

ULAB  
ADMIN HR MANUAL  
2019



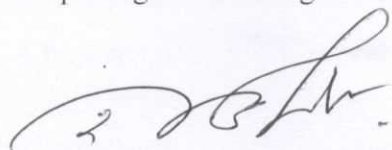
UNIVERSITY OF LIBERAL ARTS  
BANGLADESH

## PREFACE

This Manual is produced with the help of all administrative/non-academic staff of the University. Its purpose is to help administrative staff to understand the rules and regulations under which they work. The University welcomes any suggestions which may help to improve the quality of performance and working environment for all concerned.

Administrative staff are advised to refer to their Department Heads/ In-charge HR Office and/or any other person designated for meeting any queries they may have.

Provisions articulated in this Manual supersede all previous policies, rules, proceedings, etc. of the University relating to those matters. Any discrepancies arise between any preceding conditions and corresponding rules in this Manual are to be reconciled in favor of this Manual. Exceptions occurring in individual contracts may be upheld for the duration of the contract. The authority of interpreting and deciding on such discrepancies, if exist, rest with the authorities of the University.



Professor H. M. Jahirul Haque  
Vice Chancellor  
University of Liberal Arts Bangladesh

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## CHAPTER – 1

### TITLE, AUTHORITY AND SCOPE

1. **Title:** This Manual shall be called ULAB HR Manual for Administrative staff and shall come into force at once.
2. **Authority:** This Manual, composed and ratified by the authorities of the University, namely; the Board of Trustees upon the recommendation of the Syndicate. The provisions made in this Manual are, without prejudice and superseding any rules that may currently exist in this regard, applicable on all salaried administrative staff of the University of Liberal Arts Bangladesh.

The authority of the University resides in the Syndicate constituted as per memorandum and Rules and Procedures, adopted as Statute under the Private University Act, 2010.

3. **Interpretation:** The right of interpretation of the provisions of this Manual is reserved by the University whose decision in all matters mentioned in this Manual regarding eligibility claims, enforcement and/or other aspect, benefits or privileges shall be final and binding subject to the condition that nothing in the Manual can be interpreted so as to prejudice to the fundamental rights guaranteed in the Constitution of the Government of the People's Republic of Bangladesh.
4. **Review:** Conditions contained in this document are subject to review and may be changed due to exigent circumstances or other causes as deemed to be necessary by the university authority.
5. **Extent of Application:** This Manual shall apply on all administrative staff irrespective of their level, pay, appointment process, conditions and terms of employment, etc. at ULAB.
6. **Custodian of the Manual:** This Manual shall be retained with the Human Resource Office of ULAB. For any change, modification, inclusion, exclusion, etc. in any of the provisions, definitions, etc., shall have to be made through Human Resource Office of ULAB; otherwise that shall not have any validity in ULAB.

## CHAPTER – II

### DEFINITION OF TERMS

In this Manual, unless there is anything contradictory in the subject or the context:

1. **Academic Council** is the body of the University as determined in the Private University Act, 2010 on academic and related issues.
2. **Admin Recruitment/Selection Committee** means the body constituted to recruit/select staff in administrative/non-academic positions for the University.
3. **Administrative positions** are those positions created to provide support to prime function of the University which may include general office management, logistics, maintaining records of any nature and doing variety of other tasks;
4. **Advisor** means a person(s) or firm or company, either Bangladeshi or foreign, appointed on specific terms and conditions by the University or on special contract, for advising the University on specific matters;
5. **Allowance** is the amount in addition to basic pay permitted, especially within a set of regulations or for a specified purpose;
6. **Appointing Authority** means University of Liberal Arts Bangladesh and includes any person, committee(s) or council authorized by ULAB to make appointment to any administrative/non-academic post(s);
7. **Basic pay** means the pay to which an employee is entitled in the scale of the post/level/grade to which appointed or promoted, but does not include allowances and other emoluments.
8. **Board of Trustees (BoT)** means the body as defined in the Memorandum of Articles of the University of Liberal Arts Bangladesh Trust;
9. **Candidate** means a person seeking appointment first time or already appointed seeking promotion or additional position/responsibilities/duties;
10. **Center** is the body primarily to carry out research and research related activities as defined by the University and disseminate the knowledge acquired in the academic and non-academic areas;
11. **Competent Authority** means Board of Trustees (BoT) as constituted in the Private University Act, 2010 and includes delegated persons namely; Vice Chancellor, Pro-Vice Chancellor, Treasurer, Registrar and/or any other person to exercise authority on behalf of BoT;
12. **Consultant** means person(s) or firm or company, either Bangladeshi or foreign, appointed on specific terms and conditions, by the University for rendering specific service for a specified period;
13. **Day** means a calendar day beginning and ending at midnight;
14. **Department** can either be an academic body responsible for teaching related matters, or an administrative unit for ensuring administrative/non-academic activities;

