



বাংলাদেশ ইসলামী বিশ্ববিদ্যালয়
جامعة بنغلاديش الإسلامية
BANGLADESH ISLAMI UNIVERSITY

BIU Service Rules 2026

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Preamble

In order to maintain professional responsibility, enhance efficiency, uphold discipline in the workplace, and ensure adequate knowledge of office management among the teachers, officers, and employees of Bangladesh Islami University, these service rules have been formulated by the competent authority under the overarching supervision of the Syndicate and the Board of Trustees, in accordance with Section 37 of the Private University Act, 2010 (Act No. 35 of 2010) and its subsequent amendments.

The journey of Bangladesh Islami University commenced in 2006. For various purposes, certain rules were subsequently formulated. Although some of these rules were available in Bengali and others in English, they have now been consolidated into a single document. As a result, all matters relating to service are now accessible in one place.

The complete text of these rules is available on the university's official website, and printed copies are distributed throughout Bangladesh Islami University.



Dr. Md. Sohel Al Beruni
Registrar
Bangladesh Islami



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Chapter - 1

Nomenclature, Application, and Definitions

1.1. Nomenclature:

These rules shall be cited as the “*Bangladesh Islami University Service Rules.*”

1.2. Application:

These rules shall apply to all teachers, officers, and employees of Bangladesh Islami University. However, they shall not apply in the following cases:

- (a) Teachers, officers, and employees appointed on a contractual basis;
- (b) Individuals appointed for a specific period not exceeding one year on a temporary basis, subject to conditions; and
- (c) Individuals appointed as casual employees.

1.3. Definitions:

Unless the context otherwise requires, in these rules –

- 1.3.1. *Government* means the Government of the People’s Republic of Bangladesh.
- 1.3.2. *Chancellor* means the Chancellor of Bangladesh Islami University, i.e., the Honourable President of the People’s Republic of Bangladesh.
- 1.3.3. *Vice-Chancellor* means the Vice-Chancellor of Bangladesh Islami University.
- 1.3.4. *Pro-Vice-Chancellor* means the Pro-Vice-Chancellor of Bangladesh Islami University.
- 1.3.5. *Treasurer* means the Treasurer of Bangladesh Islami University.
- 1.3.6. *University Grants Commission* means the University Grants Commission of Bangladesh established under P.O. 10 of 1973.
- 1.3.7. *University* means Bangladesh Islami University.
- 1.3.8. *Statutory University* means any other university established by or under any law, or any statutory public authority declared by the Government to be a statutory university for the purposes of fulfilling the objectives of this Act.
- 1.3.9. *Board of Trustees / Trust Board* means the Board of Trustees of Bangladesh Islami University.
- 1.3.10. *Syndicate* means the Syndicate of Bangladesh Islami University.
- 1.3.11. *Finance Committee* means the Finance Committee of Bangladesh Islami University.
- 1.3.12. *Academic Council* means the Academic Council of Bangladesh Islami University.
- 1.3.13. *Department* means the teaching departments of Bangladesh Islami University.
- 1.3.14. *Division* means the divisions under the Departments of Bangladesh Islami University, or officers/officials responsible for coordinating department-level academic programs.
- 1.3.15. *Institute* means the academic institutes and administrative departments of Bangladesh Islami University.



1.3.16. *Authority* means the Syndicate and Trust Board of Bangladesh Islami University, or any authority empowered under these rules.

1.3.17. *Competent Authority* means the Vice-Chancellor, Syndicate, or Trust Board, as applicable.

1.3.18. *Permanent Post* means a post permanently existing in the organization.

1.3.19. *Temporary Post* means a post created for a specific period, not involving continuous work.

Note: Appointment to any permanent post shall initially be made on probation. Upon successful completion of the probationary period, as reported satisfactory by the competent authority, the Probationer shall be confirmed in the permanent post. Appointments to temporary posts shall always be made on a temporary basis. Such appointments shall not carry any provision for probation, nor shall they be subject to regularization into permanent service.

1.3.20. *Appointing Authority* means the Syndicate and Trust Board of Bangladesh Islami University. For the Vice-Chancellor, Pro-Vice-Chancellor, and Treasurer, it refers to the appointing authority as per the Private University Act, 2010 (Act No. 35 of 2010), specifically under Sections 31(1), 32(1), and 33(3).

1.3.21. *Recruitment Committee* means the committee mentioned in Section 27 of the Act for teacher recruitment, and the committee mentioned in Section 34 of the Act for officer and employee recruitment.

1.3.22. *Pay* means the aggregate of the following emoluments:

- (a) Basic Pay;
- (b) Personal Pay;
- (c) Special Pay;
- (d) Technical Pay.

1.3.23. *Average Pay* means the average salary received during the 12 months preceding the month in which leave is taken.

1.3.24. *Half Average Pay* means half of the salary determined under Section 1.3.23.

1.3.25. *Day* means a continuous period of 24 hours starting from one midnight to the next. Any absence from the office, whether it begins or ends on a given day, shall be considered a full day of absence, even if the duration does not exceed 24 hours.

1.3.26. *Month* means a month as per the English calendar.

1.3.27. *Year* means the academic or financial year, i.e., from July 1 to June 30.

1.3.28. *Probationer* means an officer or employee appointed against a permanent post on probation for a period of up to two years.

1.3.29. *Satisfactory Service* refers to the performance of a teacher, officer, or employee formally reported as satisfactory by the respective department or office.

1.3.30. *Teacher* means a teacher of Bangladesh Islami University.

1.3.31. *Officer* means an officer of Bangladesh Islami University.

1.3.32. *Employee* means an employee of Bangladesh Islami University.

1.3.33. *Duty* means –

- (a) the duties of a teacher, officer, or employee assigned to their post by the appointing authority; and



(b) the duties of a Probationer, Novice, or Trainee during the training or probationary period.

1.3.34. *Accused* means a teacher, officer, or employee against whom proceedings have been initiated under these rules for alleged misconduct.

1.3.35. *Discharge* means termination of service by the appointing authority due to physical or mental incapacity or other reasons not involving misconduct.

1.3.36. *Dismissal / Removal* means exclusion from service by the appointing authority for misconduct.

1.3.37. *Family* means –

- for a male officer/employee: his wife/wives and legitimate children;
- for a female officer/employee: her husband, legitimate children, parents, minor unmarried siblings, and unmarried/divorced sisters wholly dependent on and residing with her.

1.3.38. *Subsistence Allowance* means a portion of salary provided temporarily to a teacher, officer, or employee for living expenses while under suspension.



Chapter - 2

General Terms and Conditions of Service

(a) Every salaried teacher, officer, and employee of the University shall be appointed through a written contract. A copy of the appointment letter, containing the terms and conditions of service, shall be preserved in the Registrar's Office, and the relevant teacher, officer, or employee shall be explicitly mentioned therein.

(b) Teachers, officers, and employees of the University shall perform their duties with due diligence, honesty, and devotion at all times. They shall maintain impartiality and neutrality in the discharge of their responsibilities.

(c) Every teacher, officer, and employee shall be strictly bound by the rules of the University. Where any special provision is mentioned in the appointment letter, such provision shall also be binding.

(d) Teachers, officers, and employees of the University shall not become members of, or otherwise associate with, any organization, association, or institution whose objectives are contrary to the interests of the country or inconsistent with the objectives of the University.

(e) No teacher, officer, or employee of the University shall be deprived of freedom of political opinion. However, they shall not take any initiative to formulate service-related policies based on political opinions, nor shall they join any political organization.

(f) If any salaried teacher, officer, or employee of the University is elected as a Member of Parliament or as a representative of local government, they shall resign from the University service prior to assuming such office.

(g) If any salaried teacher, officer, or employee fails to perform their duties, violates discipline, engages in immoral conduct, or demonstrates incompetence, they may be terminated or dismissed from service under the prescribed procedures, or subjected to such other disciplinary measures as may be imposed. However, if the relevant committee, after investigation, is not satisfied with the complaint and fails to reach a decision, the accused shall be given the opportunity to present a full defense before the committee. No teacher, officer, or employee shall be terminated or dismissed without being afforded another opportunity to present a full defense if dissatisfied with the committee's decision.

(h) Seniority:

- 1) Seniority of a teacher, officer, or employee shall be determined by the date of joining.
- 2) If multiple individuals join on the same day, the one who joined earlier shall be deemed senior. Where multiple individuals join at the same time, seniority shall be determined by the Selection Committee in order of merit.
- 3) If a newly appointed employee and a promotionally appointed employee join on the same day in the same or equivalent post, the promotionally appointed employee shall be deemed senior.
- 4) If multiple individuals are promotionally appointed to the same post at the same time, their relative seniority shall be determined according to their seniority in the post from which they were promotionally appointed.
- 5) The Registrar shall preserve the seniority list of teachers, officers, and employees and publish it periodically.



- (i) For teachers, thirty (30) hours per week shall constitute the prescribed working hours. For officers and other employees, eight (8) hours per working day, from 9:00 a.m. to 5:00 p.m., shall be counted as working hours. However, if necessary for personal reasons, an individual may inform the Head of the Department or Section and avail a half-day leave, provided that the Registrar's Human Resources Section is duly notified.
- (j) All recruitment and promotion criteria or requirements are appended to the (**Chapter – 3**).
- (k) Provisions relating to in-service training, development programs, leave, suspension, and post-abolition procedures are appended after the policy manual (**Chapter – 5**).
- (l) Additionally, a policy manual regarding safety and security has been appended (**Chapter – 7**).

Chapter – 3

Qualifications for Appointment (Recruitment & Selection) and Promotion of the Faculty Members (As per UGC Guidelines)

Lecturer (General):

- 4-year Bachelor with Master's degree from **relevant** field/3-year Bachelor (Honors) with 2-year Master's Degree.
- Must have achieved at least 03 First Class/Division/A Grade (Not below CGPA 3.5 in 4.0 scale at undergraduate level and master's level) in the entire educational qualification.
- The candidates who have M. Phil or PhD degree will get preference.

Lecturer (Technical):

- 4-year Bachelor/Master's Degree from relevant field
- Must have achieved at least 03 × First Class/Division/A Grade (Not below CGPA 3.5 at undergraduate level and at master's level)) in the entire educational qualification.
- The candidates who have M. Phil or PhD degree will get preference.

Assistant Professor (General/Technical)

- PhD/Equivalent Degree in relevant field with minimum two First Class/Div/A Grade (Not below CGPA 3.5 at undergraduate level and at master's level).
- At least 02 years of teaching experience at university level.
- Must have at least 01 publications to his/her credit in standard journal.

OR

- M. Phil/Foreign Degree/Equivalent Degree in relevant field with minimum two First Class/Div/A Grade (Not below CGPA 3.5 at under-graduate level and at master's level).
- At least 03 years of teaching experience at university level.
- Must have 02 (at least 1 Scopus/WoS Indexed Article) publication to his/her credit in standard journal.

OR

- 4-year Bachelor with Master's Degree/3-year Bachelor (Honors) with 2-year Master's Degree. Must have achieved at least 03 x First Class/Div/A Grade (Not below CGPA 3.5 in 4.0 scale at undergraduate level and at master's level) in the entire educational curriculum.
- At least 03 years of teaching experience at university level.
- Must have 03 (at least 1 Scopus/WoS Indexed Article) publications to his/her credit in standard journal.



Associate Professor (General/Technical):

- a. PhD/Equivalent Degree in relevant field with minimum two First Class/Div/A Grade (Not below CGPA 3.5 in 4.0 scale at undergraduate level and at master's level)
- b. At least 07 years of teaching experience at university level, out of which 03 years as an Assistant Professor.
- c. Must have 05 (at least 2 Scopus/WoS Indexed Articles) publications to his/her credit, out of which 3 publications as Asst. Professor in standard journal.

OR

- a. M. Phil/Foreign Degree/Equivalent Degree in relevant field with minimum 02 First Class/Div/A Grade (Not below CGPA 3.5 in 4.0 scale at undergraduate level and at master's level).
- b. At least 08 years of teaching experience at university level, out of which 04 years as an Assistant Professor.
- c. Must have 05 (at least 2 Scopus/WoS Indexed Articles) publications to his/her credit, out of which 3 publications as an Assistant Professor in standard journal.
- d. No Third Division/Class/ C Grade is acceptable.

OR

- a. 4-year Bachelor with Master's Degree/3-year Bachelor (Honors) with 2-year Master's Degree. Must have achieved at least 03 First Class/Div/A Grade (Not below CGPA 3.5 in 4.0 scale at undergraduate level and at master's level) in the entire educational curriculum.
- b. At least 10 years of teaching experience at university level, out of which 05 years as an Assistant Professor.
- c. Must have 06 (at least 2 Scopus/WoS Indexed Articles) publications to his/her credit, out of which 4 publications as Asst Professor in standard journal.

Professor (General/Technical)

- a. PhD/Equivalent Degree in relevant field with minimum 02 First Class/Div/A Grade out of which 01 First Class/Div/A Grade (Not below CGPA 3.5 in 4.0 scale at under graduate level and or at master's level) in Undergraduate/Graduate Program.
- b. At least 12 years of teaching experience at university level, out of which 05 years as an Associate Professor
- c. Must have at least 15 (at least 3 Scopus/WoS Indexed Articles) publications to his/her credit, out of which 7 publications as Associate Professor in standard journal.

OR

- a. M. Phil/Foreign Degree/Equivalent Degree in relevant field with minimum two First Class/Div/A Grade.
- b. At least 18 years of teaching experience at university level, out of which 06 years as an Associate Professor.
- c. Must have 15 (at least 3 Scopus/WoS Indexed Articles) publications to his/her credit, out of which 7 publications as Associate Professor in standard journal.

OR

- a. 4-year Bachelor with Master's Degree/3-year Bachelor (Honors) with 2-year Master's Degree. Must have achieved at least 03 First Class/Div/A Grade (Not below CGPA 3.5 in 4.0 scale at undergraduate level and at master's level) in the entire educational curriculum.
- b. At least 20 years of teaching experience at university level, out of which 08 years as an Associate Professor.
- c. Must have 15 (at least 3 Scopus/WoS Indexed Articles) publications to his/her credit, out of which 7 publications as Associate Professor in standard journal.



Notes:

- a. Only top-ranking public / private University degrees will be considered.
- b. Affiliated colleges or institutes will not be considered as University.
- c. All foreign degrees will be verified by the Ministry of Education.
- d. Preference is to be given to selected noted personnel.
- f. 50% of services will be counted in relevant professional experience or respective discipline.
- g. Provisions and rules regarding recruitment, the private University Act and University Grants Commission will prevail if any of the policies mentioned above is contradictory.
- h. In order to ensure the quality of faculty members additional qualities required will have to be approved by Academic Council and revised regularly.

Articles Processing Charge (APC) for Scopus/WoS Indexed Article

To provide full or partial APC support for Scopus/Web of Science indexed articles, the authority of Bangladesh Islami University must first establish a dedicated "University Research & Publication Fund" (URPF) and form a Research Publication Committee (RPC) to oversee a transparent policy. This policy should define clear eligibility criteria, requiring the corresponding author to be from the university and the journal to be verified as non-predatory, and then implement a sustainable funding model such as offering tiered support (e.g., 80-100% for Q1 journals, 50% for Q4) or a **fixed 100 US Dollar** of the APC. Researchers would apply with their official acceptance letter and publisher's invoice for committee review, after which the finance department would disburse payments directly to the publisher, ensuring the university's affiliation and support are acknowledged in the final publication to track impact and justify the investment.

Key Conditions for APC

- The journal must be indexed in **Scopus** and/or the **Web of Science Core Collection** (Science Citation Index, Social Sciences Citation Index, etc.).
- Journals from predatory or questionable publishers are strictly excluded. The committee will verify using Scimago Journal Rank (SJR), Clarivate's Journal Citation Reports (JCR), or an approved institutional list.
- The **Corresponding or first Author** must have a primary (**full time**), affiliation with Bangladesh Islami University.



Chapter – 4

Qualifications for Appointment (Recruitment & Selection) and Promotion of the Administrative Staffs (As per UGC Guidelines)

Grade 01: Registrar

The candidate must have Master or equivalent degree from a recognized university/institution with at least satisfactory completion of 20 (twenty) years' service in administrative/teaching along with administrative experience in any university/ similar institution/ reputed organization may directly be recruited as Registrar. In case of promotion, the candidate must have Master or equivalent degree from a recognized university/institution with at least satisfactory completion of 20 (twenty) years' service out of which 6 (six) years as Additional Registrar or 10 years as Deputy Registrar. The candidate must have good command in English language and computer literacy. Age not below 45 years.

Grade 02: Additional Registrar/ Directors (Accounts, P&D, HRD)/ Controller of Examinations/ Librarian

a. Additional Registrar: The candidate must have Master or equivalent degree from a recognized university/institution with at least satisfactory completion of 18 (eighteen) years' service in administrative/teaching along with administrative experience in any university/ similar institution/ reputed organization may directly be recruited as Additional Registrar. In case of promotion, the candidate must have Master or equivalent degree from a recognized university/institution with at least satisfactory completion of 18 (eighteen) years' service out of which 10 (ten) years as Deputy Registrar. The candidate must have good command in English language and computer literacy.

b. Director of Accounts: The candidate must have MBA/M. Com or equivalent degree in accounting/finance from a recognized university/institution with satisfactory completion of 18 (eighteen) years' service in any university/ reputed organization may directly be recruited as Director of Accounts. In case of promotion, the candidate must have MBA/M. Com or equivalent degree in accounting/finance from a recognized university/institution with satisfactory completion of 18 (eighteen) years' service out of which 10 (ten) years as Deputy Director of Accounts. The candidate should have good command in English language and computer literacy. Candidate having professional degrees/Diplomas from ICMA, ACCA, FCMA with adequate knowledge of Accounting Software will be given preference.

c. Director of Planning & Development: The candidate must have Master or equivalent degree from a recognized university/institution with satisfactory completion of 18 (eighteen) years' service in any university/ similar institution/ reputed organization may directly be recruited as Director of Planning & Development. In case of promotion, the candidate must have Master or equivalent degree from a recognized university/institution with satisfactory completion of 16 (sixteen) years' service out of which 10 (ten) years as Additional Director of Planning & Development. The candidate must have good command in English language and computer literacy.

d. Director of Human Resource Division: The candidate must have Master or equivalent degree from a recognized university/institution with satisfactory completion of 18 (eighteen) years' service in any university/ similar institution/ reputed organization may directly be recruited as Director of Human Resource Division. In case of promotion, the candidate must have Master or equivalent degree from a recognized university/institution with satisfactory completion of 18 (eighteen) years' service out of which 10 (ten) years as Additional Director of Human Resource Division. Candidate should have adequate experience in personal management, administration and training. The candidate must have good command in English language and computer literacy.

e. Controller of Examinations: The candidate must have Master or equivalent degree from a recognized university/institution with satisfactory completion of 18 (eighteen) years' service in teaching or in relevant department in any university/ similar institution/ reputed organization may directly be recruited as Controller of Examinations. In case of promotion, the candidate must have Master or equivalent degree from a recognized university/institution with satisfactory completion of 18 (eighteen) years' service out of which 10 (ten) years as Additional Controller of Examinations. The candidate should have good command in English language and computer literacy. Candidate having knowledge of Data Base Management System and Software will be given preference.

f. Librarian: The candidate must have Master degree in Library Science/Library Information System from a recognized university/ institution with satisfactory completion of 18 (eighteen) years' service out of which 10 (ten) years as Additional Librarian. The candidate should have good command in English language and computer literacy.

Grade 03: Deputy Registrar (Admin/Academic)/ Additional Director (Accounts)/ Additional Controller of Examinations/ Additional Director of P&D/ Additional Director of HRD/ Additional Librarian

a. Deputy Registrar: The candidate must have Master or equivalent degree from a recognized university/institution with satisfactory completion of 14 (fourteen) years' service out of which 5 (five) years as Senior Assistant Registrar. The candidate must have good command in English language and computer literacy.

b. Additional Director of Accounts: The candidate must have MBA/M. Com or equivalent degree in accounting/finance from a recognized university/institution with satisfactory completion of 14 (fourteen) years' service out of which 5 (five) years as Senior Assistant Director of Accounts. The candidate must have good command in English language and computer literacy. Candidate having professional degrees/Diplomas from ICMA, ACCA, FCMA with adequate knowledge of Accounting Software will be given preference.

c. Additional Controller of Examinations: The candidate must have Master or equivalent degree from a recognized university/institution with satisfactory completion of 14 (fourteen) years' service out of which 5 (five) years as Deputy Controller of Examination. The candidate must have good command in English language and computer literacy. Candidate having knowledge of Data Base Management System and software will be given preference.

d. Additional Director of Planning & Development: The candidate must have Master or equivalent degree from a recognized university/ institution with satisfactory completion of 14 (fourteen) years' service out of which 5 (five) years as Deputy Director of Planning & Development. The candidate should have good command in English language and computer literacy.

e. Additional Director of Human Resource Division: The candidate must have Master or equivalent degree from a recognized university/ institution with satisfactory completion of 14 (fourteen) years' service out of which 5 (five) years as Deputy Director of HRD. The candidate should have good command in English language and computer literacy

f. Additional Librarian: The candidate must have Master degree in Library Science/Library Information System from a recognized university/ institution with satisfactory completion of 14 (fourteen) years' service out of which 5 (five) years as Deputy Librarian. The candidate should have good command in English language and computer literacy.



