

Removal of difficulties

60. If any difficulty arises with respect to the functioning of the University or in connection with the first meeting of any Authority of the University or otherwise in first giving effect to the provisions of this Act the Chancellor may, at any time before all the Authorities of the University have been constituted, by order make any appointment or do anything, consistent so far as may be with the provisions of this Act and the Statutes, which appears to him necessary or expedient for the purpose of removing the difficulty; and every such order shall have effect as if such appointment or action had been made or taken in the manner provided in this Act:

Provided that, before making any such order or taking any such action, the Chancellor shall ascertain and consider the opinion of the Vice-Chancellor.

THE SCHEDULE

THE FIRST STATUTES OF THE UNIVERSITY

Definitions

1. In these Statutes, unless there is anything repugnant in the subject or context,-

- (a) “Act” means the Rajshahi University Act, 1973;
- (b) “Authorities”, “officers”, “Professors”, “Associate Professors”, “Assistant Professors”, “Lecturers” and “Registered Graduates” mean respectively Authorities, officers, Professors, Associate Professors, Assistant Professors, Lecturers and Registered Graduates of the University;
- (c) “Section” means a section of the Act.

Faculties

2. (1) Each Faculty shall consist of-

- (a) the Chairmen of the departments comprised in the Faculty;
- (b) such teachers of subjects, assigned to the Faculty as may be appointed to the Faculty by the Academic Council; and
- (c) such teachers of subjects not assigned to the Faculty but having, in the opinion of the Academic Council, an important bearing on these subjects as may be appointed to the Faculty by the Academic Council.

(2) Subject to the provisions of this Act, each Faculty shall have powers-

- (a) to constitute committees of Courses and Studies;
- (b) to recommend to the Academic Council the names of examiners in subjects assigned to the Faculty;
- (c) to recommend to the Academic Council the conditions for award of degrees, diplomas and other distinctions; and
- (d) to deal with such other matters as may be referred to it by the Academic Council.

3. (1) The Chairman of a Department shall be appointed by the Vice-Chancellor for a period of three years from amongst the teachers of the Department not below the rank of Assistant Professor by rotation in order of seniority.

Explanation.- For the purpose of this paragraph seniority means seniority in rank and status and not seniority in age or length of service only and when two persons are of equal rank and status the seniority between them shall be determined with reference to the length of service in the same rank and status; and the rotation shall begin with the senior most teacher of the highest category for the time being available.

(2) The Department shall have the responsibility to plan and coordinate the work of the Department under the leadership of the Chairman.

(3) The Chairman of the Department shall be responsible to the Dean of the Faculty for the organization and teaching in his Department subject to such directions as may be given from time to time by the Vice-Chancellor.

(4) The Chairman of the Department shall be responsible for the general supervision of the Department and shall dispose of routine matters. All policy matters shall be dealt with by two Departmental Committees, namely-

- (a) Academic Committee;
- (b) Planning Committee.

(5) The Academic Committee shall consist of all teachers of the Department and shall deal with-

- (a) Admission of students;
- (b) Syllabuses;
- (c) Examinations;
- (d) Teaching in the Department;
- (e) Co-curricular activities of the students in the Department.

(6) The Planning Committee shall consist of one-third of the total number of teachers in order of seniority with a minimum number of three and shall deal with-

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

Committee of Courses

4. (1) The Committee of Courses shall be responsible for preparation of courses and syllabi and such other work as may be assigned to it under the Statutes and the University Ordinances.

(2) The Committee shall be composed of all the teachers of the Department and such other persons as may be prescribed by the University Ordinances:

Provided that in subjects for which teaching Departments do not exist in the University, the Committee of Courses shall consist of-

- (a) Dean of the Faculty concerned – *Chairman*;
- (b) not less than three teachers in the subject from the affiliated or constituent colleges which offer the subjects and such other persons as may be prescribed by the University Ordinances.

The Board of Advanced Studies

5. (1) The Board of Advanced Studies shall consist of-

- (a) the Vice-Chancellor – *Chairman*;
- (b) the Deans of Faculties;

(c) five Heads of Departments to be elected by the Academic Council; and

(d) two other teachers to be nominated by the Vice-Chancellor.

