



EBAUB STATUTE & SERVICE RULES, 2025

PROMULGATED BY THE BOT AND APPROVED BY THE UGC

(According to the Private University Act, 2010)

EXIM BANK
AGRICULTURAL UNIVERSITY,
BANGLADESH



এক্সিম ব্যাংক
কৃষি বিশ্ববিদ্যালয়, বাংলাদেশ

Memo No: EBAUB/R-O/372/2026/042

Date: 26/01/2026

Notice

It is notified that the draft of EBAUB Statute and Service Rules-2025 has been approved in 17th syndicate meeting held on October 22, 2025 vide memo no: EBAUB R-O/133/2025/771 which has been implemented since 1st January 2026, the spelling correction (if any), correction in phrasing of sentences (if any) and any suggestions (other than policy issues) are encouraged to submit before final printing of the same by 15th February, 2026.

As directed by the authority-

(Professor Dr. Md. Ziaul Ahsan)
Captain (Retd) BN
Registrar

Attached:

1. EBAUB Statute and Service Rules -2025 (soft copy available with wing heads and all deans.)

Note: Prohibited to get print individually and circulate outside the university as it is a confidential official document any unauthorized disclosure of content there in verbally or written are subjected to prejudice.

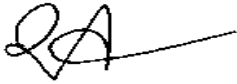
CERTIFICATION

This is to certify that the *Statute and Service Rules, 2025* of EXIM Bank Agricultural University Bangladesh (EBAUBSSR) has been duly approved in the 17th Meeting of the Syndicate of the University. The document has been finalized with the foreword of the Honorable Chairman of the Board of Trustees (BoT) following a thorough review by the Deans of the five faculties of the University.

This manual comprises a total of 103 (one hundred and three) pages, numbered consecutively from page 1 to page 103.

Any amendment or revision to these Statute and Service Rules shall be admissible only upon approval of the Syndicate/the Board of Trustees (BoT) of the University.

Disclosure of this document is restricted. No part of this manual may be reproduced, circulated, or disclosed to any third party without prior written authorization from the competent authority of the University.



Professor Dr. Md. Ziaul Ahsan

Captain (Retd), BN

Registrar

EXIM Bank Agricultural University Bangladesh

FOREWORD

It is with great pleasure and a profound sense of responsibility that I present the *integrated form of statute and service rules as the title of "EBAUB STATUTE AND SERVICE RULES, 2025"* - a landmark document that embodies the institutional ethos and future aspirations of EXIM Bank Agricultural University Bangladesh (EBAUB).

Whereas it is essential to establish a structured and transparent system to govern the academic, administrative, financial, and disciplinary operations of the university.

And whereas the commitment to academic excellence, professional integrity, and institutional accountability is fundamental to the mission of the university.

Now, therefore, the Board of Trustees, in alignment with the Syndicate and in consultation with academic and administrative leadership, has approved this comprehensive manual of statute and service rules comprising ten (10) chapters. This manual delineates the functional sericulture with compliments and the rights, privileges, responsibilities, and ethical expectations of faculty, administrative personnel, and staff—forming the cornerstone of our institutional governance.

The EBAUB Statute and Service Rules, 2025 is more than a regulatory framework; it is a reflection of our shared values and our collective ambition to foster a culture of ethical practice, operational efficiency, and academic innovation. It will guide our conduct, support our vision and mission in agricultural education and research, and ensure that EBAUB remains a center of excellence responsive to the needs of the nation.

On behalf of the Board of Trustees, I affirm our steadfast commitment to upholding these principles and advancing the strategic objectives of the University. Let this document serve not only as a code but also as a covenant for academic distinction and organizational integrity.



MD. NAZRUL ISLAM SHAWPAN
Chairman, Board of Trustees
EXIM Bank Agricultural University Bangladesh

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PREAMBLE

Whereas it is essential to establish a structured and transparent system to govern the academic, administrative, financial, and disciplinary operations of EXIM Bank Agricultural University Bangladesh (EBAUB).

And whereas the commitment to academic excellence, professional integrity, and institutional accountability is fundamental to the mission of the University.

Now, therefore, the EXIM Bank Agricultural University Bangladesh Statute & Service Rules (EBAUBSSR) are hereby formulated as a comprehensive governance manual, comprising ten (10) chapters, to define the rights, responsibilities, and expected conduct of faculty, administrative personnel, and staff.

These Rules aim to ensure the smooth and efficient functioning of the University, promote a culture of ethical practice, and foster an environment conducive teaching, research and community engagement.

Upon due approval by the Board of Trustees (BOT) through the Syndicate, this governance framework shall serve as the guiding document for upholding the values and advancing the objectives of agricultural education and research in Bangladesh.

ACRONYME

AD	- Assistant Director
BOT	- Board of Trustees
CASR	- Center for Advanced Studies and Research
DAD	- Deputy Assistant Director
DCASE	- Director of Center for Advanced Studies and Research
DSW	- Director of Students Welfare
Dy Reg	- Deputy Registrar
EBAUB Trust	- EXIM Bank Agricultural University Bangladesh Trust
EBAUB	- EXIM Bank Agricultural University Bangladesh
EBAUBSSR	- EXIM Bank Agricultural University Bangladesh Statute and Service Rules
EXAM CONTROLLER	- Controller of Examination
EXEN	- Executive Engineer
FAERD	- Faculty of Agricultural Economics and Rural Development
FAGR	- Faculty of Agriculture
FASS	- Faculty of Arts and Social Science
FBS	- Faculty of Business Studies
FLAW	- Faculty of Law
FSE	- Faculty of Science and Engineering
IQAC	- International Quality Assurance Cell/Committee
MO	- Medical Officer
MTD	- Motor Driver
MTO	- Motor Transport Officer
PD	- Planning and Development
SAR	- Senior Assistant Registrar
SMO	- Senior Medical Officer
SSR	- Statute and Service Rules
SW	- Students Welfare

CHAPTER-I

GENERAL INFORMATION

0101. Overview

The EBAUB Statute and Service Rules, 2025 of EXIM Bank Agricultural University Bangladesh, in short EBAUBSSR, serves as a comprehensive functional guide and/or regulation to the institutional framework, decision making hierarchy, administrative and operational processes that govern the University. As a distinguished institution committed to excellence in agricultural education, research, extension, it is imperative that the University operates with transparency, accountability and strategic direction. This EBAUBSSR is prepared in accordance with guidelines and norms prescribed by the University Grants Commission (UGC) as the apex body and other interrelated regulatory bodies in the EBAUB, shaping the governance frameworks of the University. By means of policy directives, quality benchmarks and financial oversight of UGC, the EBAUB upholds national and international standards in education, innovation and institutional governance. This EBAUBSSR is designed to provide structural guidelines for standardized roles by collating governance practices, collaborative decision making of administrative and academic units for strengthening institutional integrity. It aims to ensure consistent and efficient functioning aligned with the mission to advance agricultural and other sciences and Arts subject matter, foster innovation and serve the farming communities and societies at large. To achieve the aforesaid aims, the excellence in academic performance and research works of both students and faculty members are crucial, and the EBAUBSSR serves as the statutory manual for the university authority to practice transparent, efficient and accountable academic administration and thus help the teachers, students and employees aligned with the vision and mission of EBAUB. It outlines roles and functions of governing bodies confirming academic, administrative, financial, and research domains controlled and supervised by bodies formed to serve these purposes aligning with the University Grants Commission (UGC) for regulatory compliance.

0102. Purpose

The purpose of this Statute and service rules (SSR) is to establish a transparent, fair, and consistent framework for the employment, conduct, responsibilities, rights, and duties of all employees of EBAUB. These rules are designed to ensure an efficient, disciplined, and professional working environment that supports the university's mission of excellence in teaching, research, and community service. The Statutes & Service Rules serve to:

- 1) Define the terms and conditions of employment.
- 2) Promote accountability and ethical behavior.
- 3) Protect the interests of both the university and its employees.
- 4) Encourage a culture of merit, fairness, and respect.
- 5) Ensure compliance with relevant laws, regulations, and accreditation standards.

0103. Scope

This Statutes & Service Rules-2025 applies to all categories of employees of EBAUB, including:

- 1) Academic staff (faculty members of all rank/positions & researchers)
- 2) Administrative officers & staff
- 3) Technical and support staff
- 4) Contractual, full-time, part-time/Adjunct, and probationary employees.

0104. Objectives

The objective of the EBAUB Statutes & Service Rules-2025 is to establish a clear, consistent, and transparent framework that governs the conduct, responsibilities, rights, and obligations of all employees of EXIM Bank Agricultural University Bangladesh (EBAUB). These rules ensure professional integrity, institutional discipline, and administrative efficiency in alignment with the university's mission and values.

0105. Significance of EBAUB Logo

The EXIM stands for Export and Import.

The E in RED with a right pointing arrow suggests progress, direction or forward movement-symbolizing energy, growth and development. BOLD AND CAPITALIZED conveys strength, stability and energy towards forward movement and innovation. XIM is green symbolizes growth and harmony with nature and is a core values of agricultural education.

EXIM Bank part indicates that the University is sponsored and established by the Bank, a part where financing and agricultural growth are interrelated.

Bank in a softer grey tone is to emphasize EXIM Bank as a subtle supporter and parent organization.

AGRICULTURAL UNIVERSITY BANGLADESH focuses on agricultural studies located in Bangladesh. Bangladesh, capitalized in sans-serif font shows clarity, transparency and formality.

The font and alignment are designed to reflect professionalism and academic orientation.

PLANTS AND ROOTS on the sides of the text.

These green symbols represent agricultural growth, sustainability and connection to nature and rural harvest.

ROOTS emphasize foundation, grounding and deep knowledge, while LEAVES indicate vitality and continuous development that are core themes in agricultural education.

The logo represents a synergistic relationship between Finance and Education deeply rooted in value of sustainability and agricultural excellence.

0106. Vision, Mission and Objectives of EBAUB

a. Vision

To become a universally recognized center of excellence for gaining society's acceptance by implementing innovative ideas, concepts, and knowledge.

b. Mission

1. To ensure quality education
2. To carry out quality research in collaboration with international/national organizations.

c. Objectives

1. To advance knowledge, through education, improved technology, innovation, research.
2. To provide planning and directions for sustainable environment and rural development through skilled Teachers in harmony with international standards.

0107. Faculties

The EXIM Bank Agricultural University Bangladesh is a specialized, research-based first private agricultural University in Bangladesh established in 2012 by EXIM Bank Agricultural University Trust. Located at Chapainawabganj district, under Rajshahi Division with certification of Registration approved on 1st December 2015. The university is dedicated to advancing agricultural education and innovation with a vision to transform the old cultivation technique into modern technique of cultivation through academic excellence and cutting-edge-research so that the prospective northern region of Bangladesh be able to contribute to the agro-economy and thus can participate in the growth trajectory of sustainable development process of the country.

The EXIM Bank has been involved in various social responsibilities and taken various educational initiatives including establishment of EBAUB as a contribution to socio-economic development of Bangladesh. The University was officially inaugurated by the former Prime Minister on October 9, 2013. From the very inception, EBAUB promises to include the following 6 (six) faculties for offering both undergraduate and postgraduate (future inclusion) academic programs step by step.

- 1) Faculty of Agriculture (FAGR)
- 2) Faculty of Agricultural Economics and Rural Development (FAERD)
- 3) Faculty of Business Administration (FBA)
- 4) Faculty of Science and Engineering (FSE)
- 5) Faculty of Law (FLAW)
- 6) Faculty of Arts and Social science (FASS) (future inclusion)

0108. Departments

The undergraduate and postgraduate academic programs are conducted by the academic control and administer of the respective department under the respective faculty as shown in tabular form:

Name of Faculty/Institute	Name of Department	Remark
Faculty of Agriculture (FAGR)	1. Dept. of Agronomy; 2. Dept. of Horticulture; 3. Dept. of Soil Science; 4. Dept. of Genetics and Plant Breeding; 5. Dept. of Plant Pathology; 6. Dept. of Entomology; 7. Dept. of Agricultural Extension and Rural Development; 8. Dept. of Agro forestry and Environmental Science; 9. Dept. of Crop Botany; 10. Dept. of Biochemistry; 11. Dept. of Biotechnology; 12. Dept. of Agriculture Engineering; 13. Dept. of Animal Science; 14. Dept. of Fisheries.	
Faculty of Agricultural Economics and Rural Development (FAERD)	1. Dept. of Agricultural Economics; 2. Dept. of Agribusiness Management; 3. Dept. of Agriculture Finance and Cooperative; 4. Dept. of Rural Development; 5. Dept. of Statistics.	
Faculty of Business Administration (FBA)	Dept. of Business Administration.	
Faculty of Science and Engineering (FSE)	Department of Computer Science and Engineering (CSE)	
Faculty of Law (FLAW)	Department of Law	
Faculty of Arts and Social science (FASS) (future inclusion)	1. Dept.. of English/Bangla/Islamic Studies 2. Dept. of Sociology/Social Work/Political Science	
Note: Postgraduate programs have been kept as future expansion as and when required basis.		

0109. Permanent Campus

EBAUB is in the process of developing its own permanent campus near Amnura in 53.6 acres of land. The current campus is located at 69-69/1 Sagar Tower, Boro Indira Mor, Chapainawabganj 6300.

0110. International Collaborations

EBAUB has established Memoranda of Understanding (MOU) with several International Institutions:

- a. Charles Stuart University, Queensland, Australia.
- b. Sabaragamuwa University of Sri Lanka
- c. University of Technology Mara, Malaysia
- d. University of Kuala Lumpur, Malaysia
- e. Begum Rokeya University Rangpur
- f. Chinbuk University, South Korea

0111. Accreditations and Rankings

EBAUB is officially recognized and approved by the University Grants Commission (UGC) of Bangladesh. In the global rankings it is positioned at 12302 out of 14131 universities worldwide and 99th in Bangladesh.

0112. University Management Authority

EXIM Bank Agricultural University Bangladesh (EBAUB) is a service-oriented institution of EXIM Bank Foundation for contributing to the national education as the societal responsibility. According to the provision of Private University Act (PAU) 2010, this university operates under a board of trustees (BOT) named EXIM Bank Agricultural University Bangladesh Trust, in short (EBAUB Trust). It functions through a number of governance committees as spelt out in the Private University Act 2010; those are replicated in Rule -0303 of this service rules.

The Vice-Chancellor (VC), who shall be appointed by the President of Republic of Bangladesh for a tenure of 4 (four) years following the sections spelt out in the Private University Act, 2010. He shall act as an academic leader of this university to provide leadership for the excellence of both academic and research affairs or activities to keep pace with the global standard for achieving the vision and mission set by BOT. The Registrar, appointed by BOT shall act as a key person in the University Secretariat to bridge between University and BOT. Registrar shall be the custodian of this University. He will be the head of university administration and part of the University administrative authority. He shall support and advice VC in all affairs of university observing the rules and regulations, and EBAUB Statutes & Service Rules-2025 approved by BOT with information to UGC and ministry of education.

0113. Government Controlling Authority (GCA)

Ministry of Education (MOE) is at the apex of controlling authority (GCA). The University Grants Commission (UGC) is responsible to ensure good governance of both public and private universities and implementation of national education policy of Bangladesh on behave of MOE. The UGC shall have to implement the Private University Act, 2010 to preserve transparency and protect of any malpractices in private universities. Accordingly, Service Rules, formulated by individual private university shall not supersede rules, regulation, procedures and any other contents spelt out in the Private University Act, 2010.

0114. Applicability of EXIM Bank Agricultural University Bangladesh Statute & Service Rules (EBAUBSSR)

- 1) The Statutes & service rules shall be termed as “EXIM Bank Agricultural University Bangladesh EBAUB Statutes & Service Rules-2025”, in short EBAUBSSR.
- 2) EBAUBSSR shall be applicable only for the employees of and students of EXIM Bank Agricultural University Bangladesh (EBAUB) and operates by the conditions and provisions of the Private University Act, 2010 (PUA 2010) under the EXIM Bank Board of Trustees (EXIM Trust).
- 3) Any change, made by MOE/UGC related to the smooth operation and/or functions in the Government policy/rules/manuals, etc., shall automatically be applicable for EXIM Bank Agricultural university Bangladesh (EBAUB) and shall also be included in this EBAUBSSR in the relevant chapter during its revision.
- 4) According to PUA-37, Statute/service rules shall have to be approved by the Chancellor through the syndicate and BOT.

CHAPTER-II

GOVERNANCE STRUCTURE AND AUTHORITY

0201. Organization

a. Organizational Architecture

EXIM Bank Agricultural University Bangladesh (EBAUB) operates academic, research, development, financial, and administrative functions through an organizational architecture. The Chancellor shall be at the apex of this organizational architecture, which is called organogram. The organogram is illustrated in Appendix-I.

b. Table of Wing Appointments

Name of Wing	Appointments
Research, Planning & Development Wing (Headed by VC)	Director of Advanced Studies and Research (DCASR)
	Director of International Quality Assurance Cell (DIQAC)
	Director of Planning & Development (DPD)
	Director of Student welfare (DSW)
	Proctor
Academic Wing (Headed by VC/Pro-VC)	Dean, Faculty of Agriculture (Dean, FAGR)
	Dean, Faculty of Agricultural Economics and Rural Development (Dean, FAERD)
	Dean, Faculty of Business Administration (Dean, FBA)
	Dean, Faculty of Law (Dean, FLAW)
	Dean, Faculty of Science and Engineering (Dean, FSE)
	Dean, Faculty of Arts and Social Science (Dean, FASS)
	Controller of Examinations, (Exam Controller)
	Librarian or Director (Library) (D.Lib)
Financial Wing (Headed by Treasurer)	Director, Finance (D. Finance)
	Deputy Director, Accounts (DD Accounts)
	Assistant Director, Budget (AD Budget)
	Assistant Director, Audit (AD Audit)
	Assistant Director, Stores (AD Stores)
	Assistant Director, Accounts (AD Accounts)
University Secretariat (Headed by Registrar)	Academic Affairs:
	Deputy Registrar (Academic)
	Senior Assistant Registrar (Academic affairs)
	Assistant Registrar (Admission & Registration)
	Assistant Director (IT)
	Assistant Director (Marketing)
	Administrative Affairs:
	Deputy Registrar (Administration)
	Senior Assistant Registrar (HR/ Admin)
	Assistant Registrar (Admin/ HR)
	Assistant Registrar (Ps to VC)
	Assistant Director (Legal)
	Assistant Director (Procurement)
	Assistant Director (Security)
	Assistant Director (PR)
	Chief Medical Officer (CMO)
	Motor Transport Officer (MTO)
	Sub-Assistant Engineer, Repair & Maintenance (SAS, RM)
	Deputy Assistant Director, Cleaner/Cook/Mali/Messenger (DAD)

Note: (1) VC himself/or nominated teacher shall act as Director (CASR) and Director (IQAC). (2). Professor/Associate Professor from the respective faculty shall be nominated as Dean for a duration of 2 – 3 years. (3). Senior most professor/Associate Professor other than Dean shall be appointed as the Proctor & DSW for a duration of 2 – 3 years. (4) In absence of Exam Controller, one Professor/Associate Professor may be appointed as Exam Controller for a maximum duration of 2 years. (5).VC shall be entitled with one PS and one PA. (6). Pro-VC, Treasurer and Registrar shall be entitled with one PS/PA.

0202. Governance Authority/Committees

a. Specified Authority/Committees

Following the Private University Act, 2010, Section-14(1), the governance / administrative authority of EXIM Bank Agricultural University Bangladesh (EBAUB) shall be as follows:

Name of Committee	Composition of Committee	Authority and responsibilities
Board of Trustees (BOT)	The composition of BOT shall be follow the PUA-2010 Section 6 (1), 15, 31 (7). Besides, the Registrar of EBAUB may be opted as member-secretary for secretarial role of BOT.	The authority and responsibility of BOT shall be according to PUA-2010 Section-16(1) to 16(10). In addition, as directed by GCA (Article-0110 of this statutes & service rules).
Syndicate	The composition of Syndicate shall be follow the PUA-2010 Section – 17 (1) and 17 (2).	The authority and responsibility of Syndicate shall be according to PUA-2010 Section-18(1) to 18(11). In addition, as directed by BOT.
Academic Council	The composition of Academic council shall be follow the PUA-2010 Section – 19 (1) and 19 (2).	The authority and responsibility of Academic council shall be according to PUA-2010 Section-20(1) and 20(2) In addition, as suggested by IQAC.
Faculty/ School	The faculty or school of studies shall have to be according to PUA-2010 section-21(1) and 21(2)	The Dean, nominated by VC shall follow PUA-2010 section-21(2) to perform his role. Additionally, s/he shall act as directed by academic council and the superior authority.
Department	The faculty or school of studies shall have to be according to PUA-2010 section-22(1) and 22(2)	The Chairman/Head, nominated by VC shall follow PUA-2010 section-22(2) to perform his role. Additionally, s/he shall act as directed by academic council and the superior authority.
Institute	The faculty or school of studies shall have to be according to PUA-2010 section-23(1) and 23(2)	The Director, nominated by VC shall follow PUA-2010 section-23(2) to perform his role. Additionally, s/he shall act as directed by academic council and the superior authority.
Curriculum Committee	The composition of Curriculum Committee shall be follow the PUA-2010 Section – 24(1) and 24(2).	The authority and responsibilities shall be according to PUA-2010 section-24(2) to 24(6).
Finance Committee	The composition of Finance Committee shall be follow the PUA-2010 Section – 25(1) and 25(2).	The authority and responsibility of Finance committee shall be according to PUA-2010 section-26(1) and 26(2).
Teachers' Recruitment and selection committee	The composition of Teachers' recruitment and selection shall be follow the PUA-2010 Section – 27(1) to 27(6).	(1) Following the job specification (role), advertisement for recruitment through at least one national paper and government approved on line page shall be broadcast through HR section. After deadline over, the committee first of all scrutinize the applications and prepare a

		short list for interview. Then as per the decision of the Committee, interview shall be conducted and then based on interview results, prepare a recommended list for final selection. (2) All selections against appointments must be approved by the syndicate /BOT.
Disciplinary Committee	The composition of Disciplinary Committee shall be follow the PUA-2010 Section – 28(1)	The authority and responsibilities shall be according to PUA-2010 section-28(2) to 28(6).
Recruitment & Selection committee for Registrar, Librarian and other officers	The composition of Recruitment & Selection Committee shall be follow the PUA-2010 Section – 34(1)	1. Following the job specification (role), advertisement for recruitment through at least one national paper and government approved on line page shall be broad cast through HR section. After deadline over, the committee first of all scrutinize the applications and prepare a short list for interview. Then as per the decision of the Committee, interview shall be conducted and then based on interview results, prepare a recommended list for final selection. 2. According to PUA-2010, section-34(2), the appointment shall be made.
Audit Committee (External)	According to PUA-2010 section-45(2), the nominated firm shall be authorized to audit the university accounts	The nominated firm shall be admissible to act according to PUA-2010 section-45(1) to 45(*3).

