

BUBT

Policy

(Part-1)



Institutional Quality Assurance Cell (IQAC)
Bangladesh University of Business and Technology (BUBT)

Message from the Director of IQAC-BUBT and BRIC

I am pleased to share that BUBT Policy Book – Part 1 has been compiled by IQAC-BUBT. This book combines all previously approved policies from the BUBT Registrar's Office and newly approved policies endorsed by the Academic Council, providing a single, reliable reference for the university community.

In the future, Part 2 of the BUBT Policy Book will be published as more policies are developed and approved. The policies in this book have been carefully reviewed by experts, and based on their valuable feedback, IQAC-BUBT has refined and updated them accordingly.

By compiling these policies into one volume, we aim to ensure clear guidance for BUBT authorities, officials, and stakeholders, making it easier to follow the university's rules and regulations. This initiative will help strengthen governance, improve accountability, and maintain consistency in policy implementation across the university.

The BUBT Policy Book will be available to all stakeholders and in various offices of BUBT. It will serve as a key resource to support BUBT's growth, ensuring that our operations align with the university's vision, mission, and strategic goals, while maintaining high standards in academics and administration.

Professor Santi Narayan Ghosh

Director

IQAC-BUBT & BRIC

Note

A total of 50 policies have been formulated to improve the management of various academic and non- academic departments of the BUBT. These policies were submitted to the Academic Council for approval on 19th September 2024. It was recommended by the Academic Council that the proposed policies undergo expert review. In this regard, the policies are being distributed to the following experts recommended by the Hon'ble Vice Chancellor (In Charge) for evaluation.

List of Policy Reviewers			
SL	Policy Name	Written By	Reviewed By
01	Policy on Student Affairs	Zaved Mannan , Additional Director, IQAC-BUBT.	A.B.M. Mesbahul Hasan , Deputy Director, Career Guidance and Counselling
02	Policy on Student Progress and Achievement Monitoring System	Zaved Mannan , Additional Director, IQAC-BUBT.	Abul Lais M. S. Haque, Ph.D. , Dean, Engineering and Applied Sciences
03	Policy of Curriculum Committee: Rules and Provisions.	Zaved Mannan , Additional Director, IQAC-BUBT.	
04	Policy for Supporting Faculty Members in Higher Studies	Zaved Mannan , Additional Director, IQAC-BUBT.	
05	Policy on Maintenance of Laboratory Facilities, Instructional Technology & Software, and IT Learning Facilities	Zaved Mannan , Additional Director, IQAC-BUBT.	
06	Code of Practice for Faculty and Professional Staff	Zaved Mannan , Additional Director, IQAC-BUBT.	Dr. Harun-Or-Rashid , Registrar, BUBT
07	Policy on Maintenance of Physical Facilities	Zaved Mannan , Additional Director, IQAC-BUBT.	
08	Policy on Provisions and Procedures for Equipment Replacement	Zaved Mannan , Additional Director, IQAC-BUBT.	
09	Policy on Professional Training for Non-Academic Staff at BUBT	Zaved Mannan , Additional Director, IQAC-BUBT.	
10	Policy on Financial Resource Allocation	Zaved Mannan , Additional Director, IQAC-BUBT.	Dr. Md. Ali Ahmed , Treasurer, BUBT
11	Policy of Process to Identify, Collect, and Analyze Stakeholder Needs for BUBT Curriculum Development	Zaved Mannan , Additional Director, IQAC-BUBT.	Eshita Datta , Assistant Professor Department of Textile Engineering
12	Policy on Editorial Guideline for BUBT Journal	Zaved Mannan , Additional Director, IQAC-BUBT.	
13	Policy on Capacity-Based Student Enrollment	Zaved Mannan , Additional Director, IQAC-BUBT.	Md. Mahmud Hossain , Deputy Director, BRIC
14	Academic Progression Policy	Zaved Mannan , Additional Director, IQAC-BUBT.	Prof. A. B. Md. Badruddoza Mia , Controller of Examinations, BUBT
15	Policy on Question Moderation Committee	Zaved Mannan , Additional Director, IQAC-BUBT.	

List of Policy Reviewers

SL	Policy Name	Written By	Reviewed By
16	Policy for Formal System and Management of Feedback	Zaved Mannan, Additional Director, IQAC-BUBT.	Dr. Md. Anwar Hossain, Professor, Electrical and Electronic Engineering
17	Policy of Guidelines for Organizing Impactful National/International Conferences	Zaved Mannan, Additional Director, IQAC-BUBT.	
18	Research Collaboration Policy	Zaved Mannan, Additional Director, IQAC-BUBT.	
19	Publication Policy	Zaved Mannan, Additional Director, IQAC-BUBT.	Prof. Dr. Syed Abdul Mofiz, Chairman, Department of Civil Engineering
20	University-Industry Collaboration (UIC) Policy	Zaved Mannan, Additional Director, IQAC-BUBT.	Prof. Dr. Syed Masud Husain, Dean, Faculty of Business & Social Sciences
21	International Student Admission Policy	Zaved Mannan, Additional Director, IQAC-BUBT.	
22	Policy on Tutorial Classes	Zaved Mannan, Additional Director, IQAC-BUBT.	
23	Policy for Effective Management of Work-Integrated Learning (WIL) Programs	Zaved Mannan, Additional Director, IQAC-BUBT.	
24	Policy for Financing of Publications in Journal, Attending Conference and Consultancy Work	Zaved Mannan, Additional Director, IQAC-BUBT.	
25	BUBT Proctorial Policy	Wing Cdr. Md. Momenul Islam (Retd), Proctor, BUBT	Prof. Dr. Syed Sarfaraj Hamid, Professor, Department of Law & Justice & Dean, Faculty of Law Faculty
26	Policy on Promoting and Recognizing Ethical Practices	Zaved Mannan, Additional Director, IQAC-BUBT.	
27	Research Culture Promotion Policy	Zaved Mannan, Additional Director, IQAC-BUBT.	
28	Policy on Financial Autonomy for Academic Departments	Zaved Mannan, Additional Director, IQAC-BUBT.	Prof. Md. Abu Saleh, Advisor, BUBT
29	Policy on Participation in Seminar, Workshop, Conference, Academic Visits, Training, and Professional Development Programs of Academic and Administrative Staff of BUBT	Dr. Md Harun -Or- Rashid, Registrar, BUBT	
30	Incentive Policy for Faculty and Professional Staff	Zaved Mannan, Additional Director, IQAC-BUBT.	
31	Policy and Rules for Performance Evaluation of Faculty and Professional Staff	Zaved Mannan, Additional Director, IQAC-BUBT.	
32	Policy on Appointment of Guest Speakers, Faculty, and Adjunct Faculty	Zaved Mannan, Additional Director, IQAC-BUBT.	
33	Policy of Academic Guidance and Counseling	Zaved Mannan, Additional Director, IQAC-BUBT.	

34	Financial Aid for Conference	Bashar Ahmed , Manager, IQAC	Zaved Mannan , Additional Director, IQAC
35	Financial Aid for Research Paper Publication	Bashar Ahmed , Manager, IQAC	
36	Constitution of the “BUBT Research and Innovation Center [BRIC]” 2024.	Zaved Mannan , Additional Director, IQAC-BUBT.	Prof. Santi Narayan Ghosh , Director, IQAC-BUBT & BRIC
37	Policy for Research Grant/Project Financing	Zaved Mannan , Additional Director, IQAC-BUBT.	
38	Researcher Training Policy	Zaved Mannan , Additional Director, IQAC-BUBT.	
39	Publication Award Policy	Zaved Mannan , Additional Director, IQAC-BUBT.	
40	Organogram of BRIC	Zaved Mannan , Additional Director, IQAC-BUBT.	
41	Policy and System to Disseminate the Research Findings to the industry/community/stakeholders through extension services.	Zaved Mannan , Additional Director, IQAC-BUBT.	Mohammad Shawkat Ali , Associate Professor, Department of English
42	Policy on Diversity and Inclusion for the diverse groups in the society	Zaved Mannan , Additional Director, IQAC-BUBT.	
43	Policy and System for Controlling Plagiarism in Research and Publications	Zaved Mannan , Additional Director, IQAC-BUBT.	
44	Reviewer Recruitment Policy for BUBT Journal	Zaved Mannan , Additional Director, IQAC-BUBT.	
45	Anti- Drug Policy	Zaved Mannan , Additional Director, IQAC-BUBT.	Wing Cdr. Md. Momenul Islam (Retd) , Proctor, BUBT
46	Core Values of BUBT	Prof. Dr. Md. Fayyaz Khan , Vice Chancellor, BUBT and Dr. Md. Harun-or-Rashid , Registrar, BUBT	Zaved Mannan , Additional Director, IQAC
47	BUBT Employee Gift Policy	Zaved Mannan , Additional Director, IQAC	Dr. Md. Harun -Or- Rashid , Registrar, BUBT
48	Policy for Engagement and Management of External Experts for Recruitment Tests	Zaved Mannan , Additional Director, IQAC	Prof. Sayed Anwarul Huq , Dean, Faculty of Arts & Humanities
49	Policy on Vehicle Management System	Zaved Mannan , Additional Director, IQAC	Prof. Dr. Syed Masud Husain , Dean, Faculty of Business & Social Sciences Prof. Dr. Syed Sarfaraj Hamid , Professor, Department of Law & Justice & Dean, Faculty of Law Faculty
50	The BUBT Central Library Policy and Rules, 2024	Md. Abdul Hakim Shah , Deputy Librarian	Dr. Md. Harun -Or- Rashid , Registrar, BUBT

Table of Contents

1. DISCIPLINE RULES (Code of Conducts for Employees)	1
2. Recruitment and Promotion Rules.....	Error! Bookmark not defined.
3. Workload Distribution Policy Statement	Error! Bookmark not defined.
4. Procurement Policy of BUBT	Error! Bookmark not defined.
5. BUBT Students Examination Policy and Disciplinary Rules..	Error! Bookmark not defined.
6. Academic Advising Policy	Error! Bookmark not defined.
7. Academic Rules and Regulations for the Undergraduate Programs	Error! Bookmark not defined.
8. Admission Policy	Error! Bookmark not defined.
9. Grievance Redress Policy of BUBT	Error! Bookmark not defined.
10. CATEGORIES OF EMPLOYEES, APPOINTMENT, DUTIES, RESIGNATION AND RETIREMENT.....	Error! Bookmark not defined.
11. CONTRIBUTORY PROVIDENT FUND RULES	Error! Bookmark not defined.
12. LEAVE RULES	Error! Bookmark not defined.
13. EMPLOYEES' GRATUITY FUND RULES.....	Error! Bookmark not defined.
14. শিক্ষাপ্রতিষ্ঠান ও কর্মক্ষেত্রে যৌন হয়রানি প্রতিরোধে মহামান্য হাইকোর্ট কর্তৃক প্রদত্ত নীতিমালা	4
15. STUDENTS' CODE OF CONDUCT	23
16. Policy on Student Affairs.....	32
17. Policy on Student Progress and Achievement Monitoring System	Error! Bookmark not defined.
18. Policy of Curriculum Committee: Rules and Provisions	Error! Bookmark not defined.
19. Policy for Supporting Faculty Members in Higher Studies	Error! Bookmark not defined.
20. Policy on Maintenance of Laboratory Facilities, Instructional Technology & Software, and IT Learning Facilities	Error! Bookmark not defined.
21. Code of Practice for Faculty and Professional Staff	Error! Bookmark not defined.
22. Policy on Maintenance of Physical Facilities	Error! Bookmark not defined.