(2) The Registrar shall act as the non-member Secretary of the Board of Advanced Studies.

(3) The members of the Board of Advanced Studies shall hold office for a period of two years.

(4) No member of the Board of Advanced Studies appointed as such by virtue of his particular office or position shall continue to be a member of this Board if he ceases to hold that office or position.

(5) The function of the Board of Advanced Studies shall be-

(a) to advise the Vice-Chancellor, Syndicate and Academic Council on all academic matters connected with post-graduate teaching within the University;

(b) to make recommendations to the competent Authority regarding approval of various academic projects, award of all grants and Fellowships; and

(c) to review the research work being done in various teaching Departments for the award of Ph.D. Degree to satisfy itself that suitable staff and equipment is available and that a high standard is maintained.

(6) No Departments shall be allowed to undertake Ph.D. work in a particular subject unless the Board of Advanced Studies in the University is satisfied that necessary facilities including effective supervision are available.

6. (1) The Planning and Development Committee shall consist of-

Planning and
Development
Committee

(a) the Vice-Chancellor – *Chairman*;

(b) the Treasurer;

- (c) the ¹[Pro-Vice-Chancellor, if any];
- (d) one teacher from the Natural Sciences and Mathematics to be nominated by the Academic Council;
- (e) one teacher from the Humanities, Social Sciences and Law to be nominated by the Academic Council;
- (f) one member of the Syndicate who is not an employee of the University to be nominated by the Syndicate;
- (g) one teacher of the University to be elected by the teachers themselves;
- (h) two persons from amongst architects, engineers and experts in business and public administration from outside the University to be nominated by the Chancellor.

(2) The Planning and Development officer of the University shall be the Member-Secretary of the Planning and Development Committee.

(3) The tenure of office of the nominated and elected members shall be two years but they shall continue in office till their successors having been nominated or elected enter upon the office:

Provided that the nominees of the Academic Council and the Syndicate and the representatives of teachers shall cease to be members if they cease to be members of the Academic Council, the Syndicate or a teacher of the University.

Selection Board

7. (1) The Selection Board for appointment of Professors and Associate Professors shall consist of-

- (a) the Vice-Chancellor – *Chairman*;
- (b) two nominees of the Syndicate;

¹ The words and comma “Pro-Vice-Chancellor, if any” were substituted for the word “Pro-Vice-Chancellors” by section 2 and the Schedule of the Universities Laws Amendment Ordinance, 1975 (Ordinance No. LXII of 1975).

- (c) two members nominated by the Chancellor; and
- (d) three experts of whom one shall be an external expert to be nominated by the Chancellor.

(2) The Selection Board for appointment of Assistant Professors and Lecturers shall consist of-

- (a) the Vice-Chancellor – *Chairman*;
- (b) the Chairman of the Department concerned if he is not below the rank of Associate Professor;
- (c) two members of the Syndicate to be elected by the Syndicate; and
- (d) one expert to be nominated by the Syndicate.

(3) In case of difference of opinion between the Selection Board and the Syndicate the matter shall be referred to the Chancellor for decision.

(4) The Selection Board may recommend a grant of higher initial salary in the case of a particularly deserving candidate for consideration of the Syndicate.

(5) The Syndicate may, on recommendations of the Selection Board, offer an eminently qualified person a Professorship in the University on such terms and conditions as it may determine.

8. A proposal for the conferment of an honorary degree shall be made by the Syndicate to the Chancellor for his approval. Honorary degrees

9. (1) All graduates of the University at the time of receiving their diplomas shall have to pay a certain fee which shall be fixed by the University Ordinances and their names shall be enrolled in the register of Registered Graduates after three years of their graduation. Registered Graduates

(2) All disputes relating to compliance with the provisions of this Act, Statutes and University Ordinances regarding registration of graduates shall be decided by a Tribunal consisting

of the Vice-Chancellor, one member of the Syndicate nominated by the aggrieved party and one member of the Syndicate nominated by the Syndicate and the decision of the Tribunal shall be final. Each party shall bear its own expenses including expenses incurred or compensation claimed by its nominees. The parties may be represented by the lawyers or other authorised agents before the Tribunal. The procedure of the Tribunal shall be determined by the Tribunal itself.

