

# **CENTER FOR INTERDISCIPLINARY RESEARCH (CIR)**

## **BYLAWS**

### **I. NAME OF THE RESEARCH CENTER**

The Board of Trustees, Varendra University officially approved the name of the research center as the Center for Interdisciplinary Research (CIR) on March 13, 2019.

### **II. LOCATION**

Rajshahi Bypass Road, Chandrima, Paba, Rajshahi 6204

### **III. OFFICIAL LOGO**

The official logo of the CIR is as follows:



### **IV. MISSION AND MANDATES OF THE CENTER**

Varendra University (VU) is home to multidisciplinary initiatives which bring together talented faculty members and researchers across diverse disciplines to create thought leadership, delivering research excellence and education opportunities across all our faculties, and advance teaching and research objectives in a collaborative environment. The CIR shall promote meaningful research at VU by vitalizing research culture, liaising with relevant organs to harmonize teaching and research activities and introducing incentives that are conducive to effective utilization of the available competencies and abilities. The CIR shall establish links with industry, pharmaceutical companies, Bangladesh Government resources, and other social and commercial sectors for cooperation in handling research needs and provision of funding for research.

#### **MANDATES:**

The mandates of the CIR are:

- Prepare research proposals for external funding and implementation by staff.
- Facilitate and coordinate the submission of research proposals and monitor research funded by the Varendra University Board of Trustees (VUT).
- Provide facilities and enhance scientific research and training for post-graduate students

(M.Phil., Ph.D. and post-doctoral students/fellows).

- Provide a forum for information exchange and undertake a collaborative research relevant to the subject of the researcher among the research institutes nationally and internationally.
- Contribute to editorial activities of the Center's Research Journal, shall be called *Varendra International Journal for Interdisciplinary Research* (VIJIR) hereafter, and prepare the journal for publication.
- Organize symposiums, conferences, seminars and workshops.
- Liaise with the academic institutions and other research organizations at national and regional levels and beyond.
- Maintain profile of research and researchers at the CIR and at VU.

## **V. INTERNAL GOALS**

### **Goal-1 (Long term): Improvement of Ranking of the University**

- Achieving citations for research articles published by faculty members and researchers from the CIR.
- Increasing h-index of researchers.
- Building up international collaborations

These long-term goals reflect aspirations for academic excellence, impact, and collaboration, which are fundamental to the success and growth of a research center.

