

**THE SIXTH STATUTES OF THE UNIVERSITY****Statutes regarding the Institute of Modern Languages**

1. The University of Dhaka shall establish an Institute of Modern Languages as a constituent Institution with a separate Board of Governors. The Institution will function under the executive and academic authorities of the Syndicate and the Academic Council of the University.

Aims and objects.

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

- (a) to promote and to provide facilities for the study of Modern Languages, such as Arabic, Bengali, Burmese, Chinese, English, French, German, Hindi, Indonesian, Italian, Japanese, Malaya, Nepalese, Persian, Russian, Singhalese, Spanish, Swahili, Tamil, Thai, Turkish and Urdu;
- (b) to provide teaching, training and guidance in order to prepare candidates for the Certificates of Proficiency, Diplomas of Arts in Modern Languages, and for such other Diplomas and Degrees that may be decided upon by the University;
- (c) to provide such other services and facilities for training as may meet the needs of linguistic scholars, foreign services personnel and others.

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) the Director of Institute of Modern Languages, Dhaka-(Member-Secretary)
- (iii) one teacher of the Institute, other than the Director, to be elected by the teachers of the Institute from among themselves.
- (iv) the Chairman of the Department of International Relations of the University of Dhaka;
- (v) the Chairman of the Department of English of the University of Dhaka;
- (vi) the Chairman of the Department of Bengali of the University of Dhaka;
- \*(vii) the Chairman of the Department of Arabic of the University of Dhaka;
- (viii) the Chairman of the Department of Urdu and Persian of the University of Dhaka;
- (ix) one member of the Academic Council to be elected by the Academic Council;
- (x) one member of the Syndicate to be elected by the Syndicate;
- (xi) three persons to be appointed by the Chancellor;
- (xii) one nominee of the Faculty of Arts to be nominated by the Faculty from among its members.

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(\*Amended vide Senate 28.06.2005)

(2) Five 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.

Powers 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 of such administrative and financial powers in respect of the Institute as may be necessary for its proper functioning, the Board of Governors shall have the following powers—

- (i) to consider the annual 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) to appoint teachers and officers of the Institute at the rank and scale of pay not below that of 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 proper conduct of its examinations, subject to the approval of the Syndicate.
- (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 Chairman of the Board of Governors may make temporary appointments against permanent vacancies for a period not exceeding six months, and

- (v) 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 matters shall be reported to the Syndicate.

Courses and  
Syllabi.

5. The course and syllabi, panel of examiners as well as the rules and regulations relating to admissions, Certificate or Diploma requirements, and examinations 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 a Board of Studies, constituted by these Statutes.

Board of Studies.

6. (1) There shall be a Board of Studies in Modern Languages consisting of—

- (i) the Director of Institute — Chairman;
- (ii) One senior member of the teaching staff for each language course to be nominated by the Director of the Institute.
- \*(iii) two Chairmen of Departments from among the Chairmen of Department of International Relations, English, Bengali, Arabic, Persian & Urdu of the University of Dhaka to be nominated by the Board of Governors by rotation.

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(\*Amended vide Senate 28.06.2005)

(2) Four, members including the Chairman shall form the Quorum for the meetings of the Board of Studies in Modern Languages.

(3) The term of office of the elected members of the Board of Studies shall be one year.

7. The Board of Studies in Modern Languages shall prepare courses and Syllabi, panel of examiners, rules and regulations relating to admissions, certificate or Diploma requirements, and examinations of the Institute and shall submit the same to the Academic Council for its consideration and approval.

Budget Estimates.

8. (1) There shall be a Committee of the Institute to prepare the annual budget estimates consisting of the following :—

- (i) the Director of the Institute—Chairman;
- (ii) the Professors and Associate Professors of the Institute;
- (iii) three teachers of the Institute (other than Professors and Associate Professors) to be nominated by the Director on the principle of rotation.

(2) Three members including the Chairman shall form the quorum for the meeting of the Committee of the Institute.

(3) The term of office of the nominated members of the Committee of the Institute shall be one year.

Selection Board for  
Appointment to  
teaching Posts.

9. (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) Three members including the Chairman shall form the quorum for the meetings 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.

(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 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 and the Syndicate.

Increments and Promotions.

10. Increments and promotions of teachers shall be given in recognition of achievements and shall not be and 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 :

Provided that no teacher having less than three years service left at his credit shall be appointed Director for any period beyond his due date of retirement :—

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\* *(Amended vide Senate dated 10.6.1994)*

The same principle shall be followed in the case of appointment of teachers to all other administrative posts in the Institute :

Provided further that no Professor Emeritus, Supernumerary or re-employed teachers shall be appointed to administrative posts e.g. Chairman of a Department, Director of an Institute, acting Dean of a Faculty, Provost of a Hall and so on.

(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. 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.

13. (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 future 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 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.

14. These Statutes may be amended, altered, added to or otherwise revised as and when considered necessary and recommended by the Board of Governors of the Institute.