



TEXILA
AMERICAN
UNIVERSITY



UNIVERSITY BY-LAW

TEXILA AMERICAN UNIVERSITY
ZAMBIA



Texila American University

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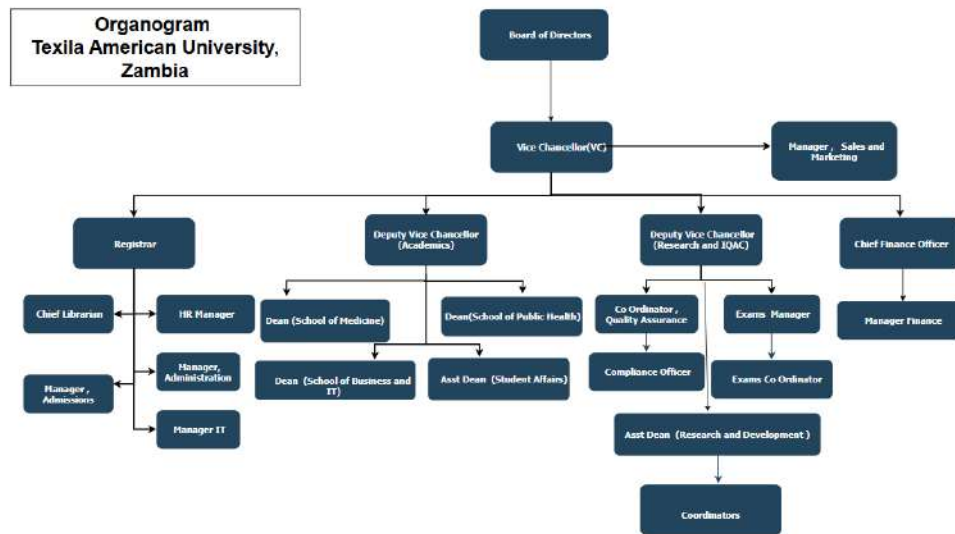
Introduction

Education has been critical in bringing about change in a nation's socio-economic condition. Education, when done right, has a long-lasting impact resulting in people empowerment and positive change. At Texila American University (TAU) Zambia, we hope to contribute towards bringing about change through proper education. When students choose Texila American University, Zambia for their academic pursuits, they become a part of a global university and take their first step towards being future ready. With students from 18 countries enrolled in us on campus or online programs on Medicine, Information Technology, Business Administration, Public Health, and more, Texila American University, Zambia is the place to study for academic excellence, student diversity, and global exposure.



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University Administration (Organogram)



President

As provisioned by the bylaws, the Board of Directors elects the President. The President provides overview and management over the activities, affairs, operations, business and property of the institution. The President is responsible for the Universities operation and management, performance, its fiscal accountability, and its compliance with regulatory bodies and accrediting agencies. The Board shall have the authority to appoint such individuals as necessary from time to time to carry out the day-to-day operations of the institution including Vice Chancellor, Deputy Vice Chancellor's, Registrar and the Dean of schools.

Vice Chancellor (VC)

The Vice Chancellor (VC) is expected to provide the strong academic leadership needed to enhance the commitment. The VC will report to the President.

Job Description:

- Holds responsibility for academic leadership and the quality of institutional teaching and research programs, students, faculty and academic program staff.



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- The VC, under the direction of the BOD, will carry out the mission of the University.
 - Articulate the mission of the University effectively on and off campus.
 - Provide visionary leadership for the academic and student affairs of the schools.
 - Represent the academic interests and student life of the institution and present the concerns of both faculty and students to the BOD.
- The VC is responsible for coordinating, developing, and improving the academic programs of the University.
 - Responsible for faculty and program evaluation and development.
 - Ensure that all University programs meet the standards of the accrediting bodies.
 - Carry out the policies of the University Board and maintain the integrity of the University.
- Coordinates the work of the schools through the DVC – Academic Affairs.
- The VC supervises the academic departments through the DVC – Academic Affairs.
- The VC will assist universities ceremonial events such as Convocation, Commencement.
- The VC will assist the President as needed:
 - Reporting directly to the President and assuming leadership in the President’s absence.
 - Representing the University at academic and civic events on behalf of the University.
 - Assuming additional responsibilities as assigned by the President.
- Works effectively with the University Board and on matters of general welfare to the University.
- Advises the President on all matters concerning University's planning, policy and operations; works with the President in the final review and approval of the annual operating budgets; and establishes measures of institutional effectiveness and monitor’s progress.
- Continues and strengthens the efforts to improve program quality and competitiveness through internal and external partnerships in education, research and service.



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- Oversees academic personnel matters, including affirmative action and gender equity issues relating to faculty and works effectively to increase diversity.
- Undertakes additional assignments at the discretion of the BOD.

Deputy Vice-Chancellor (DVC) Academics

The Deputy Vice Chancellor Academic is a key member of the University's leadership team. Key responsibilities are to oversee the creation and implementation of the university's mandate for teaching and learning, provide leadership, and strategic direction. Reporting to the Vice Chancellor, the DVC (Academics) oversees the academic operations of various schools to deliver its mandate in the achievement of Texila American University Zambia academic, strategic goals, vision and mission through academic departments

Job Description:

- a) Overseeing the University's teaching and learning functions and ensuring the efficient operation of the academics
- b) Formulating, implementing, and reviewing policies and strategies in teaching and learning.
- c) Assuming a leadership role in the performance management of academic unit heads and in developing a skilled, seasoned, and motivated teaching and learning workforce
- d) Ensuring that all the university's teaching and learning facilities are adequate, appropriate, and in good working order.
- e) Serving as Convenor to University Board and participates in various committees of the university as Chairperson/Member
- f) Supporting heads of schools in the budgeting and resource mobilization processes and ensuring that resources are used judiciously.
- g) Adherence to Statutory Standards for all accreditation bodies like HEA, HPCZ, ECZ, ZAQA, and other agencies.
- h) Statutes and accreditation & partnerships of TAU :
 - a. Shall spearhead all activities related to the Accreditation of the university with various accrediting bodies.



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- i) To build partnerships with external accreditation bodies, Agencies and universities.
- j) Responsible to look after all proceedings of the Examinations
- k) Laboratory (Supported by : Deans & Lab Assistants)
 - Will be responsible for the overall supervision of laboratory
 - Ensure that laboratories are optimally utilized and maintain high standards of safety as per regulations.
 - Will ensure optimal inventory levels.
- l) To build industrial relationship and relevant courses as required by local communities and demand of the region after approval from the University Board.
- m) To represent the organization in various forums, committees, boards and to enhance the brand image.
- n) Carry out the instructions of the University Board and/or the Academic Council, in such manner as the University Board and Academic Council shall respectively prescribe and be responsible for the conduct of the general academic and administrative affairs of the University
- o) As DVC –Academic Affairs any such other duties/powers prescribed or assigned to him, from time to time, by Vice Chancellor

Deputy Vice-Chancellor (DVC) (Research and IQAC)

Deputy Vice-Chancellor (Research and IQAC) is responsible for promoting Research activities for the staff and student community. This position also contributes to Internal Quality Assurance Cell (IQAC) responsible for the overall leadership of the Texila American University, Zambia.

The DVC will collaborate with individuals inside and outside the University to create new alliances and opportunities for collaboration with other universities for efficient quality standards and research.

KPI :

- DVC – Research and IQAC shall be the principal officer-in-charge of promoting Research and Innovation within the academic community.



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- To Develop, implement, and monitor quality assurance systems that will enable the University to meet and maintain the highest standards in teaching, learning, process and research.
- Be responsible for the quality assurance of the Centre's programmes, as well as the student academic experience, student feedback, and student education key performance indicators.
- Leads the development, implementation and monitoring of research and practical support programmes and services to ensure students with market demanding skills.
- Chair / Member of various committees of the university
- As DVC –Research and IQAC Affairs any such other duties/powers prescribed or assigned to him, from time to time, by Vice Chancellor

Registrar

The Registrar is appointed by the President after consultation with the University Board. Registrar is the head of administration and responsible for planning, organizing and directing the university as policies, regulations defined by regulatory authorities.

Responsibilities :

1. Recommends and participates in the development and implementation of university policies and procedures regarding student registration, records, class schedules, instructional space scheduling, residency requirements, identification cards, and graduation requirements.
2. Directs the daily operations of the Registrar's Office; supervises senior managers; serves as an internal consultant and implements faculty academic policies; reviews policy exception requests.
3. Maintains and upgrades the University's academic information infrastructures including academic records archives, on-line student database, and other electronic databases and information systems.
4. Establishes and implements short- and long-range department goals, objectives, policies, and operating procedures; monitors and evaluates program effectiveness; effects changes required for improvement.



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5. Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish the organization's goals and objectives; oversees recruitment, training, supervision, and evaluation of unit staff.
6. Oversees the overall operations of programs reporting to this position.
7. Represents the University to various institutional divisions as well as externally to governmental agencies, vendors, students and their parents, and/or the general public.
8. Recommends and participates in the development of university policies and procedures; may serve on university planning and policy-making committees.
9. Upgrades professional knowledge, evaluates new technologies, and recommends implementation as appropriate.
10. Enable partnership venturing into new markets, new courses, curriculum sharing among others.

Dean, School of Medicine (SOM)

The Dean is appointed by the President after consultation with the University Board. Provides senior level administrative leadership in areas of curriculum development, institutional assessment and improvement, human resource, faculty development and performance appraisals, budget and finance, and facilities planning and management and advances the academic mission of School of Medicine. The Dean works closely with the VC, DVC- Academics for direction in the administrative areas.

The Deans report directly to the DVC (Academics).

Job Description:

- Provide supervision and oversight to the Basic Science and Clinical science components of School of Medicine program.
- Articulates long-term goals and strategic planning for academic affairs in accordance with the mission of School of Medicine and accrediting agency regulations
- Ensures academic operations and programming complies with applicable laws and accreditation standards
- Ensures the quality and effectiveness of academic operations
- Provides leadership in the planning, development, and modification of educational programming, policies, and procedures.



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- Provide supervision and leadership to the Associate, Assistant Deans and HODs.
- Oversees campus committees and facilitates communication among Basic Sciences and Clinical Sciences faculty to ensure horizontal and vertical integration of the curriculum
- Directs curriculum development/implementation including the course catalog and schedule of classes
- Recruits, hires, orients and trains faculty and assigned staff
- Chair the Curriculum Review, BOS committees.
- Promotes/develops/recommends professional development opportunities for faculty
- Organizes faculty evaluations and peer observations
- Oversees resolutions to student/faculty appeals and grievances to ensure effectiveness of the academic program. Resolves escalated issues by serving as the final authority in Academic Affairs of School of Medicine.
- Work with the finance committee in preparing and administering the budget of the School of Medicine.

Dean, School of Public Health (SPH)

The Dean is appointed by the President after consultation with the University Board. Provides senior level administrative leadership in areas of curriculum development, institutional assessment and improvement, human resource, faculty development and performance appraisals, budget and finance, and facilities planning and management and advances the academic mission of School of Public Health (SPH). The Dean works closely with the DVC (Academics), VC for direction in the administrative areas.

Job Description:

- Provide supervision and oversight to Public Health components of the School of Public Health (SPH) Programs.
- Articulates long-term goals and strategic planning for academic affairs in accordance with the mission of SPH and accrediting agency regulations
- Ensures academic operations and programming complies with applicable laws and accreditation standards



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- Assesses the quality and effectiveness of academic operations
- Provides leadership in the planning, development, and modification of educational programming, policies, and procedures.
- Provide supervision and leadership to the Head of the Department.
- Oversees campus committees and facilitates communication among department to ensure horizontal and vertical integration of the curriculum
- Directs curriculum development/implementation including the course catalog and schedule of classes
- Recruits, hires, orients and trains faculty and assigned staff.
- Chair the Curriculum Review, BOS committees.
- Promotes/develops/recommends professional development opportunities for faculty.
- Organizes faculty evaluations and peer observations
- Oversees resolutions to student/faculty appeals and grievances to ensure effectiveness of the academic program. Resolves escalated issues by serving as the final authority in Academic Affairs of School of Public Health.
- Work with the finance committee in preparing and administering the budget of the School of Public Health .

Dean, School of Business Management (SOBM)

The Dean is appointed by the President after consultation with the University Board. Provides senior level administrative leadership in areas of curriculum development, institutional assessment and improvement, human resource, faculty development and performance appraisals, budget and finance, and facilities planning and management and advances the academic mission of School of Business Management (SOBM). The Dean works closely with the DVC (Academics), VC for direction in the administrative areas.

Job Description:

Provide supervision and oversight to school of business programs.

- Articulates long-term goals and strategic planning for academic affairs in accordance with the mission of SOBM and accrediting agency regulations.
- Ensures academic operations and programming complies with applicable laws and accreditation standards.



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- Assesses the quality and effectiveness of academic operations.
- Provides leadership in the planning, development, and modification of educational programming, policies, and procedures.
- Provide supervision and leadership to the Head of the Department / coordinators.
- Oversees campus committees and facilitates communication among department to ensure horizontal and vertical integration of the curriculum.
- Directs curriculum development/implementation including the course catalog and schedule of classes.
- Recruits, hires, orients and trains faculty and assigned staff.
- Chair the Curriculum Review, BOS committees.
- Promotes/develops/recommends professional development opportunities for faculty.
- Organizes faculty evaluations and peer observations.
- Oversees resolutions to student/faculty appeals and grievances to ensure effectiveness of the academic program. Resolves escalated issues by serving as the final authority in Academic Affairs of SOBM.
- Work with the finance committee in preparing and administering the budget of the School of Business and Management.

Dean, School of Information Technology (SOIT)

The Dean is appointed by the President after consultation with the University Board. Provides senior level administrative leadership in areas of curriculum development, institutional assessment and improvement, human resource, faculty development and performance appraisals, budget and finance, and facilities planning and management and advances the academic mission of School of Information Technology (SOIT). The Dean works closely with the DVC (Academics), VC for direction in the administrative areas.

Job Description:

Provide supervision and oversight to school of information technology programs.

- Articulates long-term goals and strategic planning for academic affairs in accordance with the mission of SOIT and accrediting agency regulations.



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- Ensures academic operations and programming complies with applicable laws and accreditation standards.
- Assesses the quality and effectiveness of academic operations.
- Provides leadership in the planning, development, and modification of educational programming, policies, and procedures.
- Provide supervision and leadership to the Head of the Department / coordinators.
- Oversees campus committees and facilitates communication among department to ensure horizontal and vertical integration of the curriculum.
- Directs curriculum development/implementation including the course catalog and schedule of classes.
- Recruits, hires, orients and trains faculty and assigned staff.
- Chair the Curriculum Review, BOS committees.
- Promotes/develops/recommends professional development opportunities for faculty.
- Organizes faculty evaluations and peer observations.
- Oversees resolutions to student/faculty appeals and grievances to ensure effectiveness of the academic program. Resolves escalated issues by serving as the final authority in Academic Affairs of SOIT.
- Work with the finance committee in preparing and administering the budget of the School of Information Technology.

Dean of Student Affairs

Dean of Student Affairs is responsible for providing vision, leadership and strategic direction for student affairs at the institution. Ensure the delivery of effective and quality service to students in the following areas: student housing, counseling, student conduct, and student life programs. This position provides advice and counsel to the Deans of various schools and other Committee members regarding overall student morale and serves as the primary advocate for the student body.

Job Description:



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- Develop short- and long-range vision for the department, lead department staff in the implementation of plans and oversee development, coordination and dissemination of department policies and procedures
- Create and coordinate student newsletter.
- Coordinate all student affairs efforts and ensure that student well-being is given utmost importance.
- Function as an advocate for all student related issues.
- Overall responsibility for Student Affairs Department budget.
- Assure student hostel facilities are maintained as per a residential life concept.
- Assure student counseling services and proactive intervention programs are provided
- Oversees support services for students and special needs.
- Provide first line contact and problem resolution for parents, students and others and assure that a variety of student life opportunities are offered to all students.
- Develop and implement a student judicial system.
- Partner with the DVC - Academics in revisions of the student handbook as needed to reflect best practices and current policies, procedures, and practices applicable to the students.
- Work collaboratively with school committees and all other departments on achieving school objectives for enrollment and persistence.
- Provide oversight and leadership to the function of the student council.



