

STATUTE OF
BANGABANDHU SHEIKH MUJIB MEDICAL UNIVERSITY

[Statute regarding the Institute of Paediatric Neurodisorder and Autism (IPNA)]

March 15, 2018



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[Statute regarding the Institute of Paediatric Neurodisorder and Autism (IPNA)]

This statute is proclaimed in accordance with section 6(J) and 40(1)(e) of Bangabandhu Sheikh Mujib Medical University ACT 1998 (as amended in 2012).

- Title* 1 This statute is named as “Statute of Institute of Paediatric Neurodisorder and Autism (IPNA)”.
- Definitions* 2 (a) Institute: means “Institute of Paediatric Neurodisorder and Autism (IPNA)”.
(b) Academic Council: means “Academic Council of BSMMU”
(c) Syndicate: means “Syndicate of BSMMU”
(d) University: means “Bangabandhu Sheikh Mujib Medical University”
- Commencement* 3 (a) The institute will be established on the next day of expiration of the period of the Project, namely, “Establishment of Institute for Paediatric Neurodisorder and Autism in BSMMU Project” with all its employees (except the post of Project Director and Deputy Project Director) whose services are deemed to be satisfactory, assets, funds, rights, interests, properties etc. and will be converted into a constituent Institute of the University on the basis of a resolution of the Syndicate.
(b) The service of the officers and employees of the erstwhile project shall be deemed to be discontinued from the date of their joining in the institute. Their services in the project will not be counted towards seniority and other benefits. Their services shall be counted towards ‘qualifying service’ from the date of joining in the institute.
(c) The institute will have the manpower as attached in ‘Annexure-A’
(d) Existing ‘Department of Paediatric Neurology’ will be an academic organ of the institute to offer post graduate courses following the existing rules and regulations of the University. All the teachers of this Department will be considered as the teachers of the institute. Administrative affairs of the department will be controlled by the existing rules-regulation of the university.


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Aims and objectives

4 The aims and objectives of the Institute shall be—

- To provide specialist multi disciplinary assessment to identify physical, developmental, psychological and neurological problems of children at an early stage by 'Paediatric Neurology and Neurodisability Team';
- To provide comprehensive and high quality tertiary level services with the child and family by multi disciplinary and multi-agency team for children with complex disabilities and neurological problems;
- To provide quality training to physicians, therapists, psychologists, ASD teachers and other members on autism and neurodevelopmental problems of children;
- To provide a 'School for Children with Autism' in a autism friendly environment by Autism-Expert teachers and their team;
- To involve parents in the day-to-day management of 'physically and developmentally delayed children' and ensure their counseling and training;
- To promote public awareness related to Autism and NDDs;
- to promote and to provide facilities for advanced study in the field of Paediatric Neurology and NDDs including autism;
- To carry on research in this specialty and spread the acquired knowledge by regular seminar/symposium in national and international levels;
- To publicize the importance of 'Early child development (ECD)' to parents and other care givers and thereby help them to create a safe, secure, stimulating and enabling environment for their children;
- To follow up all the 'high risk babies' regarding neurodevelopmental progress and provide intervention where necessary;
- To involve junior doctors and post graduate paediatric students so that they can receive practical experience and utilize this knowledge all over Bangladesh, especially in rural areas;
- To liaise effectively with all other specialized departments of the university hospital where needed- in children with complex disabilities.


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*Board of
Governors*

5 (a) The management of the institute shall be vested in a Board of Governors consisting of the following members:

1. Chair: Vice Chancellor
2. Co-Chair: Pro-Vice Chancellor (Research and Development/
Administration/Academic)
3. Member Secretary : Director of the Institute

Members:

4. Treasurer, BSMMU
5. Registrar, BSMMU
6. Proctor, BSMMU
7. Dean of Paediatric Faculty
8. Representative from Syndicate-1
9. Representative from Academic Council-1
10. Director (Planning and Development), BSMMU
11. Director (Hospital), BSMMU
12. Chairman of Paediatric Neurology Department, BSMMU
13. Senior Faculty Members of IPNA – 3
14. Representative from University Grants Commission Bangladesh
15. Representative from Ministry of Health and Family Welfare
(Autism Cell)*
16. Representative from Ministry of Social Welfare*
17. Representative from Ministry of Education*
18. Representative from Ministry of Primary and Mass Education*
19. Representative from Ministry of Women and Children Affairs*
20. Representative from Parents of IPNA School

(* not below the rank of Joint Secretary)

(b) 7 (seven) members including the Chair and the Member Secretary shall form the quorum for the meetings of the Board of Governors.

*Powers of the
Board of
Governors*

6 The Board will have the following powers:

1. Set Mission, Vision and Strategic Plan for the institute;
2. Recommend course curriculum of the institute to Academic Council;


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3. Approve annual work plan, annual training calendar and annual research plan of the institute;
4. Consider the annual budget prepared by the Director of the institute and to approve, reject, or refer it back to the Director for such modifications as it may suggest;
5. Appoint the officers and staff of the institute (other than teaching and non-teaching staff of the Department of Paediatric Neurology)
6. Recommend service rules for the posts (e.g. Autism School Teachers) which do not exist in the existing service rules of the University.
7. Frame such rules and regulations as may be considered necessary for the proper organization and administration of the institute.
8. Provide instructions on outstanding service delivery of IPNA OPD, IPD and IPNA autism school.
9. Such other powers as delegated by the Syndicate and Academic Council.

