

Organization and Operation 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 Organization and Operation Rules 2080 (2023 AD)”.
(2) These Rules come into effect immediately.
2. **Definition:** Unless the subject and context otherwise require in these Rules -
 - a. "Academic Council" means the Academic Council of the University pursuant to Clause 10 of the Act.
 - b. “Act” means the Madan Bhandari University of Science and Technology Act, 2079 (2022 AD).
 - c. “Agenda” means subjects and proposals prepared for meetings of Board of Trustees, Executive Council, Academic Council, Faculty Board and other prescribed bodies of the University for deliberations and decisions in the meetings.
 - d. “Chairperson” means Chairperson of the Board of Trustees pursuant to Clause 7 Sub-Clause (14) of the Act.
 - e. "Executive Council" means the Executive Council of the University pursuant to Clause 11 of the Act.
 - f. “Officials” mean University officials pursuant to Clause 6 of the Act and the University Rules.
 - g. "President" means the President of the University pursuant to Clause 12 of the Act.
 - h. "Prescribed" or "as prescribed" means prescribed or as prescribed in the Rules formulated under the Act.



- i. "Faculty" means faculty of the University pursuant to Clause 19 of the Act.
- j. "Rules" means Rules adopted pursuant to Clause 37 of the Act.
- k. "Researchers" means researchers of the University pursuant to Clause 19 of the Act.
- l. "Staff" means administrative and other staff at the University pursuant to Clause 19 of the Act.
- m. "Trustee" means members of the Board of Trustees including the Chairperson.
- n. "University" means the Madan Bhandari University of Science and Technology established pursuant to Clause 3 of the Act.
- o. "Vice President" means the Vice-President of the University pursuant to Clause 6 (b) of the Act.

Chapter 2

Board of Trustees

3. Duties and Powers of the Board of Trustees: (1) In addition to the duties and powers specified in Clause 9 of the Act, the duties and powers of the Board of Trustees shall be as follows:

- (1) To award degrees to students who have fulfilled requirements for the relevant degrees and grant permission to organize a convocation ceremony.
- (2) To award honorary degrees to national and international scholars.
- (3) To approve the audit report and other relevant reports, as determined by the Board of Trustees.
- (4) To approve the positions of faculty, researchers and staff.
- (5) To authorize recruitment of faculty, researchers and staff required by the University.
- (6) To conduct periodically performance evaluation of the University and issue directives for necessary actions based on the evaluation reports.

5. Selection of Chairperson: (1) The Board of Trustees shall follow the following procedure for the selection of the Chairperson pursuant to Clause 7 Sub-Clause (14) of the Act:

- (a) Nominated members, who wish to hold the position of the Chairperson of the Board of Trustees shall file their nominations in the format (refer to Annex 1) prescribed by the Board of Trustees. Members also may nominate eligible trustees for the position of the Chairperson.



(b) The members who have registered nominations or the members who have been nominated for the post of the Chairperson shall present in the BOT meeting the reason for filing or accepting nominations.

(c) If the number of members filing the nomination is one, the member filing the nomination shall be declared the Chairperson of the Board of Trustees. If the number of members filing nominations is more than one, the Chairperson will be chosen by a secret ballot.

(d) The candidate, who gets the majority of the votes of the members present in the meeting, shall be declared the Chairperson. If no candidate gets the majority, a second round of voting shall be held for the two candidates getting the highest number of votes. The member who gets the most votes in the second round shall be declared the Chairperson. If the votes of the candidates are equal in the second round, the winning candidate will be determined by tossing a coin.

6. Tenure of Chairperson: (1) The tenure of the Chairperson of the Board of Trustees selected according to Rule 5 shall be no less than three years or the same as his/her tenure of his/her membership of Board of Trustees, whichever is higher.

(2) If the position of the Chairperson of the Board of Trustees becomes vacant for any reason, a Chairperson will be selected for the remaining term in accordance with the provisions of the Act and the Rules.

7. Tenure of Nominated Members: (1) In accordance with Clause 7 Sub-Clause 6 of the Act, the tenure of the members of the Board of Trustees nominated by the Cabinet of Ministers of the Government of Nepal shall be fixed as follows: four for two years, five for three years and one for four years.

8. Resignation of Nominated Members: (1) Nominated members of the Board of Trustees, who wish to leave the BOT shall submit the resignation letter through President to the Chairperson of the Board of Trustees. The Chairperson shall take an appropriate decision.

9. Termination of the Tenure of Members of the Board of Trustees: (1) The tenure of the ex-officio members of the Board of Trustees shall end automatically when they cease to hold the position they were representing.

(2) The tenure of the nominated members of the Board of Trustees shall end in the following conditions, in addition to the conditions defined in the Act:



- (a) In case of death,
 - (b) If found guilty by any court of law for moral turpitude or other criminal charges,
 - (c) If he/she acts against the interest of the University,
 - (d) If there is a conflict of interests that cannot be managed.
- (3) If the position of a member of the Board of Trustees becomes vacant due to any reason, another person shall be nominated for the remaining term of the vacant member position following the procedure pursuant to Clause 7 of the Act.

Chapter 3

Board of Trustees Meeting

- 10. Board of Trustees Meeting:** (1) The Board of Trustees meeting Shall be chaired by the Chairperson of the Board of Trustees pursuant to Clause 8 Sub-Clause (5) of the Act. For any reason, if the Chairperson cannot preside the meeting, the President of the University shall preside over the meeting with the permission of the Chairperson.
- (2) The first meeting of the Board of Trustees will be chaired by the President.
- 11. Agenda of the Meeting of the Board of Trustees:** (1) The Chairperson shall approve the agenda of the meeting as proposed by Executive Council.
- (2) The Executive Council shall submit the agenda/proposal for the meeting to the Chairperson eighteen days prior to the meeting. In special circumstances, with the approval of the Chairperson, the Executive Council may submit the proposal sixteen days ahead of the meeting.
- 12. Quorum, Postponement and Termination of the Meeting:** (1) The quorum of the meeting of the Board of Trustees shall be more than fifty percent of the existing members of the Board. The Chairperson shall adjourn the meeting if the required quorum for the meeting is not met.
- (2) The meeting reconvened because of the lack of the quorum pursuant to Sub-Rule (1) shall deliberate only on the agenda of the adjourned meeting.
- 13. Postponement of the Meeting:** (1) The Chairperson may postpone a meeting if he/she feels the meeting preparations to be inadequate.



14. Decision of the Meeting: (1) The decision of the meeting shall be made by a simple majority of the members present in the meeting. If the votes for and against a proposal are equal, the Chairperson may cast the decisive vote.

15. Minutes of the Meeting: (1) The Secretary shall draft minutes of the meeting.

(2) The draft confirmed by the Chairperson shall be circulated for comments to the trustees by the Secretary. The trustees participating in the meeting shall provide comments within two working days after receiving the minutes.

(3) The minutes shall be finalized by the Chairperson incorporating comments received from the trustees within 3 working days after the deadline for submission of comments.

(4) The Secretary shall certify the minutes upon authentication by the Chairperson and President.

(5) The Secretary shall circulate the decisions of the meeting to all members of the Board of Trustees within one working day after the authentication.

16. Open and Public Meetings: (1) In addition to the regular **Closed** meetings of the BOT, the BOT may also organize **Open** and **Public** types of meeting from time to time.

(2) **Open** type meetings will have members invited from faculty, staff and researchers. And **Public** type meetings will have participation open to public stakeholders on invitation.

(3) The type of meeting will be specified in the proposal submitted by the Executive Council to the Chairperson. The Chairperson shall classify the type of meeting.

(4) The agenda for **Open** and **Public** meetings shall be made available to the targeted invitees. Those who wish to attend a meeting shall inform the Secretary in writing. The invitees will be approved by the President.

(5) In the case of regular **Closed** BOT Meetings, the list of intended invitees or observers shall be included in the Proposal. In addition, the President may recommend invitees to the Chairperson. The Chairperson will instruct the Secretary to invite individuals deemed appropriate for attending the meeting.



(6) All invitees and observers shall not participate in the discussions in a meeting unless permitted by the Chairperson. All invitees and observers shall follow the rules and norms of the meeting including avoiding conflicts of interest, maintaining confidentiality of the deliberations in the meeting.

Chapter 4

Others

- 17. Legal Opinion and Advice:** Legal issues related to the business of the Board of Trustees, shall be resolved by getting the opinion of the University's legal advisor or other legal experts.
- 18. Constitution of Committee or Commission:** (1) The Board of Trustees may constitute committees or commissions in connection with carrying out of its functions and prescribe the terms of reference for committee or commission as appropriate.
(2) The Board of Trustees may change, withdraw members of the committee or commission or fill the vacant position of members of committee or commission constituted pursuant to Sub-Rule (1).
- 19. Power to Issue Directives:** The Board of Trustees may issue directives to the Executive Council or the President of the University on matters within its competence and it will be the duty of the Executive Council or the President to comply to the directives issued.
- 20. Benefits:** The Benefits of the Chairperson and members of the Board of Trustees shall be as specified in the Financial Rules of the University.



Ref

2/11/17

Madan Bhandari University of Science and Technology
Nomination for Chairperson of the Board

Category 1: *Self-nomination*

Name:

Signature:

Date:

Category 2: *Nomination by a member*

Name of nominee:

Name of Nominator:

Signature:

Date:

Confirmation of nomination acceptance

Signature:

Date:



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Madan Bhandari University of Science and Technology
Academic Council 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

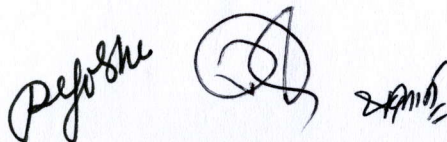
Initials

1. Short Title and Commencement: (1) The Rules shall be called "Madan Bhandari University of Science and Technology Academic Council Rules 2080 (2023 AD)".

(2) These Rules come into effect immediately.

2. Definition: Unless the subject or context requires otherwise in these Rules:

- a) "Academic Council" means the Academic Council of the University pursuant to Clause 10 of the Act.
- b) "Act" means the Madan Bhandari University of Science and Technology Act, 2079 (2022 AD).
- c) "Agenda" means subject and proposals prepared for meetings of Board of Trustees, Executive Council, Academic Council, Faculty Board and other prescribed bodies of the University for deliberations and decisions in the meetings.
- d) "Chairperson" means Chairperson of the Board of Trustees pursuant to Clause 7 Sub-Clause (14) of the Act.
- e) "Executive Council" means the Executive Council of the University pursuant to Clause 11 of the Act.
- f) "Officials" means University officials pursuant to Clause 6 of the Act and the University Rules.
- g) "President" means the President of the University pursuant to Clause 12 of the Act.
- h) "Prescribed" or "as prescribed" means prescribed or as prescribed in the Rules formulated under the Act.
- i) "Faculty" means faculty of the University pursuant to Clause 19 of the Act.
- j) "Rules" means Rules adopted pursuant to Clause 37 of the Act.



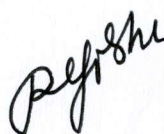
- k) "Researcher" means researchers of the University pursuant to Clause 19 of the Act.
- l) "Staff" means administrative and other staff at the University pursuant to Clause 19 of the Act.
- m) "Trustee" means members of the Board of Trustees including the Chairperson.
- n) "University" means the Madan Bhandari University of Science and Technology established pursuant to Clause 3 of the Act.
- o) "Vice President" means the Vice-President of the University pursuant to Clause 6 (b) of the Act.

Chapter 2

Academic Council

3. Tasks, duties and powers of the Academic Council: In addition to the tasks, duties and powers specified in Clause 10 Sub-Clause 4 of the Act, the tasks, duties and powers of the Academic Council shall be as follows:

- (a) To approve/modify the framework for organization of research and teaching programs of the University based on the proposal from the Executive Council, if required, in consultation with the Board of trustees.
- (b) To approve the intake size for academic programs based on the review of the proposal from the Executive Council, if required, in consultation with the Board of Trustees.
- (c) To recommend the award of honorary degrees to the distinguished individuals having made significant contribution to the society, especially in the field of higher education.
- (d) To approve the nomenclature of teaching and research positions and minimum qualifications for these positions.
- (e) To approve policies on honorary chairs, adjunct professors, emeritus professors.
- (f) To approve policies on the offer of joint degrees with other academic institutions.
- (g) To approve degrees of other universities for the purpose of student admission and faculty recruitment.





- (h) To formulate policies related to curriculum development.
- (i) To form various committees or sub-committees or working groups as required in matters within their scope and determining their duties and procedures.
- (k) To monitor the delivery and quality of research and teaching programs based on the periodic reports submitted by the Executive Council and Program Committees.
- (l) To submit annual report to the Board of Trustees on the status of the research and teaching.
- (j) To perform other tasks as required with the framework of the Act and applicable Rules.

4. Tenure of members and conditions of vacancy: (1) The tenure of the nominated members of the Academic Council shall be three years.

(2) The tenure of the members of the Academic Council shall be staggered as decided by the Academic Council.

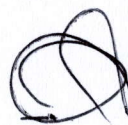
(3) The posts of nominated members shall be vacant in the following conditions:

- (a) If the resignation of a member is accepted by the President,
- (b) In case of the death,
- (c) In case of the absence in the meeting of the Academic Council more than three consecutive times without notice or valid justification,
- (d) If the tenure of the position related to his or her nomination ends;
- (e) If officially proved to be insane or mentally unsound,
- (f) If found guilty by a court of law for moral turpitude or other criminal charges,
- (g) If the member is proved unfit to continue according to any Law or Rules.
- (h) If there is a conflict of interest which cannot be managed.

5. Resignation of a member: (1) A nominated member of the Academic Council wishing to resign from the position of a member of the Council shall submit a resignation to the President.

6. Nomination of Vacant Member: (1) If position of a member becomes vacant due to any reason pursuant to Rule 4 and Rule 5, another person shall be nominated from the same category for the remaining term pursuant to Clause 10 of the Act.

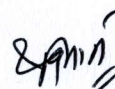
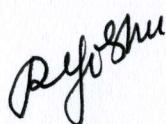
7. Secretary of the Academic Council: A University staff recommended by the President shall be appointed as the Secretary to the Academic Council by the Academic Council.

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Chapter 3

Meeting of the Academic Council

- 8. Meeting of the Academic Council:** (1) The meeting of the Academic Council will normally be held four times a year. But in case of the need, the Convener can call a meeting at any time.
- (2) The meeting of the Academic Council shall be held on the date, time and place specified by the Convener of the Council.
- (3) The meeting of the Academic Council can also be held online. Attendance of the online meeting will be authenticated by the Convener.
- 9. Chairing of the meeting:** The meeting of the Academic Council shall be chaired by Convener of the Academic Council. In the absence of the Convener, the member designated by the Convener will preside over the meeting.
- 10. Notice and Agenda of the Meetings:** (1) The Convener shall approve the agenda of the meeting.
- (2) The secretary as instructed by the Convener shall send the agenda of the meeting and inform the Council members about the venue of the meeting, date and time of the meeting seven days before the date of the meeting.
- 11. Quorum:** (1) The quorum of the meeting of the Academic Council shall be more than 50 percent of the existing members of the Council. The Convener shall adjourn the meeting if the required quorum for the meeting is not met.
- 12. Postponement of Meeting:** (1) The Convener may postpone a meeting if she/he feels the meeting preparations is inadequate.
- 13. Proposal/Agenda that could not be discussed in the meeting:** (1) If the proposal/agenda presented in the meeting could not be discussed in the meeting due to lack of time or any other reason, it can be put as a new proposal in the next meeting of the Academic Council.
- 14. Decision of the meeting:** Decisions in the meeting will 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.

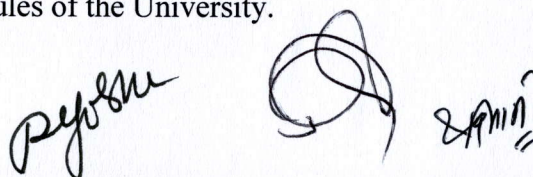


- 15. Minutes of the Meeting:** (1) The Secretary of the meeting will circulate the draft minutes of the meeting to the members upon consent from the Convener within three business days after the meeting.
- (2) The members shall send comments on the draft minutes to the Secretary within three business days after the receipt of the draft.
- (3) The Secretary shall incorporate comments received and get a consent from the Convener within two business days after receipt of the comments.
- (4) The Secretary shall enter the decisions of the meeting into the minute book and get them authenticated by the Convener within two business days after receiving the consent from the Convener
- (5) The Secretary shall circulate the minutes of the meeting to members of the Academic Council within two business days after the minutes are authenticated by the Convener.
- 16. Invitees to the meeting:** (1) The Secretary as instructed by the Convener shall extend an invitation to any individual to attend the meeting of the Academic Council as an invitee.
- (2) The invitees will be allowed to express his/her opinion in the meeting. But they will not have the voting right.
- (3) The observers will not be allowed to express his/her opinion in the meeting.

Chapter 4

Miscellaneous

- 17. Legal opinion and advice:** (1) The Academic Council may seek legal advice from the University's legal advisor or other legal experts.
- 18. Constitution of Committees and Sub-committees:** (1) The Council may form committees and sub-committees as needed for carrying out its functions and prescribe the terms of reference for them.
- (2) The Council may change or withdraw members of the committee and sub-committee or fill the vacant position of members constituted as per Sub-Rule (1).
- 19. Benefits:** The benefits of the Convener and members of the Academic Council shall be as specified in the Financial Rules of the University.



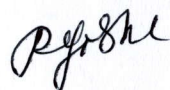
Madan Bhandari University of Science and Technology
Executive Council Rules, 2080

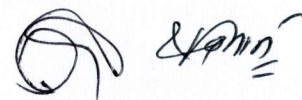
The Board of Trustees of Madan Bhandari University of Science and Technology has approved the following Rules pursuant to Clause 37 of Madan Bhandari University of Science and Technology Act, 2079 (2022 AD).

Chapter 1

Initials

1. **Short Title and Commencement:** (1) The Rules shall be called "**Madan Bhandari University of Science and Technology Executive Council Rules, 2080 (2023 AD)**".
 (2) These Rules come into effect immediately.
2. **Definition:** Unless the subject or context requires otherwise in these Rules:
 - a) "Academic Council" means the Academic Council of the University pursuant to Clause 10 of the Act.
 - b) "Act" means the Madan Bhandari University of Science and Technology Act, 2079 (2022 AD).
 - c) "Agenda" means subject and proposals prepared for meetings of Board of Trustees, Executive Council, Academic Council and other prescribed bodies of the University for deliberations and decisions in the meetings.
 - d) "Chairperson" means Chairperson of the Board of Trustees pursuant to Clause 7 Sub-Clause 14 of the Act.
 - e) "Executive Council" means the Executive Council of the University pursuant to Clause 11 of the Act.
 - f) "Officials" means University officials pursuant to Clause 6 of the Act and the University Rules.
 - g) "President" means the President of the University pursuant to Clause 12 of the Act.
 - h) "Prescribed" or "as prescribed" means prescribed or as prescribed in the Rules formulated under the Act.
 - i) "Faculty" means faculty of the University pursuant to Clause 19 of the Act.
 - j) "Rules" means Rules adopted pursuant to Clause 37 of the Act.





- k) "Researcher" means researchers of the University pursuant to Clause 19 of the Act.
- l) "Staff" means administrative and other staff at the University pursuant to Clause 19 of the Act.
- m) "Trustee" means members of the Board of Trustees including the Chairperson.
- n) "University" means the Madan Bhandari University of Science and Technology established pursuant to Clause 3 of the Act.
- o) "Vice President" means the Vice-President of the University pursuant to Clause 6 (b) of the Act.

Chapter 2

Executive Council

3. Constitution of the Executive Council: (1) The Executive Council shall be constituted as follows:

- | | |
|---|-------------|
| a. President | Coordinator |
| b. Vice Presidents | Member |
| c. Three persons from among Professors nominated by the Board of Trustees upon recommendation of the President | Member |
| d. Two persons from among Chiefs of the bodies constituted under clause 5 (d) of the Act nominated by Board of Trustees | Member |

4. Tasks, Duties and Powers of the Executive Council: (1) In addition to the tasks, duties and powers specified in Clause 11 (3) of the Act, the tasks, duties and powers of the Executive Council shall be as follows:

- a. Formulate short-term, medium-term and long-term policies, plans and programs on various subjects such as university teaching, research and professional development of teachers etc.
- b. To establish necessary bodies and operate them in an orderly manner according to the purpose of the University,

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- c. To determine the intake capacity for each program based on the recommendation of the related Institutes.
- d. To establish and maintain relations with Universities and other educational institutions in the country and abroad.
- e. To establish the necessary funds for the University by receiving financial grants and material resources from the Government of Nepal and other International or National sources and make arrangements for its operation.
- f. To submit the annual report and other important reports of the University to the Board of Trustees.
- g. To approve leave and deputation of university teaching, research and administrative staff for a period of more than three months.
- h. To grant permission to appoint teachers, technical and administrative staffs in contract service and permission to extension of contract service period.
- i. To review, evaluate and supervise the work of the university from time to time, issue instructions subject to the necessary rules and regulations.
- j. To form various committees or sub-committees as required and determine their tasks, duties, responsibilities and work procedures.
- k. To approve regulations and guidelines necessary for the university.
- l. To appoint or grant approval for appointment in non-regular positions such as visiting faculty, advisors and others.
- m. To determine remuneration rate for non-regular appointments such as visiting faculty, advisors and others.
- n. To do other necessary work to fulfill the objectives of the University under the University Act and Rules.

5. Tenure of the Members and the Condition of Vacancies: (1) The tenure of the member nominated pursuant to clause 11 sub-clause (2) (c), (d) of the Act shall be three years.

(2) The post of nominated member shall be vacant in the following cases:

- (a) If the resignation of a member is accepted by the Executive Council,
- (b) if he/she leaves the position he/she is representing,
- (c) if officially proved to be insane or mentally unsound,
- (d) In case of death,

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- (e) if absents in the meeting of the Executive Council for more than three consecutive times without notice,
- (f) if found guilty by any court of law for moral turpitude or other criminal charges.
- (g) If the member is proved unfit to continue according to any law or rule.
- (h) If there is conflict of interests with the University that cannot be managed.

6. Resignation of a Member: If a nominated member of the Executive Council wants to resign from the position of a member of the Council, that resignation must be submitted to the Convener. The resignation of the members of the Executive Council will be accepted by the Convener.

