

Chapter-I

1. PRELIMINARY

1.1. In exercise of the power conferred by the Government of Bangladesh as laid down in the “Private University Act 1992, 1998 and amended act 2010”, the Board of Trustees (BOT) of the Port City International University is pleased to make the following regulations, namely: **“The PCIU Employees’ (Service) Manual”**

1.2. The Policies, practices and regulations in this manual shall apply:

- a. To all permanent employees of the University
- b. To the employees of the University appointed on **contract** to the extent not otherwise specified in the instrument of contract.
- c. To the temporary and part-time employees, trainees and apprentices to such extent as may be specified in their letter of appointment.

1.3. The University authority shall review the policies and regulations in this manual from time to time and ascertain how they affect the performance of the University. To preserve the ability to meet the University needs under changing conditions, the authority may modify, augment, delete or revoke any and all policies, procedures, practices, regulations and statements contained in this manual at any time without notice. Any such change will however, be circulated to all concerned in due course of time.

1.4. Immediately after employment in the University, each employee will be issued with an appointment letter embodying a relevant excerpt of Service Manual /which she/he will receive duly signing on the above letter.

Chapter-II

2. DEFINITIONS

2.1 Authority: means the authority of the Port City International University as specified in this manual.

2.2 Employee: means salaried personnel engaged on regular/contractual/adhoc basis in Port City International University

2.3 Service: Job of the employee of Port City International University

2.4 Board: means the Board of Trustees of Port City International University

2.5 Campus: means the entire space within the perimeter of a defined establishment of Port City International University

2.6 A full time teacher: means a teacher engaged on regular terms on permanent basis.

2.7 A part time teacher: means a teacher/professional engaged for a trimester to teach a specified course, payment of which is done subject to completion of teaching the course.

2.8 Adjunct/Contractual teacher: is a teacher engaged for a term of one year or more who is assigned with the responsibilities of a regular teacher during the tenure.

2.9 Probation: is a period during which a regular employee is observed and evaluated with job assignments of the post to find out his/her suitability to be permanent.

2.10. Working Hours: means specified daily minimum duty hours for an employee.

Chapter –III

3. CLASSIFICATION OF EMPLOYEES

3.1. Positions within the University are generally designed to require full time and permanent employees. In certain circumstances and during some period/seasons the University may require the services of other than full-time employees. Classifications of employees at PCIU will be as follows:

- (a) Permanent employees
- (b) Employees on contract
- (c) Probationer
- (d) Temporary/Project employees/ Adjunct
- (e) Substitute employees
- (f) Deputationists
- (g) Casual employees
- (h) Apprentice
- (i) Part-Time Employees

3.2. Permanent employees : A permanent employee is an employee who has been engaged on a permanent basis and the expression 'Permanent employee' shall include any person who has satisfactorily completed the probationary period of one year.

3.3. Employees on contracts: An employee on contract is a person with whom a specific contract of employment has been entered into. An employee on contract shall be bound by these regulations except where otherwise expressly stated in the contract.

3.4. Probationer: is an employee who is provisionally engaged to fill a permanent vacancy in a post and has not satisfactorily completed one year service or the extended period of probation therein. If a permanent employee is engaged as a probationer in a new/higher post he/ she may at any time during the probationary period of one year be reverted to his old permanent post, if his work is found unsatisfactory.

3.5. Temporary/Project employees/ Adjunct: is an employee who has been engaged /adjunct temporarily to work in an office or a project which is essentially of temporary nature and likely to be finished within a limited period unless otherwise renewed or extended.

3.6. Substitute employee:- is a person who is appointed in the post of a permanent employee or probationer who is temporarily absent.

3.7. Deputationist: Deputationist is an employee whose services have been obtained on loan by the University from Government or other organizations and who shall be governed by the terms of his deputation. Except otherwise expressly-stated in his terms of deputation, these regulations shall also apply to a deputationist.

3.8. Casual employee: is a person, whose employment is of casual nature.

3.9. Apprentice: is a learner who is paid an allowance or a fixed pay during the period of his training.

3.10. Part-Time Employee: An employee hired on part- time basis is a position for a specific purpose against an agreed terms and conditions.

Note: The employees other than permanent will not qualify for regular University benefits.

Chapter-IV

4. EMPLOYMENT POLICY

4.1. Port City International University provides equal opportunity to all applicants on the basis of demonstrated ability, experience, training, and potential. Qualified persons are selected without prejudice or discrimination as the University follows 'Equal Opportunity and Affirmative Action Policies'. Position of the university may be filled up through transfer or promotion of existing employees or by the new employees who are recruited directly by the University.

4.2. Vacant positions will be determined on the basis of the approved organogram. The employment requisitions, initiated by different departments, will be sent to Office of the Registrar with reference to the vacant positions as per approved set up and defined job –related tasks and qualifications necessary to assume the position. The defined tasks and stated qualifications will be the basis for employment. Office of the Registrar on receipt of such requisitions will take necessary steps for recruitment with the approval of the competent authority.

4.3. All employments shall be subject to and governed by the conditions of the service rules.

5. JOB DESCRIPTIONS

5.1. Every employee of the University will be given specific job by clearly narrating in the form of job descriptions. The purpose of job descriptions at Port City International University is to define the duties and set requirements for filling the job. Within three months after every employee has filled a position, a personalized job description detailing the unique features of the job and establishing the employee's job objectives will be prepared by each supervisor using input from the employee. The previous job descriptions, which are broadly outlined during recruitment, will be used as a model in defining the present employee's position.

5.2. All job descriptions shall include the following information:

- a) Title of positions
- b) Assigned organizational unit [e.g. Department, Division, Office etc.]
- c) Job code
- d) Job summary or overview
- e) Position qualifications [essential qualifications including job experience, skills, and education]; and
- f) Major duties and responsibilities.

5.3. Job descriptions will be available in the Office of the Registrar for all positions in the University. A specimen format for job description is appended below:

Job Description

Job Title: _____ Job Code: _____

Department: _____ Date _____

Written by: _____

Approved by: _____

Pay Scale: _____ Pay Grade _____

Essential Job Qualification: _____

Summary Statement: (job summary) _____

Assigned Responsibilities or Duties: _____

Head of the Dept.(HOD):

5.4. The University management shall annually review the job descriptions of all the positions to ensure equity and consistency in human resource system.

6. RECRUITMENT POLICY

6.1. Port City International University's leadership position in the university community demands that recruitment is conducted in an aggressive manner to attract top caliber individuals to all levels of the organization including excellent teachers and executives. Positions of the university may be filled up through transfer or promotion of existing employees or by the new employees who are recruited directly by the University. With this end in view, all teaching positions shall be contractual in the sense that at every level of appointment through promotion the individual's confirmation in the post will be subject to rigorous review of his/her performance record.

6.2. Recruitment and appointment:- Recruitment to the different levels will be made in accordance with the procedure laid down in that behalf on the basis of suitability and qualifications for different posts prescribed in the recruitment rules published from time to time by the University Authority.

6.2.1. Provided that the University Authority in the case of candidates having experience of the job may relax the prescribed qualifications applied for.

6.2.2. Probation period: A person appointed to a permanent post by **direct recruitment** shall be placed on probation for a period of one year. The University authority may extend the period of probation for another period if the authority feels that the performance of an employee/teacher is not up to the level of expectation, but such extension will not exceed more than one year. During the period of probation, the University authority at any time may terminate the probationer if his or her performance is unsatisfactory.

6.2.3. A person appointed to a permanent post **by promotion** shall also be placed on probation for a period of one year. In this one year period of probation if the probationer is found unfit the University authority may extend the probation period by another six months and if his/her performance does not improve in this extended period he/she may be reverted back to the post from which he/she was promoted or may be asked to discontinue in his/her position or his/her contract of service will not be renewed.

6.2.4. *An employee during the probation period will be regarded to have held the temporary position in which he/she has been engaged on recruitment or promotion. On successful completion of probation his /her position will be regarded as substantive. (Example: A Temporary Assistant Professor on successful completion of probation will be made a Substantive Assistant Professor. This will be applicable for each position).*

6.2.5. Medical Fitness: No person shall be appointed to a post without a medical fitness certificate from the University's Medical Officer or from such Medical Officer as designated by the authority.

6.2.6. Ineligibility for reemployment: No person who has been dismissed from the service of the University or any other organization including Government, autonomous, semi-autonomous bodies or convicted of a criminal offence involving moral turpitude shall be re-employed/employed.

6.2.7. Minimum age limit: No person shall be recruited to a post under the University on permanent basis whose age is less than 18 years and more than 50 years at the time of recruitment, unless the age limits is relaxed by the Competent Authority.

6.2.8. Maximum age bar for teaching posts under special circumstances: A person appointed on 'full time engagement may serve up to an age limit of 65 years. After the age of 65 years a person may be appointed on contractual terms on the basis of efficiency and physical fitness. Such appointment could be renewed chronologically (2+2+1) up to the age of 70 years. Only on some special cases the age of 70 or 70+ (plus) would be considered.

6.3. Pre-Employment Training: For some positions it may be necessary for the candidates after their initial selection to undergo some pre-employment training before final appointment. Final appointment of the trainees would depend on the result of the course. Pre-employment training which is demonstrated to be job-relevant and valid according to accepted professional standard would be used. Such tests will be administered only by trained personnel in the prescribed professional manner.

6.4. Recruitment is normally conducted through advertisement by following the most appropriate method of recruitment for filling departmental positions. Technical and trade referrals may also be considered sometime. At Port City International University all recruitments are conducted in an ethical, professional, and non-discriminatory manner.

7. SERVICE SENIORITY

7.1. Departmental: Separate seniority lists of various Departments shall be maintained in respect of various levels of employees engaged in Departments, Institutions, Offices and Sections.