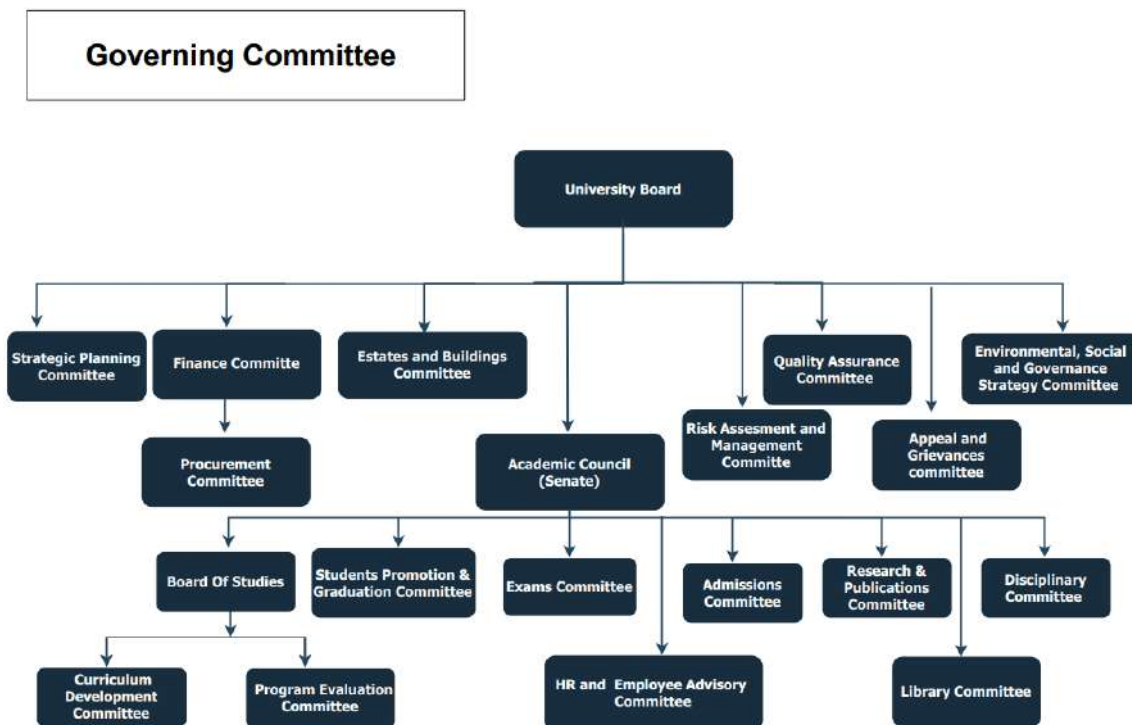
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Governance Committees

The standing committees of the Texila American University, Zambia under the supervision of Board of Directors shall be the University Board, the Strategic Planning Committee, Finance Committee, Estate and Building Committee, HR and Employee Advisory Committee, Quality Assurance Committee, Library Committee, Risk Assessment and Management Committee, Academic Council(Senate), Environment Social and Governance Strategy Committee, Exams Committee, the Admissions Committee, Disciplinary Committee, the Curriculum Development Committee, the Program Evaluation Committee, Board of Studies, the Student Promotion and Graduation Committee, the Appeals and Grievance Committee, and the Research and Publications Committee.

Other standing committees may be, in its discretion, established by the University Board from time to time. In addition, ad hoc committees may be appointed at any time on needs basis.

Structure of Governance





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University Board

University Board act as the primary conduit of information and ideas into and out of the university concerning all the issues and policies regarding Texila American University Zambia; to oversee university governance and schools participation; and to act as observers of the Board of Directors.

Academic Council (Senate)

The Academic Council (Senate) shall provide a forum for discussion and communication and shall collaborate with the Deans on matters related to the betterment and progression of the institution.

Senate shall on its own initiative consider matters of concern to university and shall also consider any matter brought by any of the sub-committees/Board of Studies. Senate will make proposals and recommendations to the University Board for consideration and appropriate action.

Strategic Planning Committee

The Strategic Planning Committee is a standing committee of the Texila American University Zambia and is responsible for overseeing the strategic plan of the institution and assessment of the implementation of these plans in the context of the vision and mission of Texila American University Zambia.

Curriculum Development Committee

This committee governs all the aspects of the School of Medicine, School of Business and Management, School of Public Health and School of Information Technology curriculum including its design, delivery, management, evaluation and revision. 'Curriculum' is defined as a plan, which includes content, instructional resources, context, teaching and learning strategies, assessment and evaluation tools.

Program Evaluation Committee

PEC is responsible for the regular evaluation of academic activities related to development, implementation and monitoring of programs offered by schools in Texila American University Zambia. This committee presents their findings and reports to Academic Council(Senate) through Curriculum Committee, for analysis, guidance and directions.



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Admissions Committee

The Admissions Committee is responsible for screening suitable candidates as per admission policy of the University. The final responsibility for accepting students to Texila American University Zambia lies with the Admissions Committee.

Student Promotion and Graduation Committee (SPCG)

The committee is responsible for review of the academic progress of students enrolled in the various schools of Texila American University Zambia. This committee decides on the suitability of each student for promotion and graduation from the University.

The committee considers all the issues related to the academic performance including professionalism and other competencies. Committee makes decisions related to the retention and promotion of students and determines whether a student is making satisfactory academic progress. It has the responsibility of assuring that due process and policies of University's are followed.

Research and Publications Committee

The committee responsible to develop, implement, monitor and review policies, guidelines and procedures for establishing, servicing and strengthening the University's key research objectives and advises the students and faculties on developing and maintaining research performance.

HR and Employee Advisory Committee (HREAC)

The principal objective of HREAC is to assist the Heads by providing timely advice on the faculty and non-teaching appointments, reappointment, promotion and tenure. This committee is also responsible for disseminating the staff policies to all the stakeholders of the University.

Disciplinary Committee

Disciplinary committee is the judicial arm of the Academic Council (Senate) and responsible for all decisions relating to student discipline. The committee consists of ad hoc members who are chosen by the Dean based on the disciplinary issue. Students are also part of the ad hoc members when needed.



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Library Committee

The University Council shall establish sub-committees for the effective functioning of the entire university. The library committee is empowered to do certain jobs relating to library and its administration.

Estates and Buildings Committee

The University Board shall establish sub-committees for the effective functioning of the entire university. The Estate and Buildings Committee shall act on behalf of, and under the delegated authority of, the University Board in the oversight of the planning, development and stewardship of the University's real property and physical assets.

Finance Committee

The University Board shall establish sub-committees for the effective functioning of the entire university. The Finance committee was established to advise the University Board on any matter relating to the financial management of the University and its school, including preparation and presentation of an annual budget

Quality Assurance Committee

The University Board shall establish sub-committees for the effective functioning of the entire university. The Quality Assurance committee was established to promote and ensure the quality of service for continuous improvement in all aspects.

Environmental, Social and Governance Strategy Committee

The Environmental, Social and Governance Committee was established to support the University Board in carrying out its oversight duties with regard to matters such as the environment, health and safety, corporate social responsibility, sustainability, and others of the university.

Risk Assessment and Management Committee

To ensure integrity and compliance with our legal, regulatory, and ethical obligations as well as the prioritization and management of risk, the Texila American University Risk Management Committee (TAURMC) was established. Its goal is to promote excellence in all compliance and enterprise risk management efforts.



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Appendix I: TERMS OF REFERENCE

UNIVERSITY BOARD (UB)

TERMS OF REFERENCE

1. About the University Board

The University Board is the supreme body of the university and shall establish sub committees for effective functioning of the University. The role of the committee is strategic planning with effective approaches to long-range planning for the universities instructional and support functions. Further, directs the process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy. It may also extend to control mechanisms for guiding the implementation of the strategy.

2. Type : Standing Committee

3. Purpose

The university board is act as the primary conduit of information and ideas into and out of the schools of the university and its policies; to oversee university governance and schools' participation in university governance with the support of members of governance members

4. Scope

All academic and administration related matters of university

5. Composition

Composition of University Board					
Level	Role	Member	No of Persons	Responsibility	Voting
University	Chair	President	1	Approvals	Yes
	Co – Chair	Executive Vice President	1	Review of Resolution	Optional
	Member	Group Chief Executive Officer	1	Review of Resolution	Yes



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	Member	Vice Chancellor	1	Review of Resolution	Yes
	Convenor	Deputy Vice Chancellor (Academics)	1	Coordination & Conduction	No
	Member	Deputy Vice Chancellor (Research & IQAC)	1	Review of Resolution	Yes
	Member	Registrar	1	Review of Resolution	Yes
	Member	Chief Finance Officer	1	Review of Resolution	Yes
	Member	Dean - SOM	1	Review of Resolution	Yes
	Member	External Member1 – Nominated by Chair	1	Review of Resolution	Yes
	Member	External Member2 – Nominated by Chair	1	Review of Resolution	Yes
	Member	Students Representative Council Nominee	1	Review of Resolution	Yes

6. Mode of Appointment

Members are appointed ex officio, and so their membership ceases when they cease to belong to the category of person by virtue of which they were appointed to membership. The term of office of the members shall be Two (2) years.

7. Meeting arrangements

7.1. Meeting frequency and location: Meeting shall be held at least twice a year as per TAU Z calendar.

7.2. Mode of Meeting: Blended

7.3. Meeting procedures:

7.3.1. Meeting will be conducted as per the Schedule mentioned in Universities governance Calendar of Events



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- 7.3.2. Meeting Convener will share the agenda prepared and required documents to the members of the council for receiving confirmation at-least **2 weeks** before the meeting scheduled date.
- 7.3.3. Meeting Convener should book the meeting hall **2 Business Days (BD)** before the conduction of the meeting.
- 7.3.4. Meeting Convener should Verify ICT (Information and Communication Technology - IT and Admin) before the conduction of meeting.
 - 7.3.4.1. Meeting Convener should Check the system and internet requirements, **1 Business Day** before the meeting. If System is not available, Raise the Task, in T-Connect requesting for the system with all the requirements and Test run the same.
 - 7.3.4.2. Meeting Convener should Connect all the external member through virtual conference tool and check the connectivity by **15 Minutes** before the meeting.
 - 7.3.4.3. Meeting Convener should connect the all the External Members by **5 – 10 Minutes** before the meeting.
- 7.3.5. Meeting Convener will be responsible for Conduction and Recording of meeting on the Scheduled Date and Time
- 7.3.6. Meeting Convener should prepare Minutes of Meeting (MOM) and get the approval from all the members by giving **5 – 10 minutes of break** after the session.
- 7.3.7. Meeting Convener should send the MOM to all the members of the council for E-Signing and Upload the same in DMS.
- 7.3.8. Meeting Convener should circulate the signed MOM to all the concerned.
- 7.3.9. Any special meetings apart from regular meetings may be called by the Chair at any time upon a minimum of **forty-eight (48) hours' notice**. The notice for any special meeting shall specify its purpose.

8. Functions

- To develop, monitor and review the university's strategic plan and vision statement.
- Development of strategy and policy for Schools level in relation to learning, teaching, research and enterprise and its implementation



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- To monitor, measure and evaluate the university's performance in relation to the pursuit of its strategic objectives, including performance against KPIs.
- To develop, monitor and review the risk register, and oversee risk management and internal control mechanisms.
- To advise and recommend to the member of university board on the formulation of the annual budget, to receive regular management accounts, and to monitor the financial performance of the Institution against business plan targets
- To ensure the effective, efficient and economical use of resources of the Institution.
- Management, operation, and resourcing issues within the faculty, including staffing matters (such as academic staff progression) and resource requirements (such as space allocation, equipment and staffing).
- To oversee the universities' performance in relation to health and safety, sustainability and equality and diversity.
- To receive regular updates from the various governance committees.
- To maintain good relations with external partners and the partner Colleges in furtherance of the Strategic Plan

9. Roles and Responsibilities of Members

9.1. The Chair has the duty to:

- Provide a sense of direction and outline measurable goals.
- Understand and shape the university's strategy and mission.
- Develop plans to materialize strategy and analyze business proposals.

9.2. The Convener has a duty to:

- 9.2.1. Ensure that there's organization in the planning of events and new research
Maintain a current list of Members, contract dates and terms.
- 9.2.2. Circulate the agenda and supporting documents for meetings **2 weeks prior** to a regular Academic Council meeting.
- 9.2.3. Ensure the MOM has been prepared and approved by all the members after **a 5 – 10 minutes break session.**
- 9.2.4. Issue a copy of the Roles and Responsibilities to newly elected Council Members

9.3. Each Member



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9.3.1. Promote the dissemination of good practices

10. Quorum:

10.1. The quorum for a meeting of the University Board shall include the Chair. In the absence of the chair, Co- Chair will act as chair, or the quorum shall select one among themselves to act as the chair for that meeting by vote.

10.2. Each voting Member shall have one vote on a motion. Decisions shall be made by majority vote of the Voting Members present at the meeting who cast a vote. The names of those opposed shall be recorded. The names of abstentions shall be recorded.

10.3. For each motion or amendment, the Chair will speak on a motion or amendment as per the agenda and Members may speak next only after the Chair.

10.4. All the Members should be given the opportunity to speak on a motion or amendment and the mover of a motion or amendment shall have the final opportunity to speak.

11. Reporting

The Final report of the meeting signed by all the members for further ratification.

12. Deliverable

The University Board provides guidance in the day-to-day decisions and also for evaluating progress and changing approaches when moving forward in schools.

13. Review

The Terms of Reference may be amended, varied, or modified in writing after consultation and agreement by the members of the Committee once a year or as and when required.

Glossary

- i.** TOR – Term of Reference
- ii.** MOM – Minutes of Meeting
- iii.** DMS – Document Management System
- iv.** VC – Vice Chancellor
- v.** DVC – Deputy Vice Chancellor
- vi.** COE- Controller of Examination



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ACADEMIC COUNCIL (SENATE) TERMS OF REFERENCE (TOR)

1. About the Academic Council (Senate)

The **Academic Council (Senate)** comprises of eminent and leading academicians and professionals to discuss the academic issues of university. The Council will assist the University in achieving its vision of becoming an internationally recognized leader in global education. The Council will review the overall performance of various schools, approve the recommendation given by its sub-committees and advise the University Board for further development.

2. Type : *Standing Committee*

3. Purpose

- To make recommendation to the University Board on the proposals received from various committees including Curriculum Committee, Students Promotion & Graduation committee and other sub-committees
- To make recommendations to the University Board on creation of teaching and evaluation methodologies for improving academic standards and research other matters

4. Scope

All academic related matters of different schools of university

5. Composition

Composition of Members for Academic Council (Senate)					
Level	Role	Member	No of Persons	Responsibility	Voting
All the Levels	Chair	Vice Chancellor	1	Approvals	Yes
	Member	Deputy Vice Chancellor (Academics)	1	Review of Resolution	Yes



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	Member	Deputy Vice-Chancellor (Research and IQAC)	1	Review of Resolution	Yes
	Member	Deans – All Schools	3	Review of Resolution	Yes
	Member	Dean - Student Affairs	1	Review of Resolution	Yes
	Member	Chief Librarian	1	Review of Resolution	Yes
	Convenor	Registrar	1	Review of Resolution	No

6. Mode of Appointment

All the Members of the Committee are appointed by the University Board

7. Meeting arrangements

7.1. Meeting frequency and location: Meeting shall be held quarterly (4 Times) in a year as per TAU Z calendar.

7.2. Mode of Meeting: Blended

7.3. Meeting procedures:

7.3.1. Meeting will be conducted as per the Schedule mentioned in Calendar of Events

7.3.2. Meeting Convener will share the agenda prepared and required documents to the members of the council for receiving confirmation at-least **2 weeks** before the meeting scheduled date.

7.3.3. Meeting Convener should book the meeting hall 2 Business Days (BD) before the meeting.

7.3.4. Meeting Convener should Verify IT and Admin requirements

7.3.4.1. Meeting Convener should Check the system and internet requirements, **1 Business Day** before the meeting.

7.3.4.2. Meeting Convener should Connect all the external members (if any) through virtual conference tool and check the connectivity by **15 Minutes** before the meeting.

7.3.4.3. Meeting Convener should connect the all the External Members(if any) by **5 – 10 Minutes** before the meeting.



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7.3.5. Meeting Convener will be responsible for Conduction and Recording of meeting on the Scheduled Date and Time

7.3.6. Meeting Convener should prepare Minutes of Meeting (MOM) and get the approval from all the members by giving **5 – 10 minutes of break** after the session.

7.3.7. Meeting Convener should send the MOM to all the members of the council for E-Signing and Upload the same in DMS.

7.3.8. Meeting Convener should circulate the signed MOM to all the concerned.

7.3.9. Any special meetings apart from regular meetings may be called by the Chair at any time upon a minimum of **forty-eight (48) hours' notice**. The notice for any special meeting shall specify its purpose.

8. Functions

8.1. To establish, promote and implement strategic and external inputs on the issues of key importance regarding the growth, development, and enhancement of the University and programs of different schools

8.2. Program Delivery

- Recommendations on Academic Delivery/ Teaching methodology
- Recommend the addition of a new program and removal of existing programs.

