



## BRAC Institute of Governance and Development BRAC University

**BRAC Institute of Governance and Development (BIGD), BRAC University is a resource centre for promoting research and creating knowledge. BIGD is an integral part of BRAC University, but enjoys decision making autonomy in respect of HR, finance, Administration and such other matters except in the matter of all post graduation degree programs, which continue to be administered by the rules and regulation of BRAC University. BIGD is ultimately part of the BRAC University system and accountable to the vice chancellor and the board of trustees, as per the Private Universities Act of Bangladesh.**

### **Malpractice & Maladministration policy and procedure**

This policy is used for CIPS Program. See the attachment.

### **Complaints procedure**

Formal or informal complaints is normally be submitted writing. However a letter or e-mail addressed to appointed representative is also accepted.

If the complaint involves a member of its staff, BIGD will conduct an informal investigation into the complaint and based on outcomes may recommend (in conjunction with HR advice and guidance) that the complaint be investigate under the BIGD Disciplinary rules (following BIGD's Grievance Redress Procedure). In this situation, the concern is referred to management which will arrange a formal investigation to be undertaken. Only statements or information arising out of the disciplinary investigation will be considered for the purposes of that investigation and for the purposes of the disciplinary process.

The University provides a formal survey instrument, the "Faculty Evaluation form", to support the collection of student feedback on teaching and courses on a regular basis. Informal student feedback on teaching and courses is welcomed and given equal consideration to that received through the BIGD evaluation mechanism.

A teacher is expected to discuss results of their teaching evaluations with their Course Coordinator and/or training coordinator and to engage in a process of critical reflection, interpretation, and implementation of improvement. The BIGD will provide resources to assist in the reflection and improvement cycle. This process is documented in the form of faculty feedback report completed after each teaching evaluation. This includes a summary of actions arising from the consideration of BIGD faculty evaluations. The summary of actions is forwarded to the Course Coordinator to inform the Course Feedback Report.

### **Data protection procedures**

Data is protected by BRAC University IT policy and the BIGD is fully committed to abide by that policy. The Data Protection process covers all computerized and manual data processing relating to identifiable individuals. It not only includes information about individuals, but also personnel records of staff, student records, and emails relating to identifiable individuals, student and staff references.

Data Protection compliance is ultimately the responsibility of all BIGD staff. Individuals can be held legally responsible if they disclose personal information to any unauthorized third party. Breaches of data protection rules are considered to be a disciplinary matter, and may be considered misconduct in some cases.

This policy applies, regardless of where the data is held and irrespective of automatically processed data or the ownership of the equipment used, if the processing is for University use. (See the attachment)

### **Reasonable adjustments policy**

BIGD is committed to provide equal opportunity through the best possible level of support to students with disabilities after assessing the Candidates disabilities and provide support according to the level extent of adjustment the applicant needs on temporary or permanent basis.

BIGD shall provide reasonable adjustment to students with disabilities and adjustment shall be made on individual basis. In assessing whether a particular adjustment for a student is reasonable all relevant circumstances will be taken into account. BIGD is able to give the following support:

- Permit the student to make an audio recording of lectures, seminars or supervisions<sup>6</sup> for their own use
- Provide the student with electronic copies of lecture materials in advance, for their own use, when available
- Provide directed reading lists differentiating between 'essential' and 'desirable' items.
- Extensive IT and other support facilities.
- Specialist software for visually impaired and dyslexic students.
- Provision for study skills and other support for students with specific learning difficulties.

## Health and safety issues

BIGD secures the following health and safety issues:

- ❖ Controlling the health and safety risks at classroom and workplace.
- ❖ Involving employees on health and safety issues that affect them.
- ❖ Making sure that where students and employees work, and any equipment they use, is safe.
- ❖ Making sure that dangerous substances are stored and used safely.
- ❖ Making sure employees can do their jobs safely, and are properly trained about safety issues.
- ❖ Trying to stop accidents and work-related health problems.
- ❖ Regularly checking that working conditions are safe and healthy.
- ❖ Regularly reviewing these issues and making changes if necessary.

## Safeguarding practice

By virtue of its mandate and nature of work, BIGD and its staff do not interact with children or minors but it is responsible to take reasonable care of vulnerable adults coming onto its premises. The BRAC University and BIGD aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of vulnerable adults. This safeguarding practice seeks to support activities involving adults at risk, and to offer assurances to staff, students, volunteers and visitors that safeguarding will be dealt with effectively and in a timely manner.

The Health and Safety issues and Sexual Harassment policy of BRAC University and BIGD are closely related to the safeguarding policy as it has influenced its content.

## Equality & Diversity:

The following constitutes the core values of BIGD and these are reflected/underpinned in all the work that BIGD does.

BRAC University is committed to promoting equality and diversity and promoting a culture that actively values difference and recognizes that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work.

BRAC University is also committed to compliance with relevant equality legislation. This policy pursues and builds on the statutory position to ensure effective policies and practice of promoting equality.



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BRAC University aims to pro-actively tackle discrimination or disadvantage and aims to ensure that no individual or group is directly or indirectly discriminated against for any reason with regard to employment or accessing its services.

Issues regarding Equality & Diversity are covered in the Sexual Harassment Policy mentioned at 4.15 which describe what constitutes Sexual Harassment in the code of conduct on sexual harassment. (See the attachment).