Grade 04: Senior Assistant Registrar/ Deputy Director (Accounts)/ Deputy Controller of Examinations/ Deputy Librarian/ Deputy Director of P&D/ Deputy Director of HRD/ Executive Engineer

- a. Senior Assistant Registrar:** The candidate must have Master or equivalent degree from a recognized university/ institution with satisfactory completion of 12 (twelve) years' service out of which 4 (four) years as Assistant Registrar. The candidate should have good command in English language and computer literacy.
- b. Deputy Director (Accounts):** The candidate must have MBA/M. Com or equivalent degree in accounting/finance from a recognized university/ institution with satisfactory completion of 12 (twelve) years' service out of which 4 (four) years as Assistant Director of Accounts. The candidate should have good command in English language and computer literacy. Candidate having professional degrees/Diplomas from ICMA, ACCA, FCMA with adequate knowledge of Accounting Software will be given preference.
- c. Deputy Controller of Examinations:** The candidate must have Master or equivalent degree from a recognized university/ institution with satisfactory completion of 12 (twelve) years' service out of which 4 (four) years as Assistant Controller of Examination. The candidate should have good command in English language and computer literacy. Candidate having knowledge of Data Base Management System and Software will be given preference.
- d. Deputy Librarian:** The candidate must have Master degree in Library Science/Library Information System from a recognized university/ institution with satisfactory completion of 12 (twelve) years' service out of which 4 (four) years as Assistant Librarian. The candidate should have good command in English language and computer literacy. Candidate having knowledge of Library Management Software and Library Automation System will be given preference.
- e. Deputy Director of Planning & Development:** The candidate must have Master or equivalent degree from a recognized university/ institution with satisfactory completion of 12 (twelve) years' service out of which 4 (four) years as Assistant Director of P&D. The candidate must have good command in English language and computer literacy.
- f. Deputy Director of Human Resource Division:** The candidate must have at least Master or equivalent degree from a recognized university/ institution with satisfactory completion of 12 (twelve) years' service out of which 4 (four) years as Assistant Director of HRD. The candidate must have good command in English language and computer literacy.
- g. Executive Engineer:** The candidate should have Master degree in relevant Engineering subject or at least 4 years Bachelor degree in relevant Engineering subject from a recognized university/institution with satisfactory completion of 8 (eight) years' service out of which 3 (three) years as Engineer in any reputed organization. The candidate must have good command in English language and computer literacy.

Grade 05: Assistant Registrar/ Assistant Director of Accounts/ Assistant Controller of Examinations/ Assistant Librarian/ Assistant Director of P&D/ Assistant Director of HRD/ Sr. Medical Officer/ Assistant Director of IT /Engineer

- a. Assistant Registrar:** The candidate must have Master or equivalent degree from a recognized university/ institution with satisfactory completion of 10 (ten) years' service out of which 5 (five) years as Senior Officer in relevant field. The candidate should have good command in English language and computer literacy.
- b. Assistant Director of Accounts:** The candidate must have MBA/M. Com or equivalent degree in accounting/finance from a recognized university/ institution with satisfactory completion of 10 (ten) years' service out of which 5 (five) years as Senior Accounts Officer. The candidate should have good command in English language and computer literacy. Candidates having professional degrees/Diplomas from ICMA, ACCA, FCMA with adequate knowledge of Accounting Software will be given preference.



- c. Assistant Controller of Examinations:** The candidate must have Master or equivalent degree from a recognized university/ institution with satisfactory completion of 10 (ten) years' service out of which 5 (five) years as Senior Officer (Examination). The candidate should have good command in English language and computer literacy. Candidate having knowledge of Data Base Management System and Software will be given preference.
- d. Assistant Librarian:** The candidate must have Master degree in Library Science/ Library Information System from a recognized university/ institution with satisfactory completion of 10 (ten) years' service out of which 5 (five) years as Senior Officer (Library). The candidate should have good command in English language and computer literacy. Candidate having knowledge of Library Management Software and Library Automation System will be given preference.
- e. Assistant Director of Planning & Development:** The candidate must have Master or equivalent degree from a recognized university/ institution with satisfactory completion of 10 (ten) years' service out of which 5 (five) years as Senior Officer in relevant field. The candidate should have good command in English language and computer literacy.
- f. Assistant Director of Human Resource Division:** The candidate must have Master or equivalent degree from a recognized university/ institution with satisfactory completion of 10 (ten) years' service out of which 5 (five) years as Senior Officer in relevant field. The candidate should have good command in English language and computer literacy.
- g. Senior Medical Officer:** The candidate must have MBBS degree from reputed medical college with satisfactory completion of 5 (five) years' service as Medical Officer in any reputed organization. The candidate should have good command in English language and computer literacy.
- h. Assistant Director of IT :** The candidate should have Master degree or at least 4 years B.Sc. in Computer Science/4 years B.Sc. in CSE from a recognized university/ institution with satisfactory completion of 8 (right) years' service out of which 5 (five) years as Senior Officer (IT).
- i. Engineer:** The candidate must have 4 years Bachelor Degree in Civil Engineering/EEE/CSE/EEE/Applied Physics & Electronics from a recognized university/ institution with satisfactory completion of 5 (five) years' service as Assistant Engineer.

Grade 06: Senior Officer (Administration) / Senior Officer (Accounts)/ Senior Officer (Examination)/ Senior Officer (Library)/ Senior Officer (Admission)/ Senior Officer (Public Relation)/ Senior Officer (Student Affairs')/ Senior Officer (IT)/ Medical Officer / Senior Demonstrator/ Assistant Engineer

- a. Senior Administrative Officer:** The candidate should have Master degree or equivalent degree from a recognized university/ institution with satisfactory completion of 6 (six) years' service as an Administrative Officer at any public/private university or similar institution may be promoted/recruited as Senior Administrative Officer. The candidate must have good command in English language and computer literacy.
- b. Senior Officer (Accounts):** The candidate should have MBA/M. Com or equivalent degree in accounting/finance from a recognized university/ institution with satisfactory completion of 6 (six) years' service as an Accounts Officer in the accounts division of any reputed organization. Candidates having professional degrees/Diplomas from ICMA, ACCA, FCMA with adequate knowledge of Accounting Software will be given preference. The candidate should have good command in English language and computer literacy.
- c. Senior Officer (Examination):** The candidate should have Master degree or equivalent degree from a recognized university/ institution with satisfactory completion of 6 (six) years' service as an Officer (Exam). The candidate should have good command in English language and computer literacy.



d. Senior Officer (Library): The candidate should have Master in library science or Master with Diploma in Library Science from a recognized university/ institution with satisfactory completion of 6 (six) years' service as an Officer (Library). The candidate should have good command in English language and computer literacy.

e. Officer (Admission): The candidate should have Master degree or equivalent degree from a recognized university/ institution with satisfactory completion of 6 (six) years' service as an Admission Officer at any public/private university or similar institution may be promoted/recruited as Senior Admission Officer. The candidate should have good command in English language and computer literacy.

f. Senior Officer (Public Relation): The candidate should have Master or equivalent degree from a recognized university/ institution with satisfactory completion of 6 (six) years' service as Public Relation Officer at any public/private university or similar institution may be promoted/recruited as Senior Public Relation Officer. The candidate should have good command in English language and computer literacy. Master in Public Relation/Media and Information/Journalism with Leadership and interpersonal capacity will be given preference.

g. Senior Officer (Students Affairs): The candidate should have Master or equivalent degree from a recognized university/institution with satisfactory completion of 6 (six) years' service as Students Affairs' Officer in any university at any public/private university or similar institution may be promoted/recruited as Senior Students' Affairs Officer. The candidate should have good command in English language and computer literacy.

h. Senior Officer (IT): The candidate should have Master degree or at least 4 years B.Sc. in Computer Science/ 4 years B.Sc. in CSE from a recognized university/institution with satisfactory completion of 3 (three) years' service as IT Officer with sufficient knowledge in networking, Hardware & Software. The candidate should have good command in English language.

i. Medical Officer: The candidate must have MBBS Degree from a recognized/affiliated medical college.

j. Senior Demonstrator: For recruitment/promotion as a senior demonstrator a candidate must have at least second class/CGPA 2.75 either in 4 years Hon's degree or in Master degree from a recognized university/institution with satisfactory completion of 3 (three) years' service as the demonstrator in a relevant subject.

k. Assistant Engineer: The candidate must have 4 years Bachelor Degree in Civil Engineering, EEE, CSE (Hardware/ Software) or Electronics & Tele Communication/ Applied Physics & Electronics from a recognized university/institution with adequate experience in the relevant field. Or, 3 years diploma in any discipline with satisfactory completion of 3 (three) years' service as Sub-Assistant Engineer at any public/private university or similar institution may be promoted/recruited as Assistant Engineer. The candidate should have good command in English language and computer literacy.

Grade 07: Officer (Administration)/ Officer (Accounts)/ Officer (Library)/ Officer (Admission)/ Public Relation Officer/ Officer (Student Affairs')/ Officer (IT)/ Demonstrator/ Senior Cataloguer/ Sub-Assistant Engineer / Graphics Designer cum Video Editor

a. Administrative Officer: The candidate should have Master degree or equivalent degree from a recognized university/ institution with satisfactory completion of 3 (three) years' service as an Assistant Officer (Administration) at any public/private university or similar institution may be promoted/recruited as Administrative Officer. The candidate should have good command in English language and computer literacy.



- b. Officer Accounts:** The candidate should have MBA/M. Com or equivalent degree with major in accounting/finance from a recognized university/ institution with satisfactory completion of 3 (three) years' service as an Assistant Officer (Accounts) at any public/private university or similar institution may be promoted/recruited as Administrative Officer. Candidate having professional degrees/Diplomas from ICMA, ACCA, FCMA with adequate knowledge of Accounting Software will be given preference. The candidate should have good command in English language and computer literacy.
- c. Officer (Library):** The candidate should have Master in Library Science or Master with Diploma in Library Science from a recognized university/ institution with 3 (three) years' service as an Assistant Officer (Library) at any public/private university or similar institution may be promoted/recruited as Officer (Library). The candidate should have good command in English language and computer literacy.
- d. Admission Officer:** The candidate should have Master degree or equivalent degree from a recognized university/ institution may be recruited/promoted as Admission Officer with satisfactory completion of 3 (three) years' service as an Assistant Officer (Admission) at any public/private university or similar institution may be promoted/recruited as Admission Officer. The candidate should have good command in English language and computer literacy.
- e. Public Relation Officer:** The candidate should have Master or equivalent degree from a recognized university/ institution may be recruited/promoted with satisfactory completion of 3 (three) years' service as an Assistant Officer (Public Relation) at any public/private university or similar institution may be promoted/recruited as Public Relation Officer. The candidate should have good command in English language and computer literacy. Master in Public Relation/Media and Information/Journalism with Leadership and interpersonal capacity will be given preference.
- f. Officer (Students' Affairs):** The candidate should have Master or equivalent degree from a recognized university/institution may directly be recruited/promoted with satisfactory completion of 3 (three) years' service as an Assistant Students' Affairs Officer at any public/private university or similar institution may be promoted/recruited as Students' Affairs Officer. The candidate should have good command in English language and computer literacy.
- g. Officer (IT):** The candidate should have Master degree or at least 4 years B.Sc in Computer Science/ 4 years B.Sc in CSE/EEE from a recognized university/ institution with workable knowledge and adequate professional experiences in networking, Hardware & Software may be recruited/promoted with satisfactory completion of 3 (three) years' service as Assistant Officer (IT) at any public/ private university or similar institution may be promoted/recruited as IT Officer. The candidate should have good command in English language.
- h. Demonstrator:** For Fresh recruitment as a demonstrator a candidate must have second class/CGPA 3.00 either in 4 years Hon's degree or Master degree in relevant subject from a recognized university/institution.
- i. Senior Cataloguer:** The candidate should have Master degree in Library Science or Masters with diploma in library science from a recognized university/ institution may be recruited/promoted with satisfactory completion of 3 (three) years' service as Cataloguer at any public/ private university or similar institution may be promoted/recruited as Senior Cataloguer. The candidate should have good command in English language and computer literacy.
- j. Sub-Assistant Engineer:** The candidate should have Diploma in Engineering from a recognized institution with adequate experience in the relevant field.
- k. Graphics Designer cum Video Editor:** Candidates must hold a Master's / Bachelor's degree (Preferably in Graphics Design or Multimedia), though a Bachelor's degree/ BSc in CSE / Diploma in CSE will be fully considered if paired with relevant professional experience.

Applicants must showcase a strong portfolio demonstrating proficiency in both static design and video editing. Technical requirements include mastery of Adobe Creative Cloud, specifically Photoshop and Illustrator for graphic layouts, alongside Premiere Pro and After Effects for video production and motion graphics.

I. Senior Photographer cum Videographer: Candidates must hold a Bachelor's degree (Preferably in Photography, Media Studies, or a related field), though any discipline is acceptable if paired with a professional photography certification. The role requires 5 to 7 years of experience in media, corporate, or educational environments, supported by a strong portfolio of event coverage and portraiture. Technical requirements include mastery of Adobe Photoshop and Lightroom for photo editing, alongside basic videography skills for social media content. Additionally, candidates must be capable of drafting bilingual captions (English/Bengali) and maintaining a flexible schedule for evening or weekend university events.

Grade 08: Assistant Officer (Administration/ Accounts/ Library/ Admission/ Public Relation/ / Student Affairs'/ IT)/ Supervisor/ Cataloguer/ Nurse /

a. Assistant Officer (Administration): The candidate must have Bachelor or equivalent degree from a recognized university/ institution. The candidate should have good command in English language and computer literacy. The candidate having higher degree and practical experience will be given preference.

b. Assistant Officer (Accounts): The Candidate must have BBA/B. Com/Commerce degree from a recognized university/institution. The candidate should have good command in English language and computer literacy.

c. Assistant Officer (Library): The candidate must have Bachelor degree in library science or Bachelor or equivalent degree with 1 year diploma in library science from a recognized university/institution. The candidate should have good command in English language and computer literacy.

d. Assistant Officer (Admission): The candidate must have Bachelor or equivalent degree from a recognized university/ institution. The candidate should have good command in English language and computer literacy. The candidates having higher degree and practical experience will be given preference.

e. Assistant Officer (Public Relation): The candidate must have Bachelor or equivalent degree from a recognized university/institution. The candidate should have good command in English language and computer literacy. The candidate having degree in Journalism, Media and Information, or Public Relations will be given preference.

f. Assistant Officer (Student Affairs'): The candidate must have Bachelor or equivalent degree from a recognized university/ institution. The candidate should have good command in English language and computer literacy. The candidate having higher degree and practical experience will be given preference.

g. Assistant Officer (IT): The candidate must have 3 years diploma in Computer Science or equivalent degree from recognized university/ institution with workable knowledge and adequate professional experiences in networking, Hardware & Software. The candidate should have good command in English language.

h. Supervisor: The candidate must have Bachelor or equivalent degree from a recognized university/ institution. The candidate should have good command in English language and computer literacy. The candidate having higher degree and practical experience will be given preference.



i. **Cataloguer:** The candidate must have Bachelor or equivalent degree with 3 years diploma in library science from a recognized university/ institution. The candidate should have good command in English language and computer literacy.

j. **Nurse:** The candidate must have diploma in nursing/pharmacy from a recognized institution. The candidate should have good command in English language and computer literacy.

h. **Photographer cum Videographer:** Candidates must hold a Bachelor's degree (Preferably in Photography, Media Studies, or a related field), though any discipline is acceptable if paired with a professional photography certification. The role requires 2 to 5 years of experience in media, corporate, or educational environments, supported by a strong portfolio of event coverage and portraiture. Technical requirements include mastery of Adobe Photoshop and Light-room for photo editing, alongside basic videography skills for social media content. Additionally, candidates must be capable of drafting bilingual captions (English/Bengali) and maintaining a flexible schedule for evening or weekend university events.

Grade 09: Lab Assistant/ Telephone Operator/ Medical Assistant/ Electrician/ Library Assistant/ Administrative Assistant / Driver

a. **Lab Assistant:** The candidate should have at least H.S.C pass in science discipline or diploma in respective field with computer literacy with a minimum 1 (one) year practical experience at any recognized organization.

b. **Telephone Operator:** The candidate should have at least H.S.C pass in science discipline or equivalent certificate with a minimum 1 (one) year practical experience at any recognized organization. Candidate having a trade course certificate will be given preference.

c. **Medical Assistant:** The candidate should have at least HSC (Science)/ paramedical or MATS or equivalent certificate from any recognized institution with a professional certificate from any recognized institute with computer literacy.

d. **Electrician:** The candidate should have at least H.S.C pass/Certificate course in electrician or equivalent certificate with a minimum 1 (one) year practical experience at any recognized organization. Candidate having a trade course certificate will be given preference.

e. **Library Assistant:** The candidate should have at least HSC or equivalent certificate with a certificate course in library science from recognized institution with computer literacy. The candidate having diploma in library science will be given preference.

f. **Administrative Assistant:** The candidate should have at least HSC or equivalent certificate from any recognized institution with computer literacy. The candidates having higher degree and practical experience will be given preference.

g. **Driver:** The candidate should have at least HSC pass or equivalent pass certificate with a genuine heavy/light driving license from BRTA. A candidate must have 3 years practical experience

Grade 10: MLSS (Peon/ Aya /Lab Attendant/ Messenger)/ Book Sorter

The candidate should have at least SSC pass or equivalent certificate having adequate practical work experience in any organization.

Grade 11: MLSS Junior/ Cleaner/ Security Guard/ Cook/ Bus Conductor**Bus Conductor/ Helper**

Educational qualification up to class VIII/ Equivalent. Experience in related field will get preferences.

Cook

The candidate must possess educational qualifications up to Class VIII or its equivalent. Prior experience in bulk cooking is strictly required.

Security Guard

Class VIII with 2/3 years' service experience in the Armed Forces/Ansar and VDP/Police. For Civil candidate, at least SSC or equivalent Degree is required for the security guard post.

Cleaner/Sweeper/Gardener

Educational qualification up to Class Eight/equivalent is required for the post. Working experiences in the related field will get preferences.



Chapter – 5

Training and Staff Development

1. In service, TRAINING is a process of staff development for the purpose of improving the performance of an incumbent holding a position with assigned job responsibilities. It promotes the professional growth of individuals. It is a problem-centered, learner-oriented, and time-bound series of activities, which provides the opportunity to develop a sense of purpose, broaden perception and increase capacity to gain knowledge and mastery of techniques. This training may broadly be categorized into five different types: (1) induction or orientation training, (2) foundation training, (3) on-the-job including refresher or maintenance training, (4) motivational training, and (5) career development training. All of these types of training are needed for the proper development of extension staff throughout their service life. Following training will be organized for the personnel serving in the University:

Induction or Orientation

1.1 Induction or Orientation training is given immediately after employment to introduce the new extension staff members to their positions. It begins on the first day the new employee is on the job. This type of training is aimed at acquainting the new employee with the organization and its personnel. Induction training for all new personnel should develop an attitude of personal dedication to the service of people and the organization.

Foundation Training

1.2 Beside technical competence and routine instruction about the organization, every staff member needs some professional knowledge about various rules and regulations of the government, financial transactions, administrative capability, communication skills, leadership ability, coordination and cooperation among institutions and their linkage mechanism, report writing, and so on. The University will attempt to train employees to strengthen the foundation of their service career.

On-the-Job Including Refresher and Maintenance Training

1.3 This training is generally problem or technology oriented and may include formal presentations, informal discussion, and opportunities to try out new skills and knowledge in the field. The superior officer, administrator, or subject-matter specialist of each department will be responsible for providing on-the-job training to the staff while conducting day-to-day normal activities.

Motivational Training

1.4 All the employees are required to practice professional ethics. It is required to remind the employees on ethical standards on regular interval. To achieve this, regular motivational training will be arranged.

Career or Development Training

1.5 This training is designed to upgrade the knowledge, skills, and ability of employees to help them assume greater responsibility in higher positions. The University authority may select promising employees to undergo such training within and outside.

1.6 The University should encourage teaching staffs for participation in research, workshop, national & International seminar, conferences etc.



1.7 The University should encourage Non- teaching staffs for skills development training to perform the assigned job more efficiently.

1.8 To encourage employees in career or development training the University may provide financial assistance as deemed and justified.



Chapter – 6

RETIREMENT AND TERMINATION

Termination of Services

2.1 A fixed term of appointment expires automatically and without notice on the date specified in the letter of appointment, unless extended before the date of termination.