7. Nomination of Vacant Member: (1) If the position of a nominated member of the Executive Council becomes vacant before end of the tenure, the vacant position shall be filled from the same category for the remaining term pursuant to Clause 11 of the Act.

(2) The member who is nominated pursuant to Clause 11 Sub-Clause (2) (c) from among the academic staff of the University shall not normally be nominated for more than two times.

8. Secretary of the Executive Council: The staff appointed by the Executive Council shall work as the Secretary of the Executive Council.

Chapter 3

Meeting of the Executive Council

9. Meeting of the Executive Council: (1) The meeting of the Executive Council shall be held on the date, time and place specified by the Convener of the Council.

(2) The meeting of the Executive Council can also be held online. The attendance of the online meeting will be authenticated by the Convener.

10. Chairing of the Meeting: The meeting of the Executive Council shall be chaired by the Convener of the Executive Council. In the absence of the Convener, the Vice-president appointed by the Convener from among the Vice-presidents of the University will preside over the meeting.

11. Notice and Agenda for Meetings: (1) The convener shall approve the agenda of the meeting.




- (2) The Secretary as instructed by the convener shall send a written notice including the agenda of the meeting, venue, date and time at least 3 days before the date of the meeting. But in special cases, the notice may be sent one day in advance of the meeting. Notice of the meeting can also be sent by e-mail.
- 12. Quorum:** The quorum of the meeting of the Executive Council shall be more than 50 percent of the existing members of the Council. The Convener shall adjourn the meeting if the required quorum for the meeting is not met.
- 13. Postponement of Meeting:** The Convener may postpone a meeting if she/he feels meeting preparations are inadequate.
- 14. Proposals/agenda that could not be discussed in the meeting:** If the proposals/agenda presented in the meeting and could not be discussed in the meeting due to lack of time or any other reason, it can be put as a new proposal in the next meeting of the Executive Council.
- 15. Decision of the Meeting:** The decision of 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.
- 16. Minutes of the Meeting:** (1) The Secretary shall circulate the draft minutes of the meeting to the members upon consent from the Convener within three business days after the meeting.
- (2) The members shall send comments on the draft minutes to the Secretary within three business days after receipt of the draft minutes.
- (3) The Secretary shall incorporate comments received and get a consent from the convener within two business days after receipt of the comments.
- (4) The Secretary shall enter the decisions of the meeting into the minute book and set them for authentication by the Convener within two business days after receiving the consent from the convener.
- (5) The Secretary shall circulate the minutes of the meeting to all members of the Executive Council within two business days after the minutes are authenticated by the Convener.
- 17. Invitee to the Meeting:** (1) The Secretary as instructed by the Convener shall extend an invitation to any individual to attend the meeting of the Executive Council as an invitee or an observer.

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- (2) The invitee will be allowed to express his/her opinion in the meeting. But, the invitee will not have the voting right.
- (3) The observers will not be allowed to express his/her opinion in the meeting.

Chapter 4

Miscellaneous

- 18. Legal Opinion and Advice:** The Executive Council may seek legal advice from the university's legal advisor or other legal experts.
- 19. Constitution of Committees and Sub-Committees:** (1) The Executive Council may form committees, sub-committees or task force as needed.
(2) The Council may change or withdraw members of the committee, sub-committee or Task-force as needed.
- 20. Authority Delegation:** The Executive Council may issue directives or delegate authority and rights to a committee or President, Vice-president or any officials, unless it is written to be done by a specific official or person in the Act or the Rules.
- 21. Interpretation of Rules:** The Board of Trustees shall have the right to interpret these Rules.



Madan Bhandari University of Science and Technology
Academic Policy and Review Committee Rules 2080 (2023 AD)

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

1. **Short Title and Commencement:** (1) These Rules shall be called "**Academic Policy and Review Committee Rules 2080 (2023 AD)**".

(2) These Rules come into force immediately.

2. **Formation of Academic Policy and Review Committee:** (1) The formation of the Academic Policy and Review Committee shall be as follows:

- | | | |
|----|---|----------|
| a) | Vice President Academic and Research | Convener |
| b) | Other Vice Presidents | Member |
| c) | Directors of Institutes | Member |
| d) | Two from among academic staff or experts of the University nominated by the President upon recommendation by the Vice President Academic and Research | Member |
| e) | Two subject experts including one from outside the country nominated by the President upon recommendation by the Vice President Academic and Research | Member |
| f) | Three representatives of potential employers nominated by the President upon recommendation by the Vice President Academic and Research | Member |

(3) When the position of the Vice President Academic and Research is vacant the President will assume the responsibility of the Convener.

3. **Tenure of Members and Conditions of Vacancy:** (1) The tenure of nominated members will be three years. The tenure of the nominated members shall be staggered through a lottery.

(2) The tenure of the ex-officio members of the Academic Policy and Review Committee shall end automatically when they cease to hold the position they were representing.

(3) Members nominated under Rule 2 Sub-Rule (2) shall not be eligible for nomination as members of the Academic Policy and Review Committee more than three terms.

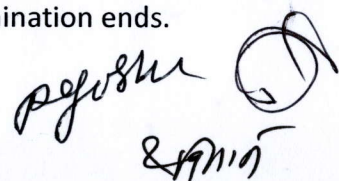
(4) The posts of nominated members shall be vacant in the following conditions:

(a) If the resignation of a member is accepted by the President.

(b) In case of death.

(c) In case of the absence in the meeting of the Academic Policy and Review Committee for than three consecutive times without notice or valid justification.

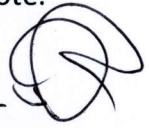
(d) If the tenure of the position related to his or her nomination ends.



- (e) If officially proved to be insane or mentally unsound.
 - (f) If guilty by a court of law or moral turpitude or other criminal charges.
 - (g) If the member is proved unfit to continue according to any Law or Rules.
 - (h) If there is a conflict of interest which cannot be managed.
4. **Resignation of a member:** A nominated member of the Academic Policy and Review Committee wishing to resign from the position of a member of the Council shall submit a resignation to the President.
5. **Nomination of Vacant Member:** (1) If the position of a nominated member of the Academic Policy and Review Committee becomes vacant due to any reason, before the prescribed term of office, the vacant position shall be filled only for the remaining period.
- (2) Three months ahead of the end of tenure of the nominated members the Convener shall request the concerned authority to nominate members in place of the members, whose tenure is expiring.
6. **Tasks, Duties and Powers of the Academic Policy and Review Committee:** The tasks, duties and Powers of the Academic Policy and Review Committee shall be as follows:
- (1) The Committee shall review academic course and program proposals in order to determine whether they meet academic standards and are aligned with the academic mission and priorities of the University, whether they are based on an adequate body of knowledge, whether proposed teaching or learning methods and methods of evaluation of student performance are satisfactory, and whether the necessary human and material resources are in place. And it shall recommend the findings to the Academic Council for adoption.
- (2) The committee or its subcommittees shall specifically review:
- a. existing programs and proposals for new or revised courses and academic programs, considering, as appropriate, the resources needed to offer these in line with the University's academic standards;
 - b. proposals for the creation, assessment, renewal, restructuring and dissolution and academic entities;
 - c. proposals for teaching and learning policies for the University and for initiatives that enhance the quality of teaching and learning;
 - d. ongoing continuing education activities throughout the University and proposals for broad policies regarding continuing education;
 - e. the role of information systems and technology in the provision, management, and support of academic programs.
- (3) The Committee shall report to Academic Council on all academic matters relating to teaching, learning, and research, with recommendations on the following:

Reyhan
Zahid 

- a. creation, restructuring and dissolution of academic entities that have been approved by the faculty or faculties proposing them;
 - b. creation of academic programs that have been approved by the Institutes and that, in the Committee's opinion, have met established criteria for the University;
 - c. changes in degree designations;
 - d. adoption and amendment of policies and regulations relating to teaching, learning, and research that have been approved by the Institutes proposing them;
 - e. adoption and amendment of policies relating to research matters that have been approved by the Institutes;
 - f. adoption and amendment of policies relating to other academic matters under the purview of the Committee.
- (4) To review faculty and researcher qualifications proposed by Institutes, revise them as appropriate and recommend them for approval to the Academic Council.
 - (5) To periodically review the implementation of programs by Institutes and submit the report to the Academic Council and issue instructions to the Institutes through the Vice President Academic.
 - (6) To implement instructions received from the Academic Council.
 - (7) To advise the Board of Trustees, Academic Council, Executive Council, President and Vice President as required.
 - (8) The Committee may create subcommittees or working groups to deal with issues as appropriate.
 - (9) To perform other tasks prescribed by the Rules of the University and by the relevant authorities.
7. **Meeting of the Academic Policy and Review Committee:** (1) The meeting of the Academic Policy and Review Committee will be held at least 4 (four) times in every academic year. But if the convener deems it necessary, the meeting can be called at any time.
- (2) The Convener may extend an invitation to non-members of the Council to attend Council meetings if he/she deems it to be necessary. But such an invitee will not have voting rights.
- (3) Written notice shall be issued to the members at least 7 (seven) days before the meeting of the Academic Policy and Review Committee specifying the date, time, place and the agenda of the meeting.
8. **Quorum for the Meeting:** (1) The quorum of the meeting of the Academic Policy and Review Committee shall be more than fifty percent of the existing members of the Council.
9. **Decision of the Meeting:** (1) The decision of the Academic Policy and Review Committee meeting shall be made by a simple majority of the members presented in the meeting. If the votes for and against a proposal are equal, the Convener may cast the decisive vote.

Pyoshu
& Amin


- (2) Minutes of the meetings of the Academic Policy and Review Committee shall be authenticated by the Convener of the meeting.
 - (3) A certified copy of the decision of the Academic Policy and Review Committee meeting shall be forwarded to the Academic Council, President, Vice President Academic and Research and Institutes.
10. **Annual Report:** An Annual Report of the Academic Policy and Review Committee shall be presented to the Academic Council within 3 months of the end of each academic year.
11. **Secretary of the Academic Policy and Review Committee:** A University staff recommended by the Vice President Academic and Research shall be appointed as the Secretary to the Academic Policy and Review Committee by the President.


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Reforn

Madan Bhandari University of Science and Technology
Rules Pertaining to Terms of Employment of President 2080

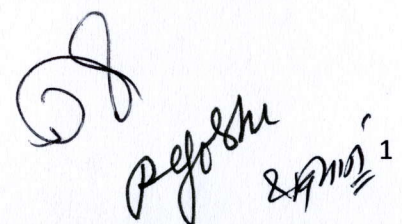
The Board of Trustees of Madan Bhandari University of Science and Technology has approved the following Rules pursuant to Clause 37 of Madan Bhandari University of Science and Technology Act, 2079 (2022 AD).

1. Qualifications of the President: (1) Qualifications of the President shall be as follows:

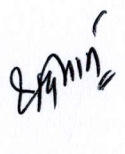
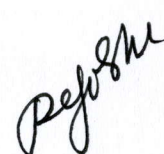
- (a) PhD in a relevant subject
- (b) Renowned academic
- (c) Experience of successfully leading academic institutions
- (d) Experience to lead policy dialogue with the Government, political leaders, donors and other stakeholders
- (e) Recognized by the society for integrity, innovativeness, boldness and determination
- (f) Recognized by the society for significant career achievements
- (g) Proven ability to protect an institution from external interference of all sorts including political
- (h) Proven fundraising ability
- (i) Deep knowledge of the context of national and global higher education issues and approaches for addressing them
- (j) Experience of higher education sector reforms and development

2. Tasks, Duties and Responsibilities of the President: (1) In addition to the tasks, duties and responsibilities described in the Act, the following are the tasks, duties and responsibilities of the President:

- (a) To implement and make to implement decisions and directives of the BOT.
- (b) To sign on behalf of the University agreements between national and international organizations consistent with the short- and long-term plans, and strategies of the University.

A handwritten signature in black ink, followed by a circular official stamp. The stamp contains the name 'पद्मेश्वर' (Padmeshwar) in Devanagari script and the number '1' at the bottom right.

- (c) To represent the University in public affairs.
 - (d) To issue directives pertaining to University business within President's jurisdiction.
 - (e) To delegate powers vested on the President by the Act or Rules to any council, committee or body or subordinate officer or employee as required.
 - (f) To exercise residual powers not assign to any other body or office or officials by the Act, Rules, Regulations and Working Procedures.
 - (g) To inform the Executive Council and the Board of Trustees about the powers exercised pursuant to Sub-Rule (f) to the subsequent meeting of the Board of Trustees and Executive Council.
 - (i) To execute or cause to execute other tasks as assigned.
- 3. Remuneration and facilities:** (1) The President's salary and other benefits shall be as prescribed in the university financial rules.
- (2) The remuneration and benefits of the President for the second year of the tenure shall be reviewed.
- 4. Vacation and Leave:** (1) The President may, from time to time, as approved by the Chairperson of the Board of Trustees, take a vacation leave with full pay for up to 8 months during the tenure at the rate of two months a year.
- (2) The President shall receive payments for the unused vacation leave of up to 6 months at the end of the tenure.
- (3) If the President leaves the office or is terminated before the end of the tenure he/she shall also receive payments for the unused leave of up to 6 months earned before the termination.
- 5. Termination of the Tenure of President:** The post of the President shall be terminated in the following cases:
- (a) If the Chairperson accepts the resignation submitted by the President, or
 - (b) On the expiry of /her tenure, or
 - (c) If officially proved to be insane or mentally unsound, or
 - (d) In case of death, or
 - (e) If there is a conflict of interests that cannot be managed.



(f) If he/she acts against the interest of the University.

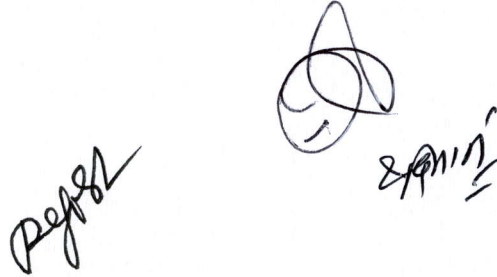
(g) If found guilty by a court of law for moral turpitude or other criminal charges.

6. Acting President: (1) If the President has to leave the country in connection with the work of the University or if he/she has to take a leave of absence from the University the President shall assign one of the Vice Presidents the responsibility for the Acting President.

To be included in the Financial Rules

Remuneration and facilities of the President: (1) The President shall receive a monthly salary of Rs.85,077 and a dearness allowance of Rs.2,000. In addition, the President shall receive benefits as per the provisions of the Social Security Fund (SSF).

(2) The President will be provided with an office vehicle and a driver and the University will bear the expenditures related to fuel and maintenance. If the President chooses to use his/her own vehicle and driver reimbursements as specified in the Financial Rules shall be made in lieu of the use of his/her vehicle, and expenditures incurred for the driver, vehicle maintenance, and fuel based on the log book.

The block contains two handwritten signatures. On the left is a signature that appears to be 'Rajesh'. On the right is a signature that appears to be 'Rajesh' with a large circular flourish above it.

Madan Bhandari University of Science and Technology
Rules Pertaining to Terms of Employment of Vice President 2080

*Approved by 5th BOT Meeting
August 19, 2023*

*Amendment: 24th BOT Meeting
April 26, 2025*

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).

1. Vice President: (1) The Vice President of the University shall be a person who has obtained academic distinction and administrative experience. As mentioned in Clause 6 (b) of the Act, there shall be a maximum of five Vice-Presidents in the University. The Vice President shall be an Executive working full time.

(2) Until these Rules are amended there shall be only two Vice Presidents: Academic and Research; and Administration and Finance.

2. Qualifications of Vice President: (1) Qualifications for the Vice President Academic and Research shall be as follows:

- a. At least PhD degree in relevant subjects.
- b. At least associate professor in relevant subject. Full professor preferred.
- c. Experience of work/study at reputed academic institutions (excellence ranking of not less than 500 in Webometrics) will be preferable.
- d. At least 15 years of relevant experience.
- e. Experience in executive positions of at least five years.
- f. Experience of work in public institutions of at least five years.
- g. Experience of successfully supervising (graduating) at least four PhD students.
- h. Experience of working with various levels of the Government, development partners, businesses and communities will be preferred.
- i. Life time achievements recognized by the society.

- j. Impeccable integrity and honesty.
- k. High level of commitment to the developmental cause.
- I Excellent leadership and interpersonal skills.
- m. Proven analytical, writing and oratorical skills. Proficiency in Nepali language preferred.
- n. Publications in relevant areas.
- o. Good understanding of developmental issues and challenges for developing a world-class university.

(2) Qualifications for the Vice President Administration and Finance shall be as follows:

- a. At least Ph.D.¹ degree in relevant subjects.
- b. At least 15 years of relevant experience.
- c. Experience in executive positions of at least five years.
- d. Experience of work in public institutions of at least five years.
- e. Experience of working with various levels of the Government, development partners, businesses and communities will be preferred.
- f. Experience of working with students preferred.
- g. Publications in relevant areas.
- h. Impeccable integrity and honesty.
- i. High level of commitment to the developmental cause.
- j. Excellent leadership and interpersonal skills.
- k. Proven analytical, writing and oratorical skills. Proficiency in Nepali language is required.
- l. Life time achievements recognized by the society.
- m. Good understanding of developmental issues and challenges for developing a world-class university.
- n. Experience of administrative and financial management, and fund raising shall be an advantage.

¹ Amended 24th BOT meeting, April 26, 2025

3. Appointment of Vice President: (1) To recommend candidates for the appointment of the Vice-President, the Board of Trustees shall constitute a three-member recommendation committee comprised of:

(a) President — Convener

(b) One from among individuals with experience of serving as the CEO or deputy CEO of a world-class university - Member

(c) One from among distinguished professors of science and technology - Member

(2) The recommendation committee as per Sub-Rule (1) shall publish a public notice and invite applications for the post of Vice-President.

(3) The Recommendation Committee shall prepare a short-list of candidates deemed eligible from among applicants pursuant to Sub-Rule 2. The Recommendation Committee shall invite short-listed candidates for interviews and presentations.

(4) The Recommendation Committee shall recommend a candidate for the appointment to the position of the Vice President to the Chairperson of the Board of Trustees based on the interview and presentation pursuant to Sub-Rule (3).

(5) The Board of Trustees shall appoint the candidate to the position of the Vice President.

(6) Should the Board of Trustees find the recommended candidate unsuitable, it will ask the Recommendation Committee to forward another candidate giving the justification for the rejection.

(7) If the Board of Trustees finds the candidate pursuant to Sub-Rule 6 unsuitable it shall ask the Recommendation Committee to seek fresh applications.

(8) The Recommendation Committee shall determine other criteria and procedures for selecting the Vice President on its own.

4. Tenure and Termination of the Tenure of Vice President: (1) The tenure of the Vice President shall be four years. He/she can be reappointed for another term.

(2) The post of the Vice President shall be terminated in the following cases:

(a) If the resignation submitted by him/her to the Chairperson through the President is accepted, or

(b) On the expiry of his/her tenure, or

- (c) If officially proved to be insane or mentally unsound, or
- (d) In case of death, or
- (e) If there is a conflict of interests that cannot be managed.
- (f) If he/she acts against the interest of the University.
- (g) If he/she found guilty by a court of law for moral turpitude or other criminal charges.

5. Benefits: (1) Vice President's salary and other facilities will be as specified in the Financial Rules of the University.

(2) The University will arrange a suitable vehicle and a telephone for the use of the Vice President.

6. Vacation and Leave: (1) During his/her tenure, the Vice President, from time to time, may take leave with full pay up to 8 months at the rate of two months a year as approved by the President.

(2) The Vice President shall receive payments for the unused vacation and leave of up to 6 months at the end of the tenure.

(3) If the Vice President leaves the office or is terminated before the end of the tenure he/she shall also receive payments for the unused leave of up to 6 months earned before the resignation or termination.

(4) ²Rule (1), (2) and (3) are applicable for the Vice President on-service. Rule 6 is not applicable for new appointment.

7. Tasks, Duties and Responsibilities of the Vice President: (1) The tasks, duties and responsibilities of the Vice-President Academic and Research shall be as follows:

- a. To supervise activities related to academic matters such as academic development plan and its implementation, academic programs, academic calendar, student admission, student evaluation, granting degrees to students and honorary degrees.
- b. To supervise activities related to research and development such as planning and implementation.
- c. To supervise activities related to setting standards such as faculty standards, student admission and graduation standards, recognitions of qualifications of other academic institutions.
- d. To supervise determination of needs for the faculty and researchers and their recruitment.
- e. To supervise activities related to faculty and staff evaluation.

² Amended 24th BOT meeting, April 26, 2025

- f. To supervise activities related to fee waiver, student financial assistance, recognitions of achievement of students and student affairs in general.
- g. To supervise facilities for teaching and research.
- h. To maintain good relationship with all levels of government, development partners, public and private agencies/businesses, community, foundations, press etc.
- i. To help developing collaboration projects between the University and other agencies – government and non-government, national and foreign.
- j. To contribute to the planning, policy making, operation and development of the university as a member of in the senior management team of the university.
- k. To supervise the preparation of annual program and budget.
- l. To review and implement policies related to Intellectual property and implement them as approved.
- m. To assist the President and provide cross-support to the Vice Academic and Finance.
- n. To raise funds for the University.
- o. To execute other tasks assigned by the President.

(2) The tasks, duties and responsibilities of the Vice-President Administration and Finance shall be as follows:

- a. To supervise personnel management related matters such as standards, recruitment, evaluation, career development and promotion, remuneration and benefits.
- b. To supervise preparation and execution of long-term financial strategies.
- c. To supervise planning related matters such as preparation and execution of annual plan and budget, monitoring and reporting, auditing and ensuring accountable use of funds.
- d. To supervise facility management related matters such as annual, medium and longterm planning and implementation, and IT infrastructure, data management, repair and maintenance and management of assets.
- e. To supervise planning and procurement execution.
- f. To raise funds and supervise activities related to fundraising such as projection of resource needs, fund raising plan and its execution, utilization/investment of funds.

Mandan Bhandari University of Science and Technology
Rules Pertaining to Terms of Employment of Director¹

Approval: Nov. 25, 2023
Amendments:
December 16, 2023
August 10, 2024
December 20, 2025

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).

