Anti-Corruption Policy

Contents

Introduction

The Independent Commission Against Corruption (ICAC) has developed a Public Sector Anti-Corruption Framework which provides a framework towards ensuring that organisations (public and parastatal) are engaged in fighting corruption through a set of anti-corruption strategies in all the various undertakings of the organisation.

The Mauritius Institute of Education has committed itself to create a workplace where integrity, transparency and accountability prevail, while at the same time ensuring ethical leadership and active management, with the view to establishing an atmosphere that is conducive to the fostering of high professional standards in all activities and limit unethical behaviours. An ethical and professional workplace reduces risks to integrity and acts as a safeguard against malpractices, misconduct and corruption. The Institute aims at adopting a zero tolerance corruption culture and acting as a model for its engagement in teacher education, curriculum development and research.

Background

The Mauritius Institute of Education (MIE) is a teacher education institution, established in 1973, which caters for professional training of teachers (pre-and in-service) at pre-primary, primary, secondary and post-secondary levels. The MIE, as per its Act, has under its mandate: Teacher Education, Curriculum Development and Research.

The MIE is organised into 4 Schools, namely the School of Applied Sciences, School of Arts and Humanities, School of Education, and School of Science and Mathematics; one Centre – Centre for Open and Distance Learning Education (CODL); and 6 Units/Sections – Primary, Early Childhood Education, Research, Performing Arts, Pastoral Care and Counselling (PCC), as well as the Library.

The four Schools comprise fourteen (14) departments, as follows: Business Education Studies, Education Studies, Curriculum Studies and Evaluation, Design and Technology, Educational Administration and Management, English, French, Home Economics, Mathematics Education, Movement and Physical Education, Social Studies, Science Education, Special Education Needs and Visual Arts.

Anti- Corruption Policy

This Policy has been designed based on the Public Sector Anti-corruption Framework Manual of the ICAC and it details out the various elements that constitute the Corruption Prevention Plan (CPP) within all the activities of the MIE. Being a dynamic system, the Institute's processes and activities are undergoing changes and therefore this policy will be periodically reviewed to ensure that it is up-to-date.

The Anti-Corruption Committee (AAC)

The committee, chaired by an officer at senior management level, will be responsible for developing and coordinating the implementation of the policy. The ACC will comprise a minimum of 5 members and a maximum of 7 members. Heads of operational and support departments/sections will form part of the committee. The Chairperson, after obtaining clearance from the Director, can set up sub-committees for prompt implementation of initiatives encompassing this policy.

Terms of Reference of the Anti-Corruption Committee (ACC)

The ACC is responsible to develop and advise management on the implementation of the ACC policy. It will facilitate communication of the policy to staff at all levels.

The terms of reference of the ACC shall be to:

- Advise management on the implementation of the recommendations of the ICAC in corruption prevention reviews;
- Advise management on corruption prevention issues related to new projects and initiatives which the Institute is embarking on;
- Assist management in the building and sustaining an ethical culture for the promotion of integrity, transparency and accountability; and
- Report achievements, through Management, to the Director General of the ICAC twice yearly.

Constitution of the ACC

Chairperson: A Senior Academic Staff (appointed by Director)

Secretary- A senior Administrative Staff (appointed by Director)

Internal Auditor

Representatives of the following:

- ICAC
- Academic Staff
- Registrar's Office
- Examinations Section
- Procurement Section
- Administrative Staff
- Support Staff

Members will be appointed by the Director upon the advice of the Senior Management Committee on a rotation basis.

The Committee may request for Adhoc members as and when the need arises.

Anti-Corruption Commitment

The Mauritius Institute of Education has signed the Anti-Corruption commitment developed by the ICAC and has thus committed itself to use all available means and resources at its disposal to fight corruption in all its forms and at all times, including the application of appropriate prevention and detection control measures. Moreover, the MIE will ensure that all existing structures function appropriately with a view to eradicating malpractices.

