

Madan Bhandari University of Science and Technology

Personnel Administration Rules—2080

The Board of Trustees of Madan Bhandari University of Science and Technology has approved the following Rules pursuant to Clause 37 of Madan Bhandari University of Science and Technology Act 2079 (2022 AD).

Chapter — 1

Initials

1. **Short Title and Commencement:** (1) The Rules shall be called "Madan Bhandari University of Science and Technology, "Personnel Administration Rules 2080 (2023 AD)".
(2) These Rules shall come into force immediately.
2. **Definition:** Unless the subject and context require otherwise in these Rules:
 - (a) "**Act**" means the Madan Bhandari University of Science and Technology Act, 2079 (2022 AD).
 - (b) "**Consultant**" means a person who provides expert service professionally.
 - (c) "**Employee**" means a person staff of the university.
 - (d) "**Executive Council**" means the Executive Council of the University pursuant to Clause 11 of the Act.
 - (e) "**Faculty**" means the teaching staff of the University pursuant to Clause 19 of the Act.
 - (f) "**Family**" means the husband, wife, son, unmarried daughter, adopted son of the employee and also the mother and father are to be supported.
 - (g) "**Officials**" means University officials pursuant to Clause 6 of the Act and the University Rules.
 - (h) "**President**" means the President of the university pursuant to Clause 12 of the Act.
 - (i) "**Prescribed**" or "as **prescribed**" means prescribed or as prescribed in the rules formulated under the Act.
 - (j) "**Probationary Period**" shall mean the period of appointment granted for a specified period of probation.
 - (k) "**Remuneration**" shall mean payments for time inputs.
 - (l) "**Rules**" means Rules adopted pursuant to Clause 37 of the Act.
 - (m) "**Selection Committee**" means the Selection Committee mentioned in these Rules.
 - (n) "**Social Security Fund**" means the fund deposited as per the contribution based on Social Security Act and Regulations of Nepal.

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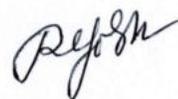
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- (o) "**Staff Member**" means the employees of the university appointed under these Rules.
- (p) "**Time-scale remuneration**" means remuneration rate per day which increases from minimum to maximum from time to time based on the performance evaluation.
- (q) "**University**" means the Madan Bhandari University of Science and Technology established pursuant to Clause 3 of the Act.
- (r) "**Vice President**" means the Vice President of the University pursuant to Clause 6 (b) of the Act.
- (s) "**Vice President Administration and Finance**" means the Vice president of the University pursuant to Clause 6 (b) of the Act and having administrative and financial responsibilities.

Chapter—2

Creation, Classification and Filling of Positions

3. **Post Creation:** (1) The creation of the post (nomenclature) and number of positions for each post will be as determined by the Board of Trustees.
 2) Further classification of employees of the University based on the provisions of the Act will be as determined by the Board of Trustees.
4. **Classification:** The employees of the university shall be classified as:
 - (a) **Academic** – This category shall include Professor, Associate Professor, Assistant Professor and such other employees as may be decided by the Board of Trustees.
 - (b) **Research** – This category shall include Associate Researcher and Assistant Researcher and such other employees as may be decided by the Board of Trustees.
 - (c) **Administrative**– This category shall include Senior Administrative Officer, Administrative Officer, Senior Finance Officer, Finance Officer, Store Officer, Librarian, IT Officer, Engineer, Technician, Senior Administrative Assistant, Administrative Assistant, Office Helper, Senior Finance Assistant, Finance Assistant, Senior Laboratory Technician, Laboratory Technician, Senior IT Technician, IT Technician, Senior Electrician, Electrician, Senior Farm Technician, Farm Technician, Senior Driver, Driver and such other employees as may be decided by the Board of Trustees.
5. **Posts and Ranks:** The University shall have the following positions and ranks:
 - (a) **Academic staff posts**
 - 1) Professor (F1)
 - 2) Associate Professor (F2)
 - 3) Assistant Professor (F3)




(b) Research staff posts

- 1) Associate Researcher (R2)
- 2) Assistant Researcher (R3)

(c) Administrative staff posts

(i) Administrative staff

- 1) Senior Administrative Officer/Senior Finance Officer (A3)
- 2) Administrative Officer/Finance Officer (A4)

(ii) Library staff posts

- 1) Librarian (L4)

(iii) Technical staff posts

- 1) Engineer/ Technician (E4/T4)

