONCERNS PROGRAMME

The College's Employee Concerns Programme (ECP) is a Human resource programme and is to help employees resolve issues and report concerns. It is a neutral, independent, objective backstop for employees to report concerns without fear of retaliation or retribution. You can report issues and concerns confidentially through the following channels:

- Call the Employee Concerns helpline at : , ----- , ***
- Send e-mail message to: employeeconcerns@acdt.edu.gh.
- Drop a note in the suggestion box.

Retaliation generally consists of any action (including intimidation, threats, coercion, or similar action) taken by an employee against another employee with respect to employment as a result of the employee's disclosure of information, participation in proceedings, or refusal to participate in activities that are protected by the law. It is against the College's policy to retaliate against any employee for reporting issues of concern.

It is each employee's responsibility to do the right thing at all times, and to know who to contact when they have questions, comments, or concerns.

33.0 STANDARD OF CONDUCT & BUSINESS ETHICS COMPLIANCE AND DISCLOSURE

Remember that you are accountable for your own ethical behaviour. You are the most important resource – the process starts with you! Supervisors must be careful in word and conduct to avoid placing, or seeming to place pressure on subordinates that could cause them to deviate from acceptable norms of conduct. In addition, supervisors are responsible to report to HR any disciplinary or corrective action taken in response to violations. Supervisors should seek guidance on issues requiring clarification. Questions regarding

interpretation of law should be directed by the Dean of Student Affairs to the office of the Board of Governors. Employee reports will be handled in confidence to the extent permitted by law and the College's needs to investigate the matter. No employee would be subject to retaliation because of a report made to a supervisor. If the reporting employee is the person in violation, then owning up out of his/her own volition will lead to consideration being given in any resulting disciplinary action.

Anytime the College or its representatives discover information concerning criminal activity or other legal violation(s), the college will disclose that information to law enforcement authorities.

33.1.1 Violation and Disciplinary Actions

Violations of ACDT's Standards of Conduct and Business Ethics may be the grounds for discharge or other disciplinary action, adapted to the circumstances of the particular violation. If a violation is noted the employee will be given an opportunity to explain his/her behaviour but this does not guarantee pardon.

Disciplinary action may be taken not only against individuals who authorized or participated directly in violation of "AsanSka College of Design and Technology's Standards of conduct and Business ethics", but also against:

- Any employee who has failed to report a violation as required by the AsanSka College of Design and Technology's Standards of Conduct and Business ethics" or College policy.
- Any employee who withholds relevant information and material information concerning a violation.
- The violator's supervisors in cases where the violation was a result of inadequate supervision or lack of diligence.
- Any employee who attempts to harm or slander another employee or the College through false or misleading accusations.
- Any supervisor who attempts to retaliate or encourage others to retaliate directly or indirectly against an employee who reports a suspected violation.

- Of course nothing in this booklet is intended to alter the at-will employment relationship between AsanSka College of Design and Technology and its employees.
- Are you aware of any Standards of Conduct issues that needed to be addressed? If you are aware of any circumstances that could be a violation of any ACDT Standards of Conduct and Business Ethics, please provide the details below (your comments will be directly routed to the ACDT Employee Concerns Office (ECO) via e-mail when you click on the submit button). eco@acdt.edu.gh

33.1.2 Being Successful at AsanSka College of Design and Technology

It may interest you to know that within the AsanSka College work environment, there are those who have been with the institution for ---, ---, ---, 7 yrs and so on. You can be successful too and have a great and rewarding career with AsanSka derivatives. The key to the success of these employees include the following:

- **Expectations:** Know your customers (students, parents/guardians, management, supervisors, etc) and know what they expect from you. Know the likes and dislikes and be wise to choose the right course of action.
- **Requirements:** Get to know and understand the day to day non-negotiable activities you must perform to meet the needs of your customers.
- **Constraints:** Be familiar with the constraints imposed by your customers and live and professionally perform your responsibilities within these constraints. These constraints include but not limited to your time, your talents, your personal resources when required etc. 5
- **Assumptions:** Be familiar with the assumptions your customers have already made concerning you. Learning to manage these assumptions while staying true to what you claim you have and can accomplish is necessary to your success. Projecting the image of being someone you are not (an imposter) will ruin your credibility and your career.

As an AsanSka Training executive, we believe you have what it takes to make a difference. Choose the right course of action always and let the consequences follow. And if you do what is right, you have no need to fear and be concerned.

