

MANARAT INTERNATIONAL UNIVERSITY

SERVICE RULES OF MANARAT INTERNATIONAL UNIVERSITY

**Approved by the 26th Meeting of the Board of Trustees of MIU held on
21 April 2015**

Effect from 21 April 2015

TABLE OF CONTENTS

Sl. No.	Section		Page No.
Chapter – I			
1.	Introductions		1
	1.1	Short title	1
	1.2	Application	1
	1.3	Interpretation/ clarification of service rules.	1
	1.4	Amendment of service rules	1

Chapter – II			
2.	Definition		2-3

Chapter – III			
3.	Employment Policy		4
	3.1	Classification of employees	4
	3.2	Service code	4
	3.3	Misconduct	5

Chapter – IV			
4	Selection and Recruitment		6
	4.1	General	6
	4.2	Appointment of Vice Chancellor, Pro-Vice Chancellor and Treasurer	6
	4.3	Appointment of Teachers	6
	4.4	Appointment of Registrar, Librarian and other Employees of MIU.	6
	4.5	Appointment of class III and IV employees of MIU	7
	4.6	Qualification and experience for appointment of teachers, officers & staff	7
	4.7	Recruitment procedures	14
	4.7.1	Announcement of employment	14
	4.7.2	Certification	14
	4.7.3	Scrutiny of candidates	15
	4.7.4	Interview by selection board	15
	4.7.5	Issuance of offer letter	15
	4.7.6	Issuance of appointment letter	15
	4.7.7	Probation	16
	4.7.8	Confirmation	16
	4.7.9	Appointment of contractual/temporary/casual employee	16
	4.7.10	Equal employment opportunity	17

Chapter – V			
5.	Promotion Policy		18
	5.1	Criteria for the promotion to higher post of a Teacher	18
	5.2	Criteria for promotion of officers and staff	18
	5.3	Determination of seniority	19
	5.4	Loss of seniority	19
	5.5	Time scale for officers and staff	19

Chapter – VI			
6.	Service Record		20
	6.1	Service record	20
	6.2	Dossier or personal file	20
	6.3	Teachers evaluation report & annual confidential report	20
	6.4	Teachers evaluation report	20
	6.5	Annual confidential report	21

Chapter – VII			
7.	Retirement, Termination and Release		22
	7.1	Retirement age	22
	7.2	Termination	22
	7.3	Retirement	22
	7.3.1	Voluntary retirement	22
	7.3.2	Compulsory retirement	22
	7.3.3	Release on medical ground	22
	7.3.4	Incident of death	22
	7.4	Retirement formalities	23

Chapter – VIII			
8.	Compensation and Benefits		24
	8.1	Pay and allowances	24
	8.2	Normal increment	24
	8.3	Charge allowance	25
	8.4	Special increment, allowance and grant	25
	8.5	Festival allowance	25
	8.6	Allowance incase of removal & dismissal	25
	8.7	Facilities under suspension	25

Chapter – IX			
9.	Disciplinary Issue		26
	9.1	Basic principles of investigation/ enquiry	26
	9.2	Grounds of penalty	26
	9.3	Procedures of enquiry in cases calling for minor penalties	27
	9.4	Procedures of enquiry in cases calling for major penalties	28
	9.5	Suspension	29
	9.6	Responsibility of the enquiry committee	29
	9.7	Power to order medical examination as to mental or bodily infirmity	30
	9.8	Authority to impose punishment	30
	9.9	Rights of appeal	31

Chapter – X			
10.	Leave Rules		32
	10.1	General	32
	10.2	Types of leave	32
	10.3	Effect of leave without pay and suspension period	35

Chapter – XI			
11.	Rules for TA & DA		36
	11.1	Local travel	36
	11.2	Travelling outside Dhaka	36
	11.3	Foreign travelling	38

Annexure-A: DELEGATION OF ADMINISTRATIVE POWER			40
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Chapter – I

1. Introduction

These Rules may be called ‘Service Rules of Manarat International University (MIU)’. These Rules are formulated to provide specific guidelines to the management of the MIU as per the power vested on the Board of Trustees vide the MIU Deed of Trust (or guidelines incorporated in the MIU Trust) and the Private University Act, 2010 to increase the efficiency and effectiveness of the MIU as a centre of educational and administrative excellence.

The fundamental objectives of these regulations is to serve University purposes by providing a structure within which the stakeholders of the MIU can pursue the objectives of the institutions most effectively.

1.1 Short title

These rules shall be called “The Service Rules of Manarat International University (MIU)”.

1.2 Application

The scope of these rules for the services of all the employees of MIU will be as follows:

- a. These rules shall be applicable to all employees of ‘Manarat International University’, a project of the Manarat Trust, run under the supervision of the Board of Trustees of MIU.
- b. These regulations shall come into force with effect from 21 April 2015
- c. In case of any doubt or dispute regarding any rules the interpretation given/ accepted by the Board of Trustees shall be considered as final and binding.
- d. In case of any amendment involving any change in the service rules the amendment shall have a notice period of not less than 60 days to be made effective.

1.3 Interpretation/clarification of service rules

Any query/ dispute related to interpretation/clarification of the Rules has to be addressed to the Board of Trustees. The Board of Trustees will resolve all queries/disputes through interpretation/clarification.

1.4 Amendment of service rules

The Board of Trustees reserves the right to amend the Service Rules of MIU as deemed fit.

Chapter – II

2. Definition

The terms used in these rules shall have the meaning and sense as explained below:

- “Act” means Private University Act of 2010.
- “Trust” means the Manarat International University Trust (MIU Trust).
- “Board” means the Board of MIU Trust.
- “BOT” means the Board of MIU Trust
- “Member” means member of the Board of Trustees of MIU Trust.
- “University” means Manarat International University (MIU).
- “Office” means office of the University.
- “Appointing authority” means the Board of Trustees of MIU.
- “Committee” means Committee constituted by the Board of Trustees of MIU.
- “Chairman” means Chairman of the Board of Trustees of MIU.
- “Faculty” means combinations of various departments of the University or School of Studies.
- “Academic Council” means the Academic Council constituted, as per provision of the Private University Act, 2010.
- “Syndicate” means the Syndicate constituted, as per provision of the Private University Act, 2010.
- “University Grants Commission” means University Grants Commission of Bangladesh Order, 1973 (P.O. NO. 10 of 1973).
- “General Fund” means fund created by the University as per Section 44 of the Act.
- “Reserve Fund” means fund to be deposited to Bank as per Section 6 (9) of the Act.
- “Chancellor” means the President of the People’s Republic of Bangladesh and also the Chancellor of the private Universities.
- “Vice Chancellor” means Vice Chancellor of the University.
- “Pro. -Vice Chancellor” means Pro Vice Chancellor of the University.
- “Treasurer” means Treasurer of the University.
- “Employee” means any person employed under these Rules on the terms and conditions mutually agreed upon between employee and the authority of the University.
- “Academic Employee” means the employee of the University who are directly entrusted with teaching/academic activities: Vice Chancellor, Pro Vice Chancellor, Professor, Associate Professor, Assistant Professor, Sr. Lecturer, Lecturer, and other Academic Officer and Staff.
- “Non-Academic Employee” means employees other than “Academic Employee”.
- “Salary” means pay and allowances for the service as decided upon at the time of employment or fixed subsequently.
- “Honorarium” means remuneration payable to the member of the Board of Trustees and other outside experts for rendering services.
- “Holiday” means a day declared as such by the University authority or by the Government of the People’s Republic of Bangladesh.

- “Personal pay”- means additional pay granted to an employee.
 - i) In case of a loss of substantive pay in respect of a permanent post due to revision of pay or to any reduction of such substantive pay otherwise than a disciplinary measure, or
 - ii) In exceptional circumstances, on other personal consideration.
- “Reward” means a special remuneration to an employee for excellent service beyond the call of duty.
- “Service” means continuous service in the University.
- “Notification” means any notice/circular issued by the University.
- “Basic Pay” means the pay other than perquisites (house rent, medical allowance, dearness allowance and other allowances).
- “Probationer” means an employee on probation against a substantive post for a fixed period.
- “Confirmation” means an employee appointed to a substantive post and regularize after the successful completion of probation period.
- “Subsistence allowance” means monthly salary payable to an employee who is under suspension.
- “Suspension” means an employee who is debarred from discharging his/her duties temporarily pending disciplinary proceedings.
- “Travelling Allowance” means an allowance granted to an employee to cover the expenses which he/she incurs during travelling in the interest of the MIU services.
- “Leave” means absence from duty with prior approval of the concerned authorities.