7.2. Seniority of New Entrants: Seniority of new entrants shall be determined in the following manner:

7.2.1. Seniority of new entrants in a pay grade shall follow the order of merit in which the selected candidates are placed irrespective of their joining date within the given time limit from the date of issue of order for joining duty. Seniority amongst the late arrivals (i.e. who is allowed to join after the expiry of the given time limit) shall be maintained according to the dates of their joining duty.

7.2.2. When two or more persons join duty on the same date in a department/office, seniority shall be according to their order of merit.

7.2.3. In the case of such position(s), where an employee is required to undergo pre- employment training, seniority shall be determined from the date an employee satisfactorily completes his/her training and when two or more persons complete their training on the same date their seniority shall be in the order of merit in which they are placed in the training.

7.3. Seniority on promotion: An employee on being promoted to higher rank will be senior to his/her batch mates who are still not promoted. Whosoever is promoted earlier will accordingly continue to be senior among the same rank holders.

Chapter-V

5. PROBATION RULES

5.1. “Appointment on probation” means appointment on trial basis for filling up a vacant position. A ‘Probationer’ means a university teacher/employee appointed on probation. A teacher/employee so appointed or promoted remains on probation until he/she is confirmed. **Normally the probation period is one year.**

5.2. The university authority may extend the period of probation for an additional period if the authority on evaluation of the employee’s performance feels that the performance of a teacher/employee is not up to the level of expectation, but such extension will not exceed more than one year.

5.3. During the period of probation, the university authority at any time may terminate the probationer if his /her performance is unsatisfactory.

5.4. Upon satisfactory completion of probationary period, the probationer will be confirmed in writing by the Registrar as a permanent teacher/employee of the university.

5.5. When a probationer is confirmed, he/she will be placed under regular pay structure of the university. Increment and incentive will depend on performance only.

5.6. A probationer (in case of teacher) will be evaluated on the basis of his/her efficiency, class performance, in compliance with the university’s policies as to examinations and administrative regulations, **active participation in various university activities and academic achievements in terms of publication of articles and research involvement during the period of probation.** A confidential report in a prescribed format on the probationer from the concerned HOD will be considered as the performance review / evaluation of the probationer.

5.7. During probation period any leave granted except as prescribed in the ‘Leave Rules’ will be considered as leave without pay and such leave days will not be counted toward service.

6. PERFORMANCE REVIEW / EVALUATION

6.1. Port City International University has adopted a management by objective approach to performance appraisal. Each employee is given the written job description and goals. He or she will be evaluated based on how well these goals have been met. Immediately after an employee joins the university, the supervising officer and the employee will meet to establish employment goals consistent with the objectives of the University and the employee’s department. The initial performance appraisal will occur near the end of the first six months. The final employee performance reviews will be scheduled on completion of one year as will be noted by the reviewer in the preceding six monthly appraisal reports.

6.2. A separate policy on evaluation process will be issued by Office of the Registrar from time to time. Performance improvement may be suggested whenever University management believes that an employee's performance is less than satisfactory and can be resolved through adequate counseling. Corrective counseling is completely at the discretion of University Authority.

7. CONFIRMATION IN SERVICE

7.1. A teacher or an employee who has been appointed through direct recruitment engaged to fill a permanent position will be confirmed from the date of his/her appointment after the period of probation or the extended period of probation provided he/she has rendered satisfactory service and has not been adversely reported upon by his/her supervising officer and/or the Head of the Department.

7.2. An employee of the University who is promoted from a lower to higher grade or engaged in a new post/will be engaged in a new contract shall not be confirmed in his/her new grade or post unless he/she has rendered 12 months satisfactory service in the new grade or post. If a permanent employee is promoted he/she may at any time during the period of probation or extended period of probation, be reverted to the permanent post from which he/she was promoted, if his/her performance is found unsatisfactory.

Chapter-VI

8. SERVICE RECORDS

8.1. Maintenance of service records: Office of the Registrar shall maintain the Service records of all employees of the university.

8.1.1. Events relating to the service of an employee shall be entered in the employee's service record and all entries shall be initiated by an authorized officer of the Office of the Registrar and duly accounted for.

9. TRANSFER / POSTING

9.1. An employee of the University is liable to serve in any office/department of the University in any station and in any position equivalent to his/her rank and status as deemed suitable by the University Authority. Transfer shall be of two kinds, namely:

- (a) Temporary transfer ;and
- (b) Permanent transfer.

10. PROMOTION POLICY

Based on the present needs and future expansion plan of the University, there will be a career plan and provision for promotion for all permanent employees of the University. Career plan and promotion policy will be issued by the University Authority from time to time.

10.1. Rules for selection and promotion of teachers are laid down separately as **Attachment -01**

10.2. Rules for selection and promotion of Admin staff are laid down separately as **Attachment -02**

Chapter – VII

11. GENERAL SERVICE CONDITION FOR THE EMPLOYEES

11.1. Every teacher and employee of the Port City International University shall be appointed on written contract in which their conditions of service shall be laid down. The Registrar on behalf of the University shall sign the contract and a copy thereof shall be given to the teacher or employee concerned.

11.2. No teacher or employee shall be penalized or dismissed except on the ground of moral turpitude or inefficiency or conduct prejudicial to the service discipline or unbecoming of a university employee and no action will be taken on such ground without an enquiry by an Enquiry Committee to be set up by the Board of the University.

11.3. Except as otherwise provided for the conditions of appointment, no teacher or employee of the university shall be permitted to accept a salaried appointment in another organization without the permission of the university authority. In case teacher/employee receives appointment in another university or organization, before joining in the new job he/she will be required to obtain permission from the University authority and obtain clearance that he/she has no outstanding dues and the concerned authority does not have any obligation against concerned personnel and should complete existing semester or course to be completed, Violator of these conditions will be subject to dismissal from this university.

11.4. In case of absence without leave or overstaying sanctioned leave without reasonable cause, the university authority shall reserve the right to terminate the appointment of a teacher/employee without having proceedings from any Enquiry committee. The teacher/employee concerned shall have the right to appeal to the President Board of Trustees (BOT) for revision of the decision of the university authority.

11.5. While in service, no teacher and employee shall be allowed to study in Port City International University and take any degree course.

11.6. Signing of Bonds for Higher Study/Training: An employee going for higher study/training will remain in supernumerary strength. He/she will be required to sign a bond undertaking to serve the University for a reasonable period (as decided by the authority from time to time) from the date of completion of the training.*

11.7. An employee will undertake to reimburse the University all the money spent on his higher study /training should he desire to leave the service of the University before completion of the period as stipulated above.

**Note: For M.Sc/M.A/equivalent program study duration will normally be 02 years and for Ph.D program normally 03 years with additional 01 year maximum.*

11.8. An employee proceeding on higher studies/training abroad on scholarship awarded by some other agency may be granted study leave by the authority, provided he/she signs a similar bond **to serve the University at least 02 years after returning** from such training.

11.9. No employee shall by writing to any person (including a co-employee not directly connected with the work) or by communication to public papers, journals, books, pamphlets or leaflets or by speech or discussion at any place, disclose or cause to be disclosed at any time during service or after service any information or documents, official or otherwise relating to the University except with the approval of the Competent Authority. Violation of the above term would lead to dismissal of service from the university.

12. Certificate of service: No service certificate will ordinarily be issued to any employee or his nominee by any Officer of the University other than the Office of the Registrar. Certificates/testimonials of any kind is issuable only to the serving employees.

12.1. Change of address: Every employee shall notify immediately the Office of the Registrar changes of his residence and permanent address.

12.2. Exclusive service: Every employee shall devote his/her whole-time and energy to the business and interest of the University and shall not directly engage in any other active profession and business or enter the service of, or be employed by, any other person or firm nor shall possess substantially big holding in a firm or company which has business relations with the University. Every employee shall, hold himself in readiness to perform any duties required of him by his superiors to the best of his ability.

12.3. Employment elsewhere: An employee seeking employment elsewhere shall forward his application through the proper channel. The Management reserves the right to dispose of such application in a manner it thinks fit.

12.4. Change of family status: Any change in the family status of any employee shall be notified to the Office of the Registrar immediately.

12.5. Non-admissibility of benefits to temporary employees: Unless otherwise specifically provided, employees engaged on temporary jobs or as leave substitute or as a casual worker shall not be entitled to any privilege extended to regular employees.

12.6. Formation of social, cultural and welfare bodies and association: No Employee shall form any social, cultural, welfare body or interest group/ association without prior permission of the University Authority.

12.7. Contravention of the provisions of regulation mentioned in the preceding paragraphs shall be treated as misconduct and the employee or the employees concerned shall be liable to disciplinary action to the extent of permanent removal/dismissal from employment.

13. Some Conditions Relating to Teachers:

13.1. In addition to the terms, conditions and regulations of services for all other employees of the university mentioned in this manual, the following special terms and conditions would be applicable for the teachers. However, in the event of any clash or conflict observed with any clause of the manual, the terms and conditions for teachers mentioned in this chapter shall prevail. Other service matters, which are not mentioned in this chapter, would however, be applicable to the teachers like any other employees.

13.2. Category of teachers: The University will generally have the following categories of teachers:

- a) Professor
- b) Associate Professor
- c) Assistant Professor
- d) Lecturer
- e) Teaching Assistant
- f) Foreign faculty
- g) Any other category as may be considered necessary by the authority.

14. Recruitment of Teachers

14.1. Teachers will be appointed only against vacancies or created posts approved by the Board of Trustees or Syndicate through advertisement.

14.2. On the basis of the recommendations of the selection committee and approval of the Syndicate the Registrar of the University will issue appointment letters.

14.3. The Syndicate will form the selection committee with competent persons as and when required following the guidelines of the Private University Act, 2010.

