

THE SECOND STATUTES OF THE UNIVERSITY

Statutes regarding the Institute of Education and Research

1. The University of Dhaka shall establish an Institute of Education and Research at Dhaka as a constituent institution with a separate Board of Governors.

Aims and objects.

2. The aims and objects of the Institute shall be—

(a) to promote and to provide facilities for advanced study and research in education;

* (b) to provide teaching, training and guidance in order to prepare candidates for the degrees of Bachelor of Education with Honours (B.Ed. Hons.); Master of Education (M.Ed.); Master of Philosophy in Education (M.Phil.) and Doctor of Philosophy in Education (Ph.D.);

(c) to provide courses of further study for those already qualified to engage in educational work; and

* (d) to provide services for those concerned with higher education in Colleges, centres of higher education including Universities and the University Grants Commission of Bangladesh.

Constitution of Board of Governors.

3. (1) The management of the Institute shall be vested in a Board of Governors consisting of the following members:—

(i) the Vice-Chancellor —Chairman;

* (Amended vide Senate dated 20.6.1996)

- (ii) the Director of Public Instructions, Bangladesh;
- (iii) the Chairman, Board of Intermediate and Secondary Education, Dhaka;
- (iv) three persons to be appointed by the Chancellor;
- (v) two teachers of the Institute to be elected by the teachers of the Institute;
- (vi) one nominee of the Syndicate from among its members;
- (vii) one nominee of the Academic Council from among its members;
- (viii) two nominees of the Faculties, one from the faculty of Arts and one from the Faculty of Science, to be nominated by the respective faculty from among its members;
- (ix) The Director of the Institute, who shall act as Secretary to the Board of Governors.

(2) Four members including the Chairman shall form the quorum for the meetings of the Board of Governors.

(3) The term of Office of the appointed, nominated and elected members shall be two years but they shall continue in office till their successors enter upon the office.

(4) The Board of Governors shall ordinarily meet at least once in three months and report the proceedings to the Syndicate.

Powers of the
Board of
Governors.

4. The Syndicate may delegate to the Board of Governors such administrative and financial powers in respect of the Institute of Education as may be considered necessary for its proper and efficient functioning, including, in particular, the following powers:—

- (i) to consider the annual program and budget prepared by the Director of the Institute and to approve, reject or refer it back to the Director for such modifications as it may suggest;
- (ii) to appoint the teachers and other officers of the Institute and to determine the terms and conditions of their service; and
- (iii) to frame such rules and regulations as may be considered necessary for the proper organization and administration of the Institute.

Course & Syllabi

5. The courses and syllabi as well as the examinations and Degree requirements of the Institute shall be prescribed by the Academic Council of the University which shall take into consideration such recommendations and proposals as may be submitted by the Institute or by the Committee of Advanced Studies in Education.

Committee of
Advanced Studies.

6. (1) There shall be a Committee of Advanced Studies in Education consisting of the following members:—

- (i) the Director of the Institute —Chairman;
- (ii) the Chairman, Board of Intermediate and Secondary Education, Dhaka;
- (iii) the Dean of the Faculty of Education;
- (iv) the Professors of the Institute;
- (v) the Principal of the Teachers' Training College, Dhaka;
- (vi) two teachers of the Institute, other than Professors, to be nominated by the Board of Governors; and
- (vii) four Principals or teachers to be appointed by the Chancellor.

(2) One-third of the total number of members, fractions being counted as one, shall form the quorum for the meetings of the Committee of Advanced Studies in Education.

(3) The term of office of the appointed members shall be two years.

7. The functions of the Committee of Advanced Studies in education shall be to prepare courses and syllabi for post-graduate examinations in Education, and to advise the Academic Council and the Board of Governors on all matters connected with the objects of the Institute.

Selection Boards
for appointment to
teaching post.

8. (1) Subject to the provision of Section 9, appointment to teaching posts shall be made by the Board of Governors on the recommendation of a Selection Board constituted for the purpose as follows:-

- (a) For Professorships and Associate Professorships:
 - (i) the Vice-Chancellor—Chairman;
 - (ii) one nominee of the Syndicate;
 - (iii) one nominee of the Board of Governors;
 - (iv) two members nominated by the Chancellor;
 - (v) three experts, of whom at least one must be an external expert, nominated by the Chancellor.
- (b) For teaching posts other than Professorships and Associate Professorships:
 - (i) the Pro-Vice-Chancellor—Chairman;
 - (ii) one nominee of the Syndicate;
 - (iii) one nominee of the Board of Governors;
 - (iv) the Director of the Institute;
 - (v) one expert to be nominated by the Syndicate.