23. Policy on Provisions and Procedures for Equipment Replacement **Error! Bookmark not defined.**
24. Policy on Professional Training for Non-Academic Staff at BUBT..... **Error! Bookmark not defined.**
25. Policy on Financial Resource Allocation..... **Error! Bookmark not defined.**
26. Policy of Process to Identify, Collect, and Analyze Stakeholder Needs for BUBT Curriculum Development..... **Error! Bookmark not defined.**
27. Policy on Editorial Guideline for BUBT Journal..... **Error! Bookmark not defined.**
28. Policy on Capacity-Based Student Enrollment..... **Error! Bookmark not defined.**
29. Academic Progression Policy **Error! Bookmark not defined.**
30. Policy on Question Moderation Committee..... **Error! Bookmark not defined.**
31. Policy for Formal System and Management of Feedback **Error! Bookmark not defined.**
32. Policy of Guidelines for Organizing Impactful National/International Conferences**Error! Bookmark not defined.**
33. Research Collaboration Policy..... **Error! Bookmark not defined.**
34. Publication Policy **Error! Bookmark not defined.**
35. University-Industry Collaboration (UIC) Policy **Error! Bookmark not defined.**
36. International Student Admission Policy **Error! Bookmark not defined.**
37. Policy on Tutorial Classes **Error! Bookmark not defined.**
38. Policy for Effective Management of Work-Integrated Learning (WIL) Programs**Error! Bookmark not defined.**
39. Policy for Financing of Publications in Journal, Attending Conference and Consultancy Work **Error! Bookmark not defined.**
40. Proctorial Policy (and Rules for Student Discipline)..... **Error! Bookmark not defined.**
41. Policy on Promoting and Recognizing Ethical Practices..... **Error! Bookmark not defined.**
42. Research Culture Promotion Policy..... **Error! Bookmark not defined.**
43. Policy on Financial Autonomy for Academic Departments **Error! Bookmark not defined.**
44. Policy on Participation in Seminar, Workshop, Conference, Academic Visits, Training, and Professional Development Programs of Academic and Administrative Staff of BUBT ..**Error! Bookmark not defined.**

45. Incentive Policy for Faculty and Professional Staff..... **Error! Bookmark not defined.**
46. Policy and Rules for Performance Evaluation of Faculty and Professional Staff.....**Error! Bookmark not defined.**
47. Policy on Appointment of Guest Speakers, Faculty, and Adjunct Faculty... **Error! Bookmark not defined.**
48. Policy of Academic Guidance and Counseling..... **Error! Bookmark not defined.**
49. Financial Aid for Conference **Error! Bookmark not defined.**
50. Financial Aid for Research Paper Publication **Error! Bookmark not defined.**
51. Constitution of the “BUBT Research and Innovation Center [BRIC]” 2024 **Error! Bookmark not defined.**
52. Policy for Research Grant/Project Financing..... **Error! Bookmark not defined.**
53. Researcher Training Policy **Error! Bookmark not defined.**
54. Publication Award Policy **Error! Bookmark not defined.**
55. Organogram of BRIC..... **Error! Bookmark not defined.**
56. Policy and System to Disseminate the Research Findings to the
industry/community/stakeholders through extension services. **Error! Bookmark not defined.**
57. Policy on Diversity and Inclusion for the diverse groups in the society. **Error! Bookmark not defined.**
58. Policy and System for Controlling Plagiarism in Research and Publications**Error! Bookmark not defined.**
59. Reviewer Recruitment Policy for BUBT Journal **Error! Bookmark not defined.**
60. Anti-Drug Policy..... **Error! Bookmark not defined.**
61. Core Values of BUBT..... **Error! Bookmark not defined.**
62. BUBT Employee Gift Policy **Error! Bookmark not defined.**
63. Policy for Engagement and Management of External Experts for Recruitment Tests**Error! Bookmark not defined.**
64. Policy on Vehicle Management System **Error! Bookmark not defined.**
65. The BUBT Central Library Policy and Rules..... 45

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.

শিক্ষাপ্রতিষ্ঠান ও কর্মক্ষেত্রে যৌন হয়রানি প্রতিরোধে মহামান্য হাইকোর্ট কর্তৃক প্রদত্ত নীতিমালা

শিক্ষা নিয়ে গড়ব দেশ
শেখ হাসিনার বাংলাদেশ

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
মন্ত্রিসভা শিক্ষা অধিদপ্তর
পাইত হাউস (৭ম ও ১০ম তলা)
নিউ বেইলী রোড, ঢাকা-১০০০।
www.dme.gov.bd



স্মারক নং ৫৭.২৫.০০০০.০০১.০৮.০০২.১৭-২৯৯

তারিখ: ৩০ ভাদ্র, ১৪২৯ বঙ্গাব্দ
১৪ সেপ্টেম্বর, ২০২২ খ্রি.

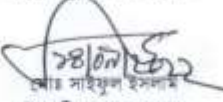
বিষয়: মন্ত্রিসভা যৌন হয়রানি প্রতিরোধে কমিটি গঠন প্রসঙ্গে।

সূত্র: টিএমইডির স্মারক নং-৫৭.০০.০০০০.০৪৩.৯৯.০০৫.২০-৭১; তারিখ: ২৩.০৯.২০২২ খ্রি.

উপর্যুক্ত বিষয় ও সূত্রের প্রেক্ষিতে জানানো যাচ্ছে যে, একাদশ জাতীয় সংসদের “মহিলা ও শিশু বিষয়ক মন্ত্রণালয়” সম্পর্কিত স্থায়ী কমিটির ৩৪তম বৈঠকের কার্যবিবরণী এবং মহামান্য হাইকোর্ট কর্তৃক প্রদত্ত নীতিমালা অনুসরণপূর্বক যৌন হয়রানি প্রতিরোধে কমিটি গঠনসহ প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য নির্দেশক্রমে অনুরোধ করা হলো।

সংযুক্ত: মহামান্য হাইকোর্ট কর্তৃক প্রদত্ত নীতিমালা

- ১। অধ্যক্ষ, সর: মন্ত্রিসভা-ই-আলিয়া, ঢাকা/সিলেট সর: আলিয়া মাদ্রাসা
সিলেট/সর: মুক্তফরিয়া আলিয়া মাদ্রাসা, বগুড়া/বিএমটিআই, গাজীপুর
২। অধ্যক্ষ/সুপার/এবং/অন্য প্রাধান্য.....(সকল বেসরকারি মাদ্রাসা)


মোঃ সাইফুল ইসলাম
উপপরিচালক (প্রশাসন)
মন্ত্রিসভা শিক্ষা অধিদপ্তর
ফোন: ৪১০৩০১৬৩
ddadmeb@gmail.com

অনুলিপি (সদয় অবগতি/প্রয়োজনীয় কার্যার্থে):

- ১। অতিরিক্ত সচিব (প্রশাসন ও অর্থ/মন্ত্রিসভা), কারিগরি ও মন্ত্রিসভা শিক্ষা বিভাগ
- ২। জেলা প্রশাসক.....(সকল)
- ৩। সচিব মহোদয়ের একান্ত সচিব, কারিগরি ও মন্ত্রিসভা শিক্ষা বিভাগ
- ৪। জেলা শিক্ষা অফিসার.....(সকল)
- ৫। উপজেলা নির্বাহী অফিসার.....(সকল)
- ৬। উপজেলা/থানা মাধ্যমিক শিক্ষা অফিসার.....(সকল)
- ৭। মহাপরিচালক মহোদয়ের ব্যক্তিগত সহকারী, মন্ত্রিসভা শিক্ষা অধিদপ্তর

This policy has been officially approved by the BUBT Syndicate, following the recommendation made during the BUBT Academic Council meeting held on April 10th, 2019.

শিক্ষাপ্রতিষ্ঠান ও কর্মক্ষেত্রে
যৌন হয়রানি প্রতিরোধে
মহামান্য হাইকোর্ট কর্তৃক
প্রদত্ত নীতিমালা



শিক্ষাপ্রতিষ্ঠান ও কর্মক্ষেত্রে
যৌন হয়রানি প্রতিরোধে
মহামান্য হাইকোর্ট কর্তৃক
প্রদত্ত নীতিমালা



ভূমিকা

সহিংসতার শিকার নারী ও শিশুদের জন্য প্রতিরোধমূলক বিশেষ ব্যবস্থার প্রয়োজনীয়তা উপলব্ধি হওয়ায় এবং যৌন হয়রানি প্রতিরোধ সংক্রান্ত কোন সুনির্দিষ্ট আইন না থাকায় বাংলাদেশ জাতীয় মহিলা আইনজীবী সমিতি বাদী হয়ে হাইকোর্টে ০৭ আগস্ট ২০০৮ একটি জনস্বার্থমূলক মামলা দায়ের করেন। ১৪ মে ২০০৯ মহামান্য হাইকোর্ট এ মামলায় শিক্ষাপ্রতিষ্ঠান ও কর্মক্ষেত্রে যৌন হয়রানি প্রতিরোধসহ নারীর সার্বিক ক্ষমতায়ন নিশ্চিতকরণ এবং নারী-পুরুষ সমতা প্রতিষ্ঠায় একটি যুগান্তকারী রায় প্রদান করেন। কর্মক্ষেত্রে ও শিক্ষাপ্রতিষ্ঠানে রায়ে প্রদত্ত নীতিমালার ব্যাপক প্রচার, প্রসার এবং এর যথাযথ বাস্তবায়নের জন্য এই প্রকাশনা।



শিক্ষাপ্রতিষ্ঠান ও কর্মক্ষেত্রে যৌন হয়রানি প্রতিরোধে মহামান্য হাইকোর্ট কর্তৃক প্রদত্ত নীতিমালা

রিট পিটিশন নং ৫৯১৬/২০০৮

রায় কোন কোন স্থানে কীভাবে ব্যবহার করা যাবে?