14.4. Eligibility and experience required for the appointment of Professor, Associate Professor, Senior Lecturer & Lecturer will be as per rules laid down in the relevant regulations of the University.(Rules for selection and promotion of teachers)

14.5. Foreign Faculty: The University authority may appoint competent, qualified and deserving candidates from foreign Universities as part time teacher subject to following conditions:

14.5.1. In this case the candidate shall have to submit 'No Objection Certificate (NOC)' issued by appropriate and competent authority of his/her office/University.

14.5.2. The compensation package for foreign faculty shall be decided by the University authority as per rule.

14.6. Teaching Assistant: The University authority may appoint full-time or part-time Teaching Assistant (TA) if needed and recommended by any particular department. For appointment as TA, a candidate shall have at least a Graduate degree with first class or equivalent in all examinations. The compensation package for a teaching TA shall be decided by the University authority and clearly written in his/her contract/appointment letter.

Note 1:-1 PhD holders shall be considered directly as an Assistant Professor but for candidates having M.Phil degrees shall have 2 years teaching experience at University level.

Note 2:-Candidates over 50 yrs. of age shall not be appointed as permanent teacher. (For the appointment of Senior faculty members like Associate Professor/Professor, this condition may be relaxed).

15. Part time Teacher & Adjunct Faculty: The University Authority may, as and when required, appoint a *qualified person as part-time teacher under certain terms and conditions. For this purpose the candidate must obtain necessary 'No Objection Certificate (NOC)' from the university or concerned authority where he/she is already serving. But the teachers who are employed in other private university(s) as a full time teacher will be discouraged by the PCIU authority for part-time position in Port City International University. In no case a person be appointed as an Adjunct Faculty & part-time teacher holding a teaching /research position below the rank of Assistant Professor.

*Note: * 'A qualified person' implies the candidate having the required qualifications to teach in a university.*

15.1. Contractual appointment of teachers: Persons having the requisite qualifications of a university teacher may be appointed on a contractual a term of one year. The term may be renewable each year.

15.2. Probation Period: - As per paragraph 5 above.

15.3. Salary & Remuneration:

- (a) There will be a salary structure and increment policy duly approved by the university authority for teachers like all other employees of the University.
- (b) The remuneration and benefits of a part-time teacher & Adjunct Faculty will be mentioned in his /her appointment letter.
- (c) Apart from of regular salary structure a higher salary/benefits package may be offered to those who are highly qualified or holding higher degrees.

d) Appointment allowances: Teachers who will hold specific appointment approved by the appropriate authority will be entitled to draw 'appointment allowance' as specified against the post. In exigency of service any individual discharging the duties of two posts at a time will be entitled to draw only one allowance whichever is higher.

16. Duties and Responsibilities of Teachers:

- (a) The teachers of the University should perform their academic duties and responsibilities with honesty and sincerity and should be fair, just and neutral in discharging their jobs related to their positions.
- (b) All teachers of the University will be regarded as regular employees on contract unless otherwise mentioned in the terms & conditions of the appointment.
- (c) No teacher should involve oneself in any subversive activities against the state or the interest of the University.
- (d) A teacher of the University shall conduct research activities in addition to the job of teaching.
- (e) A teacher will perform 36 hours duty per week that includes teaching, administration, students counseling and research.
- (f) A full time teacher of the University will not be normally allowed to work in any other organization with or without salary. But with prior permission from the Competent Authority, one can do so provided it does not conflict with the interest of the University and 10% of the earnings is deposited to the University fund.

16.1. Teachers will be also responsible for the following particular aspects:

- (a) To prepare syllabus & course outline.
- (b) Take regular classes (such as lecture, tutorials and practical) on the basis of the approved syllabus and course outline.
- (c) Teaching through discussion, seminar and demonstration.
- (d) Perform examination related obligations with sincerity and regularity.
- (e) To extend personal guidance and advice to the students.
- (f) Assist the university authority in conducting examination, setting up laboratories and in other curriculums & co-curriculum activities.
- (g) To perform administrative or any other duties and responsibilities given by the Authority from time to time, for the interest of the students and the University.

16.2. Contravention of the above specific responsibility may lead to stoppage of salary/emoluments and even dismissal from service, since a teacher's service is essentially contractual in nature.

16.3. Resignation: In case a teacher wishes to resign from the job, he/she has to serve a notice at least one month ahead of the desired date of resignation on condition that no teacher shall resign during an ongoing semester. Only on completion of the semester, such resignation will be accepted and activated. In the event of violation of this condition, the university authority may take any appropriate decision against that person including confiscating his / her salary.

16.4. Retirement: A teacher shall retire from the University on completion of sixty years of age. However, if on the date of his /her reaching the retirement age he/she remains engaged in an ongoing session, then the teacher will retire at the end of that session.

16.5. Re-employment: The University Authority may, at its discretion, re-employ a teacher on contract after his/her normal retirement/resignation against a vacant post who had satisfactory records of service during the period he worked with the University, provided that:

(a) Such re-employment shall be offered only when the person concerned is selected for such re-employment through established selection procedures and is found medically fit by the university's Medical Officer.

(b) Such re-employment shall not give the person concerned any claim to seniority over others already in service in similar posts at the time of such re-employment and to any other benefits.

(c) Such re-employment shall not be for more than 2 years at a time.

(d) No re-employment will be given after 65 years of age.

(e) Shall not be a member of any committee formed by the University.

16.6. Release from Service:

A teacher may be released from service on medical ground or due to abolition of post(s), provided that:

a) No teacher will be released on medical ground unless a medical board constituted by the university recommends for such release.

b) *The teacher who is released due to abolition of post(s) is paid compensation as per terms of service mentioned in the appointment letter.*

Chapter- VIII

17. SALARY AND ALLOWANCES

There will be a salary scale including provisions of allowances approved by the Board of Trustees for all employees of the University. Existing salary scales of teachers and Admin staff are shown in Attachment 01 and 02 respectively.

18. SERVICE INCREMENT

An permanent employee will be entitled to an annual increment of 10% of the basic salary from the third year of joining.

The Authority reserves the right to change or modify any clause of the “Service Increment” without showing any reason

19. PROVIDENT FUND

University Employee’s Contributory Provident Fund” hereinafter, called the Provident Fund. The objectives of the fund shall be to provide immediate help to every permanent employee with a sum of money that accrues to him/her with the termination of his/her service or to the nominee(s) in case of his/her death. No person under CoFractural agreement will be eligible for provident fund benefit.

19.2. Membership: Every employee of the University on the permanent strength shall become member of the Provident Fund.

19.3. The operation of the fund shall be governed by such regulations as may be framed by the University Authority from time to time.

19.4. Every employee will have to contribute 500.00 (five hundred taka) in the provident fund account and the University authority will make an equal amount of contribution 500.00 (five hundred taka) in the employee’s name.

19.5 An employee who is dismissed, or did not complete three years continuous service after permanent will receive own provident fund contribution amount but shall not be eligible for organization's contribution, If the reason for dismissal is because of an act which is detrimental to the university.

19.6 Members may also apply to the authority for loans against their accumulations to pay for Medical expenses, Purchase of land, Purchase/Construction of building or Marriage of the employees or their sons/daughters.

The Authority reserves the right to change or modify any clause of the “Provident Fund clause” without showing any reason.

20. MEDICAL BENEFITS

20.1. Medical entitlements: - Medical entitlements to the employees of the University shall be governed under the guidelines and decisions issued by the University Authority from time to time.

20.2. Medical Center: - There will be a Medical Center in the University to meet the emergency needs of both the employees and the students.

Chapter IX

21. LEAVE RULES

21.1 Leave is earned by duty only. Leave cannot be claimed as a right rather leave is a privilege. When exigencies of the University service so require, discretion to refuse or revoke leave of any description is reserved to the authorities, empowered to grant it. With this premise, Port City International University enacts this Leave Rules.

21.2 Leave under these rules is applicable to permanent employees only and will not ordinarily be granted to a university employee who is on probation and yet to be confirmed in service. In special circumstances or on medical grounds the concerned authority may grant casual/medical leave to an employee on probation without pay (not exceeding 15 days in a year and 3 days at a time). Leave for contractual employees will be governed by the terms and conditions of the contract.

21.3 Prior to start enjoying leave, every employee has to apply through a prescribed ‘Leave Application Form’ and get it approved by the competent authority. The leave application shall have to be processed through respective Chairpersons/Departmental Heads (HODs). If the leave is not granted, reasons for refusal will be noted in the leave application form.

21.4. General Conditions:

- a. Under the framework of the Leave Rules, an ‘employee’ means every person including teachers and officers/executives as well as others working at various levels in the university whether for the time being in permanent employment of the university, or on deputation or on leave in or out of Bangladesh. Here, ‘university’ refers to Port City International University Bangladesh.
- b. All the days during term time shall be considered as days of duty, and no employee shall leave the station (i.e. university) on days on which ordinarily he/she has administrative or academic responsibilities, without obtaining regular leave for those days.
- c. A separate leave account shall be kept for each employee of the university at HRD. All leave with pay shall be debited against his/her leave account in terms of full pay.
- d. An employee returning from leave must at once report his/her return from leave to the Registrar through the Chairperson/HOD.

- e. In case an employee serving in more than one capacity, takes leave either in the principal or in the subsidiary capacity, or in both capacities, the period of leave shall in all cases be debited against his/her leave account and there shall be only one leave account for such an employee.
- f. Leave of any kind cannot be combined with any other kind of leave.
- g. Except as otherwise provided, when leave is combined with any vacation or holidays, and the employee on such leave fails to return to duty on the day the university reopens, the vacation or holidays shall be counted as leave; and generally if a vacation falls between two periods of leave, the period of vacation shall be reckoned as leave but the Syndicate may decide not to count such vacation as leave if either the leave preceding or following the vacation does not extend over more than 7 days.
- h. Vacation or holidays can either be prefixed at the beginning of a leave or be suffixed at the end. Vacation or Holidays cannot be added at the both ends of a leave.
- i. A university employee who resigns from the university service before the expiry of his/her term of appointment, shall not be granted any leave with pay, other than medical leave ending with the date on which his/her resignation takes effect.