Retirement

2.2 The normal retirement age is 65. Extension of employment beyond 65 years is by negotiation only. There will be no age limit for temporary appointment or appointment as Consultant or Adviser. However, the physical and mental fitness for discharging the duties of the position should be assessed.

Notice of Termination/Resignation

2.3 The notice of premature termination/resignation will be with prior notice period of 30 days.

Termination and Resignation

2.4 The terms and conditions governing termination and resignation is stated in individual contract of appointment. In cases, where such conditions are not stated then a member of staff without liability may leave on clear notice of one month. Such notice should be addressed to the Vice Chancellor with a copy to the Faculty or Division concerned. The final settlement of the staff wanting to resign shall be subject to ‘no objection’ clearance from the relevant offices concerned with his/her employment. Persons failing to give notice as prescribed above will be regarded as a deserter and may be subject to legal action, and he/she will not be recommended for employment elsewhere. For faculty, resignation is not permitted within an ongoing semester.

2.5 Once the competent authority accepts a resignation it may not be revoked and the official concerned shall cease all claim of returning to a job held prior to resignation. A re-appointment will be on its own merit and a person so appointed will receive a new contract.

2.6 If an employee’s services are no longer required by the University or if the employee is no longer able to perform his or her duties because of prolonged illness or disability, then the Vice Chancellor may terminate his/her services as per rules.

Abolition of Post

2.7 In the case of an employee’s service being dispensed with due to the abolition of a post or retrenchment in the establishment of the University at the orders of the Board of Trustees, it shall be incumbent upon the University to advise the employee concerned three months’ in advance. The management of the University shall take all efforts to absorb the incumbent in an equivalent post, if appropriate. In the event of his/her acceptance, s/he may be absorbed. Failing absorption, the employee will be paid with his/her normal entitlement as per the decision of the Syndicate.



SAFETY AND SECURITY

1.1 **Introduction.** ‘Safety and Security’ of men and material is an important aspect of the University administration and operations. Although, it remains the responsibility of the management and administrative team, there is a requirement of a security team to physically ensure the safety and security. The numbers may vary with the growth but a plan is necessary for better implementation and attainment of objectives.

1.2 **Objectives**

1.2.1. The objectives of the proposed safety and security code is to ensure the safety and security of the manpower, especially, the Students, the Teachers and visitors.

1.2.2. To ensure security of the University establishments, vehicles and properties.

1.2.3. To prevent any type of theft or damage of the University property or any other properties.

1.3 **The Security System.** The University authority with the Vice Chancellor shall be at the top of the security pyramid. There will be a Safety and Security Monitoring Committee which will be headed by the Proctor. Registrar will be the member secretary of the committee. Other members of the committee will be nominated by the Vice Chancellor. The security committee will approve the security policy with concurrence of the Vice Chancellor and the syndicate and shall meet from time to time to discuss the security situation and revise the security policy. The committee as a whole will remain accountable to the Vice Chancellor and also to the syndicate for its performance.

1.4 **Security Personnel/ Organogram of the Security System**

1.4.1 1x Security in charge who will be appointed by the University authority.

1.4.2 Security guards preferably with experience as many as required to execute security plan which is approved by the University authority.

1.5 **Duties and Responsibilities of the Proctor**

1.5.1 The first and foremost responsibility of the Proctor is to formulate a draft of the security policy and get it approved by the competent authority.

1.5.2 On the basis of the approved policy, he will formulate a security plan. He will revise the plan from time to time as per the requirement of the time and situation and in such cases, shall get the revised plan approved.

1.5.3 He will brief his sub-ordinates from security in charge to the security guards about the security policy and security plan. He will also brief his sub-ordinates about the tactics of implementing the plans and their duties regarding it.

1.5.4 He will fix up responsibilities of all his sub-ordinates.

1.5.5 He will address the security guards as a routine work at least once or twice in a week.



1.5.6 He will make necessary arrangements with the permission of the University authority to train up the security guards about their duties and responsibilities. He will also take necessary steps to keep the guards, mentally and physically fit for their duties.

1.5.7 He will supervise the security situation of the entire University constantly and instruct his sub-ordinates as and when necessary about what to do.

1.5.8 He will supervise the duties of the security-in-charge and security supervisor and issue necessary instructions.

1.5.9 He will create an intelligence net-work, collect information necessary for security, inform higher authority as and when necessary, procure directives and guidelines from them and implement.

1.5.10 He will keep himself informed about the admission test, form distribution, time table, exam schedule, guardians gatherings, celebration of various days and programs and other occasions when outsiders may visit the University at a large scale and take special necessary measures befitting the occasions or re-arrange security plan.

1.5.11 Carry out any other responsibility assigned to him by the authority.

1.6 **Duties and Responsibilities of the Security-in-Charge**

1.6.1 Carry out the orders of the Proctor.

1.6.2 Assist the Proctor to implement the security policy and the security plan.

1.6.3 Assist the Proctor in all his duties regarding building up of security network, taking feedback about the security hazards and steps to overcome those hazards.

1.6.4 Keep an eye on the movements of outsiders, transports, parking and students' movement and inform the Proctor about the security situation in these areas.

1.6.5 Prepare a security register and record all security related issues, incidents and occurring and get the register checked by the Proctor and Deputy Registrar in charge of looking after the security system.

1.6.6 Prepare an attendance register of the security guards, a weekly duty roster and monitor the implementation of that roster.

1.6.7 Recommend leave of the security guards and arrange replacement of guards when somebody is on leave or absent for any other reasons.

1.6.8 Supervise the performance and dutifulness of the security guards.

1.6.9 Arrange regular gathering of the security guards or inspection.

1.6.10 Check the turn out and bearing of the security guards and take instant steps for correction with permission of the Proctor.

1.6.11 Keep the main gate of the University open/close when necessary and as per security policy.

1.7 **Duties and Responsibilities of the Security Guards**

- 1.7.1 The security guards will remain well dressed, smart, vigilant and alert.
- 1.7.2 Never sleep or become unmindful or gossip when on duty.
- 1.7.3 Check anybody with politeness when felt necessary.
- 1.7.4 Keep an eye in and around own place of work or installation of duty.
- 1.7.5 Smartly carry out own responsibilities when given duty at the entry gate or at parking place.
- 1.7.6 Report immediately to the Security in Charge if feels or observes anything wrong.
- 1.7.7 Keep standing or walking while on duty.
- 1.7.8 Should not leave own place of duty for any reason, whatsoever, until a replacement is made by his senior or a security guard in case of emergency.
- 1.7.9 Hoisting of national flag and lowering at the right time when on duty.
- 1.7.10 Ensure the use of parking and correct route of transports.
- 1.7.11 Switch on and off the security lights at the correct time.
- 1.7.12 Prevent all types of thefts and pilferage of any of the University properties.
- 1.7.13 Prevent students from altercation and quarrel and if necessary, inform the Proctor body or any member of that body to settle the issues.
- 1.7.14 Keep an eye on the water tank so that water doesn't overflow after being filled up and switch off the machine if necessary.
- 1.7.15 Protect the entire infrastructure, movable and immovable property of the University from theft, misuse, damage etc.
- 1.7.16 Save the University property from damage or destruction by fire or flood water.
- 1.7.17 Ensure security of all the people including officials, teachers, students and visitors as per the approved policy of the University.
- 1.7.18 Ensure security of the students and others residing in the halls when people are not at work.
- 1.7.19 Keep an eye on the security of the girl students and girls' dormitories and inform the appropriate higher authority whenever anything untoward is observed.
- 1.7.20 Prevent trespassers from entering into the University area.
- 1.7.21 Prevent unwanted vehicles from entering into the varsity area.
- 1.7.22 Avoid smoking and discourage others, especially the students inside the University campus.



1.7.23 Learn the use of fire extinguisher and use it, if and when there is an emergency.

1.7.24 Maintain security and discipline if there is any incident of fire or accident inside the University area and keep the situation under control so that the fire fighters, police or the doctors and medical assistants can safely do their duties.

1.7.25 Keep an eye on the addicted people either insiders of the University or outsiders and inform the authority whenever any addicted person comes across his observation or whenever he gets any reliable information about any activity of addicted persons. He will also take immediate steps to tackle the situation intelligently and safely.

1.7.26 Say Salam to any known and unknown visitor at the time of entry and exit.

1.7.27 Security guards on duty at the main gate will keep an entry register and will enter the names and address, time of entry and departure of visitors who will sign and put date and time in the fixed format.

1.7.28 At the time of taking the charge of the duty, a security guard will observe everything around and if he is satisfied that everything is ok, he will take the charge, if he is not satisfied, he will report it to the supervisor or Security in charge or the Security Officer about the anomaly and act according to his senior's order.

1.7.29 In the same way, while leaving the duty, a guard will hand over the charge to his replacement along with all the responsibilities he had to shoulder so long.

1.7.30 Security guards will not let any goods and materials of the University to be taken out by anybody without gate pass. They will keep a separate register for this.

In case of goods and materials newly bought, they will seek the permission of the appropriate authority to let any goods and materials to take into the University. They also will be recorded in the same register in a separate area.

1.7.31 Keep a register to record the entry and exit of transports of the University and the outsiders.

1.7.32 Carry out any other responsibility assigned by their superior authority.

1.8 **Use of the Main Gate of the University**

1.8.1 One or two security guards must always be posted at the main gates of the University, so that incomers and out goers can properly be identified and unwanted ones prevented.

1.8.2 Beggars, Hawkers and those who have no business with the University people must not be allowed to enter into the University campus.

1.8.3 When an unknown visitor comes, his identity has to be checked and ensured, if need be talking with the employee whom he is willing to meet or visit and allow the visitor to enter only when the guard is permitted by the competent authority to do so.

Chapter - 8

Salary and Increment

3.1. Salary on the Basis of Appointment:

A teacher, officer, or employee shall be entitled to receive salary and allowances from the date of joining duty at the assigned post. For the purpose of this provision, “date” shall mean the morning of the day on which duty is assumed.

3.2. Initial Salary:

- (a) Every teacher, officer, or employee shall receive the initial salary as determined for their respective post at the time of joining.
- (b) An initial salary higher than the prescribed pay scale may be granted to teachers, officers, or employees based on special qualifications, expertise, or experience, subject to the recommendation of the relevant Recruitment Board. However, the maximum increment shall not exceed three (03) increments.
- (c) If a teacher, officer, or employee has served in any other organization and is subsequently appointed to an equivalent or higher post at Bangladesh Islami University, and their previous salary is higher than the salary of the post they are joining at the University, such higher salary may be protected by a decision of the Recruitment Board of the appointing authority.

3.3. Annual Increment:

- (a) Unless there is a reason to withhold the annual increment, the salary of every teacher, officer, and employee shall be increased at the rate of one increment per annum on the date of joining.
- (b) If the salary increment of any teacher, officer, or employee is withheld for any specified period, the competent authority shall clearly state, in the order of withholding, both the reason for such action and the duration of the withholding.
- (c) In the case of promotion, the annual increment for the subsequent year shall accrue on the date of promotion.
- (d) In the case of special increments, the date of the annual increment shall remain unchanged.
- (e) If an employee fails to fulfil the requirements for permanent employment (confirmation), his/her annual increment shall remain withheld until the required conditions are met.
- (f) If an employee is found, after his/her last promotion (Terminal), not to have fulfilled the requirements prescribed under the Service Rules-2026, his/her annual increment shall remain withheld until such requirements are duly met.

3.4. Salary on the Joining of Retired Teachers, Officers, and Employees:

- (a) If a teacher, officer, or employee joins the University from another university or institution after retirement, the pension or gratuity benefits of the respective post shall not be deducted from, nor adjusted against, the salary of that post.
- (b) Where an appointment is made on a contractual or consolidated basis, the initial salary shall be determined either in accordance with the scale of the post of the University, or on the basis of the Last Pay Certificate (L.P.C.), or through mutual negotiation between the parties. In addition, the appointee shall be entitled to other benefits as prescribed under the rules of the University.



Chapter - 9

Various Allowances and Benefits

4.1. House Rent Allowance:

All teachers, officers, and employees of the University who do not avail residential facilities provided by the University shall be entitled to a house rent allowance, as determined by the competent authority, provided that such allowance shall not be less than fifty percent (50%) of the basic salary.

4.2. Conveyance Allowance:

All teachers, officers, and employees of the University shall receive conveyance allowance along with their monthly salary at the rate determined for their respective posts, which may be revised from time to time by the competent authority.

4.3. Medical Allowance:

All teachers, officers, and employees of the University shall receive medical allowance along with their monthly salary at the rate determined for their respective posts, which may be revised from time to time by the competent authority.

4.4. Festival Allowance:

- (a) Every teacher, officer, or employee shall receive festival allowance equivalent to two (2) months of their basic salary per year. According to this principle, Muslims shall receive one month's basic salary on Eid-ul-Fitr and one month's basic salary on Eid-ul-Adha; Hindus shall receive two months' basic salary on Durga Puja; Buddhists shall receive two months' basic salary on Buddha Purnima; and Christians shall receive two months' basic salary on Christmas.
- (b) Probationary officers and employees shall not be entitled to festival allowance.
- (c) Festival allowance shall be paid on the basis of the basic salary drawn in the month immediately preceding the month in which the festival is observed.
- (d) Teachers, officers, and employees appointed on short-term or contractual basis shall be entitled to festival allowance.

4.5. Bangla New Year Allowance:

All teachers, officers, and employees of the University shall receive a Bangla New Year allowance equivalent to twenty percent (20%) of their basic salary, in addition to the festival allowance, for celebrating the Bangla New Year.

4.6. Duty Allowance:

- (a) If a teacher, officer, or employee is assigned to perform the duties of a higher post in addition to their own duties for a period exceeding fifteen (15) days by order of the competent authority, they shall receive duty allowance at the rate prescribed by the competent authority.
- (b) No individual shall receive more than one duty allowance, even if performing multiple duties concurrently.

4.7. Overtime Allowance:

Officers and employees of the University shall receive overtime allowance at the rate determined by the competent authority.

4.8. Contributory Provident Fund Facilities:

Upon confirmation in a permanent post, all teachers, officers, and employees shall contribute ten percent (10%) of their basic salary to the Contributory Provident Fund every month, and the University authority shall deposit an equal amount into the fund. Upon retirement from service, the entire accumulated amount shall be refunded with profit. (Contributory Provident Fund Rules are appended as Chapter - 10.)

4.9. Employee Welfare Fund and Group Insurance Facilities:

All serving teachers, officers, and employees of the University shall be entitled to avail benefits under the Employee Welfare Fund and Group Insurance Rules formulated by the University authority. Rules regarding gratuity, Employee Welfare Fund, Group Insurance Fund, etc., are detailed at the end of this book (**Chapter - 11**).

Chapter - 10

BIU Employees' Provident Fund Rules

1. SHORT TITLE AND COMMENCEMENT.

- i. In exercise of the power conferred by the Executive Committee in the 32nd meeting held on 25th June, 2011 and the Finance Committee in the 18th meeting held on 28th May, 2013 of BIU, the Management Committee of Employee's Provident Fund hereby makes the following rules which shall be known as "BIU Employees' Provident Fund Rules."
- ii. These rules shall be deemed to have come into effect from the 1st July 2011.

2. INTERPRETATION/ MEANING OF THE FOLLOWING TERMS AND WORDS.

- i. "BIU" means Bangladesh Islami University.
- ii. "Appropriate Authority" means The Board of Trustees of BIU.
- iii. "The CPF Trustees or CPF Board" mean the persons for the time being acting as Trustees of the Fund in conformity with these Rules.
- iv. "Chairman of The CPF" means the Treasurer of BIU.
- v. "The BIU Employees' Provident Fund or Fund" means the fund created by these Rules.
- vi. "Member, Subscriber or Contributor" means person/ persons in the service of BIU who is subscribing to the Fund.
- vii. "Pay or Basic Salary" means basic monthly salary excluding any other allowances.
- viii. "Employees" means all regular employees of BIU as per Chapter -1, Clause 1.1.
- ix. "Subscription" means the amount which a member subscribes to the Fund plus profit, if any accrued thereof.
- x. "Contribution" means the amount contributed to the account of a member by the BIU plus profit, and other benefits, if any, accrued thereof.
- xi. "Family" means the spouse, children of a subscriber/contributor and dependent parents.
- xii. "Service Rules" means rule/rules practiced /to be practiced in Bangladesh islami University as Service Rules.

3. OBJECTIVE OF THE CPF.

The objective of the Fund is to provide each and every member with an amount of money, which will be ascertained according to this Rule payable to him/her on the termination of his/her service or retirement from the service of BIU or to his/her nominee or nominees or legal representatives in case of his/her death as financial security and support.

4. CONSTITUTION OF THE CPF.

A fund shall be created and called "**BIU Employees' Provident Fund**" or by such other name or names as the BIU Syndicate may decide from time to time.



5. CPF BOARD OF TRUSTEES.

The CPF Board of Trustees shall consist of:

- a. Chairman of The CPF- the Treasurer of BIU.
- b. Three General Members; - one member from Board of Trustees of BIU, one member from Academics and one member from Administration.
- c. Member Secretary of the CPF- Director of Accounts of BIU.

6. CHAIRMAN OF THE CPF AND MEETING OF THE CPF.

- a. The Treasurer of the university shall be the chairman of the CPF, in his absence, one of the senior members present in the meeting shall preside over the meeting.
- b. The meeting of CPF Board of Trustees will be held as and when required and 3(three) members out of 5 (five) shall form a quorum for the transaction of the business in the meeting. Each member shall have one vote and the decision of the majority shall prevail on any issue raised in the meeting. In case of tie, the chairman preserves the right of a casting vote.

7. SECRETARY OF THE CPF.

The member secretary of the CPF will convene meeting in consultation with the chairman. He will maintain files and relevant records regarding contributory provident fund of general members and prepare annual accounts, calculate dividends for all members' account and place it before the CPF Board of Trustees. The secretary will also discharge the routine functions of the fund and an officer from accounts section will render the support services to the secretary in the discharge of these routine functions of the fund. Circulars regarding management of contributory provident fund (CPF) may be issued by the member secretary from time to time on the basis of the resolution of the CPF Board of Trustees.

8. CONTROL AND MANAGEMENT OF THE CPF.

The CPF Board will discharge the functions of management, investment and control of the CPF as the custodian of the Fund.

9. OPERATION OF CPF RULES.

- i. The Fund shall be governed by these Rules or by such other Rules as shall, for the time being, be in force. Every employee on becoming a subscriber to the Fund shall duly execute and sign an agreement in the Form: PF – 1 as prescribed in the Annexure hereto. The form shall declare that the subscriber has read the Rules of the Fund for the time being in force and signify his/her assent to the conditions and obligations binding upon the members of the Fund.
Provided nonetheless that the Rules of the Fund in force for the time being, or those enacted from time to time shall be binding on every member.
- ii. The CPF trustees shall have power to add, vary, alter or annul any of the provisions of the rules in a manner that will not affect the main purpose of the Fund.

10. MEMBERSHIP OF CPF.

Every employee of the university except those mentioned in 2(viii) may become a member and shall sign an agreement in the form annexed to these rules as PF -1. An employee on being accepted as a member shall continue to be a member until retirement or termination of his/her service. If any question arises, as to whether an employee is or is not entitled to become a member of the fund shall be referred to the CPF board whose decision shall be conclusive and binding upon all concerned.



11. NOMINATION OF CPF.

- i. On being admitted to the membership, a subscriber shall nominate in **Form PF – 2** annexed to these Rules, one or more members of his/her family to whom aggregate amount standing to the credit of his/her account in the Fund shall be payable on the event of his/her death while in service of the BIU. If the subscriber has no family, he/she shall nominate a person or persons in Form PF – 3 annexed to this Rules which shall be valid only because that the subscriber has no family and that if a subscriber subsequently acquires a family, such nomination shall automatically stand cancelled and he/she shall nominate a member of the family in Form PF-2 as prescribed in Annexure hereto.
- ii. A subscriber may in his/her nomination apportion the amount that may stand to his/her accounts in the Fund amongst the nominee/nominees at his/her own discretion.
- iii. A subscriber may cancel and replace any nominee/nominees which is permitted under this Rule during the continuance of his/her service with the BIU, and in such case he/she will have to inform the CPF Board of Trustees in writing in Form (PF-4 or PF-5) for cancellation and submit again a fresh Form (PF-2 or PF-3) as given in the Annexure hereto.
- iv. No nomination or notice of cancellation shall be effective unless and until it has been accepted by Board of the CPF.