Note: (1) Minimum 60% attendance of members in a meeting is mandatory for all committees. (2) Registrar, EBAUB shall be the Officiate secretary to BOT of EXIM Bank Agricultural University Bangladesh.

b. Additional (Management) Authority/Committees

In order to ensure transparency and accountability in good governance, and maintaining academic standard and development, the following authorities shall be constituted as committees in addition as per the Private University Act, 2010, Section – 14(2):

Name of the Committee	Composition of Committee	Authority and Responsibilities
BOT Supervision and development Committee	BOT member – president Executive Engineer – member Associate/Asst Professor – member Dy./Asst Reg.–members secretary.	Analysis the requirement Arrange for budget Supervise development work
Deans Committee	Pro-VC – President Dean of all faculties – members Departmental Head–Opted member Asst. Reg. (Admission)–member-secretary	Supervise and monitor classes to evaluate effectiveness of teaching and compliance of UGC’s guidelines

Promotion Committee for Teaching employees	VC – president Member BOT - member Pro-VC – member Concern Dean - member Concern Head - member Registrar/Dy Registrar - member secretary	Analyze the vacancies for the promotion, Scrutinize the prospective candidates as per promotion policy and prepare a list of prospective candidates for the promotion and furnish the list to BOT/Syndicate for approval.
Promotion Committee for Officers (non-teaching)	VC – president Member BOT - member Treasurer – member Registrar-member Dy/Asst. Registrar – member secretary	Analyze the vacancies for the promotion, Scrutinize the prospective candidates as per promotion policy and prepare a list of prospective candidates for the promotion and furnish the list to BOT/Syndicate for approval.
Promotion Committee for Staff (non-teaching)	VC – president Member BOT - member Treasurer – member Registrar Dy/Asst Registrar - member secretary	
Procurement Committee	Pro-VC - President 1 Dean – Member (Changeable) 1 concern Head – member (Opted) 2 teachers (Opted) Store Officer - member Procurement Officer – member- Secretary	Analyze the requirement, floating tender notice, evaluate both technical and financial aspects, prepare comparative statement, negotiate (if required), issue work order, receive items and make sure endorse in the stock register and finally raise note sheet through Registrar with all voucher/chalan and other required documents for approval from the authority.
Institutional Quality Assurance Committee (IQAC)	According to UGC Instruction	The committee shall Bangladesh Accreditation Manual.
Audit Committee (Internal)	Treasurer - Chairman 1 BOT Representative – Member 1 Ban representative – member 1 Head nominated by VC – member Director/Dy Director – Member- secretary	Auditing shall have to perform every after 3 months and audit report shall be submitted to BOT through syndicate.

Note: The above committees shall be constituted as and when required

c. Inspection

The government or UGC shall be authorized to inspect any private university following PUA-2010, section-46 (1) to 46 (6).

0203. Category of Employees

EXIM Bank Agricultural University (EBAUB) has two categories of employees, namely (i) Teaching faculty, and (ii) non-teaching staff. They are also classified in the following aspects:

a. Classification of Teaching Faculties

Rank/Position/Appointment	Grade	Status
Professor	Grade -II	Class – I
	Grade-III	Class-I
Associate Professor	Grade-IV	Class-I
Assistant Professor	Grade-VI	Class-I
Lecturer	Grade-IX	Class-I
Teaching Assistant (TA)	Grade-X	Class-II

b. Classification of Non-teaching employees

Rank/Position/Appointment	Grade	Status
Vice-Chancellor (VC)	Grade-I	Class-I
Pro-VC	Grade-II	Class-I
Treasurer	Grade-II	Class-I
Registrar :1) For lateral Direct entry Grade II	Grade -II	Class-I
2) For promotion Grade III	Grade-III	Class-I
Librarian/ Exam Controller/ Additional Registrar/Additional Director/ Chief Engineer	Grade-IV	Class-I
Dy Registrar/Dy Director/Ch. Medical Officer/Dy Controller/Executive Engr/Additional Librarian	Grade-V	Class-I
Senior Assistant Registrar/HR Manager/Medical Officer/Dy.Librarian/Sr. Assistant Controller.	Grade-VI	Class-I
Asst. Registrar/Asst Director/Asst Controller/ Asst. Engr/Sr. Asst. Librarian/Asst. Registrar (PS to VC)	Grade-IX	Class-I
Deputy Assistant Director/Sr. Administrative Officer/ Asst Lib/ Office Manager	Grade-X	Class-II
MT Officer/Sub-Assistant Engineer/ Admin Officer/Sr. Lab Technician	Grade-XI	Class-II
Accountant/Personal Assistant (PA)	Grade-XII	Class-III
Computer Operator/IT Technician/Lab Technician/Library Assistant/Front Desk Executive	Grade- XIII - XVII	Class-III
Electrician/Mechanic/Plumber/Vehicle Technician/Lab assistant/ Office Assistant	Grade-XVI	Class-III
Motor Transport Driver (MTD) (If HSC pass)	Grade-XVII	Class-III
Motor Transport Driver (MTD) (If SSC and below)	Grade- XVIII	Class-IV
Cook/Security Guard/Office Attendant/Lab Attendant/Library Attendant	Grade-XIX	Class-IV
Cleaner/MLSS/Mali/Messenger/Office Assistant cum attendant	Grade-XX	Class-IV

c. Appointment, authority and responsibility of VC, Pro-VC and Treasurer

Appointment, authority and responsibility of VC, Pro-VC and Treasurer shall be in accordance with PUA-2010 Section 31, 32 and 33.

0204. Benchmark of Faculty members (Teachers) and Staff Composition for a Science/Arts/Business/Engineering programs.

Rank/position/ Appointment	Smaller Department (1 section, each section composed of max 50 students) Total faculty: 15>x<20		Larger Department (2 or more sections including postgraduate programs) Total faculty: 40 +	
	% of Faculty members	No. of faculty members	% of Faculty members	No. of faculty members
Professor	40%	6 - 8	40%	16+
Associate Professor	25%	4 - 5	25%	10+
Assistant Professor	20%	3 - 4	20%	8+
Lecturer	15%	2 - 3	15%	6+
AD (Admin)	-	1	-	1
AD (Prog. Coord)	-	1	-	2
Demonstrator/Senior Lab Technician	For each lab 1	1	For each lab 1	3
Lab Technician	For each lab 1	1	For each Lab	3
Lab Assistant	For each Lab	1	For each Lab	3
Lab Assistant cum Attendant (unblocked)	For each lab 1	1	For Each lab 1	3
Lab Attendant (Block)	For each lab 1	1	For Each lab 1	3

Note: (1). The VC shall appoint a faculty member among the rank of Professor and Associate Professor in the Department as a Chairman/Departmental Head by rotation for a tenure of 3-4 years. **(2).** In case of unavailability of the specified rank, the senior most faculty member of Asst. Professor/Lecturer may be appointed as an acting Chairman/Departmental Head for a tenure of maximum 2 years.

0205. Table of Complements

a. Teaching Employees

Rank/Position/Appointment	Grade	Number
Professor	Grade -II	2
	Grade-III	34
Associate Professor	Grade-IV	25
Assistant Professor	Grade-VI	19
Lecturer	Grade-IX	19
Teaching Assistant (TA)	Grade-X	18
TOTAL	-	117

b. Non-teaching employees

Rank/Position/Appointments	Grade	Number
Administration authority		
Vice-Chancellor (VC)	Grade-I	1
Pro-VC	Grade-II	1
Treasurer	Grade-II	1
Registrar	Grade -II	1
	Grade-III	0
Administrative Staff/Officer (Class I & II)		
Director/Chief Engineer/Additional Registrar	Grade-III	0
	Grade-IV	2
Librarian/Exam Controller	Grade-IV	2
Dy Registrar/Dy Director/Sr Medical Officer/Dy Controller/Fictive Engr	Grade-V	10
Senior Assistant Registrar/HR Manager/Medical Officer/Dy Librarian	Grade-VI	2
Asst Registrar/Asst Director/Asst Controller/ Asst Engr/Asst Lib/PS to VC	Grade-IX	41

Deputy Assistant Director/Administrative Officer	Grade-X	2
MT Officer/Sub-Assistant Engineer /Assy. Admin Officer	Grade-XI	26
Supporting Staff (Class III & IV)		
Accountant/Personal Assistant (PA)	Grade-XII	5
Computer Operator/IT Technician/Lab Assistant/Library Assistant	Grade-XIII	74
Motor Transport Driver (MTD)	Grade-XV	5
Electrician/Mechanic/Plumber/Vehicle Technician	Grade-XVI	24
Cook/Security Guard/Office Assistant/Lab Attendant/Library Attendant	Grade-XIX	71
Cleaner/MLSS/Mali/Messenger	Grade-XX	38
TOTAL	-	306

Note: The number of teaching faculty and laboratory staff for FSE will increase with the addition of new undergraduate and post graduate programs.

0206. Authorization of Privileges

Privilege Heads	Vice-Chancellor	Pro VC	Treasurer	Registrar	Dean	Teacher/Staff	Remark
Free furnished Quarter/Bungalow	Yes	No	No	Yes	No		
VIP Cabin of Rest House	Yes	Yes	Yes	Yes	No	Professor Only	
PS/PA	Yes	Yes	Yes	Yes	Yes		
Flight Fare	Yes (BC)	Yes (EC)	Yes (EC)	Yes (EC)	Yes (EC)	Professor Only	
Transport	1 x Car	1 x Car	1 x Car	1 x Car	No	2 x Microbus 1 x Ambulance 2 x Bus for students	As decided by the Committee

Note: The number of Bus may increase with the increase of students.

0207. Channel for approval of any kind

Applications (except official leave), requisitions, demands, suggestions related to the academic, logistic, and administrative matters shall have to follow the channel for approval and/or disposal to ensure accountability for setting 100% transparency in operations and financial activities. The corresponding flow-chart for the channel is depicted with explanation in Appendix – IB.

CHAPTER-III

JOB DESCRIPTION, SPECIFICATION AND ETHICS

0301. Job Description (Role and Responsibilities)

This outlines the role itself about the job that usually includes job title, duties and responsibilities, reporting structure, employment status, and pay grade. The job description for the EBAUB employees is given below in tabular form:

a. Teaching Employees

Job Title	Pay Grade	Duties and Responsibilities (Job Description)
	Reporting	
	Emp Status	
Professor	G-III or II Chairman Full Time	1) Teaching and Instruction 2) Research and Scholarly Activities 3) Student Mentorship and Support 4) Administrative Responsibilities 5) Institutional Development 6) Community and Professional Engagement 7) Ethical and Professional Conduct
Associate Professor	G-IV Chairman Full Time	1) Teaching Responsibilities 2) Research Responsibilities 3) University/Institutional Service 4) Community and Professional Engagement 5) Mentoring and Supervision 6) Administrative Duties (as applicable)
Assistant Professor	G-VI Chairman Full Time	1) Teaching Responsibilities 2) Research and Scholarly Activities 3) Administrative Duties 4) Community Engagement and Outreach 5) Professional Development 6) Other Responsibilities
Lecturer	G-IX Chairman Full Time	1) Teaching Responsibilities 2) Research and Academic Contribution 3) Administrative and Institutional Duties 4) Community and Professional Engagement 5) Personal and Professional Development
Assistant Director (Prog)	G-IX Chairman Full Time	1) Academic Program Coordination 2) Administrative Support 3) Quality Assurance 4) Student Engagement & Support 5) Event and Program Management 6) Technology and Innovation 7) Budgeting and Resource Allocation
Teaching Assistant	G-X Chairman Full Time	1) Academic Support 2) Administrative Tasks 3) Student Mentorship 4) Communication 5) Research (optional, depending on role)
Senior Lab Technician (block)	G-X-XI Technical Officere	1) Ensure lab equipment's/lab fittings/supply etc functional 2) Prepare future budget for procurement of lab equipment according to syllabus 3) Plan suggest lab development to keep pace with the technological advancement. 4) Ensure timely maintenance and repair.

		5) Supervise work of Sr Lab Technician and other lab employees
Lab Technician	G-XII – XVII Sr. Lab Technician/Technical Officer	1) Keep ready all lab equipment for conducting practical classes 2) Assist teacher to conduct sessional class or practical class 3) Ensure cleanliness inside and outside the laboratory. 4) Assist students in their practical work and handling lab equipment 5) Supervise Lab assistant and attend and engage them in work place
Lab Assistant/Lab Assistant cum attendant/Lab attendant	G-XVII – XX Lab Technician	1) Laboratory Preparation and Maintenance 2) Assisting Instructors and Students 3) Safety and Compliance 4) Equipment Management. 5) Record Keeping and Reporting 6) Support in Research Activities (if applicable) 7) Technical and Administrative Tasks

b. Non-teaching Employees / Officers (As per section-29 (1) of the Private University Act, 2010)

Job Title	Pay Grade	Duties and Responsibilities (Job Description)
	Reporting	
	Employment Status	
VC	G-I BOT Full Time	1) Authority and responsibilities shall be according to PUA-2010 Section-31 (2) and responsible to BOT vide PUA-2010 Section-31(8). Besides 2) Academic Leadership 3) Strategic Planning and Vision 4) Administrative Oversight 5) Financial Management 6) Governance and Compliance 7) Student Affairs and Welfare. 8) Faculty and Staff Management. 9) External Relations and Representation 10) Innovation and Research Promotion. 11) Crisis and Risk Management.
Pro-VC	G-II VC Full Time	1) Authority and responsibilities shall be according to PUA-2010 Section-32 (5). Besides 2) Academic Leadership 3) Administration and Management 4) Faculty Development 5) Research and Innovation 6) Student Affairs 7) Quality Assurance 8) Representation and Collaboration 9) Acting VC Responsibilities
Treasurer	G-II VC Full Time	1) Authority and responsibilities shall be according to PUA-2010 Section-33 (3). Besides 2) Financial Management and Oversight 3) Budget Preparation and Control 4) Investment and Asset Management 5) Financial Reporting and Transparency

		6) Fundraising and Financial Planning Support 7) Compliance and Risk Management 8) Leadership and Supervision 9) Liaison with Stakeholders
Registrar	G-II or III VC Full Time	1) Academic Administration 2) Policy Implementation and Compliance 3) Record Keeping and Documentation 4) Communication and Coordination 5) Human Resource Functions 6) Legal and Statutory Affairs 7) Event and Examination Management 8) Support to Governance Bodies
Addl Registrar/ Dy Registrar	G-IV or V Registrar Full Time	1) Assist registrar 2) Preserve all documents systematically 3) Task as directed by VC & registrar 4) Prepare all documents all governing committee meetings. 5) Any other jobs assigned by the competent authority .
Dean or Director	G-II or III VC/Pro-VC Full Time	1) Academic Leadership 2) Administrative Responsibilities 3) Strategic Planning 4) Student Engagement 5) External Relations 6) Governance and Collaboration 7) Any other task assigned by competent authority
Controller of Exam	G-IV or III VC/Pro-VC Full Time	1) Examination Planning & Scheduling 2) Confidentiality & Security 3) Coordination & Supervision 4) Result Processing 5) Record Maintenance 6) Policy Implementation 7) Handling Special Cases 8) Certification and Documentation 9) Automation & System Management 10) Reporting & Governance 11) Any other task assigned by competent authority
Proctor	G-V or III VC/Pro-VC Full Time	1) Maintaining Discipline 2) Monitoring Student Conduct 3) Enforcement of Rules and Regulations 4) Handling Student Grievances 5) Campus Security and Safety 6) Coordination with Faculty and Administration 7) Oversight During Examinations (Optional/As Assigned) 8) Counseling and Guidance 9) Record-Keeping and Reporting 10) Representation in Disciplinary Committees 11) Any other task assigned by competent authority
Chairman/Head	G-V or III Dean/Pro-VC/VC Full Time	1) Academic Leadership 2) Administrative Responsibilities 3) Faculty and Staff Management 4) Student Affairs 5) Financial and Resource Management 6) Strategic Planning and Development 7) Compliance and Accreditation 8) Any other task assigned by competent authority
DSW	G-V or III	1) Student Support & Well-being

	Pro-VC//VC Full Time	2) Campus Life & Student Engagement 3) Discipline & Student Conduct 4) Student Services Coordination 5) Liaison & Representation 6) Policy Development & Strategic Planning 7) Set strategic goals for student development initiatives and assess their impact 8) Any other task assigned by competent authority
Director (Finance)	G-IV or III Treasurer/VC Full Time	1) Financial Reporting and Compliance 2) Governance and Board Engagement 3) Financial Operations Oversight 4) Investment and Asset Management 5) Leadership and Team Development 6) Institutional Advancement 7) Support Risk Management. 8) Any other task assigned by competent authority
Director (PD)	G-IV or V VC & Registrar Full Time	1) Land Asset management 2) Preserve land related all document/deeds 3) Updating Taxes (Khajna) 4) Make arrangement and supervise all lands to protect unauthorized occupations. 5) Make arrangement renewal of deeds of house rent of the Temporary University Campus 6) Maintenance and repair of buildings electrical and mechanical equipments and plumbing (Big nature) 7) Plan and Supervise of new construction 8) Other task assigned by authority
AD (PR)/PRO	G-IX Pro-Registrar/ VC Full Time	1) Strategic Communication 2) Media Relations 3) Reputation Management 4) Internal Communication. 5) Event Coordination and Promotion 6) Community and Stakeholder Engagement 7) Branding and Marketing Support 8) Digital and Social Media Management. 9) Documentation and Reporting 10) Any other task assigned by competent authority
DD/SAD/AD (Finance/Audits)	G-V/VI/IX Pro-Treasurer, Registrar and finance director	1. Plan and prepare all financial reports 2. Preserve all accounts 3. Prepare and follow all financial reports and records followings UGC's financial rules. 4. Prepare all financial records for external and internal audit 5. Preserve all audit reports 6. Prepare annual budget following UGC's financial rules 7. Ensure all expenditures are incurred following the UGC' procedure. 8. Any other task assigned by competent authority

DD/SAD/AD/(IT)	G-V/VI/IX Pro-Treasurer, Registrar and finance director	1. Ensure flawless services of Internet and soft wares 2. Ensure flawless operation of Educational management soft ware /Accounts soft wares and other related soft wares 3. Ensure and maintain operations of all computers and backbone of internet services 4. Ensure and updating of university web page, Email. 5. Ensure and maintenance of all database of University 6. Ensure and backup of all database of University 7. Other task assigned by authority
Deputy Librarian/ Librarian	G-V or IV Pro-VC/VC Full Time	1) Library Management and Administration 2) Collection Development 3) User Services 4) Digital and Technological Management 5) Academic and Research Support 6) Staff Supervision and Training 7) Liaison and Collaboration 8) Other task assigned by authority
SAR/AR in Registrar Office	G-VI/IX Registrar Full Time	1) To assist registrar/addl Registrar/Dy Registrar 2) Prepare draft of official letters 3) Prepare all sorts of statistical information related to students 4) Prepare draft of all statistical information of EBAUB employees 5) Job as mentioned in local job distribution sheet 6) Preservation of all student related documents/ Balam bohi, UGC documents , BOT documents 7) Any other jobs assigned by Registrar/Addl registrar/Dy registrar and VC. 8) Other task assigned by authority

Note: (1). Instruction on duties and responsibilities of other non-teaching officers and employees may be promulgated separately by the concern Head of office under the provision of Private University Act 2010, article-14 (2) and may be considered as its appendices. (2). Departmental Head/Chairman shall be authorized to detail faculty members for departmental work or to form committee or a particular purpose for smooth functioning of the Department by Temporary memorandum (TM). (3) Any job/task assigned by BOT/VC/Pro-VC/ /Registrar/Dean/Head of Dept/Office shall have to be performed by concerned.

c. **Workload per week**

- 1) Non-teaching staff shall have to work 40 hours in a week while teaching faculty shall be admissible to work 35 hours in a week. However, the university authority may call upon to the duty place at emergent situation, even in the weekly holidays
- 2) According to UGC's policy, the following class and research loads shall be admissible for the teaching faculties:

Rank of Teaching faculty	Course/Teaching load	Research/Supervision/Counseling/Aca Admin	Total
Professor	10 Hours	2 Hours	12 Hours
Associate Professor	12 Hours	3 Hours	15 Hours
Assistant Professor	14 Hours	4 Hours	18 Hours
Lecturer	16 Hours	4 Hours	20 Hours
Teaching Assistant	Assist Professor 5 Hr	Assist Professor 10 Hr	15 Hours

0302. Exception

Besides, the job description as stated in rule-0301, all employees (teachers, officers, staff) excluding part-time employees shall have to perform and carry out the duties and orders of their superiors and also obliged to join duty and duty place if called upon from the leave by any means. Otherwise, it shall be dealt with an offense of disobedience.

0303. Job Specification (Qualifications of eligibility)

This focuses on the ability of the person required for doing the job that usually includes qualifications, skills and competencies, experience (if applicable), soft skill, physical and mental fitness (if applicable), and age. Accordingly, the followings shall be the qualifications of eligibility for direct/lateral recruitment/ appointment.

a. Teaching Employees (As per UGC Rules and Regulations)

Job Title	Qualifications of eligibility for direct recruitment/appointment		Remark
Lecturer	Academic Qualification	A Bachelor (Hons) degree in related discipline with Master's/ equivalent degree. Any 3 first class/division or minimum CGPA 4.00 (out of 5.00) and 3.50 (out of 4.00). No 3 rd division/class in any level shall be acceptable.	
	Skill& Competencies	Computer and English language	
	Physical Fitness	Medical Category A(AYE)	
	Age	Maximum 35 years during recruitment	
Assistant Professor	Academic Qualification	A Bachelor (Hons) degree in related discipline with Master's/ equivalent degree. Any 3 first class/division or minimum CGPA 4.00 (out of 5.00) and 3.50 (out of 4.00). No 3 rd division/class in any level shall be acceptable. PhD holder shall be given preference.	
	Skill &Competencies	Computer and Language Proficiency in English, working knowledge in academic management and administration	
	Experience and research publications	Total 4 Years Teaching experience as Lecturer with Master's degree only Or	

		Total 3 years teaching experience as Lecturer with M. Phil, in addition to Master's Degree Or Total 2 years teaching experience as Lecturer with PhD, in addition to master's/MPhil in university or equivalent academic institution. Scholarly 2 publications in peer reviewed journals with at least one as the first author.	
	Physical Fitness	Medical Category A (AYE)	
	Age	Minimum 32 Years	
Associate Professor	Academic Qualification	a. A Bachelor (Hons) degree in related discipline with Master's/ equivalent degree. Any 3 first class/division or minimum CGPA 4.00 (5.00) and 3.50 (4.00). No 3rd division/class in any level shall be acceptable. b. Shall have PhD in related field.	
	Skill & Competencies	Computer and Language Proficiency in English, Practical knowledge in academic management and administration	
	Experience & Research Publications	Minimum 10 years of teaching experience and at least 5 years as Assistant Professor with Master's Degree only Or For MPhil in addition to Master's Degree, at least 8 years teaching experience and 5 years as Assistant Professor Or For PhD in addition to Master's/MPhil, must have at least 7 years teaching experience in university or equivalent academic institution, and 4 years as Assistant Professor in university or equivalent academic institution. Scholarly 7 publications in peer reviewed journals and 5 publications as Assistant Professor where 2 as the first author.	
	Physical Fitness	Medical Category A (AYE)	
	Age	Minimum 38 Years	
Professor	Academic Qualification	a. A Bachelor (Hons) degree in related discipline with Master's/ equivalent degree. Any 3 first class/division or minimum CGPA 4.00 (5.00) and (3.50 (4.00). No 3rd division/class in any level shall be acceptable. b. Shall have PhD in related field	
	Skill and Competency	Computer, Language, analytical and academic management and administration along with academic leadership	
	Experience & Research Publications	At least 20 years of teaching experience in university or equivalent academic institution including 8 years as Associate Professor with only Master's Degree. Or	

		Total 18 years teaching experience and at least 7 years as Associate Professor for M.Phil in addition to Master's Degree. Or Total 13 years teaching experience and at least 5 years as Associate professor for PhD Degree holder in addition to Master's/MPhil Degree in university or equivalent academic institution. Minimum 15 scholarly publications in peer reviewed national / international journals, 8 publications as Associate Professor where 5 as the first author.	
	Physical Fitness	Medical Category: A (AYE)	
	Age	Minimum 45 Years	

Note: (1). A Grade + 1st division (in case of SSC and HSC, 4 within GPA-5, 3 within GPA-4 in case of Honours and Master's). (2). In any educational area of qualification, any third division/class/C-Grade will not be accepted. (3). Apart from this, any decision taken by the University Grants Commission will be considered as final decision. (4). For contractual recruitment/appointments, Experience of teaching, research and publications may be more focused and emphasized. In that case, age limit may be relaxed if the candidate is eligible and experienced as well as medically fit. (5) For promotion, experience and publications may be considered only.

