



Muteesa I
ROYAL UNIVERSITY

📍 P.O.Box 322, Masaka
📍 P.O.Box 14002, Mengo-Kampala
☎ +256 434 251459
✉ aro@mru.ac.ug
🌐 www.mru.ac.ug

MANCO POLICY

Date of Recommendation by Management: Aug. 2019

Date of Approval by the University Council: December 2019

Commencement Date: January 2020

Review Date: Institutional Review every after five years

Signature by Chairman Council

Table of Content

1.0	Interpretation of Operational Terms of the Policy	2
1.1	Background of MRU	2
1.2	Strategic Goals of MRU	2
1.3	Vision of MRU	3
1.4	Mission of MRU	3
1.5	Core Values of MRU	3
2.0	Introduction of the Policy	3
3.0	Objectives of the Policy	3
4.0	Application of the Policy	3
5.0	Composition of MANCO	3
6.0	Functions and Powers of MANCO	4
7.0	Rules of the Interaction and Conduct of MANCO Members	4
8.0	Conflict of Interest	5
9.0	Chairperson and Acting Chairperson of MANCO	5
10.0	Secretary of MANCO	5
11.0	Meetings of MANCO	5
12.0	Procures of Meetings of MANCO	6
13.0	Attendance of Meetings of MANCO	7
14.0	Extended Management Committee of MANCO	7
15.0	Committees of MANCO	7
	Table on Policy History	8

1.0 Interpretation of Operational Terms of the Policy

- (i) “Council” means the governing body of MRU.
- (ii) “Delegation document” means the document on the delegation of decision-making authority, providing for the final decision-making powers in respect of governance and management matters, primarily at institutional level.
- (iii) MANCO means constitution of the Management Committee of MRU.
- (iv) “Rules” mean the Institutional Rules of MRU.
- (v) “University” means MRU.
- (vi) “Vice-Chancellor” means the Vice-Chancellor, who is the academic head and chief executive and accounting officer of MRU.

1.1 Background of MRU

Mutesa I Royal University (MRU) was offered an operational license by the National Council for Higher Education (NCHE) in 2005 and started its operations in 2007. The founding Chancellor of the University, who is also its Visitor, is His Majesty the Kabaka, Ronald Muwenda Mutebi II. The genesis of modern education in Uganda is historically associated with the Kingdom of Buganda owing to the role that Sekabaka Mutesa I played in inviting the missionaries who introduced education in Uganda. Owing to this history, it is only befitting that the University was named after this visionary leader. Hence, the University was named after the 31st King of Buganda who was a monarch of great vision, Kabaka Mutesa I (1856-1884). MRU is a skills training, academic and research-oriented institution of higher learning that was established as a private institution. The initiative was promoted by the Executive Committee (EC) of the Buganda Kingdom, headed by the *Katikkiro* (i.e., Prime Minister).

1.2 Strategic Goals of MRU

The Strategic Goals of MRU are as follows:

- i. To produce graduates with all-round competencies and skills to be able to initiate self-employment activities or compete for jobs in the global market;
- ii. To promote research and encourage students and staff to publish;
- iii. To build and expand collaboration and engagement with the community, the alumni, and industry and business, and to equip students with practical skills while empowering the community, industry & business to develop local solutions;
- iv. To strengthen MRU’s human resource capacity;
- v. To achieve a sustainable financial resource base;
- vi. To improve the administrative and organizational arrangements of MRU with a view to achieving efficiency and effectiveness in all sections of MRU; and
- vii. To construct or acquire, rehabilitate and maintain buildings, equipment, implements, ICT facilities and land particularly for the growth and development of its niche.

1.3 Vision of MRU

The Vision of MRU is to be “a leading university responding to contemporary challenges through teaching and learning, research and technical guidance”.

1.4 Mission of MRU

The Mission of MRU is “to provide training, research and technical guidance responsive to national socio-economic needs”.

1.5 Core Values of MRU

The core values of MRU are as follows:

- i. Professionalism; Professionalism is a trait that's highly valued in the human resource of any organization. It has many attributes, including: (a) Specialized knowledge, (b) Competency, (c) Honesty and integrity, (d) Respect, (e) Accountability, (f) Self-regulation, and (g) Image.
- ii. Respect for Diversity;
- iii. Cultural Sensitivity;
- iv. Tenacity; and
- v. Team Spirit.