(iv) Administration Support Staff posts

- 1) Sr. Administrative Assistant / Sr. Finance Assistant (A5)
- 2) Administrative Assistant / Finance Assistant (A6)
- 3) Office helper (A7)

(v) Technical support staff posts

- 1) Sr. Laboratory technician/Sr. Electrician/Sr. IT technician/Sr. Farm technician (E4/T4)
- 2) Laboratory Technician/ Sr. Driver, Electrician/IT technician/Farm technician (T5)
- 3) Driver (A7)

6. **Minimum Qualifications:** (1) The University faculty shall have qualifications as prescribed below. The qualifications prescribed shall be treated as guidelines rather than criteria to be followed rigidly. If a candidate is found to excel in one or more criteria to compensate for the weakness found in one or more criteria a candidate may be recommended for the selection on the basis of the overall evaluation.

Professor

Academic Qualifications	Ph.D. degree from a reputed university.
Publications	Excellent track record of publications (h index 25-40; 30-60 publications in indexed journals).
Teaching Experience	Excellent track record in teaching; ability to teach three to four courses; successful supervision of 8-10 Ph.D.
Research Experience	Excellent track record in research; ability to attract research funding.
Leadership	Demonstrated leadership.
Patents	Patenting experience where ever possible, preferable.
Testament of referees	Three

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Associate Professor

Academic Qualifications	Ph.D. degree from a reputed university.
Publications	Excellent track record of publications (h index 16-25; 10-15 publications in indexed journals).
Teaching Experience	Excellent track record in teaching; ability to teach three to four courses; successful supervision of 4-6 Ph.D.
Research Experience	Excellent track record in research; ability to attract research funding preferable.
Leadership	Demonstrated leadership.
Patents	Patenting experience preferable where ever possible.
Testament of referees	Three

Assistant Professor

Academic Qualifications	Ph.D. degree from a reputed university.
Publications	Excellent track record of publications (h index 3; 6 publications in indexed journals), participation in conferences.
Teaching Experience	Teaching experience preferable; ability to develop and teach two to three courses; Experience of successful Ph.D. Supervision preferable.
Research Experience	Post-doctoral experience preferable, ability to attract research funding preferable.
Leadership	Leadership experience, preferable.
Patents	
Testament of referees	Three.

(2) Minimum Qualifications for Research Staff

Associate Researcher

Academic Qualifications	Ph.D. degree from a reputed university.
Publications	Excellent track record of publications (h index 16-25; 10-15 publications in indexed journals).
Teaching Experience	Preferable
Research Experience	Excellent track record in research; ability to attract research funding preferable.
Patents	Patenting experience preferable where ever possible.
Testament of referees	Three

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Assistant Researcher

Academic Qualifications	Master's degree from a reputed university.
Publications	Excellent track record of publications (h index 3; 6 publications in indexed journals), participation in conferences.
Teaching Experience	Preferable.
Research Experience	Post-doctoral experience preferable, ability to attract research funding preferable.
Leadership	Leadership experience preferable.
Patents	
Testament of referees	Three.

(3) Minimum Qualifications of University Administrative Staff

Senior Administrative Officer / Senior Finance Officer

Academic Qualifications	At least Bachelor's degree in related field.
Experience	<ul style="list-style-type: none">At least 12 years of experience in Administration / Academic Administration / Finance etc. related field.Experience of independent handling of job-related responsibility.
Skills and Track record	<ul style="list-style-type: none">Excellent Computer skills.Excellent track record of on the job performance – integrity, competence and commitment – based on references.Ability to conduct Administrative/financial analysis to support decision-making, provide insights into administrative/financial performance, and make recommendations for improvements.Advise senior management on Administrative/financial strategies, provide recommendations, and contribute to the overall strategic direction of the organization. <p>Finance:</p> <ul style="list-style-type: none">Ability to manage the organization's budget, cash flow ensuring that financial resources are allocated effectively.Compliance with tax laws and regulations and manage tax-related matters.
Leadership	Leadership experience.
Testament of referees	Three

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Administrative Officer/ Finance Officer

Academic Qualifications	At least Bachelor's degree in related field.
Experience	<ul style="list-style-type: none">▪ At least 1 year experience in Administration / Academic Administration / Finance etc. related field.▪ Experience of independent handling of job-related responsibility.
Skills and Track record	<ul style="list-style-type: none">▪ Excellent Computer skills.▪ Strong analytical and problem-solving skills.▪ Knowledge of related regulations and accounting principles.▪ Excellent communication and teamwork skills.▪ Excellent track record of – integrity, competence and commitment – based on references.▪ Excellent track record of on the job performance – integrity, competence and commitment – based on references.
Testament of referees	Three

