

THE SEVENTEENTH STATUTES OF THE UNIVERSITY
Statutes regarding the establishment of
The Institute of Leather Engineering and Technology (ILET)

1. (a) The University of Dhaka shall establish an Institute of Leather Engineering and Technology (ILET) at Dhaka as a constituent Institution with a separate Board of Governors.
- (b) The Institute of Leather Engineering and Technology will be established on the 20th June 2011 by merger and integration of the erstwhile Bangladesh College of Leather Technology of the Directorate of Technical Education, the ministry of education, the government of Bangladesh with the University with all its assets, funds, rights, interests, properties etc. and all its employees [Recently transferred revenue head and existing revenue budget] into a constituent Institution of the University on the Basis of a resolution EM/Sec-15/7-2/2007/242, dated 20th June 2011.
- (c) The service of the teachers (such as Lecturer/Foreman/Forman Instructor, Assistant Professor/Chief-Foreman-Instructor, Associate Professor, Professor, etc.), [because of special type Institution where Forman, etc. are treated as a teacher] officers and other employees of the erstwhile Bangladesh College of Leather Technology shall be deemed to be University service from the date of their joining the Government service in a continuous full-time paid post and shall be counted towards 'qualifying service' within the meaning of Statute 11 of the 10th 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.
- (d) Subject as aforesaid and to the provisions of the order, the Statutes and ordinances, the teachers, officers and other employees of the institute shall be entitled to the same benefits with respect to retirement, pension, gratuity, benevolent fund and group insurance etc. as are enjoyed by the teachers, officers and other employees of the University in the corresponding grades:

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 rate of the University, the deficit amounts shall be recovered from their monthly salary bills with immediate effects.

Aims and Objectives

2. The aims and objectives of the Institute shall be -
 - (a) to produce qualified manpower and skills in the field of Leather Engineering and Technology;

- (b) to provide quality education leading to Bachelor of Science (B.Sc), Master of Science (M.S), Master of Philosophy (M.Phil), Doctor of Philosophy (Ph.D) and Diploma degrees in the leather engineering and technology and related field;
- (c) to initiate, organize and undertake research in the field of Leather Engineering and Technology;
- (d) to provide in plant and industry oriented short and long term training programs on various fields of leather, footwear and leather product;
- (e) to provide quality control and laboratory facilities for testing raw materials, consumable and finished goods;
- (f) to organize seminars, conferences, workshops, exhibitions and other events related to the development leather product and technology;
- (g) to provide consultancy and advisory services to institutions, NGOs, private and public sector corporations, who seek such assistance;
- (h) to provide short term courses on management, productivity, allied subject etc. for the benefit of the managerial persons and supervisory staffs and employees in the field of leather engineering and technology;
- (i) to motivate incumbents to take up self employment ventures;
- (j) to coordinate with leather based industries in product development and modernization of equipment;
- (k) to provide assistance in computer Aided Design (CAD) and data development;
- (l) to establish link-programs and research collaborations with various institutions/ organizations within the country and abroad.

**Constitution
of Board of
Governors**

- 3. (a) 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 Pro-Vice Chancellor (Academic) of the University;
 - iii. The Treasurer of the University;
 - iv. Two persons to be nominated by the Chancellor;
 - v. One nominee of the Syndicate from among its members;
 - vi. One nominee of the Academic Council among its members;
 - vii. Dean of the Faculty of Engineering and Technology, University of Dhaka;
 - viii. Dean of the Faculty of Science, University of Dhaka;
 - ix. The Secretary of the Ministry of Education or his nominee from the Ministry not below the rank of Joint Secretary;

