



# নর্থ বেঙ্গল ইন্টারন্যাশনাল ইউনিভার্সিটি North Bengal International University

ক্যাম্পাস: চৌদ্দপাই, নাটোর রোড, মতিহার, রাজশাহী | Campus: Chowddopai, Natore Road, Motihar, Rajshahi  
Mobile: 01789-908612, 01713-072270, 01979-908612 | www.nbiu.edu.bd | info@nbiu.edu.bd | nbiu.edu@gmail.com

## Service Rules for employee (Teachers)

Date of effecting from 01 January, 2015

1. **Designation of Employee:** Lecturer/ Assistant professor/ Associate Professor/ Professor.
2. **Nature of Service:** Teaching, research, student counseling, associated academic and administrative engagement of the department concern.
3. **Duration of the Employment:** 01(One) year upon satisfactory completion of the services and can be extended upon mutual understanding between both parties.
4. **Salary:** Basic-60%, House rent-30%, Medical-6%, Conveyance-4%=100% gross. Income tax will be deducted at applicable rates at source while paying the salary each month and remit them to the govt. NBIU will issue a certificate of deduction to the employee at the appropriate point of time.
5. **Provident Fund:** Not applicable.
6. **Bonus:** Two festival bonuses each amounting to one month basic salary will be paid at certain point of times in each year. No bonus for working 06(Six) months or less. 50% bonus for working 6+ to 12 months. Full bonus for working more than 12 months.
7. **Working Hour and Load:** The employee shall work 6 days a week, 8 hours per day including one hour lunch break. Maximum Teaching load will be 210 hours per semester. Any extra load in teaching will be compensated accordingly.
8. **Termination:** Either party may terminate the job contract at any time by giving the other party 30 days notice in writing covering the balance period of semester of its intention to do so. However, the university reserves the right to terminate the employment forthwith should anyone be found of guilty of misdemeanor, misconduct, negligence or breach of any terms and conditions laid down by the authority from time to time.
9. **Leave :**
  - a) Casual leave: 14 days (prorate).
  - b) Sick leave: 14 days (prorate). Claiming of SL for more than 03 consecutive days must be substantiated by medical certificate.
  - c) Maternity leave: Female employee who completed six months service is entitled to maternity leave of sixteen calendar weeks with full pay twice during her service period. No female employee shall be entitled to such benefit if her two or more than two children are alive at the time of her delivery, but in such case she will get leave.



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10. **Unpublished Information:** The Employee shall not communicate to any person external to NBIU regarding any unpublished information without taken any written authorization by NBIU.
11. **Other Considerations:**
- a) Throughout the work the employee will report to the Vice-Chancellor of NBIU or to such person as he designate for work direction.
  - b) The employee will prepare course outline, course calendar, lesson plan and conduct tutorial, test, examination scheduled for students.
  - c) The employee will conduct/supervise student's assignment and project work.
  - d) The employee will supervise and guide students work and activities inside and outside classrooms and identify academic related problems of student and assist them in their solution.
  - e) The employee will evaluate the student achievements and maintain the cumulative records.
12. The university authority has right to make any amendment / change / addition / deduction of the above rules from time to time. Joining the post concern confirms that employee agreed to governed by NBIU rules and regulations.

Approved by

**Chairman**

Board of Trustees

North Bengal International University

Rajshahi



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## Service Rules for employee (Officials)

Date of effecting from 01 January, 2015

1. **Designation of Employee:** Officer, Assistant & Deputy Director / Registrar / Controller and other office bearer concern.
2. **Nature of Service:** The employee shall provide the services to university according to responsibilities or duties of the post he/she is hired for.
3. **Duration of the Employment:** 01(One) year upon satisfactory completion of the services and can be extended upon mutual understanding between both parties.
4. **Salary:** Basic-60%, House rent-30%, Medical-6%, Conveyance-4%=100% gross. Income tax will be deducted at applicable rates at source while paying the salary each month and remit them to the govt. NBIU will issue a certificate of deduction to the employee at the appropriate point of time.
5. **Provident Fund:** Not applicable.
6. **Bonus:** Two festival bonuses each amounting to one month basic salary will be paid at certain point of times in each year. No bonus for working 06(Six) months or less. 50% bonus for working 6+ to 12 months. Full bonus for working more than 12 months.
7. **Working Hour and Load:** The employee shall work 6 days a week, 8 hours per day including one hour lunch break. Maximum working load will be 210 hours per month. Any extra load will be compensated accordingly.
8. **Termination:** Either party may terminate the job contract at any time by giving the other party 30 days notice in writing of its intention to do so. However, the university reserves the right to terminate the employment forthwith should anyone be found of guilty of misdemeanor, misconduct, negligence or breach of any terms and conditions laid down by the authority from time to time.
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11. **Other Considerations:**
  - a) Throughout the work the employee will report to the Vice-Chancellor of NBIU or to such person as he designate for work direction.
  - b) The employee will be required to carry out such related duties and job functions as instructed from time to time by the university or persons acting on behalf of the university.
  - c) The university may change the designation, responsibility or duties the employee from time to time as it may deem fit for the interest of the university.
  - d) In the event of separation, the employee will hand over all such documents, articles and effects of the university may be in his/her possession.
12. The university authority has right to make any amendment / change / addition / deduction of the above rules from time to time. Joining the post concern confirms that employee agreed to governed by NBIU rules and regulations.

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