Librarian

Academic Qualifications	B. Lib. Sc. from a reputed University.
Experience	<ul style="list-style-type: none">▪ At least 2-year experience in in related field.▪ Experience of independent handling of job-related responsibility.
Skills and Track record	<ul style="list-style-type: none">▪ Excellent Computer skills.▪ Excellent track record of on the job performance – integrity, competence and commitment – based on references.
Testament of referees	Three

(4) Minimum Qualifications for Technical Staff

Engineer / Technician

Academic Qualifications	Bachelor's Degree from reputed University.
Experience	<ul style="list-style-type: none">▪ At least 2 years of experience in technical field.▪ Strong understanding of technical subject relevant to their field.▪ Should have strong technical skills and be proficient in using the equipment, tools, and software.▪ strong understanding of laboratory safety protocols.
Teaching Experience	Preferable.
Research Experience	Excellent track record in study/research;

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Patents

Testament of referees Three.

- (5) Minimum qualification and job description of all administrative and technical support staff posts shall be approved by the Executive Council.
- (6) Minimum qualifications required for all teaching, research and administrative staff posts shall be approved by the Board of Trustees upon recommendation from the Academic Council.
7. **Creation of new position:** (1) The number of employees for a post or positions shall be approved by the Board of Trustees.
- (2) The proposals for the creation of new faculty and researcher positions shall be prepared by the concerned Director and new administrative positions by the Vice President for Administration and Finance. The proposals shall be submitted to the Position Review Committee for recommendation to the President.
- (3) The President shall submit a proposal for creation of new posts and additional positions to the Board of Trustees with recommendation from the Executive Council.
8. **Employment Policy:** (1) The University is committed to provide equal employment opportunity to all qualified persons in all aspects of employment. The University shall:
- a) treat all employees with justice and dignity without regard to an individual's race, color, religion, national origin, political preferences, gender, age, sexual orientation, marital status, matriculation, physical or mental disability, personal appearance or any other characteristics.
- b) create and maintain an environment which will naturally enable all employees to contribute to their full potential in pursuit of the vision, mission, goals and objectives of the university.
9. **Appointment Method:** (1) All new teaching, researcher and administrative staff positions (they are created when the number of faculty/researchers/administrative staff increase) at the University shall be filled through open competition.
- 2) Existing faculty and researchers may be promoted to a higher position when the faculty/researchers file claim that they have met qualifications for the higher position and the Selection Committee pursuant to Rule 12 of these Rules determines that the claim is legitimate.
- (3) All staff appointments shall be for a five-year fixed-term with a six-month probation period. The appointment shall be confirmed after the Selection Committee determines that the concerned staff has performed satisfactorily during the probation period.
- (4) Employees are paid their full remuneration during the probation period.
10. **Appointment:** (1) The University staff shall be appointed by the Executive Council on the recommendation of the Selection Committee.
- (2) The appointment letter should be issued within 15 days from the date of decision made by the Executive Council.. The appointing authority may specify the date of reinstatement

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while issuing the appointment letter. If the appointed employees who do not appear within the specified date, the alternative candidate will be appointed.

11. **Eligibility for appointment:** (1) Individual must have completed 18 years of age to be eligible for submission of applications for staff appointments at the University.
- (2) Every employee must undergo a medical examination by an approved medical doctor and submit a health certificate before receiving regular appointment.

Chapter—3 Selection Committee

12. Selection Committee

- (1) **Committee Formation:** A selection committee comprising the following shall be constituted for the purpose of selection of qualified candidates:

1.	President	Convener
2.	One of the nominated Members of the Board of Trustees or a distinguished individual nominated by the Board of Trustees	Member
3.	One Director nominated by the Executive Council	Member
4.	Vice President – Academic and Research	Member
5.	Vice President – Administration and Finance	Member
6.	Two subject experts nominated by the President upon recommendation by the Vice President Academic and Research for teaching staff and the Vice President Administrative and Finance for administrative staff positions	Member

- (2) **Tenure of Office:** The term of office of the nominated members shall be three years.
- (3) **Tasks, Duties and Responsibilities:** The tasks, duties and responsibilities of the Selection Committee:
1. To initiate the process for the selection of staff based on the request from the Executive Council following the applicable Rules.
 2. The criteria and procedures for the selection of the candidates not defined by the Rules shall be as approved by the Selection Committee.
 3. The criteria and procedures for each selection shall be made public at the time of call for application.
 4. During the process of the selection the Selection Committee shall seek opinion on the candidates from the concerned Director or the Vice President for Administration and Finance.