8.3. Examination

- Regulations regarding the scheme of examinations and Degree awarding.
- Suggestions regarding the Evaluation and Grading criteria
- Final approval of examination results

8.4. Other Developmental Activities

- Generally, to advise the university in all academic matters.
- Providing recommendations on academic matters to University Board

9. Roles and Responsibilities of Members of Academic Council Members

9.1. The Chair has the duty to:

9.1.1. Ensure Council's decisions are ratified & decided in the University board meetings and implementations if any executed in Process & Policies if applicable



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9.2. The Convener has a duty to:

- 9.2.1. Prepare the Agenda for the Meeting and share to convener to receive confirmation from all the members of the council.
- 9.2.2. Shall fulfil the duties of the Chair in his/her absence and shall assist the Chair in the performance of her/his duties.
- 9.2.3. Maintain a current list of Academic Council Members, contract dates and terms.
- 9.2.4. Circulate the agenda and supporting documents for meetings **2 weeks prior** to a regular Academic Council meeting.
- 9.2.5. Ensure the MOM has been prepared and approved from the all the members after a **5 – 10 minutes of break session**.
- 9.2.6. Issue a copy of the Roles and Responsibilities to newly elected Academic Council Members

9.3. Each Academic Council Member has a duty to:

- 9.3.1. Decide on the structure of the curriculum.
- 9.3.2. Decide and ratify the proposals passed in the respective meeting and recommendations by other committees.

10. Quorum

- 10.1. Quorum should consist of 50% of the voting members.
- 10.2. Each voting Member shall have one vote on a motion. Decisions shall be made by majority vote of the Voting Members present at the meeting who cast a vote. The names of those opposed shall be recorded. The names of abstentions shall be recorded.
- 10.3. For each motion or amendment, the Chair will speak on a motion or amendment as per the agenda and Academic Council Members may speak next only after the Chair.
- 10.4. All the Academic Council Members should be given the opportunity to speak on a motion or amendment and the mover of a motion or amendment shall have the final opportunity to speak.



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11. Reporting

The Final report of the meeting signed by all the members will be submitted to University Board for further ratification.

12. Deliverable's

To recommend to the University Board on the proposals received from other committees

13. Review

Terms of Reference may be amended, varied, or modified in writing after consultation and agreement by the members of the Committee once a year or as and when required.

Notes:

- i. It is mandatory that items presented to council should normally have been vetted by the appropriate sub-committees prior to being presented to Senate.
- ii. Any Significant addition or deletion of points in TOR should be reviewed by Academic Council and approved by University Board. If required, the changes will be circulated to the members of the Academic council in the forthcoming meetings.

Glossary

- vii.** TOR – Term of Reference
- viii.** MOM – Minutes of Meeting
- ix.** DMS – Document Management System
- x.** VC – Vice Chancellor
- xi.** DVC – Deputy Vice Chancellor

FINANCE COMMITTEE TERMS OF REFERENCE (FC)

TERMS OF REFERENCE (TOR)

1. About the Finance Committee:

The University Board shall establish sub-committees for the effective functioning of the entire university. The Finance committee was established to advise the University Board on any matter relating to the financial management of the University and its school, including preparation and presentation of an annual budget.

2. Type : Standing Committee



3. Purpose

- To supervise the financial affairs of the University, to evaluate and provide advice to the University board and other relevant University bodies on the resource implications of the University's strategic plan.
- At the end of each financial year, make a report to the University Board on the audited accounts and finances of the University, calling special attention to any matter which in the view of the Finance Committee seems to require consideration. The date from which the financial year shall be computed shall be fixed by the University Board

4. Scope

All matters relating to the financial management

5. Composition

The University Board shall appoint a Finance Committee. The members of the Finance Committee shall be :

Composition of Members for Finance Committee					
Level	Role	Member	No of Persons	Responsibility	Voting
All the Levels	Chair	Vice Chancellor	1	Approvals	Yes
	Member	Deputy Vice Chancellor (Academics)	1	Review of Resolution	Yes
	Member	Deputy Vice-Chancellor (Research and IQAC)	1	Review of Resolution	Yes
	Member	Registrar	1	Review of Resolution	Yes
	Member	Dean of all the schools	1	Review of Resolution	Yes
	Member	Chief Librarian	1	Review of Resolution	Yes
	Convenor	Chief Finance officer	1	Coordination & Conduction	No



6. Mode of Appointment

The Finance Committee's period of office shall be contemporaneous and co-terminus with the period of office of the University Board. The University Board, when electing members to the Finance Committee, should consider the competencies necessary in relation to fulfilling the Committee's terms of reference.

7. Meeting arrangements

7.1. Meeting frequency and location:

The Committee shall meet at least two(2) times per calendar year at TAU Zambia

7.2. Mode of Meeting : Physical meeting / Blended

7.3. Meeting procedures:

Meeting will be conducted as per the Schedule mentioned in Calendar of Events

- 7.3.1. Meeting Convener will share the agenda prepared and required documents to the members of the council for receiving confirmation at-least **2 weeks** before the meeting scheduled date.
- 7.3.2. Meeting Convener should book the meeting hall 2 Business Days (BD) before the meeting.
- 7.3.3. Meeting Convener should Verify IT and Admin requirements
- 7.3.4. Meeting Convener should Check the system and internet requirements, **1 Business Day** before the meeting.
- 7.3.5. Meeting Convener should Connect all the external members (if any) through virtual conference tool and check the connectivity by **15 Minutes** before the meeting.
- 7.3.6. Meeting Convener should connect the all the External Members(if any) by **5 – 10 Minutes** before the meeting.
- 7.3.7. Meeting Convener will be responsible for Conduction and Recording of meeting on the Scheduled Date and Time
- 7.3.8. Meeting Convener should prepare Minutes of Meeting (MOM) and get the approval from all the members by giving **5 – 10 minutes of break** after the session.



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7.3.9. Meeting Convener should send the MOM to all the members of the council for E-Signing and Upload the same in DMS.

7.3.10. Meeting Convener should circulate the signed MOM to all the concerned.

7.3.11. Any special meetings apart from regular meetings may be called by the Chair at any time upon a minimum of **forty-eight (48) hours' notice**. The notice for any special meeting shall specify its purpose.

8. Functions

8.1. To monitor the income and the expenditure of university funds

8.2. To review & advise on any matter referred to the Finance Committee by the University Board. To consider governance processes with regard to financial including fixation of fee for all programs, budgetary and infrastructural matters, and to advise the University Board accordingly.

8.3. To make provision for the safe storage of all records of accounts, income received, or expenditure incurred by the University and its school in such form as may be approved by the Higher Education Authority or other regulatory bodies.

9. Roles and Responsibilities of Members

9.1. The Chair ; has the duty to:

9.1.1. To delegate authority to the University, its school, and Departments subject to budgetary limits approved annually by the University Board as part of its consideration of the University's budget, to incur expenditure on behalf of the University within such approved limits.

9.1.2. To investigate all matters relating to the financial affairs of the University and its school, and for that purpose to examine all books relating thereto, to procure such expert assistance as may be found necessary, and to summon before it any officer or employee of the University who, in its opinion, can give information respecting the same.

9.2. The Convener has a duty to:

9.2.1. Maintain a current list of Finance Committee Members, contract dates and terms.

9.2.2. Circulate the agenda and supporting documents for meetings **2 weeks prior** to a regular Academic Council meeting.



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9.2.3. Ensure the MOM has been prepared and approved from the all the members after a **5 – 10 minutes of break session.**

9.2.4. Issue a copy of the Roles and Responsibilities to newly elected Finance Committee Members

9.3. Each Finance Committee Member

10. Quorum:

10.1. The quorum for a meeting of the Finance Committee shall be VC, DVC, the Registrar, Deans, Librarian and Chief Finance Officer. The officers or employees of the University may be required to attend as requested in relation to matters pertaining to their roles and responsibilities.

10.2. Each voting Member shall have one vote on a motion. Decisions shall be made by majority vote of the Voting Members present at the meeting who cast a vote. The names of those opposed shall be recorded. The names of abstentions shall be recorded.

10.3. 9.3 For each motion or amendment, the Chair will speak on a motion or amendment as per the agenda and Members may speak next only after the Chair.

10.4. All the Members should be given the opportunity to speak on a motion or amendment and the mover of a motion or amendment shall have the final opportunity to speak.

11. Reporting

The Final report of the meeting signed by all the members will be submitted to the University Board for further ratification.

12. Deliverable

Supervision of the financial affairs of the University and School, evaluation and providing advice to the University Council and other relevant University bodies on the resource implications of the University's strategic plan

13. Review



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Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the members of the Committee once a year or as and when required.

Glossary

- i. TOR – Term of Reference
- ii. MOM – Minutes of Meeting
- iii. DMS – Document Management System
- iv. VC – Vice Chancellor
- v. DVC – Deputy Vice Chancellor

ESTATES AND BUILDINGS COMMITTEE TERMS OF REFERENCE (TOR)

1. About the Estates and Buildings Committee:

The University Board shall establish sub-committees for the effective functioning of the entire university. The Estate and Buildings Committee shall act on behalf of, and under the delegated authority of, the University Board in the oversight of the planning, development and stewardship of the University's real property and physical assets.

2. Type : *Standing Committee*

3. Purpose

- To advise the University Board on any matter relating to the needs and use for allocation of space, to guide decisions on competing demands for physical space and to ensure the effective and efficient implementation of Buildings Committee decisions on the allocation of space.
- To foresee the requirement for additional space that originate from the school / Department/Unit Heads and recommend such upcoming requirements to the finance and other committee.

4. Scope



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Committee shall make delegations to the subcommittee to take decisions, and the subcommittee shall consider and make recommendations to the committee on estates matters outside its delegation.

5. Composition

The University Board shall appoint the members for the Estates and Buildings Committee. The members of the Estates and Buildings Committee shall be:

Composition of Members for Estate and Building Committee					
Level	Role	Member	No of Persons	Responsibility	Voting
All the Levels	Chair	Vice Chancellor	1	Approvals	Yes
	Member	Deputy Vice Chancellor (Academics)	1	Review of Resolution	Yes
	Member	Deputy Vice-Chancellor (Research and IQAC)	1	Review of Resolution	Yes
	Member	Deans – All Schools	3	Review of Resolution	Yes
	Member	Chief Finance officer	1	Review of Resolution	Yes
	Member	Sr. Manager Operations	1	Review of Resolution	Yes
	Convenor	Registrar	1	Coordination & Conduction	No

6. Mode of Appointment

The Estates and Buildings Committee's period of office shall be contemporaneous and co-terminus with the period of office of the University Board.

The University Board will nominate members to the Estate and Building Committee and should take into consideration the competencies necessary in relation to the fulfillment of the Committee's terms of reference.

7. Meeting arrangements

7.1. Meeting frequency and location: meeting shall be held at least twice a year as per calendar.



7.2. Mode of Meeting: Blended

7.3. Meeting procedures:

- 7.3.1. Meeting will be conducted as per the Schedule mentioned in Calendar of Events
- 7.3.2. Meeting Convener will share the agenda prepared and required documents to the members of the council for receiving confirmation at-least **2 weeks** before the meeting scheduled date.
- 7.3.3. Meeting Convener should book the meeting hall 2 Business Days (BD) before the meeting.
- 7.3.4. Meeting Convener should Verify IT and Admin requirements
 - 7.3.4.1. Meeting Convener should Check the system and internet requirements, **1 Business Day** before the meeting.
 - 7.3.4.2. Meeting Convener should Connect all the external members (if any) through virtual conference tool and check the connectivity by **15 Minutes** before the meeting.
 - 7.3.4.3. Meeting Convener should connect the all the External Members(if any) by **5 – 10 Minutes** before the meeting.
- 7.3.5. Meeting Convener will be responsible for Conduction and Recording of meeting on the Scheduled Date and Time
- 7.3.6. Meeting Convener should prepare Minutes of Meeting (MOM) and get the approval from all the members by giving **5 – 10 minutes of break** after the session.
- 7.3.7. Meeting Convener should send the MOM to all the members of the council for E-Signing and Upload the same in DMS.
- 7.3.8. Meeting Convener should circulate the signed MOM to all the concerned.
- 7.3.9. Any special meetings apart from regular meetings may be called by the Chair at any time upon a minimum of **forty-eight (48) hours' notice**. The notice for any special meeting shall specify its purpose.



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8. Functions

- 8.1. To oversee the allocation of space are communicated to Departments and the necessary transfer of furniture; provision of new furniture, data connections, keys, etc.
- 8.2. Committee shall make delegations to the subcommittee to take decisions, and the subcommittee shall consider and make recommendations to the committee on estates matters outside its delegation.
- 8.3. To review & advise on any matter referred to the Estates and Buildings Committee by the University Board.

9. Roles and Responsibilities of Members

The Estates and Buildings Committee shall also have power:

9.1. The Chair

- 9.1.1. To oversee the development and periodic review of Master Plans for each of the University's or its School's campuses and recommend to University Board for any amendments to the University Master Plan
- 9.1.2. To monitor the design and implementation of physical infrastructure projects, with a particular emphasis on Major Projects.
- 9.1.3. To oversee the development and monitoring of University's or its school's design, construction and space management strategies and practices that support the effective use of space
- 9.1.4. To oversee the development of a campus amenities strategy that ensures the development of the University's physical environment in a manner that is congruent with the University's mission and educational values.

9.2. The Convener

- 9.2.1. Promote the dissemination of good practices.

9.3. Each Estate and Building committee Members responsibility is to :

Promote the dissemination of good practices.

10. Quorum:

- 10.1. Quorum should consist of 50% of the voting members



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10.2. The quorum for a meeting of the Estate and Building committee members shall be VC, DVC, the Registrar, Deans, Chief Finance Officer and Senior Operations Manager. The officers or employees of the University may be required to attend as requested in relation to matters pertaining to their roles and responsibilities.

10.3. Each voting Member shall have one vote on a motion. Decisions shall be made by majority vote of the Voting Members present at the meeting who cast a vote. The names of those opposed shall be recorded. The names of abstentions shall be recorded.

10.4. For each motion or amendment, the Chair will speak on a motion or amendment as per the agenda and Members may speak next only after the Chair.

10.5. All the Members should be given the opportunity to speak on a motion or amendment and the mover of a motion or amendment shall have the final opportunity to speak.

11. Reporting

The Final report of the meeting signed by all the members will be submitted to the University Board for further ratification.

12. Deliverable

To ensure that the rights and welfare are protected.

13. Review

Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the members of the Committee once a year or as and when required.

Glossary

- i.** TOR – Term of Reference
- ii.** MOM – Minutes of Meeting
- iii.** DMS – Document Management System
- iv.** VC – Vice Chancellor
- v.** DVC – Deputy Vice Chancellor



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HR AND EMPLOYEE ADVISORY COMMITTEE

TERMS OF REFERENCE (TOR)

1. About the HR and Employee Advisory Committee

The University Board shall establish sub-committees for the effective functioning of the entire university. The HR Committee shall act on behalf of, and under the delegated authority of, the Academic Council (Senate) in the oversight of the planning and development of the Human Resources required for the functioning of the University, and its departments.

2. Type : Standing Committee

3. Purpose

- To oversee the development of Human Resources Policy that ensures the development of the University's staffing requirements in a manner that is congruent with the University's mission, educational goals and delivery of various programs offered by the University or its school.
- To analyze requirements in terms of the Human Resources in a periodic manner and make recommendation towards the same to the Academic Council (Senate) and the Finance Committee

4. Scope

Development, planning of HR operations across departments/ the University.

5. Composition

The Academic Council shall appoint a HR and Employee Advisory Committee. The members of the committee shall be:

Composition of Members for HR and Employee Advisory Committee					
Level	Role	Member	No of Persons	Responsibility	Voting
All the Levels	Chair	Vice Chancellor	1	Approvals	Yes
	Member	Deputy Vice Chancellor (Academics)	1	Review of Resolution	Yes
	Member	Deputy Vice-Chancellor	1	Review of Resolution	Yes



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	(Research and IQAC)			
Member	Head Sales and Marketing	1	Review of Resolution	Yes
Member	Chief Finance Officer	1	Review of Resolution	Yes
Convenor	Registrar	1	Coordination & Conduction	No

6. Mode of Appointment

The HR and Employee Advisory Committee period of office shall be contemporaneous and co-terminus with the University Board's period of office.

7. Meeting arrangements

7.1. Meeting frequency and location: meeting shall be held at least twice a year as per Texila American University Zambia calendar.