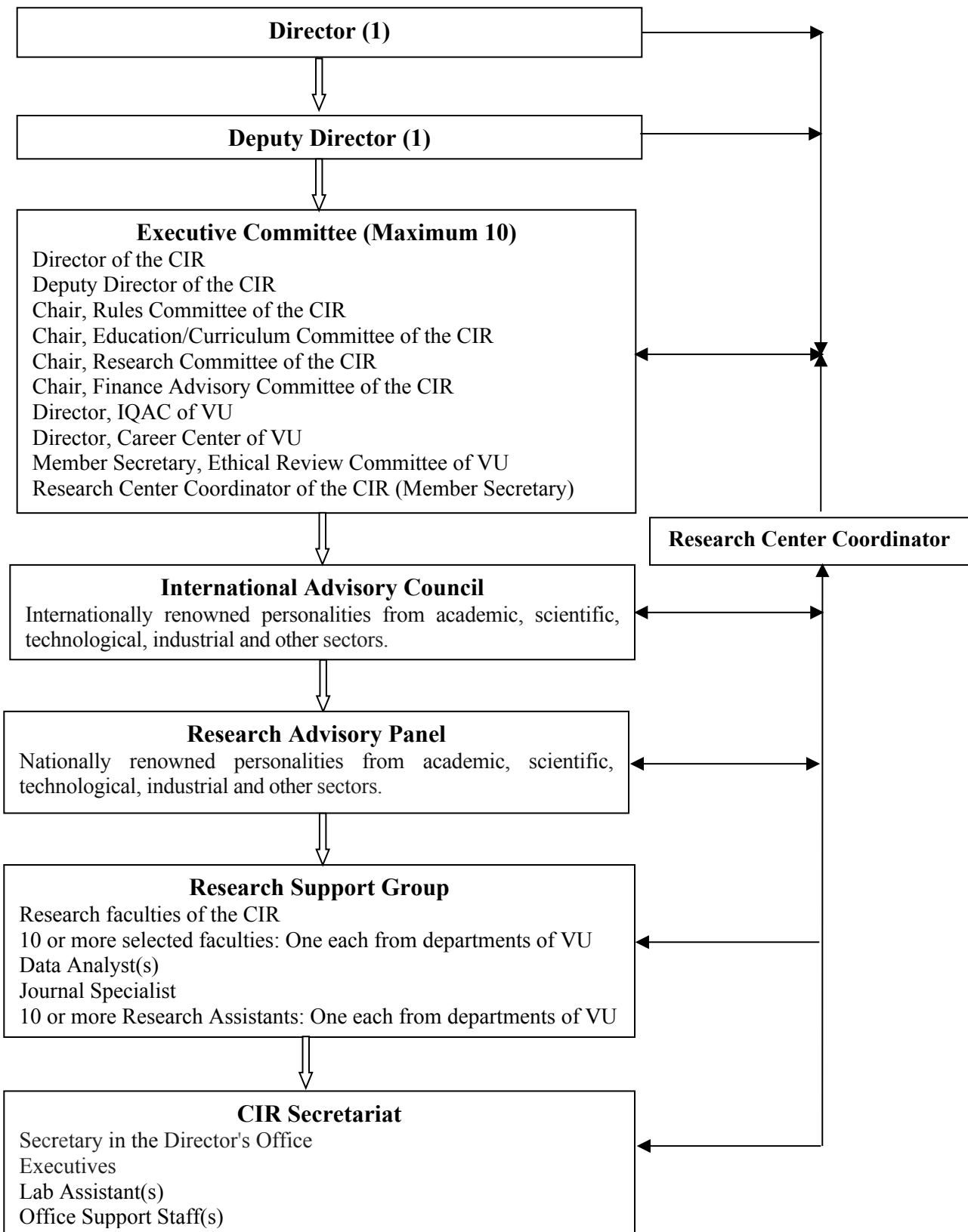
### **Goal-2 (Short term): Starting an Academic Journal through the CIR**

- Forming an editorial board to run the journal and ensuring its indexation.
- Arranging conferences, seminars and workshops in a regular basis to sharpen the researchers and faculty members.

## **VI. MANAGEMENT**

The overall management of the CIR is the responsibility of the Board of Trustees, Varendra University. The Board is responsible for approving the CIR's research direction and priorities, its membership, and global decisions regarding the overall management of its budget and resources. The Director and the Deputy Director of the CIR are responsible for the day-to-day management and operations of the Center. The term of appointment of the Director and the Deputy Director is for three years and is renewable.

## **VII. ORGANIZATIONAL STRUCTURE**



**Distribution of Responsibilities**

## **Director**

The Director of the CIR shall be a Professor with a prolific research background who is able to lead the researchers.

**Responsibilities:** Responsibilities of the Director of the CIR shall be

1. To direct and coordinate activities of the CIR organs/components toward the goals of the CIR.
2. To issue the call for and chair regular meetings of the CIR.
3. To issue the call for and chair an annual meeting (either regular or special) of the CIR membership for the purpose of electing members to the Executive Committee, International Advisory Council, and other related committees.
4. To prepare an Annual Report of the CIR that shall be presented to the VUT for review and endorsement.
5. To oversee and be responsible for an accounting of funds allocated to the CIR.
6. To publish the CIR's own research journal, *Varendra International Journal for Interdisciplinary Research* (VIJIR), as the Editor-in-Chief.
7. To arrange scientific conferences, seminars, symposiums, and workshops.
8. The Director of the CIR shall be assisted in his work by an officer, herein officially named as the 'Secretary in the Director's office'.