Chapter – III

3. Employment Policy

3.1 A. Classification of employees

- i. Vice Chancellor, Pro Vice Chancellor & Treasurer
- ii. Teachers
- iii. Registrar, Controller of Examinations, Director (Finance & Accounts), Librarian and Other Officers
- iv. Class III & IV Employees.

B. Types of employees

- i. Permanent employee: Permanent employees are those who are employed against the vacant or created posts in a defined and existing organogram of MIU.
- ii. Contractual employee: Contractual employees are those who are employed against the vacant or created post in consolidated pay of MIU for a definite period of time with certain terms and conditions.
- iii. Temporary employee: Temporary employees are those who are employed against the vacant or created posts on ad-hoc basis in consolidated pay for a definite period of time.
- iv. Casual employee: Casual employees are those who are employed on daily or monthly basis for meeting urgent requirement of the University.

3.2 Service code

Every employee must observe the following cardinal principles and any deviation from those shall constitute “Misconduct”:

- a. comply with and obey all lawful orders and directions which may from time to time be issued by the authority and conveyed through proper channel relating to the functions and working procedure of the University.
- b. serve the University faithfully and with due diligence and maintain strict secrecy regarding the University affairs.
- c. observe proper decorum, show courtesy and exemplary behavior to all visitors, students, their parents/guardians and any other persons to uplift the good name of the University.
- d. private tuition for money, to the students of the University strictly prohibited.
- e. conducting classes in any other University/Institutions without permission of MIU authority.
- f. every employee must attend to duty regularly and in-time. If an employee is found irregular or habitual late comer, he/she may be given warning in writing to mend his faults. If however the performance as regards attendance is not improved his/her service shall be terminated observing the Disciplinary procedure Rules. Similar action will be applicable against those who will leave the University earlier than the prescribed time.

- g. unlawful assemble and activities are totally forbidden within the precincts of MIU.
- h. every employee, whether teacher or others must attend their duties wearing the prescribed uniforms (wherever applicable).

3.3 Misconduct

For the purpose of these regulations “misconduct” means conduct prejudicial to good order or, service discipline unbecoming of an employee and shall include the following:

- a) Insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of the superiors;
- b) Fraud or dishonesty in any affairs of the University;
- c) Causing damage to any property of the University;
- d) Taking or giving bribes or any illegal gratification;
- e) Habitual late attendance or early departure from the place of duty;
- f) Continuous absence without permission and without satisfactory cause of absence and prolonging the leave without authorization;
- g) Breach of any law applicable to him;
- h) Negligence to duty;
- i) Taking part in or suspected of being engaged in subversive activities;
- j) Activities that gives rise to chaos and moral hazards among the students and the teachers;
- k) Any activity that goes against the good name of the University;
- l) Any sort of groupings, propagations, unlawful assembling, conspiracy against the University, etc.

Chapter – IV

4. Selection and Recruitment

4.1 General

- a. Teachers and employees will be recruited as per approved organogram and manpower setup of the MIU.

4.2 Appointment of Vice Chancellor, Pro-Vice Chancellor and Treasurer

The Board of Trustees of the MIU will propose the names of the Vice- Chancellor, the Pro-Vice Chancellor and the Treasurer to the Chancellor, which will be routed through the Ministry of Educations (MoE) for appointment. The Chancellor will appoint the above incumbents for a period of four (4) years.

4.3 Appointment of Teachers

A Teachers' Selection Committee will be constituted by the BOT of the MIU with the following members:

- i) Vice Chancellor as the Chairman of the committee;
- ii) Pro-Vice Chancellor;
- iii) Three educationist nominated by the BOT of MIU;
- iv) Two experts of relevant subjects nominated by the Syndicate
- v) Concerned Dean;
- vi) Concerned Head of the Department or Institute, not below the rank of Professor.

4.4 Appointment of Registrar, Controller of Examinations and other employees of the MIU.

A Selection Committee for appointment of Registrar, Controller of Examinations, Director of Finance, Librarian and other Employees will be constituted by the BOT of the MIU with the following members.

- i. Vice Chancellor as the Chairman of the Committee;
- ii. Pro Vice Chancellor;
- iii. Three members nominated by the BOT of MIU;
- iv. Two members nominated by the Syndicate (who are not member of BOT of MIU);
- v. One outside Professor nominated by the Vice Chancellor.

4.5 Appointment of class III and IV employees of MIU.

Staff Recruitment Committee (Class III & IV) will be constituted by the BOT with the following members:

- i) One member of the Board of Trustees will act as Chairman
- ii) Treasurer of MIU as member
- iii) Concerned Head of Department/Office as member;
- iv) One expert of the relevant field **nominated by the VC** as member;
- v) Registrar as the Member Secretary.

4.6 Qualification and experience for appointment of teachers, officers & staff

Requisite academic qualifications and experiences required for the appointment of different categories of employees are as under:

Teaching Staff:

SL.	Position	Age	Educational Qualification and Experiences
01	Vice Chancellor	NA	A candidate shall have graduation and post graduation degrees with first class or equivalent or Ph.D. and 20 years research or administrative experience including at least 10 years teaching experience in a recognized University.
02	Pro-Vice Chancellor	NA	A candidate shall have graduation and post graduation degrees with first class or equivalent or Ph.D. and 15 years research/ administrative experience including at least 10 years teaching experience in a recognized University.
03	Treasurer	NA	A candidate shall have a post graduation degree with 15 years experience in teaching and administrative or financial management
04	Dean/ Directors	NA	Deans will be nominated by the Vice-Chancellor from the respective school amongst the Professor/Associate Professor having similar qualifications and experiences of Professor/Associate Professor with excellent academic and research background.
05	Professor	NA	Candidates possessing Ph. D degree or equivalent degree should have an active service of 14 years in the University of which 5 years should have as Associate Professor; Candidates possessing M. Phil degree or equivalent degree should have an active service of 16 years in the University of which 6 years should have as Associate Professor.

SL.	Position	Age	Educational Qualification and Experiences
			<p>Candidates possessing Master Degree or equivalent degree should have an active service 20 years in the University of which 8 years should have as Associate Professor.</p> <p>In Addition, Candidates must have 15 research publications in peer reviewed journals or in the form of book in the allied disciplines of which 07 should be during the period of service as Associate Professor.</p>
06	Proctor	NA	<p>Proctor will be nominated by the Vice-Chancellor from the respective school amongst the Professor/Associate Professor having similar qualifications and experiences of Professor/Associate Professor with strong academic management and students' affairs background.</p>
07	Head of the Department	NA	<p>Heads will be nominated by the Vice-Chancellor from the respective school amongst the Professor/Associate Professor having similar qualifications and experiences of Professor/Associate Professor with excellent academic and research background.</p>
08	Associate Professor	NA	<p>Candidates possessing Ph.D. degree or equivalent degree should have an active service of 10 years of which 5 years as Assistant Professor; or</p> <p>Candidates possessing M. Phil degree or equivalent degree must have 12 years of active service of which 5 years as Assistant Professor; or</p> <p>Candidates possessing Master degree or equivalent degree must have 15 years of active service of which 6 years as Assistant Professor.</p> <p>In Addition, Candidates must have 10 publications in approved peer reviewed journals or in the form of book of which 05 should be during the service as Assistant Professor.</p>
09	Assistant Professor	NA	<p>Candidates possessing Ph.D. degree or equivalent degree should have an active service of 01 year as Senior Lecturer or 2 years as Lecturer; or</p> <p>Candidates possessing M. Phil degree or</p>

SL.	Position	Age	Educational Qualification and Experiences
			<p>equivalent degree must have 3 years of active service of which 02 years as Senior Lecturer/04 years as Lecturer; or</p> <p>Candidates possessing Master degree (with 16 years of schooling) or equivalent degree must have at least 5 years experiences out of which 3 years must be as Sr. Lecturer. In Addition, Candidates must have 3 publications in approved peer reviewed journals or in the form of book which 2 during the service as Sr. Lecturer.</p>
10	Senior Lecturer	NA	<p>Candidates possessing Ph.D. degree can be appointed as Senior Lecturer; or</p> <p>Candidates possessing M. Phil degree or equivalent degree should have 01 year of service as Lecturer; or</p> <p>Candidates having Master degree or equivalent degree should have 2 years of service as Lecturer.</p> <p>In Addition, Candidates must have 1 publication in approved peer reviewed journals or in the form of book.</p>
11	Lecturer	NA	<p>Candidate must have first classes/divisions or equivalent CGPA in all academic careers from reputed institution. But in case of engineering subjects Master Degree may be relaxed for the candidates who have four years honors degree from a reputed engineering university.</p> <p>Candidate having research work/publications in recognized peer reviewed journals may be given added advantages.</p>