7.2. Mode of Meeting: Blended

7.3. Meeting procedures:

7.3.1. Meeting will be conducted as per the Schedule mentioned in Calendar of Events

7.3.2. Meeting Convener will share the agenda prepared and required documents to the members of the council for receiving confirmation at-least **2 weeks** before the meeting scheduled date.

7.3.3. Meeting Convener should book the meeting hall 2 Business Days (BD) before the meeting.

7.3.4. Meeting Convener should Verify IT and Admin requirements

7.3.4.1. Meeting Convener should Check the system and internet requirements, **1 Business Day** before the meeting.

7.3.4.2. Meeting Convener should Connect all the external members (if any) through virtual conference tool and check the connectivity by **15 Minutes** before the meeting.

7.3.4.3. Meeting Convener should connect the all the External Members(if any) by **5 – 10 Minutes** before the meeting.

7.3.5. Meeting Convener will be responsible for Conduction and Recording of meeting on the Scheduled Date and Time



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7.3.6. Meeting Convener should prepare Minutes of Meeting (MOM) and get the approval from all the members by giving **5 – 10 minutes of break** after the session.

7.3.7. Meeting Convener should send the MOM to all the members of the council for E-Signing and Upload the same in DMS.

7.3.8. Meeting Convener should circulate the signed MOM to all the concerned.

7.3.9. Any special meetings apart from regular meetings may be called by the Chair at any time upon a minimum of **forty-eight (48) hours' notice**. The notice for any special meeting shall specify its purpose.

8. Functions

- To oversee the staff development and staff welfare and develop staff training programs
- Develop, implement and revise human resources policies, programs, and procedures to people at the University and its school.
- To ensure the human resources policies to be in line with the local laws and to comply with regulatory bodies requirements.
- To oversee the recruitment and allocation of staff personnel in teaching, administrative and other required areas
- To oversee the staff evaluation, staff development, staff retention appraisal, promotion and other activities of the HR department

9. Roles and Responsibilities of Members

The HR and Employee Advisory Committee shall also have power:

The Chair has the duty to:

- To develop, implement and revise human resources policies, programs, and procedures to people at the University and its school
- To ensure the human resources policies to be in line with the local laws

The Convener has a duty to:

- To oversee the recruitment and allocation of staff personnel in teaching, administrative and other required areas
- Maintain a current list of Members, contract dates and terms.



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- Circulate the agenda and supporting documents for meetings 2 weeks prior to a regular meeting.
- Ensure the MOM has been prepared and approved from the all the members after a 5 –10 minutes of break session.
- Write grievance articles for local membership communications upon request .

Each Member

- To oversee the staff evaluation, staff development, staff retention appraisal, promotion and other activities of the HR department
- Promote the dissemination of good practices

10. Quorum:

10.1. Quorum should consist of 50% of the voting members

10.2. The quorum for a meeting of the HREAC shall be Chair of the HR and Employment Committee, DVC ,Chief Finance officer and Registrar. The officers or employees of the University may be required to attend as requested in relation to matters pertaining to their roles and responsibilities.

10.3. Each voting Member shall have one vote on a motion. Decisions shall be made by majority vote of the Voting Members present at the meeting who cast a vote. The names of those opposed shall be recorded. The names of abstentions shall be recorded.

10.4. For each motion or amendment, the Chair will speak on a motion or amendment as per the agenda and Members may speak next only after the Chair.

10.5. All the Members should be given the opportunity to speak on a motion or amendment and the mover of a motion or amendment shall have the final opportunity to speak.

11. Reporting

The Final report of the meeting signed by all the members will be submitted to the University Board for further ratification.



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12. Deliverable

Overseeing the development of Human Resources Policy that ensures the development of the University's staffing requirements in a manner that is congruent with the University's mission, educational goals and delivery of various programs offered by the University.

13. Review

These Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the members of the Committee once a year or as and when required.

Glossary

- i. TOR – Term of Reference
- ii. MOM – Minutes of Meeting
- iii. DMS – Document Management System
- iv. VC – Vice Chancellor
- v. DVC – Deputy Vice Chancellor
- vi. HR – Human Resources

RESEARCH AND PUBLICATIONS COMMITTEE

TERMS OF REFERENCE (TOR)

1. About the Research and Publications Committee:

The Academic Council(Senate) shall establish sub-committees for the effective functioning of the entire university. The Research and Publications Committee shall act on behalf of, and under the delegated authority of, the Academic Council in the oversight of the research and publishing initiatives among the staff and students of the University.

2. Type : *Standing Committee*

3. Purpose

Oversee the development of research opportunities for the staff and students at the University.

4. Scope

The Research and Publications Committee shall act on behalf of, and under the delegated authority of, the Academic Council.

All research and publishing initiatives among the staff and students of the University.



5. Composition

The Academic Council (Senate) shall appoint a Research and Publications Committee. The members of the Research and Publications Committee shall be:

Composition of Research and Publications Committee					
Level	Role	Member	No of Persons	Responsibility	Voting
All the Levels	Chair	Deputy Vice-Chancellor (Research and IQAC)	1	Approvals	Yes
	Member	Deputy Vice Chancellor (Academics)	1	Review of Resolution	Yes
	Member	Deans – All Schools	3	Review of Resolution	Yes
	1. Member	Chief Librarian	1	Review of Resolution	Yes
	Member	HOD/ Program Coordinator	3	Review of Resolution	Yes
	Convenor	Research Coordinator	1	Review of Resolution	Yes

6. Mode of Appointment

The Research and Publications Committee's period of office shall be contemporaneous and co-terminus with the period of office of the Academic Council.

7. Meeting arrangements

7.1.1. Meeting frequency and location: the meeting shall be held at least 2 times in a year as per TAU-Z calendar.

7.1.2. Mode of Meeting: Blended

Meeting procedures:



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- 7.1.3. Meeting frequency and location:** meeting shall be held at least twice a year as per Texila American University Zambia calendar.
- 7.1.4. Mode of Meeting: Blended**
- 7.1.5. Meeting procedures:**
- 7.1.6.** Meeting will be conducted as per the Schedule mentioned in Calendar of Events
- 7.1.7.** Meeting Convener will share the agenda prepared and required documents to the members of the council for receiving confirmation at-least **2 weeks** before the meeting scheduled date.
- 7.1.8.** Meeting Convener should book the meeting hall 2 Business Days (BD) before the meeting.
- 7.1.9.** Meeting Convener should Verify IT and Admin requirements
- 7.1.10.** Meeting Convener should Check the system and internet requirements, **1 Business Day** before the meeting.
- 7.1.11.** Meeting Convener should Connect all the external members (if any) through virtual conference tool and check the connectivity by **15 Minutes** before the meeting.
- 7.1.12.** Meeting Convener should connect the all the External Members(if any) by **5 – 10 Minutes** before the meeting.
- 7.1.13.** Meeting Convener will be responsible for Conduction and Recording of meeting on the Scheduled Date and Time
- 7.1.14.** Meeting Convener should prepare Minutes of Meeting (MOM) and get the approval from all the members by giving **5 – 10 minutes of break** after the session.
- 7.1.15.** Meeting Convener should send the MOM to all the members of the council for E-Signing and Upload the same in DMS.
- 7.1.16.** Meeting Convener should circulate the signed MOM to all the concerned.
- 7.1.17.** Any special meetings apart from regular meetings may be called by the Chair at any time upon a minimum of **forty-eight (48) hours' notice**. The notice for any special meeting shall specify its purpose.



8. Functions

- Build relationships with research faculty who are actively looking for student researchers.
- Develop and ensure that information and guidance is provided to the staff and students to encourage them to get involved in research projects and publishing.
- Spearhead and oversee the development of strategies, facilities and resources required to develop new research programs.
- Oversee the development of research opportunities for the staff and students of the University and its school.
- Work closely with the Finance Committee to oversee the development of strategies, facilities and resources required to develop new research programs.

9. Roles and Responsibilities of Members

9.1. The Chair has the duty to:

- 9.1.1. Develop and oversee that information and guidance is provided to the staff and students to encourage them to get involved in research projects and publishing
- 9.1.2. Work closely with the Finance and other Committees to oversee the development of strategies, facilities and resources required to develop new research programs

9.2. The Convener has a duty to:

- 9.2.1. Ensure that there's organization in the planning of events and new research
Maintain a current list of Members, contract dates and terms.
- 9.2.2. Circulate the agenda and supporting documents for meetings **2 weeks prior** to a regular Academic Council meeting.
- 9.2.3. Ensure the MOM has been prepared and approved from the all the members after a **5 – 10 minutes of break session**.
- 9.2.4. Issue a copy of the Roles and Responsibilities to newly elected Council Members

9.3. Each Member



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- Should contribute for the research and Development by referring various funding sources, best practices .
- Promote the dissemination of good practices

10. Quorum:

10.1. Quorum should consist of 50% of the voting members.

10.2. The quorum for a meeting of the Research and Publications Committee shall be the Deputy Vice Chancellor and members nominated by Academic Council (Senate). The officers or employees of the University or its school may be required to attend as requested in relation to matters pertaining to their roles and responsibilities.

10.3. Each voting Member shall have one vote on a motion. Decisions shall be made by majority vote of the Voting Members present at the meeting who cast a vote. The names of those opposed shall be recorded. The names of abstentions shall be recorded.

10.4. For each motion or amendment, the Chair will speak on a motion or amendment as per the agenda and Members may speak next only after the Chair.

10.5. All the Members should be given the opportunity to speak on a motion or amendment and the mover of a motion or amendment shall have the final opportunity to speak.

11. Reporting

The Final report of the meeting signed by all the members will be submitted to the Academic Council (Senate) for further ratification.

12. Deliverable

Overseeing the development of research opportunities for the staff and students of the University.

13. Review

The Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the members of the Committee once a year or as and when required.



Glossary

- i. TOR – Term of Reference
- ii. MOM – Minutes of Meeting
- iii. DMS – Document Management System
- iv. DVC – Deputy Vice Chancellor

APPEALS AND GRIEVANCES COMMITTEE

TERMS OF REFERENCE (TOR)

1. About the Appeals and Grievances Committee:

The Academics Council (Senate) shall establish sub-committees for the University's effective functioning. The Committee's charge is to assess faculty and student grievances to determine if a hearing by this committee is appropriate and does not conflict with university policies.

2. Type : Standing Committee

3. Purpose

The purpose of the Grievance Committee is to administer the procedures for appeals by members or applicants as established in the policy/processes, and to ensure that the guidelines remain consistent with those rules used by members or applicants in the university.

- To provide a mechanism for individual students to raise a grievance arising from their employment.
- To ensure that such **grievances** are dealt with promptly, fairly and in accordance with other related Policies of the Organization.

4. Scope

The Grievance Committee shall consider only individual grievances of specific nature of members of the staff and raised individually by the concerned aggrieved student.



5. Composition

Composition Appeals and Grievances Committee					
Level	Role	Member	No of Persons	Responsibility	Voting
All the Levels	Chair	DVC - Academics	1	Approvals	Yes
	Member	Registrar	1	Proposals	Optional
	Convenor	Dean – Student Affairs	1	Coordination & Conduction	No
	Member	Faculty Representative	3	Review of Resolution	Yes
	Member	Student Representative	1	Review of Resolution	Yes

6. Mode of Appointment

Members are appointed ex officio, and so their membership ceases when they cease to belong to the category of person by virtue of which they were appointed to membership. The term of office for the members shall be one (1) year.

7. Meeting arrangements

7.1. Meeting frequency and location: as needed (Adhoc).

7.2. Mode of Meeting: Blended

7.3. Meeting procedures:

7.3.1. Meeting will be conducted as per the Schedule mentioned in Calendar of Events

7.3.2. Meeting Convener will be responsible for Conduction and Recording of meeting on the Scheduled Date and Time

7.3.3. Meeting Convener should prepare Minutes of Meeting (MOM) and get the approval from all the members by giving **5 – 10 minutes of break** after the session.

7.3.4. Meeting Convener should send the MOM to all the members of the council for E-Signing and Upload the same in DMS.

7.3.5. Meeting Convener should circulate the signed MOM to all the concerned.



8. Functions

- 8.1. Provide an avenue of appeal for students concerning grievances.
- 8.2. Promote and ensure the application of the principles of procedural fairness and confidentiality in all committee matters.
- 8.3. Promote quality improvement in policies and procedures related to student grievances and student misconduct.
- 8.4. Hear, consider and make determinations on appeals made by students against decisions in relation to academic and non-academic matters.
- 8.5. Hear, consider and make determinations on appeals made by students against decisions in relation to breaches of academic integrity.
- 8.6. Determine detailed policies procedures to govern appeals and grievance functions.
- 8.7. Make recommendations to the VC for further action.

Procedure for Grievances Handling :

- Student grievances can be reported via the grievance module in the student management system or in person at the student affairs office or with the Dean of students or Directly with the chair of Appeals and Grievance Committee (AGC).
- TAU's Appeals and Grievance Committee is the investigative and judicial arm in matters involving grievances of any member of the TAU community against the University or other members of the community.
- These grievances do not include academic matters (e.g., grades and promotions). They also do not include challenges to the University's educational and academic policies.
- The Committee is composed of faculty and student representatives appointed by the VC. Students can also approach the committee chair directly to report grievances.
- Grievances report to the Dean of Student affairs can be referred to the Grievance committee depending on the nature of Grievance.
- Grievances submitted to the committee must be in writing to the chair of the Appeals and Grievance Committee. Once a grievance is received, the committee will discuss the complaint and investigate.



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- The investigation will include a hearing with all parties involved in the complaint and may require further written statements and interviews. A friend, colleague, or lawyer will be allowed during the hearing along with the students only with prior permission.
- After the investigation is complete, the committee chair will issue a written finding report along with a recommendation for resolution for the VC within 5 days from concluding the investigation. All parties involved will be notified of the committee's findings and recommendations.
- The VC will take appropriate action, in accordance with the recommendation, and issue a written notification to all parties involved of the proposed action.
- Appeals can be made in writing to the VC's office within 10 days (about 1 and a half weeks) after receiving notice.

9. Roles and Responsibilities of Members

9.1. The Chair has the duty to:

- 9.1.1.** Collect evidence and establish that the alleged violation has occurred.
- 9.1.2.** Solicit documentation as needed.
- 9.1.3.** Clearly and persuasively explain the student/staff position concerning a grievance

9.2. The Convener has a duty to:

- 9.2.1.** Maintain a current list of Members, contract dates and terms.
- 9.2.2.** Circulate the agenda
- 9.2.3.** Ensure the MOM has been prepared and approved from the all the members after a **5 – 10 minutes of break session.**
- 9.2.4.** Write grievance articles for local membership communications upon request .

9.3. Each Member

Shall Promote the dissemination of good practices



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10. Quorum:

- 10.1.** The quorum for a meeting shall be 50% (including the Chair).
- 10.2.** The quorum for a meeting of Appeals and Grievances Committee shall include the Chair. In the chair's absence, the quorum shall select one among themselves to act as the chair for that meeting by vote. The faculty or students of the university, may be required to attend as requested in relation to matters pertaining to their roles and responsibilities.
- 10.3.** Each voting Member shall have one vote on a motion. Decisions shall be made by majority vote of the Voting Members present at the meeting who cast a vote. The names of those opposed shall be recorded. The names of abstentions shall be recorded.
- 10.4.** For each motion or amendment, the Chair will speak on a motion or amendment as per the agenda and Members may speak next only after the Chair.
- 10.5.** All the Members should be given the opportunity to speak on a motion or amendment and the mover of a motion or amendment shall have the final opportunity to speak.

11. Reporting

The Final report of the meeting signed by all the members will be submitted to the Academic Council (Senate) for further ratification.

12. Deliverable

The Grievance Committee's shall ensure the protection of all aggrieved against arbitrary and unjust disciplinary action and to uphold the collective bargaining agreement.

13. Review

Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the members of the Committee once a year or as and when required.



Glossary

- i. TOR – Term of Reference
- ii. MOM – Minutes of Meeting
- iii. DMS – Document Management System

STUDENT PROMOTION AND GRADUATION COMMITTEE (SPGC) TERMS OF REFERENCE (TOR)

1. About the Student Promotion and Graduation Committee:

The Student Promotion and Graduation Committee is the subcommittee of Academic council (senate) which is the decision-making body to review academic progress of students enrolled in different schools of the university. In its review of student files, the Committee considers all issues related to academic performance, including ethics and professionalism. The Committee makes decisions relative to the retention and promotion of students and determines whether a student is making satisfactory academic progress. It also has the responsibility of assuring that due process and policies of university have followed.

2. Type : Standing Committee

3. Purpose

The SPGC is created to meet all the needs and concerns of students, addressing the promotion issues in specific and optimal time duration, thereby helping them to progress at each level of the curriculum until their graduation of schools in the university

4. Scope

The Committee has primary responsibility for recommending academic progression, graduation for those candidates who have satisfactorily completed all progression, graduation requirements and demonstrated the professional and ethical conduct appropriate of their specialization.