(3) Registered Graduates shall be entitled to receive the Annual reports of the University and shall be entitled to use the University Library in such manner as may be prescribed by the University Ordinances.

Affiliation

10. (1) A college applying for affiliation to the University shall make an application in the prescribed form to the Inspector of Colleges so as to reach him not later than 15th October preceding the Academic year from which the affiliation sought is to take effect and shall satisfy the Syndicate :-

- (a) that the college is to be under the management of the Governing Body;
- (b) that the strength and qualifications of the teaching staff and conditions governing their tenures of office are such as to make due provisions for the courses of instruction, teaching or training to be undertaken by the college and that adequate provision has been made for guidance and counselling of the students and for tutorials;
- (c) that the buildings in which the college is to be located are suitable and that provision is made in conformity with the Statutes and University Ordinances for the residence in the college Hostel or in lodgings approved by the college of students not residing with parents or guardians and for the supervision and physical and general welfare of students including facilities for sports, games and athletics and that facilities would also be provided on the Campus where teachers and students could meet informally;
- (d) that due provision has been made or shall be made for a Library large enough which shall remain open long enough to act as a work room where students are able to study privately during off periods and outside college hours;

- (e) where affiliation is sought in any branch of experimental science that arrangements have been or shall be made for imparting instruction in that branch of science in a properly equipped laboratory or museum;
- (f) that due provision shall so far as circumstances may permit be made for residence of the Principal and some members of the teaching staff in or near the college or the place provided for the residence of the students;
- (g) that the financial resources of the college are such as to make due provision for its continued maintenance and efficient working. The management should satisfy the University that it can meet a part of the maintenance cost of the college from its own resources; and
- (h) that the affiliation of the college having regard to the provisions made for students by other colleges in the same neighbourhood shall not be injurious to the interests of education or discipline.

(2) The application shall further contain an assurance that after the college is affiliated any transference of management and all changes in the teaching staff shall forthwith be reported to the Syndicate.

(3) On receipt of the application under paragraph (1) the Syndicate shall:-

- (a) direct a local inquiry to be made by a competent person or persons authorised by the Syndicate in this behalf in respect of matters referred to in paragraph (1) and such other matters as may be deemed necessary and relevant;
- (b) make such further inquiry as may be necessary; and
- (c) decide the question whether the application should be granted or refused either in whole or in part.

(4) The Syndicate shall prescribe the minimum number of teachers required and the scope of teaching in each affiliated college.

(5) Every teacher in any affiliated college other than Government colleges shall be employed under a written contract stating the conditions of the service and the salary to be paid to him. A copy of this contract shall be given to each teacher and a copy shall be lodged with the University.

(6) No new college or institution having Intermediate classes functioning within the same building may be granted affiliation by the University.

(7) No affiliation shall be granted with retrospective effect.

Inspection and reports

11. (1) Every college affiliated to the University shall furnish such reports, returns and other information as the Syndicate may require to enable it to judge the efficiency of the college.

(2) The Syndicate shall cause each such college to be inspected from time to time by one or more competent persons authorised by the Syndicate in this behalf.

(3) The Syndicate may call upon any college so inspected to take within a specified period such action as may appear to the Syndicate to be necessary.

Teaching in the college and cooperation between colleges and the University

12. (1) A college shall provide instruction in such subjects and up to such standard as it may be authorised to do, from time to time, by the Syndicate on the advice of the Academic Council.

(2) A college may not, without the previous permission of the Syndicate to be granted after consultation with the Academic Council, suspend instruction in any subject which it is authorised to teach and college teachers.

(3) The Syndicate may, after considering the advice of the Academic Council and in consultation with the authorities of the college or colleges concerned, provide, on a basis of cooperation, teaching among the colleges themselves and between colleges and the University.