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5. The committee recommends selected candidate(s) to the Executive Council for appointment.
 6. Throughout the entire process, the committee must maintain strict confidentiality and adhere to fair hiring practices, ensuring that each candidate is evaluated fairly and impartially.
 7. To perform other tasks as required by other applicable Rules of the University.
13. **Secretary:** (1) The Secretary for the Committee shall be appointed by the President from among the staffs of the University.
14. **Meetings and Procedures:** (1) The meeting of the Selection Committee shall be held on the date, time and place specified by the Convener of the Committee.
- (2) The meeting of the Committee can also be held online. The attendance of the online meeting will be authenticated by the Convener.
 - (3) The quorum of the meeting of the selection committee shall be more than 50 percent of the existing members of the Committee.
 - (4) Decisions in the meeting shall be made by simple majority of the members present. But if the votes for and against a proposal are equal, the convener may cast a decisive vote.
 - (5) Minutes of decisions authenticated by the convener shall be kept in the minute book by the Secretary.

Chapter—4

Tasks, Duties and Responsibilities of Employees

15. **Tasks, Duties and Responsibilities of Teaching Staff:** (1) Teaching and research are primary responsibilities of teaching staff. In addition, they should contribute to institutional development activities such as management of the University, fundraising, public relations, collaboration with national and international industries, universities and other institutions etc.
- (2) Consistent with the mission of the University "To Build Prosperous and Just Nepal" all activities of the teaching staff should be guided by the needs of the industries in terms helping solve their technological as well as policy environment problems.
 - (3) Other tasks, duties and responsibilities of the teaching staff shall be as prescribed by the Executive Council.
16. **Tasks, Duties and Responsibilities of Research Staff:** (1) Research, development and innovation are the primary responsibilities of research staff. In addition, they should contribute to institutional development activities such as management of the University, fundraising, public relations, collaboration with national and international industries, universities and other institutions etc.
- (2) Consistent with the mission of the University "To Build Prosperous and Just Nepal" all activities of the research staff should be guided by the needs of the industries in terms helping solve their technological as well as policy environment problems.

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- (3) Other tasks, duties and responsibilities of the research staff shall be as prescribed by the Executive Council.
17. **Tasks, Duties and Responsibilities of Administrative Staff:** (1) Consistent with the mission of the University "To Build Prosperous and Just Nepal" all activities of the administrative staff should be guided by the needs for creating conducive environment for teaching and research staff and students to contribute their best to solving technological as well as policy environment problems of industries.
- (2) Administrative staff also should contribute to institutional development activities such as management of the University, fundraising, public relations, collaboration with national and international industries, universities and other institutions etc.
- (3) Other tasks, duties and responsibilities of the teaching staff shall be as prescribed by the Executive Council.
18. **Hours of Work:** The standard work hours of all employees is 40 hours a week from Sunday to Friday. The staff may be allowed to work on a flexible schedule with permission from the concerned unit. A work day is equivalent to eight hours.
19. **Deputation:** Staff maybe deputed for carrying out duties outside the Universities. While on deputation they may receive full or partial or no remuneration. The remuneration rate applicable for staff on deputation shall be prescribed by the Executive Council.
20. **Leave:** (1) There is no provision for the paid leave in the University. The staff shall be paid only for the work hours/days and not for public holidays including Saturdays. The remuneration is designed to compensate for leaves normally granted in universities.
- (2) Leave without pay may be given to the staff. The leave without pay of up to 3 working days shall be approved by the immediate supervisor. The leave of more than 3 working days but less than 8 working days shall be approved by the Unit head. The leave of over 8 working days and up to 30 working days shall be approved by the concerned Vice President. The leave of over 30 thirty working days shall be approved by the President.
- (3) The salary of the concerned employees will be deducted for the period of leave without pay and public holidays.
- (4) The period of the approved leave and public holidays will be deducted while determining the service period of the staff for the purpose of providing the certification of the work period in the University.
21. **Leave is only a convenience:** (1) Leave is not a matter of right, it is only a convenience. Therefore, the obligations to the University should considered when requesting and accepting any leave.
- (2) No employee shall be absent from his duty without taking leave in accordance with these Rules.
- (3) The leave record of all the employees shall be maintained and updated in the format prescribed by the Executive Council.