12. PAYMENT ON THE DEATH OF A SUBSCRIBER.

- i. When the subscriber dies:
 - a. If a nomination made by the subscriber in accordance with this Rules in favour of a member or members of his/her family subsists, the amount standing to his/her credit in the Fund or the part thereof to which the nomination relates, become payable to the nominee or nominees at their specific proportion.
 - b. If there is no such nomination in favour of a member or members of his/her family or if such nomination relates only to a part amount standing to his/her credit in the Fund, the whole amount or a part thereof to which the nomination does not relate, as the case may be, shall become payable to the successors according to **Miras** (Law of Islamic Inheritance) or any other law of inheritance followed by the member as his/her religious rights and obligations.
- iii. When the subscriber dies, if a nomination made by him/her in accordance with these Rules in favour of any person or persons subsists, the amount standing to the credit of his/her account with the Fund or the part thereof to which the nomination relates, shall become payable to his/her nominee or nominees in the proportion specified in nomination, and the remainder if any, shall be credited to “P.F. Reserve Account”.



13. SUBSCRIPTION AND CONTRIBUTION TO CPF.

- i. Every member shall contribute to the fund at the rate of 10% (ten) of his/her basic salary (ignoring fractions of a Taka) which shall be deducted by the University from each payment of salary made to him/her and shall be paid by the university to the contributory provident fund (CPF) and credited to the individual account of the member.
- ii. On making such deduction and payment the university shall also pay an equal amount to the contributory provident fund (CPF) as the university's contribution which shall be irrevocable but contribution by the university shall not be payable for such period when the member/subscriber has not paid his/her subscription.

14. DISTRIBUTION OF PROFIT OF CPF.

- i. The CPF Board of Trustees shall on 30th June in each year prepare an account of the total profit received and accrued due on the invested amounts to the fund during the year on the above mentioned closing date and after deducting there from any expenses of the management, the balance shall be placed to Member's Accounts in proportion to their credit balance.
- ii. Profits on savings certificates shall be calculated at such compound rate of profit as would on the maturity of the certificates yield the same amount of profit as is provided in the respective certificate rates.
- iii. The CPF Board of Trustees shall determine what rate of profit to be allowed from the end of the preceding year on sums payable to a member on his active service or to his nominee or legal representative on his death in the service.

15. MAINTAINENCE OF THE CPF ACCOUNTS PROCEDURE.

- i. The CPF Board of Trustees may authorize any two of the members to open a banking account on behalf of the fund with any bank and to operate upon such banking account as may be required for administration of the fund. The CPF Board of Trustees, from time to time may also revoke such authority or substitute fresh authority with due approval of the appropriate authority.
- ii. Any expenses arising for the maintenance of the fund shall be charged in the revenue account at first, if it is not fully charged in the revenue account then the Rule – 20 shall be applicable.
- iii. Every member shall be given a statement of accounts showing the total amount standing to his/her credit in the fund after the 30th June of each year.
- iv. The accounts of the fund shall be audited by the auditors of the university up to 30th June in each year.
- v. A separate account shall be kept for each member in accordance with rule made under the ordinance in this behalf.
- vi. The BIU Employee's Provident Fund Account shall be audited annually by the Chartered Accountant Firm along with the university accounts.
- vii. The audited accounts of the Fund shall be placed to the Board of Trustees of BIU for kind information.



16. ENTITLEMENT OF THE SUBSCRIBER FROM HIS/HER CPF.

- i. If a member leaves his/her employment voluntarily or for any reason is dismissed before having completed three years continuous membership of the Fund, he/she will be entitled to receive only the amount of his/her own contributions and profit thereof.
- ii. If a member leaves his/her employment voluntarily or he/she is dismissed from service other than misconduct, fraud or insubordination after having completed three years continuous membership of the Fund or if at any time he/she dies or leaves his/her employment due to infirmity which renders him unfit for work or is dismissed for economic reason or reduction of staff, he/she or his/her nominee or nominees shall be entitled to all contribution both employer and employee and the profit thereof.
- iii. If a member is dismissed from service of the BIU for misconduct, fraud, insubordination or any other cause like nature, his/her all rights to contributions of the BIU to his/her account and all profit accrued thereon shall be forfeited, provided that the CPF Trustees may, in their absolute discretion, allow any member to receive payment of the whole or any part of any amount to which his/her right has been forfeited under these Rules.

17. RECOVERY OF ANY DUES PAYABLE TO BIU.

The amount standing to the credit of a subscriber shall be payable to him/her on the termination of his/her service or on his/her death after deduction of dues payable to BIU, if any.

18. BALANCE OF BIU'S CONTRIBUTION.

Any amount remaining to the credit of a member's account in respect of any contribution made by the employer and profit thereon after following the procedure outlined in the preceding rules shall be placed by the CPF Trustees to the "General Reserve Fund" and administered in accordance with Rule 20 hereunder.

19. PAYMENT.

- i. The total benefits due to a member under these Rules shall be payable on the day he ceases to be a member or within a week.
- ii. Before making any payment to any member or other person entitled to receive the same, the CPF Trustees shall ascertain the amount to be paid after due deduction of income tax and other charges, if any, payable by the incumbent, the Trustees shall deduct such amount and pay the same to the proper authority.
- iii. On the death of any member whilst in the service of the BIU, the Trustees shall pay his /her nominee or nominees as nominated by the deceased member in accordance with Rule- 12.
- iv. Notwithstanding anything contained in any law for the time being in force all money available to the credit of any member in the books of the fund shall be held by the CPF trustees upon the express condition that if any prohibitory order, attachment or process of civil or criminal court be served upon the CPF trustees or

any of them with the object that such money shall be attached or be ordered to be paid to a civil or criminal court or be ordered to be withheld from such member, such money shall forthwith be forfeited and dealt with accordingly.

20. GENERAL RESERVE FUND.

All lapses and forfeitures occurring at any time and all surplus income not allocated for payment of profit as provided in Rule 13 shall be transferred to a separate account to be called “*General Reserve Fund*”.

This “General Reserve Fund” shall be used and applied by the CPF Trustees for:

- a. Meeting the necessary expenses of the fund and a reserve against any loss to the fund on the sale or in consequence of any depreciation of investment.
- b. The benefit of members and/or retired members and/or dependents of deceased members and/or any such persons collectively and/or for such purposes connected with the Fund in such manner as the CPF Trustees shall in their absolute discretion think fit.

21. INVESTMENT.

All money (including the net income of the fund for the time being available for distribution) from time to time in the hands of the CPF Trustees and not immediately required for making any payment to members shall be invested by the CPF Trustees in accordance with the provisions of Rules 49(2) of the Income Tax Ordinance 1984 and of any other enactment or Rules for the time being enforce pertaining to a provident fund as defined in and for the purpose of the First Schedule Part – B of the Income Tax Ordinance 1984. The CPF Trustees may from time to time vary, transpose and sell such investments and purchase others of a similar nature, so often as they deem expedient. Such investments shall be made in the name of BIU Employee’s Provident Fund.

22. QUARD OR LOAN FROM THE FUND.

- i. A member may apply for borrowing loan against Provident Fund after his/her continuous contribution at least 2 (Two) years in the provident fund.
- ii. On receipt of an application maximum 80% of one’s own contribution may be sanctioned by CPF Trustees as loan to the member. The loan should be paid back in monthly installment with a simple rate of profit determined by The CPF Trustees subject to the condition that the rate shall not be less than the rate of income/profit earned by the fund in the last year. No further loan will be sanctioned till recovery of the loan taken is fully adjusted.

23. WINDUP OF THE FUND.

The CPF Trustees shall have power to close the fund at any time if considered advisable or necessary; in that case the money of the fund will be distributed amongst the members in accordance with the balance of their accounts. The fund shall be dissolved only with the consent of Board of Trustees of BIU and the majority of the beneficiaries. Upon the service of such winding up notice the CPF Trustees shall duly inform the Commissioner of Taxes concerned or other competent authority having jurisdiction over the Fund of their intention to wind up the Fund.



Chapter - 11

GRATUITY AND WELFARE FUND

Gratuity

1.1 Applicability: These rules will apply to all the regular employees of BIU as per Chapter - 1, Clause 1.1.

1.2 Commencement. These rules shall come into effect from 1st July 2026 provided the gratuity benefits under these rules shall be applicable to the existing employees from the date of their joining the University.

1.3 Rate, Entitlements and Payment. An employee, whose services are terminated, will receive gratuity as follows:

1.3.1 Eligibility will be successful completion of five-year continuous service (the statutory appointments will receive from the date of joining).

1.3.2 For each successful year of continuous service, an Officer, Faculty & Staff will be entitled to one and half a month's basic pay at the current rate.

1.3.3 An employee may be paid at the age of retirement based on last basic salary.

1.3.4 In case of death, the benefits stated above will be paid by the University to the heirs either statutory or by 'Will' of the deceased employee. In case of any dispute regarding the selection of heirs, the nomination of the deceased will get preference.

Employees' Welfare Fund

1.4 The University shall establish a University Employees' Welfare Fund, hereinafter referred to as the Employees' Fund, for the benefit and for the alleviation of distress of deserving employees of the University in the manner hereinafter specified.

1.5 All regular employees of the University shall be entitled to this Fund.

1.6 Subscription of the employees' Fund shall be as laid down hereunder:

1.6.1. Vice-Chancellor, Pro Vice Chancellor and Treasurer @ Tk. 100/- per month.

1.6.2. Teachers and Officers of the University drawing salary above Tk. 50,000/- p.m. @ Tk. Seventy-Five per month.

1.6.3. Teachers, Officers and other employees drawing salary of Tk. 30,000/- p.m. and above @ Tk. Fifty per month.

1.6.4. Teachers, and employees drawing salary below Tk.30,000/- p.m. @ Tk. Twenty per month.

1.6.5 Employees drawing salary below TK 30,000/- p.m. but above 20,000/- @ TK 15.00 (Fifteen) per month.

1.6.6 Employees drawing salary below 20,000/- @ TK 10.00 (Ten) per month.

1.6.7 Voluntary donations from philanthropists, industrialists, well placed ex-employees and other benefactors.

1.6.8 Any grant made by the University Grants Commission.

1.6.9 Any grant made by any other Organization.

1.6.10 All income, profits and interests made from investments out of the money of the Fund.

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1.7 An account shall be opened in the name of the University Employees' Welfare Fund with the _____ Branch of the _____ Bank or any bank functioning inside the campus or nearby

and all money credited in the Fund will be deposited to that account in the first week of each month. The Bank Account shall be operated under the joint signatures of the Vice Chancellor, the Treasurer and the Director of Accounts.

1.8 Any cash balance/investible funds in the Fund Account, as to be proposed by the Director of Accounts, shall be invested in such financial institution/s, securities as may be determined by the Vice Chancellor and the Treasurer under their joint signatures.

1.9 Separate ledger and other accounts of the Fund shall be kept by the Director of Accounts of the University in the form as approved by the Treasurer. The Fund will be audited annually by an approved audit firm together with other accounts of the University.

1.10 The Fund shall be administered by a Committee consisting of the following members:

Chairman : Treasurer

Members : Vice Chancellor;

Registrar;

One Employee's representatives (VC nominated);

1x teacher's representative (VC nominated)

Member Secretary: Director of Finance.

1.11 The Committee shall have the power to settle the claims for grants; to sanction grant from the Fund to the deserving employees in accordance with the provisions of this Rule; to do or cause to be done all acts and things necessary for the proper administration and management of money or properties in the Fund and to sanction expenditure in connection with the administration and management of the Fund. The meeting of the Committee shall be determined by the Chairman of the Committee. One third members present in the meeting will form the quorum.

1.12 Day to day administration and operations of the Fund will be exercised by the Treasurer as per regulations framed for the purpose and such actions shall be reported at the meetings of the Committee.

1.13 Poor, needy, and deserving employees, as may be decided by the Committee, shall be eligible to get the financial assistance from the Welfare fund.

1.14 At the time of retirement or in case of death beforehand an employee will get a contribution from the welfare Fund, the amount being decided by the Committee on the basis of a certain principles to be formulated.

Students' Welfare Fund

1.15 The University will establish a University Students' Welfare Fund, hereinafter referred to as the Students' Welfare Fund, for the benefit and for the alleviation of distress of deserving students' of the University in the manner hereinafter specified.

1.16 All regular students of the University shall be entitled to this Fund as per rule.

1.17 Subscription of the students' Fund shall be as laid down hereunder:

1.17.1 Regular students of the University including students of the Institutes @ Tk. 50/- per month.

1.17.2 Voluntary donations from philanthropists' industrialists well placed ex-students and other benefactors.

1.17.3 Any grant made by the Grants commission.

1.17.4 Any grant made by any other Organization.

1.17.5 All income, profits and interests made from investments out of the money of the Fund.

1.18 An account shall be opened in the name of the University Students' Welfare Fund with the nearby Branch of the _____ Bank and all money credited in the Fund shall be deposited to that account in the first week of each month.

1.19 Any cash balance/investible funds in the Fund Account, as to be proposed by the Director of Accounts, shall be invested in such financial institution/s, securities as may be determined by the Vice Chancellor and the Treasurer under their joint signatures.

1.20 Separate ledger and accounts of the Fund shall be kept by the Director of Accounts of the University in the form as approved by the Treasurer. The Fund shall be audited annually by an approved audit firm together with other accounts of the University. The Fund shall come under the purview of the pre-Audit of the University.

1.21 The Fund shall be administered by a Committee of the fund consisting of the following members:

- | | | |
|----------|---|--|
| Chairman | : | - Vice Chancellor |
| Members | : | - Treasurer |
| | | - DSW |
| | | - Registrar |
| | | - One student's representative (on the basis of merit & seniority) |
| | | - One Teacher's Representative (VC nominated) |
| | | - 1x Donor member (VC to nominate from amongst the list of Donors above Tk. 50,000.00 at a time) |

Member Secretary: - Director of Finance.

1.22 The Committee will have the power to settle the claims for grants; to sanction grant from the Fund to the existing students of the University in accordance with the provisions of this Rules, to do or cause to be done all acts and things necessary for the proper administration and management of money or properties in the Fund and to sanction expenditure in connection with the administration and management of the Fund. The meeting of the Committee shall be determined by the Chairman. One third members present in the meeting shall form the quorum.

1.23 Day to day administration and operation of the Fund will be exercised by the Chairman of the Committee as per regulations framed for the purpose and such actions shall be reported at the meetings of the Committee, in between two meetings of the Committee. The Chairman of the Committee may sanction such grants to deserving students as he may deem fit. Such action of the Chairman shall be reported in the next meeting of the Committee.

1.24 A student will get money out of this fund for treatment of serious and critical disease or accident on the recommendation of an appropriate physician. This money will be treated as grant, not loan. The amount of the money to be given will be decided by the Committee administering the fund.

Chapter – 12

Leave

5.1. The leave of a teacher, officer, or employee shall be governed by the provisions of this chapter.

5.2. **Classification of Leave:**

- (a) Casual Leave;
- (b) Earned Leave;
- (c) Extraordinary Leave without Pay;
- (d) Special Leave due to Disability;
- (e) Quarantine Leave;
- (f) Maternity Leave;
- (g) Study Leave;
- (h) Contractual or Period-based Leave;
- (i) Duty Leave;
- (j) Medical Leave;
- (j) Paternity Leave;
- (k) Compensatory Leave;
- (l) Marriage Leave;
- (m) Hajj Performing Leave;
- (n) Compulsory Leave.

5.3. **Casual Leave:**

- (a) Casual Leave is not recognized as regular leave under the Service Rules, and any absence resulting from Casual Leave shall not be treated as an absence from duty. Such leave is granted subject to the conditions specified in Note-2 of Rule 195 of the *Bangladesh Service Rules (BSR), Part-I*. No substitute arrangements or transfers are made to perform the duties of an employee who is absent on this type of leave.
- (b) Every teacher, officer, and employee of Bangladesh Islami University, shall receive a total of 15 (fifteen) days of casual leave per calendar year.
- (c) No teacher, officer, or employee shall be granted more than 4 (four) days of casual leave at a time.
- (d) No formal order or notification is required for granting casual leave, nor is there any need to record it in the service book.
- (e) Casual leave must be availed within the respective calendar year. Any portion of such leave remaining unused as of December 31 shall automatically lapse.
- (f) Casual leave may be taken in continuation of weekly holidays or public holidays; however, if weekly holidays or public holidays fall within the period of casual leave, the entire period (including the weekly or public holidays) shall be treated as casual leave, provided that the total duration does not exceed the maximum admissible casual leave. If it exceeds that limit, the entire period shall, subject to availability, be converted into earned leave on full average pay or half average pay, and if such leave is not due, it shall be converted into extraordinary leave without pay.
- (g) Casual leave shall not be combined with any other kind of leave, and if the duration of casual leave is extended in such a manner that the entire period (including the initially sanctioned casual leave period) is due but exceeds the maximum amount of casual leave admissible at a single time, then it shall be converted into earned leave, and if no other type of leave is due, it shall be converted into extraordinary leave without pay.

- (h) Casual leave shall not be taken in combination with the date of joining.
- (i) Casual leave taken in a single spell may extend from one calendar year to the next calendar year; provided that the maximum duration of the said leave shall not exceed the amount of casual leave admissible at a single time, and the days of such leave falling in December must be due from the credit of that respective year, while the remaining portion of the said leave shall be treated as casual leave for the subsequent year.

5.4. **Earned**

Leave:

Earned leave is of 2 (two) types, namely: Earned Leave on Full Average Pay and Earned Leave on Half Average Pay.

- a) **Earned Leave on Full Average Pay:** All teachers, officers, and employees of the university shall earn leave at the rate of 22 (twenty-two) days per year while on duty, and this rate may be changed by the university authority (Board of Trustees) from time to time. There shall be no time limit for the accumulation of the said leave. A teacher, officer, or employee may avail of earned leave on full average pay for up to 3 (three) months at a time. However, for long-term medical needs, it may be extended up to 6 (six) months upon application along with a certificate from a specialist physician.
- b) **Earned Leave on Half Average Pay:** A teacher, officer, or employee shall earn leave at the rate of 15 (fifteen) days per year on half average pay while on duty, and this rate may be changed by the university authority from time to time. There shall be no time limit for the accumulation of the said leave. Earned leave on half average pay may be converted into full average pay leave. In this case, two days of leave on half average pay shall combine to equal one day of leave on full average pay.

5.5. **Extraordinary Leave without Pay:**

- a) When a teacher, officer, or employee has no other leave due to their credit, or despite having other types of leave due, the concerned teacher, officer, or employee applies in writing for extraordinary leave without pay and the authority considers their application justified, extraordinary leave without pay may be granted to them.
- b) Teachers, officers, and employees appointed to permanent posts shall not proceed on extraordinary leave without pay for more than three months at a time. However, if the authority considers it justified, they shall extend the period of leave under the following circumstances—
 1. If any teacher or officer is selected for receiving training abroad and they submit an undertaking to the effect that they will return to the country after receiving the training and serve the university for five years;
 2. In cases where a teacher, officer, or employee is undergoing medical treatment, 6 (six) months on the basis of a medical certificate; or
 3. In cases where the competent authority is satisfied to the effect that the said teacher, officer, or employee is unable to join duty due to reasons beyond their control.
- c) The competent authority may convert the period of unauthorized absence of any teacher, officer, or employee into extraordinary leave without pay with retrospective effect.

Note:

- 1. A teacher, officer, or employee shall not receive any salary during the period of extraordinary leave. The period of extraordinary leave shall not be counted for the purpose of increments.
- 2. The period of extraordinary leave shall also not be counted as qualifying service for a feeder post.



5.6. **Special Disability Leave:**

- a) If any teacher, officer, or employee becomes disabled from performing their duties due to an injury sustained in the course of performance of duty, or as a consequence of performance of duty, or by reason of holding their post, the competent authority may grant them special disability leave.
- b) Special disability leave shall not be admissible unless the disability on account of which the leave is requested manifests itself within three months, and the person disabled immediately informs the competent authority about their disability.
- c) The leave may be granted for such period as may be certified by a physician nominated by the authority for this purpose, and it shall not be extended without the certification of the said physician, and such leave shall under no circumstances exceed 12 (twelve) months.
- d) Special disability leave may be combined with any other kind of leave.
- e) If the disability increases or recurs at any subsequent time under similar circumstances, special disability leave may be granted more than once.
- f) Salary during special disability leave shall be as follows:
 1. Full salary for the first four months of the leave of any duration, including the period of leave granted under sub-rule (e); and
 2. Half salary for the remaining period.
- g) Special disability leave shall be counted as duty and it shall not be debited against the leave account.

5.7. **Quarantine Leave:**

If an infectious disease appears in the family, the concerned teacher, officer, or employee is ordered by the authority not to attend the office. This period of absence is called Quarantine Leave. On the basis of a certificate from a Medical Officer or a Public Health Officer, the competent authority may grant a teacher, officer, or employee quarantine leave for up to 21 (twenty-one) days, or in special cases, up to 30 (thirty) days. If any leave in excess of the said leave is required, it shall be treated as ordinary leave and must be debited from the total admissible leave balance. The period of quarantine leave shall not be treated as absence from duty, and their salary shall not be withheld.