34.0 PERSONAL ACKNOWLEDGEMENT

I acknowledge that I have received a copy of “AsanSka Standards of Conduct and Ethics” document and I have read it and do understand my obligation to comply with the requirements of the College and encourage others in their commitment to live up to the standards established. I also acknowledge that acting contrary to these standards brings upon me the consequences hereto mentioned in this document. My obligation is to live the letter of the law and to do all that lies in my power to uphold, defend, and protect the noble name of AsanSka and the principles by which it stands, by being true and honest in my dealings and performing my responsibilities to my very best potential and contribute to a working environment which is safe and secure for all (students and faculty).

Printed Name Signature.....

Employee Title Date.....

35.0 STATUTE 26: STUDENT HONOUR CODE

All faculty and staff shall enforce student honour code of the College and are to lead by example in their interactions with students. The college honour code provides the normal bedrock for the College and serves as a guide for all students.

The College shall enforce these virtues through its faculty who shall ensure that violations to the code of conduct for students (Honour Code) are prevented. Faculty shall make it their prime responsibility next to teaching to enforce the honour code everywhere, anytime whether on or off campus as it pertains to student conduct. Obeying the honour code makes the College a safe and secure place for all. The following outlines the honour code:

Personal honour is integrity in fulfilling commitments, responsibilities, and promises. Personal honour begins with willing obedience and is fully developed when we consistently govern ourselves by true principles. Personal honour is central to every aspect of our lives, including the AsanSka experience. Personal honour brings us joy and happiness, deepens our desire to love, serve, and lift others, and ultimately helps us to become better people.

35.1.0 HONOUR CODE STATEMENT

As a matter of personal commitment, faculty, staff and students of AsanSka, we seek to demonstrate in daily living on-and-off campus these wholesome virtues and we commit ourselves to:

- Be honest.
- Live a chaste and virtuous life.
- Obey the law and all campus policies.
- Use clean language.
- Respect others.
- Abstain from alcoholic beverages, tobacco, harmful drugs.
- Observe appropriate dress and grooming standards.
- Encourage others in their commitment to comply with the Honour Code.

The Honour Code includes specific policies on each of the following: (1) academic honesty (2) dress code and grooming and (3) other standards.

35.1.1 Good Honour Code Standing

To be in good honour code standing, a student's conduct is consistent with the principles of Personal Honour. Students not in good honour code may be dismissed from AsanSka College of Design and Technology. All students and all employees are required to remain in good honour code standing at all times once admitted to AsanSka, whether they are on or off campus. The Student Honour and Admission Offices may place a hold on a student's admission, registration 53 or student record when they receive reports of misconduct on or off campus. While administration will typically notify the student before placing holds, they reserve the right to place a hold after attempts to notify the student have failed. A letter of compliance from the student to management and student government is required to avert disciplinary action.

35.1.2 Academic Honesty

AsanSka students should seek to be completely honest in all their dealings. They should complete their own work and be evaluated for that work. They should avoid academic dishonesty and misconduct in all its forms, including but not limited to plagiarism, fabrication, falsification and cheating.

35.1.3 Fabrication or Falsification

Fabrication or falsification occurs when a student invents or distorts the origin or content of information used as authority. Examples include:

- Citing a source that does not exist.
- Citing information from a source that is not included in the source for which credit is given.
- Citing a source for a secondary proposition that it does not support.
- Citing a bibliography source when it was neither consulted nor cited in the body of the paper.
- Intentionally distorting the meaning or applicability of data.
- Inventing data or statistical results to support conclusions.

- Recommending to the Student Honour Office that the student be put on probation or dismissed.

If the incident involves violation of a public law, e.g. breaking the COD and entering into an office or cheating in an examination, the act should be reported to College Security.

Both suspected and proven violations of the Academic Honesty Policy should be reported to the Student Honour Office, detailing the name, incident, and action taken. If the occurrence is sufficiently egregious, or if a pattern of dishonesty or misconduct is discovered, the Student Honour Office may take additional action, based upon the nature of the infraction.

If an affected student disagrees with the determination or action and is unable to resolve the matter to the mutual satisfaction of the student and the instructor, he or she may have it reviewed through the College's grievance process.

36.0 ACADEMIC DISCIPLINE CODE

Students are expected to be seated for class at least 15 mins before class. Students who absent themselves from lectures for more than 5 days (40 hours of instructional time) would not be allowed to write the semester's exam and that implies that they would be repeating the class.

Students who absent themselves from a particular course or class on more than 3 occasions would not be allowed to write the final semester exams for such a course. This implies that such a student would reregister for such a course in the following semester in addition to the other courses he/she registers for that semester.

