

LYCEUM CAMPUS POLICY COMMITTEE

1. Introduction and Context

A range of written instruments provide for the good governance and management of HEIs including statutes, Regulations, Codes-of Practice, Rules, By-laws, Guidelines and Procedures. Through the delegation of authority from Lyceum Campus Council, the Campus establishes instruments to guide Campus activities in achieving its mission and values.

2. Policy Making Bodies

- The Council is responsible for governance policies addressing the broad decision making and accountability processes of the Campus.
- The Academic Syndicate is responsible for academic policies relating to student/teaching related matters. Academic policies, addressing all academic activities delegated by the Council, are approved by Academic Syndicate with decisions forwarded to the Council for endorsement. This includes the following student/teaching-related matters:
 - Academic progress
 - Admission
 - Assessment
 - Quality assurance, standards and Awards
 - Credit
 - Academic misconduct
 - Academic appeals

Academic policies, addressing all academic activities delegated by the Council, are approved by Academic Syndicate with decisions forwarded to the Council for endorsement.

- The Chief Executive Officer (CEO) has the responsibility for operational and management policies.

The policy making bodies are responsible for drafting, revising, approving, disseminating and maintaining their policies. They may submit them to the Policy Committee for review.

Develop and maintain a clear process for proposing, approving, and distribution.

3. Policy Committee

The Policy Committee of Lyceum Campus is a Standing Committee of the Council that oversees the process of policy standardization, organization, distribution and communication.

The Committee will ensure that all policies are aligned with the Lyceum Campus mission and vision.

The Functions of the Policy Committee:

- i. To regularly review the current suite of policies, procedures, and guidelines of the campus.
- ii. Develop and maintain a clear process for proposing, approving, and distribution of policies.
- iii. Review policies for formatting and content;
- iv. Identify and eliminate policy conflicts and duplication;
- v. Implement and conduct a full inventory of Lyceum campus policies;
- vi. Ensure that inventory remains comprehensive, up-to-date, and publicly available;
- vii. Remove and archive duplicates or obsolete policies; and
- viii. Ensure that policies in the central repository are accessible to the individuals; and
- ix. To ensure that a record is kept of the policies, procedures, and guidelines of the Campus, of their review dates, and the effectiveness of their implementation.

The committee does not have the authority to create new policies or make substantive changes to existing policies, or to approve policies.

The Council, President or Deputy President can approve any policy changes.

4. Policy committee membership

The membership of the Committee is as follows:

Chair Dr. Mohan Lal Grero

Chair AQSC

Member	Chair/Academic Syndicate
Member	Deans of Faculties
Member	Registrar
Members	Director/Operations

Each member is responsible for facilitating the creation, revision, review, and retirement of the policies within his/her own faculty.

Quorum

Chair and one third of the membership.

Meeting Dates

The committee meets semi-annually to review policy matters, to ensure that regular policy review/revision is taking place within each faculty and General Registry.

Category	Administration & Management
Type	Regulation
Approved By	President
Effective Date	27/06/2022
Last Approved Revision	
Sponsor	Registrar
Responsible Officer	Deputy Registrar