Note: First division or minimum GPA 4.50 out of 5.00 in SSC & HSC level. First class or minimum CGPA 3.50 out of 4.00 in Bachelor & Master level

Officers and Staff:

SL.	Position	Age	Educational Qualification and Experiences
01	Registrar	Minimum age is 45 years	Candidates possessing Master or equivalent degree should have an active service of 20 years in the University or similar institution/organization of which 3 years should be as Additional Registrar/equivalent or 8 years as Deputy Registrar/equivalent. Candidate having higher education and research in the relevant field will be given preference. Proficiency in English and Computer literacy will be considered as necessary qualifications.
02	Controller of Examinations	Minimum age is 42 years.	Candidates possessing Master or equivalent degree in the relevant field from any reputed university should have an active service of 18 years in a University or similar institution/ organization of which 6 years should be at Deputy Director Level in the respective fields. Priority will be given to the candidates with higher education and research in the relevant field. Proficiency in English and Computer literacy will be considered as necessary qualifications.
03	Director (Finance & Accounts)	Minimum age is 42 years	Candidates possessing Master or equivalent degree in the relevant field from any reputed University should have an active service of 18 years in the University or similar institution/organization of which 6 years should be at Deputy Director Level in the respective fields. Priority will be given to the candidates with higher education and research in the relevant field. Proficiency in English and computer literacy will be considered as necessary qualifications.
04	Advisor/Director (Student Welfare)	Minimum age is 42 years	Candidates possessing Master or equivalent degree in the relevant field from any reputed University should have an active service of 18 years in the University or similar institution/organization of which 6 years should be at Deputy Director Level in the respective fields. Priority will be given to the candidates with higher education and research in the relevant field. Proficiency in English and computer literacy will be considered as necessary qualifications. No third division/equivalent CGPA will be allowed
05	Director, Public Relations	Minimum age is 42 years	Candidates possessing Master or equivalent degree in the relevant field from any reputed University should have an active service of 18 years in the

SL.	Position	Age	Educational Qualification and Experiences
			University or similar institution/organization of which 6 years should be at Deputy Director Level in the respective fields. Priority will be given to the candidates with higher education and research in the relevant field. Proficiency in English and computer literacy will be considered as necessary qualifications.
06	Librarian	Minimum age is 42 years	Candidates possessing Master or equivalent degree in the relevant field from any reputed University should have an active service of 18 years in the University or similar institution/organization of which 6 years should be at Deputy Director Level in the respective fields. Priority will be given to the candidates with higher education and research in the relevant field. Proficiency in English and computer literacy will be considered as necessary qualifications.
07	Director (Planning & Development)	Minimum age is 42 years	Candidates possessing Master or equivalent degree in the relevant field from any reputed University should have an active service of 18 years in the University or similar institution/organization of which 6 years should be at Deputy Director Level in the respective fields. Priority will be given to the candidates with higher education and research in the relevant field. Proficiency in English and computer literacy will be considered as necessary qualifications.
08	Additional Registrar	Minimum age is 42 years	Candidates possessing Master or equivalent degree in the relevant field from any reputed University should have an active service of 18 years in the University or similar institution/organization of which 6 years should be at Deputy Registrar /Deputy Director level/equivalent in the respective fields. Priority will be given to the candidates with higher education and management research in the relevant field. Proficiency in English and computer literacy will be considered as necessary qualifications.
09	Additional Director (Public relations)	Minimum age is 37 years	Candidates possessing Master or equivalent degree in relevant field from any reputed University should have an active service of 12 years in the University or similar institution/organization of which 3 years should be at Senior Assistant Director Level/equivalent posts in the respective fields. Proficiency in English and computer literacy will be considered as necessary qualifications.

SL.	Position	Age	Educational Qualification and Experiences
10	Deputy Registrar/ Deputy Director of Accounts/ Deputy Controller of Exam/ Deputy Librarian /equivalent	Minimum age is 37 years	Candidates possessing Master or equivalent degree in relevant field from any reputed University should have an active service of 12 years in the University or similar institution/organization of which 3 years should be at Senior Assistant Director Level/equivalent posts in the respective fields. Proficiency in English and computer literacy will be considered as necessary qualifications.
11	Senior Assistant Registrar/ Senior Assistant Director of Accounts/ Senior Assistant Controller of Exam/ Senior Assistant Librarian/ Deputy Director (Public Relations)/ equivalent	N/A	Candidates possessing Master or equivalent degree in relevant field from any reputed University should have an active service of 9 years in the University or similar institution/organization of which 3 years should be as an Assistant Director/ equivalent posts in the respective fields. Proficiency in English and computer literacy will be considered as necessary qualifications.
12	Assistant Registrar/ Asst. Director (Planning & Development)/ Assistant Director (Finance & Accounts)/ Assistant Controller of Exam/ Asst. System Engineer/Medical Officer/ Assistant Librarian/ Assistant Director (Public Relations)/ equivalent	N/A	Candidates possessing Master or equivalent degree should have an active service of 6 years in the University or similar institution/organization of which 3 years should be as an Officer/ Section Officer/ Administrative Officer/equivalent posts in the respective fields. Proficiency in English and computer literacy will be considered as necessary qualifications.
13	Administrative Officer/ PS to Vice Chancellor/Account s Officer / Senior Exam Officer/ Documentation Officer/ Public Relations Officer/ Student Welfare	N/A	Candidates possessing Master or equivalent degree should have an active service of 3 years in the University or similar institution/ organization of which 3 years should be as an Assistant Officer/ equivalent posts in the respective fields. Proficiency in English and computer literacy will be considered as necessary qualifications.

SL.	Position	Age	Educational Qualification and Experiences
	Officer/equivalent		
14	APS to Vice Chancellor; Pro-Vice Chancellor; Treasurer/ Assistant Officer/ Assistant Engineer/ Asst. Accounts Officer/ Examination Officer/ Library Officer/ Information Officer cum Admission Officer/equivalent	N/A	Candidates possessing Master degree should have an active service of 2 years as an Administrative Assistant/ Office Assistant/ equivalent posts in the respective fields/ candidates possessing Bachelor Degree should have an active service of 4 years as an Administrative Assistant/ equivalent post in the respective fields/ candidates having master degree from any recognized University are entitled to apply. Proficiency in English and computer literacy will be considered as necessary qualifications.
15	Administrative Assistant/ Caretaker cum Store Keeper/Accounts Assistant /Cashier / Library Assistant/ Information Assistant/ equivalent	N/A	Candidates should have second division in Master Degree from any recognized University. Candidates possessing second division in Graduation level from any recognized University should have an active service of 2 years service in the relevant field. Candidates having second division in Graduation level from any recognized University and having a certificate course in the relevant field are also entitled to apply. Proficiency in English and computer literacy will be considered as necessary qualifications.
16	Book Sorter	N/A	Candidates possessing H.S.C. or equivalent Certificate and should have an active service of 5 years in the level of Class IV Employee in library. No third division/equivalent CGPA in any academic result will be allowed.
17	Driver	N/A	For Driver candidates who have passed Class VIII should have an active service of 3 years in the relevant fields. Candidates may be given time scale 2 years after reaching the highest position in the scale of pay subject to satisfactory service.
18	Peon/Mali/Aya/ Cleaner/Guard	N/A	Candidates should possess S.S.C. for Peon and Class-VIII for other positions. Candidates may be given time scale 2 years after reaching the highest position in the scale of pay subject to satisfactory service.

Note: i) No third division/class/equivalent CGPA in any academic result will not be allowed for any post. In case of entry level post the maximum age level will be 30 years.

ii) The age and experience may be relaxed in case the candidates are found otherwise outstanding/extra ordinary.

4.7 Recruitment procedures

4.7.1 Announcement of employment

- a. Announcement of all vacancies shall be publicly posted in news paper, Notice Board and Web information at MIU web site, job websites or other websites.
- b. A minimum of 03 (three) weeks (excluding holidays) shall elapse between the initial posting of the announcement concerning vacancy/recruitment and the date of submission of application (through postage/ courier services or e-mail or through on line (Web)).
- c. All vacancies must be filled in by the persons having qualifications and experience as specified as shown in Chapter-IV against each post as approved by the Board of Trustees of MIU.
- d. BOT of MIU reserves the right to increase or decrease the days of announcement of employment opportunities.

4.7.2 Certification

- a. All categories of employees must submit the following documents:
 - I. Certificates of educational qualifications;
 - II. Clearance certificate from the previous employer, if any;
 - III. National Identity Card;
 - IV. Passport size photograph;
 - V. Medical certificate of fitness;
 - VI. Character certificate from local authority (Union Porishod/ Prouroshova/ City Corporation).
- b. No person shall be employed by the authority unless his/her bearing and character has been assessed as satisfactory.
- c. In case of those who have no educational qualifications, a certificate from the Chairman of Union Council/ Pouroshova/City Corporation mentioning his/her age shall have to be produced.