বাংলাদেশে কর্মক্ষেত্র এবং শিক্ষাপ্রতিষ্ঠানগুলোতে যৌন হয়রানি প্রতিকারের সুস্পষ্ট কোন আইন নেই যা রক্ষাকবচ হিসেবে আমাদের সংবিধানে উল্লেখিত জেন্ডার সমতাকে নিশ্চিত করতে পারে। ফলে প্রতিনিয়ত ঘটছে নারীর প্রতি যৌন নিপীড়নমূলক ঘটনা। এর প্রেক্ষিতে নারীর নিরাপত্তা নিশ্চিত করার জন্য কিছু দিক নির্দেশনা প্রদান করা হয় যা কর্মক্ষেত্র ও শিক্ষাপ্রতিষ্ঠানের জন্য প্রযোজ্য হবে এবং যতদিন পর্যন্ত যথাযথ এবং পর্যাপ্ত আইন প্রণয়ন না হয় ততদিন পর্যন্ত এ নির্দেশনা অনুযায়ী ব্যবস্থা গ্রহণ করতে হবে।



প্রসার

এই নীতিমালা বাংলাদেশের সীমানার মধ্যে সকল সরকারি এবং বেসরকারি কর্মক্ষেত্র এবং শিক্ষাপ্রতিষ্ঠানের জন্য কার্যকর হবে।

লক্ষ্য এবং উদ্দেশ্য

- ক) যৌন হয়রানি সম্পর্কে সচেতনতা গড়ে তোলা;
- খ) যৌন হয়রানির নেতিবাচক প্রভাব সম্পর্কে সচেতনতা সৃষ্টি করা;
- গ) 'যৌন হয়রানি শান্তিযোগ্য অপরাধ'-এ বিষয়ে সচেতনতা বৃদ্ধি করা।



নিয়োগদাতা ও কর্তৃপক্ষের দায়িত্ব কী কী?

রাষ্ট্রীয় সংবিধান এবং আইন মেনে চলা সকল নাগরিক ও সরকারি কর্মচারীদের কর্তব্য। যেহেতু প্রজাতন্ত্রের সংবিধানের একাধিক অনুচ্ছেদে জেন্ডার সমতা নিশ্চিতকরণের বিষয়ে বলা হয়েছে এবং যেহেতু সকল ধরনের জেন্ডার বৈষম্য দূরীকরণে রাষ্ট্র দৃঢ় প্রতিজ্ঞ এবং যেহেতু সংবিধানে রাষ্ট্র এবং গণজীবনের সর্বস্তরে নারী-পুরুষের সমান অধিকার এবং সকল নাগরিক আইনের দৃষ্টিতে সমান ও আইনের সমান আশ্রয় লাভের অধিকারী বলে বলা হয়েছে; সেহেতু যৌন হয়রানি এবং নিপীড়নমূলক অপরাধের ঘটনাকে প্রতিরোধ এবং নিবৃত্ত করার জন্য একটি কার্যকরী পন্থা গ্রহণ করা এবং প্রচলিত আইন ও সম্ভাব্য প্রাতিষ্ঠানিক পদক্ষেপের মাধ্যমে যৌন হয়রানির বিরুদ্ধে প্রতিকারের উদ্দেশ্যে কার্যকর ব্যবস্থা গ্রহণ করার দায়িত্ব সংশ্লিষ্ট প্রতিষ্ঠানের নিয়োগকর্তা এবং সংশ্লিষ্ট দায়িত্বে নিয়োজিত ব্যক্তিগণের উপর বর্তায়।



যৌন হয়রানির সংজ্ঞা

১) যৌন হয়রানি বলতে বোঝায়-

- ক) অনাকাঙ্ক্ষিত যৌন আবেদনমূলক আচরণ। যেমন: শারীরিক স্পর্শ বা এ ধরনের পরোক্ষ প্রচেষ্টা;
- খ) প্রাতিষ্ঠানিক এবং পেশাগত ক্ষমতা ব্যবহার করে কারো সাথে যৌন সম্পর্ক স্থাপনের চেষ্টা করা;
- গ) যৌন হয়রানি বা নিপীড়নমূলক উক্তি;
- ঘ) যৌন সুযোগ লাভের জন্য অবৈধ আবেদন;
- ঙ) পর্নোগ্রাফি দেখানো;
- চ) যৌন আবেদনমূলক মন্তব্য বা ভঙ্গি;
- ছ) অশালীন ভঙ্গি, অশালীন ভাষা বা মন্তব্যের মাধ্যমে উদ্ভাস্ত করা বা অশালীন উদ্দেশ্য পূরণে কোন ব্যক্তির অলক্ষ্যে তার নিকটবর্তী হওয়া বা অনুসরণ করা, যৌন ইঙ্গিতমূলক ভাষা ব্যবহার করে কৌতুক বলা বা উপহাস করা;
- জ) চিঠি, টেলিফোন, মোবাইল, এসএমএস, ছবি, নোটিশ, কার্টুন, বেষ্ট, চেয়ার-টেবিল, নোটিশ বোর্ড, অফিস, ফ্যাক্টরি, শ্রেণীকক্ষ, বাথরুমের দেয়ালে যৌন ইঙ্গিতমূলক অপমানজনক কোন কিছু লেখা;



ঝ) ব্লাকমেইল অথবা চরিত্র হননের উদ্দেশ্যে স্থির বা ভিডিও চিত্র ধারণ করা;

ঞ) যৌন হয়রানির কারণে খেলাধুলা, সাংস্কৃতিক, প্রাতিষ্ঠানিক এবং শিক্ষাগত কার্যক্রমে অংশগ্রহণ থেকে বিরত থাকতে বাধ্য করা;

ট) প্রেম নিবেদন করে প্রত্যাখ্যাত হয়ে হুমকি দেয়া বা চাপ প্রয়োগ করা;

ঠ) ভয় দেখিয়ে বা মিথ্যা আশ্বাস দিয়ে বা প্রতারণার মাধ্যমে যৌন সম্পর্ক স্থাপন বা স্থাপনের চেষ্টা করা।

উপরে উল্লেখিত ১ক-ঠ আচরণসমূহ নারীর স্বাস্থ্য ও সুরক্ষার জন্য হুমকি স্বরূপ এবং অপমানজনক। কোন নারী যদি এ ধরনের আচরণের শিকার হন এবং যদি তিনি মনে করেন যে, এই বিষয়ে প্রতিবাদ করলে তার কর্মক্ষেত্রে বা শিক্ষাপ্রতিষ্ঠানে বা যেখানে তিনি আছেন সেখানকার পরিবেশ তার বিকাশের জন্য বাধা বা প্রতিকূল হতে পারে তাহলে উক্ত আচরণসমূহ নারীর প্রতি বৈষম্যমূলক বলে বিবেচিত হবে।



কীভাবে আমরা যৌন হয়রানির বিরুদ্ধে জনসচেতনতা এবং জনমত সৃষ্টি করতে পারি?

যৌন হয়রানির বিরুদ্ধে আমরা নানানভাবে জনসচেতনতা এবং জনমত সৃষ্টি করতে পারি যেন এই অপরাধটি ব্যাপক ও ভয়াবহ আকারে নারী ও শিশুর জীবনকে বিপর্যস্ত না করে। এ বিষয়ে আমাদের সমাজের সবাইকে একযোগে কাজ করতে হবে। তবে আমরা যৌন হয়রানির বিরুদ্ধে জনসচেতনতা এবং জনমত সৃষ্টি করতে নিচের পদক্ষেপগুলো নিতে পারি। যেমন—

১. সরকারি-বেসরকারি সকল কর্মক্ষেত্রে এবং শিক্ষাপ্রতিষ্ঠানে জেডার বৈষম্য, যৌন হয়রানি এবং নির্যাতন প্রতিরোধ এবং নিরাপদ পরিবেশ সৃষ্টিতে নিয়োগদাতা/সংশ্লিষ্ট কর্তৃপক্ষ সচেতনমূলক প্রকাশনার উপর সর্বাধিক গুরুত্ব দেবেন। এ বিষয়ে সকল শিক্ষা প্রতিষ্ঠানে প্রতি শিক্ষাবর্ষের প্রারম্ভে শ্রেণীর কাজ গুরুত্ব পূর্বে শিক্ষার্থীগণকে এবং সকল কর্মক্ষেত্রে মাসিক এবং মাসিক এবং মাসিক গুরিয়েন্টেশনের ব্যবস্থা রাখতে হবে;
২. প্রযোজ্যক্ষেত্রে সংশ্লিষ্ট ব্যক্তির জন্য অবশ্যই উপযুক্ত কাউন্সেলিং এর ব্যবস্থা থাকতে হবে;
৩. সংবিধানে উল্লেখিত অনুচ্ছেদ এবং সংবিধিবদ্ধ আইনে নারী শিক্ষার্থী এবং কর্মে নিয়োজিত নারীগণের যে অধিকারের বিষয়ে উল্লেখ করা আছে তা সহজ ভাষায় বিজ্ঞপ্তি আকারে প্রকাশ করে সচেতনতা গড়ে তুলতে হবে;

কাউন্সেলিং



৪. আইন প্রয়োগকারী সংস্থার ব্যক্তিগণের মধ্যে সচেতনতা বৃদ্ধির লক্ষ্যে শিক্ষাপ্রতিষ্ঠান এবং কর্মক্ষেত্রের নিয়োগকর্তাগণ নিজ নিজ প্রতিষ্ঠানে প্রশাসনিক কর্তৃপক্ষের সাথে নিয়মিত যোগাযোগ এবং কার্যকরী মতবিনিময় করবেন;

৫. সংবিধানে বর্ণিত জেল্ডার সমতা এবং যৌন অপরাধসমূহ সম্পর্কিত দিকনির্দেশনাটি পুস্তিকা আকারে প্রকাশ করতে হবে;

৬. সচেতনতা বৃদ্ধির লক্ষ্যে সংবিধানে উল্লেখিত মৌলিক অধিকার সম্পর্কিত নিশ্চয়তাসমূহ প্রচার করতে হবে। এ নীতিমালায় উল্লেখিত ৪ ধারা অনুযায়ী যৌন হয়রানি এবং যৌন নির্যাতন প্রতিরোধে যথাযথ শৃঙ্খলাবিধি প্রণয়ন এবং কার্যকর করতে হবে;

৭. প্রত্যেকটি শিক্ষাপ্রতিষ্ঠান এবং কর্মক্ষেত্রে অভিযোগ গ্রহণের জন্য অভিযোগ বাক্স স্থাপন করতে হবে, যাতে কেউ নিজের পরিচয় গোপন রেখে অভিযোগ করতে পারেন।



মতবিনিময় সভা



যৌন হয়রানির বিরুদ্ধে প্রতিরোধমূলক কী কী ব্যবস্থা আছে?