21.5. Leave Rules by Categories:

Following are the various categories of leave facilities that the employees of the university would be entitled to, subject to the approval of the authorities empowered to grant leaves:

- a. **Casual Leave:** An employee shall be entitled to 20 days of casual leaves in a calendar year. No one shall be allowed to enjoy more than 3 consecutive days of casual leave at a time and shall be allowed to annex such leave with one holiday either at the beginning or end of the leave period. In case of emergency, with permission of the leave granting authority, one can enjoy a maximum of 7 days of casual leave at a time during a year. Unused casual leave will not be accumulated in the following year.
- b. **Earned Leave:** An employee shall be entitled to earned leave after completing one year of service in the permanent position. Total period of earned leave on full pay in a year shall be 15 days. If any employee does not use his/her earned leave in any calendar year, such leave would be accumulated with the leave of the following year and no further accumulation is allowed. An employee can enjoy maximum 30 days earned leave at a time (including accumulated leave).

c. Medical Leave:

- 1) An employee will be entitled to medical leave on presentation of medical certificate from a registered medical practitioner. The number of days for such leave shall not exceed 10 days for every 1-year of service. Medical leave will not be accumulated in the following year. **A probationer is entitled to 10 days Medical leave only.**
- 2) Medical leave of consecutive 03 days shall be supported by a sickness certificate issued by a competent Physician. In such event he must keep the Departmental Heads informed and on his joining back to duty he must get approval of his sick leave from the leave granting authority.
- 3) On special circumstances on being hospitalized, upon recommendation from the doctor the leave granting authority may allow medical leave to someone for 1 month with full average pay (basic pay)and another 1 month with half average pay. The University authority may further grant medical leave to the ailing person without pay for a period as recommended by the doctor.
- 4) **Quarantine leave** on full pay up to a limit of 15 days in one year period may, on production of doctor's recommendation, be approved by the University Authority. This leave shall be applicable to the cases of Small/Chicken Pox, Measles, Plague, Bird/Swine Flue as determined by the Health Directorate, Government of Bangladesh (vide Gazette notification). In addition cases of Dengue and Malaria may also be considered.
- 5) The university authority may, at his discretion, require any university employee on medical leave to produce a medical certificate of fitness before permitting him to return to duty.
- 6) A university employee returning from medical leave must report his return from leave to the Registrar through the concerned Chairpersons/Departmental Heads.

d. Maternity Leave: In normal situation, maternity leave of 4 months at a time may be granted to permanent women employees at their convenience on full pay at the rate drawn on the date prior to the date of commencement of the leave. Such leave may be extended without pay for a further period of 30 days, depending upon recommendation from the doctor. Maternity leave cannot be enjoyed more than twice during the whole tenure of service in the University. A woman employee of the university may be granted leave without pay for up to 04 weeks prior to and 04weeks after the date of confinement along with the maternity leave.

- d. Extraordinary Leave:** This leave is admissible for study purpose only. In special circumstances and when no other leave is admissible under the rules, extraordinary leave without pay may be granted to a permanent faculty for a period determinable by the Syndicate on the recommendation of the Vice-Chancellor upon receiving application made through proper channel. Such leave shall not be debited against leave account and will not count for increments in the scale of pay unless especially granted by the Syndicate.
- e. Leave for special Reason:** A special leave up to 5 days may be granted to an employee on ground of very emergency situations, which shall cause serious setback to him/her as demise of any *immediate family members/relatives or natural disasters causing damage to life and properties of the employees. Such leave shall be granted by the concerned authority only when the employee has finished with all kinds of leave entitled to him.

* Note: Immediate family members will mean parents, siblings, children and spouse.

- f. Study Leave:** Study leave shall be granted to teachers in permanent position only. It is meant for providing a teacher to upgrade/improve his/her academic qualification and professional skill through graduate/post graduate studies (MS/MA/M.Sc/M.Phil/Ph.D) in a recognized university. *A teacher shall be entitled to study leave without pay for a period of 2 years for Masters/M. Phil program and 3 to 5 years for Ph. D. program at home or abroad depending upon the requirement of the program. Such leave will be sanctioned only for 01 year at a time which will be extended every year with the recommendation by the supervising teacher under whom he/she will be studying. Period of study leave shall be without pay but on joining back after successful completion of the course, his pay will be adjusted with the number of increments earned during his study leave. Study leave will also be (ref.: Rules for Selection and Promotion of Teachers) taken into consideration while calculating the seniority in the job.*

However, if any one fails to qualify or does not achieve the degree, his/her study leave will not be counted towards job seniority or pay protection. If a teacher requires more time than the stipulated period to complete the degree, a letter of request along with a report/recommendation from the supervising teacher with whom he/she has been working, for extra time may be considered by the university authority as extraordinary leave. However, pay protection norm will not be applied in such a case of additional time spent on study leave. The same norm will be applicable to study leave for teachers seeking leave for Post-Doctoral program.

1) Condition of Study Leave and its Process: Study leave will be granted subject to:

- a) Teachers who are awarded overseas scholarship/fellowship for pursuing higher studies or receiving higher training from any recognized university or authority abroad (including issuance of visa).

- b) Teachers who decide to go for higher studies on their own expenses.
- c) A teacher in order to be granted study leave must produce satisfactory evidences to the effect that he/she has got himself/herself admitted into a recognized university or in any institution abroad to pursue course of study or the particular training for which he/she has applied.
- d) Teachers willing to participate in technical workshops for a period of more than 3 months, at home or abroad, either sponsored or self-financed.

2) Study Leave sanction Process:

- a) **Application from the teacher for grant of study leave shall be processed through the Head/Chairperson of concerned Department.** Normally the department shall receive application for study leave during the break of the semester for better course management.
- b) **Teachers who are granted study leave shall not proceed on study leave without taking the release order from the Registrar of the University.** The Registrar shall issue a release order only after securing clearances from all concerned departments of the university. This release letter may have to be produced at the immigration section at the airport.
- c) **The teacher who is granted study leave shall be required to submit a progress report from his/her supervisor at the end of each academic session.** If the progress is reported as not satisfactory his study leave will be cancelled.
- d) **Teachers returning from study leave must immediately report their return from leave to the Registrar by submitting the course completion certificate.** Subsequently, teachers shall be entitled to join duties with the permission of the university authority.
- e) **Application for extension of leave beyond the sanctioned period should be made at least 2 months before the expiry of the sanctioned leave through the supervisor of the program in which study is pursued abroad, together with the progress report of the applicant.**
- f) **Study leave shall be granted by the Vice-Chancellor on recommendations from the Chairperson/Head of the concerned Department.** All cases of study leave sanctioned must be reported to the Syndicate
- g) **If an individual has already availed a study leave for a program earlier, he/she will not be entitled to such leave again for another program of a similar level.**
- h) **If an individual avails a Study Leave for a program, on completion of which one has to serve complete 01 year to get the leave period counted to service and will not be granted release/further Study Leave within at least a year.** In case of non-completion of a program, the leave will not be counted to service. No certificates will be issued to any individual on study leave for processing a permanent resident visa abroad..

h. Duty leave: The university authority may grant duty leave with full pay to any teacher/employee under the following situation:

- 1) Conducting examinations and attending meetings in other universities or organizations or government bodies.
- 2) Appearing as a state witness in a Court of Law where the summonses are served through the university.
- 3) Attending as members of committees appointed by the government or by Government organizations or any academic body.
- 4) Representing the university or the government in any national or international forum.
- 5) Delivering lectures at the invitation of any department of education or university or any learned Association.
- 6) For attending conferences/symposia at home and abroad organized by professional bodies, universities etc. funded by the organizers or self expense. Participation in such events must be related to a teacher's own field of teaching and research.
- 7) **For attending technical workshops at home or abroad for a period of not more than 10 days.**

No duty leave shall be granted if it involves the appointment of a substitute. Duty leave may be granted by the Vice-Chancellor at his discretion on the principles indicated above. The total period for which duty leave may be granted will be for a maximum of 10 days in a year but not exceeding 7 days at a time.

i. Recreation Leave: Recreation leave shall be granted to the permanent employees of the university for a period of 15 days for every 3 years of service.

j. Vacation Leave: Vacation leave applies to trimester/semester breaks only for teachers and to be counted as duty unless one is granted leave of absence by the competent authority. In case of vacation leave the following rules will apply:

- 1) Vacation leave for full-time teachers may be scheduled in coordination with the concerned Department. Such vacation leave shall be scheduled on "No class" days, such as, during the trimester/semester breaks.
- 2) Vacation leave for not more than 50 per cent of full-time teachers/employees at a time may be scheduled by the concerned department so that normal academic/administrative activities of the department/office are not hampered.
- 3) Without any extraordinary reason, vacation leave shall not exceed for more than 10 days within one calendar year.

4) In the event an employee requires extension of leave on emergency ground, he shall need to apply through his/her Departmental head and if possible, shall get the leave sanctioned by the leave sanctioning authority.

5) Unused vacation leaves are non-cumulative and not convertible to cash.

k. Forced Leave: This is not a leave to be applied for by an employee (in teaching as well as non-teaching posts) of the university. But its provisions have been embodied here in the administrative need of the university. The university authority can impose forced leave for any reasonable period of time, pending enquiry of an incident, upon any employee on receiving a complaint from any office/department under the following circumstances:

- 1) Alleged professional misconduct, negligence of duties and insubordination by an employee.
- 2) Alleged sexual harassment and moral turpitudes as legally defined by any Court of Law.
- 3) Misappropriation of university funds and/or causing damage to university property or equipments.
- 4) Involvement in any criminal activity as per law of the country.
- 5) Anti-state activities as per law of the country.
- 6) Act of insanity.