b. **Non-Teaching Employees/Officers (As per section-29 (1) of the Private University Act, 2010)**

Job Title	Qualifications and eligibility for direct recruitment/appointment		Remark
VC	According to PUA-2010 Section-31 (1 & 3)		Will be appointed by the Honorable president of Bangladesh.
Pro-VC	According to PUA-2010 Section-32 (1,2 & 3)		
Treasurer	According to PUA-2010 Section-33 (1 & 2)		
Registrar According to PUA-2010 Section-34	Academic Qualification	A candidate must have Master's degree with Honours graduate in any discipline with no 3rd class/division. PhD degree shall be preferable and Post Graduate Diploma in HR shall be an added qualification. Age: Maximum 65 years at the time of recruitment.	
	Skill and Competency	Computer, Language, academic management and administration.	
	Experience	The candidate at least 15 (fifteen) years administrative	

		experience out of which at least 10 (ten) years' experience as an Additional Registrar at EBAUB. Or The candidate must be a professor of any discipline of any Private/Public University with excellent academic profile and must have total 10 years experience in administrative/management, and academic leadership positions at a public/private university or similar institutions (for lateral entry). Minimum 2 years' service is required to promote to the next grade, i.e. Grade II. (For lateral entry, the last grade of the incumbent shall be reckonable.)	
	Physical Fitness	Medical Category: A (AYE)	
	Age	Maximum 65 Years during Recruitment	
Controller of Examination	Academic Qualification	A candidate must have Master's degree with Honours graduate in any discipline with no 3 rd class/division. Division. PhD degree shall be preferable and Post Graduate Diploma in academic administration /equivalent shall be an added qualification.	
	Experience	The candidate at least 15 (fifteen) years' experience out of which at least 10 (ten) years' experience as Additional/Deputy Exam Controller of any public/private university or similar institution. Or The candidate must be a professor of any discipline of any Private/Public University with excellent academic profile and must have total 10 years experience in academic leadership positions of a public/private university or similar institutions. Minimum 2 years' service is required to promote to the next grade.	
	Physical Fitness	Medical Category: A (AYE)	

	Age	Age: Maximum 65 years at the time of recruitment.	
Librarian	Academic Qualification	A candidate must have Master's degree with Honours graduate in Library Science with no 3 rd class/division. Division. PhD degree shall be preferable and Post Graduate Diploma in academic administration /equivalent shall be an added qualification.	
	Experience	The candidate at least 15 (fifteen) years' experience out of which at least 10 (ten) years' experience as Additional/Deputy Librarian at any public/private university or similar institution.	
	Physical Fitness	Medical Category: A (AYE)	
	Age	Maximum 65 Years during Recruitment	
Director (Finance & Accounts)	Academic Qualification	a. Master's Degree in Commerce, Finance, Accounting, Business Administration, or a related field. b. Preferred Specializations: MBA (Finance), or CA/ICWA/CPA	
	Experience	The candidate at least 15 (fifteen) years experience out of which at least 10 (ten) years experience as Additional/Deputy Director (Finance) at any public/private university or similar institution.	Proficient user of Computer, especially MS Excel and using accounting software's.
	Physical Fitness	Medical category A (AYE)	
	Age	Age: Maximum 65 years at the time of recruitment.	
Chief Medical Officer	Academic Qualifications	MBBS from any nationally recognized Medical College	
	Experience	Minimum 7 years prior experience as General Physician (GP).	
	Physical Fitness	Medical category A (AYE)	
	Age	45 – 50 years	
Additional Registrar/Addl. Director/Equivalent	Academic Qualifications	A candidate must have Master's degree with Honours graduate in any discipline with no 3 rd class/division. PhD degree shall be preferable and Post Graduate Diploma in HR shall be an added qualification.	
	Experience	The candidate at least 15 (fifteen) years administrative experience out of which at	

		least 5 (five) years experience as a Deputy Registrar/Deputy Director/Equivalent at EBAUB.	
	Physical Fitness	Medical category A (AYE)	
	Age	45 – 50 years	
Deputy Registrar/ Deputy Director/ Equivalent	Academic Qualifications	At least a Master's degree (or equivalent) from a recognized university area as like Public Administration, Management, Law, or related fields. Having a PhD can be an added advantage but is usually not mandatory.	
	Experience	*Usually, 7 to 10 years of relevant administrative experience in a university or higher education institution. *Candidates often need experience working as an Senior Assistant Registrar or in an equivalent administrative role. *Strong experience in university administration, rules and regulations, and management of academic or administrative	
	Physical Fitness	Medical Category: A (AYE)	
	Age	Age: 45-50 years at the time of recruitment.	
Senior Asst Registrar/Sr. Asst. Director /Equivalent	Academic qualification	At least a Master's degree (sometimes specifically in subjects like Public Administration, Management, Law, English, or any relevant field) from a recognized university.	For Senior Technician, Diploma in Computer science
	Experience	Usually 5–7 years of administrative experience in a university or a reputable educational institution as an Assistant Registrar or equivalent position. *Experience in handling academic, administrative, or examination-related tasks is often highlighted. Adequate knowledge about UGC Rules and Regulations	
	skill	Computer literacy, Official correspondence, Time management, Ability to manage	

		office/section efficiently, Working knowledge in Academic/ relevant rules and regulation,	
	Physical fitness	Medical Category: A (AYE)	
	Age	33-45 Years at the time of recruitment	
Assistant Registrar/Assistant Director/Assistant Controller of Exams/Equivalent	Academic qualification	At least Master's degree in relevant discipline with at least 55% marks (or an equivalent grade in a point scale) from a recognized university in any discipline with sound knowledge in UGC Rules and Regulations.	
	Experience	3 – 5 years working knowledge in admin post at a university	
	Skill	Computer literacy, Official correspondence, Time management, Ability to manage office/section efficiently, Working knowledge in Academic/ relevant rules and regulations.	
	Physical fitness	Medical Category: A (AYE)	
	Age	Age: 32-40 Years at the time of recruitment	
Accounts Officer	Academic qualification	Bachelors/ Master's in Accounting	
	Experience	Experience in accounting audit, finance for 3-5 years in an educational institution.	
	Skill	Experience in using MS Excel, Tally, SAP, Oracle	
	Physical fitness	Medical Category: A (AYE)	
Administrative Officer/Accounts Officer/Academic officer/Sr. Lab Technician /Equivalent (Class II)	Academic qualification	Bachelor /Master's in Arts/Science/Commerce	
	Experience	Experience of 2-5 years in managing semester systems, automated exam systems.	
	Skill	Computer literacy, Official correspondence, Time management, Ability to manage office/section efficiently, Working knowledge in Academic/relevant rules and regulations.	
	Physical fitness	Medical Category: A (AYE)	
Front Desk Executive/Office	Academic	HSC/Bachelor in	

Assistant/Computer Operator	qualification	Arts/Commerce/Science	
	Experience	Preferably 1 year experience in managing reception / front desk.	
	Skill	*Good interpersonal skills. Prudent in precise in communication skills. Typing Skill is a must	
	Physical fitness	Medical Category: A (AYE)	
Lab Technician	Academic qualification	Bachelor of Science/ Diploma from relevant subject	
	Experience	Minimum 2 years relevant experience of equipment's used in the university laboratory/ academic institutions.	
	Skill		
	Physical fitness	Medical Category: A (AYE)	
Lab Assistant/Account Assistant	Academic qualification	HSC and trade course Certificate in relevant field	
	Experience	Minimum 1 year experience in this position in any recognized institutions.	
	Skill	Computer Literacy and Typing	
	Physical fitness	Medical Category: A (AYE)	
Electrician/Mechanic/Plumber	Academic qualification	SSC with relevant Trade Course Certificate	
	Experience	Experience Preferred	
	Skill	Sound Knowledge	
	Physical fitness	Medical Category: A (AYE)	
Lab Attendant	Academic qualification	SSC/HSC (Science)/ Diploma in relevant field	
	Experience	Fresher's are eligible	
	Skill		
	Physical fitness	Medical Category: A (AYE)	
Office Assistant cum Attendant /Office Attendant	Academic qualification	SSC	
	Experience	Ability to identify different documents, safe keeping of office documents in order, proper maintenance of VC's office.	
	Skill		
	Physical fitness	Medical Category: A (AYE)	
Driver	Academic qualification	Minimum VIII/IX Secondary School.	
	Experience	Minimum 5 years driving light vehicle record	

	Skill	Valid Driving License	
	Physical fitness	Medical Category: A (AYE)	
Cook	Academic qualification	Minimum Class VI	
	Experience	Experience Required	
	Skill		
	Physical fitness	Medical Category: A (AYE)	
Cleaner / Gardener	Academic qualification	Minimum Class VI	
	Experience	Fresher's/ No experience	
	Skill		
	Physical fitness	Medical Category: A (AYE)	
Security Guard	Academic qualification	SSC or above	
	Experience	Minimum 2 years' experience	
	Skill		
	Physical fitness	Medical Category: A (AYE)	

Note: Medical category may be relaxed for the disabled candidate.

0304. Job Ethics (Work Ethics)

Job ethics, also known as **work ethics**, refer to the moral principles and professional standards that guide a person's behavior in the workplace. These ethics shape how individuals approach their job responsibilities, interact with colleagues, and uphold organizational values. The Key Components of Job Ethics also refer to the professional code of conduct, which shall include the followings:

- 1) **Integrity** – Being honest and having strong moral principles.
- 2) **Accountability** – Taking responsibility for one's actions and performance.
- 3) **Reliability** – Being dependable and consistent in fulfilling work duties.
- 4) **Professionalism** – Demonstrating respectful and appropriate behavior in all professional settings.
- 5) **Respect for Others** – Treating colleagues, clients, and superiors with fairness and dignity.
- 6) **Commitment** – Showing dedication and a strong work ethic toward tasks and goals.
- 7) **Confidentiality** – Protecting sensitive information and respecting privacy.

CHAPTER-IV RECRUITMENT AND PROMOTION POLICY

0401. Recruitment/Appointment

- a. Recruitment and selection are a process of staffing the organization with adequate qualified persons to achieve the vision and mission set previously by BOT and academic leader in light of the concept paper of EBAUB.
- b. The objective of recruitment is to appoint a capable person to perform the role of job as specified in job description of chapter-III, rule -0301 of this service rules/manual for various positions in EBAUB.
- c. The recruitment shall be done based on the manpower, approved by the University authority i.e., BOT, as specified in Chapter-II, rule-0201 of this service rules/manual.
- d. The selection as a process of recruitment as well as appointment to particular role shall be done on the basis of job specification (qualification and experience) as specified in the Chapter -III, Rule - 0302 .

0402. Types of Recruitment/Appointment

- a. Permanent
 - 1) Regular. This category of recruitment shall be done for the entry-level. They shall be entitled to get promotion following the promotion subject to vacancy of the next higher position according to his job specification (qualification) as spelt out in the Chapter-III, Rule - 0302 .
 - 2) Lateral. This category of recruitment shall be done for the levels other than entry-level as and when required. They shall be entitled to get promotion following the promotion subject to vacancy of the next higher position according to his job specification (qualification) as spelt out in the Chapter-III, Rule - 0302 .
- b. Temporary/adhoc
 - 1) Contractual. This category of recruitment shall have to be done for the top- echelon of the University Management and Administration as and when required for a tenure of 3 – 5 years.
 - 2) Part Time. This category or recruitment shall be done for the faculty position to fill up the vacancy of the faculty member who may be on leave of study or course wise for a tenure of 6 months. However, it may be renewable as and when required.
- c. All the above categories of recruitments shall be done following the job specifications (qualifications) as laid down in the Chapter-III of this service rules for respective position.

0403. Recruitment Authority

a. Appointment of VC/Pro-VC and Treasurer

The appointment and termination of the Vice-Chancellor, Pro Vice-Chancellor or Treasurer shall be made by the Chancellor of the university following the procedures and as per terms of contract of their appointment in accordance with the Private University Act, 2010 (31)

b. Appointment of Teaching Employees/faculties

Appointment/recruitment of permanent (regular and lateral) /contractual teaching faculties against the vacancy in existing approved TO&E shall be made through a teacher-selection committee in accordance with the provision in Private University Act 2010, (27) following the respective interviewing mode as laid down in the Rule-0403 (g) of this service rules. The composition of this committee shall be in accordance with the same act as:

1)	Vice-Chancellor (VC)	President/Chairman
2)	Pro-Vice Chancellor (Pro-VC)	Member
3)	3 educationists nominated from BOT by BOT	Members
4)	2 externals (subject specialist) nominated by Syndicate	Members
5)	Concern Dean	Member
6)	Concern Head of Department or Institute not below the rank of Professor.	Member

Note: In case of a new position in TO&E, that post or position shall have to be approved by BOT. All the secretariat role during recruitment and approval of new position in TO&E, HR Manager/Officer shall have to do from the Registrar Office.

c. Appointment of Part-time faculties

Appointment/recruitment of part-time teaching faculties shall be made through a modified teacher-selection committee following the similar interviewing mode as laid down in the Rule-0403 (g). The composition of this committee shall be in accordance with the same act as:

1)	Pro-VC	President/Chairman
2)	1 external (subject specialist nominated by Syndicate	Members
3)	Concern Dean	Member
4)	Concern Head of Department or Institute	Member

d. Appointment/Recruitment of Registrar, Librarian and other officers

Appointment/recruitment of Registrar, Librarian and other officer's shall be made through the officer-selection committee in accordance with the provision in Private University Act 2010, (34) following the respective interviewing mode as laid down in Rule-0403 (h) of this service rules. The composition of this committee shall be in accordance with the same act as:

1)	Vice-Chancellor (VC)	President/Chairman
2)	Pro-Vice Chancellor (Pro-VC)	Member
3)	3 representatives nominated by BOT	Members
4)	2 representatives nominated by Syndicate, who are not included in BOT	Members
5)	1 external Professor nominated by VC	Member

Note: As Registrar is the bridging person between university and BOT, this appointment shall b/have to be concurred by the Chairman, BOT. In the case of emergency if appointment of Registrar becomes crucial then, the chairman, BOT, as a highest governance body of this university shall be empowered to appoint a Registrar following the job specifications as laid down in the rule-0201(b) of this statute & service rules.

e. **Recruitment of employees of Grade-X – XVII**

The recruitment of employees of Grade- X – XVII shall be made through a selection committee following the job specifications (qualifications) following the interviewing mode as laid down in Rule-0403 ((h) of this service rules. The composition of this committee shall be as under:

1)	Pro-Vice Chancellor (Pro-VC)/Treasurer	President/Chairman
2)	1 representative nominated by BOT	Member
3)	2 representatives nominated by Syndicate, who are not included in BOT	Members
4)	Registrar	Member
5)	HR-Manager/HR Officer/Assistant Registrar/Admin Officer	Secretary

f. **Recruitment of employees of Grade-XIX & XX**

The recruitment of employees of Grade- XIX & XX shall be made through a selection committee following the job specifications (qualifications) following the interviewing modes as laid down in the Rule – 0403 (h) of this service rules. The composition of this committee shall be as under:

1)	Pro-Vice Chancellor (Pro-VC)/Treasurer	President/Chairman
2)	1 representative nominated by Syndicate, who shall be a member of BOT.	Members
3)	Registrar	Member
4)	HR-Manager/HR Officer/Assistant Registrar/Admin Officer	Secretary

g. **Screening**

The screening/scrutiny of applications shall be made before selection/interviewing the candidates to comply the job specifications (qualifications) as laid down in the Rule—0302 of this service rules for appointing/selecting eligible candidates.

h. **Interview for selection**

Interviewing is an important to appreciate and/or evaluate the aptitude/ability/skill/attitude. The process of this interview shall not be same for the employees of all positions/Grades of this university. As such, the interview midscale decided by the committee from the following matrix:

Employees Grade	Written Test	Viva-Voce	Presentation	Skill Test	Meeting
Grade-II – IV	-	X	-	-	X
Grade-V	-	X	X	-	-
Grade-IX – VI	X	X	X	-	-
Grade-X – XVII	X	X	-	X	-
Grade-XIX-XX	-	X	-	X	-
N.B: X – indicates to be taken					

0404. Final Authority for Job Approval

The syndicate shall have to recommend all appointments/recruitments for the final approval of BOT in accordance with the provisions, terms and conditions as laid down in the Private University Act 2010.

0405. Job Confirmation Policy

a. Probation Period.

This policy shall be applicable for the employees of permanent categories (regular and lateral) up to the employees of Grade VI. The concern head of newly appointed person shall evaluate his/her performance score (PS) using CAW method within the specified probation period and report to the Registrar through proper channel. The newly appointed employee will be confirmed in his/her position by the written approval based on the recommendation of concern Head through the evaluation report. The probation period of newly recruited/appointed employees shall be as under:

Employee Grade	Probation Period			
	1 st Chance	2 nd Chance	3 rd Chance	Total
Grade – VI – IX	6 months	3 months	3 months	1 Year
Grade- X - XI	5 months	5 months	2 months	1 Year
Grade- XII - XVII	6 months	6 months	6 months	1.5 Year

- b. If some one fails to attain the required standard after 3 chances, s/he shall be given one more chance 6 months with a warning letter mentioning that if s/he fails to avail this chance, s/he shall be liable to be terminated from the job.
- c. On humanitarian ground, s/he may be retained in the job by the approval of BOT/syndicate with a condition of no further promotion.

0406. Promotion policy

- a. Promotion of an employee refers to the advancement of an individual to a higher position or rank within an organization. It usually involves an increase in responsibilities, a higher status, better pay, and possibly new job titles or roles. This promotion plays a very crucial for excelling institutional development to achieve and retaining the global standard of education. Hence, there must have an effective and comprehensive promotion policy keeping the following objectives in view:
 - 1) Recognition of Performance
 - 2) Motivation and moral boost
 - 3) Utilization of skills
 - 4) Employee retention
 - 5) Succession planning
 - 6) Institutional growth and development
- b. (i) Only permanent employees (regular and lateral) employees shall be subjected to promotion. However, (ii) the contractual employment shall be subjected to retention with the enhanced pay grade depending on his/her contribution to the institutional development process by the approval of BOT/Syndicate.

- c. Every year in the month of May or June, there will be a promotion board. This promotion board will prepare a list of prospective candidates for promotion to the next higher rank with the justification by the job specification (qualifications) as spelt out in the Rule-of this service rules, duration in the present rank, and performance score (PS) as evaluated by concerned head using CAW method),. This promotion board shall have to furnish the said list with their recommendations for approval of Syndicate/BOT through a comprehensive format as illustrated below:

Sl	Name	Position (Grade)	Assessment Criterion for evaluating Performance Index (PI)					
			Length of Service in the present position	Teaching /work Experience	Number of publications	Research/ Project Experience	PS	Total/ Remark

Note :(i) All criterion shall be evaluated by marking out of 10 if satisfied the respective criterion as per Rule- 0406 (d) (1). (ii) In case of excess teaching/research experience/length of service in present position, for each year of experience, 0.5 points added to 10 in corresponding criterion. (iii) Similarly for the publication criteria for excess publications, 0.5 point shall be added to 10 on the overall calculation of Performance Index (PI).

- d. In determining the qualification for the promotion to the next higher rank/position, the job specification (Qualification) of the present position as laid down in the Rule - 0302 have been used as benchmark in addition to other criterions as specified as under in tabular form:

1) Teaching Faculties (Qualification as per Service Rule – 0302)

Promotion to next Position/Rank	Required Length of Service at EBAUB	Teaching Experience	Age and Additional Requirements	Number of Publications
Assistant Professor	Minimum 2 years as a Lecturer	Total 4 Years Teaching experience as Lecturer with Master's degree only Or Total 3 years teaching experience as Lecturer with M. Phil, in addition to Master's Degree Or Total 2 years teaching experience as Lecturer with PhD, in addition to master's/MPhil in university or equivalent academic institution.	Minimum 32 Years Addl. Requirements: *Proven record of effective teaching, research guidance and academic contribution.	Scholarly 2 publications in peer reviewed journals with at least one as the first author.
Associate Professor	Minimum 4 years as an Assistant	Minimum 10 years of teaching experience and at least 5 years as	Minimum 38 Years Addl.	Scholarly 7

	Professor	Assistant Professor with Master's Degree only Or For MPhil in addition to Master's Degree, at least 8 years teaching experience and 5 years as Assistant Professor Or For PhD in addition to Master's/MPhil, must have at least 7 years teaching experience in university or equivalent academic institution, and 4 years as Assistant Professor in university or equivalent academic institution.	<u>Requirements</u> *Proficiency in both English and Bangla. *Strong communication skills and active involvement in teaching and research activities.	publications in peer reviewed journals and 5 publications as Assistant Professor where 2 as the first author.
Professor	Minimum 5 years as an Associate Professor	At least 20 years of teaching experience in university or equivalent academic institution including 8 years as Associate Professor with only Master's Degree. Or Total 18 years teaching experience and at least 7 years as Associate Professor for M.Phil in addition to Master's Degree. Or Total 13 years teaching experience and at least 5 years as Associate professor for PhD Degree holder in addition to Master's/MPhil Degree in university or equivalent academic institution.	Minimum 45 Years <u>Addl. Requirements:</u> *Publication in Impact Factor journal will be encouraged. *Strong record of effective teaching in relevant discipline. *Active participation in seminars /conference /workshops. *Specific qualifications or credentials such as certifications or membership with educational entities. *Contributions in academic field. Involvement in departmental Administration, Curriculum Development and Academic Committee.	Minimum 15 scholarly publications in peer reviewed national / international journals, 8 publications as Associate Professor where 5 as the first author.
Professor G-II	Minimum 2 years as a Professor	At least 22 years of teaching experience in university or equivalent academic institution including 2 years as Professor with only	*Strong record of effective teaching in relevant discipline. *Active participation in seminars /conference /workshops.	Total publications must be 22 out of which 2 as Professor

		Master's Degree. Or Total 20 years teaching experience and at least 7 years as Professor for M.Phil in addition to Master's Degree. Or Total 15 years teaching experience and at least 2 years as professor for PhD Degree holder in addition to Master's/MPhil Degree in university or equivalent academic institution.	*Specific qualifications or credentials such as certifications or membership with educational entities.	
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Note: The entire above promotion criteria shall be evaluated by marking 10 points to calculate Performance Index (PI) of each prospective candidate using the format at Rule-0406 (c).