- 1. Director:** (1) The Director of an Institute of the University shall be a person who has obtained academic distinction and administrative experience. The Director shall be Executive working full time.
- (2) Director, Resource Mobilization and External Relations shall be a faculty member with excellent interpersonal and communications skills, preferably, with the experience of fund raising and other professional/social activities. ²

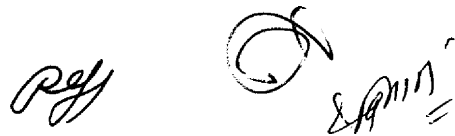
2. Qualification of Director:

2a. Qualifications of Director of Institute²

- a. At least PhD degree in relevant subjects.
- b. At least 10 years of relevant experience.
- c. Experience in executive positions of at least one year.
- d. Experience of the head of a budgetary unit of at least one year.
- e. Experience of work in public institutions, preferably academic, of at least three years.
- f. Experience of working with various levels of the Government, development partners, businesses and communities will be preferred.
- g. Experience of supervising student research, preferably PhD.
- h. Actively engaged in research and publications. Impeccable integrity and honesty.
- i. High level of commitment to the developmental cause.
- j. Excellent leadership and interpersonal skills.
- k. Proven analytical, writing and oratorial skills.
- l. Life time achievements recognized by the society.
- m. Good understanding of developmental issues and challenges for developing a world-class university.

2b. Qualifications of Director, Resource Mobilization and External Relations²

- a. A faculty member of the University.



¹ Incorporating ammendments on August 10, 2024.

² Ammended and added by 30th BoT Meeting

² Ammended and added by 30th BoT Meeting

- b. Other qualifications of the Director shall be as determined by the Recommendation Committee for appointment of the Director.

3. Appointment of Director: (1) To recommend names for the appointment of the Director, the Executive Council shall constitute a three-member recommendation committee comprising:

- (a) President — Convener
 - (b) Vice President Academic and Research — Member
 - (c) An expert of the subject relevant to the Institute for which the Director is being appointed nominated by the President — Member
- (2) When the position of Vice President Academic and Research is vacant an individual nominated by the President with successful experience of managing research and teaching shall be a member.
- (3) The Recommendation Committee as per Sub-Rule (1) shall publish a public notice and invite applications for the post of Director of Institute.²
- (3a) The Recommendation Committee as per Sub-Rule (1) shall publish an internal notice and invite applications for the post of Director of Resource Mobilization and External Relations.²
- (4) The Recommendation Committee shall prepare a short list of candidates who have submitted their applications pursuant to Sub-Rule 3. The Recommendation Committee shall invite short-listed candidates for interviews and presentations.
- (5) The Recommendation Committee shall determine other criteria and procedures for selecting the Director on its own.
- (6) The Recommendation Committee shall recommend a candidate for the appointment to the position of the Director to the Chairperson of the BOT based on the Sub-Rules (3) and (4).
- (7) The Board of Trustees shall appoint the recommended candidate to the position of the Director.
- (7) Should the BOT determine that the recommended candidate not suitable for the position it may ask for a second recommendation.
- (8) The Recommendation Committee may send a second candidate provided there is one. If not, the position would be advertised again.

4. Tenure and Termination of the Tenure of Director: (1) The tenure of the Director shall be four years. He/she can be appointed for another term.

- (1a) The tenure of the Director shall be as decided by the Recommendation Committee.²
- (2) The post of the Director shall be terminated in the following cases:
- (a) If the resignation submitted by him/her to the President is accepted, or
 - (b) On the expiry of his/her tenure, or

Handwritten signatures and initials in black ink, including what appears to be 'Raj' and 'S. Amin'.

- (c) If officially proved to be insane or mentally unsound, or
- (d) In case of death, or
- (e) If there is a conflict of interests with the University that cannot be managed.
- (f) If he/she acts against the interest of the University.
- (g) If found guilty by a court of law for moral turpitude or other criminal charges.

5. Benefits: (1) Director's salary and other facilities will be as specified in the Financial Rules of the University.

6. Duties and Responsibilities of the Director: (1) The duties and responsibilities of the Director shall be as follows:

1. To provide technical, academic and management leadership as the chief executive of the Institute.
2. To be responsible for teaching programs of the University.
3. To be responsible for promotion of research related to the mandate of the Institute.
4. To mobilize resources for the Institute, including for scholarships, tuition fee waivers and research
5. To strengthen collaboration with the industry and public and private agencies — government and non-government.
6. To strengthen collaboration with national and international universities.
7. To prepare annual plan and projects of academic and research according to the longterm plan of the University, and submit it to the Vice President Academic and Research.
8. Develop policies and procedures for research, promote and guide research activities in the University ensuring that research activities are in line with the objectives of the University.
9. To ensure that the institute meets the required standards of accreditation and quality assurance. To perform the standardization of knowledge, quality improvement and other activities of the Institute.
10. To manage student admissions, scholarships and other financial support.
11. Providing academic advice to students, assistance in student activities, access to necessary resources.
12. To evaluate staff on a periodic basis and provide feedback for improvement.
13. To conduct short-term programs, seminars and workshops.
14. To update the existing curriculum according to the existing global trend and implement it as approved.
15. To conduct examination and manage all examination related activities maintaining the academic and educational quality of the examinations.



16. To establish and manage laboratories, libraries, museums and equipment needed for teaching training and research, perform physical asset management.
17. To assist the Vice-President, Academic and Research in academic and administrative work, higher learning and research.
18. To execute other functions as assigned by the Vice-President Academic and Research and President.

6a. Duties and Responsibilities of the Director, Resource Mobilization and External Relations:²

(1) The duties and responsibilities of the Director shall be as follows:

1. To mobilize resource mobilization and enhance external relations.
2. To execute other functions as assigned by the President.

7. Removal from the Office: (1) The Vice-President may submit a proposal for removal of a Director from the office with supporting evidence to the President of the University, if he/she determines that the Director has not fulfilled his/her official responsibilities, has not behaved in accordance with the position, has not fulfilled his duties honestly or has done something contrary to the interests of the university.

- (2) If an application is received in accordance with Sub-Rule (1), the Executive Council shall form a three-member Investigation Committee from among the members of Executive Council to investigate such an allegation.
- (3) The Investigation Committee as per Sub-Rule (2) may also take the assistance of related experts during the investigation.
- (4) The Investigation Committee shall investigate the allegations against the Director and submit a report to the Executive Council within one month from the date of effectiveness of the Committee.
- (5) Based on the report submitted under Sub-Rule (4), the Executive Council shall make an appropriate recommendation to the Board of Trustees. Based on the report, a two-thirds majority of the Board of Trustees may remove the Director from the office. However, before deciding to remove the Director from the office, the BOT should give him/her an opportunity to submit clarifications of the allegations against him/her.
- (6) The Director will be automatically suspended from the date of formation of the Investigation Committee until the final decision is taken by the BOT according to SubRule (5).
- (7) During the period of suspension of the Director, functions of the Director shall be carried out according to an arrangement made by the President.

Miscellaneous

8. Interpretation of Rules: (1) The Board of Trustees shall have the right to interpret these Rules.²

² Ammended and added by 30th BoT Meeting

9. Remuneration: (1) The remuneration for the Director of the Institute shall be as stipulated in the Financial Management Rules, 2080. The remuneration may be adjusted for market rates upon recommendation of the Remuneration Review Committee pursuant to Rule 61 of Personnel Administration Rules.

(2) The Director, Resource Mobilization and External Relations will continue to receive the same remuneration as he/she has been getting in the capacity of the faculty position he/she holds.²



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² Ammended and added by 30th BoT Meeting

Approved by: 8th BOT Meeting, Nov. 4, 2023

Ammended: 20th BOT Meeting, Nov. 9, 2024

Procurement Rules:

Pursuant to Clause 37 of the MBU Act the BOT approved the proposal for the continue to use Nepal Public Procurement Regulations for the purpose of the procurement under the University.

Amendment:

Attachment 3

Amended Rule 85 Sub-Rule 4 of Public Procurement Rules, 2064

८५. सोझै खरिद सम्बन्धी व्यवस्था ः (४) सार्वजनिक निकायले चार लाख नब्बे हजार रुपैयाँ भन्दा बढी रकमको सोझै मौजुदा सूचीमा रहेका कम्तीमा तीनवटा आपूर्तिकर्ता, निर्माण व्यवसायी, परामर्शदाता वा सेवाप्रदायकबाट लिखितरुपमा दरभाउपत्र वा प्रस्ताव माग गरी खरिद गर्नु पर्नेछ ।

Madan Bhandari University of Science and Technology
Personnel Administration Rules—2080

Approved: 9th BOT Meeting, Nov. 25, 2023
Amended: 20th BOT Nov. 9, 2024
Amended: 24th BOT, April 26, 2025
Amended: 26th BOT, July 5, 2025
Amended: 29th BoT Meeting, Nov.8, 2025
Amended: 35th BoT Meeting, April 18,2026

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 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.

- (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.
 - a. 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)

(a.1) Academic staff posts ¹

- 1) Adjunct Professor (F1)
- 2) Adjunct Associate Professor (F2)
- 3) Adjunct Assistant Professor (F3)

The faculty member positions will classify as adjunct faculty member and honorary adjunct faculty member. The adjunct faculty member is eligible for getting payments for the services whereas the honorary adjunct faculty member on pro-bono basis.

(a.2) Faculty Members of Practice post (honorary and paid)²

- 1) Associate Professor of Practice (F2)
- 2) Assistant Professor of Practice (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) Sr. Civil Engineer (T3)³
- 2) 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)

¹ Added by BOT Meeting No. 24, April 26, 2025

² Added by BOT meeting no. 26, July 5, 2025

³ Amended by BOT meeting no. 26, July 5, 2025

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

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.

(1.a) The Minimum Qualifications for Adjunct Faculty Members ⁴

The University adjunct faculty members 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.

	Adjunct Assistant Professor	Adjunct Associate Professor	Adjunct Professor
Academic Qualifications ^a	PhD	PhD	PhD
Publications	Publications in indexed journals (h index 2 or above).	Publications in indexed journals (h index 5 or above).	Publications in indexed journals (h index 10 or above).
Teaching Experience	Proven teaching ability	Proven teaching ability; teaching experience of 3 years or more	Proven teaching ability; teaching experience of 6 years or more
Research Experience	Excellent track record in research; ability to attract research funding	Excellent track record in research; good ability to attract research funding	Excellent track record in research; excellent ability to attract research funding
Professional recognition	Recognized in the society	Recognized in the society	Highly recognized in the society
Integrity	High	High	High
Leadership		Demonstrated leadership skills	Demonstrated leadership skills
Patents	Patenting experience where ever possible, preferable	Patenting experience where ever possible, preferable	Patenting experience where ever possible, preferable
Testament of referees	Three	Three	Three
a. Individuals without PhD but with outstanding achievements in the related field may be accepted for adjunct positions, if approved by the Academic Council.			

(1).b. Minimum Qualifications of Faculty Members of Practice ⁵

The University faculty members of practice 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.

⁴ Added by BOT Meeting No. 24, April 26, 2025

⁵ Added by 26th BOT Meeting, July 5, 2025

Associate Professor of Practice

Academic Qualifications ^a	Master's degree
Publications	Preferable
Professional and teaching experience, Years ^b	Ten years, proven teaching ability
Research Experience	Preferable
Professional recognition	Recognized professional accomplishments evidenced by the development of products or procedures or practices or services at the international level
Integrity	High
Leadership	Preferable
Patents	Patenting experience where ever possible, preferable
Testament of referees	Three
a. Individuals without Master's degree but with outstanding achievements in the related field may be accepted for the positions of faculty members of practice, if approved by the Academic Council. b. Individuals without professional practice but with significant experience in teaching and research may also be accepted for the positions of faculty members of practice, if approved by the Academic Council.	

Assistant Professor of Practice

Academic Qualifications ^a	Master's degree
Publications	Preferable
Professional and teaching experience, Years ^b	Ten years; proven teaching ability
Research Experience	Preferable
Professional recognition	Recognized professional accomplishments evidenced by the development of products or procedures or practices or services at the national level
Integrity	High
Leadership	Preferable
Patents	Patenting experience where ever possible, preferable
Testament of referees	Three
a. Individuals without Master's degree but with outstanding achievements in the related field may be accepted for the positions of faculty members of practice, if approved by the Academic Council. b. Individuals without professional practice but with significant experience in teaching and research may also be accepted for the positions of faculty members of practice, if approved by the Academic Council.	

(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

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 Management Officer – General Administration⁶

Academic Qualifications	At least Bachelor's degree in a related field.
Experience	▪ At least 6 years of experience in Administrative management as administrative management officer or equivalent level or higher. ▪ Evidence of the experience of independent handling of job-related responsibilities related to procurement and other general administration tasks. ▪ Experience diverse areas of administrative management such as inventory, personnel, academic, planning etc., preferred. ▪ Evidence of experience of financial management ability. ▪ One-year experience of financial management as financial management staff or administrative

⁶ Amended by 20th BOT Meeting, November 9, 2024

	management staff with engagement in financial management, preferred.
Skills and Track Record	▪ Excellent Computer skills. ▪ Excellent track record of on the job performance – integrity, competence and commitment – based on references. ▪ Ability to conduct Administrative analysis to support decision-making, provide insights into administrative performance, and make recommendations for improvements. ▪ Ability to advise the senior management on Administrative strategies, provide recommendations, and contribute to the overall strategic direction of the organization. ▪ Ability to assure compliance with applicable legal framework. ▪ Ability to manage the organization's budget, cash flow ensuring that financial resources are used effectively, preferred. ▪ Experience in higher education institutions, preferred.
Leadership	Excellent leadership skills.
Testament of referees	Three

Senior Financial Management Officer⁷

Academic Qualifications	At least Bachelor's degree in related field.
Experience	▪ At least 6 years of experience in financial management as the financial management officer level or equivalent or higher. ▪ Experience of independent handling of job-related responsibilities. ▪ Evidence of experience of administrative management ability. ▪ One-year experience of administrative management as administrative management staff or financial management staff with engagement in administrative management, preferred.
Skills and Track Record	▪ Excellent Computer skills. ▪ Excellent track record of on the job performance – integrity, competence and commitment – based on references.

⁷ Amended by 20th BOT Meeting, November 9, 2024

	▪ Ability to conduct financial analysis to support decision-making, provide insights into financial performance, and make recommendations for improvements. ▪ Ability to advise the senior management on financial management strategies, provide recommendations, and contribute to the overall strategic direction of the organization. ▪ Ability to provide support for various administrative management functions such as personnel management, procurement, inventory, planning etc. ▪ Experience in higher education institutions, preferred.
Leadership	Leadership skills.
Testament of referees	Three

Administrative Management Officer⁸

Academic Qualifications	At least Bachelor's degree in related field.
Experience	▪ At least 3 years experience in administrative management field. ▪ Experience of handling of job-related responsibilities with minimal supervision. ▪ Experience diverse areas of administrative management such as inventory, human resources, procurement, academic, planning etc., preferred. ▪ One-year experience in financial management, preferred.
Skills and Track record	▪ Excellent Computer skills. ▪ Strong analytical and problem-solving skills. ▪ Excellent communication and teamwork skills. ▪ Evidence of diverse administrative management skills. ▪ Excellent track record of on the job performance – integrity, competence and commitment – based on references. ▪ Experience in higher education institutions, preferred. ▪ Evidence of experience of financial management ability.
Testament of referees	Three

⁸ Amended by 20th BOT Meeting, November 9, 2024

Financial Management Officer⁹

Academic Qualifications	At least Bachelor's degree in related field.
Experience	▪ At least 3 years experience in financial management related field. ▪ Experience of handling of job-related responsibilities with minimal supervision. ▪ Experience diverse areas of financial management, preferred. ▪ One-year experience in financial management, preferred.
Skills and Track record	▪ Excellent Computer skills. ▪ Strong analytical and problem-solving skills. ▪ Excellent communication and teamwork skills. ▪ Evidence of diverse administrative management skills. ▪ Excellent track record of on the job performance – integrity, competence and commitment – based on references. ▪ Experience in higher education institutions, preferred. ▪ Evidence of experience of administrative management ability.
Testament of referees	Three

Librarian

Academic Qualifications	B.Lib. Sc. from a reputed University.
Experience	▪ At least 2-years experience in related field. ▪ Experience of independent handling of job-related responsibility.
Skills and Track record	▪ Excellent Computer skills. ▪ Excellent track record of on the job performance – integrity, competence and commitment – based on references.
Testament of referees	Three

⁹ Amended by 20th BOT Meeting, November 9, 2024

(4) Minimum Qualifications for Technical Staff

Sr. Civil Engineer¹⁰

Academic Qualifications	Bachelor's in Civil Engineering Degree from a reputed University.
Experience	▪ At least six years of experience in civil engineering field. ▪ Strong understanding of technical subjects relevant to their field. ▪ Design of civil engineering structures. ▪ Experience in diverse fields, preferable. ▪ Experience of facility management.
Skills	▪ Good interpersonal skills ▪ Skills to handle community. ▪ Excellent computer skills. ▪ Good team skills.
Track record	▪ Successful site supervision. ▪ Successful facility management experience. ▪ Impeccable integrity.
Testament of referees	Three.

Engineer¹¹

Academic Qualifications	Bachelor's Degree from reputed University.
Experience	▪ At least 3 years of experience in related technical field. ▪ Good understanding of technical subject relevant to their field. ▪ Design of engineering installation of the related field. ▪ Experience in diverse fields, preferable. ▪ Experience of facility management, preferable.
Skills	▪ Good interpersonal skills ▪ Skills to handle community, preferable. ▪ Good computer skills. ▪ Good team skills, preferable.
Track record	▪ Successful site supervision. Quality check. ▪ Successful facility management experience, preferable. ▪ Impeccable integrity.
Testament of referees	Three.

¹⁰ Amended by 26th BOT Meeting, July 5, 2025

¹¹ Amended by 26th BOT Meeting, July 5, 2025

Technician¹²

Academic Qualifications	Bachelor's Degree from reputed University.
Experience	▪ At least 3 years of experience in related technical field. ▪ Experience of work a technician. ▪ Good understanding of technical subject relevant to their field. ▪ Experience in diverse fields, preferable. ▪ Experience of facility management, preferable.
Skills	▪ Good interpersonal skills ▪ Good computer skills. ▪ Good team skills.
Track record	▪ Successful work as a technician. ▪ Successful facility management experience, preferable. ▪ Impeccable integrity.
Testament of referees	Three.

- (5) Minimum qualifications and job description of all administrative and technical support staff posts shall be approved by the Executive Council.
- (6)¹³ Minimum qualifications required for teaching and research staff posts shall be approved by the Board of Trustees upon recommendation from the Academic Council. Minimum qualifications for administrative staff posts shall be approved by the Board of Trustees upon recommendation from the Executive 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:
- i. 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.

¹² Amended by 26th BOT Meeting, July 5, 2025

¹³ Amended by 26th BOT Meeting, July 5, 2025

- ii. 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 Executive Council¹⁴ 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 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) Individuals must have completed 18 years of age to be eligible to 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.

¹⁴ Amended by 29th BoT Meeting, Nov. 8, 2025

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 for selection of academic staff ¹⁵ One of the nominated Members of the Board of Trustees or a distinguished individual nominated by the Board of Trustees for selection of administrative staff ¹⁶	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.

¹⁵ Amended by 24th BOT Meeting, April 26, 2025

¹⁶ Amended by 24th BOT Meeting, April 26, 2025

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 staff.
- 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 the 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.

- (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 Monday to Friday. The staff may be allowed to work on a flexible schedule with permission from the authorized official. A work day is equivalent to eight hours.¹⁷

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 counted 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.

¹⁷ Amended by 35th BoT Meeting, April 18, 2026

Chapter – 5

Remuneration and other benefits

- 22. Remuneration and Social Security:** (1) Employees of the University will receive remuneration as specified in the financial management rules of the University from the date of their employment. The remuneration shall be paid every month.
- (2) Remuneration of employee 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.
- a. The adjunct faculty members shall not be eligible for social security contribution from the University.¹⁸
 - b. The adjunct faculty members of Practice shall not be eligible for social security contribution from the University.¹⁹
- (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.
- a. The adjunct faculty members shall get the basic remuneration as defined in the Financial Management Rules, 2080 (2023 AD). They shall not be eligible for annual increments.²⁰
 - b. The faculty members of practice shall get the basic remuneration as defined in the Financial Management Rules, 2080 (2023 AD). They shall not be eligible for annual increments.²¹
- 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

¹⁸ Added by 24th BOT Meeting, April 26, 2025

¹⁹ Added by 26th BOT Meeting, July 5, 2025

²⁰ Added by 24th BOT Meeting, April 26, 2025

²¹ Added by 26th BOT Meeting, July 5, 2025

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.
- 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.

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.
- 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 employee 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,
- (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 months 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 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 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.

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.

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 Research	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:

- To propose staff remuneration scale and submit a recommendation for approval to the Board of Trustees through the Executive Council.
- To periodically review the staff remuneration scale.
- To negotiate remuneration of newly appointed staff if there is a request from the concerned Vice President for deviation from recommended remuneration levels.
- 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 Trustee will have the authority to interpret the 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.



Financial Management Rules, 2080

Chapter – 1

Preliminary

1. Short Name and Commencement: (1) The Rules shall be called "Madan Bhandari University of Science and Technology Financial Management Rules, 2080 (2023 AD)".

(2) These Rules shall come into force immediately.

2. Definitions: (1) Unless the subject or context otherwise require in these Rules,

(a) "**Academic Council**" means the Academic Council of the University pursuant to Cause 10 of the Act.

(b) "**Accounts**" means any records, ledgers, books, etc., and other documents to be maintained under the prevailing law, showing the statements of financial transactions, and this term also includes any records maintained through electronic means.

(c) "**Act**" means the Madan Bhandari University of Science and Technology Act, 2079 (2022 AD)

(d) "**Annual Report**" means the annual report of the University.

(e) "**Audit**" means the examination of the accounts and accounts related to the university business (f) "Bank" shall mean commercial banks and other banks established under the laws of Nepal.

(g) "**Budget**" shall mean the annual or other income and expenditure statement of the University and its constituent unit.

(h) "**Disbursements**" shall mean disbursements made monthly, quarterly or annually within the approved budget.

(i) "**Examination**" means any or all of the examinations, whether written or practical or oral or otherwise, held or conducted by the University in relation to higher education; (j) "Employee" means the employee of the University pursuant to clause 19 of the Act.