During the period of forced leave, the incumbent will be entitled to a half of average pay of his/her salary until the case in question is resolved.

21.6. Notes on leave:

a. Unauthorized Leave. *If any employee is absent without approval from the competent authority of the university, he/she may be asked by the university authority to explain in writing the reasons for unauthorized leave. Failure to satisfy through explanation may result into salary cut or temporary suspension from the job as a measure of punishment for a period not exceeding 7 days. Repeated case of unauthorized leave by any employee may finally cause permanent removal from the job.*

b. Leave Sanctioning Process. *All leave applications shall be made through the Chairpersons/HODs, in the prescribed form, (Annexure A), with comment or recommendation to be forwarded to the Registrar. The Registrar shall place the applications to the relevant authorities for necessary approval as per Anx. 'B' in accordance with the following guidelines:*

- 1) *Checking of records of leave entitlement from HRD before approving leave and sends details of the leave sanctioned to HRD for keeping records in the software.*
- 2) *Maintaining a 'Leave Register' and ensures entries of all records of 20 days Casual Leave and 10 days Medical Leave availed by the individual employees.*
- 3) *Ensuring that no employee goes on leave hampering official priorities and takes any leave beyond his entitlement.*

4) *Disciplinary action (including deduction of salary) may be taken/recommended against those employees who overstay leave and enjoy leave more than what is entitled.*

c. Leave entitlement for contractual employees: *A contractual employee is entitled to have only 10 days Medical Leave in a year.*

21.7. Authority of Granting Leave. *For approval of all other kinds of leave including Casual Leave and 10 days Medical Leave an applicant will send his leave application in the prescribed form to the Registrar, through proper channel (i.e. Chairperson/HOD). The HRD will process the applications and obtain necessary sanction of the leave applied for from the competent authority (Annexure B), and shall communicate to the individual through proper channel.*

21.8. Cases not covered by leave rules. *Any case or cases not covered by the leave rules shall be decided by the syndicate in such manner as it may deem fit.*

Authorities to grant leave applications.

<i>Types of leave</i>	<i>Approving authorities</i>	<i>Process of application</i>
1.. Casual leave	Chairperson/HOD	To Chairperson/HOD who will report to the Registrar.
2. Earned leave	Registrar	To be forwarded by the Chairperson/HOD.
3. Medical leave	Vice-Chancellor	To be forwarded by the Chairperson/HOD to the Registrar for necessary action.
4. Maternity leave	Vice-Chancellor	To be forwarded by the Chairperson/HOD to the Registrar for necessary action.
5. Extra-ordinary leave	Syndicate	To be forwarded by the Chairperson/HOD to the Registrar for necessary action.
6. Leave for special reason	Registrar	To be forwarded by the Chairperson/HOD to the Registrar for necessary action.
7. Study leave	Vice-Chancellor	To be forwarded by the Chairperson/HOD to be the Registrar for necessary action, and finally be reported to the Academic Council.
8. Duty leave	Vice-Chancellor	To be forwarded by the Chairperson/HOD to the Registrar for necessary action.
9. Recreation leave	Syndicate	To be forwarded by the Chairperson/HOD to the Registrar for necessary action.
10. Vacation leave	Registrar	To be forwarded by the Chairperson/HOD to the Registrar for necessary action.
11. Forced leave	Syndicate	To be forwarded by the Chairperson/HOD to the Registrar for necessary action.

Note: For their own cases, all Chairpersons/HODs shall send their leave applications directly to Registrar

Chapter – X

22. DISCIPLINARY PROCEEDINGS

22.1 Grounds for penalty: - Where an employee of the University, in the opinion of the competent Authority

(a) **Is inefficient**, or has ceased to be efficient, whether by reason of infirmity of mind or body, or otherwise and is not likely to recover his efficiency; or

(b) **Is guilty** of misconduct; or

(c) **Is corrupt**, or may reasonably be considered corrupt, the competent Authority may impose on him one or more of the penalties specified in regulations. If it is found through the enquiry conducted as per relevant clauses that the charges are established.

22.2. For the purposes of these regulations “misconduct” means conduct prejudicial to good order or, service discipline, unbecoming of an officer or teacher, shall include the following:

- (a) Failure to act as per one’s job description as teacher or employee at any level.
- (b) Willful insubordination or disobedience whether alone or in combination with others to any lawful and reasonable order of a superior.
- (c) Fraud or dishonesty in connection with the business or property of the University;
- (d) Causing damage to any property of the University either willfully or negligently.
- (e) Taking or giving bribes or any illegal gratification;
- (f) Habitual late attendance and habitual absence without leave or being absent without sufficient cause.
(Note: Absence without leave exceeding 15days in a year shall be regarded as habitual absence without leave).
- (g) **Continuous absence without permission** and without satisfactory cause of absence for more than **10days**.
 - 1) Continuous absence without permission for more than 60 days will render an employee to be declared a **‘Deserter’ and dismissal procedure shall take effect from the date of clear 60 days absence.**
- (h) Habitual breach of any law applicable to him;
- (i) Habitual negligence or neglect of work;
- (j) Striking of work either singly or with others in contravention of any statute, law or rule for the time being in force, or inciting any employee while within the precincts of the University to strike work;

- (k) Drunkenness, fighting and riotous, disorderly or indecent behavior.
- (l) Taking part in or suspected of being engaged in subversive activities or reasonably suspected of being associated with others engaged in subversive activities against the state or the University.
- (m) Canvassing for the collection of any money within the premises of the University for purposes not sanctioned by the competent Authority;
- (n) Smoking within the premises of the University in places where it is prohibited;
- (o) Distribution or exhibition within the University campus any handbill, pamphlet or poster without prior permission of the Competent Authority.
- (p) Refusal to work on another job, or at any of the stations/campuses and office of the University in and outside Bangladesh.
- (q) Holding meeting within the premises of the University without the previous sanction of the Competent Authority;
- (r) Gambling within the premises of the University.
- (s) Habitual indiscipline;
- (t) Leaving work without permission, disappearance from seat or place of work without permission and loitering during the duty hours; sleeping on duty;
- (u) Theft of any employee's property inside the premises of the University.
- (v) Giving false information regarding name, age, father's name, qualification or previous service, or anything relating to previous service at the time of employment;
- (w) Unauthorized use of property of the University;
- (x) Carrying on money lending or any other private business without the permission of the Competent Authority;
- (y) Lending to or borrowing money from a subordinate employee;
- (z) Acceptance of gifts from subordinate employees;
- (aa) Sabotage or wastage of materials and stores of the University while engaged on work which calls for use of such material, and improper use of equipments tools and any other articles of the University entrusted to him;

- (bb) Malingering, slowing down work, undue delay in the performance of duty, refusal or negligence to carry out a reasonable order of a superior, immediate Officer or Competent Authority;
- (cc) Conviction in any court of law for any criminal offence involving moral turpitude
- (dd) Breach of any regulation, standing order or instructions issued by the University Authority;
- (ee) Improper or non –use of uniform, if any, while on duty;
- (ff) Failure to inform the Medical Officer of the University of the occurrence in the residence of the employee, of any noticeable disease such as AIDS, Cholera, Small-pox, leprosy, diphtheria, cerebra-spinal, meningitis, plague, bacillary dysentery, yellow fever, whooping cough, chicken pox, tuberculosis, typhoid or enteric fever, mumps, epidemic dropsy or measles;
- (gg) Writing any anonymous letter criticizing superior officers of the University;
- (hh) Threatening or intimidating any employee of the University;
- (ii) Abetment or attempt at any of the above acts of misconduct.

22. 3. Penalties:- The following are the penalties which may be imposed upon an employee of the University:

- (a) **Censure**
- (b) **Stoppage of increment or promotion** on ground of inefficiency, irregular attendance and misbehavior;
- (c) **Recovery from the pay of the employees** of the whole or part of pay to defray any pecuniary loss caused to the University by negligence default or breach of orders on the part of the employee.
- (d) **Reduction in rank.**
- (e) **Dismissal from Service.**

22.3.1. Penalty imposition procedure:

- (1) No penalty shall be imposed on an employee without proper disciplinary proceedings. The penalty shall be imposed in writing and the signature of the employee concerned shall be obtained in token of its receipt.
- (2) A penalty imposed under regulation shall take effect, from the date the order is passed by the competent Authority, if the employee concerned remained under suspension

during the enquiry, he/she shall not be entitled to any salary or wages for the period except such subsistence allowance for the period of suspension as the Board may determine.

- (3) No authority subordinate to that by which an employee was appointed shall be competent to impose on him any major penalty.

22. 4. Enquiry procedure:

- (1) When an employee of the University is to be proceeded against for any offence under regulation and the competent Authority is of the opinion that the allegations if established would call for a penalty under regulation the competent Authority shall:
 - (a) frame a charge and specify therein the penalty proposed to be imposed, and communicate it to the employee concerned (hereinafter called the accused) 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 on orders on the case; and
 - (b) require the accused to submit within seven days from the day, the charge has been communicated to him a written statement of his defense and to show cause at the same time why the penalty proposed to be imposed on him should not be imposed and also state whether he desires to be heard in person.
- (2) If the accused so desires, or if the Competent Authority so desires, an Inquiry Officer to be appointed by him shall hold an enquiry at which oral evidence shall be heard as to such of the allegations as are not admitted and documentary evidence relevant or material in regard to the charge shall be considered. The accused shall be entitled to cross-examine the witnesses against him, to give evidence in person and to have such witnesses called for the defense as he may wish, the person presenting the case in support of the charge shall be entitled to cross-examine the accused and the witnesses examined in his defense.
- (3) The Inquiry Officer (IO) shall fix the date and time and ask the prosecution and accused person to submit a list of witnesses and any other material evidence that may be wished to be produced from each side.
- (4) The Competent Authority may nominate any person to present the case in support of the charge before the Inquiry Officer (IO).
- (5) The Charge shall be read and explained to the accused and a note to that effect will be recorded by the Enquiry Officer. If the accused admits the charge against him the officer conducting the enquiry will record "Pleads guilty" and thereafter shall give his findings.