2) Non-Teaching Employee (Grade II/III – XX)

Promotion to Next Rank	Required Length of Service at EBAUB /Educational Qualification	Working Experience	Supervisory Experience	Skill
CLASS I				
Registrar	A candidate must have Master's degree with Honours graduate in any discipline with no 3rd class/division. PhD degree shall be preferable and Post Graduate Diploma in HR shall be an added qualification. Age: Maximum 65 years at the time of recruitment.	The candidate must have at least 15 (fifteen) years administrative experience out of which at least 10 (ten) years' experience as an Additional Registrar at EBAUB. Or The candidate must be a professor of any discipline of any Private/Public University with excellent academic profile and must have total 10 years experience in administrative/management, and academic leadership positions at a public/private university or similar institutions (for lateral entry). Minimum 2 years' service is required to promote to the next grade, i.e. Grade II. (For lateral entry, the last grade of the incumbent shall be reckonable.)		Computer, Language, Academic Management and Administration.
Controller of Examinations/Directors/Equivalent	A candidate must have Master's degree with Honours	The candidate at least 15 (fifteen) years' experience out of which at least 10 (ten) years' experience as		Certification on Education Management, Digital Examination systems,

	graduate in any discipline with no 3 rd class/division. PhD degree shall be preferable and Post Graduate Diploma in academic administration /equivalent shall be an added qualification. Age: Maximum 65 years at the time of recruitment.	Additional/Deputy Exam Controller of any public/private university or similar institution. Or The candidate must be a professor of any discipline of any Private/Public University with excellent academic profile and must have total 10 years' experience in academic leadership positions of a public/private university or similar institutions. Minimum 2 years' service is required to promote to the next grade, i.e. Grade II.		Computer Literacy and Knowledge related to examination policy.
Librarian	A candidate must have Master's degree with Honours graduate in any discipline with no 3 rd class/division. PhD degree shall be preferable and Post Graduate Diploma in academic administration /equivalent shall be an added qualification. Age: Maximum 65 years at the time of recruitment. Candidates having PhD will be given preference. Age: Maximum 65 years at the time of recruitment.	The candidate at least 15 (fifteen) years' experience out of which at least 10 (ten) years' experience as Additional/Deputy Librarian at any public/private university or similar institution. Minimum 2 years' service is required to promote to the next grade, i.e. Grade II.		Computer Literacy and Knowledge of Library automation systems.
Director (Finance & Accounts)	a. Master's Degree in Commerce, Finance, Accounting, Business Administration, or a related	The candidate at least 15 (fifteen) years' experience out of which at least 10 (ten) years' experience as Additional/Deputy Director (Finance) at any public/private university or similar institution.		Proficient user of Computer, especially MS Excel and using accounting software's.

	field. b. Preferred Specializations: MBA (Finance), or CA/ICWA/CPA Age: Maximum 65 years at the time of recruitment.	Minimum 2 years' service is required to promote to the next grade, i.e. Grade II.		
Chief Medical Officer	MBBS from any nationally recognized Medical College	Minimum 7 years prior experience as General Physician (GP).		
Additional Registrar/Addl. Director/Equivalent	A candidate must have Master's degree with Honours graduate in any discipline with no 3 rd class/division. PhD degree shall be preferable and Post Graduate Diploma in HR shall be an added qualification.	The candidate at least 5 (five) years' experience as Deputy Registrar at EBAUB. For promotion to the next higher position from DR/DD/Equivalent 5 years' service at EBAUB is required.		The candidate at least 15 (fifteen) years administrative experience out of which at least 5 (five) years' experience as a Deputy Registrar/Deputy Director/Equivalent at EBAUB.
Deputy Registrar/ Deputy Director/ Equivalent	*At least a Master's degree (or equivalent) from a recognized university area as like Public Administration, Management, Law, or related fields. *Having a PhD can be an added advantage but is usually not mandatory. Age: 45-50 years at the time of recruitment.	*Usually 7 to 10 years of relevant administrative experience in a university or higher education institution. *Candidates often need experience working as a Senior Assistant Registrar or in an equivalent administrative role. *For promotion to the next higher position from SAR/SAD/Equivalent 5 years' service at EBAUB is required. *Strong experience in university administration, rules and regulations, and management of academic or administrative matters is required.	5 years in related office/Sec.	Computer literacy, Official correspondence, Time management, Working knowledge in Academic/ relevant rules and regulation, Ability to critically thinking, Task management and planning for development.
Senior Asst Registrar/Sr. Asst. Director /Equivalent	At least a Master's degree (sometimes specifically in subjects like Public Administration, Management, Law, English, or	*Usually 5–7 years of administrative experience in a university or a reputable educational institution as an Assistant Registrar or equivalent position. *Experience in handling	3 years in related office/Sec.	Computer literacy, Official correspondence, Time management, Ability to manage office/section efficiently,

	any relevant field) from a recognized university. Age: 33-45 Years at the time of recruitment	academic, administrative, or examination-related tasks is often highlighted. Adequate knowledge about UGC Rules and Regulations For promotion to the next higher position from AR/AD/Equivalent 5 years' service at EBAUB is required.		Working knowledge in Academic/ relevant rules and regulation,
Assistant Registrar/Assistant Director/Assistant Controller of Exams/Equivalent	At least Master's degree with at least 55% marks (or an equivalent grade in a point scale) from a recognized university in any discipline with sound knowledge in UGC Rules and Regulations. Age: 32-40 Years at the time of recruitment	3 – 5 years working knowledge in admin post at a university		Computer literacy, Official correspondence, Time management, Ability to manage office/section efficiently, Working knowledge in Academic/ relevant rules and regulations.
CLASS II				
Accounts Officer	Bachelors/ Master's in Accounting	Experience in accounting audit, finance for 3-5 years in an educational institution.		Experience in using MS Excel, Tally, SAP, Oracle
Administrative Officer/Accounts Officer/Academic officer/Sr. Lab Technician /Equivalent (Class II)	Bachelor /Master's in Arts/Science/Commerce	Experience of 2-5 years in managing semester systems, automated exam systems.		Computer literacy, Official correspondence, Time management, Ability to manage office/section efficiently, Working knowledge in Academic/ relevant rules and regulations.
CLASS III				
Front Desk Executive/Office Assistant/Computer Operator	HSC/Bachelor in Arts/Commerce/Science	Preferably 1-year experience in managing reception / front desk.		*Good interpersonal skills. Prudent in precise in communication skills. Typing Skill is a must.
Lab Technician	Bachelor of	Minimum 2 years' relevant		

	Science/ Diploma from relevant subject	experience of equipment's used in the university laboratory/ academic institutions.		
Lab Assistant/Account Assistant	HSC and trade course Certificate in relevant field	Minimum 1 year experience in this position in any recognized institutions.		Computer Literacy and Typing
Electrician/Mecha nic/Plumber	SSC with relevant Trade Course Certificate	Experience Preferred		Sound Knowledge
Class IV				
Lab Attendant	SSC/HSC(Scien ce)/ Diploma in relevant field	Fresher's are eligible		
Office Assistant cum Attendant /Office Attendant	SSC	Ability to identify different documents, safe keeping of office documents in order, proper maintenance of VC's office.		
Driver	Minimum VIII/IX Secondary School.	Minimum 5 years driving light vehicle record		Valid Driving License
Cook	Minimum Class VI	Experience required		
Cleaner / Gardener	Minimum Class VI	Fresher's/ No experience		
Security Guard	SSC or above	Minimum 2 years' experience		Good Health

Note: The composition of promotion committees shall be similar to the composition of respective appointment/recruitment committees. The terms of condition (TOR) of these committees shall be as under:

- 1) The committee shall have to scrutinize the applications received from the GT section of Registrar Office/University secretariat.
- 2) The committee shall have to evaluate the candidates' eligibility for promotion in accordance with the service rules-0406 (d) using the format as shown in Rule-9496 (c).
- 3) Finally, the said committee shall prepare a list of eligible and prospective candidates and submit to the Syndicate for their recommendation for promotion.
- 4) After BOT approval, the promotion shall be affected from the date of sign of the BOT regulations.

0407. Performance evaluation

a. Attributes of performance evaluation

Performance evaluation is the process of assessing how well an individual, team, or organization is performing relative to set goals, standards, or expectations. It usually involves measuring work quality, efficiency, skills, behaviors, and achievements over a specific period. In workplaces, performance evaluations help managers provide feedback, recognize strengths, identify areas for improvement, and make decisions about promotions, rewards, training needs, or even terminations. The evaluation attributes are different for teaching and non-teaching employees. The attributes shall be as under:

Teaching faculties/employees	Non-Teaching officers/employees
Punctuality and Discipline	Punctuality and Discipline
Personal motivation, Loyalty to Rules and Regulations	Personal motivation, Loyalty to Rules and Regulations
Ability to Interact and Motivate students	Ability to Interact and Motivate
Ability to Work in a Team and Sense of responsibility	Ability to work in a team and Sense of responsibility
Professional Integrity and Ethical Values	Professional Integrity and Ethical Values
Preparation of Lesson Plan	Ability to plan and organize
Implements The Lesson	Skill in communication through oral and writing
Effective Communication of the Lesson	Knowledge on academic management
Knowledge on the Curriculum	Sound knowledge at UGC rules and regulation
Manage Class Room	Handling grievances
Ability to Supervise Research/Project work	Conflict and disaster management ability
Note: The attributes shall not applicable for Grade-XIX and XX employees of EBAUB	

b. Marking Procedure

9-point Likert scale shall be used to mark the above attributes of performance evaluation. Each individual shall be marked out of 100 points. 1 point will be reserved to the Head of Department for overall observation. The evaluated mark shall be converted in 10 points as performance score (PS). This PS shall be one of the elements to assess the eligibility of promotion using the format as laid down in rule-0406 (c). The performance evaluation format is attached as appendix “A” to this service rules.

c. Performance Score (PS) Calculation formula

- 1) In cumulative average weighing (CAW) method, the performance score (PS) shall be calculated using the following formula:

$$PS_t = \frac{1}{2}(PS_c + PS_{y-1})$$

Where, PS_y is the performance score (PS) at the quiescent year refers to the year at which the performance score (PS) is being calculated. PS_{y-1} is the performance of the previous year. PS_c is the performance score (PS) of the current year. The formula for the calculation shall be:

$$PS_c = \frac{1}{10}(\sum_{i=0}^{1=n} a_i) = \frac{a_1 + a_2 + a_3 + \dots + a_n}{10}$$

Here, a_i is the appraisal attributes, and ‘n’ is the number of attributes to be assessed. The 9-point Likert system shall be admissible to calculate performance score at the current year using the appraisal format as attached as Appendix – I and II of this service rules.

- 2) Appendix – IIA for Teacher, and Appendix – IIB for Officers/employees.
- 3) The following criteria shall be admissible to consider for recommendation of any one on retention, increment, promotion and incentives (monetary):

Criterion	Consequences or effect on				
	Retention	Increment	Promotion	Incentive	Special Pay
Average (41 – 50)%	X				
Above average (51 – 60)%		X			
High average (61 – 70)%			X		
Very Good (71 – 80)%				X	
Excellent >90%					X
Note: Not more than 1 recommendation on a particular consequent shall be admissible by the Head/Dean/Director					

- d) At least 2/3 times Performance Assessment Discussion (PAD) shall have to carry out to give opportunity for correction and improvement before final assessment and the gist of PAD shall be to be recorded and get signed by the concern teacher/officer/employee

CHAPTER - V COMPENSATION, PROVIDENT FUND AND GRATUITY

0501. Compensation Policy

a. Compensation

Compensation refers to the total rewards an employee receives in exchange for their work or services. It includes not just salary or wages but also benefits like bonuses, retirement facilities (Gratuity, Contributory Provident Fund). The main objective of this compensation is for acquiring talent and employing the same in work to achieve the institutional goals, mission and vision, the compensation shall have to pay monthly, by 1st to 3rd days in each month.

b. Compensation (Salary) Elements and calculation/fixation

Additive elements		Deductive elements	
Name of element	Variable	Name of element	Variable
Pay Grade	PG		
Yearly Increment	YI		
Basic	Basic	CPF Subscription	CPF
House rent	HR	Loan	L
Conveyance	C	Miscellaneous	M
Medical Allowance	Med Allnc	-	-
Special Pay	Sp	-	-
Bonus/Incentive	Bonus	-	-

Note: Initial Pay of Pay Grade shall be admissible in Salary Fixation. For experience and more qualified person, special pay may be admissible with the approval of BOT during recruitment or during pay fixation as and when required. VC/Pro-VC/Treasurer/Registrar shall not be admissible for conveyance allowance if personal transport provided. 4th class (G-XIX and XX) employees shall be allowed Tiffin allowance per working day only at the rate of BDT 30 – 50.

The formula for the compensation structure is as:

- 1) Net Compensation = Gross Pay – Deductions
 - 2) Gross Pay = Basic + HR (50% of Basic) + Conveyance + Med Alnc + B + S (In life only once during pay fixation)
 - 3) Basic = PG + I (2% of PG) + Incentive /Bonus
 - 4) Net Compensation = Gross Pay – Deduction
 - 5) Deduction = CPF (10% PG) + L + M
- c. Salary fixation of individual shall be made using pay grade of the national pay scale. In case of new national pay scale, employee's compensation shall be fixed by setting the pay grade and adjusting the special pay
 - d. Maximum admissible number of years in rendered service to reckon for the calculation of increment shall be the length of service required for the next promotion.
 - e. Increment and other admissible allowances shall be determined by the competent authority of the university with the concurrence of BoT of the university.
 - f. All employees other than part-time/Adjunct shall be admissible for yearly 2 festival allowances, each equal to their basic pay and 1 Bangla happy new year equal to half of their basic pay.
 - g. Block position of 2nd class, 3rd and 4th class employees shall be admissible time scale on completion of 10 years' service 1st time scale, 20 years' service 2nd time scale and 1 year before retirement 3rd time scale based on their performance score in each cycle. For disciplinary case time scale shall not be admissible for the individual.

0502. Contributory Provident Fund Policy

- a. All permanent (Regular and Lateral entry) and contractual employees of EBAUB shall be admissible for the benefit of contributory provident fund (CPF). After retirement from the job in case of permanent employees and after the end of contract, contractual employees shall be paid the CPF amount.
- b. A separate CPF fund shall have to maintain by the university, where the amount of 10% of PG shall be deposited by individual and the same amount shall be deposited by the university against the individual CPF account during their monthly salary. This amount shall be forfeited if an employee has been terminated on disciplinary ground.
- c. An employee (other than part-time) resigns voluntarily from the institution on completion at least six months or the contract duration shall be admissible to get CPF benefits.

0503. Gratuity Policy

- a. Gratuity is a statutory lump-sum benefit payable to an employee by an employer in recognition of long and continuous service, upon termination of employment (whether by resignation, retirement, retrenchment, death or discharge). In Bangladesh, the right to gratuity and its basic parameters are laid down under section 2(10) of the Bangladesh Labour Act, 2006 (BLA), which treats any continuous service exceeding six months as one full year for the purpose of gratuity eligibility.
- b. Gratuity shall not be payable to an employee who has terminated from the service on disciplinary ground (dismissal for misconduct, misappropriation, break of integrity and honesty, sexual harassment, theft case, bribery, forgery, and so on).
- c. The employee, who resigned voluntarily on completion of minimum 10 years' active service in the institution shall be admissible for gratuity benefit.
- d. The daily rate of compensation shall be the last received basic pay divided by the number of days in the month when an employee retired from the service.
- e. The gratuity shall have to calculate on the daily wage rate or simply daily rate. The formula for such calculation of payable gratuity shall be as:
 - 1) Amount of Gratuity = Daily rate x 30 x years of service if length of service < 10 years
 - 2) Amount of Gratuity = Daily rate x (30 x 10) + (45 x (Total length of service – 10 years)) , If length of service > 10 years.

CHAPTER- VI
POLICY ON OFFICE TIMING AND OFFICIAL DOCUMENTS

0601. Office Timing

a. Week Days

- 1) In general EXIM Bank Agricultural University Bangladesh (EBAUB) operates all academic and administrative functions on a 5-day week starting from Sunday to Thursday.
- 2) All employees shall have to attend in these week days (either than part-time, who may have other routine of work) except the person on official leave of any kind.
- 3) Only the person serving in admission/information section of this university shall have to work in all 7 days -week.
- 4) Any unauthorized absence from the university of their respective working department/section shall be dealt as an offense.

b. Working Hour

- 1) The working hour starts from 8.30 am to 4.30 pm. The office assistant/peon shall have to open department/section office and clean with a good shape for maintaining hygienic conditions.
- 2) Administrative, financial and academic works shall have to start from 9.00 am and finish at 4.00 pm.
- 3) All the employees except professors /Associate professors shall have to follow this timing slot per working day.
- 4) Professor/Associate Professors shall have to work for 35 hours in a week. Out of this 35 hour, Professors/Associate Professors shall have to spend at least 6 hours in a week for research supervision of own and outside students. Hence, strict compliance of working hour in a day shall not be admissible for them.
- 5) The Vice-Chancellor, Treasurer and Registrar shall be exempted from the restriction of working due to shouldering overall responsibilities of this university.

0602. Rule for latecomers

- a. Biometrics system shall be used for employees' attendance in EBAUB to ensure the presence of employees in the working time.
- b. If any employee other than the exempted persons and Professors/Associate professors are late by 5 – 10 minutes for consecutive 3 days, shall be liable to give penal of an amount equal to one-day basic pay.
- c. The attendance record shall prepare a list of latecomers every after 3 days and report to the Registrar for his perusal and subsequent action after investigating the reason of late of an employee.
- d. If any Professor/Associate Professor fails to serve for the specified duration as mentioned in the rule-0601 b 4), then 1-day basic for each day exceeding 35 hours shall be deducted from their salary at the end of the month.

0603. Official Documents

Official documents are official correspondences (notice, circular, routine/informal/formal letters, note sheet, minutes of meeting and regulations, etc.), and different kinds of records that are created, issued, and thereby recognized by an authoritative body such as a government, legal entity, organization, and/or institution, and serve as formal evidence of a fact, status, or transaction and also serve as execution instruction and/or orders by legislative authority. There shall have classified and unclassified documents depending on the gravity and threats of disclosure to unauthorized persons and/or body. Unclassified documents shall include all routine. Normal official correspondence and records. However, the classified documents shall have security classifications.

0604. Classified Documents

Security Classification	Addressee	Handled by	Remark
RESTRICTED	Head/Dean/Pro-VC/Treasurer/Registrar	Office Clerk after taking action	At the Centered of the Top and Bottom Header
CONFIDENTIAL	Head/Dean/Pro-VC/Treasurer/Registrar	Head/Dean/Pro-VC/Treasurer/Registrar after taking action	
SECRET	By Name of Head/Dean/Pro-VC/Treasurer/Registrar	Addressee himself and preserved in a RED marked file.	
TOP SECRET	BY name VC and Registrar	VC and Registrar himself and preserve in a RED marked file	

CHAPTER- VII OFFICIAL LEAVE POLICY

0701. Category of official leave

Official leave shall be a privilege, not right, of an employee that refers to authorized time off from work or institution and formally recognized by the Institutional policy and/or labor law of Bangladesh. The following categories of official leave shall be admissible for all employees (excluding part time) The official leave shall be of the following categories:

- a. Duty Leave (DL)
- b. Casual Leave (CL)
- c. Medical Leave (ML)
- d. Maternity Leave (MetL)
- e. Recreation Leave (RL)
- f. Study Leave (SL)
- g. Extra Ordinary Leave (EOL)

0702. Duty Leave (DL)

- a. A Duty Leave shall be granted to the employee of the university to perform/carry out the official assignments or to meet any emergent requirement of the university.
- b. The registrar shall approve this category of leave through the requisition from the concern department/section
- c. TA/DA shall be admissible for this category of leave as per the rate, laid down in the financial regulations of this university.

0703. Casual Leave (CL)

- a. All teaching and non-teaching employees of the university shall be admissible to avail casual leave of maximum 20 (twenty) days in a calendar year, but not more than 5 days with suffixing or prefixing weekend.
- b. If an employee on CL exceeds 5 days, the whole 5 days CL shall be converted into EL.
- c. The registrar shall approve CL with the recommendation of the concern head of the department/section/faculty through a CL leave registrar.
- d. A CL registrar shall be maintained in the Department and the same shall be countersigned quarterly by the VC.
- e. The following causes will fall under the casual leave.
- f. Sudden illness for a maximum period of 3 (three) days.
 - 1) Death of close relatives such as wife, children, parents for a maximum period of 5 (Five) days.
 - 2) Insurmountable social commitment such as marriage of blood connected relatives for maximum of 3 days.
 - 3) Regarding sickness, an employee must inform his/her superior officer. One can enjoy casual leave on sick purpose for maximum of 3 (three) days at a time.

0704. Medical Leave (ML)

- a. Medical leave shall be granted to an employee who stayed in a hospital for medical treatment more than 7 days.
- b. Maximum admissible medical leave shall be 30 days in a calendar year. Medical leave if exceeds 30 days then, the rest days shall be admissible to adjust with the recreation leave (RL).
- c. Medical leave shall be granted by the Syndicate.
- d. If an employee admitted in a hospital for medical treatment consecutively three-time, s/he shall be liable for medically board out with financial gratuity benefit.
- e. The BOT shall grant this type of service termination through the recommendation of the syndicate with proper medical documents.

0705. Maternity Leave (MetL)

- a. Women employees of the university shall be admissible for the maternity leave up to 60 (sixty) days in normal situation and a maximum period of 90 (ninety) days in very special/critical health condition on full pay at the rate drawn on the date previous to the date of commencement of the leave provided she has been in the university service for at least 2 (two) years immediately preceding the date of delivery. Provided further that the period of maternity leaves for an employee who has not served the University for 2 (two) years immediately preceding the date of delivery shall be decided by the Syndicate with the concurrence of BOT.
- b. Leave any other kind including Earned Leave to the extent admissible, may be granted in continuation of Maternity Leave, if the request for its grant be supported by a Medical Certificate and approved by the Syndicate.
- c. The authority for granting Maternity Leave shall be the same as for granting Ordinary Leave.
- d. Maternity Leave shall normally be granted for 2 (two) times, however, the Board of Trustees/Syndicate of the university reserves the right to take further decision in this respect.

0706. Recreation Leave (RL)

- a. Recreation leave refers to a typical earned leave that shall be admissible to all employees of EBAUB (excluding part-time) for a duration of 1 month in a 3 years cycle on completion of 3 years' continuous service with the satisfaction of the university authority.
- b. In lieu of this recreational leave, all employees other than part-time/out sourced shall be payable an amount equals to one initial grade pay.
- c. This type of leave shall have to be granted by the BOT upon approval of the syndicate.
- d. The HR and account section must have to maintain an accurate record of this leave separately to ensure their encashment
- e. Employers must maintain accurate leave records to ensure this encashment.
- f. Availed medical leave if exceeds 30 days as specified in rule-0604 shall be admissible to adjust with this leave.

0707. Study Leave (SL)

- a. The Board of Trustees/Syndicate shall grant study Leave to a teaching faculty of the university who has served continuously 2 years in the concern department of this university upon recommendation of the VC through proper channel (Head/Dean/Registrar).
- b. This leave may be extended up to a period of 4 (four) years in special circumstance, if the Board of Trustees/Syndicate approves it. Whether a teacher shall enjoy this leave with pay or without pay, will be decided by the Board of Trustees/Syndicate.
- c. An employee who comes back to the university and serves EBAUB after getting his/ her higher degrees will be rewarded with benefit or seniority, financial grant etc. as the Syndicate deems fit.
- d. Non-Academic member may also be granted Study Leave if the university feels that the university will be benefited from his/her training or higher degree.
- e. Normally the seniority in the department of an employee shall not be affected by the study leave. However, if the period of study leave exceeds by 2 years, then the concern employee shall be liable to loss her/his seniority in the department of EBAUB.

0708. Extra Ordinary Leave (EOL):

- a. In special circumstances and when no other leave is admissible under these rules, Extra ordinary Leave without pay may be granted for a period not exceeding 2 (two) years, such leave will not be debited against the leave account and will not be counted for increments in the time scale of pay.
- b. A university employee other than a Support Staff, detained on duty by competent authority during a vacation to which s/he is otherwise entitled, shall earn additional leave as follows:
 - 1) In respect of teachers or officers detained on duty.
 - 2) For a period of 7 (seven) days or less, half of the period thus spent on duty.
 - 3) For a period of more than 7 (seven) days, two thirds of the period thus spent on duty.
 - 4) In respect of other employees detained on duty one half of the period detained on duty:

N.B: An employee of the university may be granted Special Leave if the Board of Trustees/ Syndicate deems fit on the following grounds:

- i) Special Leave with full pay maybe granted for performing obligatory Hajj/Umarh Hajj (once in a life time) up to a maximum period of 5 (five) weeks.
- ii) Special Leave with half average pay may be granted for accompanying his/her spouse/mother in performing obligatory Hajj up to a maximum period of 4 (four) weeks.
- iii) Special Leave may be granted for a period of 10 (ten) days on the occasion of marriage, once in his/her service life. Provided s/he completes at least 1 (one) year service at EBAUB.
- iv) Ex-Bangladesh leave may be granted as extra ordinary leave for a duration of maximum 15(fifteen) days in a year.