15. **Disciplinary Committee** as constituted under the provision of Private University Act, 2010 means the body for taking appropriate measures for ensuring appropriate discipline among ULAB students;
16. **Duty** means and includes :
  - a. service as an employee.
  - b. service as a probationer, or trainee provided such service is followed by appointment on a regular basis.
  - c. joining time.
  - d. the period spent on a duly authorized course of instruction or training including the time reasonably required for the journey to and from the place of such training.
  - e. authorized tour at home and abroad.
  - f. the period spent on organized activities including sports, cultural and any other activities authorized by the competent authority.
17. **Emoluments** means and includes:
  - a. basic pay ;
  - b. special pay, personal pay, additional pay;
  - c. allowances other than travelling and medical allowance ;
  - d. any other payment and/or fees, as appropriate,
  - e. Subsistence grants.
18. **Faculty/School** consists of one or more departments under the supervision of Dean/Director of the Faculty/School for academic pursuit;
19. **Finance Committee** as constituted under the provision of Private University Act, 2010 is an administrative body which prepares annual budget, advice and recommends the Syndicate and Board of Trustees on all finance related matters;
20. **Form** means a form for specific information as may be prescribed by the competent authority from time to time.
21. **Holiday** means a day declared as such by order of the Government and includes any other day declared as such by the order of the competent authority;
22. **Honorarium** means a recurring or non-recurring non-salary payment granted to an official and/or support staff as remuneration/recognition for his/her work or service;
23. **Joining Time** means the time allowed to an employee enabling him/her to join a new post on transfer, promotion or on return from leave;
24. **Month** means a calendar month according to Christian Era;
25. **Pay Scale** means the approved scales of pay for employees at different levels and/or as revised by the competent authority from time to time;
26. **Probation** means the period of service as defined by University authority which is temporary in nature performed before confirmation in the respective position;
27. **Promotion Committee means** a committee constituted by ULAB authority to assess promotion eligibility of admin employees to next higher position along with any other assignment/Terms of Reference given to the Committee;

28. **Recognized University** means a university established by or under the laws of the country and one in the country or overseas which maintains comparable academic standards;
29. **Review Committee(s)** means committee(s) constituted to deal with reviewing performance of administrative staff, financial and other benefits, discipline, appeal, contract renewal, promotion, leave issues, etc.;
30. **Service** means and includes the period during which an employee is on duty as well as on approved leave, but does not include any period during which an employee is absent from duty without permission or overstay while on leave unless such absence from duty or overstay is subsequently approved by the competent authority;
31. **Staff** means any employee in ULAB other than faculty members and researchers in ULAB Centres;
32. **Support Staff** means a person and/or a group of persons hired to assisting an administrative office and/or any other specific reasons;
33. **Suspension** means temporary cessation of duties of an employee on disciplinary ground.
34. **Syndicate** means the body of the University as determined in the Private University Act, 2010, authorized with the responsibility for overall management/governance of the University, including formulation of policies, rules and regulations, strategic planning, quality control, recommend budget to the Board of Trustees for approval, providing financial security/well-being and award of recognition on behalf of the University;
35. **Transfer** means the movement of an employee from one post to another, or from one office to another office of ULAB;
36. **University** means The University of Liberal Arts Bangladesh (ULAB), established in 2003 as a University, it was authorized to operate as a full-fledged University under the Private University Act of 1992 to be read in conjunction with any subsequent Act or amendments(s) thereto. ULAB includes all its different schools, faculties, departments or constituent institutions, centers, etc.;
37. **Year** for the purpose of accounts means a financial year as decided by the government and for other purposes, a calendar year.

**CHAPTER - III**  
**GENERAL CONDITIONS OF SERVICE**

1. **Principle of Non-Discrimination:** There shall be no discrimination in processing of applications for employment, professional agreement with the University, based on race, religion, nationality, ancestry, sex, disability, etc. in its any activities.
2. **Personnel Matters:**
  - a. The Syndicate and/or the Vice-Chancellor may empower an office/committee/ person(s) to exercise certain authority for implementation of the decisions on any range of issues, including personnel matters, affecting the interest of the University in a manner consistent with the rules of the University.
  - b. Appointment to any administrative positions shall be made only as per the approved position and budget. The Syndicate and/or the Vice-Chancellor may recommend exceptions on the number or nature of positions, and/or to criteria or procedure of selection of a class of positions or a position, as per the allocation in the budget. Any such changes or exceptions will require approval of the Board of Trustees.
  - c. Letters of appointment to all administrative staff will be issued by the Vice-Chancellor or an official authorized by him specifying the terms and conditions of the appointment.
  - d. Pay and allowances shall be determined by the level of appointment against the approved pay scale.
3. **Private Use of University Personnel/Properties/Time:** Personal use of official/other personnel and/or facility is seriously discouraged; Personal use includes, but not limited to, wrongful use of facilities like transportation, stationery, postage, telephone, fax, etc. for private purposes as well as any misdirection of ULAB personnel.
4. **Confidentiality:** No one shall be allowed to share private/personal information pertaining to ULAB and its students and officers.
5. **Offences and Violations:** Any negligence or violation of rules, procedures, policies, systems, etc. of business and conduct will be categorized as a major or minor offence. Violation may include negligent behavior, breaches of ethical code of conduct, etc. and end up with a verbal or written warning to dismissal.
6. **Serious Offences:** The University regards theft, insubordination, falsification of any records, sharing University information of any nature with anyone without permission, remaining absent from duty on false pretext, concealment of facts, engaged in anti-state activity, known to be corrupt, serious financial irregularities, damaging property of the University, violence in the work place, gross negligence of duty, using drugs and prohibited substances, etc. are



considered as serious offences warranting immediate suspension or dismissal or, depending on the case, as a matter of civil or criminal prosecution to the fullest extent of the law.

