



To: Professor Kamal Uddin
Treasurer
University of Dhaka
Dhaka, Bangladesh

November 13, 2017

Ref: S.N. Nahar and Razzaq-Alburuj Prizes in Physics and Arabic Departments of University of Dhaka

Dear Professor Kamal uddin,

Assalamu alaikum.

I met the Chairs along with some faculty members of the Departments of Arabic and Physics to discuss the prize guidelines. Based on them, both the departments held meeting with the Academic Committee. While Arabic Department gave full consent for the teachers prizes where nominations will include feedback from the students, Physics Department expressed the need for more time to accept any student feedback.

Based on the discussions I am submitting the revised MOA for the guidelines for the prizes. The revised MOA has four annual prizes, two in Physics and two in Arabic, for the best research publications and the best teaching by faculty members in the respective Departments of University of Dhaka. The revision includes the new addition, the best research publications by a faculty member in the Arabic Department. Suggestion was also made in both Departments for the best thesis or other student prizes. I am willing to include student prizes in the future after the initiation of the faculty prizes.

Some changes have also been made for a clearer evaluation process while the main terms and conditions remain the same.

I will provide additional fund to make the existing endowment to be Tk.10 lac to accommodate the four prizes.

With best regards,

Prof Sultana N. Nahar

Memorandum of Agreement:**Sultana N. Nahar and Razzaq-Alburuj Annual Prizes in Physics and in Arabic Departments of University of Dhaka****1. Purpose:**

To recognize and motivate faculty members for outstanding research publications and most effective teaching skill in class in Departments of Physics and Arabic of University of Dhaka.

Teachers play the most crucial role in guiding and leading research. They also contribute the most to increase the number of graduating students with higher quality education and research. There is always a limited number of top students in the class. Recognition will encourage them to continue their best effort for higher excellence. However, motivated teachers can uplift the standard of the whole class by better teaching, being more helpful and inspiring to students. These will benefit not only the top students but the whole class. Students, who are the direct beneficiary of knowledge, will be involved in the nomination of the teachers prizes.

This prize program will recognize annually two faculty members for the best research and teaching effort to raise the standard of the class.

2. Funding:

These prizes, except the new prize for the best research publications in the Arabic Department, were approved by the university syndicate and S.N. Nahar trust account with the endowment amount of Tk.5 lac contributed by sponsor Prof. Sultana N. Nahar of the Ohio State University was created by University of Dhaka in 2008. The endowment fund is expected to have been invested for the maximum profit and has been increasing since 2008. Until now, October 2017 no prize has been awarded out of the fund.

The sensor Professor Sultana N. Nahar will provide an additional fund from her personal income to increase the total fund existing in S.N. Nahar trust to Tk.10 lac to accommodate the total of four prizes. The fund is expected to be reinvested for the maximum profit and implemented according to the terms and conditions of the MOA.

Out of the total annual profit from the endowment fund 90% will be used for the 4 annual faculty and 10% of the profit will either be added to the endowment at its investment renewal or reinvested if the amount becomes sufficient.

3. Prizes:

There will be in total 4 annual prizes for the faculty members as follows:

- i) Sultana N. Nahar Distinguished Teacher of the Year for the best research publications in Physics.
- ii) Sultana N. Nahar Best Teacher of the Year for the best teaching in Physics.
- iii) Razzaq-Alburuj Distinguished Teacher of the Year for the best research publications in Arabic.
- iv) Razzaq-Alburuj Best Teacher of the Year for the best teaching in Arabic.

Each prize will consist of a Certificate of Excellence with a citation and an honorarium. The certificates will be signed by the Vice Chancellor or Pro Vice Chancellor of the university, the Dean of Faculty of Science and the Chair of the Department.

The suggested citations are:

For research, **Citation:** "In recognition of the outstanding research publications and training students to advanced research in subject name (Physics or Arabic)"

The citation may include the research topic for which the prize is awarded.

For teaching, **Citation:** "In recognition of the outstanding teaching in-class and training and inspiring students in subject name (Physics or Arabic)"

The amount of honorarium will depend on the available fund as explained below.

Out of the available fund for the prizes, each faculty winner will receive an honorarium of 1/4 of the fund.

In case of two candidates with close total highest points, the selection committee may approve two winners for the prize. In such case each winner will receive the same Certificate of Excellence and half of the honorarium.

4. The Prize Board of Trustees:

The Board will consist of the VC or the Pro-VC or the Treasurer or the person in charge for the trust appointed by the university, the Dean of Faculty of Sciences, the Treasurer, the chairs of the participating departments and sponsor Prof. Sultana Nahar.

For the best of motivation or encouragement, the academic committee of the Departments may suggest modifications or adjustment of the process. Any decision on the modification of the terms and conditions or relevant issues on the prizes can be made by over 50% of the members of the Board with consent from the sponsor.