0709. Leave Approval Channel

The leave application of all kinds shall have to follow the following channel for subsequent action for approval. The channel shall be as under:

- a. The Vice-Chancellor shall have to apply his/her leave application to the Chairman through Registrar (for documentation) with information to UGC.
- b. Pro-VC and Treasurer shall have to apply his/her application to the Vice-Chancellor through Registrar (for documentation) with information to the Chairman BOT, and UGC.
- c. All deans to the Pro-VC through the Registrar with the information to the VC.
- d. All Heads of departments to the respective Dean through the Registrar with information to Pro-VC
- e. All teaching faculties and non-teaching staff in the department to the Registrar through the Departmental Head with information to the respective Dean.

0710. Leave Application Form

A specified leave application format shall have to use for all kinds of leave. The leave application format is attached herewith as Appendix – III.

CHAPTER- VIII

SERVICE TERMINATION OR SEPARATION POLICY

0801. Category of service termination or separation

- a. Service termination in a university context refers to the end of an employee's relationship with the institution. This service termination can be due to various reasons, including retirement, resignation, contract expiration, dismissal, or separation.
- b. The categories of service termination can be broadly classified into voluntary retirement, resignation and contract expiration) and involuntary (Dismissal and Forced Retirement).

0802. Voluntary service termination

a. Retirement

- 1) Retirement of service refers to the end of an employee's service at the university upon attaining the preset age of retirement.
- 2) The retiring age shall be 65 years for teaching faculties and 60 years for non-teaching officers.
- 3) The service limit as mentioned 0802 a(2) may be extended by 1 year with the approval of BOT/Syndicate, maximum 3 times separately.
- 4) The employee who has undergone retirement due to age limit, as mentioned in rule 802 a(2) (as applicable) shall be admissible to get gratuity and CPF benefits after retirement.
- 5) If an employee has been medically board out before attaining his/her retirement age limit because of chronic and incurable disease, s/he shall be admissible with the full gratuity and CPF benefits.

b. Resignation

- 1) Resignation by an employee shall be admissible to terminate his/her service in this university due to disability, medical ground and availing better opportunity in other institution.
- 2) If the length of service of the concern employee exceeds 10 years (rule-0503 3) on the date of resignation, then s/he shall be admissible for gratuity benefit using the rule-0503c(1). However, in case of forced resignation, gratuity benefit shall not be admissible.
- 3) If any employee fails to resign before providing one months prior notice he/she shall have to surrender his/her one month's salary. But in case of medical ground, with proper medical documentation he/she will not surrender one month's salary, with the permission of competent authority.

c. Contract expiration

- 1) The contractual employees shall fall under this rule of service termination.
- 2) This contract shall be renewable with the approval of BOT/Syndicate upon recommendation of the Head of concern department/faculty/section/division through proper channel at least 2 months before the expiration of service contract.
- 3) If the renewal application not granted, then the concern employee shall be payable one-month salary equal to his/her pay grade as a compensation to get scope for revision.
- 4) The concern employee shall be admissible for CPF benefit.

0803. Involuntary service termination

a. Dismissal

Dismissal refers to the termination of employee's service from the institution on disciplinary ground. It is a disciplinary action against an employee that shall be admissible for the following allegations:

1) Misconduct

- a) Gross misconduct (e.g., violence, theft, harassment, or substance abuse at work/school)
- b) Violation of institutional policies (e.g., breach of confidentiality, insubordination, or misuse of property)

2) Academic or Professional Dishonesty

- a) Plagiarism or cheating (for students or academic staff)
- b) Falsification of credentials or research misconduct (e.g., data fabrication, misreporting)

3) Incompetence or Poor Performance

- a) Repeated failure to meet professional or academic standards
- b) Inability to fulfill duties after warnings or evaluations

4) Absenteeism or Abandonment

- a) Unexplained or excessive absence
- b) Job abandonment (e.g., not returning to work without notification)

5) Legal or Ethical Violations

- a) Criminal behavior (inside or outside the institution, especially if it affects trust or safety)
- b) Breach of codes of ethics or regulatory compliance

6) Conflict of Interest or Corruption

- a) Taking bribes, favoritism, or abusing position for personal gain

7) Sexual Harassment or Discrimination

- a. Any behavior violating policies on equality, harassment, or inclusion
Institutions typically require a formal investigation, and the accused is usually given an opportunity to respond before any dismissal is finalized.

b. Forced- Retirement

- 1) The forced retirement refers to separation of employee from the institutional relationship that enforced forcefully by the university authority if his/her presence may hamper the normal congenial working environment.
- 2) If the allegation brought against an employee but disproved through an investigation. In such a situation, the university shall be admissible to retire forcefully the alleged employee with or without benefit depending on the gravity and consequences if such offence,

CHAPTER- IX
POLICY ON DISCIPLINARY MATTERS AND PROCEDURES

0901. Disciplinary Matters

- a. Disciplinary matters of this university refer to the issues or causes that involve violation of the rules, regulations/policies and code of conduct of EXIM Bank Agricultural University Bangladesh (EBAUB) by the teachers, employees and students as well.
- b. The code of conduct shall outline the expected behavior and ethical standards of teachers, students and employees within the organization of this university and essentially serves as rules, whose breach shall be subjected to the legal actions against the concerned individual as disciplinary matters. The expected code of conduct for teachers, officers/employees and students are illustrated in Appendix – IVA.
- c. Besides, the breach of code of conduct (b), the followings shall also be included as the disciplinary matters of this university for the account in disciplinary/legal actions:
 - 1) All the issues as laid down in the rule-0803 a.
 - 2) Academic misconduct such as cheating in examination of any sort, plagiarism, breach of exam hall sanctity/regulations, and so on (student related).
 - 3) Violations of campus regulations that shall include breach of hall rules, unauthorized protest or mob of both students and employees inside and outside the campus.
 - 4) Instigating or fueling in the protest or mob by any employees of this university shall be subject to the professional misconduct of employees.
 - 5) Professional misconduct by the employees of this university shall include the violation of service rules, regulations, policies and other instruction related to management, administration and academic affairs, professional ethics and lack in teacher-like/officers- like/gentleman behavior (faculty/officer related).
 - 6) Violation of good order and institutional discipline, disobedience of superiors, insubordination, reluctance to pay respect to the existing rules and regulations of the university as well as country.
 - 7) Criminal activities such as committing murder, suicide, social nuisance, sexual abuse shall be included in the disciplinary matters of this university.
- d. Violation of lawful orders shall be considered as an offence of disloyalty and shall be subjected to prejudice. Lawful orders include:
 - 1) Verbal order to carry out any task for the office/organization and above all for the institution.
 - 2) All official orders in written of any form like, notice, letter, circular and. so on.
 - 3) Orders PA and PS to maintain official decorum.
 - 4) Verbal orders to office assistant/computer operator/peon for official purpose.
 - 5) Any orders that may cause health issue/injuries/accident and so on shall be considered as unlawful orders.
- e. Exchange of unofficial or non-formal gift of any kind with the intention of getting or giving undue privilege shall not be admissible. However, official or formal gift like crest (not money or any other) shall be admissible.
- f. Giving access unauthorized person to the official documents shall be strictly prohibited. As such disclosure of any contents both in written or verbal to unauthorized persons shall be dealt as an offence according to the Official Secret Act 1861.
- g. Abusing girl or boy students by promising to give good results in a course shall be treated as criminal activity and subjected to dismissal from the service.

0902. Students' Discipline

Students disciplinary cases shall be handled separately based on the student discipline policy as annexed to this service rules as Annex-

0903. Case Dealing authority

- a. All the disciplinary matters except as laid down in rule-0901(a) shall be dealt with by this university (EBAUB) administrative following a set procedure as mentioned in the rule 0903.
- b. If the criminal activities committed inside the campus during working hour, the case shall be dealt by the proctor of this university with the help of legal cell and DSW as necessary. Otherwise, the local Police shall be responsible to handle the case at their own.
- c. The legal cell shall be admissible to provide legal support/help the alleged employee/student to ensure proper justice.

0904. Case Dealing Procedure

- a. Upon receiving a complain, the Registrar shall surf a show-cause notice to the concern if the person is an employee of this university, and the director of student welfare shall surf a show-cause notice to the concern if the person is a student of this university.
- b. Upon receiving the reply, the show-cause, the Registrar shall be admissible to dismiss the case if the case seems to have no merits or forward the case to the disciplinary committee to deal with the case depending on the merit of the case.
- c. If the case shall be subjected to prejudice, the Discipline Committee of the University shall request the Registrar to constitute a board of investigation comprising at least 3 members to record possible evidences in support to the allegations. During the investigation, the concern alleged person shall have to be suspended.
- d. The Discipline Committee shall have to study the case thoroughly upon receiving the investigation report and the legal cell for scaling the punishment based on the evidences and gravity of offense.
- e. The discipline committee shall have to furnish the report along with relevant documents to the Syndicate to approve the punishment. Finally, the registrar shall execute the punishment.
- f. If the case falls under the rule-0901 7), the Registrar shall be admissible to take up the case to the local police/court through the legal cell.
- g. The Chairman of BOT shall be admissible to dismiss a person of any position other than, VC, Treasurer, Pro-VC, treasurer and Registrar from the service with admissible one-month basic salary and CPF benefit without informing as well as following the process as laid down in this rule for the offence of insubordination, disobedience, violation of good/law full orders and sexual abuse.

0905. Category of Punishment

a. Minor Punishment

- 1) Warning (Oral)
- 2) Warning (Written)/Logging
- 3) Reflection Offence in Performance report
- 4) Forced retirement with admissible benefit.

h. Major Punishment

- 1) Promotion held up
 - 2) Increment held up
 - 3) Recovery of Losses of the university (if any).
 - 4) Salary Curtailment for the number of specified days as recommended.
 - 5) Forced retirement without benefit
 - 6) Distancing
 - 7) Dismissal from the service
 - 8) Apprehend to the national law force agency/Court
- i. The category and scale of punishment shall be determined by the discipline committee in consultation with the legal officer of the university based on the gravity of offence.

0906 Punishment scale by authority

- a. Upon determination of punishment category and scale by the discipline committee in consultation with the legal office of this university, the following officers shall be admissible to award punishment:

Punishment Authority	Category of Punishment											
	0804 (a) (1)	0804 (a) (2)	0804 (a) (3)	0804 (a) (4)	0804 (b) (1)	0804 (b) (2)	0804 (b) (3)	0804 (b) (4)	0804 (b) (5)	0804 (b) (6)	0804 (b) (7)	0804 (b) (8)
BOT	NA	NA	NA	X	NA	NA	X	X	X 10 days (Max)	NA	X	NA
VC/ Syndicate	NA	NA	NA	X	X 1 year (Max)	X 2 years (Max)	X	X	X 10 days (Max)	X 2 Year (Max)	X	NA
Pro-VC/ Treasure	X	X	NA	NA	X 1 year (Max)	NA	NA	NA	NA	NA	NA	NA
Registrar	X	X	NA	NA	X	X	X	X	NA	NA	NA	X
Dean/ Head	X	X	X	NA	NA	NA	NA	NA	NA	NA	NA	NA

Note: After regaining the rank/position, the seniority in the rank shall not be adjusted for promotion.

- b. For the minor punishment at rule-0904 a and major punishment at rules -090 b ((1 – 7), the opportunity for self-defense shall be admissible.

0907. Redressal of Grievances

Redressal of grievances this university shall be admissible to follow a structured approach through formal institutional mechanisms.

- a. Grievance Redressal Committee (GRC), formed by BOT/Syndicate upon receiving any complaint, made by employee/student on academic disputes, administrative harassment or discrimination issues, and financial concerns, shall be admissible to redresses within a stipulated time frame, usually 15 – 30 days.
- b. If the GRC fails to resolve or redress the grievances /complaints within the stipulated time frame, UGC shall be have to take up and handle the complaints or legal action shall also be admissible if the situation warns for maintaining internal discipline and congenial academic environment in the university.
- c. The chairman BOT shall have to convene the GRC instantly upon receiving the complain of at least 3 members one Independent Director, 1 legal Officer and 2 executive directors to investigate the raised complain and the findings with recommendations of subsequent action by 3 – 7 days depending on the existing situation of the university.
- d. The complaint shall have to place through a specified form as given in Appendix – IVB

CHAPTER- X FORMULATION OF OTHER IMPORTANT POLICY

1001. Admissible Other Important Policies

There are some other important policies shall be admissible for better and effective governance of this university. The followings are those important policies shall have to be framed / formulated and approved by the BOT through the syndicate and shall be the annexure to this service rule of this university (EBAUB):

1002. Responsible Authority to formulate other admissible policies

Title of the Policy	Formulating Authority	ANNEX
Admission Policy	Registrar	A
Finance Policy	Treasurer	B
Student Discipline Policy	Proctor	C
Procurement Policy	Registrar	D
Examination Policy	Controller of examination	E
Advanced Study and Research Policy	Director of Advanced Studies and Research (DASR)	F
Students welfare Policy	Director of Students' welfare (DSW)	G
Employee welfare policy	Registrar	H
Maintenance and development policy	Chief Engineer	I
Policy on Safety and firefighting	AD (Safety & Security)	J
Extracurricular and clubbing Policy	Pro-VC	K
Credit Transfer Policy	Controller of examination	L
Arbitration Policy	Proctor	M
Scholarship Policy	Registrar	N

1003. Admissibility

The above admissible policies shall serve as relevance instructions and guidelines in addition to this service rules for ensuring good governance of EBAUB. Any sort of new policy may be formulated as when required basis.

1004. Revision

Time to time revision of this service rules shall be admissible to keep pace with the change in government/UGC's policy and the same shall have to be approved by the BOT/Syndicate. The revised service rules shall have to be approved by UGC as well.

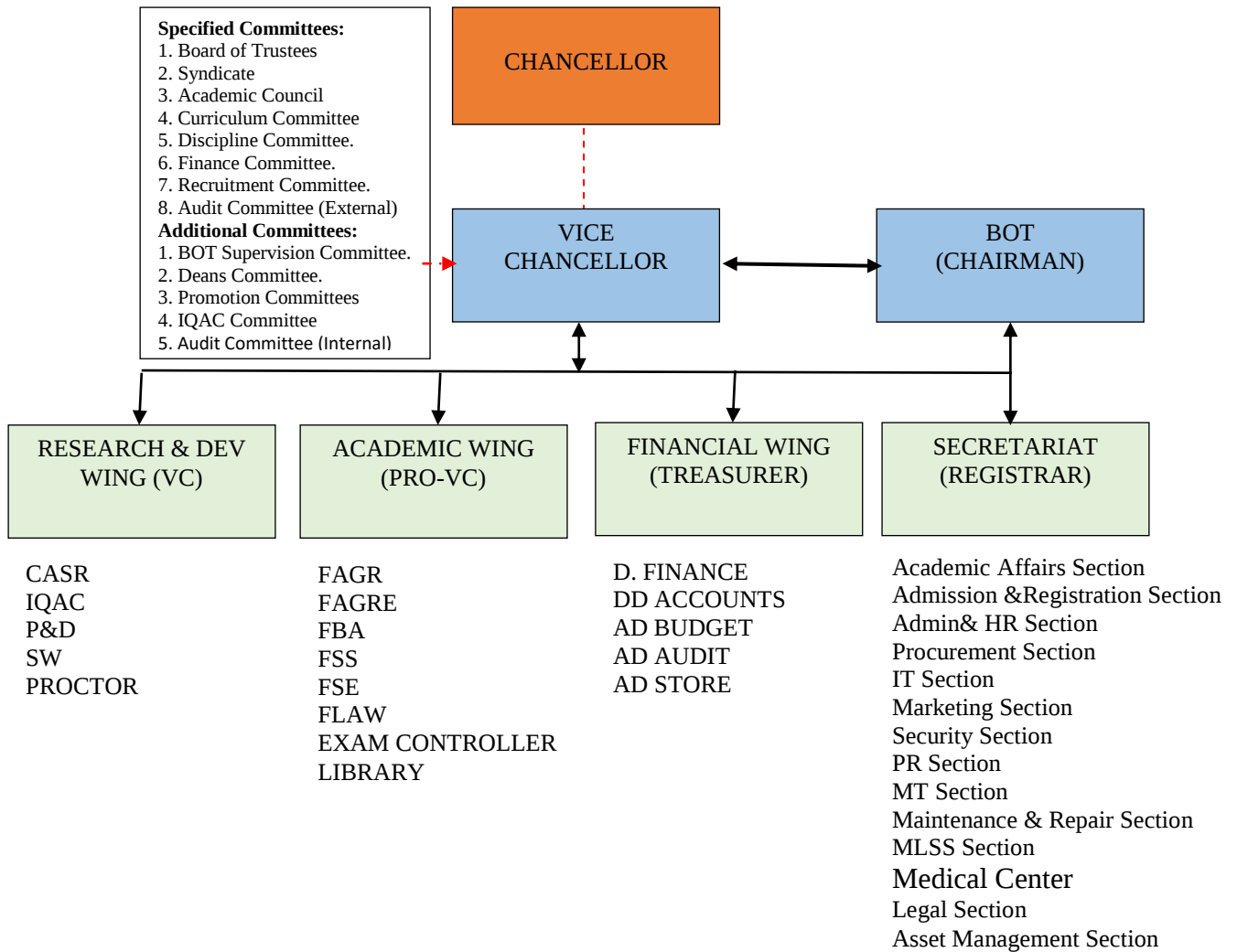
1005. Amendment

Amendment of any rule of this service rules shall be admissible if the situation warrants, which shall be subjected to the approval of BOT/Syndicate and intimated the same to UGC.

Appendices

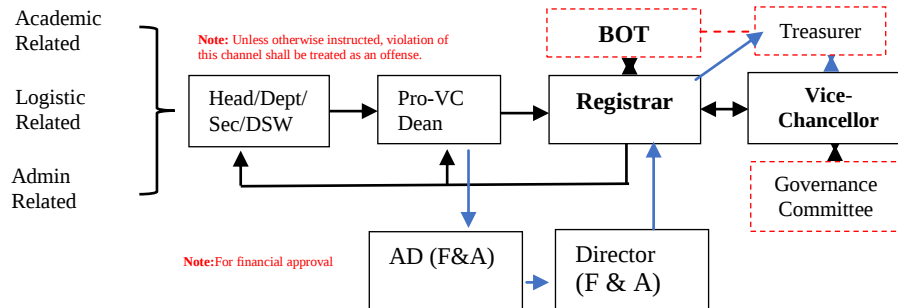
APPENDIX– IA

Organogram (Reference: Article-0201a)



APPENDIX- IB

Flow-chart for the Channel (Reference: Article-0207)



Explanation

Steps-I:

- a. Any request, demand, application (other than leave) related to academic matters shall be made to the Departmental head by the faculty member and non-teaching employee posted to the department for his approval (if authorized) and/or recommendation to put forward to the next authority through Dean to Pro-VC.
- b. Any sort of demand, requisition for logistic requirements and items for day-to-day need shall be made to respective division/office with due recommendation through concern Head of Department/Office/Section through Dean to Pro-VC.
- c. Any sort of application that includes leave shall be made to the concern Head of the Department/Office/Section with due recommendation through the respective Dean to Pro-VC.

Step-II:

All sorts of demands, requisition, request if recommended by the concern Head of the department/section/office received to the end of Pro-VC shall be recommended by him and forwarded to the Registrar for needful subsequent actions.

Step-III:

Depending on the nature and sanctioning authority, the Registrar shall raise note sheet for VC,\’ disposal and needful subsequent instructions.

Step-IV:

The final disposal shall have to be intimated to the raising end of request. requisition, demand, application through the notice/letter by Registrar.

Step-V:

The Flow diagram shall be used for the financial approval.

APPENDIX– IIA

Performance evaluation for (Reference: Article-0407 c (2))

TEACHER'S PERFORMANCE REPORT (TPR)

(Department of -----)

TPR Year: _____

A. IDENTITY OF TEACHER

Rank	Name	Date of Appointment

B. EVALUATING TRAITS

ATTRIBUTES	1	2	3	4	5	6	7	8	9	REMARK
Punctuality and Discipline							X			
Personal motivation, Loyalty to Rules and Regulations						X				
Ability to Interact and Motivate students				X						
Ability to Work in a Team and Sense of responsibility					X					
Professional Integrity and Ethical Values								X		
Preparation of Lesson Plan				X						
Implements The Lesson					X					
Effective Communication of the Lesson				X						
Knowledge on the Curriculum					X					
Manage Class Room					X					
Ability to Supervise Research/Project work					-					
TOTAL										

Note:

- Each teacher will be evaluated out of 100 points.
- 9-point Likert scale will be used to evaluate the aforesaid parameters.
- 1 point will be reserved to the Head of Department for overall observation.
- Criteria for overall Comments on Performance:
 - Below 40 = Below Average.
 - 41 – 50 = Average.
 - 51 – 60 = Above average
 - 61 – 80 = High average.
 - 81 – 90 = Very Good.
 - Above 90 = Excellent.

C. Pen picture on other activities or/and given task by the Head of Department

D. Overall Comment on Performance: Above Average

Signature: -----
Head of the Department

APPENDIX– IIB

Performance evaluation for (Reference: Article-0407 c (2))

OFFICER'S/EMPLOYEE'S PERFORMANCE REPORT (OEPR)

(Date/Sec/Office of -----)

OEPR Year: _____

A. IDENTITY OF OFFICER/STAFF

Rank	Name	Date of Appointment

B. EVALUATING TRAITS

ATTRIBUTES	1	2	3	4	5	6	7	8	9	REMARK
Punctuality and Discipline							X			
Loyalty to Rules and Regulations						X				
Job Knowledge and expertise				X						
Quality of work and efficiency					X					
Compliance and ethical conduct								X		
Communication skills				X						
Initiative and Innovation					X					
Team work and collaboration				X						
Dependability and reliability					X					
Adaptability and flexibility					X					
Leadership and supervision					-					
TOTAL										

Note:

- Each teacher will be evaluated out of 100 points.
- 9-point Likert scale will be used to evaluate the aforesaid parameters.
- 1 point will be reserved to the Head of Department for overall observation.
- Criteria for overall Comments on Performance:
 - Below 40 = Below Average.
 - 41 – 50 = Average.
 - 51 – 60 = Above average
 - 61 – 80 = High average.
 - 81 – 90 = Very Good.
 - Above 90 = Excellent.

C. Pen picture on other activities or/and given task by the Head of Department:

D. Overall Comment on Performance: Above Average

Signature: -----

Head of the Department

APPENDIX – III

Official leave application form for (Reference: Article-0710)

OFFICIAL LEAVE APPLICATION FORM
(Department/Sec/Office of -----)
Year: -----

A. IDENTITY OF OFFICER/STAFF/FACULTY

Rank/Designation	Name	Date of Application

B. DETAILS OF LEAVE

	Duty Leave (DL)	Casual Leave (CL)	Medical Leave (ML)	Maternity Leave (MrtL)	Recreation Leave (RL)	Study Leave (SL)	Extraordinary Leave (EL)
Put Tick or X							
Leave availed:							
Leave requested:							
Required days:							
From..... to							
Reason for leave:							

Signature of applicant with date: -----
Name: -----

C. OFFICIAL DISPOSAL ON REQUEST FOR LEAVE

1) Comments of Concern Head (Put Tick Marks only):

Recommended	Recommended on companionate ground	Not Recommended	Forwarded
If Not Recommended Reason:			

Signature of concern Head with date and Seal-----

2) Comments of Concern Dean/Director/Pro-VC (Put Tick Marks only):

Recommended/Approved	Recommended/Approved on companionate ground	Not Recommended/ Approved	Forwarded
If Not Recommended /Approved Reason:			

Signature of concern Dean/Director/Pro-VC with date and Seal-----

3) Comments of Registrar/VC (Put Tick Marks only):

Recommended/Approved	Recommended/Approved on companionate ground	Not Recommended/ Approved	Forwarded
If Not Recommended /Approved Reason:			

Signature of Registrar/VC with date and Seal-----

Note: Approved remark shall be admissible only for DL and CL otherwise for other leave the remark from all authority shall be recommended only for further leave processing by the Syndicate/BOT.