4.7.3 Scrutiny of candidates

- a) All applications received will undergo preliminary scrutiny by **a committee of three members, constituted by VC headed by the Registrar** who will ensure that:
 - i. Applications are duly completed and accompanied by the prescribed application fees and are received within the permitted time.
 - ii. Age of the applicants is within the prescribed limit.
 - iii. Qualifications and experience of the applicants must conform to the prescribed requirements.
 - iv. Applications have been submitted with requisite documents as required.
- b) The applications that fulfill the prescribed requirements after preliminary scrutiny as above will be shortlisted.
- c) The final scrutinized candidates will be called for selection process involving written tests (for administrative positions & Lecturer), demonstration, practical test, interview, etc. depending on the requirements of the vacant post.

4.7.4 Interview by selection board

- a) After compilation of the results of the written tests, candidates who have scored the minimum qualifying marks in the written test will be invited for interview by the Registrar.
- b) The interview shall be conducted by the constituted Teachers Selections Committee for the teachers and by the Employees Selection Committee for the posts of Register, Controller of Examinations, Librarian and other employees.
- c) The Selection Board would record its observations about candidates in the interview assessment sheet.
- d) Final selection of candidates against vacancies will be done in order of merit based on combined marks received in different types of tests and interviews.

4.7.5 Issuance of offer letter

- a. Offer letter is to be issued by the competent authority to the selected candidates after taking the approval of the appointing authority by the Registrar.
- b. Selected candidates will be communicated through the offer letter and will be given a time frame to accept the offer.

4.7.6 Issuance of appointment letter

- a) An appointment letter to be issued to the selected candidates with probation period as per rules; this appointment will be effective from the date of his/her joining at MIU.
- b) The university authority will arrange orientation/ workshop/ training for definite period of time for the new employees.

4.7.7 Probation

- a. An employee (faculty members, officers and staff) employed against the permanent post will be appointed on the condition that he should complete a probation period of 24 (twenty four) months.
- b. The service of the employee shall be confirmed if found suitable after successful completion of probation period. The period of probation may be extended for further period not exceeding another 12 (twelve) months. Before the completion of an extended period of probation, the authority shall record an order either confirming the probationer from such date of the authority deem fit or discharge him/her.
- c. An order discharging a probationer shall indicate the grounds for the discharge, but no formal proceedings, which are prescribed for removal/dismissal of an employee who is not a probationer, shall be necessary.
- d. No appeal shall be accepted against an order discharging a probationer. The service of probationer may be terminated without notice. In case a probationer has to be discharged, he/she shall be given one month's notice or one month's pay in lieu thereof.
- e. At any time before confirmation, an employee may resign from his/her service provided one month notice is given in writing or one month pay in lieu thereof is surrendered.

4.7.8. Confirmation

- a. A probationer shall not be confirmed until he/she has served on probation for the prescribed period and has been declared by the authority to be fit in all respect for confirmation.
- b. After the expiry of the probation period the incumbent shall be deemed to have been confirmed. A written confirmation letter is to be issued by the authority to the successful employee.

4.7.9 Appointment of contractual/temporary/casual employee

- a. A person may be appointed on contract for a fixed period under certain terms and conditions.
- b. A person may be appointed on temporary basis under specific terms and conditions especially mentioning the period.
- c. A person may also be appointed as casual employee on daily basis/monthly under specific terms and conditions.

4.7.10 Equal employment opportunity

- a. In order to provide equal employment and advancement of opportunities to all individuals, decisions at the MIU will be based on merit, qualifications and abilities.
- b. The MIU shall not discriminate in employment opportunities or practices on grounds of any other characteristic protected by law of the government.

Chapter-V

5. Promotion Policy

A promotion is the advancement of an employee's rank or position in an organizational hierarchy system. Promotion may be given to an employee as a reward for good performance i.e. positive appraisal. In order to promote an employee the person concerned should be able to shoulder the responsibilities put on him. A promotion might involve advancement in terms of designation, salary and benefits. In order to improve job skills, commitment and loyalty of the employees the provision of promotion system has been introduced at the MIU as in other institutions/organizations.

The vacant post/higher post may be filled up by way of promotion from the existing strength if all the requisite qualification and experience commensurate with the requirements are met.

5.1 Criteria for the appointment to higher post of a Teacher

Existing faculty members will have to apply against advertisement for the higher position subject to the availability of vacant post. Their TER/ACR will be evaluated by the concerned authority.

5.2 Criteria for promotion of officers and staff.

Promotion of the officers and staff will be done in accordance with the recruitment criteria/ promotion policy for the respective position. The following criteria for promotion of an employee shall be considered, unless otherwise specified or mentioned elsewhere within the Service Rules:

- a. Seniority/ date of joining;
- b. Professional efficiency;
- c. Good conduct;
- d. Observance and practice of the tenets and principles of Religion.
- e. Regularity in work/duty;
- f. Loyalty and sincerity;
- g. Efficiency, where applicable, in extra-curricular activities;
- h. Evaluation of Annual Performance Report;
- i. Adherence to the rules and discipline of the MIU;
- j. In-service training record (where applicable);
- k. Publications (if any);
- l. ACR for the officers and staff by his/her supervising officers;
- m. Special achievements (if any).

Detailed promotion rules are enclosed in Annexure- B & C

5.3 Determination of seniority

The basis for determining the seniority among the employee of the same category shall be as under:

- a. Date of Joining.
- b. If the date of Joining is the same, the employee who joins earlier will be senior.
- c. In case of same joining date, the merit serial by the selection board will determine the seniority.
- d. All other factors being equal age at the time of appointment shall be the basis for determining seniority.
- e. Ad-hoc appointment will not be counted for seniority.

5.4 Loss of seniority

- a. The seniority of an employee will only be reduced/ degraded as a part of punishment as earned by the employee himself/ herself and must be maintained as a written record after such punishment is awarded giving full justification. A senior employee might be superseded under such circumstances.
- b. Extra-ordinary leave without pay will not be counted as service.

5.5 Time scale for officers and staff

5.5.1 An employee will be entitled for time scale if there is no scope of promotion after the satisfactory performance of certain period.

5.5.2 The Finance Committee will recommend the entitlement of the time scale after proper scrutiny for final approval of MIU Trust which may be as follows:

- (a) 1st time scale after completion of 8 years
- (b) 2nd time scale after completion of 12 years
- (c) 3rd time scale after completion of 16 years

Chapter-VI

6. Service Record

6.1 Service record

Service record of every teacher and employee of the MIU shall be maintained from the date of his/ her appointment till he/she leaves or retires from service. These records shall be maintained in the following manner:

- a. Dossier or personal file.
- b. Service books in respect of all employees must be maintained by the administrative office in which all records of his/her service, leaves; penalty/ reward, etc. shall be meticulously maintained.
- c. service record for all employees shall be opened immediately after his/her joining to a service. The book will be supplied by the authority.
- d. Every entry in respect of pay & allowance, leave, disciplinary action, etc. of the employees must be entered into and attested by the Head of the Department.

6.2 Dossier or personal file

In Dossier or personal file initial applications for appointment with all necessary papers, appointment letter and all day to day letters that are issued to the employee concerning his/her service, pay, increment, leaves are to be entered. All pages of the personal file must be numbered serially. At the end of each year, the personal file should be made up to-date initiated by the concerned officer.

6.3 Teachers evaluation report & annual confidential report

Teachers Evaluation Report (TER) for Teachers and Annual Confidential Report (ACR) of all employees (other than teachers) shall be maintained. The TER & ACR will be written by January every year for the previous calendar year.

6.4 Teachers evaluation report

The TER of the (Jr. Lecturer, Lecturer, Sr. Lecturer & Assistant Professor shall be written by the Head of the Department and to be countersigned by the respective Dean. The TER/ACR will be done on the basis of the student's evaluation of the respective course, regular class performance, discipline, punctuality, co-curricular activities, research and overall contribution in the Department or in the University.

The TER of Associate Professor/Professor/Head of the Department shall be written by the respective Dean and to be countersigned by the Vice-Chancellor.

The TER of the Deans shall be written by the Vice-Chancellor.