7. **Records of Officials:** ULAB respects maintaining confidentiality of all its information, past and present. Information may be released only with due authorization.
8. **Non-disclosure:** In all cases, principle of non-disclosure of information shall prevail. However, in certain circumstances like the following, with proper authorization from the authority, information may be released/shared by the administrative staff to appropriate/authorized person:
  - a. if a person's health or safety is at stake
  - b. the person receiving the information is in a position to act on it,
  - c. if requested by the law enforcing authorities,
  - d. any other situation as deemed necessary by the competent authority.

## CHAPTER – IV

### GENERAL RULES OF EMPLOYMENT

1. **Salary and Pay:** The authorities of the University shall determine the salary and pay of all employees according to job classifications, pay scale and performance.

It is the University policy to consider such things as education, experience, productivity and merit in computing individual pay or compensation.

2. **Service Period:** Service period for all full time administrative/non-academic staff member is 65 years with all benefits as per the rule of the university. After completion of that age, an employee may be appointed on contractual basis with specific terms and conditions;
3. **Increments:** The yearly salary increment for the non-academic staff members is customary but not mandatory. The pay increment shall be subject to review of performance, conduct, discipline, commitment to ULAB, etc.
4. **Pay Day:** All non-academic staff shall receive their pay and other monthly benefits in their bank account on or before the last working day of the respective month, except in cases of extraordinary circumstances or unforeseen situations preventing due procedures. In such cases every effort will be made to make payments at the earliest possible date.
5. **Deductions:** Withholdings required by law, for example; advance income tax, will be deducted from the regular salary paid to the employees. Other deductions to which the employees have agreed and have the approval of the authorities will also be deducted from the payable. This may include provisions such as provident fund, donations, savings plan, etc.
6. **Emergency Loan:** Any kind of loan or cash advance is highly discouraged. But, in extreme emergencies like, major medical treatment of self, spouse, children, parents, etc., loan can be allowed to regular, i.e. confirmed in the job, employees against salary of the employee not to exceed equal to 2 (two) months gross salary.

**Note:** a. Fresh loan will not be granted if there is an unpaid previous loan;  
b. Loans will be repayable maximum over 12 months. Deduction will start from the next pay date from the date (month) the loan is disbursed.

7. **Workload:**

**Working days:**

Unless there is any change from the Government and/or ULAB authority, the workdays for ULAB employees will be from Sunday to Thursday i.e., 5 (five) days a week.

**Working hours:**

Unless there is any change from the Govt. and/or Bangladesh Bank, the working hours for ULAB employees will be 8 (eight) hours in a day and 40 hours in a week. This working hours will start at 9.00 in the morning and ends at 5.00 in the evening with admissible lunch and prayer breaks.

**Attendance:**

ULAB employees need to be punctual in their attendance. Employees in any of the job levels as mentioned in clause 2b in Chapter IV must sign-in the register or punch/swap card or give finger impression or check any other device/system of ULAB at the time of entry and exit the premises. Employees may get a leverage of 15 minutes at the beginning of the office, but that is highly discouraged.

**Note:**

- a. If late attendance of any employees is continuous, disciplinary actions may be initiated against him/her;
- b. If an employee is on duty outside ULAB campus, s/he would inform that to the HR Office for attendance;
- c. If without prior approval of proper authority, an employee comes 30 minutes after the start of office hours, s/he may be marked absent for that day and such absence shall be adjusted against his/her annual leave;
- d. Employees shall require permission before availing casual/annual leave. In cases of extreme emergencies where obtaining prior approval was not possible, the employee must keep his/her supervisor and HR Office informed about his/her absence through email, text message, etc. Leave application with proper documentations must be submitted on resumption to duty.
- e. Attendance Records shall be retained in the Offices of IT and HR.

**8. Resignation/Termination:**

- a. **Probationer or Temporary employee:** The service of a probationer or temporary employee shall be liable to termination by either party without assigning any reason at any point in time. The probationer or the temporary employee so terminated cannot claim any form of compensation or service benefit, other than the period s/he was on duty. Allowing such claim is on the discretion of the authority.

- b. **Regular employee:** After confirmation, either party reserves the right to terminate the employment at any point in time by giving one month's prior notice or one month's gross salary in lieu of the notice period.
  - c. **Employee on contract:** The service of an employee on contractual basis may be terminated by as per terms and conditions stipulated in the contract document.
9. **Notification and Procedural Responsibilities:** In cases of attendance, all employees are expected to assume the following responsibilities:
- a. notify Head of the Department, Department Admin Officer and the HR Office of any change in address and phone number;
  - b. notify respective supervisor and Department Admin Officer on any unanticipated delay or absence from attending office;
  - c. report any acts of theft, misappropriation, vandalism, misuse, etc. of University property, or any other breaches of security of all persons in, as well as, off campus, to Central Administration or Proctors or an appropriate authority and/or take appropriate steps to minimize further risk;
  - d. conserve energy by turning off lights/fans/air conditioners/computers and other equipment consuming energy when not needed, and
  - e. take any actions to minimize any misuse and/or wastage of the properties of the University.
10. **ID Policy:** All employees will carry his/her Identity Card provided by the University at all times on duty. If the Identity Card is lost, duplicate card will be issued for which the employees need to submit the copy of the General Diary lodged with the Police Station to HR Office. Repeated need to replace a card may result in penalties in a monetary form and/or a disciplinary investigation leading to further actions.
11. **Income Tax:** Accounts Office shall deduct Income Tax at source from the employee's salary as per government rules and provide necessary certificate to the employee on the deductions. Submission of Tax Returns as per law and paying any additional tax shall rest upon the respective employee.
12. **Dress Code:** Employees receiving uniform must wear those without exception. Exception may be accepted only on medical grounds if endorsed by a physician. For rest of the employees, it must follow University norms, community standards, etc.