APPENDIX –IVA

Code of conduct (Reference: Article-0901b)

A. Teachers

• **Professional**

1. Professionalism
 - Maintain punctuality in attending classes and meetings.
 - Dress appropriately and maintain decorum at all times.
 - Deliver lessons with preparation, clarity, and engagement.
2. Respect for Students
 - Treat all students with fairness, dignity, and respect.
 - Avoid any form of discrimination (gender, race, religion, etc.).
 - Maintain healthy boundaries and avoid favoritism or bias.
3. Communication
 - Use respectful and constructive language.
 - Listen actively to students, parents, and colleagues.
 - Provide clear and timely feedback on academic progress.
4. Discipline
 - Implement disciplinary actions fairly and consistently.
 - Encourage positive behavior and conflict resolution.
 - Avoid humiliation or corporal punishment.
5. Confidentiality
 - Protect the privacy of students and their academic or personal information.
 - Share student records only with authorized personnel or guardians.
6. Role Modeling
 - Exhibit integrity, responsibility, and moral conduct in and out of school.
 - Demonstrate good citizenship and law-abiding behavior.

• **Ethical Values**

1. Integrity
 - Be honest in all professional actions and assessments.
 - Avoid plagiarism or misrepresentation of facts.
2. Equity
 - Ensure equal opportunities for all students to learn and succeed.
 - Challenge unjust practices and advocate for inclusivity.
3. Commitment to Learning
 - Continuously update knowledge and teaching skills.
 - Encourage curiosity and lifelong learning among students.
4. Accountability
 - Take responsibility for the outcomes of teaching practices.
 - Accept constructive criticism and strive for improvement.
5. Compassion and Empathy
 - Be understanding of students' diverse needs and challenges.
 - Foster a supportive and nurturing learning environment.
6. Collaboration
 - Work cooperatively with colleagues, parents, and the community.
 - Share resources and ideas to improve educational outcomes.
7. Respect for Authority and Policy
 - Follow the rules, regulations, and guidelines set by the institution and educational authorities.
 - Contribute positively to the institution's goals and mission.

B. Officers/Employees

• **Ethical Code of Conduct**

1. Integrity
 - Be honest and truthful in all work-related matters.
 - Avoid misrepresentation, fraud, or any dishonest behavior.
2. Confidentiality
 - Protect sensitive information about the organization, colleagues, and clients.
 - Do not share confidential data without proper authorization.
3. Fairness
 - Treat everyone equally, without discrimination based on race, gender, religion, or background.
 - Avoid favoritism and bias in decision-making.
4. Accountability
 - Take responsibility for one's actions and outcomes.
 - Admit mistakes and take steps to correct them.
5. Respect for Others
 - Show courtesy and consideration to colleagues, superiors, and clients.
 - Avoid harassment, bullying, or inappropriate conduct.
6. Avoidance of Conflict of Interest
 - Disclose and avoid any situation where personal interests could conflict with professional responsibilities.
7. Compliance with Laws and Regulations
 - Follow all applicable laws, rules, and internal policies.
 - Report violations of law or unethical conduct when observed.

• **Professional Code of Conduct**

1. Punctuality and Attendance
 - Report to work on time and adhere to scheduled working hours.
 - Notify supervisors of absences in advance whenever possible.
2. Professionalism
 - Maintain a professional attitude and appearance.
 - Uphold the image and reputation of the organization at all times.
3. Competence and Skill
 - Perform duties efficiently and strive for excellence in work.
 - Seek continuous improvement and professional development.
4. Teamwork and Collaboration
 - Cooperate with coworkers and contribute positively to team goals.
 - Resolve conflicts constructively and respectfully.
5. Use of Company Resources
 - Use organizational property, time, and resources responsibly and only for official purposes.
 - Avoid misuse or theft of office supplies, data, or equipment.
6. Communication
 - Communicate clearly, respectfully, and professionally in all interactions.
 - Listen actively and respond appropriately to feedback or instructions.
7. Workplace Safety
 - Follow all safety protocols and report hazards or unsafe behavior.
 - Help maintain a clean, safe, and organized work environment.
8. Adherence to Organizational Policies
 - Abide by internal guidelines, SOPs, and reporting structures.
 - Participate in mandatory trainings and evaluations.

C. Students

• **Ethical Code of Conduct**

1. Academic Integrity
 - Avoid cheating, plagiarism, fabrication, or any form of academic dishonesty.
 - Submit original work and properly cite sources.
2. Honesty and Truthfulness
 - Be truthful in academic submissions, applications, and interactions
 - Do not falsify records, data, or credentials.
3. Respect for Others
 - Treat faculty, staff, fellow students, and the community with dignity and respect.
 - Embrace diversity and practice tolerance regardless of differences.
4. Accountability
 - Take responsibility for actions, decisions, and their consequences.
 - Acknowledge and correct mistakes when they occur.
5. Confidentiality
 - Respect the privacy and confidentiality of peers, faculty, and institutional records.
6. Avoidance of Conflicts of Interest
 - Avoid personal relationships, gifts, or activities that could interfere with academic or institutional objectivity.

• **Behavioral/Professional Code of Conduct**

1. Punctuality and Attendance
 - Attend classes, labs, and university activities regularly and on time.
 - Adhere to attendance policies set by instructors or the institution.
2. Respect for University Property
 - Use university facilities, equipment, and resources responsibly.
 - Avoid vandalism, theft, or any damage to institutional property.
3. Dress and Decorum
 - Dress appropriately as per university culture or regulations.
 - Maintain a respectful and professional demeanor in all settings.
4. Constructive Communication
 - Use respectful, clear, and appropriate language in speech and writing.
 - Engage in academic discussions respectfully, even when disagreeing.
5. Adherence to Rules and Regulations
 - Follow all university policies, codes, and disciplinary procedures.
 - Avoid prohibited activities (e.g., substance abuse, violence, harassment).
6. Participation and Engagement
 - Actively engage in learning, group work, and campus activities.
 - Demonstrate initiative, curiosity, and responsibility in academic growth.
7. Digital Conduct
 - Use university networks, email, and online platforms responsibly.
 - Avoid cyberbullying, academic misconduct online, or misuse of digital tools.
8. Respect for Authority
 - Follow lawful instructions from university staff, faculty, and security personnel.
 - Cooperate during investigations or disciplinary proceedings.

APPENDIX –IVB

Complaint raising form for (Reference: Article-0907d)

OFFICIAL COMPLAINT FORM

Year: _____

A. IDENTITY OF COMPLAINER):

Rank/SUD	Dept/Div/Sec/Semester	Name

B. COMPLAIN AGAINST:

	Impersonal/Teacher with Identity	Group/Class	Dept/Office/Sec/Org
Name			

C. COMPLAINT TYPE AND DESCRIPTION:

Give Tick or X sign	Brief description of Crime	Offence Date	Witness/Evidence
Administrative issues			
Discrimination Issues			
Financial corruption			
Sexual Abuse/Harassment			
Behavioral Harassment			
Exam related Issues			
Academic disputes			
Impersonal Issues			

Signature of applicant with date: -----
Name: -----

To:

The Proctor
EBAUB

Info:

VC/Pro-VC/Treasurer/Dean/Registrar/Exam Controller/DSW

Annexure

ANNEX 'A'

ADMISSION POLICY

1A. Introduction:

The admission policy of EBAUB aims to ensure a transparent, fair and merit based selection in all academic programs in alignment with UGC guidelines.

2A. Objectives of Admission Policy

- To admit students based on merit, aptitude and potential.
- To provide equal opportunity regardless of gender, religion, ethnicity and disability
- To support the strategic and academic goals of EBAUB.

3A. Scope

The policy applies to all under graduation and post-graduation programs of EBAUB. The admission policy should be uploaded in the EBAUB website with information on number of seats, programs offered, criteria for admission, date of admission-test, fees and other details that are necessary to be determined by Syndicate and BOT.

4A. Seat Capacity.

Approved seat capacity for admission in each undergraduate program and in postgraduate program shall be according to UGC approval.

5A. Minimum Requirement of Admission

- (a) For admission in undergraduate (Hon) programs of the faculty of agriculture, agricultural economics and rural development, and science and engineering, the candidate shall have:
 - Minimum GPA of 2.50 in both SSC and HSC or equivalent examinations
 - Total GPA of 6.0 in SSC and HSC combined (minimum GPA 2.0 in each
 - For English medium students 5 O level subjects (minimum GPA 2.5) two A levels with at least GPA of 2.
- (b) For the admission in postgraduate programs of any faculty of EBAUB, the candidate shall have honors degree with minimum 2nd class or minimum GPA in Honors shall be 2.5 (4.0 scale).
- (c) Wherever applicable EBAUB will conduct an admission test.
- (d) Selection will be strictly based on merit, academic results and interview scores wherever applicable.

6A. Course Management System (CMS)

The course Management System (CMS) for both the undergraduate and postgraduate academic programs have fixed credit and bi-semester system aligned with UGC guideline. In the bi-semester system, there shall be two semesters in a year (Summer and Spring). Each semester shall consist of 24 weeks (6 months).

The breakdown of one semester duration shall be as:

- 14 weeks for class room Instruction
 - 3 weeks for semester final examination
 - 2 weeks for preparatory leave (PRL).
 - 2 weeks for midterm examination
 - 1-week midterm leave
 - 2 weeks for excursion and extracurricular activities.
- The total semester for undergraduate programs shall be 8 semesters on regular basis, which may be extended up to 14 semesters to facilitate students to complete their total credits. This extension implies that the registration of students in undergraduate programs shall remain up to maximum 7 years. The postgraduate program shall comply with existing rules.
 - If situation permits, the Syndicate may extend the duration of 2 semesters on special grounds with the recommendation of the Academic council with valid justification, or else the registration of students for particular undergraduate academic program shall be over.
 - The total semester for the postgraduate program shall follow the standard rules.

7A. Elements of Semester fee

- Upon based on the UGC guidelines, the various admissible elements of the semester fee shall be as shown in the following matrix:

Semes ter	Tuiti on	Re g	Li b	La b	I T	Exa m	I d	Activ ity	T pt	Secur ity	De vl	Host el	Me d	Tot al
1 st	X	X	X	X	X	X	X	X	X	X	X	NA	X	
2 nd	X	-	-	-	X	X	X	X	X	X	-	NA	X	
3 rd	X	-	-	-	X	X	X	X	X	X	-	NA	X	
4 th	X	-	-	-	X	X	X	X	X	X	-	NA	X	
5 th	X	-	-	-	X	X	X	X	X	X	-	NA	X	
6 th	X	-	-	-	X	X	X	X	X	X	-	NA	X	
7 th	X	-	-	-	X	X	X	X	X	X	-	NA	X	
8 th	X	-	-	-	X	X	X	X	X	X	-	NA	X	
9 TH	X	-	X	X	X	X	X	X	X	X	X	NA	X	
10 TH	X	-	-	-	X	X	X	X	X	X	-	NA	X	
11 TH	X	-	-	-	X	X	X	X	X	X	-	NA	X	
12 TH	X	-	-	-	X	X	X	X	X	X	-	NA	X	
Note: 9 th – 12 th shall be the extension of semester on specula ground														

- The rate of each element of semester fee shall be decided by the Syndicate and approved by the BOT, which shall be revisable and in accordance with the related UGC guidelines (if any).

8A. Basics of Tuition waiver

1. There shall be the waiver of tuition fee element of semester fee based on the SSC/equivalent and HSC/equivalent CGPA 4.75 in 5.00. Scale or 3.75 in 4.00 during admission.
2. The waiver shall discontinue if the concern student fails to maintain GPA 3.25 in their subsequent semester results.
3. The waiver shall be admissible to continue and re-gain if the concern student can maintain CGP 3.25 in the subsequent semesters.
4. The poor students shall be admissible to be awarded with scholarship for the whole tenure of education in this university based on his/her SSC, HSC and 1st semester outstanding results along with 100% attendance in the class and excellent human behavior and maintaining ethical values as certified by his/her peers and neighbors. There are provisions for scholarship, stipend and tuition fee waiver for the students in EBAUB.

9A. Types of waiver of tuition fees in EBAUB

1. 10%-100% Tuition fee waiver/scholarship for poor and meritorious students.
2. 25%-100% Tuition fee waiver based on the results of the SSC and HSC Examinations (for first semester only).
3. 25%-100% Tuition fee waiver based on the semester results at EBAUB.
4. Special tuition fee waiver for siblings (25% each).
5. 100% Waiver on Tuition Fee for Children of the Freedom Fighters.
6. 20% waiver on Tuition fee for EBAUB Students admitted in Master's Program.

10A. Credit transfer and migration policy

1. The students of other UGC approved universities may apply for credit transfer, this method shall follow the academic guidelines of EBAUB.
2. Migration is subject to seat availability, academic compatibility and approval of Academic Council

10B. Admission of Foreign Students

The provisions are based on guidelines of UGC, Ministry of Education and Ministry of Home Affairs.

1. Eligibility criteria:

- i. Hold equivalent to minimum criteria as required for Bangladeshi students.
- ii. For undergraduate programs at least 12 years of schooling.
- iii. Demonstrated proficiency in English through IELTS, TOEFL or university approved method (written and interview).

2. Application requirements

Applicants must submit following documents:

- i. Completed EBAUB Application form.
- ii. Copies of all academic certificates and transcripts (certified and notarized).
- iii. Copy of valid passport
- iv. Recent passport size photograph
- v. English Proficiency certificate
- vi. Medical fitness
- vii. Police clearance from home country
- viii. Letter of financial sponsorship.

3. Admission process

- i. Applications to be submitted within deadlines (for international students)
- ii. The documents shall be verified and assessed for eligibility and provide conditional offer.
- iii. Final admission is subject to visa approval and arrival in Bangladesh.

4. Visa and Immigration

- i. The student shall apply for student visa on receipt of offer letter along with other documents to the Bangladesh High Commission or Embassy in his/her country.
- ii. EBAUB shall provide letter of admission and other documents required by the government.
- iii. On arrival to Bangladesh, the student shall report to Registrar's office within 7 days.
- iv. Complete immigration formalities as per law.
- v. Submit a copy of visa and entry stamp for EBAUB records.

5. Tuition and financial Regulations

- i. Foreign students must pay tuition fees and other applicable fees in foreign currency to the EBAUB Accounts Office.
- ii. All fees must be paid before start of academic term.
- iii. Financial aid or waivers shall not be applicable unless approved by EBAUB authorities.

11A. Orientation and student support

- i. Arrangement of orientation shall be made for foreign students.
- ii. Students will have access to academic advising, counselling and language support.

12A. Accommodation

- iii. University accommodation may be provided subject to availability.
- iv. The Student Welfare Office shall assist for housing, transportation and adaptation of culture.

13A. Health Insurance

Foreign students must provide valid health insurance coverage.

14A. Code of conduct and discipline

Foreign students are subject to EBAUB's code of conduct, academic regulations and disciplinary procedures applicable to students.

15A. Reporting and compliance

EBAUB shall report to UGC and concerned Ministries on admission of foreign students to include: Student's name, nationality, academic program admitted and visa details.
Period of study and accommodation details.
All applicable rules the Ministry of Home Affairs must be followed strictly.

16A. Cancellation of Admission

Admission may be cancelled on account the following:
Submission of false, forged documents
Violation of Immigration laws
Failure to register with specified time.
Breach of EBAUB regulations.

INTERNET TECHNOLOGY POLICY OF EBAUB

1B. Introduction

The IT policy outlines the rules and guidelines for responsible use of EBAUB's IT infrastructure ensuring security, efficiency and accessibility in support of academic, administrative and research activities.

2B. Objectives of IT Policy

To define the acceptable use of IT resources.

To safeguard EBAUB's data, networks and systems.

To ensure compliance with national ICT laws and UGC directives.

To promote effective and ethical use of technology in teaching, learning, research and operations

3B. Scope

The policy applies to:

- All students, faculty, administrative staff and researchers.
- All devices and systems that connect to the EBAUB network (on campus and remote) including website.
- All IT services including internet, email, learning and management systems and cloud platforms.
- The operational data should be secured and not accessible to others besides administration, finance, examination control.

4B. IT Governance

The IT Committee under Registrar is responsible for overseeing all policy implementation.

All major changes to the IT systems must be approved by the IT Committee.

Composition of IT Committee:

The IT Committee will be composed of 10 members:

Chair: Vice Chancellor / Pro VC

Member Secretary: Head of IT

Administrative Representative: Registrar

Academic Representative: 2 Faculty members from CSE

Finance Representative: Treasurer

Student Affairs Representative: In charge of EBAUB student affairs or other nominated officer

Exam Control Representative: Controller of Examinations

External IT Expert: An external IT expert (optional) under discretion of the Chair

Legal Officer: (Optional) For data protection and ICT legal compliance

5B. Acceptable use Policy

- Users must use EBAUB IT resources only for academic, research and official purpose
- Personal use should be minimal and not interfere with operations.

Users must not:

- Access or distribute illegal, obscene or offensive content.
- Attempt to bypass security control.
- Share password or access EBAUB internal data.

6B. Email and Communication

- EBAUB provides official email address to all employees and students.
- Official communications must use EBAUB email.
- Mass emailing requires prior permission from the Registrar's office and IT department.

7B. Network and Internet use

- Internet use must be monitored for security and performance by IT Department.
- Users must not host unauthorized servers or use the network for illegal downloads or streams
- Wi-Fi access must be password protected and usage is logged.

8B. Data Privacy and Confidentiality

- All users must protect sensitive student staff and institutional data.
- No data can be shared externally without permission from Registrar's office.
- Breaches must be reported to the IT office within 24 hours.

9B. Software use

- Only licensed software may be installed.
- Users must not copy, distribute or use pirated software.
- Open source software OSS to avoid license fees (whose source code freely available (examples: Apache, R, Linux etc.) must be approved by IT office before use.

10B. Hardware and asset management

- All IT assets must be numbered, tagged and tracked.
- IT equipment cannot be removed from university campus without approval.
- Users are responsible for university issued devices.

11B. Cybersecurity

All users must:

- Set strong passwords and update regularly.
- Use Antivirus software and update their systems.
- Avoid phishing or suspicious links.

12B. Learning and Management system (LMS)

- Faculty must upload materials and conduct activities via approved LMS.
- Students must follow LMS usage
- Misuse may lead to disciplinary action

13B. Social Media guidelines

- Staff and students must maintain respectful behavior online.
- Official pages must be operated with prior approval and monitored by Public relations or IT unit.

14B. Monitoring and Enforcement

EBAUB reserves right to monitor systems to ensure policy compliance, violations may lead to:

- Warning or restriction of access
- Disciplinary action
- Legal action under Bangladesh ICT Act or Cybersecurity laws.

15B. Review and updates

The EBAUB IT policy shall be reviewed and updated annually or as needed under direction of IT Committee and approved by the Syndicate.

ANNEX ‘C’

FINANCIAL POLICY

1C. Overview

Financial policy shall be the annexure to the EBAUBSR. This policy shall provide the following modalities relating to the income and expenditure heads, expenditure modality, financial power and financial record keeping and reporting procedure to establish financial accountability and transparency in order to protect pilferage and misappropriation.

2C. Purpose

The purpose of this policy is to provide guidelines to ensure accountability and transparency in financial activities and functions.

3C. Scope

The applicability of this policy is only for the authority and concern employees of EBAUB.

4C. Income and Expenditure Heads

1) Income Heads

Income heads of EBAUB shall be admissible to include all sources as prescribed by the Private University Act 2010, UGC guidelines, interest from FDR (if any), donation from EXI foundation, yearly or monthly donation made for scholarship by prominent persons and/or organizations of the country (not foreign), and government and/or foreign budget for a research project with the permission of the Chancellor.

2) Expenditure Heads

There shall be three categories of expenditure in EBAUB; (i) re-current expenditure shall include contingency expenditure; examination related expenditure, maintenance expenditure, fuel expenditure, incidental expenditure, stationeries expenditure, chemical, internet, electric and water bills, and so on. (ii) fixed expenditure shall include library book purchase, laboratory equipment purchase, maintenance charges and other UGC admissible expenses like honorarium and so, and (iii) development expenditure that include large / annual procurement, infrastructural development, internet facility development, software development and teachers’ training expenditure and so on. It is worthy to mention that fixed and development category expenditure shall have to be in the yearly budget. Note: budget head shell has to be maintained properly. Change of budget head interim tie shall not be admissible.

5C. Financial Transaction Modality

- 1) All income shall be accounted in a ledger through a receipt voucher of specified format as enclosed as signed by Deputy Director (Accounts) and countersigned by Director (Finance).
- 2) Daily and re-current expenditure shall be made through expenditure voucher of specified format as enclosed as Enclosure – 2, signed by Deputy Director (Accounts) and countersigned by Director (Finance).
- 3) The expenditure voucher of fixed expenses shall have to signed by Treasurer as per UGC's financial guidelines.
- 4) The monthly payroll shall have to be signed by Treasurer and countersigned by VC. A separate expenditure voucher shall have to be made against this payroll and signed by Deputy Director (Accounts) and countersigned by Director (Finance).
- 5) An account book with certified page number shall be maintained for recording all transaction (receiving and expenses) using receipt and expenditure vouchers by Deputy Director (Accounts), who shall be the Officer-in-Charge of this account book.
- 6) The note sheet for all kinds receipt of expenditure shall have to be approved by the authority through the proper channel. However, the amount less than BDT 1000/= (Taka one thousand) only shall not require approve note sheet but the supporting voucher shall have to be attached.
- 7) Only for the incidental expenses, post-factor approval shall be admissible within one week.
- 8) All types of development expenses shall have to made through BOT supervision and development committee with the assistance of Director Planning and Development. Large scale procurement expenditure shall have to made through the procurement committee with the assistance of procurement officer.

6C. Financial Approval Authority

- 1) As the highest body of the university, BOT shall be the final authority to approve budget, placed by the finance committee and recommended by the syndicate in accordance with the section- of the Private University Act 2010.
- 2) The expenditure more than BDT 100000/- (one lac) only BOT shall have to approve the note sheet through the Finance Committee.
- 3) The Vice-Chancellor shall authorize to approve the not-sheet of re-current expenditure up to BDT 50,000/- (Taka fifty thousand) only within the limit of the concern budget code at a time through roper channel.
- 4) The Vice-Chancellor shall be authorized to approve note sheet of fixed expenditure through proper channel within the limit of the concern budget code or head. Otherwise, that expenditure shall have to be approved by BOT as additional budget following the budgetary procedure.

