



Professor Faiz

Vice Chancellor
Dhaka University
Dhaka, Bangladesh

1. Chairperson, Department of Physics - 2. Dept of Arabic. For optimum please - 13:00 P.M.

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August 13, 2008

Ref: Introduction of S.N. Nahar Teaching Award Trust Fund in Dhaka University, Dhaka, Bangladesh

Dear Professor Faiz,

or Razzak-Alburuj Best

I am proposing introduction of annual S.N. Nahar ^{Best} Teacher of the Year and S.N. Nahar Distinguished Teacher of the Year awards in Dhaka University. I am proposing both of these awards in the Physics Department and ^{Best} Teacher of the Year award in the Arabic Department of Dhaka University,

Following number of discussions regarding establishing these annual teaching awards, in Physics and in Arabic, with the past Physics Chair, Professor Aminur Rashid, current Acting Physics Chair, Professor Rabbani, Chair of the Arabic Department, Professor Mabud, ProVC Professor Yusuf Hyder, and myself, I am summarizing the points below:

There will be two annual teaching awards: i) Teacher of the Year award (without research), ii) Distinguished Teacher of the Year award (including graduate/M.S./Ph.D.. research), both based on students choice of appreciation. Each award will consist of a certificate of recognition and an honorarium of Tk10,000. The honorarium is expected to increase with time.

Followings are the criteria of the awards.

^{Teacher} Teaching of the Year Award – Nomination of this teaching award will carry the maximum weight, 90%, from the students' choice. A student will make one/more selections of Physics ^{teacher} professor(s) from whom he/she has acquired maximum knowledge through class lectures and inspirational interactive discussions. The recommendation of the sponsor, Dr. Sultana N. Nahar or her representative will carry 5 % to the choice. In absence of the sponsor or her representative, the 5% will be added to the students' choice. The final recommendation by the Chair of the Physics/Arabic Department will be based on the punctuality or sincerity of the nominated teacher and will carry the last 5%. The name of the award will be S.N. Nahar Teacher of the Year in Physics ~~or Arabic~~ and *Razzak-Alburuj Best Teacher of the Year in Arabic.*

Distinguished ^{teacher} Teacher of the Year Award – This will be for a professor with whom at least one student has carried out his/her postgraduate, such as M.S./M.Phil./Ph.D., thesis research. General votes of the students, based on the same criteria as for the Teacher of the Year Award, will comprise 65% of the award nomination. A research student's choice, based on his/her best learning and understanding experience of the research topic (7.5%) and intellectual and encouraging interaction (7.5%), will carry a total of 15% of the nomination. In case of more than one student working with the same advisor, the points will be averaged. Number of students working with an advisor will carry 10% (2 points/student working, limiting to 10% for 5 or

more). In case of joint supervision for the student, this number will be divided by the number of advisors. The recommendation of the sponsor, Dr. Sultana N. Nahar, or her representative will carry 5% for the nomination. In absence of the sponsor or her representative, 5% will go to add the students' choice. The final recommendation by the Department Chair, based on the work done in the research topic and student's grade, will carry the last 5% of the award nomination. The name of the award will be S.N. Nahar Distinguished Teacher of the Year in Physics ~~or Arabic~~.

The sponsor, Dr. Sultana N. Nahar, will provide Tk.5 lac for the capital fund of the three awards (two in Physics and one in Arabic). The university will keep the capital fund under S.N. Nahar Teaching Award Trust Fund. For higher interest rate the fund is expected to be deposited in a private bank. The interest of the capital will be used for the three awards, overhead expenditures and the rest will be added to the capital for sustenance and future increment of the honorarium. Hence $\frac{2}{3}$ of the award money will go for Physics and $\frac{1}{3}$ will be for Arabic.

Around November 1st, the university will send a notice to Physics and Arabic Departments stating that the funds are available for the awards and asking to initiate the awarding process. The Departments will carry out the process and send the final nominations to the chair of the board of trustees. The chair will present the nominations to the board and the syndicate will approve the awards.

The awarding committee, formed by the academic committee of the relevant Department, will consist of five faculty members in Physics and three in Arabic and will supervise the nomination process. All faculty members of the awarding committee are qualified to be nominated.

The voting of students' choice will take place by the end of December each year. The date will be fixed by the Department Chair and the awarding committee. The time may vary by a few months due to circumstantial inconveniences.

Voting will take place in an on-going class in the presence of one member of the awarding committee and the class teacher. Students will be informed of choice criteria and slips to make their choices. The filled up slips collected from each class will be sealed in an envelope with signatures of the class teacher and the member of the Award Committee.

The envelopes will be opened by the awarding committee to count the votes.

Selection method for the Teacher of the Year

Students from 4th year B.Sc. and M.S. will participate in the nomination process. Each student will write up to 5 names of teachers of his/her choice who have taught him/her in different classes from 1st year through final year. The name of teacher getting the highest number of points from votes and other criteria will be selected for the nomination for the award.

Selection method for the Distinguished Teacher of the Year

A professor with whom at least one student has carried out his/her postgraduate, such as M.S./M.Phil/Ph.D., thesis research during the last academic year will be nominated for this award. Research students from M.S./M.Phil/Ph.D will participate in this nomination process. Each student will nominate up to 5 teachers of his/her choice from teachers who have taught him/her in different classes from 1st year through final year. However, they will have one additional slip to nominate his/her research professor for the distinguished teaching award. This additional slip will be collected in a separate envelope.

On the slip, the student may put points, such as, $x/7.5$ for research progress and for understanding, and $y/7.5$ for useful interaction.

The awarding committee should verify the number of students working with each research advisor and corresponding voting slips, and points counting.

The final calculation of the total points will be carried out by two faculty members not involved with any student research. The calculation should be a completely confidential process within the awarding committee members.

Per discussion with the past Physics Chairman, Professor Aminur Rashid, ProVC Professor Yusuf Hyder, and suggestions of Dr. Nahar, following options are included.

A professor of the Physics Department will have the choice not to be included in the awarding recognition.

The academic committee of the Physics Department will handle the awarding process and may modify or adjust the process, in consent with the sponsor, for convenience, improvement and promotion of the awards.

Any new suggestion regarding the policies of the awards may be approved or adapted through discussions between the Department academic committee and the sponsor or her representative.

Best regards,



Sultana N. Nahar

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