

**THE EIGHTH STATUTES OF THE UNIVERSITY**  
**Statutes regarding the Institute of**  
**Social Welfare and Research, Dhaka University.**

\* 1. (1) The University of Dhaka shall establish an Institute of Social Welfare and Research as a constituent Institution with a separate Board of Governors.

(2) The Institute of Social Welfare and Research has been established by merger and integration of the erstwhile Government College of Social Welfare and Research Centre with the University with all its assets, properties, teachers, officers and other employees with effect from the ninth day of February, 1973, subject to the terms and conditions, among other, mentioned herein below;

(3) The service of the teachers, officers and other employees of the erstwhile College of Social Welfare and Research Centre shall be deemed to be University service from the date of their joining the said College and Centre in a continuous full-time paid post and shall be counted towards 'qualifying service' within the meaning of Statute 11 of the Tenth Statutes of the University and for this, notwithstanding the provisions of section 11 of the 10th Statutes of the University, they shall not be required to pay to the University 10% (ten percent) of the salary drawn by them for the period from the Government.

(4) Subject to the provisions of the Order, the Statutes and the Ordinances and as aforesaid, the teachers, officers and other employees of the Institute shall be entitled to the same benefits with respect to retirement, pension, gratuity, benevolent fund, group insurance etc. as are enjoyed by the teachers, officers and other employees of the University in the corresponding grades:

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\* (Amended vide Senate dated 30.6.1990)

Provided that, in case their contributions to the Provident Fund, Benevolent Fund and Group Insurance Fund during the period of their service under the Government fall short of the prescribed rates of the University for the same, the deficit amounts shall be recovered by lump deductions from their monthly salary bills with immediate effect.

Aims and objects.

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

- (i) to provide and promote facilities for graduate and post-graduate studies and research in social welfare;
- (ii) to provide teaching, training and guidance in order to prepare candidates for the degree of Bachelor of Arts, Master of Arts, and Doctor of Philosophy in Social Welfare of the University;
- (iii) to promote and provide guidance to the social work education at under-graduate level in Bangladesh;
- (iv) to provide courses of further training for those already engaged in social welfare practice, including short courses on the job training Refreshers courses for persons engaged in social welfare;
- (v) to develop indigenous teaching materials in social welfare at all levels of social work education in Bangladesh;
- (vi) to undertake research projects sponsored by the Institute; to initiate research projects to be sponsored by public and private organizations;
- (vii) to popularise and facilitate professional and voluntary social work through seminars, symposia, conferences and publications;

- (viii) to co-operate with and advise the Government and the social welfare institutions and organizations in social planning, research schemes, social legislation, work evaluation and other programs of social welfare sector;
- (ix) to co-operate with other departments of the Universities of Bangladesh in academic and research matters;
- (x) to establish contact with national and international organizations in social work education, practice and research for furthering the interest of social welfare;
- (xi) to perform such other functions as may facilitate the attainment of the objects of the Institute.

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 of the University of Dhaka — Chairman
- (ii) the Treasurer of the University of Dhaka;
- \* (iii) The Director General of Social Services, Government of the People's Republic of Bangladesh;
- (iv) the Chairman of the Department of Sociology of the University of Dhaka;
- (v) One representative of the Syndicate of the University of Dhaka;
- (vi) One representative of the Academic Council of the University of Dhaka;

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\* (Amended vide Senate dated 07.12.1985)

- (vii) one representative from the teachers of the Institute;
- (viii) three persons to be appointed by the Chancellor;
- (ix) the Director of the Institute;
- (x) Two nominees of the Faculties, one from the Faculty of Social Sciences and one from the Faculty of Arts to be nominated by the respective Faculty from among its members.

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

(3) 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.

(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 Board of Governors shall have the following powers :—

- (i) to consider the academic courses and programs and 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 provision of Sections 8 and 11 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 may be considered 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;

- (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 project, statistical field work projects, tabulation project, data analysis and data processing projects undertaken by the Institute without the approval of the Syndicate; and

- (v) to receive and accept all bequests, donations and other funds from individuals or organizations and to use such funds for the benefit of the Institute. Such activities shall be reported to the Syndicate.

Courses & 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 Courses and Studies in Social Welfare and Research.

Committee of  
Courses & Studies

6. (1) There shall be a Committee of Courses and Studies in Social Welfare and Research consisting of—

- (i) the Director of the Institute — Chairman
- (ii) all Professors and Associate Professors of the Institute;
- (iii) four teachers of the Institute;
- (iv) The Chairman, Department of Sociology of the. University of Dhaka;
- (v) Two teachers of affiliated colleges;
- \* (vi) the Director General of Social Services, Government of the People's Republic of Bangladesh.

(2) One-third of the total number of members, fraction being counted as one, shall form the quorum for the meetings of the Committee of Courses and Studies in Social Welfare and Research.

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

7. The functions of the Committee of Courses and Studies shall be to prepare courses and syllabi and to advise the Academic Council and Board of Governors on all matters connected with the objects of the Institute.

Selection Board for  
Appointment to  
Teaching Posts.

8. (1) Appointment to teaching posts shall be made on the recommendation of a Selection Board constituted for the purpose as follows :—

- (a) for Professorships and Associate Professorships:
  - (i) The Vice-Chancellor — Chairman;

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\* (Amended vide Senate dated 07.12.1985)

- (ii) One nominee of the Board of Governors;
  - (iii) One nominee of the Syndicate;
  - (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) Three members including the Chairman shall form the quorum for the meetings of the Selection Board.
- (3) The term of the office of the nominated members shall be two years but shall continue in office till their successors enter upon the office.
- (4) The Selection Board shall report to the Board of Governors which shall, if it accepts the recommendation 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 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 and Promotion.

9. 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.

10. (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.

Appointment to  
non teaching Post.

11. 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.

12. (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 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.