

BANGLADESH UNIVERSITY OF BUSINESS & TECHNOLOGY (BUBT)
CATEGORIES OF EMPLOYEES, APPOINTMENT, DUTIES, RESIGNATION AND
RETIREMENT

3. The following are the categories of employees of Bangladesh University of Business and Technology (BUBT) (not according to seniority), Organogram (Annexure-A)

3.1 Officers (Grade-1):

3.1.1 Vice Chancellor	3.1.27 Executive Engineer
3.1.2 Pro-Vice Chancellor	3.1.28 Assistant Registrar
3.1.3 Treasurer	3.1.29 Assistant Controllers of Examinations
3.1.4 Registrar	3.1.30 Assistant Director of Accounts
3.1.5 Controller of Examinations	3.1.31 Assistant Librarian
3.1.6 Director of Finance	3.1.32 Senior Career Guidance/Counseling Officer
3.1.7 Director of Research & Training	3.1.33 Research Officer
3.1.8 Proctor	3.1.34 Assistant Engineer
3.1.9 Librarian	3.1.35 Programmer
3.1.10 Chief Medical Officer	3.1.36 Medical Officer
3.1.11 Superintendent Engineer	3.1.37 Administrative Officer
3.1.12 Chief Audit Officer	3.1.38 Admission Officer
3.1.13 Associate Researcher	3.1.39 Students Affairs Officer
3.1.14 Joint Registrar	3.1.40 Public Relations Officer
3.1.15 Joint Controller of Examinations	3.1.41 Accounts Officer
3.1.16 Joint Director of Accounts	3.1.42 Store Officer
3.1.17 Director of Career Guidance & Counseling	3.1.43 Examination Officer
3.1.18 Assistant Researcher	3.1.44 Career Guidance/Counseling Officer
3.1.19 Senior Programmer	3.1.45 PO to VC
3.1.20 Deputy Registrar/PS to VC	3.1.46 Library Officer
3.1.21 Deputy Controller of Examinations	3.1.47 Audit Officer
3.1.22 Deputy Director of Accounts	3.1.48 IT Officer
3.1.23 Deputy Librarian	3.1.49 Assistant Programmer
3.1.24 Deputy Director of Career Guidance	3.1.50 Security Officer
3.1.25 Senior Medical Officer	3.1.51 Estate Officer
3.1.26 Senior Audit Officer	3.1.52 Physical Instructor/ Coach

3.1 Officers (Grade-2):

- 3.1.53 Demonstrator
- 3.1.54 Demonstrator (Chemist)
- 3.1.55 Teaching Assistant
- 3.1.56 Sub Asst. Engineer
- 3.1.57 Cataloguer
- 3.1.58 Sr. Store Keeper
- 3.1.59 Asst. Accounts Officer
- 3.1.60 Asst. Cash Officer
- 3.1.61 Asst. Audit Officer
- 3.1.62 Asst. Security Officer
- 3.1.63 Asst. Admin Officer
- 3.1.64 Asst. Estate Officer
- 3.1.65 Asst. Admission Officer
- 3.1.66 Asst. Students Affairs Officer
- 3.1.67 Asst. Public Relation Officer
- 3.1.68 Sr. IT Assistant
- 3.1.69 Sr. Hardware Assistant
- 3.1.70 Sr. Software Assistant
- 3.1.71 Asst. Examinations Officer

3.2 Assistants (Grade-1):

- 3.2.1 Assistant Cataloguer
- 3.2.2 Admission Councilor
- 3.2.3 Security Supervisor
- 3.2.4 Store Keeper
- 3.2.5 Senior Computer Operator
- 3.2.6 Senior Office Assistant
- 3.2.7 Care Taker
- 3.2.8 Photographer/Graphic Designer
- 3.2.9 Lab. Assistants
- 3.2.10 Cashier
- 3.2.11 Senior Accounts Assistant
- 3.2.12 Nurse
- 3.2.13 IT Assistant
- 3.2.14 Software Assistant
- 3.2.15 Hardware Assistant
- 3.2.16 Senior Audit Assistant

