

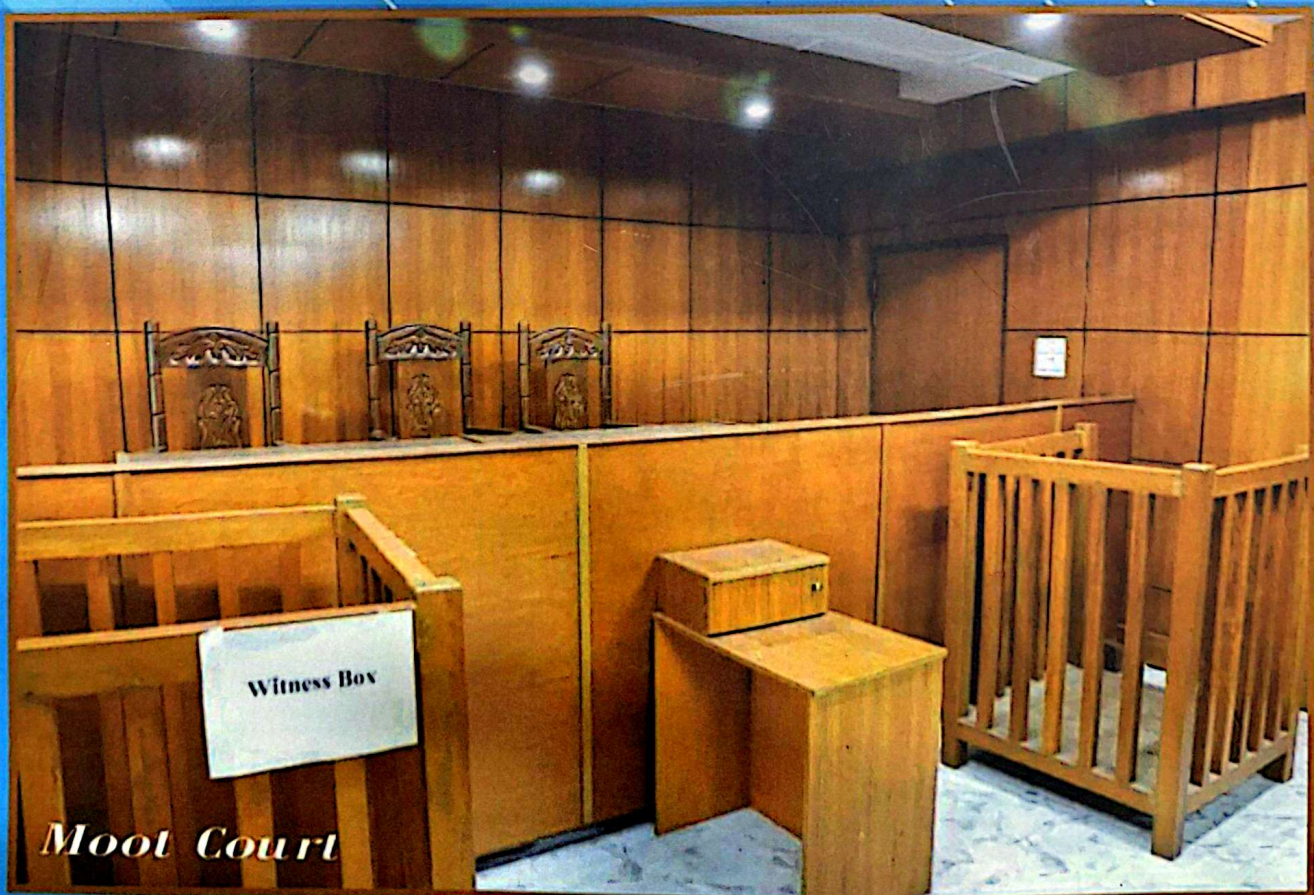
Handbook

For
Faculty & Professional Staff

Code of Conduct



Department of Law and Justice
Bangladesh University of Business and Technology



Moot Court

Handbook

for

Faculty & Professional Staff

(Code of Conduct)



Department of Law and Justice
Bangladesh University of Business and Technology (BUBT)
Plot # 77-78, 2 Road No. 7, Dhaka 1216

Message from the Chairman

Department of Law and Justice

Dear Faculty and Staff,

It is my pleasure to introduce this **Code of Conduct & Policy Handbook** for the Department of Law and Justice. This handbook serves as a **guiding document** to uphold the highest standards of **professionalism, integrity, and ethical practices** within our department.