5. Terms and Conditions for the prizes:

A. Sultana N. Nahar Distinguished Teacher of the Year prize in Physics and Razzaq-Alburuj Distinguished Teacher of the Year prize in Arabic:

Selection Criteria:

Nomination of this prize for a faculty member will be based largely on research publications and with whom at least one student has carried out his/her research for the Ph.D. or the Master thesis or authored in one publication in a peer-reviewed journal in the past year. Points are distributed as follows:

- 75% weight of the nomination will come from research publications (published in the past year)
- 7% of the weight will come from on invited seminar, conference presentations, participating in organizing a conference or some other achievement that brings honor for research in Dhaka University.
- 8% weight of the nomination will come from the research students who will be given slips to give voting points for their advisors. A research student will write on a paper slip advisor's name and x-points out of 8 based on his/her best learning and understanding of the research topic, intellectual and encouraging interaction with the advisor.
- 5% weight will come from the Chair of the Department based on the research work and interaction with the research students of the faculty member.
- 5% weight will come from the recommendation of the sponsor, Sultana N. Nahar, or her representative. In absence of the sponsor or her representative, the 5% will go to add to research students top choice.

B. Sultana N. Nahar Best Teacher of the Year prize in Physics and Razzaq-Alburuj Best Teacher of the Year prize in Arabic:

Selection Criteria:

Nomination of this prize for a faculty member will be based largely on students learning in class and interaction with students. Points are distributed as follows:

- 90% weight will come from general voting of the students in the Department where a student will write the name of the teacher from whom he/she learned the most of the subject materials in the class. In case the general vote is not possible at all, on temporary basis until students nomination is administered, the Chair and the prize committee can make the judgment on the teaching skill of the faculty member based on number of students achieving higher performance credit for the subject.
- 5% weight will come from the Chair of the Department based on the basis of regularity of the faculty member, completion and performance of the students
- 5% weight will come from the recommendation of the sponsor, Sultana N. Nahar, or her representative. In absence of the sponsor or her representative, the 5% will go to add to students top choice.

The Arabic Department has already made it own criteria for the feedback from the students and the sponsor has full consent for you.

6. Evaluations:

A. Research Evaluation:

Weight on research publications will depend on i) number of published papers, ii) number of publications in journals with larger number of international readers such as western journals, iii) contribution of the author in a multi-authored paper, and iv) science contents of the papers.

An evaluation committee consisting of the Chair and two faculty members will determine the score. Followings are the recommended points for a publication:

- a) Science Citation Indexed (SCI) journals: 10 point
- b) Non SCI but refereed and good journals: 5 points
- c) Non SCI but refereed journals: 4 points
- d) Paper published in conference proceedings: 3 points
- f) In the special case of a published paper containing high impact research, as considered by the faculty members (for a maximum of 2 papers): 3 points (extra)
- g) Research work collaborated with well known colleagues in the developed countries (2-3 authors maximum and 2 papers maximum): 2 points (extra)
- h) For the contribution of the author, points for each paper with more than one author should be multiplied by the contribution factor. When all authors are important, tradition is that they are listed alphabetically, then the multiplication factor is $1/(\text{number of authors})$. When an author is listed in the order of his/her contributions, the following multiplication factor can be used:

First author (non-alphabetical) or the last author who could be the leader of the project: 0.9

Second author (non-alphabetical): 0.8

Third author (non-alphabetical): 0.7

Fourth author (non-alphabetical): 0.5

Fifth or any position author (non-alphabetical): 0.4

i) Evaluation of points under each criteria: If a candidate gets the highest point MAXP in publications among all other candidates, then points of all other candidates can be normalized to it. Say, the percentage weight for the publication criteria is PMAX. Then a candidate with points "Point" will have the normalized point, Pnorm, as

$$P_{\text{norm}} = \text{Point} \times (\text{PMAP} / \text{MAXP})$$

B. Process:

Near the end of an academic year, the Departments will initiate the evaluation process. The academic committee of the Department may form a prize committee of three to five faculty members. All faculty members in the prize committee and the Chair are also eligible to be nominated.

For the teaching prize, points from the student voting will be collected. The voting can take place at the end or beginning of a class where students will write on a paper slip the name of the teacher from he/she learned the most and put the slip in an envelope which will be sealed and signed. Points will be counted by the committee in a later meeting.

For the research prize:

- a) A notice will be circulated for faculty members to submit application materials to the office of the Chair of the respective Department within a given deadline.
- b) Application should contain the CV and copies of the publications of the past year. The CV will contain in a separate section the list of published papers, conference/seminar/public presentations, participating roles in organizing conferences or workshops, and any other credentials and achievements in the past one year.
- c) The research students will be asked to give points for their advisors in paper slips where they write the points and the name of the advisor, but not their names.
- d) The prize committee of each Department will select 4 or 5 of faculty members with the highest points and send the list to the Prize Board.
- f) The Prize Board will make the final selection and inform the winners. The prizes will be presented formally with the Certificate of Excellence and an honorarium to each winner.

7. Prize Ceremony:

To honor the winners and inspire others to make the best effort, it is suggested that the prize ceremony is held in combination with other events or in an event where the largest university audience will be present, and publish the news of the winners in the university news media.