3.3 Service Employees (Grade-1):

- 3.3.1 Book Sorter
- 3.3.2 Mechanic/Electrician/Sub-Station Operator
- 3.3.3 Driver
- 3.3.4 Carpenter
- 3.3.5 Plumber
- 3.3.6 Lift Operator
- 3.3.7 Technical Assistant

3.2 Assistants (Grade-2):

- 3.2.17 Audit Assistant
- 3.2.18 Supervisor (Tech./Mech./Elect.)
- 3.2.19 Computer Operator
- 3.2.22 Library Assistant
- 3.2.21 Accounts Assistant
- 3.2.22 Receptionist
- 3.2.23 Office Assistant
- 3.2.24 Medical Asst./Patient Care Assistant

3.3 Service Employees (Grade-2):

- 3.3.8 Trained Security Guard
- 3.3.9 Skilled Office Peon/MLSS
- 3.3.10 Technician (AC/Elc./Mech.)

3.3 Service Employees (Grade-3):

3.3.11 Security Guard

3.3.13 Gardener

3.3.12 Office Peons / MLSS

3.3.14 Cleaner

Any other post may be created by the Trust according to the need of the University with its gradual expansion.

4. Bangladesh University of Business & Technology (BUBT) has the following Categories of Faculty:

- 4.1 Professors/ Dean/ Director of Research (Professor)
- 4.2 Associate Professor/ Deputy Director Research (Associate Professor)
- 4.3 Assistant Professor
- 4.4 Lecturer
- 4.5 Teaching Assistant/Demonstrator

5. Appointment of Faculty, Officers & other Employees of Bangladesh University of Business & Technology (BUBT):

General Rules

- 5A. All university employees (other than the formal appointment of the Vice – Chancellor, the Pro-Vice Chancellor and the Treasurer who will need the approval of the Chancellor) including Faculty Deans, Advisors, the Registrar and other heads of division/offices, Directors of Institutes / Heads of the Departments and other officers and staff will be appointed by the Vice Chancellor based on recommendation of the relevant selection committee with the approval of the Syndicate and Board of Trustees.
- 5B. The Board of Trustees will also determine salary/remunerations of all employees including the Vice Chancellor, the Pro-Vice Chancellor and the Treasurer and the terms of their services.
- 5C. In order to provide equal employment and advancement of opportunities to all individuals, decisions of BUBT will be based on merit, qualifications, and abilities. BUBT shall not discriminate in employment opportunities or practices on grounds of race, color, religion, sex, national origin, age, or any other characteristic protected by law of the government. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

- 5.1 All appointments of BUBT will be in accordance with the Recruitment and Promotion Rules (Section-F) of Bangladesh University of Business & Technology (BUBT).
- 5.2 All regular appointments shall be made through advertisement in the daily newspapers and / or other media.
- 5.3 Appointment to any regular post through Promotion shall be made in accordance with the Recruitment and Promotion Rules (Section-F) of BUBT.
- 5.4 **Appointment on Contract/Ad-hoc Basis:** To meet an urgent need a contractual/an Ad-hoc appointment may be given by the Vice Chancellor for a period of 01 (One) year or a semester with a consolidated monthly salary. In the case of faculty, the recommendation for such appointment should come from the concerned Chairman and Dean of the Faculty. Ad-hoc appointments may also be given by the Vice Chancellor to other categories of employees. Such appointments shall have to be placed in its subsequent meeting of the Syndicate and Trust. He may be re-appointed for a specific period if he is found fit for the job and his service for the University is deemed necessary.
- 5.5 There shall be three Selection Committees for selecting faculty / employees of different categories as under:
- 5.5.1 Faculty Selection Committee (No.1) for selection of Faculty Members to be constituted as per Private University Act. 2010
- 5.5.2 Officers Selection Committee (No.2) for selection of Officers to be constituted as per Private University Act. 2010
- 5.5.3 Staff Selection Committee (No.3) for selection of Employees (Class-III & IV) to be constituted as decision of the BUBT Trust.
- 5.6 The applicants shall be interviewed and recommended by the respective Selection Committee. The recommendation of the Selection Committee shall have to be placed before the Syndicate and Trust for approval and appointment.
- 5.7 The scale of pay, allowances and terms and conditions of services shall be mentioned in the appointment letter. All appointment letters shall be signed by the Registrar of the University.
- 5.8 The selected faculty, officers and employees shall be appointed on temporary basis with a probation period of 2 (two) years.