সকল নিয়োগকর্তা এবং কর্মক্ষেত্রে দায়িত্বে নিয়োজিত ব্যক্তিগণ এবং শিক্ষাপ্রতিষ্ঠানের কর্তৃপক্ষ যৌন হয়রানি প্রতিরোধের লক্ষ্যে কার্যকরী ব্যবস্থা গ্রহণ করবে। এ দায়িত্ব পালনের উদ্দেশ্যে, অন্যান্য পদক্ষেপ ছাড়াও তারা নিম্নোক্ত পদক্ষেপ গ্রহণ করবেন:

- ক) এ নির্দেশনায় উল্লিখিত ৪ ধারা অনুযায়ী যৌন হয়রানি এবং যৌন নির্যাতনের উপর যে নিষেধাজ্ঞা ঘোষণা করা হয়েছে তা কার্যকরভাবে প্রচার এবং প্রকাশ করা;
- খ) যৌন হয়রানি সংক্রান্ত যে সকল আইন রয়েছে এবং আইনে যৌন হয়রানি ও নির্যাতনের জন্য যে সকল শাস্তির উল্লেখ রয়েছে তা ব্যাপকভাবে প্রচার করতে হবে;
- গ) কর্মক্ষেত্রে এবং শিক্ষাক্ষেত্রে পরিবেশ নারীর প্রতি যেন বৈরী না হয় তা নিশ্চিত করতে হবে। কর্মজীবী নারী ও নারী শিক্ষার্থীদের মাঝে এ বিশ্বাস ও আস্থা গড়ে তুলতে হবে যে, তাদের অবস্থা পুরুষ সহকর্মী ও সহপাঠীদের তুলনায় পিছিয়ে পড়া বা অসুবিধাজনক নয়।



যৌন হয়রানির বিরুদ্ধে কীভাবে অভিযোগ করতে হবে?

যে সকল যৌন হয়রানিমূলক কাজ ও আচরণ প্রচলিত আইনের অন্তর্ভুক্ত নয় এমন অশোভন আচরণসমূহ সম্পর্কে যদি অপরাধের শিকার নারী অভিযোগ করতে চায় তা গ্রহণ করার সঠিক ও পর্যাপ্ত ব্যবস্থা থাকতে হবে। অভিযোগ দায়ের ও পরিচালনার ক্ষেত্রে নিম্নোক্ত পদ্ধতি অন্তর্ভুক্ত করতে হবে।

- ক) অপরাধ প্রমাণিত না হওয়া পর্যন্ত অভিযোগকারী এবং অভিযুক্ত ব্যক্তির পরিচয় গোপন রাখতে হবে;
- খ) সংশ্লিষ্ট কর্তৃপক্ষ কর্তৃক অভিযোগকারীর নিরাপত্তা নিশ্চিত করতে হবে;
- গ) অপরাধের শিকার ব্যক্তি নিজে অথবা বন্ধু কিংবা আত্মীয় বা চিঠি অথবা আইনজীবীর মাধ্যমে লিখিতভাবে অভিযোগ দায়ের করতে পারেন;
- ঘ) অভিযোগকারী ব্যক্তি স্বতন্ত্রভাবে অভিযোগ কমিটির নারী সদস্যের কাছে অভিযোগ জানাতে পারেন;
- ঙ) নীতিমালায় বর্ণিত ৯ ধারা অনুযায়ী গঠিত অভিযোগ কমিটির নিকট দায়ের করতে হবে।



অভিযোগ কমিটি গঠন

- ক) অভিযোগ গ্রহণের জন্য, তদন্ত পরিচালনার জন্য এবং সুপারিশ করার জন্য সরকারি-বেসরকারি সকল কর্মক্ষেত্রে এবং সকল শিক্ষাপ্রতিষ্ঠানে সংশ্লিষ্ট কর্তৃপক্ষ একটি কমিটি গঠন করবেন;
- খ) কমপক্ষে ৫ সদস্য বিশিষ্ট একটি কমিটি গঠন করা হবে যার বেশির ভাগ সদস্য হবে নারী। সম্ভব হলে কমিটির প্রধান হবেন নারী;
- গ) কমিটির দুইজন সদস্য সংশ্লিষ্ট প্রতিষ্ঠানের বাইরে অন্য প্রতিষ্ঠান থেকে নিতে হবে, যে প্রতিষ্ঠান জেন্ডার বিষয়ে এবং যৌন নির্যাতনের বিরুদ্ধে কাজ করে;
- ঘ) অভিযোগ কমিটি সরকারের কাছে এ নীতিমালা বাস্তবায়ন সংক্রান্ত বার্ষিক অভিযোগ প্রতিবেদন পেশ করবেন।

৫ সদস্য বিশিষ্ট কমিটি

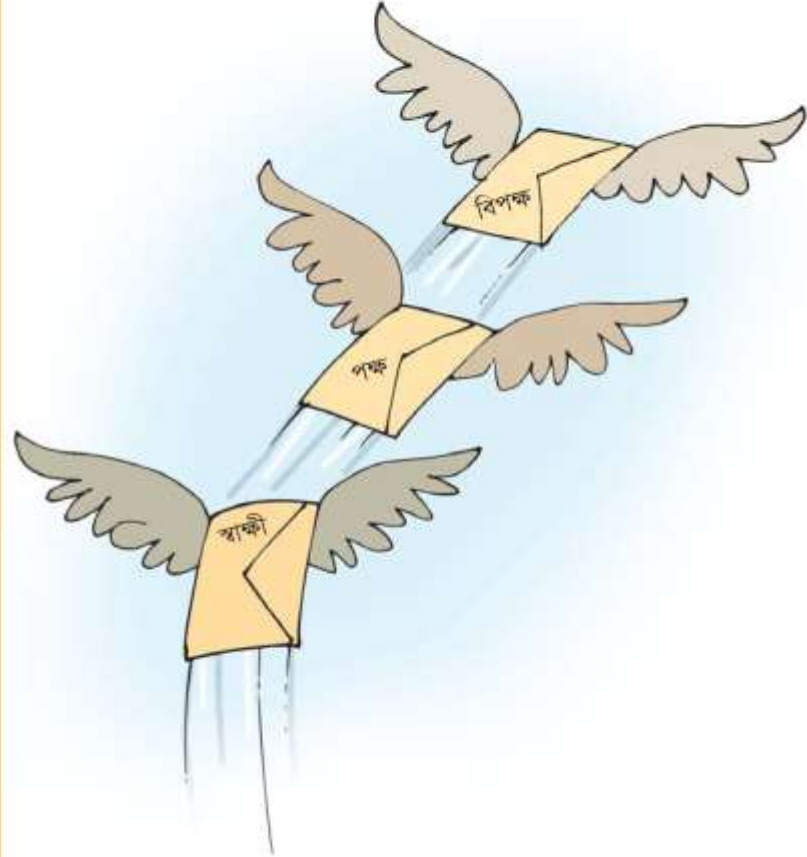


অভিযোগ কমিটি কীভাবে তাদের কার্যপদ্ধতি পরিচালনা করবে? অভিযোগ কমিটির কার্যপদ্ধতি

ঘটনা ঘটান সাধারণভাবে ৩০ কার্যদিবসের মধ্যে অভিযোগ কমিটির কাছে অভিযোগ পেশ করতে হবে। অভিযোগের সত্যতা প্রমাণের জন্য কমিটি-

- ক) লঘু হররানির ক্ষেত্রে যদি সম্ভব হয়, অভিযোগ কমিটি পক্ষদ্বয়ের সম্মতি নিয়ে অভিযোগ মীমাংসার ব্যবস্থা নেবেন এবং এ বিষয়ে সরকারি-বেসরকারি শিক্ষাপ্রতিষ্ঠান এবং কর্মক্ষেত্রের সংশ্লিষ্ট কর্তৃপক্ষের কাছে প্রতিবেদন দাখিল করবেন;
- খ) অন্য সকল ক্ষেত্রে অভিযোগ কমিটি বিষয়টি তদন্ত করবেন;
- গ) অভিযোগ কমিটি উভয় পক্ষকে এবং সাক্ষীদের ডাকযোগে রেজিস্ট্রি করে নোটিশ পাঠাবে। এর শুনানী পরিচালনা, তথ্য প্রমাণ সংগ্রহ এবং সকল সংশ্লিষ্ট দলিল পর্যবেক্ষণ ক্ষমতা থাকবে। এ ধরনের পারিপার্শ্বিক অভিযোগের ক্ষেত্রে মৌখিক প্রমাণ ছাড়াও পারিপার্শ্বিক প্রমাণের উপর গুরুত্ব দেয়া হবে।

ডাকযোগে রেজিস্ট্রি নোটিশ



অভিযোগ কমিটির কার্যক্রম নিশ্চিত করতে সরকারি এবং বেসরকারি শিক্ষাপ্রতিষ্ঠান এবং কর্মক্ষেত্রের সংশ্লিষ্ট অফিস সকল ধরনের সহযোগিতা প্রদানে বাধ্য থাকবে। অভিযোগ কমিটি অভিযোগকারীদের পরিচয় গোপন রাখবেন। অভিযোগকারীর সাক্ষ্য গ্রহণের সময় এমন কোন প্রশ্ন বা আচরণ করা হবে না যা উদ্দেশ্যমূলক, অপমানজনক এবং হয়রানিমূলক হয়। রক্ষণার কক্ষে সাক্ষ্য গ্রহণকালে যথাযথ গোপনীয়তা রক্ষা করতে হবে। অভিযোগকারী যদি অভিযোগ তুলে নিতে চান বা তদন্ত বন্ধের দাবি জানান তাহলে এর কারণ তদন্ত করে প্রতিবেদনে উল্লেখ করতে হবে।

অভিযোগ কমিটি ৩০ দিনের মধ্যে তাদের সুপারিশসহ তদন্ত প্রতিবেদন শিক্ষাপ্রতিষ্ঠান এবং কর্মক্ষেত্রের সংশ্লিষ্ট কর্তৃপক্ষকে প্রদান করবেন। প্রয়োজনে এর সময়সীমা ৩০ কার্যদিবস থেকে ৬০ কার্যদিবসে বাড়ানো যাবে।

যদি এটা প্রমাণিত হয় যে, উদ্দেশ্য প্রণোদিতভাবে মিথ্যা মামলা দায়ের করা হয়েছে তাহলে সংশ্লিষ্ট কর্তৃপক্ষের কাছে অভিযোগকারীর বিরুদ্ধে উপযুক্ত ব্যবস্থা গ্রহণের জন্য সুপারিশ করা হবে। অভিযোগ কমিটির বেশিরভাগ সদস্য যে সিদ্ধান্ত দেবেন তার উপর ভিত্তি করে সিদ্ধান্ত নেয়া হবে।

রক্ষণার কক্ষ



যৌন হয়রানির বিরুদ্ধে শাস্তি কী?