(k) "**Final Audit**" means an audit conducted by the Office of the Auditor General.

(1) "**Financial Statement**" means a statement prepared in a way that shows the overall status of financial transactions in a certain period.

(m) "**Internal Audit**" means an audit conducted by an auditor appointed on behalf of the University.

(n) "**Officer**" means the office bearer pursuant to Clause 6 of the University Act and the Rules.

(o) "**President**" means the President of the University pursuant to Clause 12 of the Act.

(p) "**Rules**" mean the Rules made pursuant to Clause 37 of the Act.

(q) "**Security Deposit**" shall mean security deposit amount, (retention money) or earnest money or bid bond or performance bond for the same until a work is completed.

(r) **"University"** means Madan Bhandari University of Science and Technology.

(s) **"Vice-President"** means the Vice-President of the University pursuant to Clause 6 (b) of the Act.

3. Interpretation of Rule: The Board of Trustees shall have the right to interpret these Rules.

Chapter – 2

University Funds, Operation and Use of Funds

4. Establishment of the Funds: (1) Pursuant to Clause 17 of the Act, a separate fund of the University shall be established. The funds of the University shall be as approved by the Board of Trustees. Under these Rules, the President shall have the main responsibility for the protection, operation, use and control over the funds.

(2) The University funds shall comprise:

- a. The amount received from the Government of Nepal, Provincial Government and Local Level.
- b. Grants received from the University Grants Commission.
- c. Amount received from an individual or institution in a form of contribution, gift, donation or financial assistance.
- d. Amount received from foreign government, international institutions and agencies in the form of grant or assistance.
- e. Amount received from academic and other fees.
- f. Amount received from the intellectual property owned by the University.
- g. Amount received from income generation activities of the University.

5. Operation of the University Fund: (1) The amounts specified according to these Rules and all kinds of other incomes of the University shall be deposited in the University Fund. The fund amount shall be deposited in an "A" class commercial bank, designated by the Executive Council. The amount deposited in the University so far and the amount required to be deposited according to these Rules should be deposited in a bank account. The existing university fund shall be deemed to have been established in accordance with this Rule.

(2) The operation of the bank account of the University Fund and other arrangements shall be as prescribed by the Executive Council.

(3) The University Fund account shall be operated with the joint signature of the President or Vice President (Administration and Finance) and Head of Accounts of the University or an accounts employee assigned by the president.

6. Uses of Funds: University funds shall be used for the following purposes:

- (a) Expenses related to teaching, research, development and innovation.
- (b) Procurement/hiring/leasing of laboratory equipment, tools, materials and supplies.
- (c) Paying remuneration and benefits of the officials teaching, research and administrative staff and expenses.

- (d) Award, scholarships, bursaries, medals, prizes and donations as may be prescribed by the Executive Council.
- (e) To procurement, development and care/maintenance of the University land, buildings and other assets of the University.
- (f) Administrative expenses, expenses related to audit, investigation & inspection and legal proceedings.
- (g) Payment of loan amount, loan interest and other dues taken by the University.
- (h) Other expenses and investments not specified in the above Rules, but deemed appropriate by the University Board of Trustee or the Executive Council.

7. Special Fund: (1) Notwithstanding provisions of Rule 4, for the purpose of meeting specific expenses and liabilities or for earning interest or income or returns or more, any body of the university may with the approval of the Executive Council establish, special funds and operate them under suitable names.

(2) According to the nature and purpose of that fund, all or some of the following amounts shall be deposited.

a. Special or additional grants received from government or non-governmental organizations or individuals for special purposes such as scholarships, medals, awards, welfare programs, aid and donations should be deposited.

b. The amount received for Endowment Fund should be deposited in a separate account.

(3) Foreign Currency Account: Notwithstanding anything contained in these Rules, university shall, with the approval of the Executive Council, for the purpose of abroad transaction and meeting specific expenses and liabilities or for earning income in foreign currency special convertible foreign currency account can be established and operated under the Rules and regulation of Nepal Rastra Bank.

Chapter – 3

Endowment Fund

8. Establishment of the Endowment Fund: (1) The existing Endowment Fund shall be deemed established under these Rules.

(2) The purpose of the Endowment Fund is to provide a sustainable source of income to support the vision, mission and goals of University.

(3) The Endowment Fund shall comprise:

a. Grants, donations in cash and kind received from individuals, governments, other private and public agencies for the Endowment Fund.

b. Funds received for establishment of Scholarships and Awards.

c. Incomes of the University transferred to the Endowment Fund.

d. Any other appropriate financial support.

(4) To preserve the real value of the Fund only up to 30% of the yield from the investments of the Fund in a given year will be used for expenditures. However, under exceptional conditions the BOT may authorize the use of more than 30% of the yield.

9. Operation and Use of Funds: (1) The Fund amount shall be deposited in an "A" class commercial bank, designated by the Executive Council. The commercial bank currently being used for the Endowment Fund will be deemed to have been designated according to these Rules.

(2) The fund shall be deposited in a diversified portfolio to minimize risk and maximize returns over the long term.

(3) The endowment fund shall be overseen by the University President.

(4) The Executive Council shall be responsible for establishing Fund policies.

(5) The President shall be responsible for monitoring the Fund's performance regularly.

10. Reporting and Transparency: Regular reporting on the performance and financial status of the Endowment Fund shall be provided to the Board of Trustees by the President. Transparency and clear communication shall be maintained to ensure accountability and trust.

11. Fundraising and Contributions: The endowment fund may accept contributions from donors, in the form of cash, or other assets consistent with the Gift-in-kind Rules and Gift Acceptance Policy.

12. Possible Uses of Endowment Funds: University may also establish Endowment Funds for specific purposes such as:

a. Research development and innovation infrastructure.

b. Research funding

c. Scholarship and awards

d. Physical infrastructure

e. Staff capacity development

f. Any other purposes as decided by Board of Trustees under the recommendation of Executive Council.

Chapter – 4

Budget Formulation and Supplementary Budget

- 13. Annual Program and Budget Formulation:** (1) Estimates of annual income and expenditure of each Fiscal year will be submitted to the Board of Trustees and the budget will be executed as approved. Preliminary program and budget shall be approved at least 7 days before the beginning of the fiscal year, and the revised program and budget within 30 days after the beginning of the fiscal year.
- (2) Three months before the beginning of the fiscal year, every budgetary unit of the University shall submit the income and expenditure statements based on the annual program of the unit to the Vice President Administration and Finance.
 - (3) The program and budget shall also be submitted for the carry over activities, if any.
 - (4) The Vice President Administration and Finance shall submit the preliminary program and budget to the Executive Council through the President at least 10 days before the beginning of the fiscal year.
 - (5) The President upon recommendation from the Executive Council shall submit the preliminary program and budget for approval to the Board of Trustees at least 8 days before the beginning of the fiscal year.
 - (6) The Vice President Administration and Finance shall submit the revised program and budget to the Executive Council through the President within 10 days after the beginning of the fiscal year.
 - (7) The President upon recommendation from the Executive Council shall submit the revised program and budget for approval to the Board of Trustees within 15 days after the beginning of the fiscal year.
- 14. Approval of Program and Budget** (1) The Board of Trustees shall approve the annual Program and Budget before the beginning of the fiscal year.
- (2) The Board of Trustees shall have the authority to amend the program and budget as per requirement.
 - (3) Upon approval of the annual program and budget, President shall have the authority for the expenditure under the rule and regulations.
- 15. Release of Budget** (1) Based on the approved program and budget, the budget shall be released to the operational account.
- (2). Separate operational accounts shall be opened in a bank as per requirement.
 - (3). The operational account shall be operated by the joint signature of the President or Vice President (Administration and Finance) and the Head of Accounts or an accounts employee assigned by the President.
 - (4). All incomes and expenditures of the operational account shall be recorded and monthly incomes and expenditures statement shall be prepared.
- 16. Budget Transfer:** (1) If the budget allocated for a particular budget head under the recurrent expenditures for the fiscal year becomes inadequate the President may transfer up to 30 percent budget amount from one budget head to another within the recurrent expenditures' category except for the restricted budget (budget tied to specific purposes).

- (2) The Executive Council may transfer or may authorize to transfer of budget from a particular budget head under the recurrent expenditures of up to 50%¹ for the fiscal year from one budget head to another within the recurrent expenditures' category except for the restricted budget (budget assigned for the specific purposes).
 - (3) The Board of Trustees shall approve the transfer of budget from a particular budget head under the recurrent expenditures of over 50% for the fiscal year from one budget head to another within the recurrent expenditures' category except for the restricted budget (budget assigned for the specific purposes).²
 - (4) The same principles as stipulated in Sub-Rules (1) and (2) shall apply for transfer of the budget from one budget head to another within the capital expenditures category.
 - (5) The President may transfer the allocation for recurrent expenditures to capital expenditures of up to 30% of the total of unrestricted budget heads, and distribute the transferred amount to various budget heads under capital expenditures.
 - (6) The Executive Council may transfer the allocation for recurrent expenditures to capital expenditures of up to 50% of the total of unrestricted budget heads, and distribute the transferred amount to various budget heads under capital expenditures.
 - (7) The Board of Trustees shall transfer the allocation for recurrent expenditures to capital expenditures of over 50% of the total of unrestricted budget heads, and distribute the transferred amount to various budget heads under capital expenditures.³
 - (8) The Information about such transfer pursuant to Sub-Rules (1), (2), (4) and (5) shall be reported⁴ to the Board of Trustees.
 - (9) The transfer of funds from capital expenditures to recurrent expenditures and allocation of the transferred amount to various budget heads under the recurrent expenditures shall be authorized only the Board of Trustees.
- 17. Supplementary Budget:** If the budget amount approved for the fiscal year the President may submit a proposal for approval of the supplementary budget upon recommendation from the Executive Council.
- 18. Budget Control:** Notwithstanding anything written in these Rules, the approved budget shall be controlled by the President.

¹ Amended by 11th BOT Meeting.

² Amended by 11th BOT Meeting.

³ Amended by 11th BOT Meeting.

⁴ Amended by 11th BOT Meeting.

Chapter – 5

Tuition Fees and Scholarships

19. Tuition Fees: (1) Students enrolled in the University and studying shall pay the fees for the following:

- (a) University registration
- (b) Tuition
- (c) Examination
- (d) Transportation charges
- (e) Convocation Program
- (f) Other fees and charges as may be prescribed by the Executive Council

(2) Other arrangements regarding the fees shall be as prescribed by the Executive Council.

20. Scholarships: (1) Scholarship schemes for students are offered to provide financial assistance to individuals pursuing their education. Scholarships can be merit-based, needbased, or awarded for specific talents or achievements. Scholarship recipients shall perform the functions of research or teaching assistants.

(2) The scholarship amount shall be as prescribed by the Executive Council.

(3) The provision of scholarship shall be contingent upon the availability of resources.

(4) The Executive Council shall adopt the regulations relates to scholarships.

21. Tuition Fee Waiver: (1) The purpose of tuition fee waiver is to attract best students to the university including the needy. Scholarship recipients shall perform the functions of research or teaching assistants.

(2) The extent of tuition fee waiver shall be as prescribed by the Executive Council.

(3) The provision of tuition fee waiver shall be contingent upon the availability of resources.

(4) The Executive Council shall adopt the regulations relates to tuition fee waiver.

Chapter – 6

Expenditure Management and Procedures

22. Use of Budget: (1) No one other than the authorized officer shall issue an order for expenditure or approve the amount already spent.

(2) The amount of approved budget should be requisitioned, disbursed and spent for the relevant title quarterly.

(3) When making quarterly withdrawals, authority should study the details of the expenses incurred up to the previous month, and the amount required for that quarter.

23. Provisions related to Petty Cash Fund: (1) As a rule any constituent budgetary unit of the University should not spend and pay in cash while conducting financial transactions. However, for

the execution of urgent or minor financial transactions, a petty cash fund of maximum Rs. 15,000.00⁵ can be established and used.

(2) Expenditures incurred from the petty cash fund should be cleared within seven days, and only on that basis, the expended amount can be reimbursed.

24. Inspection and Direction: The Vice President Administration and Finance shall be responsible for monitoring, inspecting, and directing the financial control from time to time.

25. Cash or Goods must be Deposited: (1) All financial transactions of the University shall⁶ be done via Bank. In case of cash received, the responsible person must deposit it on the same day or the next day and in the case of goods, the goods should be entered into the ledger within seven days after technical inspection, valuation and verification.

(2) In case of not depositing the cash received within the specified time, a fine of 15% will be imposed and departmental action may be taken according to the prevailing Rules.

26. Filing of Accounts: (1) Within the deadline set by the Auditor General, the financial statements of the University Fund's additional allocation, income, foreign grants, loan assistance, investment accounts and operational accounts shall be prepared.

27. Damages shall be Recovered: If the University suffers any kind of loss due to the failure to keep proper accounts of the transactions, the resulting damage and compensation will be recovered from the person responsible for the same.

Chapter – 7

Provisions Relating to Advance Payments

28. Provisions related to Advance Payments: (1) Advance payments shall not be given in general, except in cases when not doing so would interfere with the operation of the University's regular work.

(2) If there is a provision to give advance payments for specific work in the agreement or contract of the University, advance payments will be given accordingly.

(3) If there is a sufficient reason to give an advance payment to a University staff, then an advance payment generally not exceeding Rs. 25,000 may be given. Additional advance payment shall not be given until the first advance payment is cleared.

(4) No advance payment should be made just for the purpose of not allowing the budget to be lapsed.

(5) Employees of the University going on a business or academic trip within Nepal or abroad in connection with the work of the University may receive daily and visiting allowances and other expenses as per the applicable Rules. Such amount should be cleared within fifteen days from the date of completion of the trip.

(6) If there is a justification to pay cash and buy the goods, then the employee can take advance money for purchasing the goods.

29. Disbursement for Goods Procured through Letter of Credit: (1) When purchasing goods through the Letter of Credit, the concerned person shall clear the advance amount within seven days from the date of receipt of the goods satisfactory to the Office.

⁵ Amended by 34th BOT Meeting.

⁶ Amended by 11th BOT Meeting.

- (2) If the goods cannot be received from the related firm or organization or the seller within the specified time, the Letter of Credit should be canceled and the money deposited in the bank should be withdrawn.

30. Advance Payments to be Provided to Individuals, Firms or Organizations: (1) The constituent unit of the University shall obtain a bank guarantee in accordance with the Rules, when providing an advance payment to any person, firm or organization for purchasing, providing services or for construction works.

Chapter – 8

Remuneration and Allowances

31. Remuneration and Allowances: (1) The remuneration and allowances of the executives and employees of the University shall be as per Schedule 1 and 2. The remuneration and allowances may be revised by the Board of Trustees from time to time.

- (2) Remuneration for services of short-term nature, which is not appropriate to be availed through procurement procedures like advisors, visiting professors, part-time teachers, experts shall be determined by the Executive Council.

32. Revision of Remuneration and Allowances: (1) The BOT shall form a separate committee to determine or review remuneration and allowances of executives and employees as and when necessary.

- (2) When there is a need to provide remuneration for a staff in deviation of the standards then the remuneration shall be fixed by the Executive Council based on the recommendation of the Remuneration Review Committee pursuant to Personnel Administration Rules, 2080.

33. Meeting Allowances: The University shall not provide meeting allowances to University staff and trustees. Meeting allowances for non-university individuals, which are justified, shall be as prescribed the Executive Council.

34. Provident Fund, Pension and Gratuity: (1) Contribution-based Social Security Fund scheme shall be applicable for all regular staff - staff in fixed term extendable contracts. 31% of the employee's basic salary, where employees contribute 11% and the university's contribution 20%, will be deposited at their respective SSF accounts.

- (2) If a regular staff resigns from his/her post he/she will receive pension, gratuity and other benefits as per the Regulations of the Social Security Fund, Government of Nepal and there shall be no additional liabilities to the University.
- (3) Foreign citizens may withdraw the money from the Fund at any time after the termination of the employment.

Chapter – 9

Accounting System & Management

- 35. Accounting System:** (1) The University shall keep its income and expenditure account according to the accounting system adopted by the Government of Nepal. The procedures related to the accounting system of the university's income, expenditure, payroll, bonds, securities, cash, movable and immovable assets, and liabilities, etc. will be as prescribed by Executive Council.
- (2) The Executive Council may approve accounting forms, formats, records, guidelines, directives, etc.
- (3) It shall be the duty and responsibility of the head of the concerned constituent unit to maintain the accounts in an up-to-date manner
- 36. Income-Expenditure Report should be Presented:** (1) The Vice-President (Administration and Finance) should present the university's income-expenditure report to the Executive Council in every three months.
- (2) The Executive Council should present the statement of income and expenditure of the University to the Board of Trustee on quarterly basis.

Chapter – 10

Auditing

- 37. Internal Audit:** (1) The internal audit shall be conducted for income-expenditure and financial transaction of each fiscal year.
- (2) The internal audit of the University shall be conducted by an auditor appointed by the BOT from among the registered auditors as per the prevailing Rules.
- (3) The auditor may ask the head of the constituent unit or the accounting staff or the related person on any matter related to the area of audit. Auditor may request documents and if deemed necessary, may also conduct an on-site inspection.
- (4) The internal auditor shall have the responsibility to show real facts, make comments and give a report with his opinion about the financial transactions, behavior and related accounts of the office or unit under internal audit.
- (5) The internal auditor shall submit his/her report within one month from the date of audit.
- (6) The internal auditor shall include the following in his internal audit report:
- i. Financial status
 - i. Errors and omissions in accounting and financial systems, if any
 - ii. Irregularities, if any, in financial transactions
 - iii. Financial transactions which should and may be carried out on a regular basis
 - iv. Embezzlement
 - v. The amount to be recovered
 - vi. Matters and suggestions necessary to maintain financial discipline

(7) It shall be the duty and responsibility of the head of the constituent unit to act on the audit report.

38. Final Audit: (1) The final audit of the University shall be conducted by the Office of the Auditor General.

(2) It shall be the responsibility of constituent budgetary unit chief to resolve the irregularities mentioned in the Audit Report.

39. Responsibility for Resolving Irregularities: The head of accounts shall be responsible for resolving irregularities by submitting evidence or levying charges related to illegal activities pointed out by the audit.

39.(a) Audit objections to be cleared:⁷ (1) If amounts mentioned to be regularized or subject to the recovery in the Final Audit Report, which are not related to the embezzlement, are deemed to be eligible for making regular or waiver in view of the Chief of the related budget unit /accounts, the Chief of the budget/accounts unit shall forward a request to the Vice President, Administration and Finance for regularizing or waiving the amounts with due justification.

(2) The Vice President may forward the request from the Chief of the budget /accounts unit to the Executive Council through the President, if justified.

(3) The Executive Council may regularize the amounts mentioned to be irregular or waive the recovery of amounts to be recovered, if justified.

(4) The Executive Council may decide to recommend to the Auditor General's Office for the audit clearance of amounts mentioned to be irregular or recommended for the recovery, but not related to an embezzlement, if justified.

40. Audit and Unwarranted Audit: (1) Regarding the irregularities pointed out, if any, during the final audit, the head of the constituent unit should make a correction within thirty-five days of receiving the information about the irregularities.

(2) Embezzled amounts or unwarranted amounts due to non-compliance of prescribed procedures should be recovered from the concerned person within 35 days.

Chapter – 11

Awards and Scholarships

41. Awards and Scholarships can be Established: (1) An award, prize, scholarship and medal can be arranged in the name of a person or organization who has made significant contributions to the University. The Executive Council may establish and authorize a Unit or an official to manage the operation of the scholarship established in this way.

(2) Any scholarships and awards can be administered based on the mutual agreement between the University and the other donor. The operation of scholarships and awards established in this way shall be according to the Agreement between the University and the donors.

(3) Madan Bhandari University of Science and Technology itself may also establish scholarships.

⁷ Amended by 39th BoT Meeting, July 11, 2026

Chapter – 12

Allowances and Facilities

- 42. Officials on a Visit:** (1) The university officials may go on an official visit with prior approval of the authority.
- (2) The Chairperson of Board of Trustees will make his own visit schedule.
- (3) Approving Authority: Chairperson for the President
 President for the Vice-Presidents, Directors.
 Vice President for staff within their jurisdiction
- 43. Visits Must be Economical:** (1) Officials and staff visiting at the University's expenses must use most economic fares or vehicles as far as possible.
- 44. Classification of officials and staff:** (1) For the purpose of providing facilities, travel expenses in accordance with these Rules, the classification of officials and staff shall be as prescribed by the Executive Council.
- 45. Travel allowances and Daily Allowances etc.:** (1) For the purpose of visiting any country in connection with the work of the University, officials or staff travel allowances and daily allowances for them shall be as prescribed by the Executive Council.
- (2) The travel or work within the country in connection with the work of the University will receive daily allowances as prescribed by the Executive Council.
- (3) Daily allowance and travel expenses will not be paid if an official, teacher or employee takes a leave during the visit or work period.
- 46. Provisions related to Foreign Travel Expenses and Daily Allowances:** (1) When an official or a staff is sent on a trip abroad in connection with the University work he/she shall receive the daily allowance, travel expenses, pocket expenses and other expenses in accordance with these Rules if the trip is not financed by a third party. If it is partially financed by the party the official or staff shall receive only the portion of expenditures not covered by the third party.
- (2) Members of the Board of Trustees of the University, other authorities and University employees shall be entitled to travelling allowance and daily allowance as laid down by the Board of Trustees from time to time.
- (3) When an officer and employee travels abroad for international conferences, seminars, ceremonies, invitations, meetings, training, study tours and any other related work, a daily allowance shall be given at the rate as prescribed by the Executive Council.
- 47. Travel related Expenses Reimbursements:** (1) Officials or employees must submit the tour related report as well as the daily allowance and travel expense invoices to settle the advance provided for the travel or claim the expenditures made, if no advance payments were made, to the relevant office within fifteen days after the tour is over.
- 48. To be according to Prevailing Rules:** If there is a separate provision in the prevailing Rules regarding the travel expenses of a certain official, such an official will receive travel expenses according to the same. However, if the travel expenses are less than the provision of these Rules, such official can claim the travel expenses according to these Rules.
- 49. Special Allowances:** (1) Daily visiting allowance and the expenses incurred for participating in national and international conferences, seminars, meetings, invitations, delegations, training, studies, celebrations, etc. will be as prescribed by the Executive Council.