For the purpose of ensuring sound implementation of this policy, the Mauritius Institute of Education will ensure that:

- Staff are aware of the anti-corruption policy.
- Adequate controls to prevent corruption are known and used within the Institute.
- Clear procedures and systems for handling suspected cases of corruption are put in place.
- The anti-corruption policy is brought to the attention of all stakeholders.

Corruption in Education

Corruption in an education institution can be referred to as "the systematic use of public office for private benefit whose impact is significant on access, quality or equity in education" (Hallak & Poisson, 2002, p. 7). Hallak and Poisson (2005) further emphasise the negative and disparaging impact of corruption on education, which unfortunately, leads to distortion in the decisionmaking process and eventually undermines social values.

In the education sector, three main types of accountability systems (Anderson, 2005) are adopted, in particular: **compliance with regulations**, **adherence to professional norms** and **results driven**. For the purpose of this undertaking, compliance with regulations will be subdivided into two components: the first one is targeted at the processes taking place at the Institute in relation to financial and procurement matters at the administrative level while the other one is targeted at Academic matters, in relation to departmental/school, programme development and examination processes.

Scope and Applicability

This policy covers the measures and procedures the Mauritius Institute of Education has in place to prevent and combat corrupt, fraudulent, collusive and/or coercive practices in its activities and operations. This policy applies to Council members, Management, Staff (Academic and Non-academic) as well as consultants, suppliers, contractors, outside agencies doing business, and or any other parties having a working relationship with the Institute.

Definitions

An Act of Corruption is defined, as per Section 2 of the Prevention of Corruption Act, as:

(a) an act which constitutes a corruption offence; and

(b) includes –

(i) any conduct whereby, in return for a gratification, a person does or neglects from doing an act in contravention of his public duties;

(ii)   the offer, promise, soliciting or receipt of a gratification as an inducement or reward to a person to do or not to do any act, with a corrupt intention;

(iii)   the abuse of a public or private office for private gain;

(iv)   an agreement between two or more persons to act or refrain from acting in violation of a person's duties in the private or public sector for profit or gain;

(v)   any conduct whereby a person accepts or obtains, or agrees to accept or attempts to obtain, from any person, for himself or for any other person, any gratification for inducing a public official, by corrupt or illegal means, or by the exercise of personal influence, to do or abstain from doing an act in the exercise of his duties to show favour or disfavour to any person.

Corruption offences include bribery by public official, bribery of public official, taking gratification to screen an offender from punishment, public official using his office for gratification, *trafic d'influence* and conflict of interest[1].

Compliance with Regulations

The Mauritius Institute of Education does not tolerate corruption or malpractices in the administration of its responsibilities at both the administrative and academic levels, whether from inside or outside. It expects the highest standards of conduct from staff (academic and non-academic), Council Members and all those who have dealings with the Institute, including stakeholders and the general public. Throughout this document, accountability, transparency and integrity (including ethics) permeate every aspect of compliance and adherence to regulations in all the various sections.

Protection of Whistle-Blowers

There will be no reprisal by Management against any staff, Academic or Non-Academic, who in good faith, reports an act of corruption or malpractice or suspected illegal and dishonest activity or any activity that the staff has witnessed. However, disciplinary actions may be taken against staff who knowingly makes false allegations.

Disciplinary Measures

The Mauritius Institute of Education is committed to ensure that this policy is duly implemented.

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[1] POCA 2002, p. 13, Amended by Act No. 1 of 2006: (1) (a) a public body in which a public official is a member, director or employee proposes to deal with a company, partnership or other undertaking in which that public official or a relative or associate of his has a direct or indirect interest; (b) that public official and/or his relative or associate holds more than 10 per cent of the total issued share capital or of the total equity participation in such company, partnership or other undertaking, that public official shall forthwith disclose, in writing, to that public body the nature of such interest.
(2) Where a public official or a relative or associate of his has a personal interest in a decision which a public body is to take, that public official shall not vote or take part in any proceedings of that public body relating to such decision.