সংশ্লিষ্ট কর্তৃপক্ষ অভিযুক্ত ব্যক্তিকে (ছাত্র ব্যতিরেকে) সাময়িকভাবে বরখাস্ত করতে পারে এবং ছাত্রদের ক্ষেত্রে অভিযোগ কমিটির সুপারিশ অনুযায়ী তাদেরকে ক্লাস করা থেকে বিরত রাখতে পারেন। অভিযুক্তের বিরুদ্ধে যৌন নিপীড়নের অভিযোগ পাওয়া গেলে সংশ্লিষ্ট কর্তৃপক্ষ তা অসদাচরণ হিসেবে গণ্য করবে এবং সকল সরকারি বেসরকারি শিক্ষাপ্রতিষ্ঠান এবং কর্মক্ষেত্রে শৃঙ্খলা বিধি অনুসারে ৩০ কার্যদিবসের মধ্যে উপযুক্ত ব্যবস্থা গ্রহণ করবেন বা যদি উক্ত অভিযোগ কোন দণ্ডযোগ্য অপরাধ বলে গণ্য হয় তাহলে সংশ্লিষ্ট আদালতে পাঠিয়ে দেবেন।

আমরা সকলকে আহবান করছি যে, এই নীতিমালা সকল সরকারি-বেসরকারি শিক্ষাপ্রতিষ্ঠান এবং কর্মক্ষেত্রে অনুসরণ এবং পালন করা হবে যতদিন না পর্যন্ত এই ক্ষেত্রে উপযুক্ত আইন প্রণয়ন না হয়।



বাংলাদেশের সংবিধানের ১১১ অনুচ্ছেদের মর্মার্থ অনুযায়ী যতদিন পর্যন্ত এ বিষয়ে উপযুক্ত আইন প্রণয়ন না হবে ততদিন পর্যন্ত সকল সরকারি-বেসরকারি শিক্ষাপ্রতিষ্ঠান এবং কর্মক্ষেত্রে এই নীতিমালা অনুসরণ ও পালন করা বাধ্যতামূলক।

সূত্র:

- (১) শিক্ষাপ্রতিষ্ঠানে ও কর্মক্ষেত্রে যৌন হয়রানি প্রতিরোধে মহামান্য হাইকোর্ট কর্তৃক প্রদত্ত নীতিমালা, বাংলাদেশ জাতীয় মহিলা আইনগোষ্ঠী সমিতি, ঢাকা, ১০১৫।
- (২) Writ Petition No. 5916 of 2008, Supreme Court of Bangladesh, High Court Division, (Special Original Jurisdiction), Dhaka, 2009
- (৩) http://www.supremecourt.gov.bd/resources/documents/276907_Writ_Petition_5916_08.pdf



এই বুকলেটটি অন্যদের পড়তে দিন।

UN Women Bangladesh

House # CES(A) 11A, Road # 113, Gulshan-2, Dhaka-1212, Bangladesh

www.unwomen.org

Illustration, Design and Printing: Visual Communication Ltd.

STUDENTS' CODE OF CONDUCT

1.0 INTRODUCTION

The motto of Bangladesh University of Business and Technology (BUBT) “Committed to Academic Excellence” can be achieved by providing the outstanding quality education, training and research, and by adhering to standard rules and regulations of the BUBT and the rules of discipline of the social life. To be successful as entrepreneurs, academics, professionals and administrators, BUBT always ensures that all students can go about their studies and lives within the University environment without being subjected to inappropriate behavior by other students, and the development and maintenance of congenial environment free from harassments and fear in academics, co-curricular and extra-curricular activities. No one has the right to infringe upon the rights of fellow members of the BUBT and tarnish the image of the BUBT.

Students' Code of Conduct of Bangladesh University of Business and Technology, hereinafter called the “BUBT Students' Code of Conduct”, is an essential document aiming at maintaining discipline and peaceful co-existence of the students. It includes a set of rules and regulations, behavioral pattern, manner and etiquette, dress code, etc. that have to be adhered to by each student. Failing to abide by these rules may jeopardize the peaceful environment and cause failure to achieve the very goal of the BUBT.

Upon registration in the BUBT, students are automatically placed under the guidelines, rules and regulations established by the BUBT. Each student is responsible to know, observe, abide by, and adhere to the BUBT Students' Code of Conduct (shortly the Code), policies, rules and regulations. BUBT reserves the right to amend, supplement, or modify this Code at any time.

The purposes of the BUBT Students' Code of Conduct are to:

- Establish the standard of personal conduct for all students;
- Ensure that all members of the University can make use and enjoy the activities, facilities and benefits of the University without undue interference from others;

This policy has been officially approved by the BUBT Syndicate, following the recommendation made during the BUBT Academic Council meeting held on March 09th, 2020.

- Hold individuals and groups responsible for the consequences of their actions, and failure to fulfill these responsibilities may result in the withdrawal of privileges or the imposition of sanctions.

2.0 SCOPE

The types of prohibited conduct set forth in this Students' Code of Conduct are not intended to be all-inclusive or to limit the types of inappropriate conduct that may subject a student to sanctions or disciplinary action. Other rules and regulations of the BUBT like "BUBT Students' Examination Policy and Disciplinary Rules", etc. provide the guidelines regarding the responsibilities of the students in examination and disciplinary rules of the examination.

This Code does not govern instances of sexual misconduct or harassment committed by a student. These misconducts are dealt by the BUBT Sexual Harassment Prevention Committee following "The guideline on prevention and protection from sexual harassment offence against women and girls by the Honorable High Court at educational institutions and work places".

The BUBT Students' Code of Conduct will cover the following:

a. General Code of Conduct

- (1) General rules and instructions.
- (2) Offences leading to punishment/penalty.
- (3) Punishments/penalties.
- (4) Procedure to be followed in disciplinary actions.

b. Dress Code Policy of BUBT

- (1) Dress Code for students.
- (2) Unacceptable dress and attire for students.

c. Specimen of Undertaking to be filled in by the Students.

Specimen Form to be filled in during grievance of a student.

3.0 GENERAL CODE OF CONDUCT

3.1 General Rules and Instructions

All students of the BUBT are expected to respect and value the rights of others, and conduct themselves as responsible citizens. Students are expected to become their best and to work consciously towards bringing for the best in others. All behavior must reflect the reality in the social, civic, educational and living environments. They are expected to adhere to policies and requirements of the BUBT to abide by all the rules and regulations, including the BUBT Students' Code of Conduct. The University is free to take preventive or punitive actions against the students for any act of indiscipline.

3.2 Offences Leading to Penalty/Punishment

A student is liable to be punished for commission, provocation or abetment of any or all of the following offences:

- (i) Assaulting individual, including conduct which leads to the physical or emotional injury of students, faculty members, staff, or other members of the University, or which threatens the physical or emotional well-being of students, faculty members, staff or other members of the University;
- (ii) Using, possessing, distributing, or selling of all sorts of drugs, narcotics, or other substances of abuse including tobacco for any reasons in the University premises;
- (iii) Smoking of any kind in and around the Campus;
- (iv) Bullying or any act in the form of repeated unwanted physical, verbal, or written acts, which are hostile or offensive that target at an individual or group and create an intimidating and/or threatening environment or a risk of psychological and/or physical harm. The hostile behaviors include, but are not limited to, inappropriate behaviors that are harmful or damaging to an individual and/or property, and the offensive behaviors include, but are not limited to, inappropriate behaviors such as abusive language, derogatory remarks, or insults;
- (v) Conduct which endangers the health or safety of any person or the University, through (a) Misusing the fire safety equipment, elevators, etc., (b) Falsely alerting

others about an emergency, (c) Intentionally or recklessly obstructing fire, police, or emergency services, (d) Obstructing the free flow of pedestrian or vehicular traffic, etc.;

(vi) Speaking, addressing, behaving or treating members of the opposite gender in a manner that could be considered as gender or sexual harassment;

(vii) Discriminating on ground of gender, religion, race, color, etc;

(viii) Dressing inappropriately, or in a manner that may be considered as offensive or indecent in the context of the cultural, social and religious values of the country. (See: Dress Code Policy of BUBT);

(ix) Using of all types of social media networks for the purpose of threatening, bullying, humiliating, etc. the students, faculty members, staff, or other members of the University;

(x) All sorts of terrorism, militancy, extremism, etc. in and around the Campus;

(xi) Bringing false allegation against a member of the students, faculty members, staff, or other members of the University;

(xii) Withholding information about any offence committed by another student, faculty member, staff, or other member of the University, when asked to produce such;

(xiii) Violation of the following Examination Hall Discipline, as per the policy of the “BUBT Students’ Examination Policy and Disciplinary Rules”:

(a) Possession of incriminating documents, but not copied from the same,

(b) Copied from the incriminating documents including table/desk, etc.,

(c) Copying from the scripts of adjacent examinees if the report is submitted with evidence,

(d) Copying from Mobile Phone/ possession of Mobile Phone if the report is submitted with evidence,

(e) Copying from the incriminating document and making resistance with the Invigilators in handing over the incriminating documents, and

- (f) Misbehavior and threatening the Invigilator or any authority of the University inside or outside the Examination Hall;
- (xiv) Offences committed by inviting outsiders in the campus to create any type of disturbance;
- (xv) Possessing any weapon or instrument, capable of resulting bodily or other injury to the others in the University;
- (xvi) Forming clubs or societies or students' organizations other than the recognized and authorized ones by the University;
- (xvii) Arranging parties or playing musical instruments or using loudspeaker, etc. in the University premises without prior permission from the University authority;
- (xviii) Any mass assemblies or demonstrations that disrupt the classroom experience, work environment, or movement of others;
- (xix) Any form of political activities in and around the Campus;
- (xx) Declaring a strike in the University by the students or preventing or obstructing another student of the University from attending classes, examinations, laboratories and library, etc.;
- (xxi) Arranging/attending unauthorized meeting, gathering or demonstration/procession of the students on the University premises other than one organized by the departments, students' associations as authorized by the University;
- (xxii) Pasting posters or writing on the walls of the class rooms or the University Campus. In case of circulation for any academic and co-curricular need, students can display their messages in the form of banner or poster with prior permission of the BUBT authority at the appropriate board/place. The University authority reserves the right to edit and/or cancel any or full part of the message;
- (xxiii) Damaging, removing or making unauthorized use of University property, or the personal property of the students, faculty members, staff, or others in the University;

(xxiv) Preventing, hindering or disrupting students, faculty members, staff, visitors or others working in the University in discharging their duties or academic pursuits;

(xxv) Falsifying or submitting false/fake documents, transcripts or other academic credentials;

(xxvi) Celebration of birthday party, etc., and creating nuisance through hullabaloo, etc.;

(xxvii) Complaints, if proved, received from apartment owners against the students;

(xxviii) Failing to comply with any penalty imposed for misconduct.