**Appointment:** The Director of the CIR shall be appointed by and shall report to the Chairman, Board of Trustees of VU. The 'Secretary in the Director's office' shall be nominated by the Director and be approved by the Chairman, Board of Trustees of VU.

## **Deputy Director**

The Deputy Director of the CIR shall be a Professor / Associate Professor with an excellent research background who is able to collaborate and coordinate with researchers.

**Responsibilities:** It shall be the responsibility of the Deputy Director to act on behalf of the Director of the CIR when the Director cannot be present and to assist the Director in other duties of the CIR as requested. The Deputy Director shall be assisted in his work by an Executive officer.

**Appointment:** The Director of the CIR shall propose the name of the Deputy Director and be approved by the Chairman, Varendra University Board of Trustees. The Executive officer in the office of Deputy Director shall be nominated by the Deputy Director.

## **Research Center Coordinator**

The Research Center Coordinator of the CIR shall be a fulltime Professor/Associate Professor of VU who is also very active in research. The Research Center Coordinator shall act as a link person between different wings of the CIR and shall be responsible for the CIR's day-to-day activities and implement its central strategy. The Director of the CIR will appoint the Research Center Coordinator until further orders. The Research Center Coordinator shall assist the Director of the CIR in all meetings and act as the Member Secretary of the Executive Committee of the CIR.

## **Executive Committee**

**Responsibilities and Functions:** Responsibilities and functions of the Executive Committee shall be

1. To facilitate coordination and integration of the CIR components and activities.
2. To advise the Director of the CIR concerning productivity, effectiveness, and appropriateness of activities and staff of the CIR.
3. To advise on the CIR's pilot project program and fellowship program, including selection of projects and evaluation of the success of the programs.
4. To interact with other centers, appropriate individuals, groups, or organizations.

**Membership:** Membership shall consist of the Director, Deputy Director, and Chairs of the Standing Committees of the CIR consisting of the Rules Committee, Education/Curriculum Committee, Research Committee, and Finance Advisory Committee, Director of the IQAC, and Director of the Career Center, and the Member Secretary of the Ethical Review Committee of VU. The Research Center Coordinator of the CIR shall act as the Member Secretary of the Executive Committee.

**Term of Office:** The term of office shall be the duration of the member's service as Chair of their respective CIR committee.

**Committee Chair:** The Director of the CIR shall chair the Executive Committee.

## **Standing Committees of the CIR**

### **1. Rules Committee**

**Responsibilities and Functions:** The responsibilities and functions of the Rules Committee shall be

- a) To advise the CIR and standing committees on matters concerning the Bylaws, organization, responsibilities, functions, and eligible membership of the CIR.
- b) To recommend to the CIR regarding changes in the organization and standing committees if there are any changes in the Bylaws and goals of the CIR.

**Membership:** There shall be five voting members. Deans of the School of Arts and Social Science, the School of Engineering, the School of Business and Law, and the School of Science and Technology shall be the four members of this committee and the fifth member shall be the Director of the CIR. All members shall be active participants in the CIR activities.

**Term of Office:** Members shall serve as long as they are appointed in their current positions.

**Committee Chair:** The Rules Committee Chair shall be elected from among the members of the Rules Committee excluding the Director of the CIR. The election shall be held each year and the candidate with a simple majority of the votes cast by members of the Rules Committee shall hold office for the following year. The committee Chair shall report to the Director of the CIR.

## **2. Education/Curriculum Committee**

**Responsibilities and Functions:** Responsibilities and functions of the Education/Curriculum Committee shall be

- a) To develop and to recommend to the CIR educational requirements and proposals for the curriculum of the academic programs within the purview of the CIR.
- b) To review any course requirements to be introduced or eliminated with recommendation to be forwarded to the CIR.
- c) To monitor academic programs and progress of students engaged in the programs within the purview of the CIR.
- d) To help the Director of the CIR for international collaborations.
- e) To act as editorial board member of *Varendra International Journal for Interdisciplinary Research* (VIJIR).
- f) To help the CIR for the arrangement of international conferences.