6.5 Annual confidential report.

- (a) ACR of the Registrar, Director of Planning & Development, Director of Finance, Librarian, Controller of Examinations and Director of Public Relations shall be initiated and counter signed by the Vice-Chancellor.
- (b) ACRs of all officers equivalent to Deputy Directors of the various departments and above this post shall be initiated by the respective supervising officer and to be countersigned by the Vice-Chancellor.
- (c) ACRs of all remaining officers and administrative staff including class III employees shall be initiated by the concerned supervising officer and Head of the Departments. In case of an employee of this categories deputed to any office/departments from the office of the Registrar for time being, comments of the Registrar in ACR shall be incorporated. ACRs of all the above categories are to be countersigned by **Pro-VC/Treasurer**.
- (d) Personal Files/Service Records, Teachers Evaluation Report (TER) and Annual Confidential Reports (ACRs) of all teachers and employees should be maintained in the Registrar's office in which records of all appointments, promotions, disciplinary actions, fines, enhancement of salaries of all faculty members and of the University staff will be recorded. All such records will be duly filled in and signed by the appropriate authority.
- (e) On the basis of the TER and ACR, promotion and other incentive will be considered for all categories of employees as per existing MIU rules.

Note: Subject to the foregoing all service records shall be maintained by H.R. cell of the office of the Registrar.

Chapter-VII

7. Retirement, Termination and Release.

7.1 Retirement age.

Retirement age of all employees both teaching and non-teaching staff under normal circumstances will be after completion of 60 years of age.

7.2 Termination.

- a. Service of an employee may be terminated without assigning any reason if he is found guilty of corruption or of misconduct during probation period.
- b. On the part of the authority, an employee shall be subject to termination on 03 (three) months' notice or pay in lieu of notice.

7.3. Retirement

7.3.1. Voluntary retirement.

An employee can apply for voluntary retirement from service **after a minimum** satisfactory service of **10 years** by giving notice in writing to the authority at least 60 days prior to the date of his retirement; provided that such option once exercised shall be final and binding upon the employee.

7.3.2. Compulsory retirement

The MIU authority may, if it considers necessary in the interest of MIU, ask an employee to retire from service at any time after he has completed **20** years of service without assigning any reason thereof. This will done by giving three months' notice or in lieu thereof, by payment of three months' pay.

7.3.3. Release on medical ground.

If an employee is declared unfit for retention in service by the Medical Board to be formed by the MIU, the competent Authority may send him/ her on retirement from service with applicable retirement benefits.

7.3.4. Incidence of death.

In the event of death of an employee during service period, the MIU shall process the calculation of his/her benefits, which are accumulated during his/her service. Accounts section will clear all dues to the nominated person/heirs in case of a diseased employee.

7.4. Retirement formalities.

The general checklist of activities should be compiled with regard to retirement (superannuation) of an employee, which are as follows:

- a. The employee concerned shall be informed about his actual date of retirement at least six months prior to his retirement.
- b. At least three months prior to the retirement date of the employee, the Registrar office shall begin the process of completing the retirement formalities.
- c. An employee who retires from the service of the MIU shall obtain a clearance certificate in the prescribed form and present the same to the office of the Director (Finance & Accounts) for final settlement of his accounts.
- d. The Accounts office will prepare the final accounts, check the loans/advance, validate and compute the admissibility of retirement benefits including gratuity, provident fund, leave encashment, etc. as per Rules of the MIU.

Chapter – VIII

8. Compensation and Benefits.

8.1. Pay and allowances.

- a. The MIU shall have an approved scale of pay against each and every post. This pay scale is subject to alterations/amendments by the Board of Trustees of the MIU from time to time as deemed necessary.
- b. Teachers and employees on contract service shall have separate pay as may be mutually agreed upon.
- c. Employees on temporary and casual service shall have separate pay as may be determined by the authority.

8.2. Normal increment.

- a. Teachers and employees of all categories are entitled to earn yearly increment as per pay scale. Periodical increment sheet shall be prepared for every increment. These increment sheets shall be maintained by the accounts section and a copy should be kept in the personal file of an employee. If increment is withheld, it will be considered as a kind of punishment. In that case, concerned individual shall be informed of the reasons for which the increment has been held up.
- b. The following provisions prescribe the conditions on which service will be counted for increments in a pay scale:
 - i. All duties in a post in a scale of pay and periods of leave other than extraordinary leave shall be counted for increment in that scale of pay. The competent authority will decide the issue considering compassionate ground.
 - ii. An employee may be granted an advance increment for outstanding performance as per recommendation of the competent authority.
 - iii. Generally an increment in a scale of pay shall be given on the due date unless it is withheld. An increment of any employee may be withheld by the competent authority if his/her conduct and work have not been found good and satisfactory.
 - iv. When an increment is ordered to be withheld, the authority passing the order shall state the period for which it is to be withheld.
 - v. Where an efficiency bar is prescribed in the scale of pay the increment next above the bar shall not be given to an employee without the specific sanction of the authority.

8.3. Charge allowance.

- a. An employee performing additional responsibilities higher or equal at a time within the same office or establishment shall be allowed charge allowance subject to the following conditions:
 - i. No charge allowance will be admissible unless a formal letter is issued by the competent authority before the person concerned takes over the additional charge.
 - ii. The amount of charge allowance shall be paid as may be determined by the competent authority.
 - iii. The BOT of the MIU reserves the right to extend the period of charge allowance.

8.4. Special increment, allowance and grant.

- a. Special increment might be granted to an employee for achieving Master Degree (foreign)/M. Phil, Ph. D and Post-Doctorate degrees. The BOT will determine the number of increments to be awarded to an employee on the recommendation of the Vice-Chancellor. But the incumbents will not get the benefit of such increment from the time of introducing the next new pay scale of the MIU and also after promotion in the higher post.
- b. The special allowances might be granted to an employee for performing special duties entrusted to him/her for a specific period apart from his normal duties.
- c. Special grant/allocation might be granted to an employee for participation in national, regional and international conferences, seminars, workshops, etc. and other tasks as decided by the University authority.

8.5. Festival allowance.

- (a) All regular employees of MIU are entitled to get maximum two festival allowances in a year which are equivalent to their basic pay (not exceed maximum of amount decided by the competent authority) subject to the completion of one year service.
- (b) The contractual employees of MIU are entitled to get maximum two festival allowances in a year on the basis of their basic pay as decided by the competent authority.
- (c) The regular employee less than one year of service & ad hoc/daily basis employees will be given half of basic as festival allowance.

8.6. Allowance in case of removal & dismissal.

An employee who is removed or dismissed from service ceases to get pay & allowance from the date of such removal or dismissal.

8.7. Facilities under suspension.

- a. An employee under suspension period is entitled to get:
 - i. Subsistence grants at the rate of 50% of his/her basic pay;
 - ii. House rent allowance in full, as drawn before suspension.
 - iii. Medical allowance in full, as drawn before suspension.
- b. When the suspension of an employee is held unjustifiable or not wholly justifiable or when an employee who has been dismissed or suspended is reinstated, the authority may grant him/ her full benefit for the period of his absence from duty. If not decided any penalty like demotion, held up increment, other punishment etc.

Chapter-IX

9. Disciplinary issues.

9.1 Basic principles of investigation/enquiry.

Principles of natural justice have to be established as per the Constitution of the country. The law of the land has ensured that no order of major punishment to any employee shall be made if –

- i) The allegations/charges against the employee are not recorded in writing;
- ii) The employee has not been given a copy of allegation;
- iii) He has not been given opportunity to explain;
- iv) He has not been given a personal hearing if such prayer is made;
- v) The employer does not pass or approve such orders;
- vi) The concerned employee has been proceeded and punished previously for the same offence;
- vii) The concerned employee has been excused/exonerated earlier for the same offence;

9.2. Grounds of penalty.

Where an employee, in the opinion of the competent authority-

- (a) is inefficient, or has ceased to be efficient, whether by reason of-
 - i) infirmity of mind or body, or
 - ii) having, on two or more occasions, failed to pass in maintaining or raising general efficiency, or
 - iii) having without reasonable cause, failed to appear any such examination as aforesaid, otherwise and is not likely to recover his efficiency; or
- (b) is guilty of misconduct; or
- (c) is guilty of desertion; or
- (d) is corrupt, or may reasonably be considered corrupt, because he has persistent reputation of being corrupt.

A) Minor penalties:

- i. Censure (warning, reprimand, etc.).
- ii. Withholding (for a specified period) of promotion or of increment otherwise than for unfit for promotion or financial advancement.
- iii. Forfeiture of pay or increment.
- iv. Stoppage for a specified period, at an efficiency bar in the pay scale, otherwise than for unfit to cross such bar; and
- v. Recovery from salary and allowances or any other account due to the employee, of the whole or part of such pecuniary loss caused to the entity by him/her.