3.3 Punishments/Penalties

The punishments/penalties which may be imposed, singly or in combination, for any of the above offences may include, but are not limited to, the following:

- (i) Punishment up to expulsion from the University;
- (ii) Suspension from the University for one Semester or more;
- (iii) Restitution, in case of damage to, or removal or unauthorized use of property of an individual or the University;
- (iv) Cancellation of one course or more for one semester;
- (v) Reprimand or severe reprimand;
- (vi) Forfeiture of the scholarship and stipends, tuition fees waiver, etc.;
- (vii) Letter of warning: simple or severe;
- (viii) Relocation from the Section.

The punishments/penalties may be severe in nature with similar types of offences committed by the students in future.

3.4 Procedure to be followed in Disciplinary Actions

BUBT follows the standard policy for providing disciplinary sanction as per the Private Universities Act 2010, BUBT Discipline Committee, BUBT Grievance Redress System, BUBT Students' Examination Policy and Disciplinary Rules, etc. The procedures to be followed in Disciplinary Actions are:

- (i) For the offences mentioned in Paragraph 3.2 above, a formal written complaint shall be lodged with the office of the Proctor (regarding gender harassment, the Proctor may consider receiving oral complaint also);
- (ii) If the said offence is serious in nature, a show-cause notice from the Office of the Registrar will be served to the concerned student to explain the matter within the stipulated period mentioned in the show cause notice;
- (iii) The student shall submit his/her explanation in writing to the Office of the Registrar within the stipulated time;
- (iv) If the student fails to reply within the stipulated time, it shall be deemed that s/he either confesses the allegation or is withholding information which itself is an offence defined in Clause (xii) of Paragraph 3.2 above and his/her case shall be dealt with accordingly;
- (v) The Registrar shall submit the explanation of show-cause notice to the Convener of the Discipline Committee for further recommendation about the said offence;
- (vi) After an investigation and hearing, in which the student may be asked to appear, the Inquiry Committee shall submit a report to the BUBT authority;
- (vii) On receiving the report of the Inquiry Committee, the Discipline Committee shall recommend to issue show-cause notice to the offender(s) through the Office of the Registrar. On receiving the reply, the Committee shall make a decision upon the penalties/punishments to be imposed and forward its decision to the Vice-Chancellor for his approval;
- (viii) After the approval from the BUBT Syndicate the penalties/punishment will be imposed, and the student and his/her/their guardian will be informed in writing;

(ix) The student upon whom the penalty is imposed, may apply to the Vice-chancellor for a review of the decision within 07 (seven) days of the communication of the penalty/punishment;

(x) While reviewing the decision, if there is any, the Vice-chancellor shall have the power to grant pardon, reprieve and remit any penalty/punishment awarded to the student as mentioned in Paragraph 3.3 above;

(xi) Finally the penalty/punishment shall be placed before the BUBT Syndicate and/or the BUBT Trust for ratification.

4.0 COMPLAINT FORM TO BE FILLED IN BY STUDENTS

Students are expected to fill up the form for making a complaint to the Proctor/Registrar:

- 1) Name of the Student:.....
- 2) ID:, 3) Program:.....
- 4) Department:, Intake:5) Section:
- 6) Father:....., 7) Mother:.....
- 8) Name of the local guardian:
- 9) Address of the local guardian:
- 10) Present address:
- 11) Permanent address:.....
- 12) Mobile:....., 13) Email:.....

Nature of Complaint:

Declaration:

I do hereby declare that all the information furnished in the application form are true to the best of my knowledge and belief. If any information is found to be false or any document attached herewith is found to be altered/forged at any time, then BUBT authority may take any action against me.

I also declare that I shall abide by all the rules and regulations of the BUBT.

Parent's/guardian's signature with date

Student's signature with date

Note:

- 1) No investigation will be initiated unless all the compulsory fields are completed.
- 2) Complainant's personal information will be kept confidential.

Policy on Student Affairs

1. Introduction

Bangladesh University of Business and Technology (BUBT) recognizes the importance of a holistic approach to student well-being. Beyond academic excellence, BUBT is committed to fostering a supportive environment that promotes the physical, mental, and social development of its students. This policy establishes the framework for the Student Affairs Office and outlines its key objectives in supporting student success.

2. Scope of the Policy

This policy applies to all students enrolled at Bangladesh University of Business and Technology (BUBT) and outlines the role of the Student Affairs Office in supporting their overall well-being and academic success. It provides a framework for the services, programs, and resources available through the Student Affairs Office and defines the administrative structure responsible for implementing these initiatives. It governs student behavior, rights and responsibilities both on-campus and off-campus and establishes guidelines for engagement with campus services and resources. The policy covers areas such as academic advising, mental health and counseling, student activities and leadership development, health and wellness services, and student advocacy. It ensures that all students, regardless of their background, have access to the support they need for both personal and academic growth during their time at BUBT.

3. Objectives of the Policy

The objectives of this policy are as follows:

- A. **Promote Holistic Student Development:** Ensure that all students at BUBT receive support for their academic, personal, and social development through comprehensive services provided by the Student Affairs Office.
- B. **Enhance Academic Support:** Provide students with academic advising and other educational resources to help them make informed decisions and succeed academically.

This policy was approved by the BUBT Syndicate on March 9, 2025, as recommended by the Academic Council on December 30, 2024 and affirmed by the BUBT Trust on March 22, 2025.

- C. **Support Mental and Emotional Well-being:** Offer confidential counseling services to address students' personal, social, and academic concerns, promoting mental and emotional health across the university.
- D. **Foster Student Engagement:** Encourage active participation in student clubs, organizations, and co-curricular activities to promote leadership, teamwork, and a vibrant campus community.
- E. **Promote Health and Wellness:** Provide health and wellness resources, including stress management techniques, information on healthy living, and awareness of public health issues like vaccination and food safety.
- F. **Advocate for Students' Rights:** Represent students' interests and concerns to the university administration, ensuring that they receive fair treatment and a safe, supportive learning environment.
- G. **Raise Awareness:** Conduct educational programs on key topics such as cyber law, legal regulations, and behavioral expectations, ensuring students are informed about policies and regulations affecting them.
- H. **Collaboration:** Collaborate with internal departments and external organizations to expand the range of support services available to students and improve the quality of student life at BUBT

This policy serves as a blueprint for the Student Affairs Office's role in ensuring the success and well-being of BUBT students throughout their academic journey.

4. Administrative Set-Up of the Student Affairs Office

The **Student Affairs Office** at BUBT serves as a central hub for student support services, designed to ensure the holistic well-being and development of students throughout their academic journey. The office's core mission is to provide guidance, resources, and opportunities that foster academic achievement, personal growth, and social responsibility. It operates as a comprehensive support system, directly addressing the diverse needs of the student body.

4.1 Structure of the Student Affairs Office

The Student Affairs Office will be headed by a **Director of Student Affairs**, who will oversee the strategic direction and operations of the office. The Director will work closely with a team of dedicated professionals, each responsible for specific areas of student support, ensuring that every student receives personalized and effective assistance. The structure includes several key units, each with specialized functions:

A. Academic Advising

The **Academic Advising Unit** is designed to assist students in navigating their academic journey, from course selection to career planning. This unit plays a pivotal role in ensuring that students make informed decisions about their studies and future career paths. The responsibilities include:

- **Course Planning:** Helping students understand degree requirements, select appropriate courses, and develop academic plans that align with their goals.
- **Career Counseling:** Offering proper guidance on career paths, internships and post-graduate opportunities.
- **Academic Performance Monitoring:** Identifying students who may need additional academic support and creating intervention plans to help them succeed.
- **Transfer Assistance:** Assisting students who may wish to transfer between programs, local institutions and international institutions.

B. Counseling Services

The **Counseling Services Unit** provides confidential support to students facing a range of challenges, including personal, social, and academic concerns. This unit is critical for promoting mental and emotional well-being within the BUBT community. Key services include:

- **Individual Counseling:** Offering one-on-one sessions to help students address issues such as anxiety, depression, stress, or relationship problems.
- **Group Therapy:** Facilitating group counseling sessions for students facing similar challenges, such as stress management or social adjustment.
- **Crisis Intervention:** Providing immediate support for students in crisis, including referrals to external services when necessary.
- **Mental Counseling:** Providing support sessions to help students address and overcome personal challenges.
- **Academic Counseling:** Offering guidance to assist students in resolving academic concerns.
- **Workshops and Seminars:** Conducting educational sessions on mental health, coping mechanisms, and emotional resilience.

C. Student Activities and Clubs

The **Student Activities and Clubs Unit** is responsible for organizing and supporting student-led initiatives, fostering leadership, teamwork, and engagement within the BUBT community. This unit's primary focus is on enhancing the co-curricular experience through a variety of programs:

- **Club Management:** Facilitating the creation and operation of student-led clubs, ranging from academic interest groups to recreational and cultural organizations.
- **Leadership Development:** Offering leadership training programs and workshops to encourage personal growth and responsibility among student leaders.
- **Unity Development:** Nurturing student unity during social and national crises.
- **Event Coordination:** Organizing campus-wide events, including cultural festivals, sports activities, academic competitions, and community service projects.
- **Extracurricular Recognition:** Recognizing and rewarding students who excel in extracurricular activities, thereby promoting well-rounded development.