(4) Lectures delivered by a teacher of the University for the benefit of students of the University may be thrown open to students of colleges with the prior approval of the Vice-Chancellor, and on the basis of application submitted by the students through the Principals of their respective colleges. Similarly lectures delivered by a recognised teacher of the University for the benefit of students of his own college may be thrown open to students of any other colleges or of the University with the prior approval of the Vice-Chancellor:

Provided that such outside students shall be granted permission by the Principal of the college at which lecture takes place to attend the lecture on the basis of application submitted through Principals of their respective colleges.

13. The Registrar shall be appointed by the Syndicate on the recommendation of a Selection Committee consisting of- Appointment of Registrar

- (a) the Vice-Chancellor;
- (b) one member of Academic Council to be elected by the Academic Council;
- (c) two members of the Syndicate to be elected by the Syndicate;
- (d) two persons to be nominated by the Chancellor; and
- (e) one person to be appointed by the Government.

14. The Registrar shall- Duties of the Registrar

- (a) be custodian of the records, common seal and such other property of the University as the Syndicate shall commit to his charge;
- (b) conduct generally the official correspondence of the University;
- (c) act as Secretary to the Senate, the Syndicate, the Academic Council and the Board of Advanced Studies;
- (d) attend meetings of bodies mentioned in clause (c) and to record and maintain the minutes thereof;
- (e) keep record of the work of Committees of Courses and Studies;
- (f) prepare plans on the policies for development of the Academic side of the University for submission to the Planning and Development Committee;
- (g) prepare programme for summer courses for the staff and students as may be decided from time to time, and work camps for students;
- (h) maintain confidential reports of such teaching staff as may be committed to his charge by the Vice-Chancellor; and

- (i) perform such other duties as may be prescribed from time to time by the Academic Council and the Syndicate or assigned to him by the Vice-Chancellor:

Provided that Vice-Chancellor may assign any or all of the above duties to any other person.

Appointment of Inspector of Colleges and Controller of Examinations

15. The Inspector of Colleges and the Controller of Examinations shall be appointed by the Syndicate on the recommendation of a Selection Committee consisting of-

- (a) the Vice-Chancellor;
- (b) two Deans to be nominated by the Academic Council;
- (c) two non-salaried members of the Syndicate to be nominated by the Syndicate; and
- (d) two persons to be appointed by the Chancellor.

Duties of University teachers

16. (1) The duties of the teachers of the University shall be-

- (a) to teach the students by means of lectures, tutorials, discussions, seminars, demonstrations, and in like manner;
- (b) to conduct, guide and supervise research;
- (c) to maintain personal contact with the students, give them individual guidance and supervise their extra-curricular activities;
- (d) to assist the Authorities in preparing courses and syllabi, in conducting examinations, in organising libraries, laboratories and other curricular and extra-curricular activities of the University and its departments, colleges and other institutions; and
- (e) to perform such other functions and duties as are assigned to them by the Vice-Chancellor.

(2) The total work-load of the teachers and distribution of work schedule for the various duties mentioned in paragraph (1) during an academic year shall be prescribed by the University Ordinances.

17. Every salaried employee of the University shall receive pension on the lines of the pension rules applicable in the case of the Government employees as may be laid down in a separate Statute. The pension rules shall apply to the existing employees from the date of their joining the University if they opt for these benefits and surrender the accumulation of Provident Fund of University's contribution *plus* interest thereon.

18. (1) Employees of the University other than- Provident Fund

- (a) persons who are in receipt of a pension from Government;
 - (b) persons who are over the age of 60 when appointed;
 - (c) part-time employees;
 - (d) persons who are on deputation and holding pensionable posts under Government; and
 - (e) persons appointed on a purely temporary basis for a period not exceeding six months and persons appointed in leave vacancies.

shall subscribe every month to the University Provident Fund except when on leave without pay:

Provided that an employee who has not served in a permanent post continuously for a period of three years or in a temporary post continuously for a period of five years shall not receive anything beyond his deposits in the fund with interest accrued thereon:

Provided further that notwithstanding any other provisions to the contrary the Syndicate may at the time of making a particular appointment decide that the individual appointed to that particular post shall or shall not be a subscriber to the Provident Fund.

