

THE FIFTH STATUTES OF THE UNIVERSITY
Statutes regarding the
Institute of Nutrition and Food Sciences

1. The University shall establish an Institute of Nutrition and Food Sciences 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 provide facilities for under-graduate and graduate studies including M.Phil. and Ph.D. programs and advanced research in Nutrition and Food Sciences having basic research in—
 - (i) nutritive values of food as affected by environmental and cultural conditions;
 - (ii) toxic substances in food;
 - (iii) investigation on naturally occurring unknown growth factors;
- (b) to conduct research on nutritional aspects of diseases specially prevalent in Bangladesh;
- (c) to conduct research on food preservation and development of specialized food;
- (d) to conduct nutrition survey and special field of studies;
- (e) to advise Government and Semi Government organizations on nutritional problems;
- (f) to provide training and in-service training in nutrition and to popularise modern knowledge of nutrition;

* (Amended vide Senate dated 13.7.1999)

- (g) to advise Government, Semi-Government and Private organizations on nutritional problems;
- (h) to produce materials including audio-visual aids for nutrition education;
- (i) to undertake research projects on nutrition sponsored by public and private organizations independently or in collaboration with national or international organizations
- (j) to publish nutritional information both of fundamental and applied interest;
- (k) to organize symposium, seminars and conferences in nutrition to promote nutritional research and to disseminate knowledge in nutrition; and
- (l) to conduct such other activities bearing upon nutrition theoretical or applied as approved by the Syndicate of the University.

Constitution of
Board of
Governors

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

- (i) the Vice-Chancellor — Chairman
- (ii) one nominee of the Syndicate from among its members;
- (iii) one nominee of the Academic Council from among its members;
- (iv) two nominees of the faculties, one from the Faculty of Science and one from the Faculty of Biological Sciences to be nominated by the respective Faculty from among its members;

- * (v) the Executive Chairman, Bangladesh Agricultural Research Council;
- * (vi) the Director General of Health Services;
- (vii) one teacher of the Institute other than the Director to be elected by the teachers of the Institute form among themselves for a term of two years;
- (viii) the Director of the Institute of Post-Graduate Medicine and Research, Dhaka
- (ix) two experts on Nutrition to be appointed by the Chancellor; and
- (x) the Director of the Institute of Nutrition and Food Sciences of the University of Dhaka, who will act as Secretary to the Board of Governors.

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

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

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

* *(Amended vide Senate dated 30.6.1990)*

Powers of the
Board of Governors

4. The Board of Governors shall have the following Powers :—

- (i) to consider the annual research and training Programs and the budget estimates of the Institute prepared by the Director and to approve, reject or refer them back to the Director for such modifications as it may suggest;
- (ii) Subject to the provisions of Sections 5 & 8, to appoint teachers and officers of the Institute at the rank and scale of pay not below that of other teachers and officers of the University;
- (iii) to frame such rules and regulations as are necessary for the proper organization and administration of the Institute and for the proper conduct of its examinations subject to the approval of the Syndicate:

Provided that the rules and regulations relating to examinations and other academic matters shall go to the Syndicate through the Academic Council; and

- (iv) to create, subject to the approval of the Syndicate, administrative, academic, technical, ministerial or any other posts on a permanent basis and to abolish or suspend any of them as and when considered necessary:

Provided that the Board of Governors shall have the power to create posts on a temporary basis for conducting specific research projects.

Selection Board for
appointment to
teaching Posts.

5. (1) 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 to be nominated by the Chancellor;
 - (v) Three experts, of whom at least one must be an external expert, to be 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) The term of the office of the nominated members of the Selection Board shall be two years but they shall continue in office till their successors enter upon the office.

(3) Four members including the Chairman shall form the quorum for the meetings of the Selection Board.

(4) The Selection Board shall report to the Board of Governors which shall, if it accepts the recommendations of the Selection Board, make the appointment to the post accordingly.

(5) If the Board of Governors do 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.

(6) 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 appointments for a period not exceeding six months to the 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.

6. 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.

7. (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.

8. 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 non-teaching posts below the rank of the Section Officer, 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.

9. (1) The Institute shall have two Committees, namely :

- (a) Academic Committee consisting of all the teachers of the Institute.
- (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 promotion, confirmation etc. are under discussion in this Committee.