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Chapter – 5

Remuneration and other benefits

22. **Remuneration and Social Security:** (1) Employees of the University will receive remuneration as specified in the financial rules of the University from the date of their employment. The remuneration shall be paid every month.
- (2) Remuneration of employees shall be determined by including the monetized value of all benefits including leaves being provided public universities.
- (3) Eleven percent Social Security Fund contribution will be deducted from the monthly remuneration of the employees and the University shall add 20 percent of the salary and deposited as per the Contribution Based Social Security Act, and Contribution Based Social Security Regulation of Government of Nepal.
- (4) Tax and other deductions, if applicable, shall be as prescribed by the Executive Council.
23. **Time Scale Remuneration and Increment:** (1) Generally, a person who is initially appointed, in the post, will get the basic remuneration mentioned in the remuneration scale. But an employee who has the level of competence higher than the expected for fresh entrants to the post may get higher remuneration upon recommendation from the Remuneration Review Committee upon approval by the President. The University may provide annual increments to an employee as determined by the Executive Council upon recommendation from the Remuneration Review Committee.
24. **Market Adjustment:** If Market rates for particular posts are higher than that prescribed by the University, upon recommendation of the Remuneration Committee pursuant to Rule 61, may offer for such posts higher remuneration than the prescribed University rates.
25. **Additional Remuneration for Overtime Work:** (1) There is no fixed remuneration for a month. The monthly remuneration is proportional to the number of days/hours of work. The staff working on a public holiday shall receive remuneration if he/she has secured prior permission as prescribed by the Executive Council.
26. **In case of amputation or injury:** (1) The compensation in case of an injury of an employee working in the University service while performing the University work and or in case of his/her death shall be borne by the Social Security Fund as per the applicable Regulations.
- (2) The employee of the University shall not be entitled to benefits under these Rules in case of amputation or injury due to their own serious negligence.
- (3) In order to receive the treatment expenses according to these Rules, the claim must be made within three months of admission to the hospital.
27. **Cremation expenses:** In case of death of an employee while in the University service, Rs.25,000 (twenty-five thousand) will be provided to the rightful person for his/her cremation/burial.
28. **Telephone and transport facilities:** Telephone, transportation or other facilities may be provided to the officials, employees of the University as prescribed by the Executive Council.

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29. **Accident and Life Insurance:** Accident and life insurance of the University employees shall be as per the contribution of the University and employees. The extent of contribution, the amount of insurance, the procedures related to its operation will be as prescribed by the Executive Council.
30. **Health Insurance:** (1) The collective health insurance of all employees working in the regular service of the university will be as per the Contribution Based Social Security Regulation.

Chapter – 6

Retirement Pension and Gratuity

31. **Resignation:** If any employee of the university wants to resign from the service, he/she must give a written notice three months in advance. In the case employees resigns without giving 3 months prior notice such employee shall be required to pay a compensation to the University as prescribed by the Executive Council.
32. **Termination:** (1) In the event that any academic program has to be discontinued, the appointment of any employee of the University may be terminated. But before giving the notice of termination, the University has to decide whether or not employees can be kept or not in other suitable positions. If there is a situation where other suitable positions are not available, the appointment can be terminated by giving a notice of at least 3 months in advance.
- (2) Termination of any program or any teaching department/unit of the University should be recommended by the Academic Council and approved by the Board of Trustees.
33. **Termination because of Economic Crisis:** (1) If any financial crisis occurs in the University, the Executive Council will announce the matter and make special efforts to raise the necessary funds for the University. However, if this effort of the University is not successful, the University may terminate the appointees to reduce the expenses in accordance with the austerity measure.
- (2) In such a situation, the appointment of tenure term contract service may not be renewed.
- (3) If the regular appointment has to be postponed due to financial crisis, the University should give notice of the same at least 3 months in advance.
34. **Gratuity:** (1) If a full-time employee resigns from his post he/she will receive gratuity as per the Contribution Based Social Security Regulation of Government of Nepal.