**CHAPTER - V**  
**ORGANOGRAM AND OFFICES**

1. **Organizational Structure:** The organizational structure of ULAB indicates channels of communication and reporting relationship. The Competent Authority reserves the rights to amend in full or part of the structure as deem necessary.
2. **Offices and Level/Structure:**
  - a. **Offices:** Unless defined otherwise, administrative employees at ULAB shall remain working in the following offices:
    - i. Vice Chancellor's Office
    - ii. Pro-Vice Chancellor's Office
    - iii. Treasurer's Office
    - iv. Registrar's Office
    - v. Admission Office
    - vi. Human Resources Office
    - vii. Accounts Office
    - viii. Administrative Office
    - ix. Career Service Office
    - x. Student Affairs Office
    - xi. Library
    - xii. IT Office
    - xiii. Communications Office
    - xiv. Purchase Office
    - xv. Co-curricular Office
    - xvi. Any other office created, established, re-structured, renamed, etc. by ULAB authority.
  - b. **Job Levels:** Other than the positions as determined in the Private University Act, 2010, ULAB's administrative functions shall be grouped into the following levels with specific job title(s), job responsibilities, skills and experiences needed, etc.:

Level	Generic Designation
1	Additional Registrar/Director/Librarian
2	Joint Registrar/Additional Director/Additional Librarian
3	Deputy Registrar/ Deputy Director/Sr. Manager/Joint Librarian
4	Sr. Deputy Manager
5	Sr. Assistant Registrar/ Manager/ Assistant Director/ Sr. Assistant Librarian
6	Assistant Registrar/Deputy Manager

7	Senior Assistant Manager
8	Assistant Manager
9	Senior Officer
10	Officer
11	Assistant Officer
12	Office Assistant
13	Driver
14	Technician/Plumber
15	Support Staff

**Note:**

- a. Each job level shall be grouped with equivalent posts having different job titles, responsibilities, skills needed, etc. as determined by ULAB authority and shall have specific pay-levels;
- b. Positions belonging to Assistant Office and above levels shall be considered as 'Officer' and rest of the posts shall be categorized as to non-officer.

**CHAPTER – VI**  
**RECRUITMENT**

1. **Authority of Recruitment:** Any appointment in any position as a permanent/contractual or interim arrangement, unless delegated, shall be endorsed by the Vice Chancellor.

The Human Resources Office will perform all duties relating to management of recruitment of administrative staff.

2. **Classification of Staff.** ULAB Administrative Staff would be classified into the following categories:

- a. **Permanent Staff:** Staff recruited against permanent positions, have probation period or directly confirmed, eligible for Provident Fund and Gratuity;
- b. **Contract Staff:** Staff recruited for a particular period and type of work with specific terms and conditions are to be considered as Contractual Staff;
- c. **Staff on Temporary/Leave Substitute Staff:** When a position becomes available due to maternity leave, any serious sickness or for specific reasons, a temporary appointment can be made against that position with the approval of the Vice Chancellor.

**Note:** Any such appointment shall not be more than 6 (six) months in a row, terms and conditions of engagement and payment may vary from hourly to monthly basis as mentioned in the appointment letter.

3. **Recruitment and Selection:** ULAB contemplates to hire the best open minded person available in the market through a strict but transparent screening process. Soon a position is becoming vacant or is likely to become vacant, that must be advertised in the public domain through print and electronic media.

The Recruitment Committee formed will deal with the selection of staff in permanent positions at all levels. For selection of other types of staff, separate selection committee can be formed on a case by case basis. Formation of the selection committees, unless otherwise, shall be the following:

- a. **For Manager and above positions:**
  - i. Vice Chancellor - Chair
  - ii. Pro-Vice Chancellor
  - iii. Registrar
  - iv. Respective Office in charge

- v. External member, if needed
  - vi. Internal member, if needed
- b. For positions of Assistant Officer to Senior Deputy Manager:**
- i. Pro-Vice Chancellor - Chair
  - ii. Registrar
  - iii. Respective Office in-charge
  - iv. In-charge HRO
  - v. Internal resource, if needed
- c. For positions of non-officer category:**
- i. Registrar
  - ii. Respective Office in-charge
  - iii. In-charge HRO
  - iv. Internal resource, if needed

**Note:** Composition of selection committees may change depending upon the nature of job, availability of the members of the committee, etc.

**4. Method of Selection:** The following tests, unless decided otherwise, shall serve the basis of selection in both officer and non-officer levels:

- Written test
- Interview
- Technical test, for example; computer literacy, driving test, etc., if needed
- any other test, as deem necessary.

**5. Recruitment and Selection Procedures:** Unless otherwise, concerned department/office shall forward the requisition along with Terms of Reference in prescribed form to HR Office. Upon receipt of the requisition, HR Office shall take approval of Vice Chancellor to proceed with the recruitment process involving the following steps:

- a. All recruitment in Officer Level shall be advertised in national dailies and/or electronic media (example: bdjobs.com), and ULAB website. CV of eligible candidates can also be collected from HR recruiting/service agencies. For positions in the non-officer category, CV can be collected through personal references and/or agencies or service originations;
- b. Applicants should be given minimum 5 days time to apply for the job advertised.