- 5.9 **Security Deposit:** Employees, as decided by the Syndicate, shall have to deposit certain amount of security money fixed by the Authority and produce personal security from two respectable persons who know him personally at the time of his joining the University. The security money shall be kept in a fixed deposit account in any scheduled bank in the joint name of the Registrar and the employee concerned. The employee shall own the money with accumulated interest of the deposit, but the University Authority shall have the right to recover any loss or damage caused by the employee from such security money. In that case the Registrar shall have the right to operate the account alone in his single signature which will be mentioned in the operation directions of the Bank Account.
- 5.10. **Confirmation:** On satisfactory completion of probation the Syndicate may confirm the Faculty or the Officer or the employee to the post as per Recruitment & Promotion Rules. If the performance of the Faculty or the Officer or the employee on probation is not satisfactory he may be released from the post or his probation may be extended for another year. After the extended period he may be confirmed if his service is found satisfactory. If his performance is found unsatisfactory he may be released/terminated from the post or may be reverted to the feeder post, if any, provided he had been confirmed in the feeder or its equivalent post.
- 5.10.1 For confirmation of service in BUBT, a Lecturer must produce at least one article as a single author in the recognized journal published in home or abroad within two years of probation period.
- 5.10.2 After promotion of a faculty in the next higher position, the promoted faculty member must produce at least one article as a single author within a year from the date of promotion. If the promoted faculty member fails to produce one article in three consecutive years, his/her service shall not be confirmed in the promoted post.
- 5.11 The relevant Selection committee stated at clause of 5.5 will recommend for confirmation of services of Faculty, Officers and Employees of different categories on the basis of the performance of the incumbent.

5.11A. Performance Evaluation of Employees for Confirmation, Promotion

- (a) Teachers Evaluation Reports (TERs) shall be written by the concerned Head of the Departments and signed by the concerned Dean & countersigned by the Vice Chancellor.

- (b) Annual Confidential Reports (ACRs) of the Class-I Officers (except Head of Offices) shall be written by the concerned Head of Division/Offices as supervising officer and countersigned by the Registrar.
 - (c) Annual Confidential Reports (ACRs) of the Class-II Officers and Staff (Class III and Class IV) shall be written by the concerned supervising officer and then signed by the concerned head of the Division/Office and to be countersigned by the Registrar.
 - (d) Annual Confidential Reports (ACRs) of Deans and Heads of Academic Departments and Offices shall be written by the Vice Chancellor/Pro Vice Chancellor/Treasurer and countersigned by the Chairman of the BUBT Trust.
- On the basis of the Performance Evaluation Report & ACR the confirmation, promotion and other incentive will be considered as per existing rules.

5.12 Promotion/Direct Recruitment:

- (a) The post of Faculty Members will be filled in by direct recruitment following the UGC rules.
- (b) 80% posts of Class-I Officer will be filled in by direct recruitment through advertisement and 20% of class-I posts will be filled in by promotion from the class-II Officers. If suitable candidates are not found for promotion, then the vacant posts will be filled in by direct recruitment through advertisement.
- (c) The posts up-to Class-II Officer will be filled in by promotion as per BUBT Recruitment Rules or by direct recruitment depending upon the nature of vacancy and availability of staff in the feeder posts.
- (d) For the eligibility of promotion of the faculty member, publication of at least two articles written by the faculty as the single author in any recognized journal would only be accepted for consideration.
- (e) BUBT authority reserves absolute power for giving or cancelling any advertisement for any post at any time.

5.13 Appointment of Adjunct Faculty: The appointment of an Adjunct Faculty shall have to be recommended by the Academic Council and approved by the Syndicate. The Adjunct Faculty shall be appointed for a particular semester. The responsibility of an Adjunct Faculty shall include preparing course outline for the students, teaching the course as per the semester schedule, evaluating the students and submitting the grades and examined scripts of the final examination to the Controller of Examinations.