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Chapter— 7
Code of Conduct

35. **Punctuality and regularity:** (1) Employees working full-time in the University must be present regularly on a daily basis for the time specified by the University and must not be absent from work without permission. It is not allowed to engage in a part-time work without a prior approval.
- (2) Without prior approval of the Executive Council, employees working full-time in the university shall not be allowed to act as officers or directors in other associations, organizations, companies with or without remuneration.
36. **Discipline and Dignity:** (1) The employees of the university should be self-disciplined and dignified and should always strive to make the students well-mannered, polite, disciplined and characterful.
- (2) An employee shall not directly or indirectly give or communicate any documents or records obtained while performing duties at the University or written or collected by him or her to any unauthorized person, association, organization or agency without the prior approval of the authority.
- (3) Employees must maintain their intellectual and academic reputation keeping their honesty and morals high and pure, and follow the conduct appropriate to their position.
37. **Loyalty and respect for service:** The employees of the University should have a sense of faith, trust and confidence in the service of the University and should make teaching, research and creative activities the main goal and be involved in it.
38. **Non-Involvement in Political Activities:** (1) The employees of the University are not allowed to participate in any political activities directly or indirectly or conduct activities or establish associations, organizations, etc., intended for political purposes.
- Clarification:** "Direct or indirect" refers to the state of being a member or official of a political party or participating in political meetings and conferences as a representative of the party.
39. **Propaganda-Prohibition on Dissemination:** (1) No employee working in the University service shall publish any matter which adversely affects the dignity and reputation of the University including publications against the policy and purpose of the University.
- (2) Any employee of the University, while performing his/her duties, shall not disclose to any unauthorized person or media, etc., any document or any news that he/she has received, written or collected without the prior approval of the concerned body.
40. **Marriage Restrictions:** No employee of the University shall cause polygamy and child marriage.
41. **Property details to be submitted:** Each employee working in the University shall submit the property details in the format prescribed by the Government of Nepal within sixty days of the end of each financial year to the concerned unit.

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42. **Monthly work progress statement:** The employees of the university should submit the progress report of the work done by them to the head of the unit or the Vice President every month.
43. **Outside Work:** (1) The staff shall not be allowed to be engaged in other jobs without the permission of the University.
- (2) The staff may be given permission to be engaged in work outside the University if such work is aligned to the mission of the University and the concerned Employer makes formal request to the University to release the staff.
- (3) Since remuneration is paid on the basis of the time input by the employee the monthly remuneration of the employees allowed to take outside work may be adjusted based on his/her time input to the University.
- (4) Procedures for granting permission to the staff for engaging in the outside work shall be as prescribed by the Executive Council.
44. **Dispute Resolution:** (1) An employee having a disagreement that could give rise to a dispute is encouraged to discuss about it with the immediate supervisor. If the disagreement could not be resolved the employee may file with the University a petition about the dispute.
- (2) All petitions must be filed with the University within sixty (60) working days of the date of the occurrence of the dispute. Disputes filed after the expiration of the prescribed days shall be rejected.
- (3) The immediate supervisor shall render a decision, in writing, within fifteen (15) working days of receipt of the petition.
- (4) If the dispute is not resolved with the decision of the immediate supervisor, the employee shall submit the petition to Vice President (Administration and Finance), within fifteen (15) working days after the receipt of the decision on the petition from the immediate supervisor.
- (5) The Vice President (Administration and Finance) will render a decision, in writing, within thirty-five (35) working days of receipt of the petition.
- (6) Well-being of employees and harmonious work relationships are matters of utmost concern to the University.

Chapter – 8

Conviction and Appeal

45. **Conditions for Sanctions:** (1) If there is a reasonable and sufficient reason, the employees of the University may be sanctioned under the following conditions:
- (a) If the work is not satisfactory,
- (b) If the employee does not attend and fulfill his responsibility within the stipulated time, or if refuses to fulfill his responsibility,
- (c) In case of undisciplined work,

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- (d) In case of frequent absenteeism without prior approval,
- (e) In case of misbehavior without following his official duties honestly and responsibly,
- (f) In case of causing any loss or damage to the University by deliberate negligence,
- (g) If the assigned responsibility is not carried out or cannot be carried out due to lack of competence or efficiency,
- (h) Repeated undisciplined work,
- (i) In case of corruption,
- (j) If found guilty by any court of law for moral turpitude or other criminal charges,
- (k) In case of repeatedly violating the rules of conduct,
- (l) In case of insane or mentally unsound,
- (m) Absence from the University for more than one month without approval of leave,
- (n) In case of violation of confidentiality of the University,

46. **Type of Sanctions:** The employees of the University may be sanctioned for the breach of the code of conduct as follows based on Regulations formulated by the Executive Council:

- (1) giving warning
- (2) withholding the annual remuneration increase
- (3) deduction of an amount from the remuneration
- (4) removal from employment or dismissal,

47. **Sanction procedure:** (1) An employee shall not be deprived of the right to present his/her defense by mentioning the reason for the action against him/her before the sanction. The sentencing authority shall seek clarifications from the concerned employee before any sanction.