- c. Upon expiry of the deadline, HR Office completing primary short list and a summary will forward the applications to the in-charge of the office for which the recruitment has been initiated for final short listing.
- d. Shortlisted candidates will be invited for a written test, followed by interview and technical test, if any, to be conducted by HR Office. For jobs in the non-officer levels, written test may be skipped;
- e. Candidates are to be informed minimum 48 hours before the examination/tests/interview. Scripts of written test will be checked by minimum 1 assessor (Faculty member/Senior Staff) as recommended by ULAB Authority.
- f. Following the test results, any number of candidates can be invited for interview. In exceptional situations, interview can be arranged through phone and/or video by the Selection Committee or a member of the Selection Committee;
- g. A salary negotiation, appointment finalization, etc. will be arranged by the VC or Pro-Vice Chancellor or Registrar, as appropriate.
- h. HR Office will maintain all documents namely; proceedings of the Selection Committee, salary negotiation, appointment finalization, etc.
- i. Subsequent to appointment finalization, offer of appointment will be made and upon receipt of the consent, appointment letter, contract showing terms and conditions of appointment will be issued. Signing authority of offer letter and appointment letter will be the following:

Position	Signing Authority
Director and above	Vice-Chancellor
Assistant Officer to below Director	Registrar
All non-officer	In-charge HR Office

6. **Joining Formalities:** At the time of joining a job in ULAB, the following documents are to be submitted:

- a. Copy of all academic certificates (to be checked with originals);
- b. Copies of experience certificate as mentioned in CV during job application;
- c. Clearance from the previous employer/ Resignation Acceptances Letter, if any;
- d. 6 (Six) copies of recent passport size photograph.
- e. 2 Copies of recent passport size photograph of nominee;
- f. Filled up ULAB Employee Information Form
- g. Any other document as deem necessary.

7. HR Office will do the reference check and verify the documents submitted as and when needed;
8. HR Office will create Personal Files of the employees and maintain hard copies of all documents, create required profile in HR database (URMS). In addition, HR Office will inform joining of any new member in the ULAB family.

9. **Probation and Confirmation:**

- a. Newly hired employees will be placed on duty under the supervisor of a senior officer in rank/level above of him/her and shall remain on probation, except for contractual employee, for a period of 06 (six) to 12 (twelve) months to ensure that their performance meet the expectations and s/he can be confirmed in the respective jobs.
- b. The probationary period may be extended if the management is of the opinion that additional training or time is required to review the performance of a new employee.
- c. Performance evaluation of the newly hired employees for confirmation shall be done by the respective supervisor and Registrar, as appropriate, and that to be approved by Vice Chancellor.
- d. On completion of satisfactory service as a probationer, s/he will be confirmed as a regular employee from the date of his/her joining as a probationer;
- e. Confirmation letters would be signed as mentioned below:

To be confirmed in position	Letter to be signed by
Director and above	Vice Chancellor
Manager to below Director	Registrar
Below Manager level	In-charge HR Office

10. **Creation of Post:** Administrative posts can be created by the Board of Trustees (BoT) on recommendation of the Vice Chancellor.

**CHAPTER VII**  
**CODE OF CONDUCT, DISCIPLINARY PROCEDURE AND APPEAL**

**Objective:** All staff of ULAB must maintain its Code of Conduct and demonstrate highest ethical standards. These are the core values employees must follow and nurture mentioned below:

1. **Abidance of Laws, Rules, etc.:** All employees of ULAB, at all times, must comply with or observe all applicable rules, laws, regulations, etc. of ULAB as well as of the country, wherever they operate.
2. **Misuse of property and/or authority:** No employee of ULAB shall use any property or authority, which are not rightfully theirs, to their own use and benefit, or knowingly assist another person in such use.
3. **Conflict of Interest - personal interest and citizenship duties:** ULAB Employees must not use their position for personal gain or to obtain benefits for themselves or members of their families or friends. Employees must remain alert to possible conflict of interest and refrain from any such conflict.
4. **Use of ULAB's Name and Letterhead:** An Employee should not use ULAB's name, logo or letterhead for any purpose other than in the normal course of ULAB's business.
5. **Honesty and integrity:** An employee must act with honesty and integrity at all times and also act fairly and equitably manner when dealing with the stakeholders both internal and external.
6. **Use of Service Facilities:** An employee must ensure that service facilities, equipment, vehicles, etc. are used efficiently and economically in the course of performing duties. Unless authorized, an employee must not use service facilities, equipment or vehicles for private or improper purposes.
7. **Non-smoking territory:** ULAB campus, offices, vehicles, etc., by law of the land, are defined as non-smoking entity. Employees are not allowed to smoke inside ULAB.
8. **Alcoholism:** An employee must not consume alcoholic drinks during office hours. It is also expected that the employees will refrain from damaging the ULAB's image and reputation when they engage themselves in social activities.
9. **Drug Addiction:** An employee must not contemplate experimenting with drugs. Any evidence of drug abuse on the employee's part will result in disciplinary action.
10. **Respects for Others:**
  - i An employee must acknowledge and respect the rights of other employees of ULAB. An employee must treat fellow employees with courtesy and respect.