- 5) The registrar shall have the authority to approve of re-current expenditure up to BDT 30,000/-(Taka thirty thousand) only through proper channel.
- 6) The authorization of contingency expenditure) like guest entertainment and tea etc. shall be admissible as under:

Appointment	Authorized Amount	Remark
Vice Chancellor (VC)	BDT 5000/-	Supporting voucher
Pro-VC, Treasurer and Registrar	BDT 3500/-	Supporting voucher
Dean/Proctor/DSW/Departmental Head	BDT 2500/-	Supporting voucher
Controller Exam/Director (Finance)/Chief Engineer/SMO	BDT 1500/-	Supporting voucher

7C. Financial Transaction Recording and Annual Reporting

As per Private University Act 2010 Cl. 45(1), EBAUB shall have to provide financial statements to the chancellor at the end of every fiscal following FGC guidelines. Accordingly, EBAUB shall have to use the following specified formats for financial transactions recording, reporting and analyzing forms:

Types of Forms	Form Name Code with Name	
Financial Recording Form	PUFR-I: Chart of Accounts	
	PURF-II: Trial Balance After Adjustment	
Financial Recording Form	PURF-IIIA: Annual Financial Statements	Balance Sheet
		Income and Expenditure Statement
		Statement of change in funds as per Act 44(1)
		Cash Flow Statement
	PURF-IIIB: Annual Financial Statements	Financial Statements with Assists Statements/Notes
	PURF-IV: Educational Department (wise Income and Expenditure Statement	
Analyzing Form	PYRF-V: Schedule of Student fees, Number of Academic & Non-Academic Staff, Remuneration/ Honorarium of Governing (if any) & Executive Bodies	
	PYRF-VI: Development (Capital) Expenditure year wise by Program /Project	
	PURF-VII: Performance Evaluation / Ratio Analysis of Financial Activities	
Note: PURF stands for Private University Recording and/or Reporting Form		

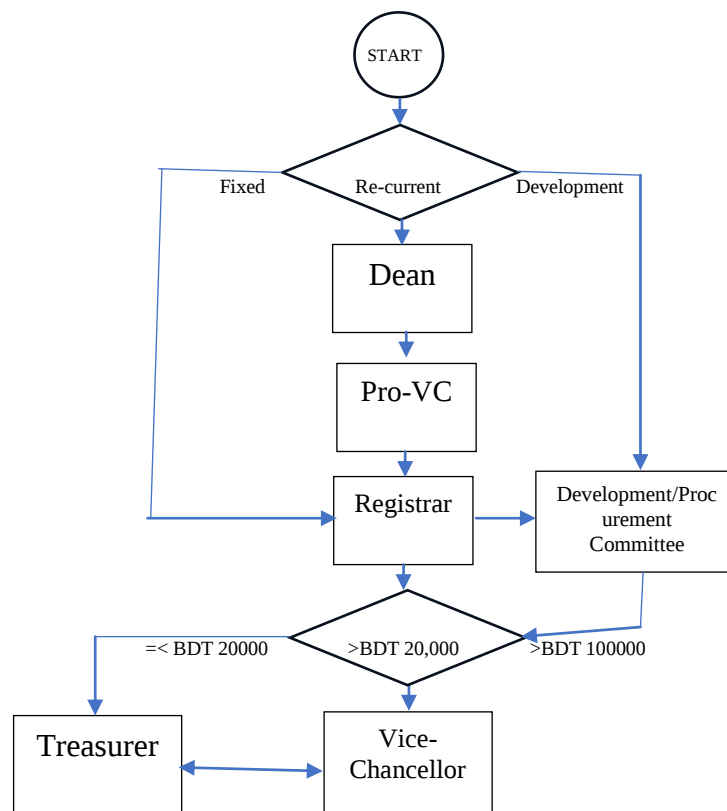
8C. Seating Allowance

Seating allowances for all meetings specified in this service rule shall be minimum BDT. 5000.00 which is revisable with the concurrence of the BoT.

9C. Financial Approving Channels

The following algorithm shall be the approval channel. The user shall have to initiate note sheet and/or demand following the algorithm depending on the nature or category of expenditure and the financial authority of the administrative higher achy as indicated in 3B. Development work and large-scale procurement or bulk procurement shall be admissible directly with the Registrar, VC and Treasurer as indicated in the algorithm.

Users: Dept./Sec/Divisions



ANNEX 'D'

STUDENT DISCIPLINE POLICY

1D. Overview

The purpose of student discipline policy of EBAUB is to ensure safe, respectful, and conducive learning environment for all students and staff so that it can uphold and maintain the reputation, standard and values of this university. Accordingly, this policy outlines expectations for student's behavior, both on and off campus, and the consequences for violations.

2D. Purpose

The purpose of this policy is to provide guidelines and instructions on student's disciplinary matters and also to handle the disciplinary cases and highlighting punishment scale.

3D. Scope

The applicability of this policy is only for the students and university authority of EBAUB.

4D. Expected Code of Conduct for students

In accordance with this discipline policy, students of EBAUB shall be expected to (i) support the good name and reputation of the University and the fulfillment of its mission: , (ii) meet their obligations to be aware of and comply with University regulations, policies and codes of conduct, and (iii) complete enrolment and registration procedures as required by EBAUB.

5D. Authority of handling students' disciplinary cases

The disciplinary procedure is not a judicial process, but the University has disciplinary authority deriving from each student's agreement to be bound by the regulations in force during the period of registration/enrolment. The University has responsibilities under the Private University Act - 2010 to maintain discipline.

6D. Activities and conduct of breaches of discipline

- 1) Engaging in any conduct which prevents, obstructs or disrupts, or is intended to prevent, obstruct or disrupt:
 - a) Learning, teaching or research carried out within the University or through field work or a placement or any other external activity or performance.
 - b) The administration and management of the University
 - c) The work of members of staff, other students or authorized visitors to the University;
 - d) The holding or orderly conduct of any meeting or activity approved by the University

- 2) Failure to comply with approved codes of conduct and other published University regulations, policies, procedures and any other requirements relating to appropriate conduct and behavior.
- 3) Behavior which may bring the University or any member of the University into disrepute.
- 4) Obstructing or attempting to obstruct, the access of staff, students or members of the public (entering with the permission of the Trustees or authorized officers) to the premises; on the understanding that peaceful picketing within the law will not be regarded as obstruction or attempted obstruction.
- 5) Assaulting, raging, harassing, bullying or otherwise threatening or insulting any fellow student, or member of the staff or an authorized visitor to the University, or otherwise contravening the University equality and diversity and harassment policies.
- 6) Misusing or damaging any learning materials (including computer misuse or unauthorized use), equipment, furniture, fittings, or other property belonging to or under the control of the University, or any student or member of staff of the University.
- 7) Misappropriating any funds or assets of the University or of any member of the staff or student of the University.
- 8) Committing a breach of the regulations, rules, policies or codes of practice of the University, or disregarding a reasonable instruction from an authorized officer of the University.
- 9) Invading or abusing, or attempting to invade or abuse, the secrecy, integrity or privacy of any files or confidential material held by the University, including information on the computer systems.
- 10) Conviction of any criminal offence that may damage the good name of the University, or behaving on the University's premises in a manner that would amount to a criminal offence had such behavior occurred in a public place.
- 11) Any action likely to cause injury or distress to any person on the University's premises, or to impair the safety and security of people or the premises.
- 12) Defacement of, or deliberate damage to, any property of the University, or any property belonging to a member of the University (including damage resulting from negligence).
- 13) Taking part in any trespass against, or unauthorized occupation of, any part of the University's premises.
- 14) Committing, or being party to, a fraudulent or dishonest act in relation to the University or its staff. This includes unfounded and malicious allegations against members of staff raised through the complaint's procedure.

- 15) Failure to disclose information about a criminal record, prior to or during the enrolment period.
- 16) Possession or misuse of drugs which constitutes a legal offence
- 17) A breach of the conditions of a tenancy agreement relating to the University's residential accommodation or the student residence regulations.
- 18) Failure to follow library regulations
- 19) Breaching visa conditions
- 20) Attempting to obstruct or interfere or failure to co-operate with a university disciplinary investigation.
- 21) Failing to comply with a penalty imposed previously within the terms of the Disciplinary Procedures for Student.
- 22) Breach of code of conduct for students as listed in Appendix-IVA-C.

7D. Punishment scale for a student

The discipline committee shall be responsible to the BOT/Syndicate for appraising the student and staff discipline every after 3 months in written report. For resolving the disciplinary cases of the student, the discipline committee oversight and take justified measures to uphold the university reputation. This discipline committee shall decide the punishment scale through the university depending on the gravity of disciplinary cases. The punishment scale is as under:

- 1) Minor Punishment
 - a) Warning: A verbal or written notice about a violation of the rules.
 - b) Fine: A monetary penalty for the infraction.
 - c) Temporary Suspension from Classes: The student is temporarily excluded from attending classes for a specified period.
- 2) Major Punishment
 - a) Temporary Suspension from the University: The student is excluded from all university activities for a longer period than temporary suspension from classes.
 - b) Withholding from University Professional Examinations: The student is prevented from taking certain exams.
 - c) Expulsion: The student is permanently removed from the university.
 - d) Rustication: Similar to expulsion, but may offer the student a chance to reapply after a period of time.
 - e) Withdrawal or Cancellation of Medals, Degrees, or Certificates: The university may revoke these awards for serious misconduct.
 - f) Expulsion from Hostels: If the student is residing in university-provided housing.

ANNEX –‘E’

PROCUREMENT POLICY

1E. Overview

The procurement policy of EBAUB shall adhere to the Public Procurement Act and Rules (PPAR) of Bangladesh to ensure transparency, accountability and ethical conduct in procurement. This policy shall include need analysis, procurement procedures following the algorithm of financial policy of EBAUB at ANNEX-B to this EBAUBSR.

2E. Purpose

The purpose of this policy is to provide guidelines on the procurement rules and procedures of EBAUB.

3E. Scope

The applicability of this policy is only for the university authority and concern employees of EBAUB.

4E. Procurement Procedure

1) A need analysis committee shall be responsible to justify the requirements of expandable items quarterly after receiving demands from the departments/sections/divisions and determine the quantities of those items and get approval of purchase decision from the registrar. The registrar shall convene this committee for one fiscal year. The composition of the committee shall be of four members as: One, Dean, One Head, Procurement Officer and Stores Officer.

2) The procurement Committee shall be responsible to decide the procurement method and oversight the procurement activities including the payment bills and storing the items by the stores officer after receiving the items through a receiving committee formed by the Department/section/division to ensure standard and usability of those purchased items. This committee shall be admissible to issue acceptance certificate related to bill payments.

5E. Procurement Method

There are several methods for procurement depending on the threshold limit of procurement, nature of procurement, and brand of items to be procured. For all types of procurement, financial evaluation shall have to made. Only for the technical equipment, systems, software's, hardware, and so on technical evaluation shall have to made and then financial evaluation for facilitating negotiation. The major methods shall be as under:

1) Open bidding or Open Tender Method.

In this method, tender notice of procurement of items shall have to publish and circulate publicly through the national daily newspapers (at least 1), university webpage, and government webpage (UGC webpage). Opening of submitted bidding documents shall have to follow the PPAR.

2) **Close bidding or Close Tender Method.**

In this method, tender notice of procurement of items shall have to publish and circulate only among the enlisted suppliers through the local means. Opening of submitted bidding documents shall have to follow the PPAR.

3) **Direct Purchase Method (DPM)**

In this method direct purchase of brand items like papers of all kind shall be admissible from the vendors/manufacture/agents directly without following the open and/or close tendering method.

6E. **Threshold Limit**

The admissible threshold limit of purchase shall be approved by BOT through Finance Committee time to time depending on the market situation. However, for purchasing any machinery or equipment like, generator, lift, any big machinery for the laboratory, A separate procurement committee shall have to be formed where the Chief Engineer shall be the committee president along with the expert of concern machinery or equipment. In this case, financial approval shall have to approve by BOT/Syndicate beforehand as a development process. Threshold limit shall be as:

Procurement Method	Threshold limit (BDT)	Approving Authority
Direct Purchase Method (DPM)	20/- - 1000000/-	Approved by VC
Close Tendering Method	100000/0 > x < 500000/-	Approved by Syndicate
Open Tendering Method	BDT > 500000/-	Approved by BOT

7E. **Security Deposit**

The amount of security deposit shall be at least 30% - 40% of threshold amount, which shall be refundable following PPAR.

8E. **Technical Evaluation**

In case of machineries/technical/cab equipment/Software purchase, technical evaluation shall be the deciding factor for offering work order after knowing the financial evaluation.

9E. **Ethical Conduct**

In case of supplier selection for purchasing of items through any of the mentioned method, any ethical misconduct shall be subject to prejudice mad severely taken in convenience irrespective of rank and status.

ANNEX – ‘F’

POLICY ON ADVANCED STUDY AND RESEARCH

1F. Purpose

This policy aims to promote, regulate, and support advanced study and research activities at EBAUB. It outlines the principles, responsibilities, and procedures related to postgraduate education, faculty and student research, scholarly publications, and ethical compliance.

2F. Scope

This policy applies to all faculty members, researchers, postgraduate (Master’s and Doctoral) students, and research staff affiliated with EBAUB.

3F. Objectives

- 1) To foster a vibrant academic and research culture.
- 2) To ensure the quality and integrity of research outputs.
- 3) To support interdisciplinary and collaborative research.
- 4) To promote research that contributes to national development and global knowledge.
- 5) To facilitate external funding and partnerships.
- 6) To protect intellectual property arising from research.

4F. Governance

The Center for Advanced Study and Research (CASR) shall oversee all matters related to postgraduate programs and research activities. This office will work in coordination with:

- 1) The Academic Council
- 2) The University Research Committee (URC)
- 3) Individual Faculty Research Committees (FRCs)
- 4) Institutional Review Board (IRB) or Ethics Committee

5F. Postgraduate Programs

1) Admission

Admission to Master’s and Doctoral programs shall follow strict academic criteria and be based on merit, prior academic record, entrance exams/interviews, and faculty capacity.

2) Supervision

Each postgraduate student shall be assigned a qualified supervisor approved by the OASR. Co-supervision may be allowed for interdisciplinary or collaborative research.

3) Progress and Evaluation

Students must submit regular progress reports, participate in research seminars, and complete milestone requirements (e.g., proposal defense, mid-term evaluation, final thesis defense).

6F. Research Activities

1) Faculty Research

Faculty members are encouraged to engage in independent and collaborative research and publish in reputed journals and conferences. The university may allocate research grants and seed funding.

2) Student Research

Postgraduate students are required to produce a thesis/dissertation as part of their degree. Undergraduate research initiatives are also encouraged through projects, internships, and capstone programs.

3) Research Centers

The university may establish specialized research centers and laboratories to facilitate focused research in strategic areas.

7F. Research Funding

- 1) Internal research grants will be provided based on competitive proposals.
- 2) Faculty and researchers are encouraged to seek external funding from government, industry, and international agencies.
- 3) The university shall provide administrative support for proposal writing, budgeting, and compliance.

8F. Publication and Dissemination

- 1) Researchers must aim to publish in peer-reviewed, indexed journals and recognized conferences.
- 2) Open access and university-hosted repositories are encouraged.
- 3) All publications must acknowledge university affiliation and funding support.

9F. Research Ethics and Integrity

- 1) All research must comply with ethical standards, including respect for human subjects, animal welfare, data privacy, and environmental sustainability.
- 2) Plagiarism, data fabrication, or any form of academic misconduct will be subject to disciplinary action.
- 3) Ethical clearance from the IRB/ethics committee is mandatory for relevant studies.

10F. Intellectual Property and Commercialization

- 1) IP generated from research at the university shall be governed by the University's IP Policy.
- 2) The university supports patent applications, copyrights, and commercialization through licensing or spin-offs.

11F. Collaboration and Outreach

- 1) National and international research collaborations are encouraged.
- 2) The university may sign MoUs with other institutions, industries, and government agencies.
- 3) Faculty exchange, joint degrees, and collaborative research projects are promoted.

12F. Monitoring and Review

- 1) The OASR shall conduct annual reviews of research performance.
- 2) This policy shall be reviewed every three years or as required by the Academic Council.

ANNEX – ‘G’

STUDENT WELFARE POLICY

1G. Introduction

EXIM Bank Agricultural University Bangladesh (EBAUB) is committed to fostering an inclusive, supportive, and nurturing academic environment that promotes the physical, emotional, intellectual, and social well-being of all students. This Student Welfare Policy outlines the university's framework for ensuring students' welfare, empowerment, and holistic development.

G2. Objectives

The key objectives of this policy are to:

- 1) Promote student health, safety, and well-being.
- 2) Support students' academic and personal development.
- 3) Create an inclusive and equitable campus culture.
- 4) Provide mechanisms for feedback, redress, and continuous improvement.
- 5) Ensure access to support services that address mental health, financial need, and personal development.

3G. Scope

This policy applies to all enrolled students, including undergraduate, postgraduate, diploma, and certificate-level students across all faculties and departments of EBAUB.

4G. Welfare Services and Support Structures

4G.1. Student Counseling and Mental Health Services

- 1) Free, confidential counseling services provided by qualified professionals.
- 2) Regular mental health awareness workshops, peer support groups, and stress management sessions.
- 3) Emergency psychological support available on campus.

4G.2. Academic Support

- 1) Academic advising and mentorship for academic performance and career planning.
- 2) Remedial programs and tutoring for academically at-risk students.
- 3) Support for students with learning difficulties and disabilities.

4G.3. Financial Assistance

- 1) Scholarships and grants based on merit and need.
- 2) Emergency financial aid for students facing unexpected hardship.
- 3) Part-time on-campus employment opportunities.

4G.4. Accommodation and Transport

- 1) Safe and affordable university accommodation with regular maintenance and supervision.
- 2) Campus transport facilities with safety measures for all routes.
- 3) Priority accommodation and transport support for female and differently-disabled students.

4G.5. Health and Wellness

- 1) On-campus medical clinic with basic health care and referral services.
- 2) Health insurance partnerships and vaccination drives.
- 3) Promotion of sports, fitness programs, and nutritional guidance.

5G. Inclusivity and Equity

EBAUB is committed to creating a welcoming environment free from discrimination. The university promotes:

- 1) Equal opportunities regardless of gender, religion, ethnicity, or disability.
- 2) Anti-harassment policies with clear reporting and resolution procedures.
- 3) Women's support desk and gender sensitization programs.

6G. Student Engagement and Development

- 1) Student Welfare Office to coordinate co-curricular and extra-curricular programs.
- 2) Leadership and skills development programs.
- 3) Cultural, environmental, and volunteer activities.

7G. Grievance Redress Mechanism

- 1) A dedicated Student Grievance Redress Cell for confidential handling of complaints.
- 2) Clear procedures for reporting harassment, academic concerns, or service dissatisfaction.
- 3) Regular review of student feedback for quality improvement.

8G. Policy Implementation and Monitoring

- 1) The Office of the Dean of Student Affairs is responsible for implementing and overseeing this policy.
- 2) Annual welfare reports and student satisfaction surveys to evaluate effectiveness.
- 3) Collaboration with student unions and clubs for continuous engagement.

9G. Review and Amendments

This policy will be reviewed every two years or as necessary by the University Welfare Committee. Amendments will be made in consultation with relevant stakeholders, including students.

ANNEX – ‘H’

EMPLOYER WELFARE POLICY

1H. Introduction

EXIM Bank Agricultural University Bangladesh (EBAUB) values its employees as the foundation of its academic and administrative excellence. This Employer Welfare Policy is designed to foster a supportive, safe, and development-oriented work environment that promotes well-being, motivation, and professional growth for all categories of staff.

2H. Objectives

The objectives of this policy are to:

- 1) Promote the physical, mental, and financial well-being of employees.
- 2) Ensure job satisfaction and career development.
- 3) Maintain a positive and inclusive workplace culture.
- 4) Attract and retain skilled professionals by offering competitive and supportive benefits.

3H. Scope

This policy applies to all full-time, part-time, contractual, and temporary employees across academic, administrative, and support divisions of EBAUB.

4H. Key Welfare Provisions

H4.1. Health and Well-being

- 1) Access to on-campus medical care and emergency health services.
- 2) Annual health check-ups and vaccination campaigns.
- 3) Health insurance coverage or medical reimbursement support for employees and their immediate family members.

H4.2. Mental Health and Counseling

- 1) Confidential counseling services to support mental health and emotional well-being.
- 2) Stress management workshops and employee wellness programs.
- 3) Work-life balance initiatives including flexible working arrangements (where feasible).

H4.3. Financial Welfare

- 1) Competitive salary structures and timely disbursement.
- 2) Provident fund, gratuity, and pension schemes as per government regulations.
- 3) Festival bonuses and incentives based on performance and institutional policy.
- 4) Emergency financial assistance for unforeseen circumstances.

H4.4. Professional Development

- 1) Opportunities for local and international training, workshops, and conferences.
- 2) Financial and academic support for pursuing higher education and research.
- 3) Sabbatical and study leave in line with university policy.

H4.5. Workplace Safety and Facilities

- 1) A safe, hygienic, and well-maintained campus environment.
- 2) Fire safety drills, first aid facilities, and emergency response protocols.
- 3) Ergonomic office spaces and access to recreational areas.

5H. Inclusivity and Equality

EBAUB is committed to ensuring a non-discriminatory workplace. The university:

- 1) Prohibits discrimination based on gender, religion, ethnicity, disability, or political affiliation.
- 2) Maintains zero tolerance for harassment or abuse, with clear grievance and disciplinary procedures.
- 3) Encourages women in leadership and academic roles through supportive policies such as maternity leave, child-care facilities, and gender-sensitization programs.

6H. Employee Recognition and Engagement

- 1) Performance-based recognition and awards for outstanding academic and administrative contributions.
- 2) Annual staff retreats, cultural events, and social gatherings to promote bonding and morale.
- 3) Employee feedback mechanisms to enhance policy and decision-making processes.

7H. Grievance Redress and Disciplinary Measures

- 1) A functional Grievance Redress Cell to handle employee complaints with confidentiality and fairness.
- 2) Internal Disciplinary Committee to address misconduct or policy violations.
- 3) Commitment to resolving issues promptly and professionally.

8H. Implementation and Oversight

- 1) The Human Resources Department, in coordination with the Office of the Registrar, is responsible for implementing and monitoring this policy.
- 2) Regular audits and employee satisfaction surveys will inform future improvements.

9H. Review and Amendments

This policy will be reviewed biennially by the Welfare and HR Committee in consultation with employee representatives. Amendments will be approved by the Board of Trustees.

ANNEX – ‘I’

MAINTENANCE AND DEVELOPMENT POLICY

1I. Introduction

The Maintenance and Development Policy of EXIM Bank Agricultural University Bangladesh (EBAUB) is established to ensure the effective preservation, upgrading, and sustainable development of the university's infrastructure, academic resources, and technological systems. This policy aims to maintain a conducive environment for academic excellence, research innovation, and administrative efficiency.

2I. Objectives

- 1) Ensure timely maintenance of physical and digital infrastructure.
- 2) Promote sustainable development aligned with the strategic goals of EBAUB.
- 3) Facilitate long-term planning for infrastructure expansion and modernization.
- 4) Ensure safety, functionality, and aesthetics of university facilities.
- 5) Maintain compliance with national education and environmental standards.

3I. Scope

This policy applies to:

- 1) All buildings and infrastructure including classrooms, laboratories, hostels, libraries, and administrative offices.
- 2) ICT infrastructure, hardware, software, and networking systems.
- 3) Academic and laboratory equipment.
- 4) Campus development projects (e.g., landscaping, renewable energy, smart classrooms).
- 5) Vehicles, machinery, and utilities.

4I. Policy Guidelines

A. Physical Infrastructure Maintenance

- 1) **Routine Maintenance:** Scheduled checks and repairs (e.g., plumbing, electrical, painting, HVAC).
- 2) **Preventive Maintenance:** Regular inspections to identify potential issues before failure.
- 3) **Emergency Repairs:** Quick-response mechanisms for urgent and unforeseen problems.
- 4) **Annual Audits:** Physical asset audits and condition reports to inform budgeting and repairs.

B. IT Systems and Digital Infrastructure

- 1) **Hardware Maintenance:** Periodic servicing, upgrades, and replacements.
- 2) **Software Management:** License renewals, updates, backups, and data security.
- 3) **Network Infrastructure:** Regular performance reviews, firewall and server maintenance.
- 4) **Technical Support:** Establishment of a helpdesk for students and staff.

C. Academic Equipment and Laboratories

- 1) Calibration, servicing, and inventory control of all scientific and technical equipment.
- 2) Implementation of standard operating procedures (SOPs) for lab usage and equipment handling.
- 3) Annual training sessions for lab staff and faculty.

D. Green and Sustainable Development

- 1) Adoption of energy-efficient and environmentally friendly technologies.
- 2) Waste management systems for laboratories, hostels, and campus facilities.
- 3) Promotion of green spaces, tree plantations, and sustainable building practices.