- (6) If the accused “Pleads Not guilty” Then all witnesses in support of the charge will be examined in his presence.
- (7) The Inquiry Officer shall hear the case from day to day, and no adjournment shall be given except for the reasons to be recorded in writing but, in no case, an adjournment shall exceed ten days.
- (8) The Inquiry Officer may, for reasons to be recorded, refuse to call a particular witness or to summon or admit particular evidence.
- (9) If the accused after being duly warned absents himself from the inquiry without proper reason or permission, the enquiry shall not be postponed but proceeded ex parte in the absence of the accused. The witnesses for the prosecution are to be heard first and the accused may cross-examine each one after their evidence. The evidence of the witnesses shall be relevant and admissible and confined to the charges. After the evidence is recorded, the accused shall be asked if he ‘Wishes to make a statement’ and if he does so, the same shall be recorded or, if the accused files a written statement the same may be taken on record.
- (10) The examination of the witnesses shall be oral. The questions and answers shall be recorded in English or Bengali. These questions and answers, so recorded, shall be read out to the accused and if need be, explained to him and a notation to the effect made and signed by the Inquiry Officer.
- (11) No witness shall be allowed to be present during the examination of another witness.
- (12) The Inquiry Officer may put questions to a witness in any form or manner he likes to elucidate any point in his statement or to elicit any additional information required, but he will avoid putting any such question which may directly suggest or insinuate an answer.
- (13) The enquiry shall be confined to the charges and no irrelevant evidence be admitted by the Inquiry Officer.
- (14) If the Competent Authority having regard to the findings on the charge is of the opinion that any of the penalties specified in regulation should be imposed on the accused, it shall pass appropriate orders on the case.

22. 5. Suspension:

- (1) An employee of the University against whom action is proposed to be taken under regulation may be placed under suspension, if in the opinion of the Competent Authority suspension is necessary or expedient:
- (2) provided that the Authority may, if it considers it more expedient, instead of placing such employee under suspension, , by order in writing require him to proceed on such leave as may be admissible to him from such date as may be specified in that order.

22. 6. Appeal: Except in a case where a penalty is imposed by the Board of Trustees, the accused shall have a right to appeal as follows:

- (1) An appeal shall lie –
 - (a) with the Head of the Division against an order passed by an officer immediately subordinate to him;
 - (b) with the Head of the Division against an order passed by an officer immediately subordinate to him;
- (2) If the aggrieved party is not satisfied with the decision of the Head of the Division or the Head of the Department, as the case may be, he shall have the right to appeal to the vice-Chancellor whose decision shall be final and binding. An appeal shall be submitted through proper channel.
- (3) No appeal or representation against any order passed by a competent Authority in the case of grievance including financial claims shall be entertained after the expiry of three months from the date on which such order was passed and intimated to the employee concerned.

23. TERMINATION FROM SERVICE

An employee of the University may be terminated at any time without assigning any reason, at the sole and absolute discretion of the University Authority. In the case of termination, the University may, at its sole discretion, give some notice of its intent to terminate the services of an employee.

- (a) Service of an employee who is a permanent employee may be terminated by the Authority by giving notice as under:
 - (i) Employees with up to 5 years service will be served a prior 01 month's notice or by paying instantaneously one month's pay in lieu of notice.
 - (ii) Employees with service more than 5 years and up to 10 years of service will be served a prior 02 months notice or two months' pay in lieu of notice.
 - (iii) Employees with service above 10 years will be served a prior three months' notice or three months pay in lieu of notice.
- (b) No notice shall be required to terminate the services of Apprentices, Probationers, temporary employees, part-time employees, substitutes and casual employees.
- (c) **No notice shall be required to terminate the services of employees of any category declared deserters.**

Chapter –XI

24. WORKINGS DAYS/HOURS

Working hours for the teachers and employees will normally be from 09.00 AM. to 05.00 PM. for six days a week (from Saturday through Thursday). Although, the office timing is from 09.00 AM to 05.00 PM. sometimes the employees may require staying longer as and when required for the interest of the University.

24. 1. Meal/Prayer period: The required lunch period and prayer time for all employees is 30 minutes. It may be taken at any time between 1: 00 PM and 2:30 PM with the approval of the supervisor.

24. 2. Weekend and Holidays: Each employee is entitled to a one-day weekend and all scheduled holidays

25. WORKING ENVIRONMENT

25. 1. Port City International University is an equal employment opportunity employer and does not discriminate because of age, sex, race, color, national origin, disability, or religious preference.

25. 2. The University is a drug and alcohol free-workplace. To ensure safety of all the employees and integrity of the workplace, the University prohibits the illegal manufacture, possession, distribution or use of controlled substances or alcohol in the workplace by its employees or those who engage or seek to engage in business with the university. Offers of employment, therefore, may be conditioned on a physical examination, including a drug and alcohol screening.

25. 3. Smoking is not permitted inside the building of any of the campuses of the University. For the safety and health of its students, teachers and employees, the University is committed to a smoke-free building. No smoking will be allowed in the office area at any time. This policy is for the health and safety of all employees. Smoking will be allowed only in the lunchroom, restroom, and designated areas. However, the University recognizes that the decision to smoke or not to smoke is a personal one. During working hours, our policy is to limit smoking to the restroom, lunchroom, and in certain designated areas. Check with your supervisor.

25. 4. Port City International University will not allow any form of sexual harassment or any such conduct that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Such conduct, when experienced or observed, should be reported immediately to the proctor or Registrar of the University. The concerned office will conduct an investigation and will report the findings to the Registrar for further action. The Privacy of the student, teacher or employee filing the report and the person under investigation shall be respected at all times consistent with the obligation to conduct a fair and thorough investigation as per Sexual Harassment Law enacted by the Ministry of Education (MOE) /Government of Bangladesh (GOB).

25. 5. An intentional sexual harassment is considered to be a major violation of the University policy and will be dealt with accordingly. It is the intent of the University to provide a work environment free from any kind of verbal, physical, and visual forms of harassment and an environment

free of intimidation or coercion in any form. All members of the university are expected to be sensitive to the individual rights of their fellow members.

Chapter – XII

26. TRAVEL POLICY

26. 1. Employees of the University may require traveling on duty to a destination away from the place of posting both within and outside the country. The purpose of such travels could be to attend meeting, conference, training, seminars or any other job assigned by the University Authority. Before proceeding for such travel, prior approval must be obtained from the competent authority, by submitting a travel approval request memo detailing the itinerary, estimated cost, and purpose of travel and will be subject to duty leave.

26. 2. A travel policy mentioning all necessary details like distance, time, mode of transportation, per Diem etc. will be issued time to time by the University authority. Per Diem is defined on the basis of the hours spent in travel, generally measured from point of departure to point of return. Full per Diem is granted for travel requiring an employee to be away from home for more than 24 hours. Half per Diem is granted for trips involving 12 hours, and no per diem is allowed for trips less than 12 hours.

26. 3. Travel advances will be provided to allow employees for the convenience of using the University's money for food, accommodation and transport purposes while travelling. However, only reasonable travel advances will be granted. The advance must be accounted for on the travel reimbursement form by deducting it from the employee's claimed expenses. If the travel advance exceeds the claimed expenses, employees shall attach a cheque to the expense report made payable to the University for the difference.

27. CONFERENCE AND MEETINGS

27. 1. The University encourages employees to increase their job-related skills and knowledge through participation in professional conferences and meetings. Employees must submit a request to their immediate supervisor for approval to attend such conferences or meetings. The request must identify the subject matter of the presentation, how it is job-related, and an estimate of the expenses.

27. 2. If the request is approved, the University will reimburse the employee for 50% of his or her conference-related expenses: travel, registration fees, workbooks, and lodging and meals not included in the registration fees.

27. 3. The time off for employee's attendance and travel will be treated on duty.

Chapter – XIII

28. RESIGNATION FROM SERVICE

28.1. A permanent employee working in any of the position in the University shall be required to give one month notice, should he/she wishes to resign from the service of the University.

28.2. An employee who-resigns from service of the University but fails to give the required notice in accordance with sub-regulation **16.3.** above shall surrender pay in lieu of notice period.

28.3. On receiving the notice of resignation from the employees, the competent Authority may accept or reject the resignation or, accept it with immediate effect or from any date after or prior to the expiry of the notice period with payment of the salary for the unexpired portion of the period, provided that the competent Authority may accept a written request of an employee for release from a date earlier than the date from which the resignation is accepted without payment of salary in lieu of the expired period of notice.

28.4. An employee, who resigns from the service of the University, shall obtain a Clearance Certificate in the prescribed form, and present the same to the Accounts Department of the University. Final settlement of his accounts shall not be made unless the Clearance Certificate is obtained and submitted to the Accounts Department.

29. RETIREMENT FROM SERVICE

An employee of the University shall retire from the service of the University on completion of sixty year of his/her age or the age of superannuating as may be changed by the Authority time to time.

30. Any dispute or claim that arises out of or that relates to employment with the University or that arises out of or that is based on the employment relationship [including any wage claim, any claim for wrongful termination, or any claim based on any employment discrimination or civil rights statute, regulation or law]. Harassment claims shall be settled amicably by the parties and on the failure of amicable settlement shall be resolved by arbitration. The arbitration shall be done by a tribunal of two arbitrators, one to be appointed by each of the parties. In case of difference between the arbitrators, this dispute shall be referred to an umpire to be selected by the arbitrators. The decision or award of the arbitrator or the umpire, as the case may be, shall be final.

