

Bangladesh University of Business and Technology (BUBT)

DISCIPLINE RULES (Code of Conducts for Employees)

11. Misconduct and Negligence of duties:

The following allegations will be considered as misconduct / negligence of duties of a Faculty or an officer or any Employee as the case may be.

- 11.1 Lack of punctuality in attending classes or performing duties or remaining busy with personal work during the period of classes or duties / office time.
- 11.2 Failure to examine and scrutinize the answer scripts properly and according to rules.
- 11.3 To disclose the secrecy of examinations and question papers.
- 11.4 Remain absent from duty without permission.
- 11.5 To go on leave or extend leave without giving any information beforehand.
- 11.6 To go on leave before sanctioning it.
- 11.7 Failure to apply for leave according to rules.
- 11.8 To disobey any directive of the University Authority or try to influence others to disobey such directives.
- 11.9 To cause damage to any property of the University or use any property for personal interest or remove any property without permission.
- 11.10 To engage in any such activity which creates unrest among the teachers and students or in case of moral degradation.
- 11.11 If any serious complaint is proved against a teacher or an officer or any other employees.
- 11.12 If there are signs of moral degradation in any Faculty / Officers or Employee.
- 11.13 If any faculty or employee found inefficient in performance in conducting his/her official duties.

12. Punishment:

The Syndicate is the Supreme Authority to give punishment to a Faculty or an Officer or any other Employee for negligence of duties and / or professional misconduct. Before subjecting a teacher / an officer or an employee to punishment an Enquiry Committee shall be assigned the task of investigating the offences. The Syndicate shall finally take measure on the basis of findings of the Enquiry Committee and subsequent recommendation of the Discipline Committee.

Before awarding any punishment to a Faculty / Officer or any Employee the relevant person,

- (a) Shall be given a chance to defend his case.
- (b) If suspended temporarily from the job he shall be given salary and other allowances as per the Government Rules till the final decision is taken.

The Syndicate may also take any legal action against any Employee for the offence identified by the Enquiry Committee and recommended by the Discipline Committee..

13. Types of Punishment:

A Faculty or an Officer or any other Employee of the University may be given any of the following types of punishment depending on the nature and the seriousness of offense(s) of the accused.

13.1 Minor Punishment:

- i) Censure
- ii) Withholding for specified period of promotion or of increment.
- iii) Stoppage for a specified period, at an efficiency bar in the pay scale, otherwise than for unfitness to cross the bar.
- iv) Recovery from pay or gratuity, if any, of the whole or any part of any pecuniary loss caused to the University by negligence or breach of orders.
- v) Reduction to a lower stage in the pay scale.

13.2 Major Punishment:

- (i) Reduction to a lower position of post with lower scale of pay.
- (ii) Compulsory Retirement.
- (iii) Termination/Removal from service.
- (iv) Dismissal from service.

Any other punishment the Syndicate may deem proper.

14. Removal / Termination and dismissal from Service:

The Syndicate can terminate or dismiss a Faculty / an Officer or any other Employee who is unable to discharge his duties on health ground or if the post is abolished according to the decision of the Syndicate or as punishment.

- 14.1 In case of termination of a Faculty / an Officer or any other Employee of the University from service on health ground the Syndicate shall depute a doctor / physician to examine the health of the person concerned. The Syndicate shall take appropriate decision on the recommendation & opinion of the physician.
- 14.2 If the post of a Faculty is abolished due to reorganization of any department or course curricula the Syndicate may terminate his job with due compensation as the Syndicate deems reasonable.
- 14.3 If a Faculty or an Officer or any other Employee is terminated from the service as punishment, he may be allowed service benefit, if any, by the Syndicate according to the nature of his offence.
- 14.4 If a Faculty or an Officer or any other Employee is dismissed from the service as punishment, he/she shall not be allowed any service benefit as well as the university's contribution to provident Fund and the proportionate profit thereof.

15. Appeal:

A regular Faculty / an Officer or any other Employee may appeal to the Syndicate for reconsideration of his punishment within 30 (Thirty) days of the order of punishment.

15.1 Disposal of Appeal:

Considering all aspects of the allegations the Authority can pass an order for the disposal of the appeal. In case of Departmental Proceedings, enquiry, awarding of punishment, appeal and disposal of appeal, the Govt. servants Discipline & Appeal rules shall be followed.

15.2 Reduction/Redemption of punishment

A faculty member or an officer or any employee who is under punishment may apply with the recommendation of the concerned Departmental Chairman/Head of Office for reduction/redemption of punishment at any stage of his/her punishment to the Vice-Chancellor. If there are satisfactory grounds for reduction/redemption of punishment, the Vice-Chancellor may place the application with Annual Confidential Report/Evaluation Report of the concerned Departmental Chairman/Head of Office in the meeting of BUBT Trust through Syndicate for disposal of the application.