E. Campus Development and Expansion

- 1) Planning and execution of development projects based on future academic growth.
- 2) Approval processes for new construction, renovation, and expansion.
- 3) Integration of smart classroom and modern library systems.

5I. Implementation and Responsibilities

Unit/Department	Responsibility
Engineering and Estate	Infrastructure maintenance and civil works
IT Department	Digital infrastructure, networking, and software systems
Academic Departments	Equipment care and academic facilities
Procurement and Finance	Budgeting and acquisition of materials/services
Development Committee	Long-term planning and project oversight

6I. Budgeting and Resource Allocation

- 1) Annual maintenance budget to be allocated by the Finance Department in consultation with stakeholders.
- 2) Development projects to be funded through internal resources, government grants, or donor contributions.
- 3) Emergency funds to be maintained for urgent maintenance and disaster recovery.

7I. Monitoring and Evaluation

- 1) Biannual performance reviews of maintenance and development activities.
- 2) Feedback collection from students and faculty on facilities and services.
- 3) Submission of annual Maintenance and Development Reports to the University Syndicate.

8I. Policy Review

This policy will be reviewed every **three years** or as required to ensure alignment with evolving institutional goals and national regulations.

ANNEX – ‘J’

SECURITY AND FIRE FIGHTING POLICY

1J. Introduction

EXIM Bank Agricultural University Bangladesh (EBAUB) prioritizes the safety and security of its community members and properties. This Security and Fire Fighting Policy ensures a proactive and systematic approach to safeguarding life, assets, and infrastructure through robust security practices and effective fire prevention and emergency response mechanisms.

2J. Objectives

- 1) To establish and maintain a secure campus environment for all stakeholders.
- 2) To prevent unauthorized access, theft, vandalism, and other security threats.
- 3) To protect life and property against fire-related hazards.
- 4) To ensure quick, organized, and effective response in the event of a fire or security emergency.

3J. Scope

This policy applies to:

- 1) All EBAUB campuses, facilities, offices, hostels, libraries, and laboratories.
- 2) University staff, faculty, students, visitors, and contractors.
- 3) All physical assets and infrastructure within the university premises.

4J. Policy Guidelines

A. Campus Security

1. Security Personnel

- Deployment of trained security guards 24/7 at key locations (entrances, academic buildings, hostels, etc.).
- Rotational shifts to ensure continuous vigilance.
- Periodic refresher training on emergency protocols, access control, and conflict resolution.

2. Access Control

- Issuance of ID cards to all students, faculty, and staff.
- Visitor logs maintained at all entry points.
- Restricted access to sensitive areas (e.g., server rooms, labs) with special authorization.

3. Surveillance Systems

- Installation and regular maintenance of CCTV cameras at strategic points.
- Storage and monitoring of footage by a designated security control room.

4. Incident Management

- Reporting protocol for theft, vandalism, or suspicious activity.
- Immediate communication with local law enforcement if necessary.
- Incident reports to be filed and reviewed monthly.

B. Fire Safety and Prevention

1. Fire Detection and Alarms

- Installation of smoke detectors and fire alarms in academic, residential, and administrative buildings.
- Regular testing and inspection of alarm systems.

2. Fire Extinguishers and Equipment

- Placement of appropriate types of fire extinguishers (CO₂, foam, dry powder) in all high-risk areas.
- Clear signage and instruction manuals near each extinguisher.
- Maintenance and refilling schedule every six months.

3. Fire Drills and Training

- Mandatory fire drills every six months for students and staff.
- Training programs on fire extinguisher use, evacuation procedures, and first response actions.

4. Emergency Exits and Evacuation

- Clearly marked and unobstructed emergency exits in all buildings.
- Evacuation maps and instructions posted on each floor.
- Assembly points designated across campus.

5. Coordination with Fire Services

- Partnership with local fire services for emergency response.
- Sharing of campus layout and key facility maps for quick intervention.

5J. Roles and Responsibilities

Unit/Body	Responsibilities
Security Office	Oversight of daily security operations and staff coordination
Fire Safety Committee	Implementation and monitoring of fire safety standards
Engineering & Maintenance	Installation and maintenance of fire safety equipment
Department Heads	Ensuring departmental compliance with safety standards
All Staff and Students	Cooperation with security protocols and reporting concerns

6J. Emergency Communication Protocol

- 1) Dedicated emergency hotline to report fire, security breaches, or medical emergencies.
- 2) Public address systems for announcements during emergencies.
- 3) Use of SMS/email alerts for real-time communication during incidents.

7J. Monitoring and Review

- 1) Quarterly security and fire safety audits.
- 2) Review of CCTV footage for assessment and training purposes.
- 3) Annual policy review and revision based on audit findings and stakeholder feedback.

8J. Disciplinary Action

Failure to comply with security or fire safety protocols will result in disciplinary action as per the university's Code of Conduct, which may include fines, suspension, or legal proceedings in severe cases.

9J. Policy Review

This policy will be reviewed every **two years** or as necessary based on campus expansion, evolving risks, and technological advancement

ANNEX – ‘K’

EXTRA CURRICULAR AND CLUBBING POLICY

1K. Purpose

This policy aims to encourage, organize, and regulate extracurricular activities and student clubs at EBAUB, promoting a vibrant campus culture, personal development, leadership, and holistic learning beyond academics.

2K. Scope

This policy applies to all students, faculty advisors, and administrative units involved in managing or participating in student-run clubs, organizations, and extracurricular activities at EBAUB.

3K. Objectives

- 1) Foster leadership, teamwork, and creativity among students.
- 2) Promote participation in cultural, social, academic, sports, and community service activities.
- 3) Ensure accountability and fairness in club operations.
- 4) Strengthen the university's values through meaningful engagement.

4K. Club Recognition and Registration

- 1) **Eligibility:** A minimum of 10 active students is required to form a club.
- 2) **Application:** Interested students must submit a proposal to the Student Affairs Office including:
 - Club name and purpose.
 - Constitution or charter.
 - List of founding members.
 - Nomination of a faculty advisor.
- 3) **Approval Process:**
 - Reviewed by the Student Affairs Committee.
 - Final approval by the Dean of Student Affairs.
- 4) **Annual Renewal:** Clubs must renew registration yearly, providing a report of activities and financial records.

K5. Types of Clubs

Clubs may be categorized as:

- 1) **Academic and Professional Clubs** (e.g., AgriTech Society, Environmental Forum)
- 2) **Cultural and Creative Arts Clubs** (e.g., Music Club, Drama Society)
- 3) **Sports and Wellness Clubs** (e.g., Football Club, Yoga Club)
- 4) **Community Service Clubs** (e.g., Rotaract, Blood Donors Society)
- 5) **Special Interest Groups** (e.g., Debating Club, Photography Club)
- 6) **Law Club and Moot Court Society**

6K. Governance and Responsibilities

- 1) **Club Executive Committee:** Composed of President, Vice President, Secretary, Treasurer, and other roles as needed.
- 2) **Faculty Advisor:** Must be a full-time faculty member who oversees and mentors the club's activities.
- 3) **Club Constitution:** Each club must have an internal constitution outlining election procedures, roles, conduct, and disciplinary actions.

7K. Activity Guidelines

- 1) All activities must align with the university's mission and values.
- 2) Prior approval is required for any event, use of university name/logo, or external collaboration.
- 3) Clubs must ensure inclusion and diversity in membership and programming.
- 4) No hazing, discrimination, or political campaigning is allowed.

8K. Funding and Finances

- 1) Clubs may raise funds through membership fees, sponsorships, or event proceeds with prior approval.
- 2) All financial transactions must be transparent and subject to audit.
- 3) The university may allocate limited grants upon request and merit-based review.

9K. Code of Conduct

- 1) Clubs and their members must adhere to the university's Code of Conduct.
- 2) Misuse of funds, misconduct during events, or failure to comply with policy may lead to sanctions including suspension or de recognition.

10K. Monitoring and Evaluation

- 1) The Office of Student Affairs will monitor club activities and assess performance annually.
- 2) Clubs may be required to submit:
 - Annual activity report.
 - Financial statement.
 - Feedback survey or event evaluations.

11K. Policy Review

This policy shall be reviewed every three years or as needed by the Student Affairs Committee, in consultation with student representatives and university leadership.

ANNEX – ‘L’

CREDIT TRANSFER POLICY

1L. Purpose

This policy outlines the procedures, eligibility, and criteria for transferring academic credits to East Bengal Agricultural University of Bangladesh (EBAUB) from recognized institutions, ensuring academic consistency and program integrity.

2L. Scope

This policy applies to:

- 1) Students seeking transfer to EBAUB from other universities.
- 2) Returning EBAUB students with approved coursework from other recognized institutions (local or international).
- 3) Academic departments responsible for evaluating transfer applications.

3L. Eligibility Criteria

To be eligible for credit transfer, the applicant must:

- 1) Be enrolled or have previously been enrolled in a **UGC-approved** or **internationally accredited** higher education institution.
- 2) Provide evidence of good academic standing from the previous institution.
- 3) Apply for a program that is **equivalent or related** to the program pursued at the previous institution.

4L. General Guidelines

- 1) Credit transfer requests must be submitted **within one semester of admission** to EBAUB.
- 2) The maximum transferable credits shall not exceed **50% of the total credit requirements** of the program at EBAUB.
- 3) Only courses with a **minimum grade of ‘B’ (or equivalent)** will be considered for transfer.
- 4) Courses must be **equivalent in content, credit hours, and learning outcomes** to those offered at EBAUB.
- 5) The decision of the **Credit Transfer Evaluation Committee (CTEC)** shall be final.

5L. Required Documentation

Applicants must submit the following:

- 1) Official academic transcript(s) from the previous institution(s).
- 2) Course syllabi or official course descriptions.
- 3) Grading scale of the previous institution.
- 4) Certificate of accreditation status of the previous institution (if international).
- 5) Credit Transfer Application Form (available from the Registrar's Office or website).

6L. Evaluation Procedure

- 1) The **Academic Department** reviews course equivalency and forwards a recommendation.
- 2) The **Credit Transfer Evaluation Committee (CTEC)** verifies academic compatibility and compliance.
- 3) The **Registrar's Office** records approved credits on the student's academic record.
- 4) Rejected credits will be communicated in writing, with reasons provided.

7L. Restrictions

- 1) Transfer of credit is not allowed for:
 - a. Final year project, thesis, or internship components.
 - b. Courses completed more than **five years** before the application date.
 - c. Courses completed in **diploma or vocational programs** (unless approved under special arrangements).
- 2) Credit will not affect the student's CGPA at EBAUB; only credit hours will be transferred.

8L. International Transfers

- 1) Applicants from foreign universities must ensure all documents are:
 - a. Authenticated by the respective foreign ministry or embassy.
 - b. Translated into English (if necessary) by an authorized translator.
- 1) EBAUB may consult with relevant government bodies (e.g., UGC, Ministry of Education) for equivalency verification

9L. Appeals

Students may submit an appeal to the **Academic Appeals Committee** within **15 working days** of receiving the credit transfer decision. Appeals must include valid justification and any additional supporting documents.

10L. Review and Amendment

This policy is subject to periodic review every **three years** or as deemed necessary by the Academic Council. Amendments may be proposed by the Registrar or relevant academic bodies.

ANNEX – ‘M’

ARBITRATION POLICY

1M. Purpose

The purpose of this policy is to provide a structured and impartial mechanism for resolving disputes, grievances, or conflicts that arise within the university community, including those involving students, faculty, staff, and administrative units. Arbitration serves as an alternative to formal disciplinary or legal procedures and aims to achieve resolution through dialogue, evidence, and fairness.

2M. Scope

This policy applies to:

- 2) Student-to-student disputes
- 3) Student and faculty/staff disputes
- 4) Faculty/staff interdepartmental disputes
- 5) Administrative or academic grievances that are not criminal or regulatory in nature
- 6) This policy does not apply to:
 - 7) Criminal offenses
 - 8) Regulatory breaches (e.g., UGC compliance issues)
 - 9) Matters under investigation by government or legal authorities

3M. Principles

- 1) Neutrality: Arbitrators shall be impartial and not party to the dispute.
- 2) Confidentiality: All arbitration proceedings are confidential unless disclosure is required by law.
- 3) Voluntariness: Arbitration is encouraged as a preferred dispute resolution method but not mandatory if any party opts for formal legal resolution.
- 4) Fairness: Both parties have equal opportunity to present evidence and arguments.
- 5) Timeliness: Arbitration must be initiated and resolved within a reasonable timeframe.

4M. Arbitration Committee

The University Arbitration Committee (UAC) shall oversee all arbitration proceedings.

Composition:

- 1) One senior faculty member (Chair)
- 2) One representative from the Student Affairs Office
- 3) One representative from the HR/Admin Office (for staff/faculty disputes)
- 4) One legal advisor (as needed)
- 5) One student representative (for student-related matters, nominated by the Student Council)

Appointment Term: Members are appointed by the Vice-Chancellor for a renewable one-year term.

5M. Arbitration Process

- 1) Filing a Complaint:
 - a. Complaints must be submitted in writing to the Office of Student Affairs (for students) or the HR Office (for staff/faculty).
 - b. Complaints must include names of the parties involved, a summary of the issue, and supporting documents.
- 2) Preliminary Review:
 - a. The relevant office conducts a preliminary assessment to determine if the matter qualifies for arbitration.
- 3) Notice to Parties:
 - a. Both parties are notified in writing and asked to attend an arbitration hearing on a mutually agreed date.
- 4) Hearing:
 - a. Each party presents their case.
 - b. Witnesses or additional documents may be submitted.
 - c. The committee may question both parties and witnesses.
- 5) Deliberation and Decision:
 - o The committee issues a written decision within 7 working days after the hearing.
 - o The decision may include recommendations, warnings, reconciliation terms, or referral to disciplinary bodies.

6M. Appeal Process

- 1) Parties dissatisfied with the arbitration outcome may appeal to the Vice-Chancellor within 10 working days of the decision.
- 2) The Vice-Chancellor's decision is final and binding within the university context.

7M. Confidentiality

All arbitration proceedings, documentation, and outcomes are to remain confidential. Breach of confidentiality by any party may result in disciplinary action.

8M. Record Keeping

The Registrar's Office shall maintain confidential records of all arbitration proceedings for a minimum of five (5) years.

9M. Review and Amendment

This policy shall be reviewed every three years or as needed by the University Legal Affairs Committee in coordination with the Academic Council.

ANNEX – ‘N’

SCHOLARSHIP POLICY

1N. Purpose

The purpose of this policy is to recognize academic excellence, support students from economically disadvantaged backgrounds, and promote inclusivity and diversity in higher education at EBAUB through a structured and transparent scholarship framework.

2N. Scope

This policy applies to all undergraduate and postgraduate students enrolled in regular academic programs at EBAUB.

3N. Types of Scholarships

3G.1 Merit-Based Scholarships

Awarded to students who demonstrate outstanding academic performance in their current or previous academic records.

3N.2 Need-Based Scholarships

Offered to students from financially disadvantaged families who maintain satisfactory academic progress.

3N.3 Special Category Scholarships

Granted to students belonging to underrepresented groups, such as:

- Indigenous communities
- Students with disabilities
- Children of freedom fighters
- Female students in STEM fields

3N.4 Research Scholarships

Available to postgraduate students engaged in approved thesis or research projects under university supervision.

3N.5 External or Donor-Funded Scholarships

Scholarships sponsored by external donors, foundations, or government agencies, awarded based on specific criteria set by the donor and university.

4N. Eligibility Criteria

To be eligible for any scholarship, a student must:

- Be a regular full-time student of EBAUB.
- Not be receiving any other major financial aid/scholarship that covers full tuition, unless otherwise specified.
- Meet specific GPA or financial need requirements based on the type of scholarship.

Academic Requirements:

- Undergraduate: Minimum CGPA of 3.50 for merit-based awards.
- Postgraduate: Minimum CGPA of 3.70 or equivalent in previous degree.
- Need-based: Minimum CGPA of 2.75 and verified financial hardship.

5N. Application Process

- 1) Announcement: Scholarships are announced at the beginning of each academic year or semester via the EBAUB website and notice boards.
- 2) Submission: Students must submit the completed Scholarship Application Form to the Office of Student Affairs or relevant department along with:
 - a. Academic transcripts
 - b. Proof of income or financial need (for need-based)
 - c. Recommendation letters (if required)
 - d. Personal statement (optional)
- 3) Verification: The university may conduct background checks or interviews to verify financial information or academic records.
- 4) Evaluation:
 - a. A Scholarship Selection Committee (SSC) reviews applications.
 - b. Selections are made based on merit, need, and category-specific criteria.
- 5) Award Notification:
 - o Recipients are notified via email and university notice boards.
 - o Scholarships are disbursed as tuition waivers, stipends, or research grants, depending on the type.

6N. Conditions for Continuation

- Scholarship recipients must maintain the required CGPA each semester.
- Involvement in misconduct or violation of university rules may lead to withdrawal of the scholarship.
- Recipients must participate in university events or community service if stipulated in the award conditions.

7N. Duration and Renewal

- Scholarships are awarded for one academic year unless otherwise specified.
- Students must reapply for renewal with updated academic and financial records.
- Renewal depends on maintaining eligibility and availability of funds.

8N. Appeals and Grievances

Students who are not selected or whose scholarships are discontinued may appeal in writing to the Scholarship Appeals Committee within 10 working days of notification

9N. Monitoring and Review

The Office of Student Affairs, in coordination with the Accounts and Academic Departments, will monitor scholarship disbursement and compliance.
This policy shall be reviewed every two years by the Academic Council and may be amended as necessary.

ANNEX 'O'

TRAVEL ALLOWANCE AND DAILY ALLOWANCE POLICY

1-O. Purpose

EBAUB will reimburse for reasonable expenses incurred during official travel for academic, administrative and research travel that are considered as official.

2- O. Scope

This policy is applicable to all regular, contractual and part time staff, including faculty member, officers and administrative personnel who travel for official EBAUB duties with prior approval of the authority.

- All official travel on local official business that should include mode of travel, expenses, accommodation, travel advance.
- Prior authorization is required from the authority for official travel.
- All modes of travel must be cost effective, convenient and time saving.

3.O. Types of Allowances

a. Travel Allowance:

Mode of Transport:

- Domestic Airlines
- Railway
- Bus/ Microbus
- Steamer

The following modes of transport shall be used for official purpose by different category of staff of EBAUB.

Staff Category	Mode of travel Allowed	Reimbursement basis
Vice Chancellor	Air :(Economy Class) Train: A/C Executive Class Steamer: A/C with First class Bus: A/C	Actual fare with receipt
Pro-VC,	Air: Economy Class Train: A/C Steamer: A/C with First class Bus: A/C	Actual fare with receipt
Treasurer, Registrar, Professor	Air: Economy Class Train: A/C Steamer: A/C with First class Bus: A/C	Actual fare with receipt
Associate Professor/Director	Train: A/C Steamer: A/C with First class Bus: A/C	Actual fare with receipt
Assistant Professor, Lecturer	Train: A/C Steamer: A/C with Second class Bus: A/C	Actual fare with receipt
Officers V-IX	Train: A/C	Actual fare with receipt

	Bus: A/C Steamer: A/C with Second class	
Support Staff	Bus /Train: Non A/C	Actual fare with receipt
<i>EBAUB Transport may be used with prior authorization.</i>		

b. Daily Allowance

Daily allowance is reimbursable to cover meals, local conveyance and incidental expenses during travel.

Staff Category	Inside Bangladesh (Per day)	Outside Bangladesh (Per day)
Vice Chancellor	BDT 3000/-	USD 200/-
Pro-VC,	BDT 2500/-	USD 180/-
Treasurer, Registrar, Professor	BDT 2000/-	USD 150/-
Other Faculty members	BDT 1500/-	USD 120/-
Officers-V-IX	BDT 1200/-	-
Other than Officers	BDT 500/-	-
Support staff	BDT 250/-	-

Travel for less than 8 hours will be entitled to 50% D.A.

c. Lodging Allowance (if not provided by host/ organizer)

Staff Category	Rate Per night
Vice Chancellor	BDT 5000/-
Pro-VC, Treasurer	BDT 3500/-
Registrar, Professor	BDT 3000/-
Other Faculty members	BDT 2500/-
Officers V-IX	BDT 2000/-
Other than Officers	BDT 1000/-
Support staff	BDT 800/-

If the period of stay outside duty station is less than 24 hours but more than 12 hours 50 % of lodging allowance will be admissible.

d. Conditions

- All travel must be approved by the competent authority in advance.
- Travel claims must be submitted to the Accounts Office within 4 working days on return from travel.
- No DA is applicable if meals and accommodation is provided by the host or organizer.
- Travel advance may be given to the staff which will be adjusted after submission of bills.
- Authority may set ceilings of advance travel payments.
- Daily allowance shall not be admissible for more than a week.

ANNEX ‘P’

TRANSPORT POLICY

1P. The university recognizes importance of safe, reliable and efficient transportation of services for students, Faculties and staff. The policy outlines the provisions, eligibility and cost structures of EBAUB transport facilities.

2P. Objectives

- To ensure timely and safe commuting for students and staff.
- To ensure dependency and safety.

3P. Eligibility

3P1. Students

- All full-time students are eligible to apply for student’s transport services subject availability of seats.
- Student ID and registration in the current semester is required to avail this facility.

3P2. Faculty and staff

- Regular full- time Faculty and Administrative staff are eligible.
- Part-time staff may be allowed based on availability and approval.

4P. Transport facilities

- EBAUB shall operate with a bus service for students and minibuses/ buses for staff on pre-destined routes.
- Timings of routes will be planned according to demand and safety considerations.
- Special transports may be arranged for excursions, field work, events and official duties with prior approval.
- Emergency pick and drop may be made besides regular schedule in case of university events or late-night academic programs.
- EBAUB vehicles may be used for official travel subject to availability and authorization of competent authority.
- VC, Pro-VC and Treasurer will be entitled to enjoy full time transport facility.

5P. Transport Pass and fees

- Transport passes must be obtained from EBAUB Administration before availing services.
- Fees will be determined based on distance by the EBAUB Administration.
- Students shall pay the transport fee per semester.
- Faculty and staff will receive subsidized rates or free travel depending on the rules of the university.

6P. Operating guidelines

- Passengers must board at designated stops and follow schedule. EBAUB ID must be shown upon request.
-
- Misconduct or violation of bus rules may lead to postponement of transport privileges.

7P. Responsibilities

- Transport unit shall maintain the fleet in roadworthy condition.
- Schedule and publish routes with timings.
- Ensure safety compliance and trained Drivers.

8P. Transport regulations for VC, Treasurer and Registrar

This rule outlines the transport entitlements and provisions for the Vice Chancellor (VC), Pro -VC, Treasurer, and Registrar of the EBAUB to support the execution of their official duties with efficiency, comfort, and security.

9P. Vehicle Entitlement

Position	Entitlement	Remarks
Vice Chancellor	Full-time assigned car with driver	For official and limited personal use
Pro-Vice Chancellor	Full-time assigned car with driver	For official use
Treasurer	Full-time assigned car with driver	For official use
Registrar	Full-time assigned car with driver	For official use

10P. Driver, Fuel and Maintenance

- Trained, full-time driver shall be assigned to each official vehicle. Substitute drivers shall be made available during leave or emergency periods.
- Drivers must follow university conduct rules and dress code.
- EBAUB shall bear all fuel, maintenance, repair, and insurance costs for the assigned vehicles.
- The Transport Unit shall schedule regular maintenance and servicing.
- Logbooks must be maintained for each vehicle by the Driver.

11P. Usage guidelines

Vehicles are to be used for official university duties, meetings, academic visits, and administrative responsibilities. Personal use is allowed for the Vice Chancellor or as specified by BOT.

12P. Monitoring & Control

The Motor Transport Officer shall maintain records of mileage, fuel use, and servicing. Monthly usage reports will be submitted to the Registrar's Office. Any exceptions must be approved by BOT or relevant authority.