- ii. An employee must not discriminate against or harass any other employee of ULAB on the ground of sex, race, religion, age, disability, marital status, political opinion or any other reasons or preferences.
  - iii. An employee must not behave in a manner that is likely to offend or embarrass other employees of ULAB.
11. **Harassment:** All employees must avoid any kind of harassment which affects dignity of men and women at ULAB.
12. **Absence from Duties:** An employee shall not remain absent from duties without having permission of the competent authority or of the supervisor.

#### **Rules of Disciplinary Proceeding**

- a. **Grounds for Punishment:** Without prejudice to any provisions contained in these rules, an employee, who is in the opinion of the competent authority that s/he has:
- i. committed a breach of the provisions of these rules; or
  - ii. displayed negligence in discharging duties; or
  - iii. done anything detrimental to the interest and goodwill of ULAB; or
  - iv. committed a breach of discipline, or is guilty of any other act of misconduct, desertion or insubordination; or
  - v. been convicted of any offence involving moral turpitude; or
  - vi. been guilty of theft, misappropriation, embezzlement or fraud; or
  - vii. found involved in corrupt activities or may reasonably be considered to be corrupt;
  - viii. been engaged, or is reasonably suspected of being engaged in subversive activities or of discipline; etc. the authority may impose one or more penalties on him under these rules.
  - ix. insubordination alone or in combination with others, disobedience to any lawful or reasonable order of superior;
  - x. theft, fraud, or dishonesty in connection with ULAB's activities;
  - xi. damage to or loss of the ULAB's goods or property;
  - xii. habitual late attendance, habitual leaving from office early, or returning to office late on false pretext;
  - xiii. absence from duty without obtaining prior permission of the competent authority;
  - xiv. drunkenness, drug-addiction, gambling, riotous, disorderly or indecent behavior while on duty as well as within the ULAB premises and in places where it is lawfully prohibited;
  - xv. showing agitation in any form within the ULAB premises and in places where it is lawfully prohibited;

- xvi. holding of meetings or gathering within the ULAB premises without the prior permission of the competent authority;
- xvii. refusal to work in another job, post or at any other office or place of the ULAB;
- xviii. habitual indiscipline and leaving workplace without permission, disappearance from place of work without permission during duty hours;
- xix. unauthorized use of ULAB's property;
- xx. malingering, slow-down of work, undue delay in the discharge of duty, refusal or negligence to carry out an official order of the superior;
- xxi. habitual negligence to duty;
- xxii. breach of ULAB's rules, standing orders or directives and instructions;
- xxiii. improper and non-use of uniforms, if supplied, while on duty;
- xxiv. writing anonymous letter, or criticizing the superior or misbehaving with the superiors;
- xxv. threatening or intimidating any employee within or outside the ULAB premises;
- xxvi. refusal to accept an explanation letter or order or any other communication made by the ULAB authority;
- xxvii. failure to notify the authority of change of present address within seven working days of occurring any such change;
- xxviii. failure to record attendance as per ULAB policy;
- xxix. doing personal or private work within the office with or without tools, materials, equipment, etc. belonging to the ULAB, without the prior written permission of the Head of Office, and
- xxx. quitting service without permission or remaining unauthorized absent from duty for a period of 30 (thirty) days or more, or travelling to another country without permission for any period of time.

b. **Kinds of Penalties:** There shall be 2 (two) kinds of penalties which may be imposed under these rules; namely; a. minor penalties, and b. major penalties.

a. Minor penalties: the following are the minor penalties:

- i. censure;
- ii. withholding promotion or increment, for a specified period of time

b. Major penalties: the following are the major penalties:

- i. reduction to a lower post;
- ii. recovery from pay or any other amount from the employee due to pecuniary loss caused to ULAB by the employee's negligence or breach of orders;
- iii. removal from service.

c. **Power to impose penalty:** The power to impose penalty upon an employee shall vest in the authority competent to make appointment to the post which is held by the employee in ULAB. However, ULAB authority may designate officers to award minor punishment for offence other than listed below:

- i. corruption;
- ii. involving himself in any assault case;
- iii. theft, misappropriation, embezzlement or fraud;
- iv. wilful misrepresentation, or suppression of facts leading to the loss of property or causing damage of the image or goodwill of ULAB;
- v. involving himself in any criminal offence which may call for police investigation; and
- vi. remaining absent without information;
- vii. sabotage and/or subversion.

d. **Suspension**

- i. An employee, who is likely to be awarded major penalty, may be placed under suspension if, in the opinion of the competent authority, suspension is necessary and expedient:
- ii. An employee, while under suspension, shall not leave his work station without prior approval of the competent authority in writing, nor shall accept any employment or engage himself in any business without obtaining prior permission of the competent authority in writing;
- iii. An employee placed under suspension shall be entitled to receive subsistence allowance at the rate of 50 (fifty) percent of his basic pay, and shall continue to be entitled to medical, conveyance and house rent allowance;
- iv. An employee put under suspension, if found not guilty and is acquitted, shall be entitled to full salary for the period of his suspension and the period of his suspension shall be treated as on service for all other benefits.

Procedure for disposal of a case where an employee has been convicted by a Court of Law

- i. When an employee is convicted by a Court of Law on charge of a criminal offence, the competent authority may dismiss or remove him from the service of the ULAB;
- ii. Any such penalty imposed upon an employee shall take effect from the date of his conviction by the Court of Law.