5. Composition

Composition of Promotion and Graduation Committee (School Level)					
Level	Role	Member	No of Persons	Responsibility	Voting
All the Levels	Chair	Dean of the School	1	Approvals	Yes
	Member	DVC Academics	1	Proposals	Optional
	Member	HOD's	1*	Review of Resolution	Yes
	Member	Programme Coordinators	1*	Review of Resolution	Yes
	Convenor	Controller of Examination	1	Coordination & Conduction	No

*Will change based on number of HOD / Program coordinators of the school

6. Mode of Appointment

Members are appointed ex officio, and so their membership ceases when they cease to belong to the category of person by virtue of which they were appointed to membership. The tenure of the members shall be two (2) year.

7. Meeting arrangements

7.1. Meeting frequency and location: meeting shall be held at four times a year as per Texila American University Zambia calendar.

7.2. Mode of Meeting: Blended

7.3. Meeting procedures:

7.3.1. Meeting will be conducted as per the Schedule mentioned in Calendar of Events



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- 7.3.2. Meeting Convener will share the agenda prepared and required documents to the members of the council for receiving confirmation at-least **2 weeks** before the meeting scheduled date.
- 7.3.3. Meeting Convener should book the meeting hall 2 Business Days (BD) before the meeting.
- 7.3.4. Meeting Convener should Verify IT and Admin requirements
 - Meeting Convener should Check the system and internet requirements, **1 Business Day** before the meeting.
 - Meeting Convener should Connect all the external members (if any) through virtual conference tool and check the connectivity by **15 Minutes** before the meeting.
 - Meeting Convener should connect the all the External Members(if any) by **5 – 10 Minutes** before the meeting.
- 7.3.5. Meeting Convener will be responsible for Conduction and Recording of meeting on the Scheduled Date and Time
- 7.3.6. Meeting Convener should prepare Minutes of Meeting (MOM) and get the approval from all the members by giving **5 – 10 minutes of break** after the session.
- 7.3.7. Meeting Convener should send the MOM to all the members of the council for E-Signing and Upload the same in DMS.
- 7.3.8. Meeting Convener should circulate the signed MOM to all the concerned.
- 7.3.9. Any special meetings apart from regular meetings may be called by the Chair at any time upon a minimum of **forty-eight (48) hours' notice**. The notice for any special meeting shall specify its purpose.

8. Functions

- 8.1. The Student Promotion and Graduation Committee shall
 - Evaluate the student performance and nominate eligible students for graduation.
 - Evaluate the overall performance of each student at the end of each academic semester and make recommendations to the Deans regarding promotion or other appropriate action.



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- Analyze the academic performance of each student for appropriate actions to ensure their academic progress.
- Monitor the attendance of students for the irregularity and appropriate actions

9. Roles and Responsibilities of Members

The Committee's functions and responsibilities are to:

9.1. The Chair has the duty to:

- Receive applications for academic promotion, determine eligibility and assess applications in accordance with the Academic Promotions Policy and Procedure
- Make recommendations regarding academic promotions applications to concern departments final determination.

9.2. The Convener has a duty to:

- Ensure that all the governing bodies regulations are followed at different levels
- Maintain a current list of Members, contract dates and terms.
- Circulate the agenda and supporting documents for meetings **2 weeks prior** to a regular Academic Council meeting.
- Ensure the MOM has been prepared and approved by all the members after **a 5 – 10 minutes of break session.**
- Issue a copy of the Roles and Responsibilities to newly elected Council Members

9.3. Each Member

Promote the dissemination of good practices

10. Quorum:

- 10.1. Quorum should consist of 50% of the voting members.
- 10.2. The quorum for a meeting of the promotions and moderation committee shall be the DVC- Academics, Dean, HOD, Programme Coordinators and COE. The officers or employees of the University or its school may be required to attend as requested in relation to matters pertaining to their roles and responsibilities.



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- 10.3. Each voting Member shall have one vote on a motion. Decisions shall be made by majority vote of the Voting Members present at the meeting who cast a vote. The names of those opposed shall be recorded. The names of abstentions shall be recorded.
- 10.4. For each motion or amendment, the Chair will speak on a motion or amendment as per the agenda and Members may speak next only after the Chair.
- 10.5. All the Members should be given the opportunity to speak on a motion or amendment and the mover of a motion or amendment shall have the final opportunity to speak.

11. Reporting

The Final report of the meeting signed by all the members will be submitted to the Academic Council (Senate) for further ratification.

12. Deliverable

Providing reports and/or advice to the Dean.

13. Review

Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the members of the Committee once a year or as and when required.

Glossary

- i. TOR – Term of Reference
- ii. MOM – Minutes of Meeting
- iii. DMS – Document Management System
- iv. DVC – Deputy Vice Chancellor
- v. COE- Controller of Examination



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EXAMS COMMITTEE

TERMS OF REFERENCE (TOR)

1. About the Exams Committee:

The Academic Council (Senate) shall establish sub-committees for the effective functioning of the entire university. The Exams committee is established for preparation, administration, and evaluation of the Certifying Examination of the University.

2. Type : Standing Committee

3. Purpose

- To supervise the conduct of the examinations of the university.
- To suggest and recommend changes if any required.

4. Scope

To ensure the preparedness of all Examination of the University as per regulatory body requirements

5. Composition of Committee

Composition of Members for Examination Committee					
Level	Role	Member	No of Persons	Responsibility	Voting
All the Levels	Chair	Controller of Examinations	1	Approvals	Yes
	Member	DVC - Academics	1	Review of Resolution	Yes
	Member	Registrar	1	Review of Resolution	Yes
	Member	Deans – All Schools	1	Review of Resolution	Yes
	Member	HOD - All Departments	1	Review of Resolution	Yes
	Member	Dean - Student Affairs	1	Review of Resolution	Yes
	Convenor	Manager - Exams	1	Coordination & Conduction	No



6. Mode of Appointment

Members are appointed ex officio, and so their membership ceases when they cease to belong to the category of person by virtue of which they were appointed to membership. The tenure of the members shall be one (1) year.

7. Meeting arrangements

7.1 Meeting frequency and location: The Exams Committee shall meet at least 4 times per calendar year.

7.2 Mode of Meeting: Blended

Meeting procedures:

- i. Meeting will be conducted as per the Schedule mentioned in Calendar of Events
- ii. Meeting Convener will share the agenda prepared and required documents to the members of the council for receiving confirmation at-least **2 weeks** before the meeting scheduled date.
- iii. Meeting Convener should book the meeting hall 2 Business Days (BD) before the meeting.
- iv. Meeting Convener should Verify IT and Admin requirements
 - a. Meeting Convener should Check the system and internet requirements, **1 Business Day** before the meeting.
 - b. Meeting Convener should Connect all the external members (if any) through virtual conference tool and check the connectivity by **15 Minutes** before the meeting.
 - c. Meeting Convener should connect the all the External Members(if any) by **5 – 10 Minutes** before the meeting.
- v. Meeting Convener will be responsible for Conduction and Recording of meeting on the Scheduled Date and Time
- vi. Meeting Convener should prepare Minutes of Meeting (MOM) and get the approval from all the members by giving 5 – 10 minutes of break after the session.
- vii. Meeting Convener should send the MOM to all the members of the council for E-Signing and Upload the same in DMS.
- viii. Meeting Convener should circulate the signed MOM to all the concerned.



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- ix. Any special meetings apart from regular meetings may be called by the Chair at any time upon a minimum of forty-eight (48) hours' notice. The notice for any special meeting shall specify its purpose.

8. Functions

- Monitor the implementation of the university's policies, systems, procedures, related to examinations.
- Advise the Exams Department and report on all matters.
- Ensure that effective Exams policies and quality management systems are in place throughout the institution.
- Decide mode of exams.
- Decision in terms of any dispute in the implementation of exam policy
- Advise Senate on matters relating to Exams requirements and to make recommendations on matters requiring attention
- Promote the dissemination of good practices.

9. Roles and Responsibilities of Members

9.1. The Chair has the duty to:

- 9.1.1. Ensure that effective Exams policies and quality management systems are in place throughout the institution
- 9.1.2. Decide mode of exams
- 9.1.3. Decision in terms of any dispute in the implementation of exam policy

9.2. The Convener has a duty to:

Promote the dissemination of good practices and communicate meeting related information to all the members on time

9.3. Each Exam Committee Member has the duty to :

Promote the dissemination of good practices



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10. Quorum:

- 10.1.** Quorum should consist of 50% of the voting members
- 10.2.** The quorum for a meeting of the Exams Committee shall be 50% (including the Chair. The faculty or students of the university, may be required to attend as requested in relation to matters pertaining to their roles and responsibilities.
- 10.3.** Each voting Member shall have one vote on a motion. Decisions shall be made by majority vote of the Voting Members present at the meeting who cast a vote. The names of those opposed shall be recorded. The names of abstentions shall be recorded.
- 10.4.** For each motion or amendment, the Chair will speak on a motion or amendment as per the agenda and Members may speak next only after the Chair.
- 10.5.** All the Members should be given the opportunity to speak on a motion or amendment and the mover of a motion or amendment shall have the final opportunity to speak.

11. Reporting

The Final report of the meeting signed by all the members will be submitted to the Academic Council (Senate) for further ratification.

12. Deliverable

Efficient preparation, administration, and evaluation of the Certifying Examination of the University.

13. Review

Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the members of the Committee once a year or as and when required.

Glossary

- i.** TOR – Term of Reference
- ii.** MOM – Minutes of Meeting
- iii.** DMS – Document Management System
- iv.** COE- Controller of Examination



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DISCIPLINARY COMMITTEE (DC)

TERMS OF REFERENCE (TOR)

1. About the Disciplinary Committee:

The Academic Council (Senate) shall establish sub-committee for the effective functioning of the entire university. The Disciplinary Committee was established to care for and honor students and their rights and protect and defend the University's good name and reputation. As students of TAU, all are expected to conduct themselves with due regard for its good name and reputation. They are required to comply with the current University Rules, Regulations, Policies, Procedures and Codes of Practice, always including those related to University Accommodation. Matters relating to academic misconduct will be dealt with under the University's Disciplinary Committee.

2. Type : Standing Committee

3. Purpose

- To implement a clearly formulated and impartial process for dealing with allegations relating to student misconduct within a reasonable timescale, considering the spirit of natural justice.
- To suggest and recommend changes if any required.

4. Scope

Matters relating to Academic Mis - conduct, defend students' rights in line with the University's goodwill.

5. Composition

Composition of Disciplinary Committee					
Level	Role	Member	No of Persons	Responsibility	Voting
All the Levels	Chair	Dean – Student Affairs	1	Approvals	Yes
	Members	Faculty	4 *	Proposals	yes



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	Convenor	Registrar	1	Coordination & Conduction	No
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- * Senior faculty members of the schools and should have minimum composition of female faculty/ Staff member

6. Mode of Appointment

Members are appointed by the Academic council or Vice chancellor from time to time.

7. Meeting arrangements

7.1. Meeting frequency and location: as needed (Adhoc).

7.2. Mode of Meeting: Blended

7.3. Meeting procedures:

- 7.3.1. Meeting will be conducted as per the Schedule mentioned in Calendar of Events
- 7.3.2. Meeting Convener will be responsible for Conduction and Recording of meeting on the Scheduled Date and Time
- 7.3.3. Meeting Convener should prepare Minutes of Meeting (MOM) and get the approval from all the members by giving **5 – 10 minutes of break** after the session.
- 7.3.4. Meeting Convener should send the MOM to all the members of the council for E-Signing and Upload the same in DMS.
- 7.3.5. Meeting Convener should circulate the signed MOM to all the concerned.

8. Functions

- Monitor the implementation of the university's policies, systems, procedures, related to misconduct and other disciplinary issues.
- Applicable to all student / Staff the University, irrespective of their mode of study
- To delegate the authority for imposition of penalties in-regard to violation of rules and regulations to appropriate persons, posts and committees in the University

9. Roles and Responsibilities of Members



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9.1. The Chair has the duty to:

- 9.1.1.** Ensure that effective Disciplinary policies and quality management systems are in place throughout the institution
- 9.1.2.** To discharge on behalf of the Senate matters related to student discipline as defined in the Regulations for Discipline.
- 9.1.3.** Ensure that effective Disciplinary policies and quality management systems are in place throughout the institution
- 9.1.4.** To discharge on behalf of the Senate matters related to student discipline as defined in the Regulations for Discipline.
- 9.1.5.** To advise and make recommendations to the Senate on matters related to the discipline of students in the University.

9.2. The Convener has a duty to:

- 9.2.1.** Maintain a current list of Members, contract dates and terms.
- 9.2.2.** Circulate the agenda and supporting documents for meetings
- 9.2.3.** Ensure the MOM has been prepared and approved from the all the members after a **5 – 10 minutes of break session.**
- 9.2.4.** Issue a copy of the Roles and Responsibilities to newly elected Council Members

9.3. Each Member

- 9.3.1.** Promote the dissemination of good practices

10. Quorum:

- 10.1 The quorum for a meeting of the Student Disciplinary Committee shall be 50% (including the Chair). In the absence of the chair , the quorum shall select one among themselves to act as the chair for that meeting by vote. The faculty or students of the University, may be required to attend as requested in relation to matters pertaining to their roles and responsibilities.
- 10.2 Each voting Member shall have one vote on a motion. Decisions shall be made by majority vote of the Voting Members present at the meeting who cast a vote. The names of those opposed shall be recorded. The names of abstentions shall be recorded.



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10.3 For each motion or amendment, the Chair will speak on a motion or amendment as per the agenda and Members may speak next only after the Chair.

10.4 All the Members should be given the opportunity to speak on a motion or amendment and the mover of a motion or amendment shall have the final opportunity to speak.

11. Reporting

The Final report of the meeting signed by all the members will be submitted to the Senate for further ratification.

12. Deliverables

Implementing a clearly formulated and impartial process for dealing with allegations relating to student misconduct within a reasonable timescale, considering the spirit of natural justice.

13. Review

The Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the members of the Committee once a year or as and when required.

Glossary

- i.** TOR – Term of Reference
- ii.** MOM – Minutes of Meeting
- iii.** DMS – Document Management System
- iv.** VC – Vice Chancellor

ENVIRONMENTAL, SOCIAL AND GOVERNANCE STRATEGY COMMITTEE (ESG)

TERMS OF REFERENCE (TOR)

1. About the Environmental, Social and Governance Strategy Committee

The Environmental, Social and Governance Committee was established to support the University Board in carrying out its oversight duties with regard to matters such as the



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environment, health and safety, corporate social responsibility, sustainability, and others of the university.

2. Type : Standing Committee

3. Purpose

Public policy issues pertinent to the university include philanthropy, corporate governance, reputation, diversity, equity, and inclusion, community issues, political contributions, lobbying, and other related topics.

4. Scope

Matters relating to Environmental, Social and Governance Committee

5. Composition

Composition of Environmental, Social and Governance Strategy Committee					
Level	Role	Member	No of Persons	Responsibility	Voting
All the Levels	Chair	Vice Chancellor	1	Approvals	Yes
	Member	DVC - Academics	1	Member	Yes
	Member	DVC - (Research and IQAC)	1	Member	Yes
	Member	Dean Student Affairs	1	Member	Yes
	Member	Heads – All Departments	1*	Member	Yes
	Convenor	Registrar	1	Coordination & Conduction	No
	Member	Students Representative Council	1	Yes	Yes

- * Senior faculty members of the schools and should have minimum composition of female faculty/ Staff member



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6. Mode of Appointment

Members are appointed by the University Board or Vice chancellor.

7. Meeting arrangements

7.1. Meeting frequency and location: Two times in a year

7.2. Mode of Meeting: Blended

7.3. Meeting procedures:

- Meeting will be conducted as per the Schedule mentioned in Calendar of Events
- Meeting Convener will share the agenda prepared and required documents to the members of the council for receiving confirmation at-least **2 weeks** before the meeting scheduled date.
- Meeting Convener should book the meeting hall 2 Business Days (BD) before the meeting.
- Meeting Convener should Verify IT and Admin requirements
- Meeting Convener should Check the system and internet requirements, **1 Business Day** before the meeting.
- Meeting Convener should Connect all the external members (if any) through virtual conference tool and check the connectivity by **15 Minutes** before the meeting.
- Meeting Convener should connect the all the External Members(if any) by **5 – 10 Minutes** before the meeting.
- Meeting Convener will be responsible for Conduction and Recording of meeting on the Scheduled Date and Time
- Meeting Convener should prepare Minutes of Meeting (MOM) and get the approval from all the members by giving **5 – 10 minutes of break** after the session.
- Meeting Convener should send the MOM to all the members of the council for E-Signing and Upload the same in DMS.
- Meeting Convener should circulate the signed MOM to all the concerned.