50. Accident Insurance: Staff will be covered by personal accident insurance facility as prescribed by the Executive Council.

Chapter – 14

Miscellaneous

51. Obstacle: If there is any hurdle in carrying out the work in accordance with these Rules, the Executive Council shall have the right to remove such hurdle.

Schedule 1

Remuneration and Allowances⁸

- 1. Remuneration & Allowances of the Executives and Employees:** (1) The President and vice President on-service shall receive a monthly salary of Rs. 85,077.00, Rs. 82,915.00 respectively and a dearness allowance of Rs. 2000.00. In addition, the President shall receive benefits as per the provisions of the Social Security Fund (SSF).
- (2) The President and Vice President will be provided with an office vehicle and a driver and the University will bear the expenditures related to fuel and maintenance. If the President and Vice President choose to use his/her own vehicle and driver reimbursements as specified in the Financial Rules shall be made in lieu of use of his/her vehicle, and expenditures incurred for the driver, vehicle maintenance, and fuel based on the log book. In addition, he/she will be compensated for the depreciation of his/her vehicle⁹.
- (3) The daily remuneration of the Vice Presidents and Directors shall be equal to the daily remuneration of the academic staff position, for which the Director qualifies. The Vice Presidents and Directors shall receive the Provident Fund, Pension and Gratuity as specified in Rule 34 of the Financial Management Rules, 2080.
- (4) The Director will be provided with the transportation facility for travel related to the office work.

Schedule 2

Remuneration Rates for Employees per Day, Rs.

Post	Level	Minimum	Maximum ²	Increment (ineligible for SSF) ^{10, 11}
Professor	F1	9432	11796	154.80
Associate Professor	F2	7428	9288	154.80
Assistant Professor	F3	6372	7968	154.80
Sr. Administrative Officer	F3	4632	5784	154.80
Administrative Officer, Engineer	F4, E4	4152	5184	154.80
Sr. Administrative/Finance Assistant, Sr. Driver, Laboratory Technician	A5, T5	2712	3396	154.80
Administrative/Finance Assistant, Driver	A6, T6	2568	3216	154.80
Office Helper	A7	1932	2412	154.80

²After market adjustment the salary may exceed maximum rate.

⁸ Amended by the 24th BOT Meeting

⁹ Amended by the 24th BOT Meeting

¹⁰ Amended by the 27th BOT Meeting

¹¹ Amended by the 35th BOT Meeting

Madan Bhandari University of Science and Technology

Gift Acceptance Rules 2080 (2023 AD)

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

1. **Short Title and Commencement:** (1) These Rules shall be called "**Gift Acceptance Rules, 2080 (2023 AD)**".
(2) These Rules come into force immediately.
2. **Definitions:** Unless the subject or context requires otherwise in these Rules:
 - (a) "**Gift**" means a philanthropic gift (also referred to herein as a "donation") as per these Rules.
 - (b) "**Philanthropy**" means the voluntary act of providing private financial support to the university, including Corporate Social Responsibility, an important element in advancing education and research.
3. **Purpose:** (1) MBUST welcomes gifts that support its academic mission and enhance its programs and services to students and researchers. Such financial support must be provided for the sole purpose of benefiting the university's mission and its social impact, without the expressed or implied expectation that the donor will receive anything more than recognition as the result of such support.
(2) These Rules shall be established to ensure:
 - (a) the University's principles, policies and procedures are reflected throughout the gift acceptance process, including appropriate due diligence;
 - (b) informed decisions are made concerning the acceptance of gifts;
 - (c) gifts are handled in compliance with applicable legislation;
 - (d) efficient administrative, legal and accounting practices are followed; and
 - (e) consistent and ethical relations with all donors and other supporters of the University are maintained.
4. **Scope:** (1) These Rules applies to philanthropic gifts made to the University, or being considered by the University, in furtherance of MBUST's charitable, educational and research purposes.
(2) For the purposes of these Rules, a "gift" is a philanthropic gift (also referred to herein as a "donation"), including planned/deferred gifts, where there is an irrevocable transfer of any money or other property to the University by a donor who expects no substantial advantage in return, for the donor or to any third party designated by the donor, subject to the following exceptions:
 - (a) donor recognition commensurate with the gift and applicable University recognition and naming policies and practices;

- (b) use of the gift as agreed by the donor and the University, in accordance with the University's gift principles under these Rules.
 - (c) life income in the case of some planned/deferred gifts. In this context, "irrevocable" means the following, in each case subject to the University being able to use the gift for a purpose consistent with the gift terms or any revised purpose pursuant to Rule 7 Sub-Rule 5.
 - (d) the gift cannot be returned to the donor or the donor's successor's or a third party designated by the donor;
 - (e) the gift remains the property of the University unless disposed of by the University, even if a particular staff member leaves the University or if the programmatic or financial needs of the benefitting unit change; and
 - (f) there shall be no additional performance-related terms relative to the gift which could result in the gift being forfeited or payments being withheld by the donor.
 - (g) A gift implies there is no University obligation to provide the donor with a product, service, technical or scientific report, or intellectual property. However, University's status reports or other reports to donors are consistent with philanthropic gifts.
- (3) **Other Forms of Financial Support:** These Rules does not govern other forms of financial support (i.e. "non-philanthropic gift") to the University, such as:
- (a) sponsorships, where the funding party receives a substantial advantage in return for the funding, in the form of a permitted association with the University.
 - (b) sponsored research, where determined by the University: In this context, "sponsored research" (versus a gift) involves (i) funding from governmental funding agencies and other accredited funding organizations, (ii) contract research or (iii) funding from corporations, foundations or other organizations or partners where there is an advantage to the sponsor. It is possible to have a gift in support of research, where such support fits within the definition of "gift" under Rule 4 Sub-rule (2) above. A gift in support of research may still require some administrative and technical support from University units responsible for such internal support.
- In certain cases, a contribution to the University may be part "gift" and part "funding or support that does not qualify as a gift". The University will manage and recognize the gift portion in accordance with these Rules.
- (4) **Types of Donors and Donations:** These Rules governs gift acceptance with respect to gifts from donors such as individuals, associations, foundations, and corporations, made in support of existing or new initiatives at the University, whether the gifts are made during the donor's lifetime or planned/deferred (e.g. through life insurance proceeds, trusts and estates).
- (5) **University-Wide Scope:** These Rules governs all fundraising activities and gift acceptance conducted by the University, including every unit of the University, or by any person authorized by the University.

- (6) **Gift Review Framework for University Community:** These Rules governs University employees, volunteers and leaders on matters of gift acceptance and provides them with an efficient review framework.
- (7) **Donor Information:** These Rules and its published Guidelines provide information about University's framework and procedures related to gift acceptance to assist current and potential donors with their gift planning.
5. **Principles:** (1) **General Statement.** MBUST will not accept gifts where such acceptance would compromise any of the principles in this Rule 5.
- (2) **University Commitments.** MBUST is committed to:
- (a) academic freedom, freedom of expression, and institutional autonomy;
 - (b) respecting the rights and dignity of individuals; and
 - (c) pursuing excellence in the advancement of learning and knowledge.
 - (d) MBUST will only accept gifts that support these University commitments.
- (3) **Alignment, Administration:** MBUST (i) seeks and depends upon gifts aligned with its priorities and needs; (ii) uses gifts as agreed by the donor and the University, in accordance with the University's gift principles under these Rules; and (iii) maintains control and flexibility regarding the use and administration of gift funds. MBUST's gift acceptance and gift administration processes are based on and in accordance with its mission, academic priorities and strategic plan.
- (4) **University Financial Controls and Compliance:** MBUST uses and administers gifts in accordance with applicable University financial and other relevant policies and procedures.
- (5) **Cost/Benefits:** MBUST will only accept a gift if: (i) the time and cost of handling the gift is proportionate to its expected value; (ii) the gift does not expose the University to excessive liability or risks; and (iii) the University's prospects for realizing cash from the disposal of an asset are not distant or disproportionate to the costs and benefits of holding the asset. In this context, a (potential) gift may be identified by the Vice President Administration and Finance, as requiring special review and consideration in consultation with Senior Leaders of the University before the University may agree to accept it. Such gifts may fall under the non-standard gift types as set out in Guidelines.
- (6) **Avoiding Conflicts of Interest:** MBUST is committed to managing actual or perceived conflicts of interest in its acceptance of gifts in accordance with its *University Regulation on Conflicts of Interest*. The *Regulation on Conflicts of Interest* applies to the review and acceptance of all gifts, and governs all members of the University community. When considering philanthropic support for the educational and research activities of the University, decisions should be guided by an overarching concern for advancing learning and knowledge. A gift must not put the University in an institutional conflict of interest; for example, a gift must not:
- (a) create a situation where the University could be influenced by the donor, or where the perception of influence may be created;
 - (b) create expectations for research deliverables that provide an advantage to the donor (e.g. early access to findings, influence on research outcomes; expectation of intellectual property interest, consulting or partnership);

- (c) create the appearance of endorsement of the donor by the University; or
- (d) constrain the University's use of vendors.

(7) **Compliance with Applicable Legislation:** MBUST must comply with all applicable legislation.

(8) **MBUST as Donee.** MBUST is the owner of all gifts it accepts, whether for the benefit of the University generally or for some specific purpose in it. If a gift is designated to a unit or part of the University, it shall be deemed to be a gift for the University, but it will be used for the benefit of the designated unit or part.

6. **Responsibilities:** (1) The Vice-President - Administration and Finance is responsible for ensuring that MBUST's gift acceptance process is compliant with these Rules.

(2) Over time, gifts may emerge that have aspects or characteristics that were not contemplated within these Rules. In such cases, the Executive Council shall (i) recommend the establishment of different policies for such gifts;

(3) The Executive Council has the authority and responsibility to develop operational guidelines and procedures, to support the gift acceptance process, in compliance with these Rules.

(4) The Office of the Vice President - Administration and Finance, is primarily responsible for managing University fundraising activities to meet University objectives, in accordance with the University's mission and current academic priorities. All persons and units wishing to raise philanthropic funds for programs or areas at the University, must work within plans and guidelines established by the Office. The Office must be consulted prior to or during preliminary discussions with potential donors.

(5) The relevant receiving unit(s) shall be responsible for stewardship of gifts to the University. The Office of the Vice President Administration and Finance supports stewardship practices through strategic University-wide programming as well as the provision of guidelines and procedures to units concerning gifts they have received. This may include appropriate acknowledgement and recognition for gifts, impact communications/reporting, and donor engagement.

(6) In considering or negotiating a gift to the University that is unusual in nature, University employees or other representatives must consult with the Office of the Vice President Administration and Finance or his/her designate prior to or during preliminary discussions with potential donors.

(7) The Office of the Vice President Administration and Finance staff and other relevant University staff shall refer to Guidelines for examples of appropriate questions to guide the review/due diligence process for accepting a gift.

7. **Gift Acceptance:** (1) The University may elect to accept or decline any gift. When an offer of a gift is judged contrary to the University's best interest, the Office of the Vice President Administration and Finance or his/her designate may request that the terms be revised or may decline the offer.

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- (2) The acceptance of a gift does not imply that the University endorses the donor's views, opinions, businesses, or activities.
 - (3) The Office of the Vice President Administration and Finance will consult with relevant representatives of the potential receiving unit during the gift acceptance process, in order to consider the receiving unit's views concerning acceptance of a potential gift, and to confirm the receiving unit's ability and commitment to perform any obligations associated with a gift.
 - (4) Without prejudice to Rule (2) above, where donors wish to provide an advisory role in the project/program/other initiative to which they have provided funding, the University will consider such advisory role on an exceptional and case-by-case basis, taking account of relevant legislation and University policies, procedures and authorities. Any such advisory role must be in compliance with the University's principles of academic freedom, freedom of expression, and institutional autonomy. Given their fact-specific nature, case-by-case decisions will not be considered precedent-setting.
 - (5) University faculty and staff members and their immediate family members are welcome to offer gifts to the University, and these may be accepted if the purpose of the gift is to support University activities. Such gifts are subject to all other applicable University policies and procedures, including the *Regulation on Conflict of Interest* and other University policies treating donations from employees.
 - (6) University faculty and staff members may welcome prospective gifts to the University, however, in accordance with Rule (4) above of these Rules, any fundraising activities must be referred to the Office of the Vice President Administration and Finance for gift negotiation and approval.
 - (7) Where Gift Acceptance involves the naming of any University asset, such naming must be in compliance with the University's *Rules Relating to the Naming of University Assets*.
8. **Management of Different Types of Gifts:** (1) **Planned/Deferred Gifts:** The University may renounce or disclaim a gift that originates from an estate or trust for any reason, such as illiquidity, lack of marketability, holding costs, liability exposure and unacceptable gift restrictions, or any reason for refusal as per the Guidelines.
- (2) **Main Financial and Gift Administration Classifications:** For financial and gift administration purposes, gifts (or portions of gifts) to the University are classified and managed as follows:
- (a) **Current use gifts:** A "current use gift" (sometimes referred to as "expendable gift" or "direct spend gift") is to be spent down over a period of time to support the purpose(s) of the gift, in accordance with an established schedule or at the University's discretion, until funds are depleted.
 - (b) **Endowed gifts:** An "endowed gift" is providing capital to be invested in the University's endowment (the "**Endowment**"), in order to produce income which can be used to support the designated purpose(s) of the gift, normally in perpetuity. The management of the capital of the Endowment and the distributions of income from the Endowment to support the purpose(s) of the gift are made according to the University's investment policies and procedures in effect from time to time. An endowed gift may establish an

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Endowment fund or augment an existing one. The capital of Endowment funds shall not be encroached upon or "spent down".

Except for endowment funds resulting from testamentary dispositions, every new Endowment fund established by a gift must be based on a written Gift Agreement, which includes:

- (a) Purpose provision [may be restricted (e.g. to fund a specific unit or area of research) or unrestricted (e.g. to support the University's academic priorities)]
- (b) Revised Purpose Clause
- (c) Payment/Pledge schedule (if applicable).

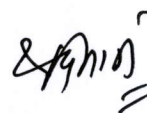
Any deviation from the foregoing Endowment requirements in this Sub Rule (2) (b) above requires the written approval of the Office of the Vice President Administration and Finance or delegate.

- (4) **Restricted Versus Unrestricted Gifts.** Gifts (or distinct allocations of gifts) may be classified as either "restricted gifts" or "unrestricted gifts" as follows:
 - (a) **Restricted gifts:** A "restricted gift" is a gift for which the donor and the University have agreed upon specific directions on how the gift is to be used within the University and/or within one of its units.
 - (b) **Unrestricted gifts:** An "unrestricted gift" is a gift for which the donor has left it to the University (and/or a specified unit) to decide how to use the funds (e.g. use of wording such as "to support the University's academic priorities" or "for the general support of the University", or silent as to purpose).
 - (5) **Revised Purpose:** In exceptional circumstances and to ensure timely use of gifts over time, if, in the University's opinion, it is no longer necessary, practical, desirable or possible to use all or part of a gift for the original purpose(s) specified, the University, in consultation with the Donor where possible, may redirect the affected portion of the gift to a new purpose that is consistent with the original spirit and intent of the donor when making the gift. Any such change shall be reviewed and approved by the Office of the Vice President Administration and Finance in consultation with the affected unit(s), and University senior leaders, as applicable.
9. **Gift Receipting:** (1) The Office of the Vice President Administration and Finance is the only University unit authorized to issue receipts related to philanthropic gifts.
10. **Unfulfilled Payments (Pledges):** (1) The University will notify donors concerning any unfulfilled payments/pledges, where possible. If, for any reason, a payment/pledge is not fulfilled as outlined in a gift agreement and it is not possible to come to a new agreement with the donor, the University will have the authority to redirect any partial funds toward one or more of the areas designated in the gift agreement, or other purpose(s) which is/are, in the University's opinion, consistent with the spirit and intent of the donor's gift. Any such change shall be reviewed and approved by the Office of the Vice President Administration and Finance in consultation with the affected unit(s), and University senior leaders, as applicable.

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11. **Ethics:** (1) All University employees, volunteers and professional representatives acting on behalf of the University will conduct themselves in accordance with accepted professional standards of accuracy, truth and integrity.
12. **No Advice to Donors:** (1) MBUST does not provide legal, tax or financial advice to donors. Therefore, donors are encouraged to discuss all gift planning decisions with their own independent legal, financial or tax advisors before entering into any commitment to make a gift to the University. Donors are responsible for all costs in relation to obtaining such independent professional advice.
13. **Confidentiality:** (1) Information concerning all transactions between a donor and the University shall be held by the University in strict confidence and may be publicly disclosed only with the permission of the donor, or in accordance with applicable laws.
14. **Anonymity:** (1) MBUST shall respect the wishes of donors wishing to support the University anonymously and will take reasonable steps to safeguard those donors' identity, subject to the limitations outlined below. "Anonymous" treatment of records requires the University to take more steps than it does when treating records in a confidential manner, since this involves the usual confidentiality treatment referred to in Rule 13 above, in addition to internal restrictions on access to "anonymous" records.
- (a) The University will comply with any legal obligation to disclose the names of donors and the nature and value of their gifts;
 - (b) The identity of a donor requesting anonymity may be provided to the Board of Trustees on an oral basis if the Board so requests. Such information will not be included in the minutes of the meeting nor used by Board members or officers outside the meeting of the Board of Trustees (except as may be required by applicable laws); and
 - (c) Prospective donors requesting anonymity shall be advised by the Office of the Vice President Administration and Finance that their names, and the nature and amounts of their gifts, will be disclosed as above.
15. **Authority to Approve Procedures:** The Executive Council is vested with the authority to approve procedures as they relate to these Rules.



Madan Bhandari University of Science and Technology

Gift-In-Kind Rules 2080 (2023 AD)

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

1. **Short Title and Commencement:** (1) These Rules shall be called "**Gift-In-Kind Rules 2080 (2023 AD)**".
(2) These Rules come into force immediately.
2. **Definitions:** Unless the subject or context requires otherwise in these Rules:
 - a. "Gift-in-Kind: means non-cash gift as per the Rule 3, Sub-Rule (2) of these Rules.
 - b. "Gift" means a philanthropic gift (also referred to herein as a "donation") as per these Rules.
3. **Purpose:** (1) (a) establishes roles and responsibilities within the University for treating gifts-in-kind to the University;
 - (b) provides procedures for the acceptance of gifts-in-kind by the University, as a complement to the University's *Gift Acceptance Rules, 2080*;
 - (c) provides Rules for documenting such gifts, determining their fair market value, receipting for them and other ancillary matters; and
 - (d) applies to all gift-in-kind being considered or having been accepted by the University, whether or not an official donation receipt is requested by the donor.(2) Gifts-in-kind are non-cash gifts, such as rare books, archival records and artifacts, natural history objects/specimens, artwork, musical instruments, equipment and supplies, or real property. The University may accept such a gift of property as a charitable donation if the property gifted supports the goals of the University and of the receiving unit, respects its academic freedom and preserves its integrity, and respects its principles and values. Gifts-in-kind do not include gifts of services.
 - (3) These Rules governs University employees, volunteers and leaders on matters pertaining to gift-in-kind and provides them with an efficient review framework.
 - (4) These Rules and its published guidelines provide public information about the University's policies and procedures specific to gift-in-kind, in order to inform the public about University procedures pertaining to potential gift-in-kind.
4. **Principles:** (1) To be accepted by the University, a proposed gift-in-kind must conform with the following principles:
 - (a) The gift-in-kind must be consistent with the scope of the University's mission, goals, priorities and strategic plans;
 - (b) The gift-in-kind must have been obtained by the donor in a matter conforming with national and international heritage and cultural property legislation, and with any other relevant regulations (e.g. pertaining to permitted export, protected artifacts or species, ownership of artwork, environmental conditions for real property) and agreements;

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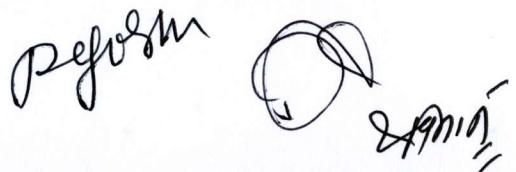
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- (c) The gift-in-kind and any receipting for it must be compliant with these Rules and other applicable University policies and procedures, including notably the *University's Gift Acceptance Rules, 2080* in effect from time to time;
 - (d) The gift-in-kind must be on terms which allow the University to uphold the principles of academic freedom, freedom of expression and institutional autonomy;
 - (e) The gift-in-kind must be easily convertible into cash unless it is intended for retention or a collecting unit. If retained, the gift-in-kind must:
 - (i) Support one or more of the following purposes:
 - support the training of the mind;
 - advance the knowledge or abilities of the receiving unit;
 - advance the educational and/or research mission of the University
 - pertain to the heritage of the University institution and community; and/or
 - contribute to the appreciation of art in the community; and
 - (ii) Be financially neutral to the University operation, including with respect to indirect and infrastructure costs. However, costs related to the acceptance and maintenance of a gift-in-kind may be allowable, if they have been assessed, and a source of funds to sustain these costs has been identified and secured.
 - (f) The donor must agree that the gift-in-kind may be managed by the University at the University's discretion once title transfers to the University (e.g. may be retained, disposed of, or redirected), subject to relevant exceptions under:
 - (i) applicable legislation pertaining to certified cultural property and heritage objects; and
 - (ii) any other applicable University Rules/policy in effect from time to time.
 - (g) The University is committed to avoiding actual or perceived conflicts of interest in its acceptance of gifts; and
 - (h) The University shall not accept a gift-in-kind that would require a purchase of goods or services in contravention of the University's *Procurement Rules, Procedures* or practices in effect from time to time, in order for the University to maintain or use the proposed gift-in-kind.
- (2) The types of gift-in-kind listed below will not be recognized as charitable donations by the University:
- (a) professional or personal services from an individual or corporation;
 - (b) items of personal clothes or accessories, except where of special historical or cultural significance to the University or connected with a purpose outlined in Rules 4, Sub-Rule (1), (e) above;
 - (c) human organs and tissues;
 - (d) items from University staff gained from the normal conduct of University business (e.g. specimens, materials purchased with research funds, course books); and
 - (e) items that may have come from or did come from illegal or unethical activity (such as protected artifacts or species, or stolen artwork).
5. **Gift Acceptance for Gift-in-Kind:** (1) If approached for a potential gift-in-kind, the University must first determine whether to accept such proposed gift-in-kind, pursuant to the University's *Gift Acceptance Rules 2080* in effect from time to time. All proposed gift-in-kind shall be directed to the designated



contact by the Office of Vice President for Administration and Finance to guide the matter through the applicable gift-in-kind acceptance and approval steps in accordance with University policies and procedures.