Note:

- a) *The period of quarantine leave shall be counted as active duty, and no substitute shall be appointed in place of the employee availing of such leave.*
- b) *Quarantine leave may be granted in the case of the following diseases:*
 1. *Smallpox;*
 2. *Cholera;*
 3. *Plague;*
 4. *Typhoid fever;*
 5. *Cerebrospinal meningitis. (No.-Public Health/1Q-4/342, Date: 23rd April, 1975)*

5.8. **Maternity Leave:**

- a) Female teachers, officers, and employees working at the university shall be entitled to 6 (six) months of maternity leave as per government rules. Provided that she has been working at the university for at least 9 (nine) months prior to the date of delivery.
- b) No one shall be entitled to such leave more than twice, and such leave shall not be debited from any other leave due to her credit.
- c) If a specialist doctor recommends, any other type of leave may also be granted in continuation of the maternity leave; however, the extended amount of leave granted must be debited from the leave due to her credit.
- d) If both husband and wife are working at the university, the husband may be granted one month of leave. In that case, the duration of the wife's leave shall be 5 (five) months.



5.9. Study Leave:

a) Upon completion of a minimum of two years of service after receiving regular appointment as a teacher/officer of the university, the Syndicate may grant study leave to a university teacher/officer under the conditions imposed by the university for studying a specific course or participating in a training program, on the recommendation of the Departmental Head and the Dean in the case of a teacher, and the Head of the Office in the case of an officer; provided that no such leave shall be granted to any teacher/officer until and unless satisfactory documentary evidence is submitted proving that they have been admitted to a specific course of study or for participating in a specific training program at a recognized university within or outside the country.

b) Conditions for Granting Study Leave (Education Leave):

1. For a Post Doctoral research, leave may initially be granted for one year. Subsequently, based on the recommendation of the concerned supervisor, leave may be granted for another one year (totalling two years).
2. For a Ph.D. or an equivalent degree, leave may initially be granted for two years. Subsequently, based on the recommendation of the concerned supervisor, leave may be granted for another two years (totalling four years).
3. For an M.Phil. degree, leave may initially be granted for one year. Subsequently, based on the recommendation of the concerned supervisor, leave may be granted for another one year (totalling two years).
4. For a Master's degree, leave may initially be granted for one year. Subsequently, based on the recommendation of the concerned supervisor, leave may be granted for another one year (totalling two years).
5. For educational leave other than Ph.D., M.Phil., or equivalent degrees, leave may be granted up to the duration of the course or training (maximum of two years).
6. Teachers and officers granted study leave shall not proceed on study leave without obtaining a release order from the office of the University Registrar, along with clearance certificates from the university's Accounts Section, Library, Engineering Office, Medical Officer, and Departmental Head.
7. Teachers/officers who have been granted study leave shall not apply for citizenship in the country where they are studying.
8. A teacher/officer availing of study leave shall not change the subject/field for which the study leave was granted. However, if a change is absolutely necessary in special circumstances, it may be changed after obtaining prior permission from the university authority.
8. Teachers/officers who have been granted study leave for higher education/training must obtain a progress report from their supervisor at the end of each academic year and submit it to the university. If their progress and conduct are not deemed satisfactory, they shall be recalled to the country on an urgent basis.
9. After returning from study leave, teachers through the Departmental Head and Dean, and officers through the Head of the Department/Office, shall submit their joining report along with the completion certificate to the University Registrar. The Registrar, with the approval of the Vice-Chancellor, shall accept the joining report.
10. The Syndicate shall grant study leave. Based on the recommendation of the concerned Head of the Department/Office, the Syndicate/Board of Trustees shall grant extended leave. In disposing of the study leave applications received from the applicants, priority shall be given to those who have limited opportunities for higher education or advanced training within Bangladesh, or who need to be provided with higher training in the interest of the department.



5.10. Leave Regulations for Contractual/Part-Time Teachers, Officers, and Employees:

Teachers, officers, and employees appointed on a contractual or part-time basis, or university teachers, officers, and employees who are re-appointed for a specific period after retirement, shall be entitled to avail of the leave benefits described below:

- a) They shall be entitled to 15 (fifteen) days of leave on full pay per year. However, this leave shall not be accumulated in the leave account; that is, if the leave is not required within the year, this leave shall lapse.
- b) They shall be entitled to 15 (fifteen) days of leave on full pay per year for medical needs. This leave shall lapse in the same manner as sub-clause (a). If considered justified, the university authority may combine this leave with the leave described in sub-clause (a) and grant a total of 20 (twenty) days of leave at a time for medical needs.

5.11. Regulations for Duty Leave:

The period of absence under the context of the backgrounds described below shall be treated as Duty Leave;

- a) This leave shall be applicable in cases of conducting examinations of any other university/board/institution, or performing duties of any board constituted by the government;
- b) If a summons is received through the university to appear in court for any judicial proceeding or as a state witness;
- c) If participating in meetings of any committee, organization, or academic board constituted by the government;
- d) If any teacher, officer, or employee of the university is absent due to any work assigned by another university;
- e) If a teacher participates or delivers a lecture upon invitation at an educational department of any university or at a convention of an established education-related professional organization, duty leave may be granted to the participating teacher;
- f) If any teacher/officer of the university joins a Bangladesh National Cadet Corps (BNCC) training course/training camp, duty leave may be granted for as many days as required in that case.

5.12. Leave Granting Authority:

- a) All types of leave for Deans, Proctors, Departmental Heads, and Office Heads shall be granted by the Vice-Chancellor.
- b) Based on the recommendations of the Head of the Department/Office, all types of leave for teachers/officers, except for casual leave, shall be granted by the Vice-Chancellor.
- c) Casual leave for teachers shall be granted by the Departmental/Office Heads.
- d) Based on the recommendation of the Section Head, casual leave for officers and employees shall be granted by the Registrar.
- e) Departmental/Office Heads shall forward all types of leave applications for teachers, officers, and employees, except for casual leave, along with their respective comments, to the Office of the Registrar for further action. The Registrar shall present the leave grant applications of teachers to the Vice-Chancellor along with a report regarding the admissibility of the leave.



5.13. Maintenance of Leave Accounts:

The Office of the Registrar shall properly maintain the accounts of all types of leave for all teachers, officers, and employees of the university. The Registrar's Division shall inform the Accounts Department regarding those leaves that involve financial implications.

5.14. Applicable Provisions in Case of Ambiguity/Inadequacy in Leave Rules:

If any rule in the Leave Rules is deemed ambiguous or inadequate, the Syndicate may make the necessary decision in that regard, and such decision shall be treated as final.

5.15. Medical Leave:

- a) Medical leave may be taken for a maximum of 15 (fifteen) days in accordance with the prescription of a registered medical practitioner. However,
- b) Medical leave may be taken on the recommendation of the hospital authority and with the approval of the university authority.

5.16. Paternity Leave:

- a) Male teachers/officers/employees who become fathers may be granted up to 7 (seven) days of paternity leave at that time, depending on the situation.
- b) This leave may be availed of even if the service is not permanent.
- c) This leave can be taken for a maximum of two (02) times during the entire service period.

5.17. Compensatory Leave:

- a) If required to work on a holiday, an officer/employee may receive basic pay or leave for an equivalent number of days as compensation. However, the volume of work must not be less than six (06) hours.
- b) This leave must be taken within one month of the working day.

5.18. Marriage Leave:

Subject to the completion of at least one (01) year of service at the university, an officer/employee may take up to 7 (seven) days of leave on the occasion of their own marriage.

5.19. Hajj Performing Leave:

- a) A maximum of forty-five (45) days of leave may be taken for performing Hajj.
- b) This leave may be taken only once during the entire service period.

5.20. Forced Leave:

- a) The appropriate authority may grant this type of leave if necessary.
- b) This type of leave may be imposed to facilitate the finalization of a decision regarding someone due to disciplinary reasons.
- c) This leave may be granted for a maximum of up to three (03) months.
- d) Only a subsistence allowance shall be admissible during the leave period.

Chapter – 13

Maintenance of Service Records and Annual Confidential Report

6.1. Service Records / Employment History:

- a) A separate employment history shall be maintained for each teacher, officer, and employee, and a Service Book, approved by the university authority in the prescribed format, shall be maintained for every teacher, officer, and employee;
- b) Each teacher, officer, and employee may inspect their Service Book once a year in the presence of the authorized officer, and after such inspection, they shall sign with a date, stating that all matters recorded about them in the Service Book are correct and complete;
- c) If any teacher, officer, or employee, after inspecting their Service Book, considers that any matter or matters have not been recorded correctly and completely in their Service Book, they may apply for correction within 15 (fifteen) days, specifying the said matter or matters, along with the necessary documents/evidences.

6.2. Maintenance of Service Book:

- a) The Administration Branch of the Office of the Registrar shall be responsible for maintaining, safeguarding, updating, and performing other related duties regarding the Service Book.
- b) When a new teacher, officer, or employee joins any department or office, the concerned head of the department or office shall ensure that the joining teacher, officer, or employee properly fills out their Service Book and signs it within three months of joining. The head shall countersign the Service Book and forward it to the Registrar.
- c) No overwriting, scratching, or erasure shall be acceptable in the Service Book; everything must be written clearly.
- d) The date of birth must be written in both figures and words in the Service Book.
- e) If the Service Book is not kept updated without any logical reason, disciplinary action shall be taken against the person assigned to this duty on charges of negligence of duty and responsibilities.

6.3. Information to be Entered in the Service Book:

The following information must be entered in the Service Book of each teacher/officer/employee:

- a) Passport-sized photograph,
- b) Name (in block letters in English and in Bengali),
- c) Father's name,
- d) Mother's name,
- e) Date of birth,
- f) Place of birth,
- g) Permanent address,
- h) Nationality,
- i) National Identity Card (NID) number,
- j) Religion,
- k) Educational qualifications,
- l) Date of first joining the university service,
- m) Designation, pay scale, and basic pay,



- n) Details of all earned increments along with dates,
- o) Details of all other types of leave availed of, excluding casual leave (including the duration of leave, start date, end date, etc.),
- p) Details of financial rewards, unearned increments, medals, certificates of appreciation, etc., received on account of efficiency, responsibility, and conduct,
- q) Details of disciplinary actions taken due to inefficiency, irresponsibility, or disciplinary grounds,
- r) Fingerprint,
- s) Date of confirmation of service.

6.4. **Reconstruction of Service Book:**

If a Service Book is lost or destroyed for any reason, it must be reconstructed on the basis of the employment-related records personally preserved by the concerned teacher, officer, or employee, the records preserved in their Personal File, the written statement of the concerned employee, and the certificates/attestations of their contemporary colleagues. Extreme responsibility must be demonstrated in executing this task.

6.5. **Annual Confidential Report:**

- a) Every institution evaluates its employees every year based on certain factors. The factors baseline for this evaluation generally include discipline, conduct, loyalty, eagerness to accept responsibility, efficiency in task execution, knowledge acquired in official rules and regulations, honesty, integrity, empathy towards colleagues, dedication to duty, etc. The evaluation report prepared annually for an employee based on these factors is designated as the Annual Confidential Report (Annual Confidential Report/Annual Performance Appraisal).
- b) The Annual Confidential Report of all teachers, officers, and employees engaged by Bangladesh Islamic University shall be prepared in the format prescribed and approved by the university. In preparing the Annual Confidential Report of a teacher, the following factors shall be taken into consideration in addition to those described in sub-clause 'a' above:
 1. Ability to teach in the classroom,
 2. Skill in presenting the subject matter of the lesson in a simple and captivating manner,
 3. Skill in attracting the attention of students towards the subject matter in the classroom,
 4. Ability to conduct class tests and course examinations in due time,
 5. Honesty and punctuality in evaluating exam answer scripts, and
 6. Conduct towards students.
- c) No teacher, officer, or employee shall be allowed to see their confidential report. However, if there are any adverse remarks on any matter, it must be informed to them within two months of submitting the report to seek an explanation or to give them an opportunity to rectify themselves, and necessary appropriate action must be taken based on their response.
- d) There is no requirement to prepare an Annual Confidential Report for any teacher, officer, or employee who is under suspension. However, the matter of suspension must be recorded in their Service Book and Personal File.
- e) When the matter of promotion of any teacher, officer, or employee is raised, their Annual Confidential Reports for the preceding 5 (five) years must be taken into consideration.



6.6. Authorities for Initiating and Countersigning the Annual Confidential Report of Teachers, Officers, and Employees Holding Various Posts:

The authorities responsible for preparing and countersigning (Counter Sign) the Annual Confidential Report of various teachers, officers, and employees working at the university are detailed in the table below:

Various Post Holders Working at the University	Annual Confidential Report Initiating Authority	Countersigning Authority
Faculty Head / Dean	Vice-Chancellor	
Departmental Chairman, Professor, and Associate Professor	Dean of the Faculty	Vice-Chancellor
Assistant Professor, Lecturer	Departmental Chairman	Dean of the Faculty
Registrar, Controller of Examinations, Director (Accounts & Finance), Librarian	Vice-Chancellor	Vice-Chancellor
Deputy Registrar, Deputy Controller of Examinations, Deputy Director (Accounts & Finance), Deputy Librarian	Registrar, Controller of Examinations, Director (Accounts & Finance), Librarian	Vice-Chancellor
Assistant Registrar, Assistant Controller of Examinations, Assistant Director (Accounts & Finance), Assistant Librarian, and Equivalent Officers	Controlling Officer	Registrar, Controller of Examinations, Director (Accounts & Finance), Librarian
Section Officer and Equivalent / Other Officers	Controlling Officer	Head of Office
Third-Class Employees	Controlling Officer	Head of Office

6.7. The formats for the Annual Confidential Report and Annual Performance Appraisal (Probationary Period and Confirmation) for various types of posts (teacher, officer, and employee) are appended at the end of the book. Upon expiry of the probationary period, the probationary teacher/officer/employee shall apply through the appropriate authority for confirmation of service. Subject to the fulfilment of conditions, the service shall be confirmed. **(Appendices 1-10)**



Chapter – 14

Code of Conduct

7.1. General Terms and Conditions of the Code of Conduct:

- a) Every teacher, officer, and employee shall abide by the rules and instructions of the university, and shall be bound to comply with all lawful orders and directives of the person under whose subordination, supervision, or control they are placed at any given time;
- b) Every teacher, officer, and employee shall perform the duties entrusted by the university with honesty and loyalty, and shall maintain proper confidentiality of all important matters, including university records;
- c) No teacher, officer, or employee shall be absent from duty without leave, and shall not leave the workplace without obtaining permission from the superior officer;
- d) No teacher, officer, or employee shall accept any gift, or allow any member of their family to accept a gift, from any contractor engaged by the university, or from any person or institution having or likely to have financial dealings with the university, or from any candidate seeking employment or any beneficiary;
- e) No teacher, officer, or employee shall apply for any employment outside the university without the written permission of the university;
- f) No teacher, officer, or employee shall give evidence before any public committee without the prior permission of the authority;
- g) No teacher, officer, or employee shall act as an agent for any insurance company or any other organization on behalf of or for the university, except where expressly authorized;
- h) Without the prior permission of the university, no one shall seek or accept any external appointment or responsibility in any office, whether salaried or honorary, nor join any course of study for the purpose of improving their technical skills or educational standards, nor engage in any part-time work under any government or private organization or individual;
- i) No money shall be borrowed from any money lender who deals in usury (interest) or from any contractor engaged in the work of the university;
- j) Unless specifically authorized by the university, no one shall issue any public statement on behalf of the university, nor provide any statement/interview to any newspaper, other broadcasting media, or any individual;
- k) No teacher, officer, or employee shall attempt to exert political or any other form of influence upon the Syndicate/Board of Trustees, or any member thereof, or any officer, in support of any claim relating to their employment;
- l) No teacher, officer, or employee shall directly approach any Minister, Member of Parliament, or any government or private individual to intervene in any matter;
- m) Violation of any provision of these rules (Code of Conduct) shall be treated as misconduct under the Teachers, Officers, and Employees Discipline and Appeal Rules, and if any teacher, officer, or employee violates any provision of these rules, they shall be charged with disciplinary punishment under the Teachers, Officers, and Employees Discipline and Appeal Rules.

7.2. Conduct Relating to Duty:

Every teacher, officer, and employee of the university shall perform all duties entrusted to them with absolute dedication and responsibility. In addition to performing their duties, they must arrive at their respective departments/workplaces on time, and they shall not leave the office before the conclusion of office hours. However, in cases of special urgency, they may leave the office before the conclusion of office hours after obtaining prior permission from the superior officer.



7.3. Conduct Towards Female Colleagues and Female Students:

No teacher, officer, or employee of the university shall, in any manner, use any language or engage in any behaviour, gesture, sign, or sexual harassment activity towards any female colleague or female student that is derogatory, objectionable, offensive, contrary to etiquette, and punishable.

7.4. Leaking of Official Documents or Information:

Unless generally or specially authorized by the authority for this purpose, no teacher, officer, or employee shall, directly or indirectly, disclose any official documents, the contents of such documents, or any information that has come into their possession from an official source or any other source during the performance of their official duties, or that has been prepared or collected by them during the execution of their official tasks, to any teacher, officer, or employee working in another office, or to any other government or private individual, or to any news media.

7.5. Fundraising or Collection of Subscriptions:

No teacher, officer, or employee, for whatever purpose, shall ask for any fundraising, participate in fundraising, or directly receive any funds without the specific order and directive of the authority.

7.6. Company Establishment and Management:

No teacher, officer, or employee of the university shall participate in the establishment, registration, or management of any bank, or any other type of institution or company. Provided that, teachers, officers, and employees may, with the approval of the university, participate in the establishment, registration, or management of a cooperative society registered under the Co-operative Societies Act, 1940.

7.7. Acceptance of Foreign Awards:

No teacher, officer, or employee shall accept any foreign award, title, or honor without the permission of the Syndicate/Board of Trustees.

***Explanation:** For the purpose of this rule, permission of the Syndicate/Board of Trustees shall generally mean prior permission, and in special cases where there is insufficient time to obtain prior permission, it shall mean post facto approval (Post Facto Approval).*

7.8. Dress Code:

- a) All male and female teachers, officers, and employees working at the university shall wear elegant and standard attire while performing office duties. Female staff shall wear modest attire that is harmonious with national culture and values. Attire carrying either extreme modernity or representations contrary to religious guidelines is strictly prohibited. However, those employees who receive uniforms from the university shall wear the uniforms provided by the university.
- b) Students studying at the university shall wear the dress code prescribed by the university. If no dress code has been prescribed by the university authority, students shall wear polite, tasteful attire that is not contrary to religious guidelines.
- c) All teachers, officers, employees, and students of the university shall carry the identity card issued by the university at all times while present on campus.



- d) Detailed descriptions of the attire and regulations regarding the dress code for the teachers, officers, employees, and students of the university shall be issued by the Office of the Registrar from time to time.
- e) The types, descriptions, and wearing regulations of the gowns/attire to be worn by the Chancellor, Vice-Chancellor, Pro-Vice-Chancellor, Treasurer, Deans, Departmental Heads, Teachers, Controller of Examinations, Registrar, and Students at the university convocation shall be issued by the Office of the Registrar prior to the convocation.

7.9. Central Focus of Conduct:

- a) The core functions of any university are twofold – providing quality education and conducting research. These two activities are primarily carried out by teachers and, from time to time, by students under the supervision of teachers as opportunities arise. For this reason, the central focus of conduct for everyone across the entire university must be to provide maximum assistance to these two activities.
- b) The primary source of funding for a private university is the various fees paid by the students. Naturally, a larger number of students equates to a larger volume of funds. It goes without saying that the experience of receiving various services during student life and obtaining a quality education are among the primary criteria for determining students' level of satisfaction with the university.
- c) The central focus of conduct for all teachers/officers/employees in all spheres of the university shall be to ensure the maximum satisfaction of the students.
- d) Any deviation from this, occurring for the first time due to lack of intent or negligence, shall be treated as a minor offense.
- e) If a recurrence regarding this matter is observed in anyone's case, it shall be treated as a major offense or misconduct.



Chapter – 15

Policies Regarding Suspension, Dismissal, Removal, Termination, Resignation, etc.

8.1 Suspension:

When a proposal to take action against any teacher, officer, or employee on grounds of misconduct or corruption is presented, and the authority perceives the necessity of an investigation into the presented matter, they may suspend the said teacher, officer, or employee for the sake of a fair investigation.

8.2 Benefits Admissible During Suspension:

- a) They shall be entitled to a subsistence allowance at the rate of half of their basic pay;
- b) They shall be entitled to house rent allowance at the same rate they were receiving prior to being suspended;
- c) They shall be entitled to full medical allowance;
- d) They shall be entitled to festival allowance equivalent to the amount of the subsistence allowance.

8.3 The Following Benefits Shall Not Be Admissible During Suspension:

- a) Conveyance allowance;
- b) Entertainment allowance;
- c) Residential telephone and newspaper;
- d) University vehicle;
- e) There shall be no requirement for a Confidential Report during the period of suspension.