31. RE-EMPLOYMENT

The University authority may, at its discretion, approved re-employment against a post under the university an ex-employee of the University who has resigned from the service of the University or whose services have been terminated due to abolition of a post or closure of an establishment, or who had been dismissed for unauthorized absence of more than ten consecutive days and had a satisfactory record of service during the period he served the University prior to resignation or termination of service, provided that:

31.1. Such re-employment shall be offered only when the person concerned is selected for re-employment through established selection procedures and is found medically fit by University's Medical Officer.

31.2. Such re-employment shall not give the person concerned any claim to seniority over others already in service in similar posts at the time of such re-employment and to any other benefits.

31.3. Such re-employment shall not normally be offered after the lapse of three years from the date of resignation, termination or dismissal.

32. CONCLUSION

The provisions contained in the Port City International University Employees Service Regulation in the preceding chapters shall, however, be subject to change by the Board of Trustees (BOT) from time to time with the change of the situation and for better management of the affairs of the University.

Rules for Selection and Promotion of Teachers

Background: Port City International University, a new generation leading private university and an equal opportunity employer, therefore, adopts the following rules for selection and promotion of teachers. The rules are framed in accordance with the guidelines of University Grants Commission (UGC).

In this context, Port City Authority deemed it appropriate to suggest the following rules and regulations for the selection and promotion of teachers. These are included as appendices at the end of this report.

- a. Evaluation of publication by teachers (Appendix A).
- b. Procedure for pay-protection of teachers availed study leave granted by the university authority on return to the job (Appendix B)
- c. Suggested Salary Scale of Teaching Staff (Appendix C)

Teaching Assistant

- a. Master Degree in the relevant field with at least three first classes/divisions or CGPA 3.00 throughout the academic career is the basic requirement.
- b. For Engineering, the candidate must possess a B. Sc. with First Class or a minimum CGPA 3.00 or equivalent degree in relevant branch of discipline.
- c. Age should not be more than 30 years.
- d. In special circumstances, the conditions may be relaxed. But there should be no third class/division throughout the academic career of the candidate.

Note: According to current practice experiences as a Teaching Assistant (TA) shall not be counted toward the length of service.

Lecturer

- a. The candidate must have Master Degree in the relevant field with at least three first classes/divisions or CGPA 3.00 throughout the academic career.
- b. For Engineering, the candidate must possess a B. Sc. with First Class or a minimum CGPA 3.00 or equivalent degree in relevant branch of discipline.
- c. One (1) year of teaching experience as Teaching Assistant (TA) at the university level. ***(Currently not in practiced)***
- d. For Engineering, candidate having Master's degree with at least three first classes/divisions or a minimum CGPA of 3.00 throughout the academic career may be directly appointed as Lecturer ***(Currently not in practiced)***.
- e. Candidate having Master's degree from foreign university with at least three first classes/divisions or a minimum CGPA of 3.00 throughout the academic career may also be directly appointed as Lecturer and may be given at least one extra increment.
- f. Age should not be more than 31 years. In case of experiences age may be relaxed.
- g. In special circumstances, the conditions may be relaxed. But there should be no third class/division throughout the academic career of the candidate.

Lecturer (EB)

As per the UGC directives and decision of the 43rd Syndicate meeting Senior Lecturer position has been abolished with effect from September 01, 2025. The position and salary structure of Senior Lecturer have been merged into the Lecturer salary structure in the form of an Efficiency Bar (EB). The criteria for promotion to Senior Lecturer, as approved in the 3rd Syndicate meeting, shall be applicable for crossing the Efficiency Bar (EB).

Currently in Practiced

- a. The candidate must have Master Degree in the relevant field with at least three first classes/divisions or a minimum CGPA of 3.00 throughout the academic career and three (3) years of teaching experience of which at least after two (2) years of being permanent as lecturer at the university level.
- b. For Engineering, the candidate must possess a B. Sc. with First Class or a minimum CGPA of 3.00 or equivalent degree in relevant branch of discipline and three (3) years of teaching experience of which at least after two (2) years of being permanent as lecturer at the university level.
- c. Candidate having Second Master's degree in relevant field from a foreign university with at least three first classes/divisions or a minimum CGPA of 3.00 throughout the academic career and two (2) years of teaching experience as Lecturer.
- d. At least one (1) publication in a peer reviewed journal or in a recognized edited book as first author or must have an individually authored text book during the period as lecturer.
- e. For Engineering, candidate having master degree with First Class or a minimum CGPA of 3.00 or equivalent degree in relevant branch of discipline and two (2) years of teaching experience as lecturer.
- f. The candidate having M.Phil degree may directly be appointed as a Lecturer (EB) or equivalent. However, no third class/division at any level of study will be accepted/ acceptable.
- g. In special circumstances, the conditions may be relaxed. But there should be no third class/division throughout the academic career of the candidate.

Assistant Professor

- a. The candidate must have Master Degree in the relevant field with at least three first classes/divisions or a minimum CGPA of 3.00 throughout the academic career and three (3) years of teaching experiences as Lecturer (EB) or equivalent at the university level or a minimum of six (6) years of teaching experience at the university level as lecturer. Three (3) publications in a peer reviewed journal or in a recognized edited book. Of the three publications, at least two as Lecturer (EB) or equivalent in which one should be as first author (**Currently in practiced**).
- b. *M. Phil or equivalent degree holder must have* at least 3 years experience as Lecturer. Three (3) publications in a peer reviewed journal or in a recognized edited book. Of the three publications, at least two as Lecturer (EB) or equivalent in which one should be as first author (**Currently in practiced**).
- c. Ph. D. Degree holder may be directly appointed. But no third class will be acceptable at any level.

Associate Professor

- a. *The candidate having Ph.D. or equivalent (D. Lit./D. Phil./D. Sc.)* must have Eight (8) years of teaching experience at university level of which at least 4 years as Assistant Professor. Must have 5 publications of which 3 as Assistant Professor and one (1) as first author.
- b. *M. Phil or equivalent* must have ten years of teaching experience with at least 5 years as Assistant Professor. 5 publications, 3 as Assistant Professor of which one (1) as first author.
- a. *Master degree* must have twelve (12) years of teaching experience with at least 7 years as Assistant Professor. 8 publications, of which 5 as Assistant Professor and one (1) as first author.

Professor

- a. *With Ph.D. or equivalent (D. Lit./D. Phil./D. Sc.):* 12 years of teaching experience at university level of which 4 years as Associate Professor and at least 8 publications of which 4 as Associate Professor, of which two (2) should be individually authored. Of the two, in case of joint authorship, at least one should be as first author.
- b. *With M. Phil or equivalent:* 14 years of teaching experience of which 4 years as Associate Professor and at least 10 publications of which 4 as Associate Professor, of which two (2) should be individually authored.
- c. *For internal candidate not having Ph. D. or M. Phil degree:* A total of 20 years of teaching experience of which 5 years as Associate Professor and at least 10 publications of which 4 as Associate Professor, of which two (2) should be individually authored.

The total number of publications may be relaxed in case of having two (2) international publications whether individually or jointly authored. Publications should be in a peer reviewed journal or in a recognized edited book (see: Appendix A). No online publications or degrees will be considered at any stage of appointment/promotion/or any other benefit.

Notes:

1. In all cases, the candidates must have degrees from a recognized university/institution at home and abroad.
3. Authorized study leave for higher degree availed by internal candidates may be counted towards *active service* provided one has successfully completed the courses for the award of degree. In this case, (a) in order to avoid salary anomaly with incumbent's colleagues joining on the same date, (b) since the incumbent was on leave 'without pay', and (c) in order to provide pay-protection and to encourage teachers to return and join back to the university, it is proposed that:

He/she may be given the advantage of having regular increment added to the salary on joining from study leave. In addition, he/she may also be given one additional increment for Master/M. Phil. Degree and two increments for Ph. D. degree earned. But this will be effective upon submission of certificate of award degree. In this case, an agreement is to be signed stipulating that he/she will have to serve the university for at least two years on joining from study leave (see: Appendix B). This condition will not be applicable for those overstaying abroad without permission of the university authority or taking up any remunerative job after/before the completion of studies.

4. (a) In case of candidates having served in a private university or in recognized research and related organizations seeking teaching position in this university fifty per cent (50%) of the candidate's total service in such organizations may be counted against teaching experience. But for

those from public university total teaching experience may be considered for appointment. These rules will be applicable only for core departmental candidates.

(b) Candidates with higher degrees (i.e. M. Phil. and Ph. D.) serving in leading established research organizations may be appointed as Adjunct Teacher as per specific requirement of a department having the same qualification.

5. The terminal degrees with 5 years Bachelor program may be treated as equivalent to Master degree. In this case, candidates having Master degree may be considered as equivalent to M. Phil. degree.

6. In every position, one year probation is mandatory. Permanent position of an individual will be confirmed on successful completion of the probation period supported by a confidential evaluation by the respective chairman of the department and finally satisfaction of the university authority.

7. The employees other than permanent will not qualify for regular university benefits.

Appendix: A

Publications Guideline for Selection and Promotion of Teachers

In public universities, single and jointly authored publications are given equal weightage. There is no specific guideline of the UGC, Bangladesh as to giving weightage to jointly authored publications.

- a. In case of joint authorship of an article all authors must belong to the relevant discipline. The co-authors will get equal credits.
- b. **Limit to the number of authors in a joint publication:** For selection/promotion purpose refereed publications of 03 co-authors will get credits equal weightage of 01 each. If the co-authors are more than 03 in number, it will not be considered for the selection/promotion to a higher position.
- c. **On line degrees will not be acceptable for selection/promotion purpose.**
- d. **No online publications will be considered at any stage of appointment/promotion/or any other benefit.**
- e. Any member of the faculty doing higher study whether local or international without permission of the authority will not be accepted for the selection/promotion to a higher position.
- f. Degree equivalence should be done in case of a degree earned from an unfamiliar institution.
- g. Papers published in on-line journals will not be acceptable for the purpose of selection/promotion.