Disciplinary measures, in accordance with established procedures, will be taken against any staff who is found guilty of a breach of the provisions contained in this policy. The *Complaints Procedures for Staff/Students* will also be adopted.

Finance Section

The Finance Sector operates within the ambit of different legal and regulatory requirements and other professional standards. It is the responsibility of the Finance Section to ensure that Financial Statements reflect in all material respects the activities, financial transactions and information in compliance with the Statutory Bodies (Accounts and Audit) Act 1972. The section should also ensure that the financial statements are prepared in accordance with International Public Sector Accounting Standards (IPSAS).

The work process at the Institute is organised in such a manner that **no single officer is authorised to carry out a transaction from the start to the end**. This process allows for a proper internal control system within the Finance Section.

The following procedures are adhered to when processing payment:

1. The request to make payment is <u>authorised</u> either by the Director or the Registrar.
2. A Finance Officer processes the payment on the basis of the above authority and carries out the necessary checks, e.g., arithmetical checks, whether good services have been certified as having been received/ provided to satisfaction. Only then does s/he prepare a payment voucher under the appropriate code of expenditure and the cheque.
3. A Senior Finance Officer verifies all the documents and certifies that the payment has been duly examined.
4. The documents and the cheque are submitted to the Financial Controller. The latter, who is the first signatory of cheques, signs the cheque after being satisfied that all procedures have been followed.
5. The documents and the cheque are then sent to the Director who acts as second signatory for the release of the payment.
6. Entries in the accounting records are made by another Finance Officer.

These procedures ensure that there is proper segregation of duties and that the work of each officer can be verified by another one in the chain. This system offers sufficient protection against fraud and other irregularities whereby collusion amongst officers from different grades is practically impossible.

Internal Audit

The Finance Section is accountable for all its activities. To that end, the above internal control system includes the services of a full-time Internal Auditor. The latter audits all financial

transactions and reports to the Audit Committee, which is independent from both the Financial Controller and the Director.

External Auditors

Furthermore, the Annual Report, which includes the Financial Statements, is forwarded to the Director of the National Audit Office, in accordance with the provision of the Statutory Bodies (Accounts and Audit) 1972. The Government Auditors would then carry their own independent audit in order to state whether the Accounts show a "true and fair" view of the state of affairs of the Institute at the end of the financial year and to express an opinion accordingly.

When auditing the Annual Report, the National Audit Office also expresses its opinion on the following:

(i)   whether the Institute has complied with the provisions of the Public Procurement Act, particularly part V of the Act; and

(ii)   whether the disclosures in the Corporate Governance Report, contained in the Annual Report, are consistent with the requirements of Section 8.4 of the code of Corporate Governance of Mauritius ("code").

Finally, the code of conduct for Public Officers involved in Procurement, developed by ICAC / PPO will apply.

Stores Section

Procurement Process for Goods & Services at the Mauritius Institute of Education

All procurement activities are monitored by a Committee of Needs. The composition of the Committee of Needs comprises the Director (chairperson), the Financial Controller and the Principal Procurement and Supplies Officer (members) and the Registrar (secretary).

The responsibility of the committee is to approve a database of potential suppliers and updating same periodically.

The MIE has an established list of suppliers for goods and services. This list is built on the basis of:

(1) public advertisement to form part of a list of potential suppliers; and

(2) periodic updating of the database upon request received from diverse suppliers.

The list is used to seek quotation from suppliers on a random basis.

It may be amended in case there is sufficient evidence of default on behalf of a supplier, as per provision of the Procurement Regulation, 2008 as follows:

•   Identification and approval of procurement needs.

- Seeking specification from relevant responsible officer.
- Vetting of specification prior to the launching of quotation.
- Approval of quotation document.

Methods used at the MIE for Procurement and Services:

- direct Purchases,
- request for Sealed Quotations, ☐ open advertised Bidding, and ☐ Open Tender.