At Law and Justice, we are committed to nurturing an environment of **excellence, accountability, and mutual respect**. This handbook outlines the **well-defined code of conduct, professional responsibilities, and institutional policies** that will help faculty and staff maintain a **positive and ethical work culture**. It provides clear guidelines on expectations, responsibilities, and professional behavior, ensuring that we continue to **uphold moral values and best practices** in all aspects of our academic and administrative activities.

I encourage each of you to **read, understand, and follow** the policies outlined in this handbook. Let us work together to **maintain a culture of integrity, respect, and continuous growth** for the betterment of our students, institution, and professional community.

Best regards,

Md. Ashif-Ul-Haque

Assistant Professor & Chairman

Department of Law and Justice

Bangladesh University of Business and Technology (BUBT)

Abstract

This handbook serves as a foundational document for all faculty and staff of the department of Law and Justice, Bangladesh University of Business and Technology (BUBT) outlining the core principles that define our institutional culture—excellence, accountability, and mutual respect. It presents a comprehensive code of conduct, delineates professional responsibilities, and details key institutional policies. By providing clear guidance on expected behaviors and ethical standards, the handbook aims to promote a respectful, transparent, and high-performing work environment. It reinforces our shared commitment to moral integrity and best practices across all academic and administrative domains.

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Discipline Rules (Code of Conducts for Employees)

(This policy has been officially approved by the BUBT Syndicate, following the recommendation made during the BUBT Academic Council meeting held on December 29th, 2018.)

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.

Recruitment and Promotion Rules

This policy has been officially approved by the BUBT Syndicate, following the recommendation made during the BUBT Academic Council meeting held on December 29th, 2018.

1. The post of Officers and Others employees of BUBT have been stated at Section-B.

2. Bangladesh University of Business and Technology (BUBT) will recruit following categories of Faculty as per UGC and BUBT rules:

- i) Professors;
- ii) Associate Professors;
- iii) Assistant Professors;
- iv) Lecturers; and
- v) Teaching Assistants / Demonstrators.

3. Qualification and experience for different posts of Officers and Staff will be as follows:

Posts	Age limit for Direct entry	Academic Qualification	Experience
1	2	3	4
Vice Chancellor	As per Private University Act'2010 and decision of the BUBT Trust	As per Private University Act'2010 and decision of the BUBT Trust	As per Private University Act'2010 and decision of the BUBT Trust
Pro-Vice Chancellor	As per Private University Act'2010 and decision of the BUBT Trust	As per UGC Rules & decision of the BUBT Trust	As per Private University Act'2010 and decision of the BUBT Trust
Treasurer	As per Private University Act'2010 and decision of the BUBT Trust	As per UGC Rules & decision of the BUBT Trust	As per Private University Act'2010 and decision of the BUBT Trust

Workload Distribution Policy Statement

(Accepted and amended in Academic Council Meeting on 9th March, 2020)

Introduction

This policy has been prepared to provide general guidelines related to work and teaching load distribution among academic members of Bangladesh University of Business and Technology (BUBT). It also facilitates required consistency across all the departments of the university. The other purpose of the policy includes maintaining a balance between teaching loads and other special duties such as academic, administrative, internal or external research, project works, external laboratory tests and project/design consultation and any pre-approved tasks. The policy aims at providing adequate time to the faculty members for facilitating a teaching-learning environment and enabling them to accomplish the vision-mission of the University as well as vision-mission of the concerned program.

General Guidelines:

1. Vice-chancellor and Pro-Vice-chancellor of the university are not usually assigned with any teaching loads; however, they may take any course/courses of their choice in order to continue teaching practice. No remuneration will be allotted for such course/courses.
2. Teaching loads assigned to the other faculty members are highlighted in Clause 1 for trimester system and Clause 2 for bi-semester system.
3. Load credit may be earned for administrative duties at the department, or university level. These duties involve program coordination, course coordination, or more formal appointments (e.g. Chair, Assistant Chair, Director, Assistant/Joint Director, Dean, Assistant Dean, Proctor, and Assistant Proctor). Three-contact-hour (theory or sessional) course load will be credited for the duties of a Dean, Chair, Proctor and Director and three-contact-hour (preferably sessional) course load will be credited for the duties of an Assistant Dean, Assistant Chair/Coordinator replacing Chairman, Assistant Proctor and Assistant/Joint Director based on the decision of the Academic Committee of a particular program.
4. Although faculty participation in committee activities within the department or university is expected as a part of one's job responsibility as an academic, load credit may be obtained for roles and responsibilities at the department or university level that involve significant commitment of time throughout the academic year. Credit for these duties will be decided in advance at the department level. Departments should distribute committee duties among faculty members so that these responsibilities do not impose excessive load to maintain expected quality of teaching-learning process.
5. The total weekly workload of academic staff for all positions are shown in Tables 1 during regular class days of trimester system and Table 2 at the time of regular class days for bi-semester systems as well as Table 3 during the inter-semester breaks based on contact

Academic Advising Policy

(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.)