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- Any special meetings apart from regular meetings may be called by the Chair at any time upon a minimum of **forty-eight (48) hours' notice**. The notice for any special meeting shall specify its purpose.

8. Functions

The Committee's responsibilities will include, but not be limited to, the following:

- 8.1.** Recommend to the University Board on overall general strategy with regard to Environmental, Social and Governance (ESG).
- 8.2.** Monitor the university ESG policies, practices, and performance.
- 8.3.** Report to the University Board on any new or developing ESG issues that may impact the university's operations, performance, or public image. If necessary, provide details of any subsequent actions.
- 8.4.** Provide the University Board with advice on stakeholder proposals and other important stakeholder concerns pertaining to ESG Matters.

9. Roles and Responsibilities of Members

9.1. The Chair has the duty to:

- 9.1.1.** To advise and make recommendations to the University Board on matters related to the ESG.

9.2. The Convener has a duty to:

- 9.2.1.** Maintain a current list of Members, contract dates and terms.
- 9.2.2.** Circulate the agenda and supporting documents for meetings **2 weeks prior** to a regular Academic Council meeting.
- 9.2.3.** Ensure the MOM has been prepared and approved by all the members after a **5 – 10 minutes of break session**.
- 9.2.4.** Issue a copy of the Roles and Responsibilities to newly elected Council Members

9.3. Each Member

Promote the dissemination of good practices.



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10. Quorum:

- 10.1 The quorum for a meeting shall be 50% (including the Chair). In the absence of the chair the quorum shall select one among themselves to act as the chair for that meeting by vote. The faculty or students of the university, may be required to attend as requested in relation to matters pertaining to their roles and responsibilities.
- 10.2 Each voting Member shall have one vote on a motion. Decisions shall be made by majority vote of the Voting Members present at the meeting who cast a vote. The names of those opposed shall be recorded. The names of abstentions shall be recorded.
- 10.3 For each motion or amendment, the Chair will speak on a motion or amendment as per the agenda and Members may speak next only after the Chair.
- 10.4 All the Members should be given the opportunity to speak on a motion or amendment and the mover of a motion or amendment shall have the final opportunity to speak.

11. Reporting

The Final report of the meeting signed by all the members will be submitted to the University Board for further ratification.

12. Deliverables

To ensure health and safety atmosphere, creating awareness; equality of treatment; employee engagement and satisfaction, community engagement, community investment and benefits; education; volunteering; and partnerships.

13. Review

Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the members of the Committee once a year or as and when required.

Glossary

- i. TOR – Term of Reference
- ii. MOM – Minutes of Meeting
- iii. DMS – Document Management System
- iv. VC – Vice Chancellor



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ADMISSIONS COMMITTEE TERMS OF REFERENCE (TOR)

1. About the Admission Committee:

The University Board shall establish sub-committees for the effective functioning of the entire university. The Admissions Committee is the body responsible for screening suitable applicants to different schools of the university as per regulatory bodies who are expected to become empathetic, highly competent practitioners, consistent with the mission of University.

2. Type : Standing Committee

3. Purpose

Responsible for selection and acceptance of students who are considered capable of academic success of programs offered by the university.

4. Scope

The Admissions Committee has complete autonomy to offer invitations for admission to all the programs offered by the university.

5. Composition

Composition of Admission Committee					
Level	Role	Member	No of Persons	Responsibility	Voting
All the Levels	Chair	Registrar	1	Approvals	Yes



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	Member	Dean – SOM/Nominated Members	1	Proposals	Optional
	Member	Dean - SOBM /Nominated Members	1	Review of Resolution	Yes
	Member	Dean- SPH /Nominated Members	1	Review of Resolution	Yes
	Member	Dean- SOIT /Nominated Members	1	Review of Resolution	Yes
	Member	Student Representatives	2	Review of Resolution	Yes
	Convenor	Registry Officer	1	Coordination & Conduction	Yes

6. Mode of Appointment

Members are appointed ex officio, and so their membership ceases when they cease to belong to the category of person by virtue of which they were appointed to membership. The term of office of the members shall be Two years.

7. Meeting arrangements

7.1. Meeting frequency and location: at least 4 times per calendar year.

7.2. Mode of Meeting: Blended

7.3. Meeting procedures:



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- 7.3.1. Meeting will be conducted as per the Schedule mentioned in Calendar of Events
- 7.3.2. Meeting Convener will share the agenda prepared and required documents to the members of the council for receiving confirmation at-least **2 weeks** before the meeting scheduled date.
- 7.3.3. Meeting Convener should book the meeting hall 2 Business Days (BD) before the meeting.
- 7.3.4. Meeting Convener should Verify IT and Admin requirements
 - Meeting Convener should Check the system and internet requirements, **1 Business Day** before the meeting.
 - Meeting Convener should Connect all the external members (if any) through virtual conference tool and check the connectivity by **15 Minutes** before the meeting.
 - Meeting Convener should connect the all the External Members(if any) by **5 – 10 Minutes** before the meeting.
- 7.3.5. Meeting Convener will be responsible for Conduction and Recording of meeting on the Scheduled Date and Time
- 7.3.6. Meeting Convener should prepare Minutes of Meeting (MOM) and get the approval from all the members by giving **5 – 10 minutes of break** after the session.
- 7.3.7. Meeting Convener should send the MOM to all the members of the council for E-Signing and Upload the same in DMS.
- 7.3.8. Meeting Convener should circulate the signed MOM to all the concerned.
- 7.3.9. Any special meetings apart from regular meetings may be called by the Chair at any time upon a minimum of **forty-eight (48) hours' notice**. The notice for any special meeting shall specify its purpose.

8. Functions

- Admit all students to the schools through processes based upon approved policies, such policies relate to the establishment of:
 - Criteria and standards for the evaluation of candidates



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- Procedures for application
- Procedures for the review of applications
- Procedures for the acceptance of candidates
- Maintain records that permit continuing evaluation of the policy and process regarding admissions

9. Roles and Responsibilities of Members

9.1. The Chair has the duty to:

- 9.1.1. Formulate and recommend to the Academic Council(Senate) the policies for student admission to the University in lieu of regulations of governing bodies.
- 9.1.2. Review and make recommendations for creation and revision of policies, procedures and practices.

9.2. The Convener has a duty to:

- 9.2.1. Maintain a current list of Members, contract dates and terms.
- 9.2.2. Circulate the agenda and supporting documents for meetings **2 weeks prior** to a regular Academic Council meeting.
- 9.2.3. Ensure the MOM has been prepared and approved from the all the members after a **5 – 10 minutes of break session**.
- 9.2.4. Issue a copy of the Roles and Responsibilities to newly elected Members

9.3. Each Member

- 9.3.1. Promote the dissemination of good practices

10. Quorum:

- 10.1. The quorum for a meeting shall be 50% (including chair). The faculty or students at the schools may be required to attend as requested in relation to matters pertaining to their roles and responsibilities.
- 10.2. Each voting Member shall have one vote on a motion. Decisions shall be made by majority vote of the Voting Members present at the meeting who cast a vote. The names of those opposed shall be recorded. The names of abstentions shall be recorded.



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10.3. For each motion or amendment, the Chair will speak on a motion or amendment as per the agenda and Members may speak next only after the Chair.

10.4. All the Members should be given the opportunity to speak on a motion or amendment and the mover of a motion or amendment shall have the final opportunity to speak.

11. Reporting

The Final report of the meeting signed by all the members will be submitted to the University Council for further ratification.

12. Deliverable

Planning, developing, implementing, and evaluating all admission related activities of the programs in the university.

12. Review

Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the members of the Committee once a year or as and when required.

Glossary

- i.** TOR – Term of Reference
- ii.** MOM – Minutes of Meeting
- iii.** DMS – Document Management System
- iv.** SOM – School of Medicine
- v.** SPH – School of Public Health
- vi.** SOBM – School of Business and Management
- vii.** SOIT – School of Information Technology

STRATEGIC PLANNING COMMITTEE (SPC)

TERMS OF REFERENCE (TOR)

1. About the Strategic Planning Committee:

The University Board shall establish sub-committees for effective functioning of the entire university. Strategic planning develops effective approaches to long-range planning



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for the University system's instructional and support functions. Strategic planning is an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy. It may also extend to control mechanisms for guiding the implementation of the strategy.

2. Type : Standing Committee

3. Purpose

To guide the university to ensure that the Texila American University Zambia has a viable Strategic Plan in place at all times that considers the needs of multiple stakeholders, and which complies with the university's mission, vision, policy and processes.

4. Scope

All school system's instructional and support functions.

5. Composition

Composition of Members for Strategic Planning Committee (SPC)					
Level	Role	Member	No of Persons	Responsibility	Voting
All the Levels	Chair	Vice Chancellor	1	Approvals	Yes
	Member	Deputy Vice Chancellor (Academics)	1	Coordination & Conduction	Yes
	Member	Deputy Vice-Chancellor (Research and IQAC)	1	Review of Resolution	Yes
	Member	Dean – School of Medicine	1	Review of Resolution	Yes
	Member	Dean – School of Business and Management	1	Review of Resolution	Yes
	Member	Dean – School of Information Technology	1	Review of Resolution	Yes
	Member	Dean - School of Public Health	1	Review of Resolution	Yes
	Member	Dean - Student Affairs	1	Review of Resolution	Yes



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	Member	Chief Librarian	1	Review of Resolution	Yes
	Member	Head – Sales and Marketing	1	Review of Resolution	Yes
	Member	Controller of Examinations	1	Review of Resolution	Yes
	Member	Chief Finance officer	1	Review of Resolution	Yes
	Convenor	Registrar	1	Review of Resolution	No

6. Mode of Appointment

Members are appointed ex officio, and so their membership ceases when they cease to belong to the category of person by virtue of which they were appointed to membership. The tenure of the members shall be one (1) year.

7. Meeting arrangements

7.1. Meeting frequency and location: meeting shall be held at least twice a year as per Texila American University Zambia calendar.

7.2. Mode of Meeting: Blended

7.3. Meeting procedures:

7.3.1. Meeting will be conducted as per the Schedule mentioned in Calendar of Events

7.3.1.1. Meeting Convener will share the agenda prepared and required documents to the members of the council for receiving confirmation at-least **2 weeks** before the meeting scheduled date.

7.3.1.2. Meeting Convener should book the meeting hall 2 Business Days (BD) before the meeting.

7.3.1.3. Meeting Convener should Verify IT and Admin requirements

7.3.1.4. Meeting Convener should Check the system and internet requirements, **1 Business Day** before the meeting.



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- 7.3.1.5. Meeting Convener should Connect all the external members (if any) through virtual conference tool and check the connectivity by **15 Minutes** before the meeting.
- 7.3.1.6. Meeting Convener should connect the all the External Members(if any) by **5 – 10 Minutes** before the meeting.
- 7.3.1.7. Meeting Convener will be responsible for Conduction and Recording of meeting on the Scheduled Date and Time
- 7.3.1.8. Meeting Convener should prepare Minutes of Meeting (MOM) and get the approval from all the members by giving **5 – 10 minutes of break** after the session.
- 7.3.1.9. Meeting Convener should send the MOM to all the members of the council for E-Signing and Upload the same in DMS.
- 7.3.1.10. Meeting Convener should circulate the signed MOM to all the concerned.
- 7.3.1.11. Any special meetings apart from regular meetings may be called by the Chair at any time upon a minimum of **forty-eight (48) hours' notice**. The notice for any special meeting shall specify its purpose.

8. Functions

- 8.1.1. To develop effective approaches to long-range planning for the school system's instructional and support functions.
- 8.1.2. Assess the universities operational and strategic performance.
- 8.1.3. Align processes, resources-planning, and department goals with overall strategy.

9. Roles and Responsibilities of Members

9.1. The Chair has the duty to:

- 9.1.1. Provide a sense of direction and outline measurable goals.
- 9.1.2. Understand and shape the university's strategy and mission.
- 9.1.3. Develop plans to materialize strategy and analyze business proposals.

9.2. The Convener has a duty to:



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- 9.2.1. Ensure that there's organization in the planning of events and maintain a current list of Members, contract dates and terms.
- 9.2.2. Circulate the agenda and supporting documents for meetings **2 weeks prior** to a regular Strategic Planning Committee.
- 9.2.3. Issue a copy of the Roles and Responsibilities to newly elected Committee Members

9.3. Each Member

Promote the dissemination of good practices.

10. Quorum:

The Quorum should consist of 50% of the voting members.

- 10.1 The quorum for a meeting of the Strategic Planning Committee shall include the Chair. The faculty or students at the schools may be required to attend as requested in relation to matters pertaining to their roles and responsibilities.
- 10.2 Each voting Member shall have one vote on a motion. Decisions shall be made by majority vote of the Voting Members present at the meeting who cast a vote. The names of those opposed shall be recorded. The names of abstentions shall be recorded.
- 10.3 For each motion or amendment, the Chair will speak on a motion or amendment as per the agenda and Members may speak next only after the Chair.
- 10.4 All the Members should be given the opportunity to speak on a motion or amendment and the mover of a motion or amendment shall have the final opportunity to speak.

11. Reporting

The Final report and recommendations of the meeting signed by all the members will be submitted to the University Board for further ratification.

12. Deliverable



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Strategic planning provides guidance in daily decisions and for evaluating progress and changing approaches when moving forward in the university.

13. Review

Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the members of the Committee once a year or as and when required.

Glossary

- i. TOR – Term of Reference
- ii. MOM – Minutes of Meeting
- iii. DMS – Document Management System
- iv. HOD – Head of the Department

LIBRARY COMMITTEE TERMS OF REFERENCE (TOR)

1. About the Library Committee:

The Academic Council shall establish sub-committees for the effective functioning of the entire university. **Library Committee** is empowered to do certain jobs relating to the library and its administration.

2. Type : Standing Committee

3. Purpose

To ensure that a library building is properly decorated, structured, functional, situated centrally and has the necessary arrangement for efficient management.

4. Scope

To ensure the availability of adequate resources in the library

5. Composition

Composition of Library Committee					
Level	Role	Member	No of Persons	Responsibility	Voting
All the Levels	Chair	Chief Librarian	1	Approvals	Yes



Member	DVC – Academics	1	Review of Resolution	Yes
Member	DVC – Research and IQAC	1	Review of Resolution	Yes
Member	Registrar	1	Review of Resolution	Yes
Member	Deans - All Schools	3	Review of Resolution	Yes
Member	Student Representative Council	1	Review of Resolution	Yes
Convenor	Asst Librarian	1	Coordination & Conduction	No

6. Mode of Appointment

Members are appointed ex officio, and so their membership ceases when they cease to belong to the category of person by virtue of which they were appointed to membership. The term of office of the members shall be one (1) year.

7. Meeting arrangements

7.1. Meeting frequency and location: meeting shall be held at least twice a year as per TAU Z calendar.

7.2. Mode of Meeting: Blended

7.3. Meeting procedures:

7.3.1. Meeting will be conducted as per the Schedule mentioned in Calendar of Events

7.3.2. Meeting Convener will share the agenda prepared and required documents to the members of the council for receiving confirmation at-least **2 weeks** before the meeting scheduled date.

7.3.3. Meeting Convener should book the meeting hall 2 Business Days (BD) before the meeting.

7.3.4. Meeting Convener should Verify IT and Admin requirements



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- Meeting Convener should Check the system and internet requirements, **1 Business Day** before the meeting.
- Meeting Convener should Connect all the external members (if any) through virtual conference tool and check the connectivity by **15 Minutes** before the meeting.
- Meeting Convener should connect the all the External Members(if any) by **5 – 10 Minutes** before the meeting.

7.3.5. Meeting Convener will be responsible for Conduction and Recording of meeting on the Scheduled Date and Time

7.3.6. Meeting Convener should prepare Minutes of Meeting (MOM) and get the approval from all the members by giving **5 – 10 minutes of break** after the session.

7.3.7. Meeting Convener should send the MOM to all the members of the council for E-Signing and Upload the same in DMS.

7.3.8. Meeting Convener should circulate the signed MOM to all the concerned.

7.3.9. Any special meetings apart from regular meetings may be called by the Chair at any time upon a minimum of **forty-eight (48) hours' notice**. The notice for any special meeting shall specify its purpose.

