

**THE FOURTH STATUTES OF THE UNIVERSITY****Statutes regarding the Institute of Business Administration**

1. The University of Dhaka shall establish an Institute of Business Administration as a constituent institute 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 undergraduate and post-graduate study and research in Business Administration;
- \* (b) to provide teaching, training and guidance in order to prepare candidates for the degree of Bachelor of Business Administration (B.B.A.), Master of Business Administration (M.B.A) and Doctor of Business Administration (D.B.A.) of the University;
- (c) to provide courses of further study for those already engaged in business, including short courses for top management, on the job training for business people, and a post-graduate diploma program for graduates engaged in business.
- (d) to promote and to provide for post-Experience and Executive Development Programs for top management and Senior Executives;
- (e) to provide consulting services and assistance as requested by the business community;

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\* (Amended vide Senate dated 01.7.1992)

- (f) to perform such other functions as will facilitate attainment of the objects of the Institute.

Constitution of  
Board of  
Governors

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

- (i) the Vice-Chancellor — Chairman
- (ii) the Treasurer of the University;
- (iii) One nominee of the Syndicate from among its members;
- (iv) One nominee of the Academic Council from among its members;
- (v) Two nominees of the Faculties, one from the Faculty of \* Business Studies and one from the Faculty of Social Sciences, to be nominated by the respective Faculty from among its members;
- (vi) three persons to be appointed by the Chancellor from the business community;
- (vii) the Director of the Institute who shall work as the Secretary of the Board of Governors; and
- (viii) one teacher of the Institute other than the Director to be elected by the teachers of the Institute from among themselves for a term of two years.

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\* (Vide Act No. 17 of 1995 published on Bangladesh Gazette Extra-ordinary 17.7.1995)

(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) The business representatives shall be drawn from both public and private sectors;

(4) Four members including the Chairman shall form the quorum for the meetings of the Board of Governors;

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

Powers of Board  
of Governors.

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

- (i) to consider the annual academic courses and programs and budget estimates of the Institute as prepared by the Director and to approve, reject or refer those back to the Director for such modifications as the Board of Governors may suggest;
- (ii) Subject to the provisions of the Sections 6 and 9 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 establish the Academic Board of the Institute;

- (iv) to frame such rules and regulations as may be considered necessary for the proper organization and administration of the Institute;
- (v) to frame rules and regulations, on the recommendation of the Academic Board of the Institute, relating to the Institute's courses, programs, examinations and other academic matters, subject to the approval of the Academic Council;
- (vi) to create, subject to the approval of the Syndicate, administrative, academic, technical, ministerial or 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 authority to create posts on a temporary basis for conducting specific projects of the Institute;

- (vii) to receive and accept any and all bequests, donations and other grants of funds from individuals or organizations and to use such funds for the benefit of the Institute, such activities being reported to the Syndicate; and
- (viii) to do other things necessary for the advancement of the Institute and to report them to the Syndicate.

Constitution of the  
Academic Board

5. (1) The Academic Board of the Institute shall be established by the Board of Governors and shall consist of—

- (i) the Director of the Institute—  
Chairman;
- (ii) the Professors and Associate  
Professors of the Institute;
- (iii) the Dean of the Faculty of \* Business  
Studies and Chairman of the  
Departments thereunder;
- (iv) such other teachers of the subjects and  
members from the business community  
as may be nominated by the Board of  
Governors:

Provided that the total number  
of members of the Academic Board  
shall not exceed twenty.

(2) Half of the total number of members of the Academic Board shall form a quorum for its meetings.

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

Selection Board for  
Appointment to  
Teaching Posts.

6. (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;

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\* (*Vide Act No. 17 of 1995 published on Bangladesh Gazette Extra-ordinary 17.7.1995*)

- (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, 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; and
  - (v) One expert to be nominated by the Syndicate.
- (2) Four members including the Chairman shall form the quorum for the meeting of the Selection Board.
- (3) The term of 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.
- (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 and Promotions.

7. 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.

8. (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.

9. 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 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.

10. (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) Proposal 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.