1. Introduction

Professional and ethical conduct of all members of the university is an essential means of achieving excellence in education. So, the professional academic relationship between faculty advisors and graduate and undergraduate students is structured through these guidelines. While different programs have their own particular advising norms, the guidelines are universal and applicable equally for all the programs of BUBT. Advising approach of the students allows a student to receive supportive measures from a particular Advisor during his/her total study period. Working with a single academic advisor helps the students to stay informed about current activities as well as upcoming matters. Advisors also assist new students to adjust with the university environment. Policy letters are supplied in Appendix A to introduce single Faculty Advisor for mixed groups of students.

2. Rational

Effective academic advising is a critical component of a successful undergraduate or graduate degree program. At BUBT, all enrolled undergraduate and graduate students are to be advised by a member of the faculty. The nature of academic advising may differ for different programs and at different stages in a degree program.

3. Objectives and Scopes

- i) Promoting and sustaining a culture of quality advising at the BUBT through direct advising.
- ii) Designed to assist students in the development of educational plans and the selections of appropriate course work.
- iii) Assigned individual students by academic staff as a first point of contact for those who require advice or assistance primarily on academic matters.

3. Expected Outcomes

Students of undergraduate and graduate (*i.e.* LLM) programs will be able to receive academic and non-academic guidance on the rules and regulations of the university, career building and job finding advice as well as assistance for other academic matters at BUBT.

4. Characteristics of Effective Advisors

Advisors should possess the following characteristics for effective advising:

- a) Interested in advising all students irrespective of race, religion, personal relation etc.
- b) Demonstrates a concerned and caring attitude toward students
- c) Exhibits effective interpersonal and communication skills
- d) Available to students in regular basis
- e) Contact with students or their parents or local guardians without delay
- f) Engages in progressive advising for course scheduling
- g) Providing sufficient and necessary information students asked for

Grievance Redress Policy of BUBT

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

Introduction:

The motto “Committed to Academic Excellence” of Bangladesh University of Business Technology (BUBT) stands for achieving high quality education, advanced training to acquire required skills and relevant research to promote our society with the cutting-age-technology. In reflection, BUBT always strives to help students by providing and maintaining conducive academic environment to trigger advanced level of teaching-learning and societal advancement in culture. In the way of journey, a student or an employee may have been exposed grievance arising from some academic, administrative and non-academic activities of university. The grievance is the feeling of personal dissatisfaction, objection or sorrow against others or sometimes by falling in a conflicting situation as well. In this context, the management of BUBT introduced an effective mechanism to deal immediately with such grievances whenever it is appealed in written or verbally and formally or informally. The University takes grievance issues so seriously considering it as a symptom of an underlying problem that cannot bring any damage to the aggrieved person and the relationship between the aggrieved person and the university management. In some cases, grievance spreads over time and turns in critically; so, faculties and supervisors/superiors follow the cardinal principles of grievance handling as to resolve the appealed case effectively and preferably (i) at the lowest possible management level (ii) with minimal damage and maximum satisfaction of aggrieved person (iii) in the designated time frame.

Grievance Handling Guidelines:

Grievance may arise for different reasons in diverse situations and it includes such things as harassment, discrimination, discipline, demotion, positional disputes, denial of benefits, etc. Though BUBT follows its Rules in case of taking administrative and disciplinary actions, the university is also directed by “BUBT Service Rules, 2018”, “BUBT Students Examination Policy and Disciplinary Rules, 2020”, “The Guideline on Prevention and Protection from Sexual Harassment Offence against Women and Girls by the Honorable High Court of Education Institutions and Work Places (2008)”, “The Digital Security Act (2018)” and “Narcotics Control Act (2018)”. But BUBT is mainly guided by another jurisdiction, which includes the “Private Universities Act 2010” as prerogative. The combination of viewless approach-with the blend of human relation approach, open-door and step-ladder approach used as the guidelines (Theoretical Framework of Grievances Handling Practices and Procedure, 2020) for redressing the grievances at BUBT. Fair management and treatment practices by the BUBT management are kept at the highest level of priority in order to redress the causes of grievances. In open-door policy, students or employees are allowed to complain to anyone like Intake Advisor, Head of the Department, Dean of the Faculty, Section Head, Proctor and Registrar so that complaints are resolved at the lowest possible management