- x. The Chairperson of the Bangladesh Council for Scientific and Industrial Research or his nominee.
 - xi. The Director of the Centre for Advanced Research in Sciences
 - xii. The Chairperson of the Dept. of Applied Chemistry and Chemical Engineering, University of Dhaka;
 - xiii. One teacher from among the teachers of the ILET other than the Director, nominated by the Academic Committee of the ILET;
 - xiv. The Director of the ILET, who will serve as the Member-Secretary of the Board.
- (a) The term of the office of appointed and nominated members shall be two years but they shall continue in office till their successors enter upon the office.
- (b) Four members including the Chairman shall form the quorum for the meetings of the Board of Governors.
- (c) The Board of Governors shall ordinarily meet at least once in three months and report their proceedings to the Syndicate.
- Powers of the Board of Governors** 4. The Board of Governors shall have the following powers:
- (a) To consider the academic courses and programs and the Budget Estimate of the Institute submitted by the Director of the Institute and to approve, reject or refer them back for such modifications as the Board of Governors may suggest;
 - (b) To appoint teachers, officers and staffs of the Institute, subject to the provisions of Sections 8 and 11, with rank and scale of pay not below that of other teachers and officers of the University;
 - (c) To frame such rules and regulations as may be considered necessary for the proper organization and administration of the Institute and 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;
 - (d) To create administrative, academic, technical, ministerial or any other posts on a permanent basis and to abolish or suspend any of them as and when necessary, subject to the approval of the Syndicate;
 - (e) 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 or the Academic Council from time to time;
 - (f) To exercise such other powers as may be delegated to it by the Syndicate or the Academic Council from time to time.

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 Leather Engineering and Technology.
6. (a) There shall be a Committee of Courses and Studies in Leather Engineering and Technology consisting of-
 - i. The Director of the Institute- Chairman
 - ii. All Professors and Associate Professors of the Institute;
 - iii. Two teachers of the Institute other than Professor and Associate Professor;
 - iv. The Chairman, Department of Applied Chemistry and Chemical Engineering of the University of Dhaka;
 - v. Joint Secretary, the Ministry of Science and Technology or his representative not below the rank of Deputy Secretary.
 - vi. Chairman, Department of Chemistry, University of Dhaka.
- (b) 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 Leather Engineering and Technology.
- (c) 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 Boards for Appointment of 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
 - 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 (Academic) —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) Four members including the Chairman shall form the quorum for meetings of the Selection Board for Professors and Associate Professors and three members including the Chairman shall form the quorum for meeting of the Selection Board for other teaching posts.
 - (3) The term of the 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 does 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.

- (7) There shall be a Budget Committee to prepare the annual budget estimates consisting of the following members:
 - (a) Director of the Institute,
 - (b) The Senior-most teacher of each of the branches of studies of the Institute,
 - (c) The Librarian of the Institute,
 - (d) The Director of Accounts, Dhaka University.

Increments and Promotions

9. Increments and promotions of teachers shall be given in recognitions of achievements and shall not be granted automatically on the basis of seniority only.

Appointment of Director

10. (a) 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. If there is no teacher of the Institute with such a rank, the Vice-Chancellor may appoint as Director a teacher of the University from such a rank outside the Institute with terms and conditions to be determined by the Board of Governors.
- (b) The Director shall remain in charge of the Institute and shall be responsible for the overall management and supervision of the Institute.

- (c) The Director shall be entitled to such allowances and privileges as may be determined by the Board of Governors.
 - (d) In case of 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.
 - (e) The teacher so placed in charge shall perform only routine duties of the Director.
 - (f) 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 the powers of the Director.
- Selection Board for Appointment of non-teaching Posts**
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 Officer, on the recommendation of the Selection Board constituted as follows:
 - i. Pro-Vice Chancellor (Administration) — Chairman;
 - ii. Registrar;
 - iii. Two nominees of the Board of Governors;
 - (b) For non-teaching posts below the rank of Section Officers, on the recommendation of the Director of the Institute.
- Provided that temporary appointments 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. (a) The Institute shall have the following committees, namely:
- i. Academic Committee, consisting of all the teachers of the Institute;
 - ii. 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.
- (b) The Academic Committee shall deal with:
- i. Admission of students;
 - ii. Syllabuses and courses of studies;
 - iii. Examinations;
 - iv. Teaching in the Institute;
 - v. Co-curricular activities of the students in the Institute.
- (c) The Co-ordination and Development Committee shall deal with:
- i. Expansion of the Institute;
 - ii. Appointment of teachers.

Explanations

- i. The Co-ordination and Development Committee shall be responsible for the improvement of the existing teaching and research facilities and for 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 of 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 scrutinize 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 the 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 matters of his/her promotions, confirmation etc. are under discussion in the Committee.

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