- e. **Inquiry procedure in cases calling for minor penalties:** When an employee is to be proceeded against and the authority is of the opinion that the allegations, if established, would call for a minor penalty, the authority shall:
- i. make the allegations against the accused known to him in writing and call upon him to explain his conduct within a period of 3 (three) working days from the date of receipt of the allegations by the accused and to state whether he desires to be heard in person; and
  - ii. consider the explanation of the accused, if any, submitted within the specified time and, if he has desired to be heard in person, after giving him an opportunity of being heard in person, or if no explanation is submitted within the specified time, may award any of the minor penalties.
- f. **Inquiry procedure in cases calling for major penalty:** When an employee is to be proceeded against and the authority is of the opinion that the allegations, if established, would call for a major penalty, the authority shall:
- i. frame a charge and specify therein the penalty proposed to be imposed, and communicate it to the employee together with a statement of allegations on which it is based and of any other circumstances which the authority proposes to take into consideration when passing orders on the case; and,
  - ii. require the accused to submit, within 5 (five) working days from the day the charge has been communicated to him, a written statement of his defence and to show cause at the same time why the penalty proposed to be imposed on him should not be imposed and also to state whether he desires to be heard in person;  
Provided that if the accused prays for extension of time to submit his statement of defence before the expiry of the specified period, the authority may allow such extension not exceeding 5 (five) working days for submission of the statement.
  - iii. Where the accused submit his statement of defence within the specified or extended time, the authority shall consider such statement together with all materials relating to the charge(s) and if, after such consideration, the authority is of the opinion that:
    - a. there is no good ground for proceeding against the accused, it shall withdraw the charge and the proceedings shall accordingly be disposed of; or
    - b. there is good ground for proceeding against the accused for imposition of major penalty, it shall appoint an Inquiry Officer who shall be an officer not below the rank of that of the accused or a Board of Inquiry (Inquiry Committee) to inquire into the allegation contained in the charge.

- iv. Where the accused does not submit his statement of defence within the specified or extended time, the authority shall impose any penalty (major or minor) without any inquiry or investigation.
- g. Procedure to be followed by Inquiry Officer:
  - i. The Inquiry Officer shall hear the case from day-to-day, and no adjournment shall be given except for reasons to be recorded in writing;
  - ii. In an inquiry conducted under this rule, the Inquiry Officer shall hold an inquiry at which oral evidence shall be heard and recorded. The accused shall be entitled to cross-examine the witnesses against him. The person presenting the case in support of the charge shall be entitled to cross-examine the accused and the witnesses examined in his defence.
  - iii. The Inquiry Officer may, for reasons to be recorded in writing, refuse to call a particular witness; or accept particular evidence;
  - iv. The authority may nominate any person to present the case in support of the charge before the Inquiry Officer;
  - v. The Inquiry officer shall, within 5 (five) working days of the conclusion of the proceedings, submit his findings;
  - vi. No proceedings or decision of a Board of Inquiry shall be invalid or be called in question merely on the ground of absence of any member thereof in any sitting of the Board of Inquiry.

**H Summary proceedings:** When an employee is found guilty of:

- i. habitual late attendance, habitual leaving from office early or returning to office late taking break;
  - ii. wilful misrepresentation or suppression of fact;
  - iii. misbehaviour with other employees or members of the public;
- the Head of Office shall call upon the employee to submit explanation within 24 (twenty four) hours as to why disciplinary action should not be taken against him for alleged offence.
- i. If the Head of Office is, on such explanation, satisfied that the employee is guilty of any of the offences, it shall issue upon him a letter of warning, or may refer the case to the competent authority for departmental proceeding, as s/he deems appropriate;
  - ii. If an employee receives 3 (three) letters of warning within a span of 12 (twelve) months' period, then formal department proceeding will be initiated.



16. **Appeal and Review**

- a. An employee shall have the right to appeal against an order of imposing any penalty to the Vice Chancellor. Vice Chancellor may refer the appeal to a Committee for further review or form a Committee to review the appeal and submit findings with recommendations to him. Vice Chancellor, upon receipt of the findings and recommendation, shall give his decision which will be binding upon all in ULAB.
- b. An employee ordinarily shall have no right to appeal against an order of imposing any penalty of these rules when such penalty is imposed by the order of the Board. However, the Board may review its own order *suo moto* or on receipt of representation from the employee concerned.
- c. Every appeal against an order of imposing penalty shall comply with the following requirements:
  - i. it shall contain all material statements and grounds relied upon and shall be complete in all respects;
  - ii. it shall specify the relief desired;
  - iii. it shall contain the date on which the order of imposing the penalty was received;
  - iv. it shall be submitted through proper channel; or if he is not in service through the head of the office where he served last;
  - v. it shall not be couched in improper language;
  - vi. it shall be addressed either to the Board or to the authority next superior to the authority imposing the penalty by designation;
  - vii. it shall be submitted within 5 (five) days from the date of receipt of the order of penalty.
- h. Nothing in these rules shall preclude the Board from revising, whether on its own motion or otherwise, any order passed by an authority subordinate to it in exercise of powers conferred on such authority by these rules.

## CHAPTER VIII

### PROMOTION, DISCIPLINARY PROCEDURES AND APPEALS

1. **Effective date of promotion:** Unless otherwise, promotions in administrative positions shall take effect from 01 July of the year of promotion;
2. **Eligibility for promotion:** Promotion can not be claimed as a matter of right, rather at ULAB it is governed by performance, education and skills needed with completion of required years of services in the feeder post(s). In addition, commitment of the employees towards ULAB, moral standards, ability to work in higher positions, taking responsibility, etc. are also considered while assessing eligibility.