8. Functions

8.1.1. To review Library readership dept-wise , review of monthly issuance and return

8.1.2. To adopt measures to enhance readership.

8.1.3. To recommend to the authorities the fees and other charges for the use of the library.

8.1.4. To prepare budget and proposals for the development of the Library

9. Roles and Responsibilities of Members

9.1. The Chair :

9.1.1. Focuses on the delivery of up-to-date library resources such as books and other relevant applications needed.



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- 9.1.2. To guide the Librarian in formulating general library policies and regulations which govern its functions.
- 9.1.3. To provide for proper documentation services and updating the library collection.
- 9.1.4. To work towards modernization and improvement of Library and documentation Services.
- 9.1.5. To formulate policies and procedures for efficient use of Library resources.

9.2. The Convener has a duty to:

- To review Library readership dept-wise
- To adopt measures to enhance readership.
- To prepare budget and proposals for the development of the Library.
- Maintain a current list of Members, contract dates and terms.
- Circulate the agenda and supporting documents for meetings **2 weeks prior** to a regular meeting.
- Ensure the MOM has been prepared and approved by all the members after **a 5 – 10 minutes of break session**.
- Write grievance articles for local membership communications upon request.

9.3. Each Member

- To seek feedback on Library functions from readers.
- Promote the dissemination of good practices.

10. Quorum:

- 10.1. Quorum should consist of 50% of the voting members
- 10.2. The quorum for a meeting of the library Committee shall be including the Chair, representatives, registrar, HOD's and secretary, the faculty or students of the university, may be required to attend as requested in relation to matters pertaining to their roles and responsibilities.
- 10.3. Each voting Member shall have one vote on a motion. Decisions shall be made by majority vote of the Voting Members present at the meeting who cast a vote.



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The names of those opposed shall be recorded. The names of abstentions shall be recorded.

10.4. For each motion or amendment, the Chair will speak on a motion or amendment as per the agenda and Members may speak next only after the Chair.

10.5. All the Members should be given the opportunity to speak on a motion or amendment and the mover of a motion or amendment shall have the final opportunity to speak.

11. Reporting

The Final report of the meeting signed by all the members will be submitted to the Academic Council for further ratification.

12. Deliverable

To ensure that a library building is properly decorated, structured, functional, situated centrally and has the necessary arrangement for efficient management.

13. Review

Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the members of the Committee once a year or as and when required.

Glossary

- i.** TOR – Term of Reference
- ii.** MOM – Minutes of Meeting
- iii.** DMS – Document Management System

CURRICULUM DEVELOPMENT COMMITTEE (SCHOOL LEVEL)

TERMS OF REFERENCE (TOR)

1. About the Curriculum Development Committee:

The Academic Council (Senate) shall establish sub-committees for the effective functioning of the entire university. The Curriculum Development Committee shall act on behalf of, and under the delegated authority of, the Senate in the oversight of the developing and reviewing curriculum of various programs in the university in terms of curriculum including its design, delivery, management, evaluation and revision.

2. Type : Standing Committee



3. Purpose

Review Curriculums of programs offered by university.

4. Scope

4.1 All programs in the university

5. Composition

Composition of Curriculum Development Committee (School Level)					
Level	Role	Member	No of Persons	Responsibility	Voting
All levels	Chair	Dean of Respective School	1	Approvals	Yes
	Member	HOD / Programme Co Ordinator	1	Review of Resolution	Yes
	Member	Faculty Members	4	Review of Resolution	Yes
	Member	External Member from Academia	1	Review of Resolution	Yes
	Member	External Member from Industry	1	Review of Resolution	Yes
	Member	Student Representatives	2	Review of Resolution	Yes
	Convenor	Faculty Officer	1	Coordination & Conduction	Yes

6. Mode of Appointment

All the members are appointed by Academic Council(senate)

7. Meeting arrangements

7.1. Meeting frequency and location: meeting shall be held at least twice a year as per Texila American University Zambia calendar.

7.2. Mode of Meeting: Blended

7.3. Meeting procedures:



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- 7.3.1. Meeting will be conducted as per the Schedule mentioned in Calendar of Events
- 7.3.2. Meeting Convener will share the agenda prepared and required documents to the members of the council for receiving confirmation at-least **2 weeks** before the meeting scheduled date.
- 7.3.3. Meeting Convener should book the meeting hall 2 Business Days (BD) before the meeting.
- 7.3.4. Meeting Convener should Verify IT and Admin requirements
 - 7.3.4.1. Meeting Convener should Check the system and internet requirements, **1 Business Day** before the meeting.
 - 7.3.4.2. Meeting Convener should Connect all the external members (if any) through virtual conference tool and check the connectivity by **15 Minutes** before the meeting.
 - 7.3.4.3. Meeting Convener should connect the all the External Members(if any) by **5 – 10 Minutes** before the meeting.
- 7.3.5. Meeting Convener will be responsible for Conduction and Recording of meeting on the Scheduled Date and Time
- 7.3.6. Meeting Convener should prepare Minutes of Meeting (MOM) and get the approval from all the members by giving **5 – 10 minutes of break** after the session.
- 7.3.7. Meeting Convener should send the MOM to all the members of the council for E-Signing and Upload the same in DMS.
- 7.3.8. Meeting Convener should circulate the signed MOM to all the concerned.
- 7.3.9. Any special meetings apart from regular meetings may be called by the Chair at any time upon a minimum of **forty-eight (48) hours' notice**. The notice for any special meeting shall specify its purpose.

8. Functions

- 8.1. To advise and recommend the Academic Council (Senate) of new/revised curriculum for new and existing programs.
- 8.2. Recommend experts for the development of new curriculum for program / course.
- 8.3. Recommendation for updation of course content as per global standard



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9. Roles and Responsibilities of Members

9.1. The Chair has the duty to:

- To review and recommend curriculum approval of all the programs of the university.
- To Promote best practices

9.2. The Convener has a duty to:

- 9.2.1. Maintain a current list of Members, contract dates and terms.
- 9.2.2. Circulate the agenda and supporting documents for meetings **2 weeks prior** to a regular meeting.
- 9.2.3. Ensure the MOM has been prepared and approved from the all the members after a **5 – 10 minutes of break session**.
- 9.2.4. Write grievance articles for local membership communications upon request .

9.3. Each Member has the duty to:

- 9.3.1. To recommend experts for the development of new curriculum for program / course
- 9.3.2. To review and suggest changes / recommend approval for curriculum.
- 9.3.3. Promote the dissemination of good practices

10. Quorum:

- 10.1. The quorum for a meeting of the curriculum development committee shall be Chair of the Committee, and 50% members of the committee. The officers or employees of the University or its school may be required to attend as requested in relation to matters pertaining to their roles and responsibilities.
- 10.2. Each voting Member shall have one vote on a motion. Decisions shall be made by majority vote of the Voting Members present at the meeting who cast a vote. The names of those opposed shall be recorded. The names of abstentions shall be recorded.
- 10.3. For each motion or amendment, the Chair will speak on a motion or amendment as per the agenda and Members may speak next only after the Chair.



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10.4. All the Members should be given the opportunity to speak on a motion or amendment and the mover of a motion or amendment shall have the final opportunity to speak.

11. Reporting

The Final report of the meeting signed by all the members will be submitted to the Academic Council (Senate) for further ratification.

12. Deliverable

The Curriculum Development Committee shall advise and recommend the University Council (Senate) of new/revised curriculum for new and existing programs.

13. Review

Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the members of the Committee once a year or as and when required.

Glossary

- i.** TOR – Term of Reference
- ii.** MOM – Minutes of Meeting
- iii.** DMS – Document Management System

PROGRAM EVALUATION COMMITTEE

TERMS OF REFERENCE (TOR)

1. About the Board of Studies:

The Academic Council(senate) shall establish a Board of Studies, for each of its constituent schools of the University. The Board of Studies, subject to the direction of the Academic Council (Senate) controls the academic affairs of the respective Schools of the University, including the delivery of curriculum, review the instruction and academic performances.

2. Type : Standing Committee

3. Purpose

To make recommendations to the Academic Council (Senate) on creation of teaching and evaluation methodologies for improving academic standards as per universities vision and mission.



4. Scope

All programs in the university

5. Composition

Composition					
Level	Role	Member	No of Persons	Responsibility	Voting
All the Levels	Chair	Dean	1	Approvals	Yes
	Member	Heads of various Departments	1*	Review of Resolution	Yes
	Member	Program Coordinators	1*	Review of Resolution	Yes
	Member	Faculty	1*	Review of Resolution	
	Convenor	Faculty Officer	1	Coordination & Conduction	Yes

* No. of members will vary based on the department.

6. Mode of Appointment

All the members are appointed by the Academic Council(senate).

7. Meeting arrangements

7.1. Meeting frequency and location: meeting shall be held at least twice a year as per Texila American University Zambia calendar.

7.2. Mode of Meeting: Blended

7.3. Meeting procedures:

7.3.1. Meeting will be conducted as per the Schedule mentioned in Calendar of Events



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- 7.3.2. Meeting Convener will share the agenda prepared and required documents to the members of the council for receiving confirmation at-least **2 weeks** before the meeting scheduled date.
- 7.3.3. Meeting Convener should book the meeting hall 2 **Business Days (BD)** before the meeting.
- 7.3.4. Meeting Convener should Verify IT and Admin requirements
 - Meeting Convener should Check the system and internet requirements, **1 Business Day** before the meeting.
 - Meeting Convener should Connect all the external members (if any) through virtual conference tool and check the connectivity by **15 Minutes** before the meeting.
 - Meeting Convener should connect the all the External Members(if any) by **5 – 10 Minutes** before the meeting.
- 7.3.5. Meeting Convener will be responsible for Conduction and Recording of meeting on the Scheduled Date and Time
- 7.3.6. Meeting Convener should prepare Minutes of Meeting (MOM) and get the approval from all the members by giving **5 – 10 minutes of break** after the session.
- 7.3.7. Meeting Convener should send the MOM to all the members of the council for E-Signing and Upload the same in DMS.
- 7.3.8. Meeting Convener should circulate the signed MOM to all the concerned.
- 7.3.9. Any special meetings apart from regular meetings may be called by the Chair at any time upon a minimum of **forty-eight (48) hours' notice**. The notice for any special meeting shall specify its purpose.

8. Functions

Without limiting the generality of this, the functions of the Board of Studies of each school shall include, within those constraints and consistent with the functions of the University:

- For establishing a process for reviewing, evaluating, and revising the curriculum on a recurring timeline to ensure that the curriculum is coherent, coordinated, current, and effective



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- To set educational objectives, establish educational requirements, allocate curriculum time, specify teaching methods, and evaluate educational outcomes
- To set performance standards for instructors, initiate faculty development efforts, Academic mentor ship and evaluate instructor performance.
- To advise and report to the Academic Council on all matters relating to the organization of education, teaching, learning, and research in the subjects of the faculty, including curricula and examinations
- To review the progress of Students and Faculty and suggest best practices which can improve the progress,
- To appoint internal and external examiners in the subjects of the faculty,
- To monitor and review of departmental implementation of institutional quality assurance and academic frameworks, and
- To carry out any functions which may be given to or imposed on it by the Academic Council.

9. Roles and Responsibilities of Members

9.1. The Chair has the duty to:

- To amend or repeal any regulation in the school,
- To make proposal for issue of ordinances, relating to academic matters

9.2. The Convener has a duty to:

- Maintain a current list of Members, contract dates and terms.
- Circulate the agenda and supporting documents for meetings **2 weeks prior** to a regular meeting.
- Ensure the MOM has been prepared and approved from the all the members after a **5 – 10 minutes of break session**.
- Write grievance articles for local membership communications upon request .

9.3. Each Member

- Promote the dissemination of good practices

10. Quorum:



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- 10.1.** The quorum for a meeting of the shall be 50% (including the Chair).
- 10.2.** In the chair's absence, the quorum shall select one among themselves to act as the chair for that meeting by vote. The faculty or students of the College, may be required to attend as requested in relation to matters pertaining to their roles and responsibilities.
- 10.3.** Each voting Member shall have one vote on a motion. Decisions shall be made by majority vote of the Voting Members present at the meeting who cast a vote. The names of those opposed shall be recorded. The names of abstentions shall be recorded.
- 10.4.** For each motion or amendment, the Chair will speak on a motion or amendment as per the agenda and Academic Council Members may speak next only after the Chair.
- 10.5.** All the Academic Council Members should be given the opportunity to speak on a motion or amendment and the mover of a motion or amendment shall have the final opportunity to speak.

11. Reporting

The Final report of the meeting signed by all the members will be submitted to Senate (Academic Council) for further ratification.

12. Deliverable

Control the academic affairs of the respective schools of the University, including the delivery of curriculum, review the instruction and education provided by the University.

13. Review

Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the members of the Committee once a year or as and when required.

Glossary

- i.** TOR – Term of Reference
- ii.** BOS – Board of Studies
- iii.** MOM – Minutes of Meeting
- iv.** DMS – Document Management System



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ENVIRONMENTAL, SOCIAL AND GOVERNANCE STRATEGY

COMMITTEE (ESG)

TERMS OF REFERENCE (TOR)

1. About the Environmental, Social and Governance Strategy Committee

The Environmental, Social and Governance Committee was established to support the University Board in carrying out its oversight duties with regard to matters such as the environment, health and safety, corporate social responsibility, sustainability, and others of the university.

2. Type : Standing Committee

3. Purpose

Public policy issues pertinent to the university include philanthropy, corporate governance, reputation, diversity, equity, and inclusion, community issues, political contributions, lobbying, and other related topics.

4. Scope

Matters relating to Environmental, Social and Governance Committee

5. Composition

Composition of Environmental, Social and Governance Strategy Committee

Level	Role	Member	No of Persons	Responsibility	Voting
All the Levels	Chair	Vice Chancellor	1	Approvals	Yes
	Member	DVC - Academics	1	Member	Yes
	Member	DVC - (Research and IQAC)	1	Member	Yes
	Member	Dean Student Affairs	1	Member	Yes
	Member	Heads – All Departments	1*	Member	Yes



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	Convenor	Registrar	1	Coordination & Conduction	No
	Member	Students Representative Council	1	Yes	Yes

- * Senior faculty members of the schools and should have minimum composition of female faculty/ Staff member

6. Mode of Appointment

Members are appointed by the University Board or Vice chancellor.

7. Meeting arrangements

7.1. Meeting frequency and location: Two times in a year

7.2. Mode of Meeting : Blended

7.3. Meeting procedures:

7.3.1 Meeting will be conducted as per the Schedule mentioned in Calendar of Events

1.3.1. Meeting Convener will share the agenda prepared and required documents to the members of the council for receiving confirmation at-least **2 weeks** before the meeting scheduled date.

1.3.2. Meeting Convener should book the meeting hall 2 Business Days (BD) before the meeting.

1.3.3. Meeting Convener should Verify IT and Admin requirements

- Meeting Convener should Check the system and internet requirements, **1 Business Day** before the meeting.
- Meeting Convener should Connect all the external members (if any) through virtual conference tool and check the connectivity by **15 Minutes** before the meeting.
- Meeting Convener should connect the all the External Members (if any) by **5 – 10 Minutes** before the meeting.

1.3.4. Meeting Convener will be responsible for Conduction and Recording of meeting on the Scheduled Date and Time



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- 1.3.5. Meeting Convener should prepare Minutes of Meeting (MOM) and get the approval from all the members by giving **5 – 10 minutes of break** after the session.
- 1.3.6. Meeting Convener should send the MOM to all the members of the council for E-Signing and Upload the same in DMS.
- 1.3.7. Meeting Convener should circulate the signed MOM to all the concerned.
- 1.3.8. Any special meetings apart from regular meetings may be called by the Chair at any time upon a minimum of **forty-eight (48) hours' notice**. The notice for any special meeting shall specify its purpose.

8. Functions

The Committee's responsibilities will include, but not be limited to, the following:

- Recommend to the University Board on overall general strategy with regard to Environmental, Social and Governance (ESG).
- Monitor the university ESG policies, practices, and performance.
- Report to the University Board on any new or developing ESG issues that may impact the university's operations, performance, or public image. If necessary, provide details of any subsequent actions.
- Provide the University Board with advice on stakeholder proposals and other important stakeholder concerns pertaining to ESG Matters.

9. Roles and Responsibilities of Members

9.1. The Chair has the duty to:

- 9.1.1.** To advise and make recommendations to the University Board on matters related to the ESG.

9.2. The Convener has a duty to:

- 9.2.1.** Maintain a current list of Members, contract dates and terms.
- 9.2.2.** Circulate the agenda and supporting documents for meetings **2 weeks prior** to a regular Academic Council meeting.
- 9.2.3.** Ensure the MOM has been prepared and approved by all the members after **a 5 – 10 minutes of break session**.



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9.2.4. Issue a copy of the Roles and Responsibilities to newly elected Council Members

9.3. Each Member

Promote the dissemination of good practices.