- (2) Proposed gifts-in-kind (i) with a fair market value of Rs. 10 Million or (ii) which would put the donor at the cumulative giving level of Rs. 10 Million or more for gift-in-kind, must be submitted to the President and gifts-in-kind below a fair market value below Rs. 10 Million to the Vice President Administration and Finance.
 - (3) The University cannot guarantee to a donor that any gift-in-kind will be placed on display permanently, or that a collection shall remain together as a group storage. Items offered with restrictions on their use will require special consideration before acceptance.
 - (4) Gift-in-kind will not be accepted under any arrangements other than as an absolute and irrevocable gift. Permanent loans of material will not be accepted by the University.
 - (5) Specific acceptance appraisal or receipting criteria, and any other gift-type or unit-specific requirements for certain types of gift-in-kind or pertaining to various University units shall be set out in Guidelines.
 - (6) In order to avoid any actual or perceived conflict of interest in connection with a gift-in-kind, those responsible for accepting a gift-in-kind shall take special care when reviewing potential gift-in-kind from donors with close involvement in University activities (e.g. staff; members of University governing or advisory bodies or affiliated organizations; active volunteers), particularly where the potential donor wishes to receive an official donation receipt and/or the proposed gift-in-kind may result in an actual or perceived benefit to the potential donor or a person designated by the potential donor. Such special care shall include consultation with the head of the proposed receiving unit (or head of unit's supervisor if the head of the unit wishes to make the donation) for review under the Regulation on Conflicts of Interest prior to any acceptance.
6. **Documentation for Gift-in-Kind:** (1) The University requires a signed Deed of Gift between the donor and the University for all University-recognized gift-in-kind. In addition, for
- (i) gift of real property or
 - (ii) gift-in-kind with a fair market value of Rs.10,000,000 or more or
 - (iii) other situations involving gift-in-kind as may be identified by a Legal Advisor, the University requires a notarial Deed of Gift, or equivalent document for other jurisdictions, to be signed by the donor and the University.
- (2) Deeds of Gift for gift-in-kind must be approved by the Office of the Vice President Administration and Finance and signed in accordance with the *Procurement Rules* in effect from time to time.
 - (3) When considering and/or documenting a gift-in-kind which is subject to regulation (e.g. permitted export, protected artifacts or species, ownership of artwork, environmental conditions for real property) or presents potential risks, the University will require representations and relevant documentation (e.g. permit, license or certificate) from the donor concerning compliance with applicable laws and ethical practices.
 - (4) For proposed donations of real property, the University requires the following documentation in order to determine acceptance:
 - (i) an updated certificate of location and survey plan from a land surveyor;

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(ii) a legal opinion confirming valid title and that the property is free and clear of all material encumbrances such as mortgages, servitudes etc.; and

(iii) an environmental study provided by an environmental firm.

7. **Determining the Fair Market Value of Gift-in-Kind; Appraisals:** (1) Determining the fair market value of a gift-in-kind is necessary, in order to permit the University to administer the gift, and issue an official donation receipt if requested; all in compliance with applicable accounting and legal requirements for registered charities.

(2) Determination of the fair market value of any gift-in-kind must be conducted according to professional standards and principles and in accordance with applicable laws.

(3) For gift-in-kind valued under Rs.100,000, an external professional appraisal may not be required if recent invoices, receipts or other supporting documents are available from the donor, or if an internal appraisal is conducted by qualified professional staff.

(4) For gift-in-kind with a fair market value between Rs.100,000 and Rs.5,000,000 one independent appraisal is required from a qualified and knowledgeable expert.

(5) Subject to (i) Sub-Rule (6) below in the case of real property, and (ii) any express exceptions to this Sub-Rule (5) for a given unit as may be set out in the Guidelines for other (i.e. not real property) types of gift-in-kind with a fair market value of Rs.5,000,000 and more for an individual item, two (2) independent appraisals are required from a duly qualified and knowledgeable expert. The Vice President Administration and Finance has authority to permit exceptions under Guidelines or case-by-case exceptions to this requirement for two (2) appraisals, in which case a single qualified appraisal shall apply. The receiving unit concerned shall raise any such proposed exceptions to the usual appraisal requirements at an early stage in the gift acceptance process, so that the donor may be appropriately informed.

(6) For proposed donations of real property, the University requires the following documentation in order to determine fair market value:

(i) two (2) independent appraisals by licensed real estate appraisers or evaluators; and

(ii) one (1) written inspection report from a building inspector (or other relevant expert) approved by the Office of the Vice President Administration and Finance.

(7) The appraiser(s) shall provide the University with a signed certificate confirming that the appraiser is:

(i) accredited or otherwise qualified in the field of the evaluation;

(ii) knowledgeable about valuation procedures;

(iii) arm's length from the donor; and

(iv) independent from the University.

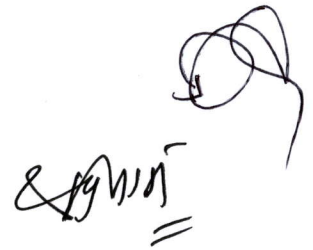
A sample certificate of appraiser form is set out in the Guidelines. Appraisers may adapt such sample form, provided their certification is signed and includes each substantive element from the sample form.

(8) The cost of independent appraisal(s) is to be borne by the potential donor or another identified source as if such source is agreed to in writing between (i) the Vice President Administration and Finance and (ii) the receiving unit concerned.

(9) All appraisals must be current at the time of the donation., pursuant to



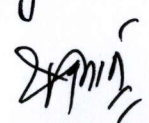
8. **Receipting and Compliance for Gift-in-Kind:** (1) The Office of the Vice President for Administration and Finance is the only University unit authorized to issue official donation receipts or other receipts related to philanthropic gifts, including gift-in-kind.
(2) Where the donor of a gift-in-kind has not requested an official donation receipt, the University may still require certain documents or representations from the donor in order to assure compliance with these Rules and applicable legislation.
9. **Authority:** The Executive Council has the authority and responsibility to develop operational guidelines and procedures, to support the University's management of gift-in-kind, in compliance with these Rules.
10. **Miscellaneous:** These Rules shall be reviewed at least every five (5) years and prior to a major fundraising campaign being undertaken by the University.

A handwritten signature in black ink, appearing to be "S. M. H.", with a large, loopy flourish above it.A handwritten signature in black ink, appearing to be "P. J. H.", written in a cursive style.

Madan Bhandari University of Science and Technology
Naming of University Assets Rules 2080 (2023 AD)

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

1. **Short Title and Commencement:** (1) These Rules shall be called "**Naming of University Assets Rules 2080 (2023 AD)**".
(2) These Rules come into force immediately.
2. **Definitions:** Unless the subject or context requires otherwise in these Rules:
 - a. **Asset** means the physical assets including buildings, rooms, fixtures, fittings, features, equipment and open spaces of the University.
 - b. **Donation** means a contribution or gift given by a person to the University in its capacity as a fund or cause and in support of that fund or cause. It is given typically for charitable or philanthropic reasons.
 - c. **Naming opportunities** means occasions where a specific name which is not a function description or designation may be placed on an asset of the University in consideration of a donation.
 - d. **Naming rights** means occasions where an entity separate to the University is granted permission to place its name on an asset of the University in consideration of a donation.
3. **Purpose and Scope:** (1) Purpose: (a) To name existing and proposed tangible and intangible assets after founders, donors, volunteers, governors, staff members and others ("**University Community**") who have made exceptional contributions to the University and its mission or to the broader local, national or international community.
(b) To provide meaningful opportunities for the recognition of outstanding contributions by those who serve as inspiration for future generations of students, graduates, and members of the University Community.
(c) To Recognize exceptional contributions to the University or to the community and association with such extraordinary persons to strengthen the University its sense of heritage and connection to the community.
(d) The choice of names selected for such recognition should reflect how the University perceives itself, its mission and its values;
(e) The limited number of naming opportunities must be used judiciously;
(f) Ensure consistency in the tribute paid by the University to its staff, donors and other meritorious persons;


(g) These Rules has been adopted as a means of ensuring that the above reasons, and the process and principles that guide the naming of University Assets, are clearly articulated, understood and uniformly applied by all those involved.

(2) Scope: (a) These Rules applies to the naming of all tangible and intangible assets ("University Assets"), whether existing or proposed, including but not limited to:

1. Tangible Assets: (a) buildings and parts thereof (wings, lecture and seminar rooms, laboratories, reading rooms, atria, foyers, etc.);

(b) collections of books, archives, art and other documentary and/or cultural materials;

(c) equipment;

(d) open spaces, gardens, fields, etc.; and

(e) other natural features or physical improvements.

2. Intangible Assets: (a) academic units (institutes, laboratories, centers, libraries, etc.);

(b) academic programs within one or more academic units;

(c) endowed or limited term chairs;

(d) awards, including scholarships and bursaries, to support or recognize students;

(e) fellowships, professorships and other academic position support;

(f) administrative posts (chairs, directorships, etc.);

(g) events, both academic (lectures, symposia, conferences, etc.) and non-academic (athletic and other extracurricular events, etc.); and

(h) student services and other services.

4. **Naming Principles:** (1) Naming of a University Asset shall be made in accordance with these Rules and all related procedures and guidelines.

(2) Each naming shall enhance the mission, values and priorities of the University while preserving the University's integrity and academic freedom;

(3) Naming at the University shall be independent of all appointment, admission and curriculum decisions;

(4) Naming shall not be granted in a manner that implies the University's endorsement of a political or ideological position or the use of a particular product or service;

(5) Naming of academic units and programs shall not impede the University from altering its academic and research priorities;

(6) Buildings, academic units, programs, institutes and centers shall be named only after individuals;

(7) Persons recognized in a naming must be of sound reputation;

(8) Naming of University Assets in recognition of an organization, including corporation, corporate foundation or other similar entity, ("**Organization**") shall be permitted, however, for a defined period of time and shall exclude the naming of University Assets listed in sub rules (6) above.

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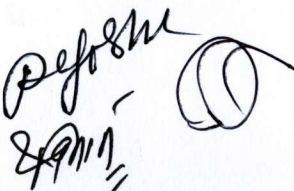
- (9) For any naming of a University Asset, the University shall seek, where possible, the written permission from the intended honoree, or, if deceased, members of the intended honoree's family; and
- (10) Naming of University Assets shall comply with University funding minima and standards in effect from time to time.
5. **Naming Authority:** (1) Authority for the approval of the naming or renaming of University Assets is vested in the Board of Trustees as per these Rules.
- (2) The Board of Trustees shall retain its authority to approve naming of academic units, programs, institutes, centers, buildings and other significant tangible assets ("Significant Assets").
- (3) Subject to Sub Rule (2) above, The Board of Trustees, however, delegates its authority to name University Assets to the President, with due respect to the approval process outlined in Rules 8. The President shall report annually to the Board of Trustees on the exercise of the President's authority.
6. **Duration of Naming:** (1) Naming Recognizing Individuals
- (a) Any naming of a University Asset recognizing an individual shall remain in place for either the useful life of the asset or a limited term, as agreed to by the parties, and subject to the further terms hereof.
- (b) The duration for a naming recognizing an individual shall be consistent with University practice, taking account of the relevant person's association with the University and giving history, as applicable, as well as the size and prominence of the asset in question. Generally, the duration shall not be more than 100 years.
- (c) Notwithstanding Rule 6 Sub-Rule (1) (a) where (i) a University Asset is named after an individual, and (ii) the University Asset so named is directly supported by an endowment fund (such as endowed Chairs or scholarships), the University may maintain such naming for the term of the endowment (in most cases, for a perpetual term).
- (2) Naming Recognizing Organizations:
- (a) Any naming of a University Asset recognizing an Organization shall be for a limited term.
- (b) Notwithstanding Sub-Rule (2) (a) above, where (i) a University Asset is named after an Organization, and (ii) the University Asset so named is directly supported by an endowment fund (such as endowed Chairs or scholarships), the University may maintain such naming for the term of the endowment (in most cases, for a perpetual term).
- (3) Derogation. To request a derogation from this Rules 6, the Naming Sponsor (as defined in Sub-Rule 8.2 below) shall make a recommendation to the person(s) vested with the Naming Authority, pursuant to Rules 5, for final decision-making.
7. **Timing of Activation:** (1) No commitment (verbal or written) shall be made by the University or any member of the University Community to any person for the naming of a University Asset without first obtaining the requisite approvals in accordance with Rules 8.

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- (2) Once such approval has been granted, any naming in recognition of a donor will only take effect once a significant portion of the donation has been received by the University.
- (3) Notwithstanding Sub-Rule (2) above, any naming of an award (including bursaries and scholarships) to support or recognize students shall take effect at the time of approval (either in accordance with Rules 8.
- (4) Naming of a tangible University Asset or a Significant Asset in honor of a member of the University Community who has retired or departed from the University, or in memory of a member of the University Community who is deceased, shall not be conferred until two (2) years following the honoree's retirement, departure or death.
 - (a) Any exception to the naming delay contemplated in Rules 4 above shall be at the request of the Naming Sponsor and subject to approval by the person(s) vested with the Naming Authority, pursuant to Rules 5.

8. Approval Process: (1)

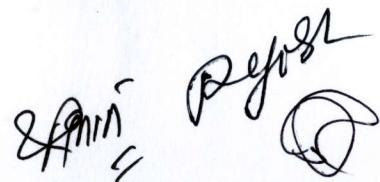
- (1) Naming recommendations may originate from any member of the University Community who shall forward a recommendation in writing to the individual with the overall responsibility for the asset in question, including but not limited to: A Vice president - Academic and Research (the "Naming Sponsor").
 - (3) The Naming Sponsor shall evaluate the proposed naming and, if it is deemed worthy of further action, shall develop a written naming proposal, incorporating the principles set forth in Rules 4 above, and in accordance with the requirements in Rules 9 below, supporting the case for the naming, and seek the written opinion of the Vice President (Academic and Research) and Vice President (Administration and Finance) on the merits of pursuing the proposal.
 - (4) Once these opinions have been received, a recommendation is made to the President, including the opinions of the Vice President (Academic and Research) and Vice President (Administration and Finance). All opinions must be unanimously supportive of the Naming Proposal before further steps in the approval process can be taken.
 - (5) The President once satisfied that the Naming Proposal conforms to these Rules and that the recommendation is deserving of support, may, subject to the following paragraph, grant approval to the naming.
 - (6) In the case of the naming a Significant Asset, the President shall consult with an *ad hoc* committee composed of members of the Board of Trustees, the Academic Council, and the University Community. Following such consultations, the President may recommend approval of the Naming Proposal to the Board of Trustees.
 - (7) The *ad hoc* committee stipulated in sub-rule (6) above shall be formed by the President.
 - (8) Notwithstanding any of the provisions of this Rules 8, if a proposed naming relates to campus development (e.g. construction or renovation) or the creation of a new academic unit, program, institute or center, all necessary governmental and University approvals for such development or creation must be obtained before a naming may be finally approved.
- 9. Contents of Naming Proposals:** (1) Naming proposals shall be in writing and shall contain the following:

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- (a) a clear description of the naming recommendation being proposed;
 - (b) a clear indication of the importance of the naming to the University;
 - (c) the proposed term (and rationale therefor) of the naming and its short- and long-term implications, including a provision for the future renaming of the asset;
 - (d) the appropriateness of the timing of the naming (where the naming is in recognition of a retired or deceased individual);
 - (e) other particular conditions, concerns, or impacts of the naming on the academic unit and/or the University;
 - (f) a provision acknowledging that due diligence has been conducted; and
 - (g) a provision incorporating the provisions of these Rules as an integral part of the proposal or agreement.
- (2) Naming Proposals associated with donors, in addition to the matters referred to in sub-rule (1) above, shall be approved by the relevant parties and also contain:
- (a) a statement as to the nature and impact of the gift meriting named recognition and the expected schedule of payment;
 - (b) the significance of the gift as it relates to the realization and/or success of the project/priority or to the enhancement of the project's/priority's usefulness to the University; and
 - (c) where the naming is to be of a new unit or program, its relevance, sustainability and impact on the University's or faculty's strategic priorities.
10. **Due Diligence:** (1) The Naming Sponsor shall conduct an appropriate due diligence to be reasonably assured that the person honored by the naming is of sound reputation and that the naming complies with these Rules.
- (2) The person(s) vested with the Naming Authority, pursuant to Rules 5, shall be satisfied that the obligation of due diligence has been fulfilled.
11. **Confidentiality:** (1) Any discussions of a proposed naming, including Naming Proposals, shall be dealt with in the strictest of confidence by all parties involved in the process until the naming is publicly announced by the University.
12. **Renaming of University Assets:** (1) The University may rename an asset under the following circumstances:
- (a) if a named asset has been or will be altered in its form, nature or use;
 - (b) at the expiration of the useful life of the asset or term of a naming, if applicable; or
 - (c) if a naming is terminated in accordance with Rules 13 below.
- (2) A proposal to rename an asset or to add a second name shall adhere to the same procedures and criteria for naming set out above. Any eventual approved renaming is subject to the further naming terms of these Rules.

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- (3) For a proposed renaming pursuant to Sub-Rule (1) - (a) or (b), the Office of the Vice President (Administration and Finance) shall consult the head of the relevant unit concerning the potential renaming of an asset under the purview of such head of unit.
 - (4) For a proposed renaming pursuant to Sub-Rule (a), which may involve (a) renaming of the original asset named for the balance of an applicable term; or (b) naming of a different asset for the balance of an applicable term; the University shall consult the other party or parties concerned (e.g. donor, donor representative), if practicable.
 - (5) In the event of an approved renaming, which relates to a gift agreement or other agreement in effect, the University and the party or parties concerned shall document the revised naming terms and conditions by a signed agreement in writing, where possible.
13. **Revocation of Naming:** (1) A naming may be revoked where retention of the name would be prejudicial to the University's reputation and/or found to be in contradiction to the University's mission or values.
- (a) In the event of a revocation of a naming in recognition of a donor pursuant Sub-Rule 13 (1) above, the University shall not be required to return any portion of the gift already received.
 - (2) In addition to the rights of the University set forth in Sub-Rule (1) above, the University shall retain the right to revoke a naming in recognition of a donor if there is a shortfall in the anticipated payment(s), following reasonable notice to the donor and an opportunity to cure.
 - (a) In case of such a shortfall, the University may (1) revoke the naming and offer the donor(s) an alternate naming commensurate with the actual giving level; and (2) shall not be required to return any portion of the gift already received.
 - (3) The person(s) vested with the Naming Authority, pursuant to Rules 5, has the authority to revoke a naming pursuant to this Rules 13. Any revocation herein shall be contingent on fulfillment of the obligation of due diligence by the individual(s) responsible for recommending the revocation of a naming (to be referred to as the "**Revocation Sponsor**").
 - (4) The revocation process shall parallel the approval process pursuant to Rules 8 and the Revocation Sponsor shall take the lead in following all of the steps in the revocation process in the same manner that the Naming Sponsor leads the steps in the approval process.
14. **Plaques and Signs Recognizing Names:** (1) Plaques and other signs recognizing a naming shall be of generally uniform design and contain the name of the honoree and the date of dedication or, as appropriate, the date on which the project was substantially completed.
- (2) All plaques and signs are subject to University policies and guidelines applicable to signage. Names may be abbreviated where there are space constraints such as in campus maps or in online communications.
15. **Records:** (1) Once final approval of the naming has been granted and the naming has been publicly announced, a copy of the Naming Proposal, Memorandum of Agreement, deed of donation, record of approval and other relevant documents shall be deposited with the Secretariat.

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- (2) The Office of the Vice President Administration and Finance shall also keep a complete record of all Naming Agreements and related documents for any naming associated with a philanthropic gift.
 - (3) The Office of the Vice President Administration and Finance shall be responsible for maintaining and updating an inventory of named assets.
16. **Legal Review:** (1) Legal experts shall review Naming Proposals, Memoranda of Agreement, deeds of donation and other relevant documents relating to the following; and shall make recommendations to the President concerning any legal and contractual aspects of:
- (a) Naming in recognition of a donor or honoree
 - (b) Modifications of any naming
 - (c) Revocation of any naming
17. **Authority to Approve Procedures:** The Executive Council is vested with the authority to approve procedures as they relate to these Rules.

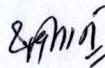
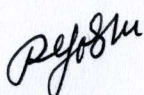


Madan Bhandari University of Science and Technology
Rules Relating to Code of Ethics and Conduct for Members of the Board of Trustees,
2080

Chapter – 1

Preliminary

1. **Short Name and Commencement:** (1) These Rules shall be called " Madan Bhandari University of Science and Technology - Rules Relating to Code of Ethics and Conduct for Members of the Board of Trustees, 2080 (2023 AD)".
(2) These Rules shall come into force immediately.
2. **Definition:** (1) Unless the subject or context otherwise require in these Rules,
 - (a) "**Act**" means the Madan Bhandari University of Science and Technology Act, 2079 (2022 AD)
 - (b) "**Agency**" includes a funding agency, granting council, foundation, organization or other entity, public or private, supporting in whole or in part, research and scholarly activities, development of the university.
 - (c) "**Conflict of Interest**" means any situation in which:
 - (i) a Member or a Related Party has a personal interest, whether direct or indirect, of which the Member is, or should be, aware, and that in the opinion of a reasonably informed and well advised person is sufficient to put into question either the independence, impartiality and objectiveness that the member is obliged to exercise in the performance of his or her duties or the ability of the member to act in the best interests of the University (actual Conflict of Interest); or
 - (ii) a Member or a Related Party appears, in the opinion of a reasonably informed and well-advised person, to have a personal interest, whether direct or indirect, that is sufficient to put into question the independence, impartiality, and objectiveness that the member is obliged to exercise in the performance of his or her duties or the ability of the member to act in the best interests of the University (apparent Conflict of Interest); Conflict of Interest:
 - (d) "**Family Member**" means a trustee's spouse, child (including an adopted or step-child), parent, parent-in-law, sibling, niece or nephew, legal guardian, or household member.
 - (e) "**Financial Interest**" means any interest, or opportunities as mentioned in Rules 8 of these Rules.
 - (f) "**Legal Person**" includes corporations, partnerships, associations, foundations, organizations, government agencies, and any other entity or body.
 - (g) "**Member,**" means any member of the Board of Trustees of Madan Bhandari University of Science and Technology, including Chairperson and President of the University.
 - (h) "**Rules**" mean the Rules made pursuant to Clause 37 of the Act.
 - (i) "**University**" means Madan Bhandari University of Science and Technology.