Direct Purchases

The threshold for Direct Purchases is limited to the ceiling as prescribed **in paragraph 5.2 of Procurement Regulations 2008**, i.e., Rs100, 000 per any item, up to a total amount of Rs500, 000 per order.

The threshold for Direct Purchases at the MIE is limited to Rs20,000 per item, up to a total of Rs50,000 per item.

Procedures for Direct Purchases

(a) Needs are identified by users and subject for approval by respective Heads of Departments.

(b) Subject to availability of funds earmarked for the item requested, Stores procedures apply as follows:

(1) A "Request for Stores Items" form is filled by the Indenting officer, approved by the Head of the user department, and forwarded to the Stores Section.

(2) For the purchase of any item of more than Rs20, 000, the Principal Procurement and Supplies Officer seeks informal quotations from at least three responsive suppliers by phone or fax. The lowest compliant bidder is selected. The final approval of the Registrar is sought, as per authority of MAB Report of 1995.

The same procedures apply for services. The works are supervised and monitored by the Maintenance Unit. Completed works are certified by the Maintenance Officer or a responsible officer in the relevant field, and upon receipt of same, the Stores Department forwards the invoice to the Finance Section for necessary action at their end.

For the following Methods of Procurement and Services at the MIE, the same procedures apply as prescribed **in paragraph 5.2 of Procurement Regulations 2008**:

- Request for Sealed Quotations,
- Open advertised Bidding, and
  ☐ Open Tender.

Quotation Committee/Tender Committee

The Quotation Committee is composed of the following members:

- the Director (Chairperson),
- the Financial Controller,
- the Principal Procurement Officer, and -
- the Registrar (Secretary).

The Committee takes cognizance of all procurement activities which cannot be handled as Direct Purchase. The terms of reference of the committee are as follows:

(i)   All specifications are vetted to see that they give a clear description of goods / equipment / standard of service and tender evaluation criteria in broad terms.

(ii)   Avoid brand names or models to prevent restrictive practices.

Bid Evaluation Committee

The Bid Evaluation Committee comprises at least 3 members who are nominated by the Quotation Committee as per their competence and expertise in the required field.

The terms of reference of the committee are as follows:

1. analyse the technical or financial aspects of the specifications, and
2. submit a report to the Quotation Committee.

After considering the reports of the Bid Evaluation Committee, the Tender/Quotation Committee approves the award.

The Finance Committee comprises a representative from the Ministry of Finance and Economic Development, the Director, the Financial Controller and the Registrar, as Secretary.

In case the Tender Committee considers tenders exceeding Rs5m per item, the Finance Committee recommends the tender and sends same to Council for approval. However, even for lesser amounts, the Tender Committee may deem it fit to seek Council's approval.

In line with the Public Procurement Act of 2008, all procurement exceeding Rs15 m are sent to the Central Procurement Board for necessary evaluation and approval.

Examination Section

The Examination Section is the backbone of the Institute and the entire work of that section regarding handling and processing of examination data are strictly governed by the *Rules and Regulations for Students*.

It is the responsibility of the Examination Section to ensure that procedures are respected in the handling of question papers, model answers and marking schemes when they are submitted by Academic Staff.

To ensure more accountability and transparency, the procedures for all activities governing the Examination Section will be set up by the Quality Assurance Officer who will ensure that all those concerned at the Examination Section regularly report on the conduct of examinations and declaration of results according to the provisions of the regulations in place. The Head of the Examination Section ensures that his staff abide by all internal regulations of the section for the good running of that section and to provide adequate support to Academics. In light with this, the Quality Assurance division of the MIE will henceforth develop quality assurance standards for the administrative staff and Examinations Section with a view to ensuring better respect of all procedures and in so doing ensure the elimination of any risk for corruption.

Appeals

The Examination Section will ensure that all requests for appeal are treated according to set rules and procedures. In so doing, the Examination Section ensures that the identity of the trainees requesting a review is not disclosed, except in conditions where it is absolutely unavoidable.