Students who come to class late will be asked by the lecturer/instructor to write a one page essay giving the reasons why their time is more important than everyone else's in the class. This essay will be kept on the student's academic file. This implies a student who has three (3) such essays on his /her file is not disciplined academically and will face the Academic Disciplinary Board to justify why he/she should be allowed to remain in the programme. Instructors are therefore mandated to ask students who attend class late to write such essays. Department Heads are required to place these documents on the students' files.

37.0 Amendments of statutes

- a). The statutes shall be subjected to review after four (4) years
- b). The Academic Board may recommend to Council any amendments of the statutes
- c). Any proposal for the amendment of the statute shall be by the acting board at a special meeting to be convened at the instance of the president or one third (1/3) of the total number on the academic board.
- d). The Quorum for the transaction of any business of the special meeting mentioned above shall be two thirds (2/3) of the total number of members of the board.
- e). No amendments shall be valid unless adopted by an affirmative vote of two thirds (2/3) of the total membership of the board
- f). Prior to the date of the meeting each member shall be given seven (7) clear days of notice clearly setting out the specific subject matter of the proposed amendments and the particular features of the statutes to which they relate.

38.0 SCHEDULE A

STATUTORY COMMITTEES OF COUNCIL

1. Finance Committee

Membership

Chairman of Council – Chairperson

President

Vice-President

Two members of Council not in the employment of the College.

Three members of the Academic Board elected from its membership.

Librarian

In Attendance

Finance Officer

Administrator - Secretary

Internal Auditor

Quorum

Half the membership, including either the Chairman of Council or a member not employed in the College and President or Vice-President.

In the absence of the Chairman, a member not employed shall preside.

2. Appointments and Promotions Board for Senior Members

Membership

President - Chairperson

Vice-President

Three persons of Professorial rank (Snr Lecturers) elected by the Academic Board to represent the departments.

Administrator – Secretary

In Attendance

Dean of the Faculty to which the appointment/promotion is being made.

Head of the Department to which the appointment/promotion is being made.

Head of a cognate Department as defined by the Academic Board.

Co-opted persons from outside the College where necessary.

Quorum

Five members.

Rules and Procedures

i. No business shall be conducted in the absence of the President or Vice-President.

- ii. The President shall be present for appointments or promotions to Associate Professor or Professor and equivalent grades.
- iii. The Board shall review applications received in the light of the following:
- Applicant's formal qualifications, experience and age.
 - Status of contract (short-term, long-term, post-retirement, etc.).
 - Recommendations of the Faculty/Registry.
 - Report(s) of External Assessors.
- iv. Appointment/Promotion shall be made to a named department or departments.
- v. Proceedings of the Appointments and Promotions Board shall be kept in the form of Minutes on general policy matters and Minutes of individual appointments.
- vi. Minutes on general policy matters shall be sent to all Deans, Heads of Department and other members of the Academic Board. vii. Relevant extracts from the Minutes in respect of individual appointments shall be made available only by the President to competent authorities if required.
- viii. All documents in the appointment process and all discussions at the Appointments Board shall be confidential.
- ix. The Administrator shall communicate the decision of the Appointments and Promotions Board to the applicant within four weeks, and in the case of appointments requiring prior approval by the College Council, within two weeks after such approval.
- x. The Appointments and Promotions Board may, on application, review its own decisions affecting appointment/promotion. For this purpose, the full membership of the Appointments and Promotions Board shall be present.
- xi. Appeals shall lie from the Appointments and Promotions Board to the College Council. In considering such appeals, Council may be assisted by an expert appointed by Council.

3. Professional Advisory Committee

- i. The Professional Advisory Committee shall be a technical committee of the College Council and shall consist of a Chairman who shall be a member of the College Council, and not more than four other persons.
- ii. The members of the Professional Advisory Committee shall be appointed by the Council on the recommendation of the Secretary and shall be persons with expertise in Technology Education.
- iii. The functions of the Professional Advisory Committee are the following:
 - a. Review the programmes of study instituted by the College for the education of artisans and other professional educators and advise the College Council on the programmes.
 - b. Advise the College Council on the suitability and relevance of programmes of training of professional artisans for employment by the Ghana Economy and other educational bodies in Ghana.
 - c. Monitor the professional standards of the College and advise the College Council on measures to maintain such standards, and d. Generally advise and assist the College in the performance of the functions it was established for.

39.0 Grading System

A	80-100%	Excellent
B+	75-79%	Very Good
B	70-74%	Good
C+	65-69%	Very Fair
C	60-64%	Fair
D+	55-59%	Satisfactory
D	50-54%	Barely Satisfactory
E	0- 49%	Fail