(2) A sum equal to 10 per cent of the salary shall be deducted from the salary of each subscriber every month and paid into the Provident Fund and the University shall contribute an equal amount in respect of each subscriber in each month:

Provided that the contribution by the University shall not be payable in respect of any period in respect of which the subscriber has not paid his subscription.

(3) In calculating the monthly salaries on which deductions are to be made and contributions are to be paid any fraction of a taka of such monthly salary shall be omitted. For the purposes of this sub-paragraph the term "salary" shall mean monthly salary and regular monthly allowances by way of remuneration for service, including leave allowances, but excluding travelling allowances or payments of lump sums made in respect of any particular piece of work.

(4) A University Provident Fund Account shall be opened in the Principal Branch of any of the Nationalised Bank at Rajshahi to which the total deductions from the salaries of the University staff, as well as the corresponding contributions from the University under paragraph (2), shall be credited at the beginning of each month. Any cash balance of the fund in excess of taka five hundred shall be invested by the Treasurer before the end of each month in such securities as approved by the Finance Committee of the Syndicate and as are approved under section 20 of the Trusts Act, 1882. All investments and securities shall be held jointly by the Vice-Chancellor and the Treasurer.

(5) The rate of interest shall be the same as the Bank rate.

(6) Interest under paragraph (5) shall be allowed for each calendar month upon the minimum balance of the subscriber's account between the close of the 4th day and the end of the month. It shall be added to the principal at the end of the University financial year (June 30) except when the account is to be finally closed.

(7) Each subscriber shall receive from the Treasurer of the University not later than October 15 of each year a statement of his account showing the opening balance, the deposits and withdrawal during the financial year ending June 30, and the closing balance after the addition of interest allowed under paragraph (6). Subscribers are required to satisfy themselves as to the correctness of these statements and unless errors in them

are brought to the notice of the Treasurer within three months from the date of their receipt any sums not included in the account shall lapse to the University.

(8) In the event of a subscriber resigning his employment after less than five years service or being dismissed, the contribution by the University as well as the interest that has accrued on the same shall lapse into the General Funds of the University:

Provided that a subscriber, who has served the University for three years or more and resigns with approval of the University, shall be entitled to the University's contribution.

(9) A subscriber to the University Provident Fund who is on leave with allowances must continue to subscribe during leave unless exempted from doing so by the Syndicate under such conditions as may be prescribed by them in each particular case.

(10) (a) Temporary advances of loans may be granted to subscribers from the sum to their credit in the Provident Fund under conditions to be prescribed by the University Ordinances.

(b) A subscriber may be allowed to pay Life Insurance premiums out of his Provident Fund money up to the limit of his own subscription to the Fund with interest under conditions prescribed by the University Ordinances.

(11) The deposit and contribution, less the amount outstanding in respect of advances or loans granted under subparagraph (10) (a) with interest thereon at the credit of the subscriber shall be payable in full and shall only be finally withdrawn:

(a) on the depositor ceasing to be an employee of the University; or

(b) on his death:

Provided that in both cases sanction of the Syndicate shall first be obtained by the Treasurer before any payment is made.

(12) Each subscriber shall, as soon as possible after his joining the Fund, be called upon by the Treasurer to furnish a "Form of Declaration" as prescribed in the Appendix showing how he wishes the amount of his accumulation to be disposed of on his death.

(13) (a) For the purpose of the Statute, only the following survivors of a subscriber shall be held to constitute his family:

(i) widow or widows;

(ii) children; and

(iii) widow, or widows and children of a deceased son.

(b) All adopted child shall be considered to be a child within the meaning of this Statute when, under the personal law of the subscriber, adoption is legally recognised as conferring the status of a natural child but not otherwise, if doubts arise in an individual case, the Treasurer shall refer the matter to the Syndicate and their decision shall be final for the purpose of this Statute. A declaration in favour of an adopted child is made at the subscriber's risk and can be challenged at any time.

(14) A subscriber may in his declaration specify the distribution of the accumulation.