The following statements provide an indication for the adherence to procedures pertaining to examinations regarding Academic Staff:

- The *Rules and Regulations for Students* should be rigorously observed. Any new decision pertaining to rules regarding examinations should be brought to the Academic Board for discussion and approval.
- The Examination Section should ensure that procedures for the provision of marking schemes, moderation of question papers and marks are carried out in strict confidentiality.
- The Examination Section will ensure that all those concerned, i.e., academic and non-academic staff, strictly adhere to declaration of interest in writing, in the event of any students being a close relative[2].

Issue of Certificates

The Registrar ensures that the issue of certificates follow fool-proof procedures:

The issue of certificates is under the responsibility of the Office of the Teacher Education Section. This office has the custody of the certificates and the embossing machine. All certificates are signed, after verification of the official result lists declared by the Academic Board, by the

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[2] With reference to POCA 2002, p. 7, relative refers to: (a) a spouse or conjugal partner of that person; (b) a brother or sister of that person; (c) a brother or sister of the spouse of that person; or (d) any lineal ascendant or descendant of that person.

Registrar. The Director signs on the certificate only after the above procedures are completed. The final embossed seal is affixed after all the signatures have been obtained.

Academic Board

The Academic Board is the supreme body for all Academic matters of the Institute. The MIE Act clearly stipulates that the Academic Board is responsible for the academic work of the Institute in teaching, curriculum development and research. All matters related to programme development, course delivery, examinations and research fall within the ambit of the Academic Board.

Teaching (i)   Programme Development

The teacher education Committee will ensure that programmes are developed according to standards and criteria set by the Academic Board.

All programmes are validated by the Teacher Education Committee and sent to Academic Board which is the supreme body for the approval of any Programme, course or stand-alone module or any other accreditation to be undertaken by the MIE as an Awarding Body.

(ii)   Course Delivery

An Academic Staff is required to disclose situations of conflict of interest to his/her immediate Head and should not be engaged in setting/correcting/ moderating/reviewing examination papers, though the said staff can carry out classes.

(iii)   Examination/Appeal

For both semester and final examinations or appeals, no staff, academic or non-academic, being part of the Departmental Award, School Award, Examination Award Committee, and Academic Board shall disclose any information pertaining to deliberations of the committees, unless duly authorised at the meeting as testified in the Minutes of Proceedings. The results can only be disclosed when they are officially proclaimed by the Institute.

Curriculum Development

The MIE is responsible for curriculum development as per its Act and the decision of the Ministry to entrust this responsibility to the MIE. The Institute should offer staff the opportunity to engage in the activities pertaining to curriculum development, taking into consideration the expertise of the staff and the specific needs of the tasks at hand.

However, staff are allowed, as far as possible to undertake activities where they feel they can best contribute to the Institute in their respective capacity.

Any allowance for tasks undertaken in the context of curriculum development will be in accordance to approved rates, to ensure that matters of urgent national interest, as decided by the Ministry, is attended to, taking into consideration what is humanely possible within the approved scheme of service of staff members.

Research

The strength of any tertiary institution is the ability of its staff to create knowledge through research undertakings. All research undertakings, sponsored by the MIE or by any external agencies, have to be reported to the Academic Board which, as a matter of good practice, will make a follow-up for the implementation of the outcomes of the research.

The Research Unit should ensure that:

- all staff members are encouraged and given ample opportunity to engage in research; and
- novice researchers are supported to attain desired standards within a set period of time.

Resources for research should be allocated on a fair and equitable basis as per the provisions made in the budget. Funds allocated for research is disbursed after all financial procedures have been respected.

An independent committee should be set up to review all demands for the funding of research projects and this committee should not be aware of the identity of the staff making the proposal so as to make objective recommendations.

Senior Management Committee

The SMC [3] comprises Heads of Schools/Centre, Financial Controller, Librarian, Registrar (secretary), and is chaired by the Director.