D. Health and Wellness Services

The **Health and Wellness Services Unit** focuses on promoting physical and mental health through various programs and resources designed to encourage healthy lifestyles and behaviors. This unit plays a proactive role in preventing health issues and providing students with the tools to maintain their well-being:

- **Health Education:** Providing information on nutrition, exercise and common disease prevention through workshops, campaigns, and awareness drives.
- **Mental Health Awareness:** Promoting mental health through educational campaigns, counseling support, and stress management resources.
- **Physical Wellness Programs:** Organizing fitness programs, sports activities, and wellness challenges to encourage physical activity among students.
- **Health Screenings and Vaccination Campaigns:** Collaborating with healthcare providers to offer health screenings, vaccination drives, and other preventive healthcare services.

E. Student Advocacy

The **Student Advocacy Unit** serves as the voice of students within the university, ensuring that their needs, concerns, and rights are addressed fairly and promptly. This unit plays a crucial role in fostering a safe, inclusive, and equitable learning environment:

- **Representation:** Advocating for student interests within the university administration, ensuring that student voices are heard in policy-making and decision processes.
- **Conflict Resolution:** Offering mediation services to resolve conflicts between students and faculty, administration, or peers.
- **Awareness Campaign:** Promoting students' rights, social justice, and responses to national crises.
- **Support for Marginalized Groups:** Providing additional support for students from underrepresented or marginalized communities, ensuring they receive equitable treatment and access to resources.
- **Awareness Campaigns:** Organizing campaigns on key issues such as academic integrity, student rights, and social justice.

4.2 Key Responsibilities of the Student Affairs Office

1. **Student Success and Retention:** The Student Affairs Office will actively monitor student progress, implement intervention strategies for at-risk students, and provide personalized support to enhance academic success and retention rates.
2. **Campus Engagement and Leadership:** By promoting student involvement in campus activities, the office helps build a sense of belonging and community. Leadership development initiatives prepare students for roles of responsibility both within and beyond the university.
3. **Comprehensive Student Support:** The office serves as a central resource for students navigating personal, academic, and social challenges, ensuring that all students can access the support they need.
4. **Health and Wellness Promotion:** The Student Affairs Office is committed to promoting both mental and physical health, recognizing the importance of a holistic approach to student well-being.
5. **Student Advocacy and Representation:** Ensuring that student rights are upheld and their voices are heard in university governance is a cornerstone of the office's mission.

Through its multifaceted approach, the **Student Affairs Office** at BUBT is dedicated to creating a supportive, inclusive, and dynamic learning environment where students are empowered to achieve their full potential.

5. Implementation Process of the Student Affairs Office

The establishment of the **Student Affairs Office** at Bangladesh University of Business and Technology (BUBT) requires a well-structured and phased approach to ensure its successful integration into the university's framework. The following implementation process outlines the key steps necessary for the setup and operation of this office:

5.1. Planning and Development Phase

A. Needs Assessment

- i. Conduct a thorough needs assessment by consulting students, faculty, and administration to identify the specific services and support systems required by the BUBT student body.
- ii. Review best practices from other universities to benchmark effective Student Affairs structures.
- iii. Consider current gaps in student support, well-being, extracurricular engagement, and academic advising.

B. Resource Allocation

- i. Identify and allocate the necessary resources, including budget, staffing, office space, and technology, to establish the Student Affairs Office.
- ii. Ensure that funding covers essential services, such as counseling, health and wellness programs, and academic advising.

C. Organizational Structure Design

- i. Develop an organizational chart defining the hierarchy within the Student Affairs Office. This includes the appointment of a **Director of Student Affairs** and the establishment of key units (e.g., Academic Advising, Counseling, Student Activities).
- ii. Clearly define the roles and responsibilities of all personnel, including advisors, counselors, health and wellness coordinators, and student activity coordinators.

D. Policy and Procedure Development

- i. Policies and procedures for the Student Affairs Office. This includes protocols for student advising, counseling services, extracurricular management, health programs, and student advocacy.

- ii. Establish guidelines for coordination between the Student Affairs Office and other university departments, ensuring smooth communication and collaboration.

5.2. Staff Recruitment and Training Phase

A. Recruitment of Key Personnel

- i. Begin recruitment for the **Director of Student Affairs**, followed by staff for each of the specialized units (e.g., Academic Advisors, Counselors, Student Engagement Coordinators).
- ii. Ensure that hired staff possess the required qualifications, experience, and a commitment to student-centered approaches in education and development.

B. Staff Training and Professional Development

- i. Conduct comprehensive orientation and training programs for the newly recruited staff. The training should cover the office's mission, service delivery standards, university policies, and the use of relevant technology.
- ii. Arrange continuous professional development opportunities for staff to stay updated on emerging trends in student affairs, counseling techniques, academic advising, and student engagement.

C. Collaboration with Faculty and Administration

- i. Initiate dialogue with faculty members and administrative departments to ensure they are informed about the services provided by the Student Affairs Office.
- ii. Establish channels of collaboration to coordinate efforts in supporting students academically, socially, and personally.

5.3. Launch and Awareness Phase

A. Soft Launch of Core Services

- i. Initiate a soft launch of core services such as academic advising, counseling services, and health and wellness programs. This allows for testing of the office's processes and an opportunity to make necessary adjustments before a full-scale launch.
- ii. Set up a functional website or online portal where students can access information, book appointments, and receive updates on available services.

B. Awareness Campaign

- i. Conduct a campus-wide awareness campaign to introduce the Student Affairs Office to students, faculty, and staff. This can include workshops, seminars, and an official launch event.
- ii. Utilize multiple communication channels, such as email, social media, flyers, and posters, to ensure that students are informed about the services available to them.
- iii. Collaborate with student leaders and clubs to promote awareness and generate interest among the student body.

C. Student Orientation

- i. Integrate the services of the Student Affairs Office into the university's orientation program for new students. Provide detailed presentations on the office's role, how students can access services, and the benefits of engagement in extracurricular activities and co-curricular activities.
- ii. Distribute informational brochures and guides that outline the office's support offerings, including academic advising, counseling, and student activities.

5.4. Full Operation and Evaluation Phase

A. Full-scale Launch

- i. After addressing any challenges identified during the soft launch, proceed with the full-scale launch of the Student Affairs Office, ensuring all units are operational.
- ii. Expand services based on feedback from the initial launch, including additional programs such as leadership development workshops, health initiatives, and more robust student advocacy efforts.

B. Monitoring and Evaluation

- i. Implement a system for monitoring the effectiveness of the Student Affairs Office through regular feedback from students, faculty, and staff.
- ii. Utilize student satisfaction surveys, focus groups, and feedback from service recipients to assess how well the office meets the needs of the students.
- iii. Monitor participation rates in student activities, counseling sessions, and academic advising to evaluate the impact of the office's programs.

C. Reporting and Continuous Improvement

- i. The Director of Student Affairs will compile monthly and annual reports detailing the office's activities, achievements, and areas for improvement. These reports will be submitted to the university administration and will guide ongoing improvements.
- ii. Continuously refine services and introduce new initiatives based on the evolving needs of students, developments in student affairs best practices, and feedback from the university community.

5.5. Ongoing Collaboration and Expansion

A. Partnership Building

- i. Develop partnerships with external organizations, healthcare providers, mental health professionals, career development experts, and community groups to broaden the scope of services offered by the office.
- ii. Seek opportunities for collaboration with student organizations, faculty, and other university departments to co-host events, workshops, and initiatives that enhance the student experience.

B. Expansion of Services

- i. As the Student Affairs Office becomes more established, expand services to meet growing student needs. This could include creating specialized units for international students, first-generation students, or marginalized groups who may require additional support.
- ii. Integrate technology, such as mobile apps, to improve access to student services, appointment scheduling, and resources.

6. Conclusion

The Student Affairs Office at BUBT plays a vital role in fostering a student-centered environment that promotes academic success, personal growth, and overall well-being of students. Through its dedicated staff, comprehensive programs, and commitment to student advocacy, the Student Affairs Office empowers BUBT students to thrive during their academic journey and prepare for fulfilling careers and lives. The Policy on Student Affairs serves as a critical guide for students in promoting a safe, respectful and engaging campus experience. It ensures students are supported academically, socially and emotionally, while also outlining clear expectations for behavior and accountability.

The BUBT Central Library Policy and Rules

Vision of BUBT Library: To be a world-class information resource center for higher education and research committed to excellence in the acquisition, preservation, and dissemination of knowledge to the university community.

Mission of BUBT Library: To provide quality information resource services that will empower the university community to carry out its vision, mission, and core values of academic excellence, innovation, and research.

For the implementation of the Vision and Mission, the Library Policy and Rules have been designed to create a conducive and comfortable learning environment for students, teachers, researchers, and staff.

Rule: 1. Short title, commencement and extent

- (a) This Rule may be cited as **The BUBT Central Library Policy and Rules, 2024**
- (b) It shall come into force from the date of approval by the BUBT authority.
- (c) It extends to all current students, researchers, faculty members and officials.

Rule: 2. Definitions

- (a) **Book Issue/ Check-out** refers to the process of borrowing library materials for a specified period, including any charges incurred for overdue items.
- (b) **Book Return/ Check-in** refers to the process of returning borrowed library materials in the same condition, within the specified period.
- (c) **BUBT** stands for Bangladesh University of Business and Technology.

This policy was approved by the BUBT Syndicate on March 9, 2025, as recommended by the Academic Council on December 30, 2024 and affirmed by the BUBT Trust on March 22, 2025.

- (d) **Cross-checking** means a tactic in which a check is played in response to a check.
- (e) **ID** refers to an identification number.
- (f) **Library Clearance** refers to a certificate issued by the library indicating that a patron has settled all dues. Once a patron clears all types of library dues, s/he may become eligible for Library Clearance.
- (g) **Late Fee** refers to an additional charge imposed on a patron if s/he returns the library book after a stated date. For example, if a book is due on the 12th and one returns it on the 15th, a late fee may be applied.
- (h) **Over-due** refers to not paid at an expected or required time.
- (i) **Patron** refers to the library members (Teacher, Staff and Student).
- (j) **Price quotation** means a document that specifies a fixed price for a project. A quote is provided to a potential buyer by a supplier and is also referred to as a “quotation” or simply a “quote.” The price in a quote is valid for a limited time, which might be indicated as “valid for 60 days.”
- (k) **Renew** means extension of the book issuance period.
- (l) **Reading materials** means all types of readable materials such as books, periodicals, journals, newspapers, magazines, maps, charts, graphs, pictures, audio-visual materials, etc.
- (m) **Safekeeping**, also known as safe keeping, refers to the storage of assets or other valuable items in a protected area.
- (n) **Same Book** refers to a book that is identical to another book.
- (o) **Teaching Staff** refers to teachers who are regular faculty members, not adjunct or contractual faculty.
- (p) **Weeding** means the process of systematically evaluating and removing outdated, damaged, irrelevant, or rarely used materials from a library's collection. It is an essential part of collection management in libraries to ensure that the collection remains current, relevant, and space-efficient.