The followings will be treated as ‘publications’: (a) articles in refereed journals or edited books, (b) research monographs published by recognized research/scientific bodies, (c) research based books, and (d) text/reference books for graduate and postgraduate studies. The relevant books/journals must have UNESCO approved catalogue numbers (ISSN or ISBN).

Papers presented in conference/symposium published as *proceedings*, and papers or abstracts published in conference/symposium proceedings or souvenirs will not be regarded as publication. Likewise, multi-media presentation or contribution to poster session in conference/symposium will not be regarded as publication. However, participation in conferences and symposia at home and abroad by a teacher may be evaluated separately as evidence of academic exposure and excellence in

case of comparing more than one candidates for selection and/or promotion of teachers in a department having the same qualification.

Appendix: B

Consideration of Study Leave in Case of Promotion of Teachers

It is a set pro-academic practice of enhancing teaching quality in Port City International University by granting study leave to teachers. But there is every likely hood of encountering anomaly in salary level of teachers joining at the same time between one leaving for higher study and returning after the tenure of study leave, and the other stayed back in PCIU. This is primarily due to the fact that the study leave is 'without pay' in contrast to the practice in public universities. This anomaly may be redressed by the following manner:

(a) He/she may be given the advantage of having regular increment/s added to the salary when rejoining the university after study leave.

(b) In addition, he/she may also be given one additional increment for Master/M. Phil. Degree and two increments for Ph. D. degree earned. But this will be effective upon submission of certificate of degree. *No arrear pay is admissible*. In this case, as practiced in public universities, an agreement is to be signed stipulating that he/she will have to serve the university for at least two (2) years from the date of joining back. This condition will not be applicable for those overstaying abroad without permission of the university authority or taking up any remunerative job after/before the completion of studies.

Appendix C

Suggested Structure of Teaching Staff in a Department

In order to open a Department or in case of a new department, the existing requirements set out by the UGC may be followed:

Professor/Associate Professor	1
Associate/Assistant Professor	2
Lecturer	4

In order to staff a Department, the Student-Teacher Ratio may be considered. Therefore, it is suggested that the total number of sanctioned posts will be based on 30 students per teacher. Depending on the total number of teachers in different categories the following will be the ratio:

Professor	10%
Associate Professor	20%
Assistant Professor	30%
Lecturer/TA	40%

But as per requirement, teachers may be recruited against vacant posts of each position.

** The university authority reserves the right to change this rules as and when required.

Selection Committee for Recruitment and Promotion of Teachers

(a) For Selection of Lecturer, Senior Lecturer and Assistant Professor:

SL No	Name	Designation	Committee Status	Remarks
01		Vice Chancellor	President	
02		Education Devotee (1)	Member	Nominated by the Board of Trustees
03		Education Devotee (2)	Member	Nominated by the Board of Trustees
04		Education Devotee (3)	Member	Nominated by the Board of Trustees
05		Pro Vice Chancellor	Member	
06		Subject specialists (1)	Member	Nominated by Syndicate
07		Subject specialists (2)	Member	Nominated by Syndicate
08		Dean of the concerned Faculty	Member	
09		Chairman of the concerned Dept.	Member	Has to be a professor

(b) For Selection of Associate Professor and Professor:

SL No	Name	Designation	Committee Status	Remarks
01		Vice Chancellor	President	
02		Education Devotee (1)	Member	Nominated by the Board of Trustees
03		Education Devotee (2)	Member	Nominated by the Board of Trustees
04		Education Devotee (3)	Member	Nominated by the Board of Trustees
05		Pro Vice Chancellor	Member	
06		Subject specialists (1)	Member	Nominated by Syndicate
07		Subject specialists (2)	Member	Nominated by Syndicate
08		Dean of the concerned Faculty	Member	
09		Chairman of the concerned Dept.	Member	Has to be a professor

* An Adjunct Professor or Adviser of relevant department may also act as subject expert.

Rules for selection and promotion of Admin staff

Salary administration for the Administrative Staff of the university will be governed by the following codes. These are changeable on the basis of necessity from time to time and shall be reviewed after certain period of time.

Cat.	Designation	OFFICER
	OFFICER	Qualification
	Level-1	Level-1
A	Assistant Executive	Graduation from any discipline +CL
	Lab Assistant	Graduation from relevant field +CL
	Digital Lab. Assistant	Diploma Engineer+ CL
	Lib Assistant/Book Sorter	Graduation from any discipline +CL
	Information Officer	Graduation from any discipline +CL
B	Junior Executive	Graduation from any discipline+3 Yrs Exp +CL
	Assistant Engineer	Diploma Engineer+CL+4 Yrs Exp +CL
	Medical Assistant	Para Medical
	Jr. IT officer	Diploma Engineer+CL+4 Yrs Exp +CL
	Jr. Library Officer	Graduation with Diploma in Lib. Science
	Level-2	Level-2
A	Executive	Master from any discipline +CL
	Lab Demonstrator	Master in Relevant Subject +CL
	Software Developer	Master in Relevant Subject
	IT officer	Master in Relevant Subject
	Library officer	Master in Relevant Subject +CL
	Transport Officer	Master from any discipline +CL
	Store Officer	Master from any discipline +CL
	Campus Coordinator	Master from any discipline +CL
	Campus Supervisor	Master from any discipline +CL
B	Senior Executive	Master from any discipline + 5 Yrs Exp+CL
	Sr. Software Developer	Master in Relevant Subject +5 Yrs Exp+CL
	Sr. IT officer	Master in Relevant Subject +CL +5 Yrs Exp +CL
	Sr. Library Officer	Master in Relevant Subject+5 Yrs Exp
	Protocol Officer	Master from any discipline + 5 Yrs Exp+CL
C	Assistant Registrar	Master from any discipline +9 Yrs Exp +CL
	Medical officer	MBBS
	Asst. System Analyst	Master in Relevant Subject+9 Yrs Exp
	Asst. Librarian	Master in Relevant Subject+9 Yrs Exp +CL
	Asst. Contr. of Exams	Master from any discipline +9 Yrs Exp +CL
	Assistant Director (FIN)	Master in Relevant Subject+9 Yrs Exp+CL

D	Deputy Registrar	Master from any discipline +13 Yrs Exp +CL
	Deputy Contr. Of Exams	Master from any discipline +13 Yrs Exp +CL
	Deputy Librarian	Master in Relevant Subject+13 Yrs Exp +CL
	Head of IT	Master in Relevant Subject+13 Yrs Exp
	Deputy Director (FIN)	Master in Relevant Subject+13 Yrs Exp +CL
E	Proctor	Faculty Member: Associate Professor
	Librarian	Master with 5 Yrs Experience as Deputy Librarian/Deputy Director Finance or Equivalent Level
	Director (FIN)	
F	Registrar	Master with 7 Yrs Experience as Deputy Registrar or Equivalent Level
	Controller of Exams.	
Supporting Staff		Level-1
A	Security Guard	Minimum Class Eight Passed
	Attendant	Minimum Class Eight Passed
B	Cleaner	
C	Driver	Minimum Class Eight Passed + Valid Driving License
	Office Assistant	Minimum SSC
	Lift Technician	Vocational Certificate
	Generator Technician	Vocational Certificate
	Electrician	Vocational Certificate

CL- Computer Literacy

AI- Annual Increment

EB- Efficiency Bar

Promotion Process:

An employee having requisite educational qualification and experience may apply for next higher rank / position but he/she has to pass Efficiency Bar (EB). A promotion board will evaluate the candidate to promote the suitable ones to the next higher position through necessary interview. Accelerated promotion may be given to an extremely good employee having requisite qualification for next higher rank

Probation Period:

- 1 Year after engagement
- Successful completion of probation makes an employee permanent and entitled to leaves as per university leave policy.
- After one year from the date of confirmation as a permanent employee an employee entitled to annual increment.

Annual Increment (AI):

- 10 % of the basic pay.
- Yearly increment will be effective after one year from the date of confirmation as permanent employee
- AI is entitled to an employee unless otherwise debarred by disciplinary action. On expiry of the debarment increment effect will revert to normal date, meaning the date of seniority will remain same and increment will be effective from the same date.

Efficiency Bar (EB):

- a) On completion of time bar an individual will sit for professional efficiency test to achieve a special increment.
- b) If one cannot pass the EB, will get only the normal annual increment

Pay on Promotion:

On promotion to next higher rank one gets the rank pay which will not be less than one's present pay. If it is equal or more, then the rank pay will be enhanced by an additional increment of 10% of basic.

Technical / Special Service Allowance:

Technical / Special service allowance will be counted independent of one's basic rank pay. This allowance will be admissible only in special circumstances of duties and jobs that need special technical skills. The amount of technical/special service allowance is to be fixed by the highest authority.

Personal Allowance:

An employee can be given a personal allowance by the highest employing authority of the University, depending on experience, expertise and the type of job of the individual. The amount of personal allowance is to be fixed by the highest authority.

Salary:

Salary scale as mentioned above is a consolidated one which is divided into two elements:

- a) Basic pay: Basic payment will remain same until the next promotion
- b) Allowance:
 - 1) House rent allowance -50% of basic salary.
 - 2) Medical Allowance - 30 % of basic salary.
 - 3) Transport Allowance - 20 % of basic salary.

Contributory Provident Fund:

As mentioned Service Manual: page-18; clause-19

Experience:

For direct appointment experience is necessary as mentioned against the post. But experience may be relaxed for the candidates with outstanding service track.

** The university authority reserves the right to change this rules as and when required.