- (2) Pursuant to these Rules, if the procedure is concluded and it is found that the employee should be punished, he/she will be notified the punishment that is going to be given and an explanation will be requested giving a reasonable deadline as to why the proposed punishment should not be given.

48. **Taking Action Under Suspension:** Before imposing general or special sanction to an employee of the University, the sanctioning authority may suspend until the investigation is completed in the following cases:

- (a) If there is a possibility that false evidence may be collected or evidence against him/her may be destroyed by allowing him/her to continue working in his/her position.
- (b) If there is a possibility of harm to the University by allowing the concerned employee to work.

49. **Period of Suspension:** (1) The suspension of a University employee shall not normally exceed three months.

- (2) Within that period, the authority should complete the investigation. If the period of suspension has to be extended due to an extraordinary situation, the Executive Council

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may extend the period of suspension for another 3 months in the case of employees at the Officer level or above. In the case of the staff below the officer level, the President may extend the period of suspension for another 3 months.

50. **Remuneration during Suspension:** A suspended employee will receive only one-fourth of the monthly estimated remuneration during the suspension period. But if the accusation is not proven or if he/she is acquitted, he/she will be given the remaining amount of his monthly remuneration. If the charges against him are proved and released from service, he/she shall not get any other remuneration for the period of suspension.
51. **Automatic Suspension:** If an employee is arrested and imprisoned on a criminal charge of moral turpitude, he/she will be automatically suspended for the duration of his imprisonment. If he/she is automatically suspended in this way, he/she will not be entitled to any remuneration and other benefits.
52. **Termination of Suspension:** If a suspended employee is reinstated in his position or if he/she is dismissed, his/her suspension shall be deemed to have ended from the date of such decision.
53. **Sentencing Officer:** (1) Except for what is clearly written in these Rules, the head of the **constituent** unit will have the right to impose general punishment under this section and the right to impose special punishment will be vested in the Executive Council.
54. **The Right to Submit an Acquittal:** Before punishing an employee, an explanation will be requested by mentioning the reason for taking action against the employee and why the proposed punishment should not be done. But in the following cases, an explanation will not be requested:
 - (a) Working as a visiting or working part-time or in case of temporary or probation period.
 - (b) If those who are in contract service have to be punished according to the contract clauses.
 - (c) Who has been found guilty by a court of criminal conviction of moral turpitude,
 - (d) Employees who could not be contacted.
55. **Appeal and Appeal Hearing Officer:** If an employee is not satisfied with the decision of punishment, he/she must submit the application to the President of the University, within 35 days from the date of receiving the punishment notice.
56. **Remuneration and Allowance:** If the order to remove an employee from the service is revoked and it is decided to resume service, he/she shall be paid estimated remuneration for the period of non-work.
57. **Constitution of Appeal Committee:** (1) In order to hear appeals related to service conditions and punishments of employees, the Executive Council shall form an appeals committee other than the authority of the constituent unit.

Rejoice

D. Amin

Chapter 9

Staff Post and Position Review Committee

58. **Committee Formation:** (1) A Committee comprising the following shall be constituted for the purpose of review staff post and position.

1	Vice President Academic and Research	Convener
2	Vice President Administration and Finance	Member
3	A nominee of Board of Trustees	Member

59. **Tasks, Duties and Responsibilities:** Task, duties and responsibilities of the committee shall be as follows:

- a. To periodically review the staff positions in the University based on the number of students and work load of the staff.
- b. To review request for creation of additional staff positions and creation of new positions from Directors and other units of the University recommended by the Vice President Academic and Research and Vice President Administration and Finance.
- c. To recommend the creation new staff posts and alteration of existing staff posts to the Board of Trustees through the Executive Council.
- d. To recommend additional staff positions and cancellation of existing staff positions to the Board of Trustees through the Executive Council.
- e. To perform other tasks as prescribed by the Executive Council.

Chapter— 10

Non-Staff Human Resources and Labor

60. **Non-Staff Human Resources and Labor:** (1) Some human resources needed for the operation of the University may be filled by hiring consultants from consulting firms as well as labor from human resource supply firms. Consultants shall be hired by following the Procurement Rules and labor following the Labor Law.

(2) The Executive Council may decide to hire services of some human resources and labor under procurement rules following the Labor Law in case of the labor.

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Chapter 11

Remuneration Review Committee

61. **Committee Composition:** (1) A review committee comprising the following shall be constituted for the purpose of remuneration review of the University employees.