(2) Four members including the Chairman shall form the quorum for meeting of the Selection Board.

(3) The term of office of the nominated members shall be two years but they shall continue in office till their successors enter upon the office.

9. (1) The Selection Board constituted under section 8 shall report to the Board of Governors which shall, if it accepts the recommendations of the Selection Board, make appointment to the post accordingly.

(2) If the Board of Governors does not accept the recommendation of the Selection Board it shall request the Syndicate to refer the case to the Chancellor, who will make such appointments as he thinks fit.

(3) The Board of Governors, may, on the recommendation of the Selection Board and with the approval of the Syndicate, offer an eminently qualified person a Professorship in the Institute on such terms and conditions as it may determine:

Provided that temporary appointment for a period not exceeding six months to post of teachers other than Professors and Associate Professors, may be made by the Vice-Chancellor on the recommendation of the Director of the Institute and shall be reported to the Board of Governors.

Increments &
Promotions.

10. Increments and promotions of teachers shall be given in recognition of achievements and shall not be granted automatically on the basis of seniority only.

Appointment of
Director.

11. (1) The Director of the Institute shall be appointed by the Vice-Chancellor for a term of three years from among the teachers of the Institute not below the rank of Associate Professor by rotation in order of seniority.

(2) The Director shall remain in-charge of the Institute and shall be responsible for the overall management and supervision of the Institute.

(3) The Director shall be entitled to such allowances and privileges as may be determined by the Board of Governors.

(4) In case of a casual vacancy for less than 30 days due to the absence on leave of the Director, the Vice-Chancellor may place a teacher of the Institute in-charge of the office of the Director for the period of absence on leave of the Director. The teacher so placed in-charge shall perform only routine duties of the Director.

(5) If the casual vacancy is for 30 days or more, the Vice-Chancellor shall appoint a teacher as Acting Director for the period of absence on leave of the Director. The Acting Director shall have all the powers of the Director.

Selection Board
for appointment to
non teaching posts

12. (1) Appointments to non-teaching posts shall be made by the Board of Governors, as follows:

- (a) for posts not below the rank of Section Officers on the recommendation of a Selection Board constituted as follows:
 - (i) Pro-Vice-Chancellor—Chairman;
 - (ii) Registrar;

- (iii) two nominees of the Board of Governors;
 - (iv) The Director of the Institute.
- (b) for posts below the rank of the Section Officers on the recommendation of the Director of the Institute:

Provided that temporary appointment for a period not exceeding six months may be made by the Vice-Chancellor on the recommendation of the Director of the Institute and shall be reported to the Board of Governors.

Academic and
C & D Committees.

13. (1) The Institute shall have two Committees called:

- (a) Academic Committee consisting of all the teachers of the Institute, and
 - (b) Co-ordination and Development Committee consisting of one-third of the total number of the teachers of the Institute in order of seniority with a minimum number of three.
- (2) The Academic Committee shall deal with :-
- (a) Admission of students;
 - (b) Syllabuses;
 - (c) Examinations;
 - (d) Teaching in the Institute;
 - (e) Co-curricular activities of the students in the Institute.

(3) The Co-ordination and Development Committee shall deal with :

- (a) Expansion of the Institute;
- (b) Appointment of teachers.

Explanation :

- (i) The Co-ordination and Development Committee shall be responsible for the improvement of the existing teaching and research facilities and for the planning of further development of the Institute.
- (ii) It shall periodically review the academic and research programs of the Institute and forward its observations to the Academic Committee for consideration and onward transmission to the relevant authorities.
- (iii) It shall have the right to recommend upgrading, confirmation and increments for teachers of the Institute in recognition of specific professional achievements.
- (iv) The creation of new posts in the Institute shall be initiated by this Committee.
- (v) The Director of the Institute shall place before this Committee all the applications received for any post in the Institute. The Committee shall

scrutinise the applications and forward a statement indicating which of the applications satisfy the requirements and which do not.

- (vi) The University may not grant leave of absence to a teacher during term time for a period of more than three months without the recommendation of this Committee.
- (vii) Proposals for any ad-hoc appointment in the Institute shall be sent by the Director with the recommendation of this Committee.
- (viii) A member of the Committee shall withdraw from the meeting when the matters of his/her promotions, confirmation etc. are under discussion in the committee.