Policy for Supporting Faculty Members in Higher Studies

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

1. Introduction

Bangladesh University of Business and Technology (BUBT) is committed to enhancing academic excellence and fostering the knowledge and expertise of its faculty members. This policy outlines the provisions for supporting faculty members in pursuing higher studies, including PhD and Master's programs, to promote continuous professional development and academic growth.

2. Scope of the Policy

This policy applies to all full-time faculty members of Bangladesh University of Business and Technology (BUBT) who wish to pursue higher studies, specifically **PhD and Master's programs**, in order to enhance their academic qualifications, research skills, and subject expertise. The policy outlines the processes, financial support, and leave provisions available to faculty members seeking advanced degrees that contribute to their professional development and align with the strategic goals of BUBT.

The policy encompasses:

- Eligibility criteria for financial assistance and leave for higher studies.
- Application procedures for pursuing PhD and Master's programs.
- Review and approval processes, including roles of academic and administrative bodies.
- Monitoring progress during studies and post-completion reporting requirements.
- Service commitment agreements for faculty members who receive financial support.

Code of Practice for Faculty and Professional Staff

(Written By Zaved Mannan, Additional Director, IQAC-BUBT, Reviewed by Dr. Harun-Or-Rashid, Registrar, BUBT, this policies was approved by the BUBT Syndicate meeting on March 9, 2025, as recommended by the Academic Council meeting on December 30, 2024 and affirmed by the BUBT Trust meeting on March 22, 2025.)

1. Introduction

BUBT is committed to developing a high standard of ethical conduct and professionalism among its faculty and professional staff. This Code of Practice outlines the core principles and expected behaviors that guide our academic community. By adhering to these principles, we create a positive and productive work environment that fosters excellence in teaching, research service, and administration.

2. Scope of the Policy

This Code of Practice applies to all faculty and professional staff at Bangladesh University of Business and Technology (BUBT). It covers a wide range of professional and ethical responsibilities, including academic integrity, professional behavior, confidentiality, and commitment to excellence. The policy governs interactions within the university community as well as relationships with students, colleagues, and external stakeholders. It also outlines procedures for reporting concerns and maintaining a respectful, fair, and inclusive work environment.

3. Objectives of the Policy

- a) **Promote Ethical Conduct:** To ensure that all faculty and staff adhere to high ethical standards in their professional responsibilities, including teaching, research, and service.
- b) **Enhance Professionalism:** To guide faculty and staff in maintaining professionalism through continuous learning, effective teaching, research, and administrative competence.
- c) **Uphold Integrity and Accountability:** To foster a culture of integrity by addressing conflicts of interest, academic honesty, and truthfulness in all communications and university activities.
- d) **Ensure Confidentiality:** To protect sensitive information related to students, research data, and university operations, ensuring that it is handled with care.

BUBT Employee Gift Policy

Bangladesh University of Business and Technology (BUBT)

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

1. Introduction

The Gift Policy at Bangladesh University of Business and Technology (BUBT) provides a structured approach to the acceptance, management, and disclosure of gifts offered to university employees. This policy seeks to prevent conflicts of interest, promote impartiality, and maintain ethical standards across all university-related dealings. By establishing clear guidelines, BUBT ensures that interactions with vendors, suppliers, students, potential employees, and other external entities are transparent, ethical, and in line with the university's mission and values.

2. Objectives

- 2.1 To provide guidance on what constitutes acceptable gifts and circumstances under which they may be accepted.
- 2.2 To prevent conflicts of interest or appearances of bias in dealings with vendors, suppliers, students, and other entities.
- 2.3 To ensure equal treatment and impartial interactions with all stakeholders associated with the university.
- 2.4 To promote adherence to BUBT's code of conduct and maintain high ethical standards across all levels of the university.

3. Scope

This policy applies to all BUBT employees, vendors, contractors, service providers and affiliates who engage with external parties on behalf of the university. It covers interactions with students, vendors, suppliers, potential hires, and other external business contacts who may offer gifts as a token of appreciation, goodwill, or incentive.