2.0 Introduction of the Policy

MANCO, established, as the executive management structure of the University, bears overall responsibility for the day-to-day management of the University and has final decision-making powers in respect of those matters delegated to it by the Council.

3.0 Objective of the Policy

The objective of this Policy is to provide a constitution in terms of which the Management Committee (MANCO) should conduct its activities.

4.0 Application of the Policy

This policy shall apply to all persons charged with the day-to-day management of MRU.

5.0 Composition of MANCO

5.1 MANCO consists of the following managers of MRU:

- i. Vice-Chancellor, who is the Chairperson;
- ii. Deputy Vice-Chancellor (DVC);
- iii. Human Resources Manager;
- iv. University Bursar;
- v. Academic Registrar;
- vi. University Librarian; and
- vii. Dean of Students.

5.2 The persons co-opted on the Management Committee in an advisory capacity are:

- i. Director, Quality Assurance;
- ii. Campus Director, Kakeeka Campus; and
- iii. Such other persons as determined by the Vice-Chancellor. The Chairperson of MANCO may invite persons who are not members of MANCO, to attend meetings of the Committee on account of their relevant expertise for the discussion of any matter(s) deemed necessary by the Chairperson, provided that such persons may participate in the deliberations of the Committee, but may not vote.

6.0 Functions and Powers of MANCO

- i. MANCO assists the Vice-Chancellor in the management and administration of the University;
- ii. MANCO, in exercising the powers delegated to it by MRU Council, acts in accordance with and subject to the directives and requirements as determined from time to time by the Council;
- iii. MANCO shall make recommendations to the respective Committees regarding all matters which are subject to its approval, or its Committees in terms of a delegated authority, unless determined otherwise in the delegation document of the University;
- iv. Ensures that the University complies with all relevant laws and regulations in respect of all matters dealt with by MANCO;
- v. May assign or delegate any of its functions to one or more members of MANCO, or to a Committee or Task Team appointed by MANCO, provided that any actions resulting from such assignment or delegation are ratified by MANCO at its next meeting;
- vi. May establish Committees as deemed necessary; and
- vii. Performs such other functions as may be determined by MRU Council.

7.0 Rules for the Interaction and Conduct of MANCO Members

In discharging their duties, members of MANCO:

- i. Must participate in the deliberations of MANCO in the best interest of the University;
- ii. Commit themselves to constructive debate and to treat fellow members with respect and dignity;
- iii. Must give effect to the resolutions of MANCO, irrespective of an individual member's support for or objection to such resolutions in a meeting of MANCO; and
- iv. Must in all matters act in good faith.

8.0 Conflict of Interest

- i. A member of MANCO, a co-opted member or an invitee, respectively, may not have a conflict of interest with the University;
- ii. A member of MANCO, a co-opted member or an invitee who has a direct or indirect financial, personal or other interest in any matter to be discussed at a meeting and which entails or may entail a possible conflict of interest must, before or during such meeting, declare the interest; and
- iii. A member of MANCO, a co-opted member or an invitee, is obliged to excuse himself/herself from the meeting during the discussion of the matter and the voting thereon.

9.0 Chairperson and Acting Chairperson of MANCO

- i. The Vice-Chancellor acts as chairperson at the meetings of MANCO;
- ii. In the absence of the Vice-Chancellor from any meeting of MANCO, the DVC presides at such meeting; and
- iii. In the absence of the Vice-Chancellor and DVC, the Academic Registrar initiates an election for an Acting Chairperson for such meeting from among the members present.

10.0 Secretary of MANCO

The Academic Registrar, or an employee designated by him or her, acts as secretary to MANCO.