B) Major Penalties:

- i. Reduction to a lower stage in a scale of pay;
- ii. Reduction to a lower post /grade;
- iii. Compulsory retirement;
- iv. Dismissal from service;
- v. Removal from service;

The competent authority may impose on the accused one or more penalties.

9.3. Procedures of enquiry in cases calling for minor penalties.

- (1) When an employee is to be proceeded against under clause (a) or (b) or (c) of Rule-9.2, and the authority in cases where the highest executive is the authority, the officer authorized by highest executive, by general or special order, specify in this behalf, is of the opinion that the allegation, if established, would call for minor penalty heavier than that of censure, the authorized officer shall-
 - (a) make allegations against the accused known to him in writing and call upon him to explain his conduct within a specified time from the date of receipt of allegations by the accused and to state whether he desires to be heard in person; and
 - (b) consider the explanation of the accused submitted within the specified time and, if he has desired to be heard in person, after giving him an opportunity of being heard in person, or if no explanation is submitted within the specified time, may award any of the minor penalties:
Provided that the highest executive/authorized officer of the organization, as the case may be, may if it or he thinks fit, appoint an officer not below the rank of the accused to enquire into the allegation and submit his findings.
- (2) On receipt of the findings of the Enquiry Officer, the highest authority shall take final decision in the case or may such further enquiry as it or he may consider necessary.
- (3) On receipt of the findings of the further enquiry, the highest authority shall take final decision.
- (4) When an employee is to be proceeded against under clause (a) or (b) or (c) of Rule-9.2, and the highest authority, as mentioned in sub-rule (1), is of the opinion that the allegations, if established would call for the penalty of censure, the highest authority may impose upon the accused the said penalty after hearing him in person and recording the reason in writing thereof. If, however, the accused does not appear or refuses to appear, the said penalty may be imposed upon him without any hearing or after the following procedure laid down in sub-Rules (1) to (3) in which case, if the allegation is established, the penalty than that of censure shall be imposed. If the accused demands that the allegation be communicated to him in writing, the procedures laid down in sub-Rules (1) to (3) shall be followed and, in the event, if the allegation is established, the penalty other than that of censure shall be imposed.

9.4. Procedures of enquiry in cases calling for major penalties.

- (1) When an employee is to be proceeded against under clause (a) or (b) or (c) or (d) of Rule-9.2, and the authority is of the opinion that the allegations, if established, would call for a major penalty, the authority shall-
 - (a) frame a charge and specify therein the penalty proposed to be imposed, and communicate it to the employee together with a statement of allegations on which it is based, and of any other circumstances which the authority proposes to take into consideration when passing orders on the case;
 - (b) require the accused to submit, within some specified time from the day the charge has been communicated to him a written statement of his defense and to show cause at the same time why the penalty proposed to be imposed on him should not be imposed and also to state whether he desires to be heard in person;
Provided that if the accused prays for extension of time before the expiry of the specified period, the authority may allow him such extension up to ten working days for submission of the statement.
- (2) Where the accused submits his statement of defense within the specified or extended time, the authority shall consider such statements together with all materials relating to the charge and if, after such consideration, the authority is of the opinion that if-
 - (a) there is no good ground for proceeding against the accused, it shall withdraw the charge and the proceeding shall accordingly be disposed of;
 - (b) there is good ground for proceeding against the accused but the allegations, if established, would call for a minor penalty, it may after giving him an opportunity of being heard in person, award any of the minor penalties, or may follow the procedure laid down in Rule-9.3 for imposition of minor penalty by appointing an Enquiry Committee under that rule;
 - (c) there is good ground for proceeding against the accused for imposition of major penalty, it shall appoint an Enquiry Committee, who shall be an officer not below the rank of that of the accused or a Board/Committee of Enquiry to inquire into the allegations contained in the charge.
- (3) Where the accused does not submit his statement of defense within the specified or extended time, the authority shall appoint an Enquiry Committee, who shall be higher than the rank of that of the accused or a Board/ Committee of Enquiry to inquire into the allegations contained in the charge within the specified time from the date of expiry of the specified or extended time.
- (4) The Enquiry Committee as the case may be, shall start holding of the enquiry within specified time from the date of receipt of the order of enquiry and shall conduct the enquiry in accordance with the procedure laid down in Rule-9.6 and submit his or its findings to the authority.
- (5) On receipt of the report of the findings of the Enquiry Committee, the authority shall consider the report and record its decision on the charge and communicate the same together with a copy of the report to the accused.

- (6) If the authority decides under sub-rule (5) to impose any major penalty, it shall ask the accused to show cause within seven working days, why the proposed penalty shall not be imposed upon him.
- (7) The proceedings of an enquiry under this rule shall gather sufficient records of evidence and, where an Enquiry Committee is appointed, also the report of the findings of the or Board/Committee and the grounds thereof.

9.5. Suspension.

An employee against whom action is proposed to be taken under clause (b) or (c) or (d) of Rule-9.2 may be placed under suspension if, in the opinion of the authority, suspension is necessary or expedient:

Provided that the authority may, if it considers more expedient, in stead of placing such employee under suspension, by order in writing require him to proceed on such leave as may be admissible to him from such date as may be specified in the order.

9.6. Responsibility of the enquiry committee.

- (1) The Enquiry Committee shall serve a notice to explain and hear the case from day-to-day, and no adjournment shall be given except for reasons to be recorded in writing.
- (2) In an enquiry conducted under this rule, the Enquiry Committee shall hold an enquiry at which oral evidence shall be heard and as to such of the allegations as are not admitted, documentary evidence relevant or material in regard to the charge shall be considered. The accused shall be entitled to cross examine the witness against him, to give evidence in person and to have such witness called for the defense as he may wish. The person presenting the case in support of the charge shall be entitled to cross examine the accused and the witness examined in his defense. The accused may also consult relevant files, but he shall not have access to the note portion of the files;
Provided that the Enquiry Committee may, for reasons to be recorded in writing, refuse to call for a particular witness or to summon or admit particular evidence.
- (3) In an enquiry under this rule, the accused may, if he so desires, adduce oral evidence in his defense which shall be subject to cross examination as may be necessary.
- (4) The authority may nominate any person to present the case in support of the charge before the Enquiry Committee.
- (5) If the Enquiry Committee is satisfied that the accused is hampering or attempting to hamper the progress of the enquiry, he may administer a warning and if thereafter he is satisfied that the accused is acting in disregard of the warning he shall record a finding to that effect, and proceed to complete the enquiry in such manner as he thinks best fitted to do substantial justice.

- (6) If the Enquiry Committee is satisfied that the conduct of the accused amounts to contempt of his office, he shall record the relevant facts and circumstances relating to such contempt and inform the authority on the matter, whereupon the authority may, if it deems fit, proceed against the accused separately under Rule-9.2(a) or 9.2(b).
- (7) The Enquiry Committee shall, within seven working days of the conclusion of the proceedings, submit his findings and the grounds thereof to the authority.
- (8) The Enquiry Committee shall give findings stating whether the accused is guilty or not guilty on each charge and he shall not give any recommendation regarding punishment or otherwise.
- (9) The authority may, in any case it deems fit, instead of appointing an Enquiry Committee under these Rules, appoint a Committee of Enquiry consisting of three persons, and where a Board of Enquiry is appointed, reference in this rule to an Enquiry Committee shall be construed as references to the Board.
- (10) No proceedings or decision of a Committee appointed under sub-rule (9) shall be invalid or be called in question merely on the ground of absence of any member thereof in any sitting of the Committee.

9.7. Power to order medical examination as to mental or bodily infirmity.

Where it is proposed to proceed against an employee on the ground of inefficiency by reasons of infirmity of mind or body the authority may at any stage require the employee to undergo medical examination by a Medical Board as the authority may direct and the report of the Medical Board forms part of the proceedings.

9.8. Authority to impose punishment.

- a. The Vice Chancellor may impose any of the following penalties to any employee if found guilty:
 1. Warning;
 2. Reprimand;
 3. Severe Reprimand;
 4. Forfeiture of pay for maximum period of 7 days;
 5. Withholding increment;
 6. Forfeiture of increment;
 7. Recovery of losses incurred to the MIU from the employee's pay;
 8. Forfeiture of seniority for maximum period of one year.
- b. The Vice Chancellor may also recommend any of the following to the Board of Trustees:
 1. Suspension from service;
 2. Reduction to a lower stage in a scale of pay;
 3. Reduction to a lower post/grade;
 4. Compulsory retirement;
 5. Dismissal from service;
 6. Removal from service.