(15) Any Form of Declaration submitted by a subscriber is revocable at any time. A fresh declaration shall be operative only on being received by the Treasurer. On a subscriber's marriage or re-marriage any declaration already submitted by him will forthwith become null and void and, unless a revised Form of Declaration is received, the amount of his accumulations shall be dealt with under clause (b), or clause (d) of paragraph (19), as the case may be.

(16) If minors are nominated in a Form of Declaration the person or persons to whom sums intended for their benefit are to be paid should be stated in the Form of Declaration.

(17) In the event of the subscriber having a family as defined in sub-paragraph (13), he is not permitted in his Form of

Declaration, to leave the amount of his accumulations or any part of it to any one outside his family.

(18) Where a Form of Declaration purports to leave money otherwise than to a member or members of a subscriber's family, the Treasurer shall call upon the subscriber to state whether he has a family, and if it is found that he has one, the Form of Declaration shall not be accepted. A subscriber who has a family has absolute discretion regarding the distribution of the amount at his credit at the time of his death among the members of that family. He may exclude any one or more of them in favour of another or others of them, and the manner in which the distribution is to be made among them is also within his absolute discretion.

(19) On a subscriber's death before retirement, the amount shall be disposed of as follows:-

- (a) It or such portion of it as may be specified in an accepted Form of Declaration, will be divided among all or any member of his family in accordance with the terms of the Declaration. If the Declaration relates to a portion only of the amount, the balance shall be distributed in the manner described in clause (b). If the Declaration does not state the person or persons to whom the sum intended for the benefit of a minor is to be paid, the sum due shall be paid to the minor's legal guardian to be used for the minor's benefit or, failing a legal guardian, in such person or persons as the Treasurer may consider to be the proper person or persons to receive it on the minor's behalf.
- (b) Where a subscriber leaves a family, but no Form of Declaration in favour of any member or members of the family has been received from him, the amount shall be distributed among his family, except that sons of a deceased son, who have attained legal majority, and married daughters of a deceased son, whose husbands are alive shall be excluded from participation. The division among the persons entitled shall be in equal shares, except that the widow or widows and the child or children of any deceased son shall take equally between them only the share which that son would have taken had he survived the subscriber. Any sum due to a minor

shall be paid to the minor's legal guardian to be used for the minor's benefit, or, failing a legal guardian to such person or persons as the Treasurer may consider to be the proper person or persons to receive it on the minor's behalf.

- (c) If there be no party to receive the amount under clauses (a) and (b) it shall be divided among or paid to such person or persons (whether related to the subscriber or not) as may be specified in an accepted Form of Declaration. If the Form of Declaration relates to a portion only of the amount, the balance shall be distributed in the manner described in clause (d).
- (d) If there be no party entitled to receive under clauses (a), (b) and (c), the amount shall be paid to the subscriber's legal representative or such other person or persons as may be determined by a Civil Court, competent to pass orders in this respect:

Provided that if the sum remaining at the credit of the subscriber does not exceed taka four hundred, it may be paid to such person or persons as the Treasurer may consider to be the proper person or persons to receive it.

Note 1.—A husband may make a written application for the exclusion of his wife from participation under clause (b) if she has been Judicially separated from him. In the absence of such an application the widow shall retain her rights under clause (b).

Note 2.—When a person named in a Form of Declaration dies before the subscriber, the Declaration shall, in the absence of a direction to the contrary, in the Form of Declaration, become null and void in respect of that person, but that person only and his or her share shall be distributed in the manner described in clause (b) or clause (d) as the case may be.

Note 3.—The above two notes apply *mutatis mutandis* to married women who are subscribers to the Provident Fund.

(20) If the Treasurer receives notice that a Will has been left by a deceased subscriber, which purports to dispose of his accumulations in the Fund or any part of them, he shall, before making any payment, refer the matter to the Syndicate for decision.

(21) The University shall not be bound by, or recognise, any assignment or encumbrance executed or created which affects the disposal of the accumulations of a subscriber who dies before retirement.

(22) The ledger and other accounts of the Provident Fund shall be kept by the University Treasurer in a form approved by the Syndicate.