6. Duties and Responsibilities of a Faculty:

- 6.1 A Faculty will have to be present in normal working hours as decided by the Authority.
- 6.2 A Faculty may be assigned duties at any time in between 8:00 AM. and 9:00 PM. He may also be assigned any administrative duty at any time.
- 6.3 A Faculty shall be responsible to teach courses assigned to him according to course outline approved by the Dean / Chairman of the concerned Faculty / Department. He will evaluate the students of the program on the basis of Class Assignment, Tutorial, Quizzes, Mid Term Exam, Final Exam, etc and finally submit the grades through the Dean / Chairman of the Department to the Controller of Examinations within the scheduled time of the Semester for finalization of the result.
- 6.4 A Faculty shall apply modern teaching techniques, and shall use teaching aids like overhead projector, multimedia etc. for effective teaching as and when necessary.
- 6.5 A Faculty shall make himself available in the University after the classes for personal guidance and counseling to the students.
- 6.6 He will cooperate with the University administration in conducting different examinations and other academic and extra academic activities.
- 6.7 He will assist the University Administration in maintaining discipline and all other rules and regulations of the University.
- 6.8 A Faculty is also required to engage himself in research work and higher studies.
- 6.9 A regular Faculty will not engage himself in any other job outside without the prior permission of the University Authority.
- 6.10 A Faculty may be required to perform additional duty in the interest of the University and the students as and when assigned to him.

7. Duties and Responsibilities of Officers & other Employees:

The officers and other employees of the University will perform their assigned duties as per job specification with utmost sincerity, honesty and responsibility. They will also perform any additional duty beyond normal office time as and when required. Their working time will be in between 8:00 AM and 9:00 PM. on all weekdays unless otherwise decided by the University. They will be one weekly holiday in any day of the week.

8. Resignation (Faculty, Officers and other Employees):

- 8.1 Unless otherwise decided by the Syndicate and Trust a temporary Faculty, if he desires to resign from his post, shall submit his resignation letter to the University Authority at least one month ahead of the last date of current semester and a permanent Faculty shall do so two months ahead of the said date.
- 8.2 If an Officer or any other Employee desires to resign from his post, he shall submit his resignation letter to the University Authority at least one month ahead of his date of resignation.
One month's salary shall have to be deposited by the Faculty/Officer/Employee for getting Release Order in the case of submitting resignation without proper notice.
- 8.3 If any Faculty / Officer / any other Employee leaves his service without prior notice the University Authority may take any legal action against him.

9. Age Limit for Service:

- 9.1 Entry age in the service will be fixed as per the Recruitment & Promotion Rules (Section-F).
- 9.2 **Retirement Age:**
Retirement age for a regular Faculty shall be 67 (sixty seven) years.
- 9.3 Retirement age for a regular Officer or Employee shall be 62 (sixty two) years.
- 9.4 After retirement a Faculty / Officer may be offered a contractual appointment in the following manner if he/she is physically fit and mentally sound:
- a) For a **faculty** a full time contractual service may be offered up to age of 75 (seventy five) years.
 - b) For an **officer** a full time contractual service may be offered up to the age of 72 (seventy two) years.
 - c) Beyond those ages faculty/officer may be offered part time contractual job in the University. However, in exceptional cases Trustee Board can offer a full time appointment to any faculty/officer.

10. Procedure for issuing experience certificates to the employees

- (a) No experience certificate shall be issued to any Faculty/Officer/Employee of BUBT unless he/she completes probation period in BUBT.

(b) No experience certificate shall be issued to any Faculty/Officer/Employee of BUBT unless he/she applies for job outside organizations through proper channel.

10. A. Types of Retirement:

- i) Regular/Normal retirement at the end of his/her age limit.
- ii) Voluntary Retirement after completion of 25 years of service in BUBT (this option is applicable to both BUBT & its employees);
- iii) Retirement on medical ground/inefficiency: Employees found unfit certified by the competent Medical Board constituted by BUBT and proved inefficiency by performance evaluation.