10. Quorum:

10.1 The quorum for a meeting shall be 50% (including the Chair). In the absence of the chair the quorum shall select one among themselves to act as the chair for that meeting by vote. The faculty or students of the university, may be required to attend as requested in relation to matters pertaining to their roles and responsibilities.

10.2 Each voting Member shall have one vote on a motion. Decisions shall be made by majority vote of the Voting Members present at the meeting who cast a vote. The names of those opposed shall be recorded. The names of abstentions shall be recorded.

10.3 For each motion or amendment, the Chair will speak on a motion or amendment as per the agenda and Members may speak next only after the Chair.

10.4 All the Members should be given the opportunity to speak on a motion or amendment and the mover of a motion or amendment shall have the final opportunity to speak.

11. Reporting

The Final report of the meeting signed by all the members will be submitted to the University Board for further ratification.

12. Deliverables

To ensure health and safety atmosphere, creating awareness; equality of treatment; employee engagement and satisfaction, community engagement, community investment and benefits; education; volunteering; and partnerships.

13. Review

Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the members of the Committee once a year or as and when required.

Glossary



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- i. TOR – Term of Reference
- ii. MOM – Minutes of Meeting
- iii. DMS – Document Management System
- iv. VC – Vice Chancellor

RISK ASSESSMENT AND MANAGEMENT COMMITTEE

TERMS OF REFERENCE

1. PURPOSE

To ensure integrity and compliance with our legal, regulatory, and ethical obligations as well as the prioritization and management of risk, the Texila American University Risk Management Committee (TAURMC) was established. Its goal is to promote excellence in all compliance and enterprise risk management efforts.

2. Type : Standing Committee

3. Purpose of TAURMC

The following main key objectives are attained by the effective implementation of URM processes:

Roles and Responsibilities: To establish the Board's and senior management's primary responsibilities in controlling the risk exposure of the university.

Oversight: The university's risk management strategy is being followed to manage and monitor all significant, existing, and emerging risks using a comprehensive methodology.

Ownership and Responsibility: The ownership of goals and objectives is intrinsically related to the ownership of risk. The same people in charge of achieving goals and objectives are also in charge of finding, assessing, reducing, and disclosing relevant risk exposures.

Assurance: The Board and Management are confident that risk is being managed effectively to add value to the firm within stated levels.

4. SCOPE



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This policy applies to all members and activities of Texila American University.

5. CONSTITUTION OF TAURMC

Members of TAURMC are: Academic and administrative officers of the University

Composition of TAURMC					
Level	Role	Member	No of Persons	Responsibility	Voting
University	Chair	Vice Chancellor	1	Approvals	Optional 1
	Convenor	- Deputy Vice Chancellor – Research and Internal Quality Assurance Cell	1	Preparation of agenda, Conducting Internal Audits reports	No
	Member Secretary	- Registrar	1	Maintaining the decisions & implementation	yes
	Member	- Deputy Vice Chancellor - Academics - Deans of various colleges - Functional Heads of various administration and operation departments -	5- 8	Review & Revision of Academic and administrative Processes	Yes



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	Student representative	- The President Student Council - The Secretary Student Council	2	Observers/ witness	NO
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Note: The Vice Chancellor (VC) is the Chair of the Risk Management Committee appointed by the University Board. In the absence of the VC from a meeting of the TAURMC, the meeting shall be chaired by the DVC - Academics. The VC shall have a casting as well as a deliberative vote; any other person acting as Chair shall have a deliberative vote only.

6. Mode of Appointment

Chair of the TAURMC is appointed by the University Board. Registrar –Secretary (ex officio)

7. Meeting arrangements

- All the agendas are to be vetted by the Registrar with discussion with the VC before presenting them to the TAURMC.
- All the agendas are to be finalized and circulated to all the members at least 48 hrs. before.
- The governance manager must notify the dates of the meeting at least 7 days before to all the members of TAURMC.

MEETINGS

The TAURMC shall meet at least 2 times per calendar year.

Mode of Meeting: Physical and virtual

Meeting procedures: The TAURMC shall conduct its meetings, and regulate its own procedures, within the powers granted by the University Board. The VC of the University shall convene a special meeting of the TAURMC when a situation so demands, and at a signed request of no less than six members of the TAURMC. This signed request shall state the purpose for which the meeting is being convened. The TAURMC shall report its decisions to the University Board.



8. FUNCTIONS AND RESPONSIBILITIES

All members of the university community are responsible for risk management in accordance with this policy and its accompanying procedures.

Key Risk area needs to be focused by TAURMC.

a. Health and Cleanliness

Ignoring these areas exposes educational institutions to serious dangers because health and cleanliness are so crucial to the field. A higher incidence of illness in schools and colleges can negatively impact learning outcomes.

Key areas- Excellent cleaning systems, particularly for bathrooms, monitoring indoor air quality, and ensuring trash collection and disposal are maintained to a high degree are key steps to guaranteeing good health and hygiene standards.

b. Declining Enrolments

The TAURMC must continually monitor its enrollment. The school may be forced to decrease programs or services, go into debt, or close outright due to declining enrollment.

To increase enrollments, it is important to look to developing international markets like India, Southeast Asia, and Africa. establishing new campuses, facilities for the admissions office, and special services to stand out and attract more students.

c. Adherence to Regulations

Similar official guidelines for colleges and universities apply to TAURMC, who must stay current with all applicable laws, rules, and amendments to the statutory guidance laid out by governing bodies like Higher Education Authority of Zambia (HEA), Health Professional Council of Zambia (HPCZ), Zambia Qualifications Authority (ZQA), Zambia Revenue Authority (ZRA), and other accrediting agencies. These rules include things like faculty hiring, student welfare, admissions, curriculum, and student conduct.



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d. Bad press and Reputation

To minimize the chance of being the topic of unfavorable news reports, whether they are real or not, URM C must monitor social media. In addition to resolving any unfavorable news, the committee must maintain a positive reputation by proactive and positive PR.

e. Financial Risks

To provide uniform educational services, to ensure that the books are balanced, that there is sufficient cash flow for your needs, and that the university has the money to cover both essential services and extras, URM C ensures rapid assessment of any financial concerns.

f. Operational Risks

Class schedule coordination, personnel management, protocols and procedures, and the usage of diverse systems are just a few examples of how TAURMC must sustain good academic and administrative operations. The bottom line and the standard of education offered are negatively impacted by bad systems, incompetent personnel, and pricey inefficient processes.

University Board :

- Approve the university's URM policy and any necessary updates to it regularly.
- Oversight of the university's risk management process and provision of institutional risk information to the university's university board, in collaboration with the other university board standing committees as required by their unique mandates.
- As part of the university's risk management process, identify the primary risks facing the university, examine the university's tolerance and appetite for risk, and approve risk management policies in cooperation with management. The Committee shall focus on financial risk in this context and get reasonable assurance that financial risk is successfully managed or controlled through management reports and regular risk management updates.
- Inquire with the university's senior administrative officials (Administration) (including the VC and DVC about significant risks or exposures and determine



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whether Administration has taken necessary actions to manage or address the risk.

- Annually collaborates with senior administration to validate important university threats.

Vice Chancellor

Establish the environment and impact the university's risk management policy with the University Board. Oversees the institution's overall risk management program and provides the Audit Committee with quarterly reports on the risks the university faces.

- Incorporates the process of identifying, evaluating, and managing risks into planning.
- Ensures that activities, data, and reports are transparent and accountable.
- Monitors adherence to university policies, national laws and regulations, and collective bargaining agreements.
- Maintains exacting standards of health and safety.
- Establishes and maintains an efficient system of checks and balances for fiscal management and asset protection, which includes overall protection and stewardship of all resources (financial, physical, and human resources).
- Establish and foster a culture of risk awareness at the institution by including risk in all strategic planning and decision-making.
- Implement the URM-related policies and procedures.
- As risks are identified and prioritized, assign responsibility for addressing them.

Administrative Heads (Deputy Vice Chancellor (Academics), Deans, Directors, Heads of Academic & Administrative Units):

- Create and spread a culture of risk awareness throughout their college or University.
- Implement the university's URM Program policies and procedures.
- During planning or project development, identify, assess, and, to the extent possible, mitigate key risks that could have an impact on the university's finances, reputation, or strategy.



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- Conduct routine reviews of the key risks that have been identified, and report to the TAURMC (BoT) any significant changes in their respective risk profiles.

DVC (Research, IQAC) & Audit team

- Through the implementation of the Internal Audit Plan, evaluations are conducted to determine if this policy is being complied with and the effectiveness of URM procedures and controls put in place by the university to manage the major risks.
- Inform the VC and Audit Committee of its findings and suggestions. observes how the university responds to and puts its suggestions into practice.
- Assist in the development of the URM Processes & Procedures.
- Verify that the URM procedure continues to fulfill its intended purpose and complies with global standards and best practices.
- Create the URM Processes & Procedures and assist in their implementation.
- Make sure the URM procedure adheres to international standards and best practices and continues to serve its intended purpose.
- Carries out annual university-wide risk assessments with the VC and other stakeholders in accordance with the agreement reached with the president and financial officers.
- Deliver URM training and mentoring as necessary.
- Assist in the identification and analysis of operational and strategic risks by working with risk owners.
- Aid risk owners in locating efficient risk reduction measures.
- Ensure that the URM process complies with international norms and.
- By keeping an up-to-date university risk register, you can promptly and accurately disclose risks to senior administration and the proper governing authorities.
- Reports any material violations of this policy to the President and the Audit Committee as soon as they occur.



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Each TAURMC member- attends the meeting and suggests what is on the agenda.

9. QUORUM

A simple majority of the voting members of the Committee shall constitute a quorum.

10. REPORTING STRUCTURE

The TAURMC is reporting to the University Board after the conclusion of each meeting.

Minutes of the meetings must be shared with the University Board through email.

11. TERM OF OFFICE

The duration of service of the committee members will be reviewed by the University Board at the conclusion of two years. The members shall continue to hold office until memberships are renewed.

12. NOTICE OF MEETINGS AND MINUTES

Regular meetings of the committee are to be scheduled by email notification at least one week prior to the time and place of the meeting. The agenda of the meeting should be based on the TOR (Terms of Reference) functions and responsibilities.

Minutes of the meeting: The committee chairperson will maintain the minutes. Each point in the minutes of meeting should be categorized as follows:

- For information
- Action
- Approval

The minutes of the preceding meetings to be ratified before commencing the new meeting based on the above-mentioned a, b, c points.

The Chair will be responsible for disseminating the information to the other chairs/ members/ faculty and office and follow up on the actions.

13. Functions of TAURMC

- Examine and accept the institutional risks that the Board's Audit and Compliance Committee of Trustees has been presented with.
- Ensure that important compliance and enterprise risk management strategies match the University's risk appetite.



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- Examine the environment for risk and compliance at the university as well as the significant risk management and compliance efforts that the academic and administrative departments of the university oversee.
- Examine the top priorities listed by the Office of Compliance and Risk Management, Office of Internal Audit, the main departments involved in compliance and enterprise risk management programs and get reports on risks unique to the institutions that might need the Board of Trustee's attention.
- Obtain reports from the Compliance Officer on the activities of the University's Working Group.
- Examine corrective plans to reduce important hazards.
- Obtain information about reports of compliance violations, including information about reports to the University's Compliance and Risk Reporting Line and any associated internal and external investigations.
- Examine ongoing legislation's effects on higher education.

QUALITY ASSURANCE COMMITTEE TERMS OF REFERENCE (TOR)

1. About the Quality Assurance Committee:

The University Board shall establish sub-committees for the effective functioning of the entire university. The Quality Assurance committee was established to promote and ensure the quality of service for continuous improvement in all aspects.

2. Type : Standing Committee

3. Purpose

- To setup the quality standards within the university.
- To monitor quality standards are being met by various stakeholders within the university.

4. Scope

Developing and implementing standards for inspection, developing a workflow for inspection of academic and nonacademic units.



5. Composition

Composition of Quality Assurance Committee					
Level	Role	Member	No of Persons	Responsibility	Voting
All the Levels	Chair	Deputy Vice Chancellor (Research and IQAC)	1	Approvals	Optional
	Member	Deputy Vice-Chancellor (Academics)	1	Proposals	Yes
	Member	Registrar	1	Review of Resolution	Yes
	Member	Deans – All Schools	3	Review of Resolution	Yes
	Member	Dean Student Affairs	1	Review of Resolution	Yes
	Convenor	Quality Assurance Officer	1	Coordination & Conduction	No

6. Mode of Appointment

Members are appointed ex officio, and so their membership ceases when they cease to belong to the category of person by virtue of which they were appointed to membership. The term of office of the members shall be Two years.



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7. Meeting arrangements

The Quality Assurance Committee shall meet at least 4 times per calendar year.

7.1 Meeting frequency and location: Meeting shall be held at least Quarterly (4 times) in a year as per university calendar.

7.2 Mode of Meeting : Blended

7.3 Meeting procedures:

7.3.1. Meeting will be conducted as per the Schedule mentioned in Calendar of Events

7.3.2. Meeting Convener will share the agenda prepared and required documents to the members of the council for receiving confirmation at-least **2 weeks** before the meeting scheduled date.

7.3.3. Meeting Convener should book the meeting hall 2 Business Days (BD) before the meeting.

7.3.4. Meeting Convener should Verify IT and Admin requirements

- Meeting Convener should Check the system and internet requirements, **1 Business Day** before the meeting.
- Meeting Convener should Connect all the external members (if any) through virtual conference tool and check the connectivity by **15 Minutes** before the meeting.
- Meeting Convener should connect the all the External Members (if any) **5 – 10 Minutes** before the meeting.

7.3.5. Meeting Convener will be responsible for Conduction and Recording of meeting on the Scheduled Date and Time

7.3.6. Meeting Convener should prepare Minutes of Meeting (MOM) and get the approval from all the members by giving **5 – 10 minutes of break** after the session.

7.3.7. Meeting Convener should send the MOM to all the members of the council for E-Signing and Upload the same in DMS.

7.3.8. Meeting Convener should circulate the signed MOM to all the concerned.

7.3.9 Any special meetings apart from regular meetings may be called by the Chair at any time upon a minimum of **forty-eight (48) hours' notice**. The notice for any special meeting shall specify its purpose.



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8. Functions

1. Monitor the implementation of the Institution's policies, systems, procedures, strategies and resources for the management of the quality of the core functions of teaching and learning, research and social responsiveness.
2. Monitor the effectiveness of the quality management systems of all departments.
3. Promote a culture of continuous improvement within the university.
4. Ensure that recommendations emerging from internal, as well as external reviews conducted by the Higher Education Quality Committee and other external bodies, are being addressed
5. Act as the overall coordinating body for institution-wide reviews conducted by the Higher Education Authority Quality Committee or other external bodies

9. Roles and Responsibilities of Members

The Chair has the duty to:

1. Ensure that effective quality assurance policies and quality management systems are in place throughout the institution.
2. Ensure that recommendations emerging from internal, as well as external reviews conducted by the Higher Education Quality Committee and other external bodies, are being addressed.
3. Promote the development of innovations related to quality improvement.

The Convener has a duty to:

1. Maintain a current list of Members, contract dates and terms.
2. Circulate the agenda and supporting documents for meetings **2 weeks prior** to a regular meeting.
3. Ensure the MOM has been prepared and approved by all the members after **a 5 – 10 minutes break session**.
4. Issue a copy of the Roles and Responsibilities to newly elected Members.



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Each Member

1. Advise Senate on matters relating to alignment with national and institutional quality assurance requirements and to make recommendations on matters requiring attention
2. Promote the dissemination of good practices

10. **Quorum:**

1. The quorum for a meeting of the Quality Assurance Committee shall be 50% including the Chair. In the chair's absence, the quorum shall select one among themselves to act as the chair for that meeting by vote. The faculty or students at the university may be required to attend as requested in relation to matters pertaining to their roles and responsibilities.
2. Each voting Member shall have one vote on a motion. Decisions shall be made by majority vote of the Voting Members present at the meeting who cast a vote. The names of those opposed shall be recorded. The names of abstentions shall be recorded.
3. For each motion or amendment, the Chair will speak on a motion or amendment as per the agenda and Members may speak next only after the Chair.
4. All the Members should be given the opportunity to speak on a motion or amendment and the mover of a motion or amendment shall have the final opportunity to speak.

11. **Reporting**

The Final report of the meeting signed by all the members will be submitted to the University Board for further ratification.

12. **Deliverable**

To ensure quality standards are being met by various stakeholders within the university.

13. **Review**

Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the members of the Committee once a year or as and when required.



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Glossary

- i. TOR – Term of Reference
- ii. MOM – Minutes of Meeting
- iii. DMS – Document Management System
- iv. VC – Deputy Vice Chancellor