1	President	Convener
2	Vice President Academic and Administration	Member
3	Vice President Administration and Finance	Member
4	Directors	Member
5	Administration Chief	Member
6	Finance Chief	Member
7	A member of the Board of Trustees Recommended by the Board of Trustees	Member

62. **Tasks, Duties and Responsibilities:** Task, duties and responsibilities of the Committee shall be as follows:

- a. To propose staff remuneration scale and submit a recommendation for approval to the Board of Trustees through the Executive Council.
- b. To periodically review the staff remuneration scale.
- c. To negotiate remuneration of newly appointed staff if there is a request from the concerned Vice President for deviation from recommended remuneration levels.
- d. To recommend annual remuneration increment for the staff based on recommendation of the concerned unit and performance evaluation of the staff to the Executive Council.

Chapter 12

Performance Evaluation

63. **Performance Evaluation:** (1) Performance evaluation of each employee of the University shall be made yearly by the concerned unit and submit it to the Office of the Vice President (Administration and Finance).

- (2) The procedures for performance evaluation shall be as prescribed by the Executive Council.
- (3) The performance evaluation shall be considered while taking decisions on annual remuneration increments, career progression, rewards and reprimanding, if applicable.
- (4) The staff shall receive feedback based on the performance evaluation. The staff shall be given an opportunity to express his/her opinion on the performance evaluation.
- (5) Based on the performance evaluation the staff will be provided with suggestions for improving the job performance.
- (6) The criteria and procedures for reward and punishment shall be as prescribed by the Executive Council.



64. **Committee Formation:** (1) Performance Evaluation Review Committee comprising of the following shall be formed to oversee the process, ensure fairness and review the performance of every employee of the University.

a. **Committee**

1	President	Convener
2	Vice President Academic and Research	Member
3	Vice President Administration and Finance	Member
4	A member of the Board of Trustees nominated by the Board of Trustees	Member

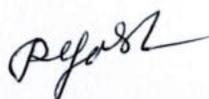
(2) **Tasks, Duties and Responsibilities:** Task, duties and responsibilities of the committee shall be as follows:

- a. Establish and maintain a schedule for performance evaluations.
- b. Ensure that evaluations are conducted in a fair and consistent manner
- c. Review the evaluation criteria and metrics to ensure they align with the University's vision, mission, goals and values.
- d. Maintain confidentiality and data security throughout the process.
- e. Provide recommendations based on evaluation results, including promotions, remuneration adjustments, or performance improvement plans.
- f. Address appeal and disputes related to performance evaluation.
- g. Present an annual report to the university leadership summarizing the evaluation outcomes and any recommendations for actions.

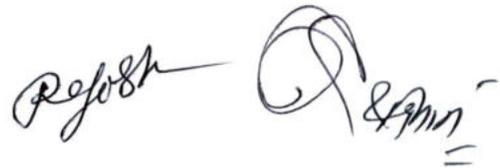
Chapter 13

Miscellaneous

65. **Delegation of Authority:** The authorized officer may delegate part or all of the authority granted to him under these Rules to a senior employee under him.
66. **Authority to Interpret Rules:** The Board of Trustees will have the authority to interpret these Rules made under the University Act 2079.
67. **Regarding Matters not Covered by this Rule:** The matters mentioned in these rules shall be in accordance with this Rule and other matters shall be executed according to the decision of the Executive Council. The actions taken in this way shall be considered as being in accordance with this Rule.
68. **Cannot leave Service Without Prior Approval:** An employee working in the University service is not allowed to leave the service without the prior approval of the university. The sanctions for the breach of this provision shall be as prescribed by the Executive Council.



69. **Provisions Related to Resignation:** (1) If employees working in the university wish to resign from their positions, they must submit their resignations in writing to the Office of the Vice President Administration and Finance.
- (2) Employees who are outside of Nepal shall send their resignation to the Office of the Vice President Administration and Finance through a courier service.
- (3) According to Sub-Rule 1, if an employee resigns from his post, his resignation will be accepted by the Vice President (Administration and Finance) if it is confirmed that the resignation complies with the applicable Rules, there are no remaining arrears, no action has been initiated for any kind of punishment.
- (4) The settlement upon the acceptance of the resignation shall be as prescribed by the Executive Council.
70. **Personal Details:** University employees have to submit their personal details to the University according to the sample specified by Executive Council.

Handwritten signatures and initials in black ink. The first signature is 'Rajesh' and the second is 'R. Amin' with a horizontal line underneath.