*Course &
Syllabi*

- 7 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.

*Appointment of
the Director*

- 8 (a) The Director of the Institute shall be appointed by the Vice-Chancellor, considering the recommendation of the Board of Governors, if formed, for a term of three years from among the teachers of the Institute not below the rank of Professor by rotation in order of seniority; provided that the same person shall not be appointed as the Chairman of 'Paediatric Neurology Department' and the Director of the Institute.
- (b) If, as stated in sub-section (a), any Professor is not available, or not willing to hold the charge of the Director, the Vice-Chancellor may appoint a Director from the Professors of Paediatric allied departments of BSMMU, considering the recommendation of the Board of Governors, if formed.
- (c) The Director shall remain in-charge of the Institute and shall be responsible for the overall planning, management and supervision of the Institute.
- (d) The Director shall be entitled to such allowances and privileges as determined by the university rules and as recommended by the Board of Governors.


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(e) In absence of the Director the Deputy Director (Administration) shall work as Director-in-Charge and perform the routine duties of the Director. If the absence prolong over 30 days, the Vice-Chancellor may delegate financial power to the Director-in-Charge.

*Appointment of
the Deputy
Directors*

9 (a) From among the teachers of the institute, not below the rank of Associate Professor, the Vice-Chancellor shall appoint the Deputy Director (Administration) and the Deputy Director (Academic) to assist the Director to run administrative and academic affairs respectively. The Vice-Chancellor, through executive order, can change the appointment of the Deputy Directors any time as he thinks fit.

(b) The Deputy Director (Administration) and the Deputy Director (Academic) shall substitute each other while on leave.

*Appointment to
teaching posts*

10 (a) Appointment to teaching posts (Professor, Associate Professor and Assistant Professor) shall be made following the existing rules and regulations of the University.

*Selection Boards
for appointment to
non-teaching
posts*

11 (a) Appointment to non-teaching posts (other than Professor, Associate Professor and Assistant Professor) shall be made by the Board of Governors on the recommendation of a Selection Board constituted for the purpose as follows:-

- (i) Pro-Vice-Chancellor(Administration)—Chairman
- (ii) Registrar
- (iii) one nominee of the Board of Governors
- (iv) One expert on each category of technical post, nominated by the Vice-Chancellor
- (v) Director of the Institute
- (vi) Deputy Director (Administration) of the Institute--Member Secretary

(b) Four members including the Chairman, Director of the institute and Member Secretary shall form the quorum for meeting of the Selection Board.

(c) The Selection Board shall report to the Board of Governors, which shall, considering the recommendations of the Selection Board, make appointment to the posts accordingly.

*Conditions of
employment*

12 (a) Terms and conditions of the services of the teachers and employees shall be in accordance with the applicable provisions of service rules of the University. The Board of Governors shall recommend service rules for the posts (e.g. Autism School Teachers) which do not exist in the existing service rules of the University.


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Committees

- 13
- (b) Promotions and other service benefits of the teachers and employees shall be in accordance with the service rules of the University as may be determined by the Syndicate from time to time.
- (c) Departmental proceedings of the teachers and employees shall be governed by the applicable Ordinance as framed by the Syndicate.
- (a) The Institute shall have the following committees, namely:
- (i) Academic Committee, consisting of all the teachers and relevant officers of the Institute.
- (ii) Training, Research 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 and relevant officers of the Institute.
- (b) The Academic Committee shall deal with :-
- Teaching in the Institute;
 - development of modules and syllabuses;
 - Admission of students (except postgraduate courses);
 - Examinations
- (c) The Development, Training and Research Committee shall deal with :-
- Expansion of the Institute;
 - Planning of further development of the Institute;
 - Development of annual Training Calendar;
 - Develop annual research plan;
 - improvement of the existing research facilities of the Institute;
 - improvement of the existing teaching facilities of the Institute.

Power of Syndicate

- 14 The Syndicate may amend or alter any provisions of this Statute in accordance with the applicable provisions of BSMMU Act 1997 and shall exercise all such power as are conferred upon it under the Act, Ordinance and Statute as may be framed from time to time.


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Institute of Paediatric Neurodisorder and Autism (IPNA)

Manpower

Director x 1
Deputy Director (Administration) x 1
Deputy Director (Academic) x 1
Training Coordinator x 1
Professor x 1
Associate Professor x 2
Assistant Professor x 4
Consultant x 2
Medical Officer x 10
Research Medical Officer x 2
Media and Publication Officer x 1
Educational Psychologist x 3
Clinical Psychologist x 3
Nutritionist x 1
Autism Head Teacher x 1
Child Development Therapist x 08
Autism Teacher x 6
Counsellor x 4
Section Officer x 1
Web Administrator x 1
Nurse x 10
Assistant Teacher x 8
Accountant x 1
Computer Operator x 2
Office Assistant x 2
Receptionist x 2
EEG Technician x 1
Driver x 4
Office Sohayok x 5
Cleaner x 6
Ward Boy x 4
Maid x 6


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