(23) The Provident Fund Accounts shall be audited annually by a Government Auditor together with the other accounts of the University.

(24) The securities of the Provident Fund shall be assessed by the Treasurer at the market value and after such assessment has been certified by the Government Auditor, the University shall, if necessary, subscribe from its General Funds such an amount as is required to make the amount available for distribution equivalent to the liabilities to the subscribers. If the Government Auditor certifies that the amount standing to the credit of the Fund is in excess of the liabilities, an amount equal to the amount to the excess balance shall be transferred from the Provident Fund to the General Funds of the University.

(25) Subject to the consent of the Syndicate and the subscriber concerned in each case, this Statute shall apply to the amounts accumulated in the names of the members of the staff.

(26) Subject to the consent of the Syndicate and the subscriber concerned in each case employees migrating to this University from the other recognised University shall be permitted to transfer the accumulations in his Provident Fund Account from the latter University.

(27) All questions of interpretation of this Statute shall be decided by the Syndicate, whose decision shall be final.

APPENDIX**RAJSHAHI UNIVERSITY PROVIDENT FUND**

Depositor No.

FORM OF DECLARATION

*From.....Subscriber.

I hereby declare that in the event of my death the amount at my credit in the University Provident Fund shall be distributed among the persons mentioned below in the manner shown against their names.

The amount due to a nominee, who is a minor at the time of my death, should be paid to the person whose name appears in column 5.

Name and address of the nominee or nominees.	Relationship with the subscriber .	Whether minor or state his age.	Amount or share of deposit.	Name and address of the person to whom payment is to be made on behalf of the minor.	Sex and percentage of person mentioned in column 5.
1	2	3	4	5	6

* Here state married or unmarried.

Two witnesses' signatures –

- (1)
- (2)

Station
Date

Signature of Subscriber.

THE SECOND STATUTES OF THE UNIVERSITY

*Statutes regarding the establishment of the Institute of
Bangladesh Studies*

1. The University of Rajshahi shall establish an Institute of Bangladesh Studies, hereafter in this Statutes referred to as the Institute, as a constituent institute with a separate Board of Governors.

Establishment
of the Institute

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

Aims and
objects

- (a) to promote and provide facilities for advanced studies and research on the history, geography, economics, politics, sociology, anthropology, law, language, literature and linguistics, philosophy, art, archaeology, music, and culture of Bangladesh and such other subjects as are significantly related to the life and society of Bangladesh for the M. Phil. and Ph.D. degrees;
- (b) to undertake research projects in co-operation with public or private organizations as and when necessary under mutual agreement;
- (c) to place at the disposal of society the results of the researches conducted at the institute for fruitful utilisation in planning and development schemes;
- (d) to co-operate with other departments of the University in research activities relevant to Bangladesh Studies;
- (e) to popularise Bangladesh Studies in and outside the country through seminars, conferences and publications; and
- (f) to conduct such other activities as may facilitate attainment of the objects of the Institute.

3. (1) The administration and management of the Institute shall be vested in a Board of Governors consisting of-

Board of
Governors

- (a) the Vice-Chancellor – *Chairman*;
- (b) a Professor or an Associate Professor, in order of seniority, from each of the following departments :-

Group A

- (i) Economics,
- (ii) Political Science,
- (iii) History,
- (iv) Sociology,
- (v) Bengali,

Group B

- (i) Statistics,
- (ii) Islamic History,
- (iii) Geography,
- (iv) Law,
- (v) Public Administration:

Provided that the Departments shall be represented on the Board of Governors in groups of five by yearly rotation beginning with Group A;

- (c) three regular teachers of the Institute to be elected by themselves;
- (d) the Curator, Varendra Research Museum of the University;
- (e) one person to be nominated by the Syndicate;
- (f) one person to be nominated by the Academic Council;
- (g) two scholars from other Universities to be nominated by the Chancellor; and
- (h) the Director of the Institute who shall also act as Secretary to the Board of Governors.

(2) The term of office of the elected and nominated members of the Board of Governors shall be two years.