**Membership:** The membership shall include Heads/Coordinators of all existing departments of VU.

**Term of Office:** Members shall serve as long as they are appointed in their current positions.

**Committee Chair:** The Chair of the Education/Curriculum Committee shall be elected from among the members of the Education/Curriculum Committee. The election shall be held each year and the candidate with a simple majority of the votes cast by members of the Education/Curriculum Committee shall hold office for the following year. The committee Chair shall report to the Director of the CIR.

## **3. Research Committee**

**Responsibilities and Functions:** Responsibilities and functions of the Research Committee shall be

- a) To provide a forum to develop inter-core collaborations and to discuss facility core needs of the membership.
- b) To develop and recommend to the CIR ideas and programs that shall foster research within the purview of the goals of the CIR.
- c) To advise the Director of the CIR and the Executive Committee concerning the need for core laboratories to provide specialized equipment, services, and training for the CIR investigators.
- d) To form appropriate ad hoc committees that pertain to the specific grants that are or may become directly linked to the CIR. These ad hoc committees shall report and make

recommendations to the Director of the CIR.

**Membership:** The membership of the Research Committee shall include faculty members one from each existing department of VU nominated by their respective Heads/Coordinators. These faculty members shall be called the Center Research Cores. The Director, the Deputy Director, and the Center Research Coordinator of the CIR shall be the ad hoc members of the Research Committee.

**Committee Chair:** The Chair of the Research Committee shall be elected from among the members of the Research Committee except the Director, the Deputy Director, and the Center Research Coordinator of the CIR. The election shall be held each year and the candidate with a simple majority of the votes cast by members of the Research Committee shall hold office for the following year. The committee Chair shall report to the Director of the CIR.

#### **4. Finance Advisory Committee**

**Responsibilities and Functions:** Responsibilities and functions of the Finance Advisory Committee shall be

- a) To make recommendations on expenditures of enhancement funds directly available to the CIR.
- b) To conduct long-range planning and budget processes for the Center and to make recommendations on funding priorities to the Director of the CIR.

**Membership:** The Treasurer of VU and four faculty members from four schools each, elected by the Executive Committee of the CIR, shall be the voting members of the Finance Advisory Committee. The Executive Director (ED), and the Registrar of VU, and the Director of the CIR shall be non-voting members of the committee.

**Term of Office:** All elected members shall serve staggered, three-year terms.

**Committee Chair:** The Treasurer of VU shall be the Chair of the Finance Advisory Committee. The Committee Chair shall serve as long as he/she is appointed in his/her current position.

#### **International Advisory Council**

International Advisory Council shall be consisted of internationally renowned personalities from academic, scientific, technological, industrial and other sectors.

**Membership:** Membership in the International Advisory Council shall be nominated by the Director of the CIR subject to approval by the Board of Trustees of VU. The Council is consulted electronically, and Council representatives participate in Board meetings as needed. Academic, scientific, technological, industrial sectors shall be equally represented in the Council.

**Term of Office:** The term of appointment of International Advisory Council members is for three years and is renewable.

#### **Research Advisory Panel**

Research Advisory Panel shall be consisted of nationally renowned personalities from academic, scientific, technological, industrial and other sectors.

**Membership:** Membership in the Research Advisory Panel shall be nominated by the Director of the CIR subject to approval by the Board of Trustees of VU. The Council is consulted physically/electronically, and Council representatives participate in Board meetings as needed. Academic, scientific, technological, industrial sectors shall be equally represented in the Council.