8.4. Actions to be Taken Following Measures Adopted on the Basis of the Investigation Committee's Report:

- a) If the charges brought or raised against any teacher, officer, or employee are not proven true and they are honorably acquitted from the said charges, they shall be deemed to have been on active duty, and they shall be entitled to all the salary, allowances, and benefits they would have received had they not been suspended;
- b) If the charges brought or raised against any teacher, officer, or employee are deemed partially true or justified, they shall be entitled to such salary, allowances, and benefits as the university authority may direct in respect thereof;
- c) If forced retirement (Forced Retirement) is imposed in continuation of the suspension order, they shall be entitled to the benefits of compensation, gratuity, and provident fund for the period of suspension;
- d) If the charges brought or raised against any teacher, officer, or employee are proven completely true, the said teacher, officer, or employee may be dismissed (Dismissal). In such circumstances, the said teacher, officer, or employee shall not be entitled to compensation, gratuity, and the provident fund (university's contribution) for the period of suspension.
- e) A vacancy created due to the dismissal of any teacher, officer, or employee may be filled; however, if the said teacher, officer, or employee is reinstated in service on the basis of an appeal, they may be posted to their previous position or posted to another equivalent post;



- f) If the period of dismissal is treated as leave, the said leave must be debited from the leave account;
- g) If any teacher, officer, or employee is sent to jail due to a criminal charge, they shall not receive any salary, allowance, or benefits for the period of absence until the charges brought against them are finally resolved, except for the benefits described in sub-clause (h) below;
- h) If any teacher, officer, or employee is sent to jail due to a criminal charge, they shall be treated as temporarily suspended from the date of arrest, and they shall be entitled to a subsistence allowance in accordance with the rules until the charges brought against them are resolved;
- i) No leave shall be granted to a temporarily suspended teacher, officer, or employee, and they shall not leave the workplace without the permission of the authority;
- j) If the period of temporary suspension is subsequently treated as active duty and back pay and allowances are disbursed, the arrears of festival allowance must also be paid in that case."



Chapter – 16

Discipline and Appeal Rules

9.1. General Interpretation of Discipline and Appeal for Teachers, Officers, and Employees:

- a) If any charge is raised against any teacher, officer, or employee of the university under the Discipline and Appeal Rules, or if any action is taken based on a raised charge, they shall be referred to as the 'accused person';
- b) The Syndicate may exercise powers under these rules by general or special order;
- c) Each of the following acts shall be included within the scope of abscondence or desertion (Desertion)—
 - 1. Leaving service without permission;
 - 2. Absence from duty without permission for 60 (sixty) days or more;
 - 3. Overstaying authorized leave and remaining absent from duty for an additional sixty days or more without obtaining fresh permission;
 - 4. Leaving the country without permission and staying abroad for thirty days or more;
 - 5. Leaving the country with permission but overstaying abroad for an additional sixty days or more beyond the approved period.
- d) Any conduct detrimental to service discipline, or contrary to any provision of the conduct rules for teachers, officers, and employees of the university, or ungentlemanly behavior breaching decorum, shall be treated as misconduct, and the following activities shall also be included within its scope;
 - 1. Disobedience of lawful orders of superior officers;
 - 2. Negligence of duty;
 - 3. Disregard for the orders, notifications, and directives of the authority without any lawful reason;
 - 4. Submitting applications to any authority containing blatant, vexatious, false, or frivolous allegations against any employee;
 - 5. Any conduct contrary to service discipline; and
 - 6. Conduct unbecoming of an officer or a gentleman (Unbecoming of a Gentleman) or behavior lacking decorum.

9.2. Grounds for Punishment:

If, in the opinion of the authority, any teacher, officer, or employee—

- a) Is guilty of negligence in the performance of their duties;
- b) Is guilty of violating the approved and prevailing rules and regulations of the university;
- c) Is guilty of inefficiency at the workplace or loses their efficiency;
- d) Is guilty of violating directives related to official activities;
- e) Is guilty of any kind of misconduct or insubordination;
- f) Remains habitually absent without leave or without notification;
- g) Is guilty of abscondence or desertion;
- h) Engages in subversive activities against the university or the state, or if there are reasonable grounds to suspect that they are engaged in destructive or similar activities, or if there is reason to suspect their association with other such individuals;
- i) Is guilty of corruption, or if a suspicion of corruption arises due to living a lifestyle inconsistent with their known source of income;
- j) Is guilty of theft, embezzlement, misappropriation of funds, or fraud;
- k) Is convicted by a court of law for a criminal offense;

then the authority may impose one or more penalties upon the said teacher, officer, or employee. If the charges against any teacher, officer, or employee are proven during a preliminary investigation, the Syndicate must constitute an Investigation Committee to

conduct a detailed inquiry. The Investigation Committee formed for this purpose shall, upon finishing the inquiry in light of the rules described herein, submit its report to the Syndicate. On the basis of the submitted report, the Syndicate shall dispose of the charges in such manner as it deems appropriate. No disciplinary action shall be taken against any teacher, officer, or employee under the aforementioned grounds without an investigation by a Syndicate-constituted Investigation Committee and without providing the concerned teacher, officer, or employee an opportunity to defend themselves.

9.3. Penalties:

Two types of punishments are imposable under these rules, namely: Minor Penalties and Major Penalties.

a) **Minor Penalties:** The following penalties are included within the scope of minor penalties—

1. Censure (Censure);
2. Stoppage of crossing the efficiency bar (Efficiency Bar) in the pay scale for a specified period;
3. Withholding of increment or promotion for a specified period;
4. Recovery from pay of the whole or part of any pecuniary loss caused to the university due to negligence of duty or disobedience of orders.

b) **Major Penalties:** The following penalties are included within the scope of major penalties—

1. Reduction to a lower post, lower pay scale, or lower stage in a pay scale;
2. Compulsory retirement;
3. Removal from service;
4. Dismissal from service.

9.4. Inquiry Procedure in Case of Minor Penalties:

a) When it is necessary to take action against any teacher, officer, or employee for reasons specified in sub-clauses (a) or (b) or (c) or (d) or (f) or (g) of Rule 9.2 of these rules, and if the main authority of the department under which the said teacher, officer, or employee is working is of the opinion that a penalty harsher than censure would be imposable if the charges are proven, then the Departmental Head or the authority, as the case may be, shall—

1. Inform the accused person in writing of the charges brought against them, and direct the accused person to submit an explanation for their conduct within 7 (seven) working days from the date of receipt of the charge sheet, and also state whether they desire a personal hearing.
2. The accused person shall submit their explanation within the prescribed time limit. After considering the explanation and providing an opportunity for a personal hearing if they express a desire for one, or if no explanation is submitted within the prescribed time limit, the authority may impose any minor penalty upon the accused person. Provided that, if the authority deems it necessary after providing the accused person with a personal hearing, they may direct the Departmental Head/Inquiry Officer to appoint an officer not subordinate in rank to the accused as an Inquiry Officer to submit a report within a specified timeframe;

b) After receiving the report of the Inquiry Officer, the authority shall make a final decision, or if deemed necessary, shall order a re-investigation, and after receiving the re-investigation report, the authority shall make a final decision;

c) In cases where proceedings must be initiated against any teacher, officer, or employee for activities specified in sub-clauses (a) or (b) or (c) or (d) or (f) or (g) of Rule 9.2 of these rules, and if the authority is of the opinion that the penalty of censure may be imposed if the charges are proven, then the authority—



1. May impose the said penalty upon providing the accused person with an opportunity for a personal hearing;
2. If the accused person does not appear in person or refuses to appear—
 - (a) May impose the penalty upon the accused person without a hearing; or
 - (b) May impose any minor penalty described in sub-clause (a) of Rule 9.3 upon the accused person if the charges are proven after following the procedures described in sub-rules (a), (b), and (c);
 - (c) Shall follow the procedures described in sub-rules (a) to (c) if the accused person demands that the charges be informed in writing, and may impose any minor penalty described in sub-clause (a) of Rule 9.3 if the charges are proven.

9.5. Inquiry Procedure in Case of Major Penalties:

- a) When proceedings are initiated against any teacher, officer, or employee under sub-clauses (a) to (g) and sub-clauses (i) to (j) of Rule 9.2 of these rules, and if the authority is of the opinion that a major penalty will be applicable if the charges are proven, then the authority shall—
 1. Frame a charge sheet specifying the proposed penalty, along with the details of the charge or charges on the basis of which the charge sheet has been formulated, and any other matters that the authority wishes to take into consideration while passing orders, and forward the same to the said teacher, officer, or employee;
 2. Direct the accused person to submit their written statement in self-defense within 10 (ten) working days from the date of receipt of the charge sheet, to show cause at the same time as to why the proposed penalty should not be imposed upon them, and to state in writing whether they desire a personal hearing; provided that if the accused person applies for an extension of time to submit their statement before the expiry of the prescribed time limit, the authority may extend the time for up to an additional 10 (ten) working days.
- b) If the accused person submits a written statement in self-defense within the prescribed or extended timeframe, the authority shall consider the submitted statement along with all matters relevant to the charge, and if, upon consideration, they are of the opinion that—
 1. There is no proper basis to continue the proceedings against the accused, they shall withdraw the charges, and the proceedings shall be disposed of accordingly;
 2. There is a sufficient basis to continue the proceedings against the accused person, but any minor penalty would be imposable if the charges are proven against them, they may follow the procedure described in Rule 9.04 of these rules to impose any minor penalty upon providing the accused person with an opportunity for a personal hearing;
 3. There is a proper basis to award a major penalty to the accused person, they shall appoint an Inquiry Officer or an Inquiry Committee comprising three officers, who are not subordinate in rank to the accused person, to investigate the charges specified in the charge sheet;
- c) If the accused person does not submit a written statement in self-defense within the prescribed or extended timeframe, the authority shall, within 10 (ten) working days from the expiry date of the said prescribed or extended timeframe, appoint an Inquiry Officer or an Inquiry Committee comprising three officers, who are not subordinate in rank to the accused person, to investigate the charges specified in the charge sheet;
- d) The Inquiry Officer or the Inquiry Committee, as the case may be, shall commence the inquiry work within 10 (ten) working days from the date of receipt of the inquiry order, conduct the investigation in accordance with the procedure described in Rule 9.4 of these rules, and submit the inquiry report to the authority upon conclusion of the investigation;



- e) After receiving the inquiry report from the Inquiry Officer or the Inquiry Committee, the authority shall consider it, make a decision regarding the charges, and forward the said decision to the accused person;
- f) If the authority decides to award a major penalty, they shall inform the accused person of the proposed penalty and direct them to show cause within 7 (seven) working days as to why the said decision should not be imposed upon them;
- g) If a show-cause response is submitted in accordance with sub-rule (f), the authority shall, after considering the said reason/reasons and the overall situation, pass a final decision on the initiated proceedings and notify the accused person thereof;
- h) In any inquiry proceedings under these rules, evidence and testimonies must be recorded, and in cases where an Inquiry Officer or an Inquiry Committee is appointed, reasonable grounds in support of the inquiry findings must be recorded in the inquiry report of the said officer or committee;
- i) All inquiry proceedings shall be treated as confidential.

9.6. Inquiry Procedure in Case of Subversive and Destructive Activities:

- a) For initiating proceedings (Action) against any teacher, officer, or employee on charges of offenses specified in sub-clause (h) of Rule 9.2 of these rules, the authority—
 - 1. May, by a written order, direct the concerned teacher, officer, or employee to proceed on their admissible leave starting from the date specified in the said order;
 - 2. Shall, by a written order, inform them of the grounds for the action proposed to be taken against them;
 - 3. Shall provide them with a reasonable opportunity to show cause against the proposed action before the Investigation Committee constituted under sub-rule (b) for investigating the charges.

Provided that where the authority is satisfied to the effect that, in the interest of the security of Bangladesh, it is not expedient to provide him with such an opportunity, no such opportunity shall be granted to him;
- b) In cases where an Investigation Committee is constituted pursuant to sub-clause (a) of Rule 9.4 of these rules, the appointing authority shall form an Investigation Committee comprising three officers, including at least one officer who is equal in rank or senior to the accused person;
- c) The Investigation Committee formed in accordance with sub-clause (b) shall investigate the charges, and upon conclusion of the investigation, submit the investigation results to the authority in the form of a report, and the authority shall pass such directives upon the said report as it deems appropriate.

9.7. Procedure to be Followed by the Inquiry Officer/Inquiry Committee:

- a) The Inquiry Officer shall hold hearings every day from the date of commencement of the inquiry hearings until the conclusion thereof, and shall not adjourn the hearings without recording the details of the hearing;
- b) In an inquiry conducted by the Inquiry Officer—
 - 1. Oral evidence must be recorded regarding those charges which are denied by the accused person, and the opposing party must be provided with a reasonable opportunity to present relevant or documentary evidence regarding the charges, and if any such evidence is presented, it must be taken into consideration;
 - 2. The accused person shall be entitled to cross-examine the witness/witnesses of the opposing party, to give evidence in person, and to present any person supporting their defense as a witness;
 - 3. The person presenting the case in support of the charges shall be entitled to cross-examine the accused person and their witness/witnesses;



4. The accused person may request relevant documents; and
 5. Under no circumstances shall office notes or file minutes (noting) be shown or given to the accused.
- c) The Inquiry Officer may, after recording the reasons in writing, refuse to summon or accept any specific witness or any specific evidence;
 - d) The authority may designate any person to present the matter before the Inquiry Officer in support of the charges;
 - e) If the Inquiry Officer is satisfied to the effect that the accused person is obstructing or attempting to obstruct the progress of the inquiry, they shall warn the accused person, and if they find that the accused person continues to act in defiance even after such warning, they shall record a decision in this regard and conclude the inquiry in such manner as they deem best for the sake of justice;
 - f) If the Inquiry Officer is satisfied to the effect that the conduct of the accused person is derogatory to their responsibilities or office, they shall record the relevant facts and circumstances regarding the matter and notify the authority. Thereafter, if the authority deems it appropriate, they may initiate separate proceedings against the accused person under Rule 9.04 of these rules;
 - g) The Inquiry Officer shall, within 10 (ten) working days upon conclusion of the investigation, submit the results of their inquiry to the authority in the form of a report;
 - h) The Inquiry Officer shall provide their own decision on each charge, specifying whether the accused person is guilty or innocent;
 - i) If the authority deems it appropriate, instead of appointing a single Inquiry Officer under these rules, they may form an Inquiry Committee consisting of multiple individuals, and in cases where such a committee is formed, the procedures prescribed for an Inquiry Officer under these regulations shall be deemed applicable to the said committee as well;
 - j) No proceeding or decision of the Inquiry Committee mentioned in sub-rule (i) shall be deemed invalid, nor shall any question be raised in respect thereof, merely due to the absence of any single member of the said committee at any meeting.

9.8. Suspension:

- a) If there is a possibility of awarding a major penalty against any teacher, officer, or employee under Rule 9.2 of these rules, the authority may suspend them if deemed necessary or expedient;

Provided that, if the authority considers it more expedient, instead of suspending him (the accused person), they may, by a written order, direct him to proceed on leave from the date specified in the said order, subject to the availability of his leave.

- b) In cases of dismissal or removal, the inquiry proceedings must be completed within 90 (ninety) days. However, the Syndicate/Board of Trustees may extend this timeframe if deemed necessary;
- c) A teacher, officer, or employee committed to prison on a criminal charge (the term 'committed to prison' shall also be deemed to include a person kept in 'custody') shall be treated as temporarily suspended from the date of arrest;
- d) If any teacher, officer, or employee of the university is to be suspended pursuant to the directives of any other government or statutory authority, a preliminary investigation into the said allegations must be arranged prior to that. Subsequent actions must be taken on the basis of the preliminary investigation under these rules.



9.9. Reinstatement:

If any teacher, officer, or employee sent on leave pursuant to sub-clause (a) of Rule 9.6 of these rules is not dismissed, removed, or demoted, they shall be reinstated in service, or as the case may be, they shall be restored to their position or provided with an equivalent rank, and they shall be deemed to have been on active duty with full pay during the said leave period.

9.10. Commitment to Prison in Criminal Cases:

- a) If any teacher, officer, or employee remains absent from duty due to being committed to prison on a criminal charge, they shall receive a subsistence allowance for the period of such absence until the final conclusion of the case against them, and their salary and allowances shall be adjusted after the disposal of the case depending on the outcome of the case;
- b) If they are acquitted of the charges mentioned in sub-clause (a), or if it is proven that the said liability arose due to circumstances beyond their control, their full salary and allowances shall be paid. If the full amount is paid in this manner, they shall be deemed to have been on active duty during the period of absence, and if an amount less than the full salary and allowances due is paid, whether the said period shall be treated as active duty or leave shall be determined in accordance with the directives of the order-issuing authority.

9.11. Appeal Against Penalty Order:

- a) If a penalty has been imposed in accordance with the rules upon any third-class or fourth-class employee, excluding teachers/officers, they may submit an application/appeal to the competent authority, and in this case, the competent authority shall be the authority higher in rank to the penalty-imposing authority;
- b) In cases where the Syndicate/Board of Trustees is the penalty-imposing authority, the appeal/review application must be submitted to the Syndicate/Board of Trustees itself;
- c) If any penalty is imposed in accordance with the rules upon a teacher/officer, they shall submit an appeal application to the Syndicate or the Board of Trustees;
- d) The appeal application or petition must—
 1. Be enriched with all factual admissions and appropriate, credible grounds;
 2. Specify the date of receipt of the penalty order;
 3. Clearly and specifically state the desired remedy;
 4. Be submitted through their superior officer.

9.12. Time Limit for Filing an Appeal:

An appeal must be filed within 30 (thirty) days from the date the appellant is notified of the order against which the appeal is made, failing which it shall not be accepted. However, if the Syndicate/Board of Trustees is satisfied that the appellant had sufficient cause for not filing the appeal in due time, the appeal shall be acceptable even if it is filed within a subsequent 30 (thirty) days after the expiry of the said timeframe.



9.13. Disposal of Appeal:

If an aggrieved teacher, officer, or employee files an appeal against a penalty order, the Syndicate/Board of Trustees shall consider the following matters and arrange for the disposal of the appeal—

- a) Whether the rules and procedures prescribed herein have been properly followed, and if not, whether justice has been miscarried as a result;
- b) Whether the decision rendered on the charges is justified;
- c) Whether the imposed penalty is excessive, adequate, or inadequate; and
- d) The Syndicate/Board of Trustees shall pass such orders as it deems appropriate upon considering the totality of the facts of the charges and investigation. The said order shall be treated as final. No second appeal shall lie against an order passed on an appeal.

9.14. Proceedings Sub-Judice in Court:

If a criminal charge or legal proceeding on the same matter is simultaneously sub judice against any teacher, officer, or employee of the university both within the university and in a court of law, there shall be no bar to completing the departmental proceedings against them. However, the implementation of the penalty order shall remain stayed until the university authority disposes of or completes the matter regarding the said teacher, officer, or employee within the departmental proceedings.



Chapter – 17

Removal of Anomalies, Waiver and Preservation of Rules

10.1. The following rules shall be applicable:

- (a) If any rule in these regulations is inadequate or deemed inadequate, the Syndicate/Board of Trustees may make the necessary decision in that regard, and such decision shall be treated as final;
- (b) If any inconsistency arises between these rules and any other rules of the university, the decision of the Syndicate/Board of Trustees shall be treated as final;
- (c) The Syndicate/Board of Trustees reserves the power to amend, modify, and repeal these rules.