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

**Powers of the
Board of
Governors**

4. Subject to the delegation by the Syndicate of such administrative and financial powers in respect of the Institute as may be necessary for its proper functioning, the powers of the Board of Governors shall be-

- (a) to consider the annual academic courses and research programme and the budget estimates of the Institute prepared by the Director of the Institute for such modifications as it may suggest;

- (b) to appoint teachers and officers of the Institute on the recommendation of the Selection Committee as constituted under Statutes 6 and to determine the terms and conditions of their services :

Provided that the first Director of the Institute shall be appointed for a term of two years by the Syndicate on the recommendation of the Vice-Chancellor;

- (c) to invite eminent scholars to the Institute as Senior Fellows or visiting Professors either to do research or teaching or to do both;
- (d) to frame, subject to the approval of the Syndicate, 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.

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

- (e) 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 may create posts on a temporary basis for conducting specific research projects of the Institute without the approval of the Syndicate.

5. (1) There shall be a Board of Studies of the Institute consisting of Board of Studies

- (a) the Director of the Institute – *Chairman*;
- (b) four teachers of the Institute to be nominated by the Director of the Institute;
- (c) two Professors from other Universities of Bangladesh to be nominated by the Chairman of the Board of Governors; and
- (d) two Professors or Associate Professors of the University (from within the disciplines studied at the Institute) to be nominated by the Academic Council.

(2) The Board of Studies shall prepare courses of study and syllabi, make panels of examiners, frame rules relating to admissions, examinations, and determine the requirements of the degrees offered by the Institute for presentation to the Academic Council for its approval:

Provided that the Academic Council may refer back to the Board of Studies any of those matters once for reconsideration.

Selection Committees

6. (1) There shall be two Selection Committees of which one shall be for appointment of teachers and another for appointment of employees other than teachers of the Institute.

(2) The Selection Committee for appointment of teachers shall consist of -

- (a) the Vice-Chancellor – *Chairman*;
- (b) three nominees of the Board of Governors;
- (c) three experts (of whom at least one shall be from outside the country) to be nominated by the Syndicate on the recommendation of the Vice-Chancellor; and
- (d) the Director of the Institute.

(3) The Selection Committee for appointment of employees other than teachers shall consist of-

- (a) the Director of the Institute – *Chairman*;
- (b) two nominees of the Board of Governors;
- (c) one nominee of the Syndicate; and
- (d) the Registrar of the University.

(4) Two members including the Chairman shall form the quorum for meeting of each Selection Committee.

(5) The term of office of the nominated members of each Selection Committee shall be one year.

7. The recommendations of the Selection Committees shall go to the Board of Governors. In case of an unresolved difference of opinion between the Board of Governors and the Selection Committees, the matter shall be referred to the Chancellor whose decision shall be final.

Recommendations of the Selection Committees

8. The Institute shall have a full-time Director with the status of a Professor, two Joint Directors, and an adequate number of teachers of the categories of Professor and Associate Professor.

Director etc.

9. The Institute shall have another category of teachers to be known as Senior Fellows and Fellows who shall ordinarily be drawn from among scholars not attached to any institution. A Senior Fellow shall have the status of a Professor of the University while a Fellow shall have the status of an Assistant Professor or Associate Professor depending upon his qualifications and experience.

Fellows etc.

10. Teachers of the University not below the rank of Associate Professors may be seconded to the Institute for a specific period to guide research, or teach or to do both, while an Assistant Professor may be seconded to the Institute to do research if facilities exist for such research only in the Institute.

Secondment of Teachers of the University

11. (1) The Director of the Institute shall be assisted by a Committee of the Institute consisting of the Professors, Senior Fellows, Associate Professors and Fellows of the Institute.

Committee of the Institute and its function

(2) The function of the Committee shall be to help prepare the budget, organise academic programmes, determine admission of students, hold examinations and term tests, and generally to formulate the academic and development policies of the Institute.

(3) The Director of the Institute shall convene a meeting of the Committee at least once a month during an academic session.

12. These Statutes can be amended, altered, added to or otherwise revised as and when necessary on the recommendation of the Board of Governors.

Amendment etc. of this Statutes