The SMC is regularly informed of matters related to (i) Teacher Education, (ii) Curriculum Development, and (iii) Research and it provides the Director with advice and guidelines wherever requested for the effective running of the Institute. Additionally, the Director brings to the attention of the SMC any approved Council decisions pertaining to the good running of the Institute for cognizance and implementation.

Members of the SMC have to ensure that all information related to the good running of the Institute are duly communicated to Heads of Department and through them to all the staff under their responsibility.

Members of the SMC should ensure that all staff under their responsibility are alert to matters pertaining to corruption and that such matters are brought to their attention for necessary and immediate corrective measures to be taken, wherever necessary.

Teacher Education Section

Students are admitted under various programmes as per the regulations pertaining to registration of students. All courses to be run are approved at Academic Board.

Admissions should follow practice generally acceptable in all tertiary institutions.

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[3] Senior Management Committee

Similar practices with regards to late applications should be adopted.

Staff Development Committee

All requests for sponsorship from staff members are discussed in the Staff Development Committee. The SDC takes into consideration the recommendations of the relevant Head of School. It is good practice that the university/institute offering the course/conference has to be an institution of repute, both nationally and internationally and universities offering such courses/conference are TEC[4]-approved.

The Staff Development Policy, approved by Council, serves as a guide in the process of approval of requests from Staff.

Any other nominations should, as far as possible, be discussed at SDC. However urgent nominations should eventually be tabled in an upcoming SDC.

Programme Committees/Coordinators

All decisions pertaining to the good running of all the various programmes (from pre-primary to Ph.D. /Ed.D.) should be taken during programme committee meetings, evidenced by Notes of Meetings (subsequently approved). As a matter of transparency and good practice, the Notes of Meetings should be made available to the Teacher Education Committee.

In the case of international collaboration [e.g. M.A. (Ed), and Ph.D. /Ed.D.], decisions taken by the programme committees should be in line with the MoUs signed by the Institute.

As a matter of good practice and to offer equal opportunity to all, programme coordinators (or responsible persons) across programmes should be in the post for a maximum of 3-4 years at a stretch. It is the programme coordinators' responsibility to ensure that assistant programme coordinators are groomed to fully shoulder the responsibilities in the future. Similarly, all staff members should be trained to shoulder responsibilities of Course/Module Coordinators so that such responsibilities can be rotated with no adverse effect on the running of courses and programmes.

Coordinators for Programmes run by external Universities are appointed in consultation with the latter. It is based on proven ability to shoulder such responsibilities. As it is the case for all the other programmes, staff members should be provided with training to shoulder such responsibilities.

Maintenance Section

The Maintenance section is responsible to ensure that the infrastructure is in good conditions and to carry out any such work that would improve the physical working environment of staff. It also has the mandate to identify risk areas and to take appropriate remedial actions.

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[4] Tertiary Education Commission

All requests for maintenance work have to be addressed to the Registrar using the 'Maintenance Unit – Request for Repairs' form or through a memo. A record of all the requests and work undertaken with dates should be kept.

Procedures:

The maintenance Unit prepares its maintenance plan for the year.

The maintenance Plan is vetted by the Finance Committee and recommendations are submitted to Council for approval.

Once approved, the Registrar follows the implementation of the plan.

The maintenance Office receives requests for maintenance.

The requests are approved by the Registrar based on the availability of funds.

Earmarking of funds is carried out by the Financial Controller.

Procedures for implementation and specifications are prepared by the Maintenance Officer and submitted to the Registrar for approval by the Tender Committee.

Once approval is obtained, the Maintenance Officer sends the request for the service provider/equipment to the procurement section, or for the launching of bids by the Registrar's office.

The maintenance work is supervised by the Maintenance Officer.

Once completed, the Maintenance Officer certifies same on the basis of the agreed work plan.

After verification of the report, the Registrar recommends for payment to the Financial Controller.

Schools/Centre and Departments

Units and Departments are attached to one of the four Schools and Centre.