3. **Interpretation of Rules:** The Board of Trustees shall have the right to interpret these Rules.

Chapter - 2

Conflict of Interest

4. **Preamble**

The Code of Ethics and Conduct for Members of the Board of Trustees of Madan Bhandari University of Science and Technology for the Advancement of Learning (the "Code") applies to all members of the Board of Trustees of Madan Bhandari University of Science and Technology and to all members of committees established by the Trustees, whether or not the members of such committees are Trustees ("Member" or "Members").

The Code is a mechanism for managing conflicts of interest, whether real or perceived, and for providing guidance to Members in the performance of their functions in an independent and objective manner, serving the University's best interests and the accomplishment of its mission. The Code also promotes public confidence in the University's commitment to integrity, impartiality and transparency in governance.

5. **General Duties and Obligations of the Members During Their Term in Office**

During their term of office, the Members:

- 1.1 shall carry out their functions with integrity, independence, and good faith, and shall act in the best interests of the University;
- 1.2 shall act responsibly and fairly with the care, diligence, loyalty, and prudence of a reasonable individual;
- 1.3 shall carry out their functions in such a way as to maintain confidence in the University;
- 1.4 shall make every reasonable effort to avoid real or perceived conflicts of interest;
- 1.5 shall make a full disclosure of a real or perceived conflict of interest in writing as soon as they are aware of it and shall resolve it in the best interests of the University;
- 1.6 shall respect the confidentiality of information received in the performance of their duties as well as the confidentiality of the deliberations in which they participate.

6. **Specific Duties of Members During Their Term of Office:** Without limiting the generality of any of the foregoing, the Members, during their term of office:

- 2.1 shall not assist any person or any organization in its dealings with the University when such intervention may result in real or perceived preferential treatment to that person or organization by the University;
- 2.2 shall not use, for their personal benefit or advantage, or for the benefit or advantage of any family member, or any other person or organization, any information acquired in the exercise of their office that is not otherwise generally available to the public;
- 2.3 shall not use, directly or indirectly, any facilities or services of the University, nor allow them to be used, for purposes other than expressly approved by the University; and
- 2.4 shall not use any information that is made known to them and that is not known to the general public to transact shares or other securities in corporations or other entities involved in transactions that are under consideration, have been approved, or have been rejected;

- 2.5 will not be precluded, as employees or students of the University and elected to the Board by due process in accordance with the Statutes of the University, from activities appropriately associated with their roles.
7. **Duties and Obligations of Members After Leaving Office:** After leaving office, the Members:
- 3.1 shall respect the confidentiality of information received in the performance of their duties, as well as the confidentiality of the deliberations in which they participated;
 - 3.2 for a period of two years, shall not make use of any information obtained in their capacity as a Member that is not generally available to the public, in order to derive therefrom a benefit or advantage for themselves or that of any family member, or any other person or organization;
 - 3.3 for a period of two years, shall not give advice nor act in the name of or on behalf of someone else in negotiations with or in regard to contracts with the University, except as outlined in provision 2.5.
8. **Rules Governing Conflicts of Interest:** The following shall apply when considering situations of real or perceived conflict of interest:
- (1) A Member shall be considered to have a real conflict of interest when he/she holds a personal interest, whether direct or indirect, that he/she is or should be aware of and that would, in the opinion of a reasonably informed and well-advised person, be sufficient to put into question the independence, impartiality, and objectiveness that the said Member is obliged to exercise in the performance of his/her duties.
 - (2) A Member shall be considered to have a perceived conflict of interest when he/she would appear to have, in the opinion of a reasonably informed and well-advised person, a personal interest, whether direct or indirect, that would be sufficient to put into question the independence, impartiality, and objectiveness that the said Member is obliged to exercise in the performance of his/her duties.
9. **Management of Conflicts of Interest**
- (1) Members are expected to have primary responsibility in the identification and management of their own conflicts of interest.
 - (2) In order to manage one's conflict, a Member must endeavor to identify what is, or could be, a real or perceived conflict of interest. The President shall serve as a resource person to all Members in helping to identify conflicts of interest.
10. **Examples of Conflict of Interest:** The following without limitation, are examples of conflict of interest:
- (1) when a Member, whether directly or indirectly, has a personal interest in the outcome of deliberations of the Board; in a contract or a proposed contract to be entered into by the University or a University-related body; or is likely to obtain a personal advantage as a result of a discretionary decision made by the University or a University-related body;
 - (2) when a Member is a member of the senior management personnel of a corporation, institution, or body, whether public or private in nature, whose interests may be in competition with those of the University;

- (3) when a Member accepts gifts, gratuities, or favors from a firm or corporation engaged in or wishing to engage in transactions with the University, except in the case of customary gifts of a purely nominal value.

11. Annual Declaration and Disclosure of Conflict of Interest

- (1) The Vice President Administration and Finance shall distribute and request the annual completion by Members of the Declaration and Disclosure of Conflict of Interest Form, Appendix "A" to the Code ("Declaration").
- (2) The President shall advise any Members, upon his/her request, on any question pertaining to the application of these Rules of the said Code.
12. **Compliance:** Where a situation of real or perceived conflict of interest arises, the Member shall follow the steps outlined below.

(1) Disclosure of Conflict of Interest

- a) Where a situation of real or perceived conflict of interest not declared in the Declaration arises, Members shall make a full written disclosure of the conflict to the President as soon he/she is aware of it, or verbally to the Chair of the meeting where the conflict arises. The disclosure of a conflict of interest will be retained by the President and communicated to the Board Chairperson. The disclosure and resolution of any conflict of interest will be recorded in the minutes of the body in question.

b) Withdrawal from Deliberations and Abstention from Voting

A Member shall resolve the conflict in the best interests of the University by abstaining from voting and, at the Member's discretion or at the request of the Chair, withdrawing from the Board's or Committee's deliberations for which the Member has a conflict of interest. In the event that a Member is uncertain whether a situation constitutes a real or perceived conflict of interest, the Member is expected to voluntarily recuse herself/himself until such determination is made.

c) Resignation as Member

Any Member may, of her/his own accord or at the suggestion of the Chair of the Board or the Chair of the Committee to which the Member belongs, resign her/his position as a Member if her/his role as a member of a body, firm, or organization doing business with the University serves as a real or perceived source of continuing conflict of interest in a substantial and ongoing way such as to impede her/his role as a Member.

13. Ethics Committee

Where an allegation of conduct in breach of this Code is reported (by a Member about her/himself or another Member) every effort will be made to resolve the matter informally in collaboration with the President. If however there are reasonable grounds to believe that a Member has breached the standard of conduct as set out in this Code and no such informal resolution is possible, the matter shall be referred to an Ethics Committee.

(1) Composition and Mandate of the Ethics Committee

- (a) The Ethics Committee shall be composed of three (3) members, chosen by the Board of Trustees. The President shall serve as Secretary to the Ethics Committee.
- (b) The Ethics Committee shall meet on an ad-hoc basis to examine in strict confidentiality any case referred to it.

(2) Procedure

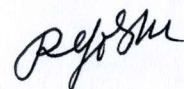
- (a) The President shall receive the allegation in writing signed by the person who has brought the situation to the attention of the Ethics Committee, provide a copy to the person complained against and shall forward it to the President. In the event that the allegation concerns the President, the matter shall be referred to the Chairperson of the Board of Trustees.
- (b) The Ethics Committee shall allow the parties concerned to be heard and to state their case, in accordance with these Rules of natural justice. The Ethics Committee may undertake any consultation that it may deem useful for the purpose of examining the issues referred to it, and may request the assistance, on an ad hoc basis, of any Resource Person or consultant whose expertise may, in the Committee's judgment, be required to carry out its mandate.
- (c) After hearing the parties, the Ethics Committee shall prepare a reasoned written report to the Chairperson of the Board of Trustees which shall inform the parties concerned of the content of the report and shall act on the Committee's findings.

14. Sanctions

Should a Member be found to have failed to comply with the duties and obligations stipulated in the present Code, the Chairperson of the Board of Trustees shall have the power to issue a warning, to suspend the said Member for a period of time, or, in serious cases, to ask the Member to resign.

15. Dissemination of this Code and Reporting

- (1) The President shall provide a copy of this Code to each Member in conjunction with the distribution of the annual Declaration; and shall promote, disseminate, and implement this Code.
- (2) The President shall report annually to the Board of Trustees on the promotion, dissemination and implementation of the Code and on any cases necessitating the striking of an Ethics Committee.



Madan Bhandari University of Science and Technology Board of Trustees

Declaration and Disclosure of Conflict of Interest Form

(date: ____ to ____)

This declaration and disclosure is pursuant to the Rules Relating to Code of Ethics and Conduct for Members of the Board of Trustees of Madan Bhandari University of Science and Technology, applies to all Members of the Board and Board Committees and should be completed with reference to the Code/Rules.

I acknowledge that, as a member of the Board of Trustees and/or Board committee(s) of Madan Bhandari University of Science and Technology, I must adhere to the highest standard of conduct in carrying out my duties and responsibilities as a Trustee and/or committee member.

I accept the obligation to act honestly, in good faith and in the best interests of the University.

I will avoid conflicts of interest and facilitate their management in accordance with the Rules Relating to Code of Ethics and Conduct for Members of the Board of Trustees of Madan Bhandari University of Science and Technology.

I undertake to disclose any real or perceived conflicts of interest as such conflicts arise and in accordance with the Rules. I undertake to keep in strictest confidence all confidential or proprietary information communicated or disclosed to me as a member of the Board of Trustees and/or a Board committee member.

1. Type of involvement on the University Board of Trustees

Name _____

PLEASE PRINT

Member of the Board of Trustees (please specify: YES or NO): _____

Member of Board Committee(s): _____

(Name of Board Committee(s))

2. Principal occupation:

Employer

(Company Name): _____

Position Title: _____

Occupation: _____

3. Type of involvement in other organizations (e.g. board member, president, member):

Name of Organization: _____

Type of Involvement: _____

Name of Organization: _____

Type of Involvement: _____

Name of Organization: _____

Type of Involvement: _____

Signature

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Signature

4. Disclosure

Disclosure or identification of conflict is an important part of managing conflicts of interest. The management of conflicts of interest may take various forms and does not necessarily prevent individuals from serving as members of the Board of Trustees or Board Committees.

Conflicts of interest may take various forms and may arise in various contexts. A potential conflict of interest will exist whenever a member is in a position to influence the conduct of governance or other matters in ways that could lead to personal gain for the member or a related party, or give improper advantage to others, to the detriment of the University or members of the University community (Rules Relating to Conflict of Interest, 2080).

A Member shall be considered to have a real or perceived conflict of interest when he/she holds, or would appear to have a personal interest, whether direct or indirect, that he/she is or should be aware of and that would, in the opinion of a reasonably informed and well-advised person, be sufficient to put into question the independence, impartiality, and objectiveness that the said Member is obliged to exercise in the performance of his/her duties (Code of Ethics).

Please check-off the box that corresponds to your situation:

I have no conflict of interest (real or perceived) to report.

I have the following real or potential conflict of interest to report. Please describe below any relationships, contracts, transactions, gifts or circumstances that you believe could contribute to a conflict of interest (real or perceived).

Description of activity or transaction involving MBUST in which I have a real or perceived conflict of interest:

5. Signature

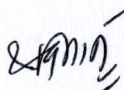
I understand and agree that any conflict of interest will be managed in accordance with the terms of the Rules.

Should I become aware of any additional conflict of interest (real or perceived) at any time, I will complete the "Supplemental Declaration and Disclosure of Conflict of Interest Form" and submit it to the President.

With my signature I confirm that all of the information I have provided above is true and accurate and I declare myself in conformity with the Code of Ethics of the MBUST Board of Trustees.

Dated this _____ day of _____ 20____.

Signature _____



Rules Relating to Conflict of Interest, 2080

Chapter – 1

Preliminary

1. **Short Name and Commencement:** (1) The Rules shall be called "**Rules Relating to Conflict of Interest, 2080 (2023 AD)**".
(2) These Rules shall come into force immediately.
2. **Definition:** (1) Unless the subject or context otherwise require in these Rules,
 - (a) "**Academic Council**" means the Academic Council of the University pursuant to Cause 10 of the Act.
 - (b) "**Act**" means the Madan Bhandari University of Science and Technology Act, 2079 (2022 AD)
 - (c) "**Agency**" includes a funding agency, granting council, foundation, organization or other entity, public or private, supporting in whole or in part, research and scholarly activities, development of the university.
 - (d) "**Conflict of Interest**" means any situation in which:
 - (i) a Member or a Related Party has a personal interest, whether direct or indirect, of which the Member is, or should be, aware, and that in the opinion of a reasonably informed and well advised Person is sufficient to put into question either the independence, impartiality and objectiveness that the Member is obliged to exercise in the performance of his or her duties or the ability of the Member to act in the best interests of the University (actual Conflict of Interest); or
 - (ii) a Member or a Related Party appears, in the opinion of a reasonably informed and well-advised Person, to have a personal interest, whether direct or indirect, that is sufficient to put into question the independence, impartiality, and objectiveness that the Member is obliged to exercise in the performance of his or her duties or the ability of the Member to act in the best interests of the University (apparent Conflict of Interest);
 - (e) "**Employee**" means the employee of the University pursuant to clause 19 of the Act.
 - (f) "**Family Member**" means a trustee's spouse, child (including an adopted or step-child), parent, parent-in-law, sibling, niece or nephew, legal guardian, or household member.
 - (g) "**Financial Interest**" means any interest, or opportunities as mentioned in the Rule 4 of these Rules.
 - (h) "**Legal Person**" includes corporations, partnerships, associations, foundations, organizations, government agencies, and any other entity or body.
 - (i) "**Member,**" means any member of the Madan Bhandari University of Science and Technology community:
 - (i) who is an employee of the University;

- (ii) who holds office under the University Act or who serves on any body or committee of the University;
 - (iii) who is an appointee (including a volunteer) of the University.
 - (j) **"New Member"** means an individual who becomes a Member after the coming into effect of these Rules;
 - (k) **"Officer"** means the office bearer pursuant to Clause 6 of the University Act.
 - (l) **"Person"** includes, where the context requires, both natural and Legal Persons.
 - (m) **"Prescribed or as prescribed"** means prescribed or prescribed in the University Act and these Rules and Regulations made under these Rules.
 - (n) **"President"** means the President of the University pursuant to Clause 12 of the Act.
 - (o) **"Related Party"** includes:
 - (i) a Member's immediate family;
 - (ii) a Person living in the Member's household;
 - (iii) a Person with whom a Member has, or had, a close or intimate personal relationship;
 - (iv) a Person with whom the Member shares, directly or indirectly, a financial or other interest; or
 - (v) a Person to whom the Member owes a financial or moral obligation.
 - (p) **"Reporting Officer"** means the Officer for the purpose of Conflict of Interest as per the Rule 11.
 - (q) **"Reporting Officer's Superior"** means the individual to whom the Reporting Officer would personally report a Conflict of Interest.
 - (r) **"Researcher"** means the researcher of the University pursuant to Clause 19 of the Act.
 - (s) **"Rules"** mean the Rules made pursuant to Clause 37 of the Act.
 - (t) **"University"** means Madan Bhandari University of Science and Technology.
 - (u) **"Vice-President"** means the Vice-President of the University pursuant to Clause 6 (b) of the Act.
3. **Interpretation of Rules:** The Board of Trustees shall have the right to interpret these Rules.

Chapter - 2

Conflict of Interest

4. **Financial Interest:** Financial interest covers any opportunity to acquire any interest, in any business or Person or anything else of value including remuneration (such as salary, consulting fees, retainers, honoraria, bonuses, gifts, speaker's fees, advisory board remuneration, finders

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or recruitment fees), equity interests (such as stocks, stock options or other ownership interests), and intellectual property rights (such as patents, copyrights, royalties or other payments from such rights).

5. **Trust and Confidence:** (1) The University must pursue its mission in a manner that advances its goals, protects the integrity of all it does and maintains the confidence of all members of the University community, granting agencies and its public and private sponsors.
- (2) Trust is fundamental to the effective operation of the University. The expectation is that all members of the University will conduct themselves with integrity in accordance with the trust and confidence that is reposed in them.
- (3) Conflicts of interest may take various forms and may arise in various contexts. In essence a potential conflict of interest will exist whenever a member of the University community is in a position to influence the conduct of research, academic, human resource, business, financial, governance or other matters in ways that could lead to personal gain for the member or a related party, or give improper advantage to others, to the detriment of the University or other members of the University community.
6. **Purpose:** (1) The purposes of these Rules are to ensure that:
- (a) all affairs of the University are conducted in a manner that is free of actual and apparent conflict of interest and maintains the trust of the community in the University and its affiliated institutions;
 - (b) at all times all members of the University Community act with integrity and adhere to the highest ethical standards;
 - (c) the integrity of all members is protected in the performance of their University obligations and functions;
 - (d) all members can identify actual or apparent conflicts of interest; and
 - (e) all actual and apparent conflicts of interest are properly managed in keeping with the law and best practices.

Chapter 3

General Duties of Members

7. **A Member shall:**

- (i) act responsibly, ethically and fairly with care, diligence, and loyalty and be accountable for his or her actions and decisions in the workplace;
- (ii) arrange their affairs in a manner that will bear public scrutiny;
- (iii) disclose Conflicts of Interest as soon as he or she is aware of them and address or manage them in the best interests of the University community;
- (iv) not act, after ceasing to be a Member, in such a manner as to take improper advantage of his or her prior association with the University.

8. **Addressing Conflict of Interest:** (1) A Member, immediately upon becoming aware of a Conflict of Interest, shall make written disclosure of the facts material to the Conflict of Interest on a form approved by the Chief to:

- (i) his or her Reporting Officer in accordance with these provisions; and
 - (ii) in the case of a Conflict of Interest situation arising in the context of research involving human subjects, to the Ethics Committee in accordance with the University policies governing the ethical conduct of human subject research as exist from time to time.
- (a) The facts material to the Conflict of Interest may include as appropriate to the situation:
- (i) the Persons or group of Persons likely to benefit from the Conflict of Interest;
 - (ii) any Persons or group of Persons whose interests may be adversely affected by the Conflict of Interest;
 - (iii) the nature and value of any advantage or benefit, monetary or other, direct or indirect, that may be derived by the Member or a Related Party from the Conflict of Interest situation;
 - (iv) any existing Financial Interest the Member or a Related Party may have in any Person involved in the Conflict of Interest situation;
 - (v) the relationship the Member or a Related Party has with the Person which is the source of the Conflict of Interest situation including whether the Member or Related Party is an officer or director of, or consultant to, or serves on an advisory or other board external to the University or its affiliated institutions;
 - (vi) the benefit, if any, that will be derived by the University from the situation; and
 - (vii) other relevant information that may be requested by the Reporting Officer or, where appropriate, an Ethics Committee.
- (b) In addition to the requirements of Rule 8 Sub-Rule (1) and Sub-Rule (1)(a), a disclosure of a Conflict of Interest by a Member pertaining to matters in his or her capacity as a Member of a University committee or board shall be recorded in the minutes of the body in question and the Member shall withdraw from the committee's or board's deliberations and abstain from voting on any resolutions pertaining to the matter in which the Member has a Conflict of Interest.

A Member may also be required to resign his or her membership on the committee or board.

- (2) If a Member is uncertain as to whether he or she is, or will be, in a Conflict of Interest with regard to some matter, such Member shall consult his or her Reporting Officer or, where appropriate, an Ethics Committee, to clarify the issue.
- (3) After reviewing the Member's disclosure, the Reporting Officer may determine:
- (i) there is no Conflict of Interest;
 - (ii) there is a Conflict of Interest but it is permissible if appropriately addressed; or
 - (iii) there is a Conflict of Interest and it is not permissible.

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- (a) When making a determination under Rule 8 Sub-Rule (3) (ii) and (iii) the Reporting Officer shall meet with the Member and be guided by whether, if the Conflict of Interest is permitted:
- (i) the interests of the University can be adequately protected;
 - (ii) the interests of other Persons affected by the Conflict of Interest can be adequately protected;
 - (iii) the Conflict of Interest can be effectively addressed;
 - (iv) the proposed Conflict of Interest may compromise the Member's judgment in fulfilling his or her obligations and duties to the University;
 - (v) a reasonably informed and well-advised Person would view the Conflict of Interest as appropriate.
- (b) The decision of the Reporting Officer shall be in writing and include:
- (i) his or her determination as to the existence of a Conflict of Interest together with supporting reasons;
 - (ii) whether the Member is permitted to engage in the Conflict of Interest;
 - (iii) the period for which permission is effective;
 - (iv) the conditions, if any, under which permission is granted, which conditions shall as a minimum require:
 - (a) disclosure of the Conflict of Interest to any and all other Persons who would be affected by it; and
 - (b) that the Member promptly report any change in circumstances that may change the nature or scope of the Conflict of Interest or affect its management; and
 - (v) where appropriate, the mechanism to be used to monitor the Conflict of Interest.
- (c) The Reporting Officer shall forward a copy of his or her determination to the Member, the Reporting Officer's Superior and, in research related matters, to the Office of the Vice-President (Administration and Finance) within ten (10) working days of receipt of the Member's disclosure or within ten (10) working days of receipt of the additional information requested pursuant to rule 8 Sub-Rule (1) (a) (vii).
- (d) (1) If a Member is of the opinion that permission to engage in the Conflict of Interest has been unreasonably withheld by the Reporting Officer he or she may, within fifteen (15) working days of receipt of the Reporting Officer's determination, request a review of the Reporting Officer's determination by the Reporting Officer's Superior.
- (2) If the Reporting Officer's Superior is of the opinion that permission has unreasonably been granted or withheld, after consulting with the Member and the Reporting Officer, he or she may revoke or vary the Reporting Officer's determination in writing with accompanying reasons.
- (3) The Reporting Officer's Superior shall forward a copy of his or her determination to the Member, the Reporting Officer and, in research related matters, to the Office of the Vice-President (Administration and Finance) within fifteen (15) working days of receipt of the Reporting Officer's

determination or a Member's request for a review of that determination, as appropriate.