There shall be no quota for promotion and all promotions are deemed as fresh appointments with stated recognition of previous service and entitlements.

The minimum length of service and other requirements for promotion are maintained separately and reviewed on a regular basis.

3. **Assessment for promotion and execution:** HR Office will:
  - i. compile performance evaluation data, education and skills status, length of service, discipline data, etc. of the employees along with vacancy positions;
  - ii. share the data with Committee(s) formed by the authority;
  - iii. receive the recommendations of the Committee and place those for further review of Vice Chancellor;
  - iv. Vice Chancellor, in consultation with Pro-VC, Treasurer, Registrar and any other person as appropriate, shall finalize the promotion list.
  - v. the promotion list is then placed for approval of Board;
  - vi. upon approval of the Board, promotion letters will be issued from HR Office;
  - vii. Registrar shall obtain approval of the promotion from the Syndicate at the first available opportunity;
  - viii. HR Office shall retain the documents relating to the promotion made as 'Confidential Document'.

## CHAPTER IX

### LEAVE, HOLIDAYS AND OTHER PRIVILEGES

Leave cannot be claimed as a matter of right. Management reserves the right to accept in full, a part or reject leave applications. However, ULAB recognizes 4 (four) types of leave as mentioned below;

- A. Earned Leave;**
- B. Medical Leave;**
- C. Maternity Leave;**
- D. Leave without pay;**

#### **A. Earned Leave:**

All regular employees shall be entitled to 14 (fourteen) working days as Earned leave on full pay in each calendar year. Employees can apply for such leave on the ground of personal exigencies, family requirements, matters of casual nature etc. When an employee will be confirmed in the job, other than from 1 January, his/her earned leave shall be calculated on pro-rata basis meaning the amount of earned leave shall be less than 14 (fourteen) working days in such cases.

#### **B. Medical Leave:**

- i. All regular employees shall be entitled to 7 (seven) working days as medical leave on full pay in each calendar year. When an employee will be confirmed in the job other than from 1 January, his/her medical leave shall be calculated on pro-rata basis meaning the amount of eared leave shall be less than 7 (seven) working days in such cases;
- ii. Medical leave, for more than 3 (three) days in a row, the employee must submit a doctor's certificate providing details of the conditions necessitating absence from duty;
- iii. Medical leave beyond 7 (seven) working days shall be adjusted firstly against annual leave, if available; otherwise shall turn as leave without pay.

#### **C. Maternity Leave:**

- i. Maternity leave, which shall be on full pay for a maximum period of 4 (four) months at a time;
- ii. Maternity leave shall not be admissible to an employee for more than two occasions during her entire period of service in ULAB.

#### D. Leave without pay:

Leave without pay, may be granted for a maximum period of 1 (one) month to an employee in special circumstances. Such leave will not be debited against any other leave account. In order to avail leave, without pay an employee must be a regular employee of ULAB.

An employee can apply for Leave without pay, for any of the following circumstances:

- i. to care for new born baby along with maternity leave, not exceeding 2 (two) months, as a special case;
- ii. to care for spouse, son, daughter or parents, who has a serious health condition;
- iii. for a serious health condition of the staff member;
- iv. extended foreign travel;
- v. for the purpose of Hajj/Umrah/ pilgrimage;
- vi. for any other situation as approved by the management.

#### Leave Granting Authority

Leave of	Leave granting authority
Vice Chancellor	Board of Trustees
Pro-Vice Chancellor Treasurer Registrar	Vice Chancellor
Heads of the Offices	Vice Chancellor on the recommendations of the relevant supervisors
Other Administrative and Subordinate Staff	Registrar on the recommendations of the relevant Head of the Office/Supervisor

#### NOTE:

- a) Unavailed Annual Leave and Medical Leave shall not be carried forward.
- b) Annual Leave and Medical Leave can be taken together with weekends and government/ULAB holidays.

**HOLIDAYS:** The University recognizes, but not restricted to, the following holidays:

- i. Eid-ul-Fitr (3 days)
- ii. International Mother Language Day (1 day)
- iii. Independence Day (1 day)
- iv. Eid-ul-Azha (3 days)
- v. Bengali New Year (1 day)
- vi. Buddha Purnima (1 day)

- vii. National Mourning Day (1 day)
- viii. Durga Puja (1 day general; 3 days for observants)
- ix. Victory Day (1 day)
- x. Christmas Day (1 day)

The list above is a likely government holiday schedule; actual holidays will follow the government calendar for a given year.

Vacations must be scheduled so that work does not suffer. Some faculty may be asked to work on certain holidays when the University is in session, or for special events.

**OTHER PRIVILEGES:** ULAB shall provide the following benefits to its full-time employees:

- i. **Festival allowance:** ULAB will provide 2 (two) festival allowances on the occasions of EID festival to regular employees. However, anyone joining ULAB 3 (three) months prior to the EID festival, s/he will also be eligible to have the allowance with the condition that if s/he leaves the job within a year the amount will be deducted from his/her salary;
- ii. **Provident Fund (PF):** ULAB regular employees are entitled to Provident Fund facility. Employee contribution to PF and other provisions are regulated as per rules;
- iii. **Gratuity:** ULAB regular employees are entitled to gratuity benefits after 5 (five) years of continuous services at ULAB as per rules.