11.0 Meetings of MANCO

- i. The number of ordinary meetings, the notice of the dates and venues of meetings of MANCO for a specific academic year are determined by the Chairperson;
- ii. The Secretary gives at least three (3) working days' due Notice before the meeting, to each member, of all the matters to be dealt with at such meeting and states the time and venue of such meeting;
- iii. Notice of any motion for consideration at an ordinary meeting must be lodged in writing with the Secretary at least five (5) working days before such meeting; provided that a member may, with the consent of the Chairperson (prior to the meeting), submit a motion of an urgent nature in writing, if so required by the Chairperson, at the meeting;
- iv. Normal MANCO meetings will be held once during the first week of every month;
- v. The Chairperson may convene a special meeting of MANCO, provided that:
 - at least one (1) working day Notice of such meeting is given;
 - Notice is given in any manner which in the circumstances is deemed expedient by the Secretary after consultation with the Chairperson; and

Handwritten signature

- Unless determined otherwise by the Chairperson, no matters, other than those for which a special meeting is called, may be transacted at such meeting.
- vi. Notwithstanding the provisions of paragraph 11.iv, the Chairperson may convene a meeting between himself/herself and the responsible MANCO member (i.e., in whose portfolio the relevant matter resorts) on an urgent matter which requires a MANCO resolution. Any resolution of such meeting is subject to ratification at the next MANCO meeting; and
- vii. The Secretary keeps the minutes of each meeting of MANCO and includes such minutes in the agenda of the next Ordinary Meeting when the agenda is provided to members in terms of paragraph 11.ii.

12.0 Procedure of Meetings of MANCO

- i. The procedure of meetings of MRU Council applies to the necessary changes to meetings of MANCO;
- ii. The above implies, amongst others, that:
 - a. The first act of an Ordinary Meeting, after being constituted, is to read and confirm the minutes of the last preceding Ordinary Meeting and of any special meeting subsequently held: provided that objections to the minutes of a meeting are raised and decided before confirmation of the minutes;
 - b. The Chairperson has, on any matter, a deliberative vote and, in the event of an equality of votes, also a casting vote;
 - c. Unless determined otherwise by the Chairperson, a member may speak more than once to a motion or to any amendment and the mover of any motion or amendment has the right of reply;
 - d. If so decided by the meeting, the number of members voting for or against any motion must be recorded in the minutes, and at the request of any member, the Chairperson must direct that the vote of such member be likewise recorded; and
 - e. The views of a member, who is unable to attend a meeting and has not designated an alternate to attend the meeting on his or her behalf, may be submitted to the meeting in writing, but may not count as a vote of such member.

13.0 Attendance of Meetings of MANCO

- i. It is expected of members to attend all meetings of MANCO;
- ii. In the event that a member is unable to attend a meeting, such member must:
 - a. Tender an apology for absence from such meeting in advance to the Chairperson for submission at such meeting;
 - b. Subject to the acceptance of his or her apology for absence by the Chairperson, designate an alternate to attend the meeting on his or her behalf; and

Mansel

c. If possible, fully brief the alternate on the issues to be discussed on the

agenda and ensure that the alternate has a point of view from the relevant member's portfolio area.

- iii. The alternate contemplated should be mandated to participate fully in all the activities of the meeting in question; and
- iv. The primary member has the right to request that his or her disagreement with a particular resolution be recorded at the next meeting when the minutes of the meeting, which he or she could not attend, are tabled for confirmation.

14.0 Extended Management Committee of MANCO

- i. MANCO may establish an Extended Management Committee (Extended MANCO) which makes recommendations to MANCO on institutional matters related to the University's strategic plan, policy matters, transformation initiatives, service excellence and such other matters as determined by the Chairperson of MANCO;
- ii. The Extended MANCO consists of:
 - a. The Vice-Chancellor, who is the chairperson, and the other members of MANCO;
 - b. The Deans of Faculties; and
 - c. Such other persons as invited by the Chairperson.
- iii. The Extended MANCO meets at least twice a semester; provided that, if deemed necessary, additional meetings may be convened by the Chairperson; and
- iv. The Committee Officer nominated by the Academic Registrar acts as secretary to the Extended MANCO.

15.0 Committees of MANCO

- i. MANCO may establish Sub-committees to perform any of its functions; and
- ii. MANCO may, with the concurrence of Senate, establish joint committees to perform functions that are common to MANCO and Senate.

END