- (e) Notwithstanding Rule 8 Sub-Rule (3) through (4), where an Ethics Committee has been charged with a Conflict of Interest situation the matter shall be dealt with in accordance with the provisions of University policies governing the ethical conduct of human subject research as exist from time to time.

In addition to any filing requirements contained in University policies governing the ethical conduct of human subject research, a copy of the decision of the Ethics Committee and, where appropriate, of the decision of the Research Ethics Appeals Committee shall be filed with the relevant chair and the Office of the Vice-President (Administration and Finance).

9. **Confidentiality of Information:** (1) Except as required by law, any confidential information disclosed by a Member pursuant to this Rule shall be available only to those Persons who have a legitimate need to know, and to any Agency where disclosure is required to ensure compliance with the rules of that Agency.

10. **Reporting Officer:** (1) for the purpose of Conflict of Interest reporting officer shall be:

- (i) for the President, the Chairperson of the Board of Trustees;
- (ii) for the Vice President, or a Director, the President;
- (iii) for the constituent Chief, Vice President (Administration and Finance);
- (iv) for a Member of the academic staff institute to which the Member has been appointed in his or her official letter of appointment;
- (v) for a Member of the library staff, the Vice President (Administration and Finance);
- (vi) for a postdoctoral fellow, the supervisor of the postdoctoral fellow;
- (vii) for a graduate student, the student's supervisor;
- (viii) for any other Member, the holder of the office to whom the Member reports or who has supervisory responsibility over the Member;
- (ix) for a Member of a committee other than a committee of the Board of Trustees, the chair of the committee;
- (x) for the chair of a committee other than a committee of the Board of Trustees, the individual or the chair of the body to which the committee reports;
- (xi) in the event that a Reporting Officer is also implicated in the Conflict of Interest situation, the first Reporting Officer's Superior not so implicated.

- (2) **Reporting Officer's Superior** means the individual to whom the Reporting Officer would personally report a Conflict of Interest.

11. **Responsibility of Reporting Officers:** (1) It is the responsibility of a Reporting Officer:

- (i) to ensure that those who report to them are aware of the provisions of these Rules;

- (ii) to implement these Rules by promptly initiating remedial or disciplinary action as appropriate on becoming aware of an undisclosed Conflict of Interest affecting a Member.

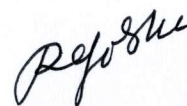
12. Responsibility of New Members: (1) A New Member shall disclose all Conflicts of Interest to his or her Reporting Officer as required by these Rules within sixty (60) days following his or her becoming a Member.

13. Cessation of Membership: (1) A Member, upon ceasing to be a Member:

- (i) shall respect the confidentiality of all information received in the performance of his or her duties, as well as the confidentiality of the deliberations of any University board or committee or body on which the Member has served in any capacity;
- (ii) shall not make use of any University information that is not generally available to the public, in order to derive there from a benefit or advantage for the Member, a Related Party or his or her employer.

14. Board of Trustees: (1) These Rules do not apply to Members serving on the Board of Trustees or its committees of the Board of Trustees in so far as they are engaged in the official business of the Board of Trustees. Such Members shall comply with the *Code of Ethics and Conduct for Members of the Board of Trustees*.

15. Failure to Comply with Rules: (1) The failure of a Member who knows, or who should reasonably know, that he or she is in a Conflict of Interest, to comply with the provisions of these Rules may constitute a disciplinary offence under the rules, regulations, policies, code to which the Member is subject.



Recognizing Conflicts**A. In relation to students**

- A.1 A member is involved in a teaching, supervisory or evaluative role with respect to a related party. For example, where
- a teaching assistant forms a close personal relationship with a student in the group assigned to her; or
 - an instructor becomes his nephew's Ph.D. thesis supervisor or a member of his supervisory committee.
 - a professor and a student are involved in a romantic or sexual relationship.
- A.2 A member participates in an admission or any other university decision concerning a related party. For example, where
- an administrator serving on a scholarships and awards committee participates in a discussion or decision concerning his daughter's application for a scholarship; or
 - an instructor, who also has external business interests, participates in the admissions decision of her business partner's child.
- A.3 A member takes part in any proceedings at any level that affect the academic standing of a related party. For example, where
- an instructor re-reads an examination paper of his partner's child; or
 - an academic administrator writes a letter of reference for her sister's child.
- A.4 An instructor assigns course materials to students in circumstances in which she or a related party will benefit from the assignment. For example, where
- an instructor assigns students in his course a text book he has written and for which he will receive royalties; or
 - an instructor assigns students course materials prepared by a related party and for which the latter will receive royalties.
- A.5 A member seeks remuneration from a student for
- writing a letter of recommendation for the student;
 - reviewing the student's term paper; or
 - fast-tracking the review of the student's thesis manuscript.
- A.6 A member enters into any contractual relationship (other than in a position explicitly sanctioned by the University such as a research or teaching assistant) with a student with whom the member has a teaching, supervisory or evaluative relationship. For example, where

*2/11/11**Revised*

- a researcher employs her Ph.D. student in his or a related party's private off-campus laboratory; or
 - an instructor rents his house/apartment to a Ph.D. student who he is supervising.
- A.7 A member and her spouse serve as the co-supervisors for a student's thesis.
- A.8 A thesis supervisor delays the completion/publication of a student's thesis to allow the supervisor or a related party to be the first to publish the data/findings developed primarily by the student.
- A.9 An instructor imposes as a mandatory course requirement that students registered in the course participate as research subjects in the instructor's research.
- A.10 A thesis supervisor gives priority to his/her or a related party's research or other activities to the detriment of his or her students' theses.

B. In relation to research

- B.1 A researcher uses her, or a related party's, outside business interests to provide services to be charged to the researcher's research grants.
- B.2 A researcher has an arrangement with a third party who has an interest in the outcome of the research wherein advantages (including the payment of money, royalties, or grants, or the transfer of shares or options in the sponsor) are promised, formally or informally, to the researcher or a related party.
- B.3 A researcher diverts any research resources for his personal use or that of a related party.
- B.4 A researcher enters into any commitments relating to proprietary research that are likely to interfere or be confused with the researcher's duties to the University.
- B.5 A researcher receives, directly or indirectly, any payment, gift or other advantage or benefit from a third party in respect of the member's research activities.
- B.6 A member uses for her personal benefit, or that of a related party, research conducted at the University.
- B.7 A researcher recruits any member of the University community over who the researcher or a related party has authority, to be a participant in medical testing or in clinical trials involving human subjects.
- B.8 A member influences any research activities at the University so as to advance the personal interests of the member or a related party.
- B.9 A researcher enters into a private licensing agreement with a related party for the development of intellectual property generated as a result of University research.
- B.10 A researcher for her benefit, or that of a related party, unreasonably delays publication of, or prematurely announces, research results.
- B.11 A researcher accepts research funding on terms that are seen to compromise his ability to conduct the research freely or to publish promptly the results, whether positive or negative.

- B.12 A researcher engages in private consulting activities (as defined from time to time in University Rules, Regulations or policies) for a third party with whom the University has a research contract and under which the Member is a Member of the research team.
- B.13 A researcher accepts to peer review a research proposal or funding application of
- another with whom the member or a related party is in direct competition; or
 - a related party.
- B.14 A researcher fails to disclose in a research publication that the research contained therein was funded by parties who have an interest in its outcome and where such relationship may raise questions about the researcher's objectivity or impartiality.
- B.15 A researcher, or a related party, has a financial interest in the outcome of a clinical trial in which the researcher is participating.

C. In relation to human resources

- C.1 A Member employs a related party in a position funded, directly or indirectly, by the University or the Member's research grant or contract.
- C.2 A Member is responsible for, or participates in, the appointment, employment, evaluation, advancement, or supervision of a related party.
- C.3 A Member makes or contributes to a decision on the appointment, advancement or evaluation of the performance and other activities of another who is directly competing with a Member or a related party. For example, where
- a director appoints a related party as chair of an Institute;
 - a principal investigator employs a related party as a research associate; or
 - an instructor employs a related party as his teaching assistant.
- C.4 A Member occupies a position in which a related party directly or indirectly reports to her.
- C.5 A member, already on staff at the University, actively lobbies for and promotes the "spousal employment" of her spouse.

D. In relation to the institution

- D.1 A Member serves on a board of directors, advisory board, or the like, of an outside organization which does, or is proposing to do, business with the University.
- D.2 A member participates as a member of a board or committee of the University on a matter in which the member or a related party has an individual interest in the outcome of the deliberations of that board or committee.
- D.3 A Member accepts employment with, or undertakes any activities on or off campus for, a third party at times during which the member would normally be expected to be engaged in his or her duties to the University.

- D.4 A Member engages in a course of studies, or any other program or activity, that calls for attendance at or participation in lectures or other events at times during which the member would normally be expected to be engaged in his duties to the University.
- D.5 A Member uses University facilities, equipment, personnel or services for non-university activities or for the personal benefit of the Member or a related party.
- D.6 A Member uses attributions or references to the name of the University, or of any member of the University, or of any affiliated institutions, associations or organizations (including the insignia of the University or of any unit or affiliated institution, association or organization), to promote the non-university activities of the member or a related party.
- D.7 A Member uses his official University position for publicity, endorsement or advertising purposes for a related party.
- D.8 A Member promotes or advertises her or a related party's products or services at a University event.
- D.9 A Member uses information that is not available to the general public and acquired as a result of his University position, for purposes unrelated to that position.
- D.10 A Member privately commercializes intellectual property developed by her in the performance of the performance of her University duties.
- D.11 A Member receives, directly or indirectly, any payment, gift or other advantage or benefit (except of a nominal value or as part of social entertainment considered in keeping with good professional ethics and which do not obligate the Member) from a third party for the performance by the Member of his or her University functions or duties.
- D.12 A Member enters into any commitment with a third party that is likely to interfere or be confused with his duties to the University.
- D.13 A Member competes with the University in any activity or matter.
- D.14 A Member associates in any manner with a third party (including through its name, publicity or operations) which falsely implies that the third party is associated with or benefits from a relationship with the University;

E. In relation to financial matters

- E.1 A Member participates in the purchase or sale by the University of any goods or services from or to a related party.
- E.2 A Member influences the decisions of a third party doing business with the University for the benefit of any party besides the University.
- E.4 A Member makes personal purchases, or purchases for a related party, through:
• the University purchasing department; or
- E.5 A Member diverts any University resources or funds for personal use or the use of a related party.
- E.6 A Member approves the expense claims or expenditures of a related party.

- E.7 A Member accepts to teach or perform other duties for remuneration at another institution while on without approval of the University.
- E.8 A Member accepts payment from any third party for the performance activities that fall within his or her duties at the University.
- E.9 A Member sells property acquired, in whole or in part, through research funds, to the University for personal profit.
- E.10 An instructor places all his/her orders all of his/her course texts through a bookstore owned by a related party.



Madan Bhandari University of Science and Technology Trustee
Recommendation Committee Rules, 2081¹

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) These Rules be called " **Trustee Recommendation Committee Rules, 2081 (2024 AD)**".
 (2) These Rules shall come into effect immediately.
2. **Definition:** Unless the subject or context requires otherwise in these Rules:
 - a) "Act" means the Madan Bhandari University of Science and Technology Act, 2079 (2022 AD).
 - b) "Agenda" means subject and proposals prepared for meetings of Board of Trustees, Executive Council and other prescribed bodies of the University for deliberations and decisions in the meetings.
 - c) "Board of Trustees" means the Board of Trustees pursuant to Clause 7 of Madan Bhandari University of Science and Technology Act, 2079 (2022 AD).
 - d) "Chairperson" means Chairperson of the Board of Trustees pursuant to Clause 7 Sub-Clause 14 of the Act.
 - e) "Committee" means the Trustee Recommendation Committee (TRC) constituted by the Board of Trustees.
 - f) "Convener" means the Convener of the TRC.
 - g) "Executive Council" means the Executive Council of the University pursuant to Clause 11 of the Act.
 - 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) "Rules" means Rules adopted pursuant to Clause 37 of the Act.
 - k) "Trustee" means members of the Board of Trustees including the Chairperson.
 - l) "University" means the Madan Bhandari University of Science and Technology established pursuant to Clause 3 of the Act.

¹ Approved on August 10, 2024

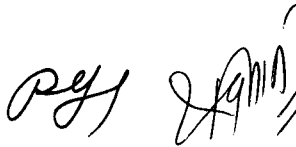
Chapter 2

Provisions relating to the Nomination of Board of Trustees

3. **Formation of Board of Trustees:** (1) Pursuant to Clause 7 Sub-Clause (2) of the Act, BOT Members comprise:

a	Member of the House of Representatives (elected by first past the post method) from the constituency representing the university area	Ex-Officio Member
b	Secretary, Ministry of Finance	Ex-Officio Member
c	Secretary, Ministry of Education, Science and Technology	Ex-Officio Member
d	Office Bearer Representative, University Grants Commission	Ex-Officio Member
e	Two, including one woman, from among renowned professors in the area of science and technology – on service or retired	Nominated Member
f	One from among renowned professors belonging to areas other than science and technology – on service or retired	Nominated Member
g	Two, including one woman, from among renowned individuals with experience of serving as trustees of world-class universities	Nominated Member
h	One from among former office bearers of science and technology related public institutions incorporated according to prevailing legal provisions or highly renowned individuals with at least 15 years of experience in the fields related to science and technology	Nominated Member
i	Two from among individuals who have attained significant achievements in enterprises related to science and technology or individuals who have made significant contribution to the University	Nominated Member
j	President of the University	Ex-Officio Member
k	Two from among individuals who have achieved remarkable professional achievements or rendered exceptional contribution to the society	Nominated Member
l	Two from among alumni including one woman	Nominated Member

- (2) Members pursuant to Clause 7 Sub Clause (3) parts e, f, g, h, i, k and l of the Act shall be nominated by the Board of Trustees.
- (3) Members pursuant to Clause 7 (7) parts e, f, g, h, i and k of the Act shall be nominated considering their subject specific expertise.




- (4) When recommending a candidate for the member of Board of Trustees, the Committee shall do so on the basis of the principle of inclusiveness in accordance with Clause 7 (3) of the Act.

Chapter 3

Trustee Recommendation Committee

4. **Formation of Trustee Recommendation Committee:** (1) For the purpose of recommendation of the candidates for the BOT pursuant to Clause (2) parts e, f, g, h, i, k and l, the BOT shall form a Trustee Recommendation Committee (TRC) comprising:
- a) One person from among the former chief executives of universities– Convener
 - b) Two persons from among highly renowned persons with experience of serving as a trustee of world-class universities or who has made significant contribution in the field of education or profession - Member
5. **Qualifications of Trustees:** (1) The qualifications listed hereunder are guidelines rather than the rigid prescriptions. The TRC shall use its best judgement for modifying or adding additional factors for the selection of candidates for various categories of trustees.
- a. Eligibility for the related category of trustees
 - b. Philanthropic inclination
 - c. Ability to raise funds
 - d. Major achievements in life in terms of contribution to the society
 - e. Experience in management of complex organizations
 - f. Experience of leadership positions
 - g. Experience of trusteeship
 - h. Superior experience related to the category of trustees
 - i. Inclusiveness
 - j. Fitness from the perspective of fulfilling the requirements for the diverse pool of expertise needed
 - k. Absolute commitment to uphold the interests of the University
 - l. Proven ability to exercise professional judgement not being influenced by partisan politics or any other biases
 - m. Commitment to fully abide by Rules Relating to Code of Ethics and Conduct for Members of the Board of Trustees, 2080.
- (2) Regardless of the provisions of Sub-Rule (1), a person convicted of corruption or whose corrupt conduct and morals have been questioned shall not be recommended a candidate for the trusteeship.

6. **Recommendation of Candidates for Trustees:** (1) Call for applications shall be published so that all interested qualified individuals are considered for the selection of candidates for trustees.
- (2) Interested individuals also may nominate candidates for trustees.
- (3) If adequate number of suitable candidates do not apply or not nominated the TRC may add some candidates on its own.
- (4) Other procedures for the selection of candidates for Trustees shall be as determined by the Committee itself.
- (5) The Recommendation Committee shall recommend candidates for trustees within 90 days from the date of initiation of the work by the Committee.

Chapter 4

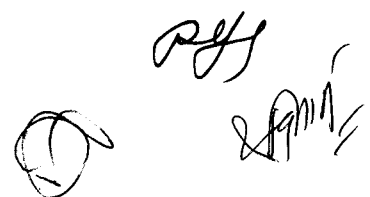
Meeting of the Committee

7. **Meeting of the Committee:** (1) The meeting of the Committee shall be held on the date, time and place specified by the Convener of the Committee.
- (2) The procedures for the Recommendation Committee meetings shall be as determined by the Committee itself.
- (3) The meeting of the Committee can be held online or in-person. The attendance of the online meeting will be authenticated by the Convener.
8. **Chairing of the Meeting:** The meeting of the Committee shall be chaired by the Convener of the Committee.
9. **Secretary of the Committee:** The Secretary of the Board of Trustees will work as the Secretary of the Trustees Recommendation Committee.
10. **Minutes of the Meeting:** (1) The Secretary shall enter the decisions of the meeting into the minute book and get them authentication by the Convener.

Chapter 5

Miscellaneous

11. **Legal Opinion and Advice:** The Committee may seek legal advice from the University's legal advisor or other legal experts.
12. **Benefits:** The meeting allowance and other benefits of the Convener and Members of the Committee shall be as decided by the BOT.
13. **Interpretation of Rules:** The BOT shall have the right to interpret these Rules.

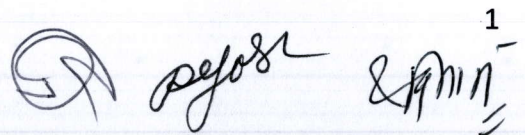


Madan Bhandari University of Science and Technology

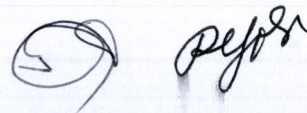
Commencement Rules, 2082

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).

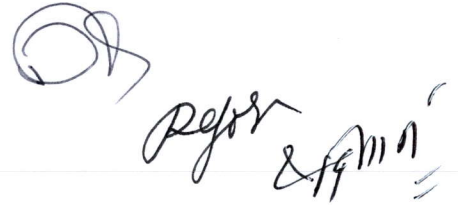
1. Name and implementation schedule:
2. Definitions:
 - a. "Degree" refers to an academic degree conferred by MBUST pursuant to Clause 9 (g) of MBUST Act, 2079.
 - b. "Commencement Ceremony" refers to the University ceremony organized to confer the academic degrees of Bachelor's, Master's and PhD and Honorary degrees.
 - c. "Chief Guest" refers to the person invited to deliver the Commencement speech.
3. Procedure for conferring academic degrees
 - a. The Director presents the names of the students of the Institute within his/her jurisdiction, who have completed all requirements of the prescribed academic programs, to the Academic Council seeking recommendation for awarding them degrees.
 - b. The Academic Council endorses the names of students for awarding degrees for recommendation to the BOT.
 - c. The President or the Vice President Academic and Research shall present the names of the degree awardees for approval to the BOT.
 - d. The BOT shall approve the names of the degree awardees, which constitutes the Grace List for the Commencement.
4. Procedure for conferring Honorary degrees
 - a. Honorary degrees, pursuant to Clause 9 (g) of the MBUST Act, 2079 and Rule 3 (c) of the Academic Council Rules, 2080 shall be awarded to qualified and bona fide persons upon approval by the BOT based on the recommendation of the Academic Council. The Honorary degree shall be awarded in the regular Commencement ceremony or in a special Commencement ceremony. Such Ceremonies shall be organized as decided by the BOT Chairperson.
5. Academic Certificates
 - a. The format and content of the Academic Certificates shall be as prescribed by Academic Council.
 - b. The Academic Certificates of the Commencement attending graduates shall be brought to the Commencement venue.



- c. Certificate authentication: The Academic Certificates shall be authenticated by the signature of President and embossed seal of the University.
6. Application to attend the Commencement
- a. Graduates shall apply to participate in the Commencement ceremony and receive the Certificates as prescribed.
 - b. Graduates not attending the ceremony shall apply to the University to receive the Certificates before or after the Commencement as prescribed.
 - c. Graduates who have already received the Certificates but wish to receive duplicates because of the loss or damage of the originals may apply for duplicates as prescribed.
7. Commencement Program
- a. The University shall organize a Commencement ceremony each year in December or January for the students who have completed the academic requirements.
 - b. The Commencement ceremony shall be Chaired by the BOT Chairperson and in his/her absence by the President upon consent of the Chairperson.
 - c. The Commencement ceremony shall commence in Commencement Room, where the Grace List of graduates, approved earlier by the BOT, and the list of students participating in the Commencement shall be presented by the President. The Chief Guest and Honorary degree awardees, if any, shall also be invited to the Commencement Room.
 - d. Commencement dress: The Commencement dress of the BOT Chairperson, BOT Members, President, students and others shall be as prescribed.
 - e. Commencement address: A well-known learned person, approved by the BOT, shall be invited as the Chief Guest for Commencement address. The Chief Guest shall deliver Commencement Address.
 - f. Presentation of Honorary degree awardee: For the award of the Honorary degree the President or Vice President Academic and Research shall present the awardee to the Chairperson with his/her introduction and the Chairperson shall present the Scarf and Certificate to the awardee.
 - g. Presentation of graduates: Graduates shall be presented to the Chairperson by the Director of concerned Institute as prescribed.
 - h. Upon permission of the Chairperson the graduates shall stand and the Chairperson shall conduct the commencement oath to them as prescribed.
 - i. The graduates shall be invited to confer the degree by the Chairperson or by the person designated by the Chairperson.

Handwritten signature and a circular stamp, likely an official seal or mark, located at the bottom right of the page.

- j. After the completion of the award of Certificates, The Vice President – Academic and Research or one of the Directors shall propose the vote of thanks and announce the completion of ceremony with permission of the Chairperson.
- k. The Commencement procession shall return to the Commencement Room from Commencement stage.

Handwritten signature and initials in blue ink, appearing to read "Rajiv" and "S. M. N." with a flourish.