Rule: 3. The BUBT Central Library will remain open from 9.00 A.M. to 9.00 P.M. while the University is in session. It will be completely closed on public holidays and university holidays approved by the university authority. Students will not be allowed to check out books for use in the reading rooms during the last 30 minutes before the library closes.

Rule: 4. The librarian has the authority to close the entire library or any specific area when necessary. Details of each case must be reported to the Library Development Committee at its next meeting.

Rule: 5. All types of library reading material acquisitions will be conducted systematically and efficiently, ensuring support for the teaching, learning, and research needs of the university's academic community. The primary goal is to develop a comprehensive and diverse collection that aligns with the institution's mission and academic programs. This encompasses curriculum support, research, technology, emerging disciplines, student needs, and cultural relevance. The selection process for reading materials involves close collaboration between faculty members and the librarian, including collection analysis, professional reviews, and consideration of budgetary constraints. Establishing and maintaining strong vendor relationships with reputable suppliers is prioritized. The policy places emphasis on intellectual freedom, diversity, and regular evaluation to adapt to changing needs and improve collection development strategies (Layout of Acquisition Policy: Annexure -1)

Rule: 6. The students of the university who have obtained the necessary ID card for either the undergraduate or graduate programs, as well as officers, members of the teaching staff, and members of the syndicate will be entitled to membership in the library. The students of undergraduate or graduate programs will be required to deposit caution money.

Rule: 7. The librarian is empowered to permit individuals not previously mentioned to use the library under such terms and conditions as he thinks appropriate, subject to periodic reporting to the Vice-Chancellor.

Rule: 8. The privilege of borrowing books from the Central Library will be extended to members of the following groups, subject to the guidelines and limitations listed below or as determined by the Library Development Committee on a case-by-case basis:

- (a) Each undergraduate member of the BUBT Central Library can borrow two volumes at a time for the period of one week (07 days) and can renew them for another one week (07 days). The same copies of volumes are not allowed to borrow. The borrower will be responsible for his/her document after check-out from the library. First-come, first-serve rule will be followed. The rate of overdue charge from all classes for overdue books shall be Taka ten (10) per day per volume.
- (b) Each graduate member of the BUBT Central Library of the university can borrow two volumes at a time for the period of two weeks (14 days) and can renew once for another Two weeks (14 days). The same copies of volumes are not allowed to borrow. The Borrower will be responsible for his/her document after check out from the library. First-come, first-serve rule will be followed. The rate of overdue charge from all classes for overdue books shall be Taka ten (10) per day per volume.
- (c) A borrower who is a member of the syndicate, a teacher, or an officer may check out up to 10 books at a time and keep each book for up to 30 days. The borrowed book must be returned to the library at the end of the 30-day period. If no other readers need the book, it can be reissued to the same borrower for an additional 30 days. Books that are due on holidays may be returned on the day the library reopens after the holiday. Books due during a vacation can be returned within three days after the vacation ends. The librarian has the right to refuse to issue any additional books until all overdue books are returned or any unpaid fees are settled.
- (d) Persons specially permitted by the Vice-Chancellor shall be issued two volumes at a time for a period of two weeks (14 days).
- (e) The university's ministerial staff may be granted library membership if recommended by the department head or office head. A deposit of Tk. 5,000/- each will be required before they can borrow up to two books at a time for a maximum of two weeks (14 days), at the discretion of the librarian.

Explanation: All deposits and overdue charges must be paid to the university's accounts office. Caution money will be refunded after deducting any fines or costs owed by the depositor.

Rule: 9. Rare or reference books cannot be checked out of the library; however, they can be consulted on-site following the guidelines established by the librarian. Expensive books may only be checked out with specific approval from the Library Development Committee. Audio Visual Materials (AVM) will be issued as like as Textbooks previously mentioned. No manuscript may be borrowed from the library without the explicit consent of the Manuscript Committee. Newspapers, Periodicals, magazines, journals, internship reports, theses and dissertations are not allowed to be issued. A list of books falling under this section shall be drawn up by the Library Development Committee after receiving a report from the Librarian and Chairmen of Departments.

Rule: 10. Unbound portions of magazines or books that are not adequately protected by binding may not be checked out of the library unless specifically authorized by the librarian. The librarian may also refuse to lend books that are commonly needed for academic work and study by students and instructors. Teachers should not check out textbooks that students frequently request from the library without the librarian's consent.

Rule: 11. In consultation with the librarian, department chairmen may borrow books and maps from the library for up to one month if needed for ongoing reference or classroom demonstrations. They are personally responsible for the safekeeping of the borrowed items. However, no more than twenty books or maps can be checked out at a time.

Rule: 12. Departments chairmen may countersign book borrowing requests, but not more than five volumes may be borrowed at a time, provided the books are lent responsibly. The books must be returned within one week from the date they are issued.

Rule: 13. (a) Borrowers and readers are advised to inspect the books issued to them at the time of borrowing and to inform the Library Assistant of any defects, marginal notes, etc. The borrower is responsible for replacing, at their own expense, any lost or damaged books returned to the library, or books annotated by them. If the lost or damaged volume is part of a set and cannot be replaced individually, the borrower must replace the entire set. In such cases, the damaged book or set in question becomes the property of the borrower.

(b) If borrowers are unable to replace lost books, the Librarian may, at his discretion, collect a fine equivalent to two times the price of the book, along with an additional fifty taka as

a library service charge. The fine amount, calculated as $[(\text{Book price} \times 2) + 50]$, should be deposited to the university's accounts office for reported lost books.

Rule: 14. The students who have valid ID cards are allowed to use up to two books at a time in the specified reading rooms. However, no student is permitted to take books outside the library, except as hereinafter mentioned.

Rule: 15. Throughout the library, silence is anticipated, because users' behavior reflects a quiet reading environment and they should be considerate of others' needs. Persons using the reading rooms shall abstain from group discussion, making noise, or any other form of activity likely to disturb others. Mobile phones must be sent to silent while inside the reading rooms and should not be used anywhere within the library premises. Serious offences will be pursued immediately under the university's codes of discipline and may result in suspension from library facilities depending on enquiry. Offences include unrecorded borrowing, theft or concealment of material or equipment, abuse of any sort directed against library staff or other users of the library. Writing or marking in a book, reading table or chair is strictly prohibited. Any form of mutilation will cause replacement.

Rule: 16. To check out books from the library, individuals must present their borrower's cards in person to the Issue Assistant, which is issued specifically for that purpose.

Rule: 17. Individuals who are not members of the Syndicate, officers, or teaching staff are not permitted to access the shelves unless accompanied by a teacher or a library staff member.

Rule: 18. The rate of overdue charges for overdue books from all classes shall be Tk. 10/- per day per volume. The overdue charge will be applied when the renewal period exceeds. In the case of salaried individuals employed by the University, the overdue charges shall be deducted from the defaulter's salary without further reference. For students, the overdue charges shall be collected in cash by the Accounts Office, with notification sent to the Library.

Rule: 19. At the time of Library Clearance, any kind of dues must be paid/refreshed by the library users. If any book has been lost or damaged, the price demanded by the Librarian must be paid on account of such loss or damage. Students must return the library cards at

the time of Library clearance; if unable to return that, they must apply to the librarian by attaching a copy of General Diary/ GD regarding the missing library card.

Rule: 20. Any individual who wishes to consult books in the Reading Rooms but is not a Syndicate member, officer, or university teaching staff must fill out a slip provided for this purpose. The slip should include their name, identification, the book's call number, and title, and must be submitted to the Issue Assistant. Upon receiving the book, the individual must also deposit their library card. When the book is returned, the receipt sheet will be canceled in front of them, and their library card will be returned.

Rule: 21. The BUBT Central Library's annual inspection will continue for ten working days. All books on loan, regardless of the borrowing date, must be returned on or before the Annual Inspection. The Library's entire stock verification will be completed in the years according to a plan created specifically for this purpose. (Under these conditions, there is no need to close the library because inventory will be conducted in sections over a five-year period).

A fine of Taka ten (10) per book per day will be imposed on anyone who keeps one or more books after the Annual Inspection begins until the book or books are returned. The Registrar must be informed of any fines incurred.

Rule: 22. (a) Before entering the library, patrons must hand over their personal belongings, including books, bags, umbrellas, sticks, packages, portfolios, briefcases, newspapers, and loose clothing, to the library attendant at the safekeeping counter. In exchange, they will receive numbered tokens, which can be used to retrieve their items upon exiting.

(b) Readers are required to deposit their bags and personal items but they should keep any valuables, such as cash or jewelry, with them. The library staff will not be held responsible for any lost items.

(c) Deposited items must be retrieved from the safekeeping counter by returning the appropriate tokens no later than fifteen minutes before the library closes. Library staff will not be held responsible for the security of items that are not picked up on the same day.

(d) A fee of Tk. 150/- will be charged for the loss of a token, to be collected from the individual concerned.

- (e) The gate pass must be presented to the library attendant when exiting the library. Library staff may conduct thorough checks of patrons either within the library premises or at the gate, if necessary.
- (f) It is permissible to bring notes and exercise books into the library; however, they must be checked at the gate upon exit.
- (g) Books issued for study in specific Reading Rooms must not be taken to other Reading Rooms.
- (h) Students, both male and female, are required to read in their designated reading rooms.
- (i) Smoking is strictly prohibited inside the Library.
- (j) Users of the reading rooms are not allowed to engage in group discussions, mobile conversations, or any other behavior that may disturb other users. They should minimize noise when entering and exiting the library.

Rule: 23. The BUBT Central Library will implement a weeding policy to uphold a relevant, up-to-date, and high-quality collection that effectively serves the needs of its users. Materials will undergo evaluation based on criteria such as relevance, currency, physical condition, usage, duplication, availability, and space constraints. Regular evaluations will be conducted by library staff, subject specialists, and in consultation with faculty members, ensuring a comprehensive assessment process. Weeding decisions will be made utilizing professional judgment and considering multiple perspectives, in accordance with the principles of intellectual freedom. Proper disposal methods will be employed for weeded materials, and any resources obtained through the process may be allocated for acquiring new materials that align with the library's collection development priorities. (Layout of Weeding Policy: Annexure - 2)

Rule: 24. The Library Committee reserves the right to suspend or temporarily withhold the library privileges of any reader who violates the Library Rules.

Rule: 25. If any unavoidable circumstances arise, the librarian or librarian in-charge can forward the matter to the Vice-Chancellor or Pro-Vice Chancellor of the University for necessary readdress.