- c. A penalty or fine may be imposed upon an employee for a loss or damage to the property of the MIU caused by him willfully or by negligence. Such penalty shall be recovered from the pay of the employee or otherwise.
- d. No penalty shall be awarded unless charges have been framed and investigation carried out and the alleged offender found guilty after an opportunity is granted to the alleged delinquent to explain the alleged charges.

9.9. Rights of appeal.

An employee who has been found guilty and imposed punishment can appeal for mercy or to condone the punishment, to the convener of the respective committee or to the Chairman of the Board of Trustees within a period of 30 (Thirty) days. The convener or the Chairman may condone or may refer the matter to Board of Trustees for further consideration.

Chapter– X

10. Leave Rules.

10.1. General.

- a. Leave is a privilege. Leave cannot be claimed as a matter of right. Due to the exigencies of the service, an employee who is on leave can be recalled to duty by the authority.
- b. Leave ordinarily begins on the day on which transfer of charges is effectuated and ends on the day preceding that on which charge is resumed. Fridays and other recognized holidays may be prefixed or suffixed but not to be sandwiched.
- c. These Rules do not apply to the casual or part-time employment.
- d. A MIU employee who remained absent after the end of his/her leave is entitled to no leave for the period of such absence unless the leave extended. Willful absence from duty after the expiry of leave may be treated as misconduct for the purpose of Rules.
- e. Respective authorities granting leave must maintain record of all types of leave in the Service Book/relevant file of an employee.
- f. An employee who is dismissed or removed or terminated from the service but he/she is again reinstated on appeal or revision, is entitled to count his former service for leave.
- g. All order recalling a MIU employee to duty before the expiry of his leave should state whether the return to duty is compulsory.
- h. No employee who has been granted leave on medical ground may return to duty without producing a medical certificates stating fitness. This rule applies only when the leave is taken for more than seven days. But those who had been admitted in the hospital must produce the discharge certificate from the hospital.
- i. Teachers employed on part time Course/Semester contract basis are not entitled to any leave or leave benefit.
- j. Leave shall be counted in calendar year.

10.2. Types of leave.

The following kinds of leave shall be admissible to all teachers and employees of the MIU.

Types of leave:

- a) Casual Leave;
- b) Medical Leave;
- c) Earned Leave;
- d) Vacation Leave;
- e) Study Leave;
- f) Ex-Bangladesh Leave;

- g) Maternity Leave;
- h) Hajj Leave;
- i) Extra ordinary leave.
- a. Casual leave.

An employee shall be entitled casual leave 15 (fifteen) days in a calendar year. The casual leave is meant for emergency purposes only and as such it is discouraged to avail for ordinary purpose. This leave shall not be accumulated towards leave account at the end of each calendar year.

Casual leave will not ordinarily be taken during the term except for the most pressing and urgent reasons at discretion of the competent authority. Casual leave shall not be granted for more than 05 (five) days at a time.

Maximum 03 (three) days casual leave may be taken before or after weekend and recognized holidays. In no case such leave shall be prefixed and suffixed at the same time. In such cases the holidays preceding and succeeding such leave shall be treated to have been included in the period of the said casual leave.

Leave exceeding five days shall not be granted on more than two occasions during a year prefixing and suffixing with holidays. All or any casual leave exceeding 5 days at a time will fall under the category of earned leave.

Authority for granting casual leave will be as follows:

- i. The Chairman of the Board of Trustees to the Vice Chancellor.
- ii. The Chairman of the Board of Trustees to the Pro-Vice Chancellor and the Treasurer as per recommendation of the Vice-Chancellor.
- iii. The Vice Chancellor to Deans, the Heads of the Departments/Offices/ Institutes (Registrar, Director Finance, Controller of Examinations, Director of Planning and Development, Librarian and Director Public Relations or equivalent post). In case of Head of the Departments needs recommendation from the respective Dean.
- iv. Dean of the faculty/schools to the Professor, Associate Professor, Assistant Professor, Senior Lecturer, Lecturer & Jr. Lecturer as per recommendation of the Head of Department.
- v. Head of the Departments/Offices to the sub-ordinate officers and staff of the respective Departments/ Offices.

Casual Leave will not be cumulative and may only be availed during the calendar year to which it relates. The period of Casual Leave not availed during a calendar year will lapse on 31st December of the year. Casual leave will not be combined with any other leave.

b. Medical leave.

Medical leave will be of total 15 (fifteen) days in a calendar year. Medical leave is not earned, leave on medical ground shall be granted only on a certificate from the registered medical officer/authorized physician.

c. Earned leave.

Earned leave will be admissible to all regular (confirmed after probation period) and contractual employees in the following manner:

- i. Earned/ Privilege leave be earned with full pay at the rate of (1/20) for teachers and employees out of the period spent on duty.
- ii. The leave shall be credited to the employee's leave account and can be accumulated for a maximum period of 60 (Sixty) days. The extent of leave with full pay that may be taken at a time shall not exceed 18 (eighteen) days. This limit may be extended under special circumstances with the approval of the competent authority.
- iii. The employee shall be entitled to enjoy leave earned during the year and if such leave is refused in the interest of the MIU, only the regular employee concerned shall be allowed to en-cash 50% of the leave, so prayed and refused, while remaining 50% shall remain credited to his leave account.

NB: Contractual employee shall not be entitled for encashment of earned leave.

d. Study leave,

i. Short study/training/conference leave.

Short leave may be granted to confirmed employees for higher training or special training or participating in conferences, seminars, workshops at home and abroad following rules will apply:

1. Short study leave up to 30 (Thirty) days may be granted, with full pay, provided such study is considered by the concerned authority be in the best interest of the MIU. Such leave may be granted by the competent authority to an applicant provided he/ she has rendered minimum 2 (Two) years of service to the MIU.
2. Short Study Leave up to 60 (Sixty) days may be granted, with full pay for first 30 (Thirty) days and with only half pay for next 30 (Thirty) days, provided the Vice-Chancellor recommends such leave on the ground that it is in the best interest of the MIU. Such leave may be granted by the competent authority to an applicant provided he/ she has rendered minimum 3 (Three) years of service to the MIU.

ii. Long Study Leave for MS/M. Phil, Ph. D and Post Doctorate Degree.

1. A regular teacher/officer of the MIU is entitled to study leave of a maximum period of 2 years for Masters/M. Phil, 4 years for Ph. D and 1 year for Post Doctorate Degree without pay. The teacher/officer must sign in a bond as decided by the authority. But 50% basic salary may be given him/her for the period of long study leave, if he/she joins the MIU after obtaining the degree. In this case, he/she must serve the MIU at least next 02 (two) years from the joining date and the study leave period will be considered as service period if the teacher continues his/her job at the MIU.

Officers may be allowed for long study leave for higher study/degree with the approval of the BOT of the MIU.

2. Such leaves may be granted to any teacher of the MIU by the concerned authority on recommendation of the VC of the MIU.
3. Study leave with pay approved by the competent authority shall be as working period and it will be counted and treated in his/her length of service.
4. Respective Committee is the competent authority to approve study leave without pay.
5. Study leave without pay will be considered as extra ordinary leave.

e. Ex-Bangladesh leave.

Leave abroad may be granted to an employee up to 60 (sixty) days in his/her service in the MIU on the ground of treatment, education, training, travelling purpose. Ex-Bangladesh leaves with pay/without pay will be admissible on grounds accepted and approved by the Respective Committee/Board of Trustees and these leave will be deducted/adjusted from his/her leave entitlement.

f. Maternity leave.

Female employees will be entitled to maternity leave with full pay for a period of **06 (six) months/180(one hundred eighty days)**. The Vice Chancellor will grant and the leave at appropriate time. The leave will be counted from the date of its commencement. If the leave is started before or after vacations, the total leave period will not exceed **180 (one hundred eighty days)**. The vacation will be counted as part of the admissible maternity leave. Maternity leave with pay will be entitled for maximum 02 (two) times in her service in the MIU.

g. Hajj leave.

A permanent employee once in his/her service of the Manarat International University will be entitled to avail 01 (one) month Hajj leave with pay.

h. Extra ordinary leave.

Extra Ordinary Leave without Pay may be granted in special circumstances when no other leave is by regulation admissible or when other leave is admissible but the employee is unable to resume duty on medical grounds or despite of availability of leave the employee applies for leave without pay shall be treated as extra ordinary leave without pay. The authority empowered to sanction leave may grant extra ordinary leave in combination with or in continuation of any other leave that is admissible and may count retrospectively periods of absence without leave into extra ordinary leave. No leave salary is admissible during such leave. This leave will not be considered as break of service.

10.3. Effect of leave without pay and suspension period.

Leave without pay, extra ordinary leave without pay & suspension period shall be deducted from his/her date of increment as well as from the service.