**Term of Office:** The term of appointment of Research Advisory Panel members is for three years and is renewable.

## **Research Support Group**

### **Research Faculties of the CIR**

This group shall be consisted of full time faculty members of VU who are directly attached to the CIR. Their task shall be to continue research works throughout the year in the CIR. It is expected that they shall bring research grant to the CIR regularly, supervise graduate/postgraduate level students, and publish papers (at least one per year) in peer-reviewed reputed journals.

### **Research Faculties from Each Department**

To maintain its interdisciplinary nature, the CIR will work with at least one faculty from each department of VU who are interested in research. Their respective Heads/Coordinators can nominate them or the interested faculty members can directly contact with the Director of the CIR. It is expected that they shall associate themselves with the CIR research projects, bring research grant to the CIR, supervise graduate/postgraduate level students, give seminars, and publish papers in peer-reviewed reputed journals.

### **Data Analyst**

The CIR will have its own Data Analyst(s) who will help the CIR researchers in analyzing data collected for their project and research. The Data Analyst(s) should have vast experience of data analysis and should be familiar with all standard statistical packages and software including the analysis of big data.

### **Journal Specialist**

The CIR will have its own journal specialist who must take the key initiative in publishing each issue of the CIR's official journal, *Varendra International Journal for Interdisciplinary Research* (VIJIR). The Journal Specialist should have vast experience regarding the publication procedures of an international journal. He/she must maintain the office of the VIJIR and assist the Editor-in-Chief, and the Executive Editor of this journal as the 'Secretary to Editor'.

### **Research Assistants**

The CIR will have 10 or more Research Assistants from graduate/postgraduate students, at least one each from every departments of VU, to keep the research environment vibrant not only within the CIR, but also throughout the campus. Research Assistants shall be nominated by their respective Heads/Coordinators. They will assist the Research Faculties of the CIR and the Research Faculties from their own department, help the faculty members in their research projects, and also involve themselves in graduate/postgraduate level research.

### **CIR Secretariat**

#### **Secretary in the Director's Office**

The CIR office shall be maintained by the 'Secretary in the Director's office'. The Secretary's main task shall be to assist the Director of the CIR in his/her work. The Secretary must be technically skilled in handling Finance/Accounts, Technology, and Office Management.

#### **Executive(s)**

In the absence of the Secretary in the Director's office, senior executives/executives/junior executives shall maintain the CIR office. The executives shall assist the Director of the CIR in his/her daily work and must be knowledgeable in Finance/Accounts, Technology, and Office Management.

#### **Lab Assistant(s)**

Lab Assistants shall aid the researchers of the CIR with conducting tests, processing specimens, and performing a variety of administrative tasks depending on the nature of the lab. This job shall involve cleaning and sanitizing equipment, setting up experiments, and recording data for report writing and analysis. It is expected that the Lab Assistants shall be analytical, and can work autonomously on tasks without the need for constant supervision.

#### **Office Support Staff(s)**

Office Support Staff(s) shall performs a range of basic office support activities for the CIR that include opening/closing/cleaning the office, answering phones and directing calls, posting mail, greeting and directing visitors, answering questions and performing routine clerical, data entry, and/or word processing work as assigned.

### **VIII. Annual Report**

The Director prepares the Annual Report of the CIR, which includes all financial details of the operation of the CIR, and presents this Annual Report to the Board Trustees for approval.

### **IX. Budget**

The Budget of the CIR shall be prepared by the Director of the CIR, in consultation with the Executive Committee, for approval by the Board of Trustees of VU.

### **X. Approval**

These Bylaws shall be approved by the VUT and subsequently be passed by two-thirds of the members of the Academic Council (AC), Varendra University, at which time the Bylaws shall become effective.

## **XI. Amendment**

The Bylaws amendments shall be approved by the VUT and subsequently be passed by an affirmative vote of two-thirds majority of members of the Academic Council present at any regular or special meeting provided that the amendment is distributed in writing to the AC members at least seven days prior to the meeting for which the vote is scheduled.