By order of the authority



(Dr. Md. Sohel Al Beruni)
Registrar
Bangladesh Islami University

a.	Professional Knowledge - Depth of knowledge on the subject taught. - Knowledge beyond the text. - Clarity in understanding. - Capability to promote positive changes in educational curriculum.	2						
b.	Clarity and Instructional ability - Ability in communicating with clarity. - Ability in carrying all students through the lesson. - Comprehension on the method of instruction and it's judicious implementation.	2						
c.	Result Orientation, Dependability and Quality of Output - Standard of lesson plans with clear, logical and sequential content. - Planning of lessons that reflect the curriculum. - Use of teaching methods and procedures relevant to the objective. - Planning of appropriate time allotment. - Selection of teaching methods, procedures and student activities.	2						
d.	Planning and Organizing - Credibility in establishing clear goals - that are consistent with the educational curriculum. - Identify and adjustment of Priority and assignment in completing works. - Capability of adjustment of plans and action as and when necessary. - Allocation of appropriate time and recourse for action.	1						
e.	Analytical Ability - Credibility of analysis and assessment capability. - Ability of assessing student's performances and taking remedial measures	1						
f.	Innovativeness and Initiatives - Ability to contribute towards curriculum development. - Information/Ideas introduced in the course. - Innovativeness in teaching and learning process. - Display initiative and pro activeness.	1						
g.	Commitment & Sincerity - Evidence of commitment to teaching. - Making students Knowledgeable - Sincerity, earnestness, eagerness, keenness in taking class. - Commitment to BAIUST vision, mission, and objective.	1						
h.	Judgment, Motivation, Inspiration & mentoring - Capability of guidance though review and appt tech towards learning objectives. - Capability if making positive and correct decisions. - Attitude and approach towards students and use of effective techniques for moving from one activity to the meat.	1						

i.	Vision and Foresight - Contribution toward developing new or revamping program for substantial enhancement in the quality of education. - Progression in teaching.	1						
j.	Leadership - Serves as a role model that other people want to follow. - Empowers others to translate vision into results. - Is proactive in developing strategies to accomplish objectives.	1						
Total Score on Professional Attributes (65)								

PART 2- PERSONAL ATTRIBUTES

Ser	Attributes	Value	Poor	Fair	Good	Very Good	Outstanding	Score Obtained
			01	02	03	04	05	
a.	Loyalty and Dealings - Devotion to the University and its goal. - Loyalty to the institution and leadership - Conduct with peers, colleague, and subordinates.	2						
b.	Integrity - Level of honesty, honesty of purpose and truthfulness. - Loyalty to the profession.	2						
c.	Self Development Urge and ability to improve both professional and personal attributes.	1						
d.	Adaptability, cooperation, and teamwork - Acceptability with the changing environment. - Ability to cope with the growing needs of the University. - Ability to work in a team and cooperate willingly	1						
e.	Conduct Discipline, Turnout and Bearing: - Standard of abiding by the rules/regulations and honor code of the university. - Turn out, Bearing, Punctuality, etc.	1						
Total Score on Personal Attributes (35)								
Gross Score(100)								

6. A pen picture of the faculty reported upon basing on attributes stated above (Please add separate page, if needed).

7. Mark Distribution and Explanation of Grading:

Category		Mark Range	Explanation of the Grading
a.	Poor	Below 40	Not capable of meeting the performance standard
b.	Fair	40- less than 60	Generally, meets performance standard; but demands constant or supervision
c.	Good	60- less than 75	Meets performance standard efficiently with high performance.
d.	Very Good	75-less than 90	Meets performance standard and brings creativity in operational assignments.
e.	Outstanding	90 and above	Adds value to the official process and strategic initiatives of the University Extraordinarily intelligent and hard working.

8. Grading Obtained: _____

9. Signature of the Reported Upon:

Signature :

Name :

Appointment :

To be shown to the reported Faculty up to Serial 9

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10. Basing on the attributes as stated in Para 4 and 5. Do you recommend the faculty to be taken as a permanent member of BIU?

Yes **No**

11. If No, do you recommend to increase his/her probationary period?

Yes _____ **No** _____

12. Signature of the Initiator:

Signature :

Name :

Appointment :

13. Comments of the Vice Chancellor:

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14. Final Grading endorsed by the Vice Chancellor:

15. **Signature of the Vice Chancellor**

Signature :

Name :

ANNUAL CONFIDENTIAL/PERFORMANCE REPORT: FACULTY

1. **Faculty's Name** :
2. **Department** :
3. **Period Covered** : _____ to _____
4. **Relevant Information: To be filled up by the Faculty and verified by respective Reporting Official (extra papers may be added, if needed)**
 - a. **Research paper published (Title, Journal name, Date, author/co-author, etc):**
 - b. **Courses taught and Credit/ Contact hours:**

Spring				Fall			
Code	Title	Cr	CH	Code	Title	Cr	CH
Total							

Legend:

- a. Cr= Credit
b. CH=Credit hour
- c. No of Students Mentored: (1) Spring _____ (2) Fall _____
- d. Leave Availed (days):(1) Casual: _____ (2) Medical: _____
(3) Others (Please Specify): _____
- e. Special Assignments, (if any list)

5. Grading/Assessment (By the Respective Reporting Authority)

PART 1- PROFESSIONAL ATTRIBUTES

(Score -65)

Ser	Attributes	Value	Poor	Fair	Good	Very Good	Outstanding	Score Obtained
			01	02	03	04	05	
k.	Professional Knowledge - Depth of knowledge on the subject taught. - Knowledge beyond the text. - Clarity in understanding. - Capability to promote positive changes in educational curriculum.	2						
l.	Clarity and Instructional ability - Ability in communicating with clarity. - Ability in carrying all students through the lesson. - Comprehension on the method of instruction and it's judicious implementation.	2						
m.	Result Orientation, Dependability and Quality of Output - Standard of lesson plans with clear, logical and sequential content. - Planning of lessons that reflect the curriculum. - Use of teaching methods and procedures relevant to the objective. - Planning of appropriate time allotment. - Selection of teaching methods, procedures, and student activities.	2						
n.	Planning and Organizing - Credibility in establishing clear goals - that are consistent with the educational curriculum. - Identify and adjustment of Priority and assignment in completing works. - Capability of adjustment of plans and action as and when necessary. - Allocation of appropriate time and recourse for action.	1						
o.	Analytical Ability - Credibility of analysis and assessment capability. - Ability of assessing student's performances and taking remedial measures	1						
p.	Innovativeness and Initiatives - Ability to contribute towards curriculum development. - Information/Ideas introduced in the course. - Innovativeness in teaching and learning process. - Display initiative and pro activeness.	1						
q.	Commitment & Sincerity - Evidence of commitment to teaching. - Making students Knowledgeable - Sincerity, earnestness, eagerness, keenness in taking class. - Commitment to BAIUST vision, mission and objective.	1						
r.	Judgment, Motivation, Inspiration & mentoring - Capability of guidance though review and appt tech towards learning objectives. - Capability if making positive and correct	1						

	decisions. • Attitude and approach towards students and use of effective techniques for moving from one activity to the next.							
s.	Vision and Foresight • Contribution toward developing new or revamping program for substantial enhancement in the quality of education. • Progression in teaching.	1						
t.	Leadership • Serves as a role model that other people want to follow. • Empowers others to translate vision into results. • Is proactive in developing strategies to accomplish objectives.	1						
Total Score on Professional Attributes (65)								

PART 2- PERSONAL ATTRIBUTES
(Score -35)

Ser	Attributes	Value	Poor	Fair	Good	Very Good	Outstanding	Score Obtained
			01	02	03	04	05	
f.	Loyalty and Dealings • Devotion to the University and its goal. • Loyalty to the institution and leadership • Conduct with peers, colleague, and subordinates.	2						
g.	Integrity • Level of honesty, honesty of purpose and truthfulness. • Loyalty to the profession.	2						
h.	Self Development • Urge and ability to improve both professional and personal attributes.	1						
i.	Adaptability, cooperation, and teamwork • Acceptability with the changing environment. • Ability to cope with the growing needs of the University. • Ability to work in a team and cooperate willingly	1						
j.	Conduct Discipline, Turnout and Bearing: • Standard of abiding by the rules/regulations and honor code of the university. • Turn out, Bearing, Punctuality, etc.	1						
Total Score on Personal Attributes (35)								
Gross Score(100)								

6. A pen picture of the faculty reported upon basing on attributes stated above (Please add separate page, if needed).

7. Mark Distribution and Explanation of Gradings:

Category		Mark Range	Explanation of the Grading
a.	Poor	Below 40	Not capable of meeting the performance standard
b.	Fair	40- less than 60	Generally, meets performance standard; but demands constant supervision
c.	Good	60- less than 75	Meets performance standard efficiently with high performance.
d.	Very Good	75-less than 90	Meets performance standard and brings creativity in operational assignments.
e.	Outstanding	90 and above	Adds value to the official process and strategic initiatives of the University Extraordinarily intelligent and hard working.

8. Grading Obtained: _____

9. Signature of the Reported Upon:

Signature :
Name :
Appointment :

10. Signature of the Initiator:

Signature :
Name :
Appointment :

To be shown to the reported Faculty up to Serial 10

11. Basing on the attributes as stated in Para 4 and 5. What is your opinion about the faculty on the following:

• Promotion:	Remarks
a. Eligible for promotion. b. Not yet eligible for promotion. c. Not applicable.	
• Yearly Increment:	Remarks
a. Eligible for yearly increment. b. Not yet eligible for increment c. Not applicable.	

12. Signature of the Initiator:

Signature :
Name :
Appointment :

13. Remarks of the Immediate Superior Authority:

14. Final Grading endorsed by the Immediate Superior Authority: _____

15. Signature of the Immediate Superior Authority:

Signature :

Name :

Appointment :

16. Comments of the Vice Chancellor:

17. Final Grading endorsed by the Vice Chancellor: _____

18. Signature of the Vice Chancellor:

Signature :

Name :

PROBATIONARY REPORT (PR): OFFICER

1. **Officer's Name** :
2. **Department** :
3. **Period Covered** : _____ to _____
4. **Grading/Assessment (By the Respective Reporting Authority)**

PART 1- PROFESSIONAL ATTRIBUTES**(Score -65)**

Ser	Attributes	Value	Poor	Fair	Good	Very Good	Outstanding	Score Obtained
			01	02	03	04	05	
a.	Professional Knowledge - Demonstrates knowledge on the subject/post assigned to. - Ability to discern priorities and develop clear organizational goals; - Ability to promote positive change and collaboration across organizational boundaries; Shows persistence and calmness when faced with difficult problems of challenges.	2						
b.	Communication - Speaks and writes clearly and effectively. - Listens to others, correctly interprets messages from others and responds appropriately - Asks questions to clarify, and exhibits interest in having two-way communication - Tailors language, tone, style and format to match the audience/recipient. - Demonstrates openness in sharing information and keeping people informed.	2						
c.	Result Orientation, Dependability and Quality of Output - Dependable to work independently. - Standard of planning execution and producing quality work. - Efficient handling of works.	2						
d.	Planning and Organizing - Develops clear goals that are consistent with agreed strategies. - Identifies priority activities and assignments; adjusts priorities as required. - Allocates appropriate amount of time and resources for completing work. - Foresees risk and allows for contingencies when planning - Monitors and adjusts plans and actions as necessary. - Uses time efficiently and complete assignment on due time.	1						
e.	Analytical Ability - Ability of analysis and assessment in producing results. - Ability to analyze and assessment of subordinates.	1						
f.	Innovativeness and Initiatives - Capacity of optimizing resources - Innovation introduced in producing results. - Display initiative and pro activeness.	1						
g.	Commitment and Sincerity - Sincerity and earnestness in producing results. - Commitment to BAIUST vision, mission and objective.	1						
h.	Judgment, Motivation, Inspiration & Decision Making - Identifies the key issues in a complex situation and comes to the heart of the problem quickly. - Gathers relevant information before making a decision. - Considers positive and negative impacts of decisions prior to making them. - Makes tough decisions when necessary.	1						
i.	Vision and Foresight	1						

	- Ability to work beyond on the future probability and scope of his assignment. - Forecasting future program of own job and prepare accordingly.							
j.	Leadership - Serves as a role model that other people want to follow. - Empowers others to translate vision into results. - Is proactive in developing strategies to accomplish objectives. - Drives for change and improvement: does not accept the status quo.	1						
Total Score on Professional Attributes (65)								

PART 2- PERSONAL ATTRIBUTES
(Score -35)

Ser	Attributes	Value	Poor	Fair	Good	Very Good	Outstanding	Score Obtained
			01	02	03	04	05	
a.	Loyalty - Loyalty to the institution - Leadership and professionalism.	2						
b.	Integrity - Level of honesty, honesty of purpose and truthfulness. - Loyalty to the profession.	2						
c.	Self-Development Urge and ability to improve both professional and personal attributes.	1						
d.	Adaptability, cooperation and teamwork - Capability of adapting with the changing environment. - Ability to cope with the growing needs of the University. - Ability to work in a team and cooperate willingly	1						
e.	Conduct and Discipline: - Standard of abiding by the rules/regulations and honor of the university. - Respect and attitude towards institution, authority and subordinates.	1						
Total Score on Personal Attributes (35)								
Grand Total (100)								

5. A pen picture of the Officer reported upon basing on attributes stated above (please add separate page, if needed).

* Please add separate page if required.

6. Mark Distribution and Explanation of Gradings:

	Category	Mark Range	Explanation of the Grading
a.	Poor	Below 40	Not capable of meeting the performance standard
b.	Fair	40- less than 60	Generally, meets performance standard; but demands constant supervision
c.	Good	60- less than 75	Meets performance standard efficiently with high performance.
d.	Very Good	75-less than 90	Meets performance standard and brings creativity in operational assignments.
e.	Outstanding	90 and above	Adds value to the official process and strategic initiatives of the University Extraordinarily intelligent and hard working.



7. Grading Obtained: _____

8. Signature of the officer reported upon:

Signature :

Name :

Appointment :

To be shown to the reported Officer up to Serial 8

9. Basing on the attributes as stated in Para 4 and 5. Do you recommend the officer to be taken as a permanent member of BIU?

Yes _____ No _____

10. If No, do you recommend to increase his/her probationary period?

Yes _____ No _____

11. Signature of the Initiator:

Signature :

Name :

Appointment :

12. Remarks of the Superior Authority:

13. Final Grading endorsed by the Superior Authority: _____

14. Signature of Superior Authority:

Signature :

Name :

ANNUAL CONFIDENTIAL/PERFORMANCE REPORT: OFFICER

1. **Officer's Name** :
2. **Department** :
3. **Period Covered** : _____ to _____
4. **Grading/Assessment (By the Respective Reporting Authority)**

PART 1- PROFESSIONAL ATTRIBUTES**(Score -65)**

Ser	Attributes	Value	Poor	Fair	Good	Very Good	Outstanding	Score Obtained
			01	02	03	04	05	
a.	Professional Knowledge - Demonstrates knowledge on the subject/post assigned to. - Ability to discern priorities and develop clear organizational goals; - Ability to promote positive change and collaboration across organizational boundaries; Shows persistence and calmness when faced with difficult problems of challenges.	2						
b.	Communication - Speaks and writes clearly and effectively. - Listens to others, correctly interprets messages from others and responds appropriately - Asks questions to clarify, and exhibits interest in having two-way communication - Tailors language, tone, style and format to match the audience / recipient. - Demonstrates openness in sharing information and keeping people informed.	2						
c.	Result Orientation, Dependability and Quality of Output - Dependable to work independently. - Standard of planning execution and producing quality work. - Efficient handling of works.	2						
d.	Planning and Organizing - Develops clear goals that are consistent with agreed strategies. - Identifies priority activities and assignments; adjusts priorities as required. - Allocates appropriate amount of time and resources for completing work. - Foresees risk and allows for contingencies when planning. - Monitors and adjusts plans and actions as necessary. - Uses time efficiently and complete assignment on due time.	1						
e.	Analytical Ability - Ability of analysis and assess in getting results. - Ability to analyze and assessment of subordinates.	1						
f.	Innovativeness and Initiatives - Capacity of optimizing resources - Innovation introduced in producing results. - Display initiative and pro activeness.	1						

g.	Commitment and Sincerity - Sincerity and earnestness in producing results. - Commitment to BAIUST vision, mission and objective.	1						
h.	Judgment, Motivation, Inspiration & Decision Making - Identifies the key issues in a complex situation and comes to the heart of the problem quickly. - Gathers relevant information before making a decision. - Considers positive and negative impacts of decisions prior to making them. - Makes tough decisions when necessary.	1						
i.	Vision and Foresight - Ability to work beyond on the future probability and scope of his assignment. - Forecasting future program of own job and prepare accordingly.	1						
j.	Leadership - Serves as a role model that other people want to follow. - Empowers others to translate vision into result - Is proactive in developing strategies to accomplish objectives. - Drives for change and improvement: does not accept the status quo.	1						
Total Score on Professional Attributes (65)								

PART 2- PERSONAL ATTRIBUTES
(Score -35)

Ser	Attributes	Value	Poor	Fair	Good	Very Good	Outstanding	Score Obtained
			01	02	03	04	05	
a.	Loyalty - Loyalty to the institution - Leadership and professionalism.	2						
b.	Integrity - Level of honesty, honesty of purpose and truthfulness. - Loyalty to the profession.	2						
c.	Self Development Urge and ability to improve both professional and personal attributes.	1						
d.	Adaptability, cooperation, and teamwork - Capability of adapting with the changing environment. - Ability to cope with the growing needs of the University. - Ability to work in a team and cooperate willingly	1						
e.	Conduct and Discipline: - Standard of abiding by the rules/regulations and honor of the university. - Respect and attitude towards institution, authority, and subordinates.	1						
Total Score on Personal Attributes (35)								
Grand Total (100)								

5. A pen picture of the Officer reported upon basing on attributes stated above (please add separate page, if needed).

* Please add separate page if required.

6. **Mark Distribution and Explanation of Gradings:**

	Category	Mark Range	Explanation of the Grading
a.	Poor	Below 40	Not capable of meeting the performance standard
b.	Fair	40- less than 60	Generally, meets performance standard; but demands constant supervision
c.	Good	60- less than 75	Meets performance standard efficiently with high performance.
d.	Very Good	75-less than 90	Meets performance standard and brings creativity in operational assignments.
e.	Outstanding	90 and above	Adds value to the official process and strategic initiatives of the University Extraordinarily intelligent and hard working.

7. **Grading Obtained:** _____

8. **Signature of the officer reported upon:**

Signature :

Name :

Appointment :

To be shown to the reported Officer up to Serial 8

9. **Basing on the attributes as stated in Para 4 and 5. What is your opinion about the Officer on the following:**

• Promotion:	Remarks
a. Eligible for promotion. b. Not yet eligible for promotion. c. Not applicable.	
• Yearly Increment:	Remarks

a. Eligible for yearly increment. b. Not yet eligible for increment c. Not applicable.	
--	--

10. Signature of the Initiator:

Signature :

Name :

Appointment :

11. Remarks of the Superior Authority:

--

12. Final Grading endorsed by the Superior Authority:

13. Signature of Superior Authority:

Signature :

Name :

Appointment :

PROBATIONARY REPORT (PR): TECHNICAL STAFF

Period Covered: -----to -----

Name of the Staff: _____ Job Title: _____

Last Educational Qualification: _____

Leave availed: Casual: Medical: Annual: Others:

Initiating Supervisor's Name: _____ Dept: _____

INSTRUCTIONS:

1. This document contains the table of assessment of individual's technical skills, personal attributes, Reporting officer's overall observation and superior officer's remarks.
2. Reported upon staff's performances should be judiciously reflected in the markings on technical skills and personal attributes observation as given at Page 2, 3 and 4.
3. Ratings must be supported and be substantiated by narrative comments.
4. The explanation of various gradings are given at Page 4. Reporting Officer may kindly consult it.

General Technical Skills

Criterion	Value	Poor	Fair	Good	Very Good	Outstanding	Achieved Marks
		01	02	03	04	05	
Knowledge on Equipment Operation • Having clear idea about equipment functioning.	2						
Making Decisions and Solving Problems • Ability to identify needs and reacting accordingly	2						
Analytical Thinking • Credibility of analysis and assessment.	1						

Updating and Using Relevant Knowledge Intention of being updated by gathering subject related knowledge.	1						
Inspecting Equipment, Structures or Material - Intention of being cautious in terms of maintenance and - Inspect security of equipment.	1						
Communicating with Students and Supervisors Intention of keeping the higher authority update about the usage and condition of equipments.	1						
Documenting/Recording Information Having clear idea about the official documentation procedures.	1						
Performing Administrative Activities Intention of being a part of administrative activities when required	1						
Total Marks Achieved in General Technical Skills (50)							

Personal Attributes

Criterion	Value	Poor	Fair	Good	Very Good	Outstanding	Achieved Marks
		01	02	03	04	05	
Integrity Devotion to the University and its goal.	2						
Initiative Intention of being the first mover.	2						
Dependability Sincerity earnestness, eagerness, keenness in performing duties.	1						
Cooperation Ability to be an effective team member.	1						
Adaptability Openness to new environment and changes.	1						



Flexibility • Intention of playing different roles as per the need of the institution.	1						
Achievement/ Effort • Intention of bringing the best output for the institution.	1						
Self Control • Ability to keep calm in work pressure.	1						
Total Marks Achieved in Personal Attributes (50)							

Mark Distribution and Explanation of Gradings:

Category		Mark Range	Explanation of the Grading
a.	Poor	Below 40	Not capable of meeting the performance standard
b.	Fair	40- less than 60	Generally, meets performance standard; but demands constant supervision
c.	Good	60- less than 75	Meets performance standard efficiently with high performance.
d.	Very Good	75-less than 90	Meets performance standard and brings creativity in operational assignments.
e.	Outstanding	90 and above	Adds value to the official process and strategic initiatives of the University Extraordinarily intelligent and hard working.

Criterion	Marks
Total Marks Achieved in General Technical Skills (50)	
Marks achieved in Personal Attributes (50)	
Total Marks Achieved (100)	

Pen Picture of the Employee

* Please add separate page if required.

Performance Category				
Outstanding ☐	Very Good ☐	Good ☐	Fair ☐	Poor ☐

Signature of the Reported Upon:

Signature :

Name :

Appointment :

Department :

Basing on the attributes do you recommend the Staff to be taken as permanent member of BIU?