Chapter-XI

11. Rules for TA & DA

Travelling Allowance (TA) and Daily Allowance (DA) for the employees of the MIU shall be as follows:

11.1 Local travel

All matters in connection with local travel on official business, such as mode of travel daily expenses, accommodation, travel advance etc. come under the purview of this policy.

An employee must obtain prior written permission from the authority before under taking any travel.

Travel within the Metropolitan City

Suitable mode of transport can be used while traveling in the Metropolitan City providing due consideration to cost effectiveness, convenience and time saving, Detail of local movement with supporting document should be submitted to the Accounts Division with the recommendation of the concerned Head of the Departments/ Divisions/ Sections. The Accounts department will pay the bill within two working days.

However following are the rates for undertaking local travels:

- i) **For full time teachers & Officers:** Taxi/Bus/Rickshaw fare on actual cost basis.
- ii) **Office Assistant/Operators/MLLS/Equivalent:** Bus/Rickshaw fare is on actual cost basis. In case of emergency any suitable transport may be used but the actual bill must be settle/ approve by the concerned Head of the Departments/ Divisions/ Sections.

11.2 Travelling Outside Dhaka

All matters in connection with travel outside Dhaka come under the purview of this policy.

All travels outside Dhaka must have prior written authorization on prescribed travel information @ (Annexure) and approved by the respective approval authority.

Mode of Transport:

- Domestic airlines, Railway, Bus

The following mode of transport can be used for official purpose by different category of employees:

Category of employee	Air	Train	Bus
Vice-Chancellor	Allowable	Allowable with A/C	Allowable with A/C
Treasurer/ Pro-Vice-Chancellor/ Professor/ Equivalent	Allowable	Allowable with A/C	Allowable with A/C
Associate Prof./ Asst. Professor/ Director/ Equivalent	-	Allowable with A/C	Allowable with A/C
Other Faculty Member & Officer	-	Allowable with A/C	Allowable with A/C
Other Staff	-	Allowable non A/C	Allowable non A/C

Under special circumstances Officers may be allowed to travel by air with the approval of the competent authority

Accommodation

Subject to submission of actual bill with the approval of Chairman/ Chief Executive different categories of employees will be entitled accommodation as follows:

Category of employee	Limit for the major cities (Taka)	Limit other than major cities (Taka)
Vice-Chancellor	Up to 4000	Up to 3500
Treasurer/Pro-Vice-Chancellor/ Professor/Equivalent	Up to 3500	Up to 3000
Associate Prof./Assistant Prof./Equivalent	Up to 3000	Up to 2500
Sr. Lecturer/Lecturer/Equivalent	Up to 2500	Up to 2000
Jr. Lecturer/Officer/Equivalent	Up to 2000	Up to 1500
Assistant Officer/Equivalent	Up to 1500	Up to 1000
Other Staff	Up to 1000	Up to 700

Daily Allowance

Rates of daily allowance payable to different categories of employees are as follows:

Category of employee	Rate (Taka)
Vice-Chancellor	1800
Treasurer/Pro-Vice-Chancellor/Professor/ Equivalent	1500
Associate Prof./Asst. Prof./Equivalent	1200
Sr. Lecturer/Lecturer/ Jr. Lecturer /Equivalent	1000
Assistant Officer/Equivalent	800
Other Staff	500

If he/ she stay outside the city is over 12 hours but less than 24 hours, 50% of the above rate may be paid to an employee; this daily allowance includes the food cost.

Travelling Advance

A reasonable estimated amount to cover expenses will be allowed to draw as an advance by the employee, all request for advance shall have to be submitted with at least one day notice to Accounts Department in prescribed form, duly approved by the approval authority. Advance must be settled within 7 working days after return from the journey.

Reimbursement

The Accounts Department will make reimbursement of cost on submission of expenditure statement supported by the relevant documents in a prescribed form duly filled in and approved by the approval authority.

11.3 Foreign travelling

All matters in connection with travel abroad on official business approved by the management such as mode of travel incidental expenses, travel advance etc. come under the purview & this policy.

All travel for abroad must have prior written authorization from the Syndicate.

For foreign travel return airfare at the shortest route in economy class will be provided. MIU maintains a list of reputed travel agents to provide air ticket and to handle the traveling formalities. Visa fee embarkation fee, travel and airport tax will be reimbursed on actual basis.

The MIU will bear the cost for food and accommodation in the case of foreign travel.

i) Accommodation

Accommodation cost will be paid as per employee's level and convenience. For consideration of cost effectiveness, departmental heads will ensure employee's level and convenience. The organization will make necessary arrangements, subject to approval of the Vice-Chancellor.

ii) Food Cost

The MIU will pay food cost subject to submission of actual bill with approval of the Departmental heads who will ensure employee's level and convenience. The organization will make necessary arrangements, subject to approval of the Vice-Chancellor.

iii) Other Incidental Expenses

Other expenses such as laundry, local conveyance etc, will be reimbursed on an actual basis. In case of official purposes telephone calls can be claimed for reimbursement.

Travelling Advance

A reasonable estimated amount not exceeding 80% of the estimated cost to cover expenses will be allowed to draw as a travel advance by the employee. All requests for advance are to be submitted to Accounts Department on prescribed form at least before three working days the journey starts, duly approved by the Vice-Chancellor. Advance must be settled within five working days after completion of travel.

Reimbursement of costs will be made by the Accounts Department upon submission of expenses statement, supported by the relevant vouchers on prescribed form, duly filled in and approved by the University. All claims must be settled within fifteen working days after return.

Annexure -A

Manarat International University

DELEGATION OF ADMINISTRATIVE POWER

The delegation of administrative power purely lies on Private University Act-2010. Statutes rules and regulation framed by the competent authority. Administrative authorities to exercise the power which are clearly defined by the \act, \statutes, rules and regulation are as follows:

SL.	Nature of power	Authority to exercise the power
01.	Framing/ Amendment/ Interpretation of the Statues and Service Rules	Board of Trustees
02.	Organogram and creation of posts	Board of Trustees
03.	Proposal for selection and appointment of Vice Chancellor, Pro Vice Chancellor and Treasurers	Board of Trustees
04.	Selection of employees for appointment on a regular basis against existing vacancy	Board of Trustees upon the recommendation of respective Selection Committee and Syndicate
05.	Ad-hoc/Temporary/Casual appointment of teaching staff & other employees for a maximum period of six months within the existing sanctioned strength to meet urgent requirement.	Vice Chancellor with concurrence of the respective Committee
06.	Issuance of offer letter and appointment letters after selection	Registrar on behalf of the Vice-chancellor based on decisions of Board of Trustees/ Syndicate/ Selection Committee
07.	Confirmation of service	Board of Trustees upon the recommendation of Selection Committee & Syndicate
08.	Promotion of employees	Board of Trustees upon the recommendation of respective Selection Committee & Syndicate
09.	Sanction of Budget and pay scale	Vice-Chancellor upon the recommendation of Finance Committee and Syndicate
10.	Sanction of time scale	Board of Trustees upon the recommendation of respective Selection Committee & Syndicate
11.	Normal increment	Vice-Chancellor upon the recommendation of the heads of department/office
12.	Special/additional increment	Syndicate upon the recommendation of the Vice-Chancellor
13.	Fixation of pay on first appointment.	Vice-Chancellor upon the recommendation of the Finance Committee

SL.	Nature of power	Authority to exercise the power
14.	Equalization of basic pay arises due to valid reasons.	Vice Chancellor
15.	Crossing of Efficiency Bar	Vice-Chancellor upon the recommendation of Finance Committee
16.	Suspension	Vice-Chancellor upon the recommendation of enquiry/discipline committee/Syndicate/Board of Trustees as and when applicable
17.	Disciplinary proceedings against employees.	Vice Chancellor
18.	Impositions of penalties	Vice-Chancellor upon the recommendation of the respective committee
19.	Appeal	Board of Trustees
20.	Study leave with pay.	Syndicate
21.	Study leave without pay	Syndicate
22.	Ex-Bangladesh Leave	Syndicate
23.	Extra-ordinary leave without pay	Syndicate
24.	Maternity leave	As per rules
25.	Hajj leave	As per rule
26.	Medical leave	As per rules
27.	Termination of service	Board of Trustees upon the recommendation of Syndicate/ respective committee
28.	Condonation of age	Board of Trustees
29.	Encashment of Earned leave	Board of Trustees upon the recommendation of the Syndicate and the Finance Committee

Note: Delegation of administrative authority to exercise power not mentioned above will be determined by the existing service rules and other rules approved by the competent authority, existing Govt. rules/ rules of other Public and Private University, previous tradition, system of MIU etc.