1. Heads of Departments and Schools/Centre should stringently abide by their Terms of Reference.
2. Regular meetings, evidenced by Notes of Meetings (to be subsequently approved), are held to discuss matters pertaining to the good functioning of the Departments/Schools/Centre or the Institute. The approved Notes of Meetings should be submitted/made available to Management as a matter of transparency and accountability.
3. Workload should be allotted as per the existing regulation.
4. Any alteration to the existing workload can be performed after due justification and approval of the Director, usually depending on the exigencies of the services being provided.
5. Heads of Departments and Heads of Schools ensure that all rules and regulations and procedures pertaining to examinations are duly followed by all department members.

Library

The Library has a pivotal role in an academic institution. It should be responsible for providing a wide range of up-to-date soft and/or hard copy academic resources to trainees and staff. Enough resources should be available to meet the needs of trainees and staff and should cover all relevant fields of study.

The Librarian ensures that materials are stored and displayed in the best possible conditions; that trainees and staff are able to carry out reading and research in a conducive environment; and that facilities and services offered are efficient and provided to all staff and trainees without distinction, on the basis of the prevailing rules and regulations.

For the purchase of resources (especially books, magazines, and any other academic reading materials, except journals), the Head Librarian works in collaboration with the Procurement Section which has the responsibility for purchase of library materials, as well as resources.

The Stores section will ensure that the MIE gets the best deal in terms of quality, timely delivery and availability of latest publications requested by the user/ department.

A Library Committee consisting of academics from all Schools/Units, and chaired by the Head Librarian, meets to ensure that the services provided by the library are adequate and are utilised at the optimal level. It also deals with any issues brought to its attention, and is responsible to find new ways in which the Library can improve its services.

Graphic Section

The Graphic Section caters for all design, illustration and layout works the institution needs, whether in relation to workshops/seminars being organised, projects/research being conducted or curriculum and textbook development. The Graphic Section is also responsible for the corporate identity of the institution and has to advise Management accordingly.

The Graphic Section is guided by a Policy document and procedures established in the Section. It serves to set the basic principles and guidelines for works carried out by the Section.

Staff are required to direct their requests to the Head of the Graphic Section by filling in a Request Form.

The effective functioning of that Section is ensured through the Registrar who is responsible for the Unit.

Centre for Online and Distance Learning Education (CODL)

This Centre is responsible for supporting all Departments in the development of distance education programmes. Additionally, it might be involved in implementation of ICT-related projects.

All activities undertaken by the CODL should be communicated to members of the SMC on a regular basis.

Recruitment at the MIE

Recruitment of staff at the MIE is strictly carried out as per Sections 8(1), 11(1), 11(2) of the MIE Act, which stipulates:

8(1)   *- "The Council may, with the approval of the Minister, appoint on such terms and conditions and at such remuneration as it may determine, such staff as it considers necessary for the discharge of its functions under this Act."*

11(1)   *- "The appointment of academic, administrative, technical and library staff shall be made by the Council on the recommendation of a committee consisting of a Chairman appointed by the Minister, the Director, the Permanent Secretary, Ministry of Education and Human Resources, Tertiary Education and Scientific Research and two other members of the Council appointed by the Minister."*

11(2)   *- "The appointment of all staff shall be made by the Council on the recommendation of a Committee of three persons set up by the Council with the approval of the Minister."*

Selection is made by the Appointment Committee and approval of Council is sought accordingly. Prior to the appointment of the staff, approval of the Minister is sought as per Sections 8(1) of the MIE Act.

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ICAC Anti-corruption Policy Template

MIE Act – Amended (1984)

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This document has been prepared by a committee instituted by the Director consisting of the following members:

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Mr O. Saraye	Assistant Registrar
Mr A. Golap	Internal Auditor
Mrs J. Ramasawmy	Lecturer
Mr J. Coopoomootoo	Administrative Officer
Mr A. Becceea	Senior Procurement and Supply Officer
Mr R. Dhora	Senior/Head Office Attendant