Yes ☐	No ☐
Name of the Initiating Faculty/Officer	
Designation of the Initiating Faculty/Officer	
Signature of the Initiating Faculty/Officer	

Pen Picture of the Employee (For Registrar's Branch Only)

* Please add separate page if required.

Remarks of the Superior Authority	
* Please add separate page if required.	
Final Grading endorsed by the Superior Authority	
Name	
Designation	
Signature	

ANNUAL CONFIDENTIAL REPORT: TECHNICAL STAFF

Period Covered : -----to -----

Name of the Staff: _____ Job Title: _____

Last Educational Qualification: _____

Leave availed: Casual: Medical: Annual: Others:

Initiating Supervisor's Name: _____ Dept: _____

INSTRUCTIONS:

1. This document contains the table of assessment of individual's technical skills, personal attributes, Reporting officer's overall observation and superior officer's remarks.
2. Reported upon staff's performances should be judiciously reflected in the markings on technical skills and personal attributes observation as given at Page 2, 3 and 4.
3. Ratings must be supported and be substantiated by narrative comments.
4. The explanations of various gradings are given at Page 4. Reporting Officer may kindly consult it.

General Technical Skills

Criterion	Value	Poor	Fair	Good	Very Good	Outstanding	Achieved Marks
		01	02	03	04	05	
Knowledge on Equipment Operation • Having clear idea about equipment functioning.	2						
Making Decisions and Solving Problems • Ability to identify needs and reacting accordingly	2						
Analytical Thinking • Credibility of analysis and assessment.	1						

Updating and Using Relevant Knowledge • Tendency of being updated by gathering subject related knowledge.	1						
Inspecting Equipment, Structures or Material • Tendency of being cautious in terms of maintenance and security of equipments.	1						
Communicating with Students and Supervisors • Tendency of keeping the higher authority update about the usage and condition of equipments.	1						
Documenting/Recording Information • Having clear idea about the official documentation procedures.	1						
Performing Administrative Activities • Tendency of being a part of administrative activities when required.	1						
Total Marks Achieved in General Technical Skills (50)							

Personal Attributes

Criterion	Value	Poor	Fair	Good	Very Good	Outstanding	Achieved Marks
		01	02	03	04	05	
Integrity • Devotion to the University and its goal.	2						
Initiative • Tendency of being the first mover.	2						
Dependability • Sincerity earnestness, eagerness, keenness in performing duties.	1						
Cooperation • Ability to be an effective team member.	1						
Adaptability • Openness to new environment and changes.	1						
Flexibility • Tendency of playing different roles as per the need of the institution.	1						

Achievement/ Effort • Tendency of bringing the best output for the institution.	1						
Self Control • Ability to keep calm in work pressure.	1						
Total Marks Achieved in Personal Attributes (50)							

Mark Distribution and Explanation of Gradings:

Category		Mark Range	Explanation of the Grading
a.	Poor	Below 40	Not capable of meeting the performance standard
b.	Fair	40- less than 60	Generally, meets performance standard; but demands constant supervision
c.	Good	60- less than 75	Meets performance standard efficiently with high performance.
d.	Very Good	75-less than 90	Meets performance standard and brings creativity in operational assignments.
e.	Outstanding	90 and above	Adds value to the official process and strategic initiatives of the University Extraordinarily intelligent and hard working.

Criterion	Marks
Total Marks Achieved in General Technical Skills (50)	
Marks achieved in Personal Attributes (50)	
Total Marks Achieved (100)	

Pen Picture of the Employee

*** Please add separate page, if required.**

Performance Category				
Outstanding ☐	Very Good ☐	Good ☐	Fair ☐	Poor ☐

Signature of the Reported Upon:

Signature :

Name :

Appointment :

Basing on the attributes as stated above. What is your opinion about the Individual on the following:

Promotion:	Remarks
a. Eligible for promotion (If applicable). b. Not yet eligible for promotion. c. Not applicable.	
Yearly Increment:	Remarks
a. Eligible for yearly increment. b. Not yet eligible for increment c. Not applicable.	

Signature of the Initiator:

Signature :

Name :

Appointment :

Pen Picture of the Employee (HR Inputs)

Remarks of the Superior Authority	
Final Grading endorsed by the Superior Authority	
Name	
Designation	
Signature	

PROBATIONARY REPORT (PR): OFFICE STAFF

Period Covered: ----- to -----

Name of the Staff: _____ Job Title: _____

Last Educational Qualification: _____

Leave availed: Casual: Medical: Annual: Others:

Initiating Supervisor's Name: _____ Dept: _____

INSTRUCTIONS:

1. This document contains the table of assessment of individual's technical skills, personal attributes, Reporting officer's overall observation and superior officer's remarks.
2. Reported upon staff's performance should be judiciously reflected in the markings on technical skills and personal attributes observation as given at Page 2, 3 and 4.
3. Ratings must be supported and be substantiated by narrative comments.
4. The explanation of various gradings are given at Page 4. Reporting Officer may kindly consult it.



General Office Skills

Criterion	Value	Poor	Fair	Good	Very Good	Outstanding	Achieved Marks
		1	2	3	4	5	
Knowledge on Official Procedures	2						
Computer Operation	2						
Drafting	1						
Analytical Thinking	1						
Filing	1						
Documentation Skills	1						
Communication Skills	1						
Performing Administrative Activities	1						
Total Marks Achieved in General Office Skills (50)							

Personal Attributes

Criteria	Value	Poor	Fair	Good	Very Good	Outstanding	Achieved Marks
		1	2	3	4	5	
Initiative and Motivation	2						
Responsiveness	2						
Integrity	1						
Conduct	1						
Team work	1						
Reliability	1						
Adaptability	1						
Flexibility	1						
Total Marks Achieved in Personal Attributes (50)							

Mark Distribution and Explanation of Grading:

Ser	Category	Mark Range	Explanation of the Grading
a	Poor	Below 40	Not capable of meeting the performance standard
b	Fair	40 – Less than 60	Generally Meets performance standard; but demands constant supervision
c	Good	60 – less than 75	Meets performance standard efficiently with high performance
d	Very Good	75 – less than 90	Meets performance standard and brings creativity in operation assignments
e	Outstanding	90 and above	Adds value to the official process and strategic initiatives of the University, Extraordinarily intelligent and hard working

Criterion	Marks
Marks achieved in Office Skills (50)	
Marks achieved in Personal Attributes (50)	
Total Marks Achieved (100)	

Pen Picture of the Employee
*Please add separate page if required.

Performance Category				
Outstanding <input style="width: 30px; height: 20px;" type="checkbox"/>	Very Good <input style="width: 30px; height: 20px;" type="checkbox"/>	Good <input style="width: 30px; height: 20px;" type="checkbox"/>	Fair <input style="width: 30px; height: 20px;" type="checkbox"/>	Poor <input style="width: 30px; height: 20px;" type="checkbox"/>

Signature of the Reported Upon:

Signature :

Name :

Appointment :

Department :

Based on the attributes do you recommend the Staff to be taken as permanent member of BAIUST?

Yes <input style="width: 40px; height: 20px;" type="checkbox"/>	No <input style="width: 40px; height: 20px;" type="checkbox"/>
Name of the Initiating Officer/Faculty	
Designation of the Initiating Officer/Faculty	
Signature of the Initiating Officer/Faculty	

Remarks of the Immediate Superior Authority

*** Please add separate page if required.**

Final Grading endorsed by the Immediate Superior Authority

Name

Designation

Signature

Remarks of the Superior Authority

*** Please add separate page if required.**

Final Grading endorsed by the Superior Reporting Authority

Name

Designation

Signature

ANNUAL CONFIDENTIAL/PERFORMANCE REPORT (ACR/APR): OFFICE STAFF

Period Covered: ----- to -----

Name of the Staff: _____ Job Title: _____

Last Educational Qualification: _____

Leave availed: Casual: Medical: Annual: Others:

Initiating Supervisor's Name: Dept: _____

INSTRUCTIONS:

1. This document contains the table of assessment of individual's technical skills, personal attributes, Reporting officer's overall observation and superior officer's remarks.
2. Reported upon staff's performances should be judiciously reflected in the markings on technical skills and personal attributes observation as given at Page 2, 3 and 4.
3. Ratings must be supported and be substantiated by narrative comments.
4. The explanations of various gradings are given at Page 4. Reporting Officer may kindly consult it.

General Office Skills

Criterion	Value	Poor	Fair	Good	Very Good	Outstanding	Achieved Marks
		1	2	3	4	5	
Knowledge on Job	2						
Quality of Work	2						
Computer Skills	1						
Drafting	1						
Documentation Skills	1						
Communication Skills	1						
Administrative Skills	1						
Total Marks Achieved in General Office Skills (50)							



Personal Attributes

Criteria	Value	Poor	Fair	Good	Very Good	Outstanding	Achieved Marks
		1	2	3	4	5	
Integrity	2						
Responsiveness and Sense of Responsibility	2						
Initiative and Motivation	1						
Conduct and Discipline	1						
Team work	1						
Reliability/Dependability	1						
Adaptability	1						
Attendance and Punctuality	1						
Total Marks Achieved in Personal Attributes (50)							

Mark Distribution and Explanation of Gradings:

Category		Mark Range	Explanation of the Grading
a.	Poor	Below 40	Not capable of meeting the performance standard
b.	Fair	40- less than 60	Generally Meets performance standard; but demands constant supervisor
c.	Good	60- less than 75	Meets performance standard efficiently with high performance.
d.	Very Good	75-less than 90	Meets performance standard and brings creativity in operational assignments.
e.	Outstanding	90 and above	Adds value to the official process and strategic initiatives of the University Extraordinarily intelligent and hard working.

Criterion	Marks
Marks achieved in Office Skills (50)	
Marks achieved in Personal Attributes (50)	
Total Marks Achieved (100)	

Pen Picture of the Employee
* Please add separate page if required.

Performance Category				
Outstanding <input style="width: 30px; height: 20px;" type="checkbox"/>	Very Good <input style="width: 30px; height: 20px;" type="checkbox"/>	Good <input style="width: 30px; height: 20px;" type="checkbox"/>	Fair <input style="width: 30px; height: 20px;" type="checkbox"/>	Poor <input style="width: 30px; height: 20px;" type="checkbox"/>

Signature of the Reported Upon:

Signature :

Name :

Appointment :



Basing on the attributes as stated above. What is your opinion about the Individual on the following:

• Promotion:	Remarks
a.Eligible for promotion. b.Not yet eligible for promotion. c.Not applicable.	
• Yearly Increment:	Remarks
a.Eligible for yearly increment. b.Not yet eligible for increment c.Not applicable.	

Signature of the Initiator:

Signature :

Name :

Appointment :

Remarks of the Immediate Superior Authority	
* Please add separate page if required.	
Final Grading endorsed by the Immediate Superior Reporting Authority	
Name	
Designation	
Signature	

Remarks of the Superior Authority	
Final Grading endorsed by the Superior Authority	
Name	
Designation	
Signature	

পর্যবেক্ষণ কালের প্রতিবেদনঃ সাপোর্ট স্টাফ

পর্যবেক্ষণকালঃ ----- হতে -----

কর্মীরনামঃ _____ পদবীঃ _____

সূত্রপাতকারীর নামঃ _____ পদবীঃ _____

ছুটিঃ সাময়িকঃ _____ স্বাস্থ্যগতঃ _____ অন্যান্যঃ _____

নির্দেশাবলীঃ

১। প্রত্যেক কর্মদক্ষতার শ্রেণীতে কর্মীকে প্রাপ্য নম্বর প্রদান করুন এবং কর্মীর প্রাপ্য নম্বর অবশ্যই উর্ধ্বতনের মন্তব্যের মাধ্যমে প্রতিপন্ন / চূড়ান্ত হবে।

পেশাগতদক্ষতাঃ (৫০)

পেশাগতদক্ষতারমানদণ্ড	মান	থারাপ	সন্তোষজনক	ভালো	খুবভালো	অসাধারণ	প্রাপ্তনম্বর
		১	২	৩	৪	৫	
পদ অনুযায়ী দক্ষতা	২						
সচেতনতা	২						
মাত্রা জ্ঞান	১						
পরিপক্বতা ও দায়িত্বশীলতা	১						
যোগাযোগ ও কথাবার্তার দক্ষতা	১						
দাপ্তরিক নীতি সম্পর্কে ধারণা	১						
শারীরিক সামর্থ	১						
প্রশাসনিক কাজ অংশগ্রহণের যোগ্যতা	১						
পেশাদারী দক্ষতায় মোট প্রাপ্ত নম্বর							

ব্যক্তিগত বৈশিষ্ট্যাবলীঃ (৫০)

ব্যক্তিগত দক্ষতার মানদণ্ড	মান	থারাপ	সন্তোষজনক	ভালো	খুবভালো	অসাধারণ	প্রাপ্তনম্বর
		১	২	৩	৪	৫	
সততা ও আন্তরিকতা	২						
দায়িত্ব বোধ	২						
ন্যায় পরায়ণতা	১						
আচরণ	১						
দলবদ্ধভাবে কাজ করার সামর্থ	১						

নির্ভর যোগ্যতা	১						
বুদ্ধিমত্তা	১						
উদ্যম ও উদ্যোগ	১						
ব্যক্তিগত বৈশিষ্ট্য মোট প্রাপ্তনম্বর							

কার্যদক্ষতার শ্রেণী বিন্যাস:

ক্রমিক	ধরণ	গড়নম্বর	গ্রেডিং-এর ব্যাখ্যা
১	অসাধারণ	১০০-৮১	সর্বোচ্চ পারদর্শিতার সাথে সকল দাপ্তরিক কর্মসম্পাদন করেন।
২	খুবভালো	৮০-৬১	সকল দাপ্তরিক কাজ দক্ষতার সাথে সম্পাদন করে থাকেন।
৩	ভালো	৬০-৪১	সাধারণ অবস্থায় সকল দাপ্তরিক কাজ সম্পাদন করেন
৪	সন্তোষজনক	৪০-২১	যথাযথ কর্মদক্ষতার অভাব আছে।
৫	খারাপ	২০-১	যথাযথ কর্মদক্ষতা নাই

কর্মদক্ষতার শ্রেণী	প্রাপ্তনম্বর
পেশাগত দক্ষতা	
ব্যক্তিগত বৈশিষ্ট্য	
মোট অর্জন কৃতনম্বর (১০০)	

কর্মী সম্পর্কে বিশেষ মন্তব্য

কর্মদক্ষতারবিভাগঃ				
অসাধারণ ☐	খুবভালো ☐	ভালো ☐	সন্তোষজনক ☐	খারাপ ☐
প্রতিবেদিতকর্মচারীরনামঃ				
স্বাক্ষরঃ				

পেশাগত দক্ষতা ও ব্যক্তিগত বৈশিষ্ট্যের ভিত্তিতে সুপারিশসমূহঃ	
পদোন্নতির যোগ্যতা	মন্তব্য
ক। যোগ্য (প্রযোজ্যহলে) খ। এখনওনহে গ। সম্প্রতি পদোন্নতিপ্রাপ্ত, পরবর্তী বিবেচনার সময় হয় নাই ঘ। প্রযোজ্য নহে	
বার্ষিক বেতন বৃদ্ধি	মন্তব্য
ক।যোগ্য খ।এখনওনহে গ।সম্প্রতি বৃদ্ধি করা হয়েছে, পরবর্তী বিবেচনার সময় হয় নাই ঘ।প্রযোজ্যনহে	
উপস্থাপন কারী অফিসারের নাম	
পদবী	
স্বাক্ষর	

নিকটতম উর্ধতন কর্তৃপক্ষের মন্তব্যঃ	
নিকটতম উর্ধতন কর্তৃপক্ষ কর্তৃক চূড়ান্ত গ্রেডিং	
নাম	
পদবী	
স্বাক্ষর	

সর্বোচ্চ কর্তৃপক্ষের মন্তব্যঃ	
সর্বোচ্চ কর্তৃপক্ষ কর্তৃক চূড়ান্ত গ্রেডিং	
নাম	
পদবী	
স্বাক্ষর	

বার্ষিক গোপনীয় প্রতিবেদন: সাপোর্ট স্টাফ

পর্যবেক্ষণ কাল: ----- হতে -----
 কর্মীর নাম: _____ পদবী: _____
 সূত্রপাতকারীর নাম: _____ পদবী: _____
 ছুটি: সাময়িক: _____ স্বাস্থ্যগত: _____ অন্যান্য: _____

নির্দেশাবলী:

১। প্রত্যেক কর্মদক্ষতার শ্রেণীতে কর্মীকে প্রাপ্য নম্বর প্রদান করুন এবং কর্মীর প্রাপ্য নম্বর অবশ্যই উর্ধ্বতনের মন্ব্যের মাধ্যমে প্রতিপন্ন/ চূড়ান্ত হবে।

পেশাগত দক্ষতা: (৫০)

পেশাগত দক্ষতার মানদণ্ড	মান	খারাপ	সন্তোষজনক	ভালো	খুব ভালো	অসাধারণ	প্রাপ্ত নম্বর
		১	২	৩	৪	৫	
পদ অনুযায়ী দক্ষতা	২						
সচেতনতা	২						
মাত্রা জ্ঞান	১						
পরিপক্বতা ও দায়িত্বশীলতা	১						
যোগাযোগ ও কথাবার্তার দক্ষতা	১						
দাপ্তরিক নীতি সম্পর্কে ধারণা	১						
শারীরিক সামর্থ	১						
প্রশাসনিক কাজ অংশগ্রহণের যোগ্যতা	১						
পেশাদারী দক্ষতায় মোট প্রাপ্ত নম্বর							

ব্যক্তিগত বৈশিষ্ট্যাবলী: (৫০)

ব্যক্তিগত দক্ষতার মানদণ্ড	মান	খারাপ	সন্তোষজনক	ভালো	খুব ভালো	অসাধারণ	প্রাপ্ত নম্বর
		১	২	৩	৪	৫	
সততা ও আন্তরিকতা	২						
দায়িত্ববোধ	২						
ন্যায়পরায়ণতা	১						
আচরণ	১						
দলবদ্ধভাবে কাজ করার সামর্থ	১						
নির্ভরযোগ্যতা	১						
বুদ্ধিমত্তা	১						
উদ্যম ও উদ্যোগ	১						
ব্যক্তিগত বৈশিষ্ট্যে মোট প্রাপ্ত নম্বর							

কার্য দক্ষতার শ্রেণীবিব্যাখ্য:

ক্রমিক	ধরণ	গড়নম্বর	গ্রেডিং-এর ব্যাখ্যা
১	অসাধারণ	১০০-৮১	সর্বোচ্চ পারদর্শিতার সাথে সকল দাপ্তরিক কর্ম সম্পাদন করেন।
২	খুব ভালো	৮০-৬১	সকল দাপ্তরিক কাজ দক্ষতার সাথে সম্পাদন করে থাকেন।
৩	ভালো	৬০-৪১	সাধারণ অবস্থায় সকল দাপ্তরিক কাজ সম্পাদন করেন।
৪	সন্তোষজনক	৪০-২১	যথাযথ কর্ম দক্ষতার অভাব আছে।
৫	খারাপ	২০-১	যথাযথ কর্ম দক্ষতাই

১০১

কর্ম দক্ষতার শ্রেণী	প্রাপ্ত নম্বর
পেশাগত দক্ষতা	
ব্যক্তিগত বৈশিষ্ট্য	
মোট অর্জনকৃত নম্বর	

কর্মী সম্পর্কে বিশেষ মন্তব্য

কর্ম দক্ষতার বিভাগ:

অসাধারণ ☐	খুব ভালো ☐	ভালো ☐	সন্তোষজনক ☐	খারাপ ☐
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প্রতিবেদিত কর্মচারীর নাম:	
স্বাক্ষর:	



পেশাগত দক্ষতা ওব্যক্তিগত বৈশিষ্ট্যের ভিত্তিতে সুপারিশসমূহঃ	
পদোন্নতিরযোগ্যতা	মন্তব্য
ক।যোগ্য (প্রযোজ্যহলে) খ।এখনওনহে গ।সম্প্রতিপদোন্নতিপ্রাপ্ত, পরবর্তীবিবেচনারসময়হয়নাই ঘ।প্রযোজ্যনহে	
বার্ষিকবেতনবৃদ্ধি	মন্তব্য
ক।যোগ্য খ।এখনওনহে গ।সম্প্রতিবৃদ্ধিকরাহয়েছে, পরবর্তীবিবেচনারসময়হয়নাই ঘ।প্রযোজ্যনহে	
উপস্থাপনকারীঅফিসারেরনাম	
পদবী	
স্বাক্ষর	

নিকটতম উর্ধতন কর্তৃপক্ষের মন্তব্যঃ	
নিকটতম উর্ধতন কর্তৃপক্ষ কর্তৃক চূড়ান্ত গ্রেডিং	
নাম	
পদবী	
স্বাক্ষর	
সর্বোচ্চ কর্তৃপক্ষের মন্তব্যঃ	