



THE OHIO STATE UNIVERSITY

College of Arts and Sciences

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To:

Teacher Tahmina *Khatoon*  
Principal  
Anjuman Jamilur Rahman School  
Gandaria, Dhaka, Bangladesh

November 13, 2017

Ref: Annual Razzag-Shamsun awards for teachers at Anjuman Jamilur Rahman School

Dear Principal Tahmina,

Assalamu alaikum.

As discussed with you and your communication with School Secretary Professor Khallilur Rahman I am submitting the proposed Memorandum of Agreement (MOA) for the guidelines of annual teachers awards at Anjuman Jamilur Rahman School in Gandaria, Dhaka.

I will provide the fund for the awards.

With best regards,

*Sultana Nahar*

Prof Sultana N. Nahar

*I agree*

*Khatoon*

তাহমিনা খাতুন  
প্রধান শিক্ষক  
আজুমান জামিলুর রহমান  
ইসনাথিয়া কুনিয়ার হাট, ঢাকা

**Memorandum of Agreement:****Annual Razzaq-Shamsun Awards for teachers at Anjuman Jamilur Rahman School****1. Purpose:**

To recognize and motivate teachers for excellent teaching skills in class.

Teachers play the most crucial role in giving knowledge and guidance to increase the number of graduating students with high quality education. 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 awards.

This award program will recognize annually two teachers for the best teaching effort.

**2. Funding:**

Prof. Sultana N. Nahar of the Ohio State University will sponsor the awards from her personal income. She will provide the honorarium of the award for each teacher. In future she may provide the endowment to Anjuman Mafidul Islam to operate the recognition program.

**3. Prizes:**

There will be two annual awards as follows:

- i) Razzaq-Shamsun Best Teacher in Math and Science for classes VI - VIII
- ii) Razzaq-Shamsun Best Teacher in general subjects for classes VI - VIII

Each award consists of a Certificate of Excellence and an honorarium. The certificates will be signed by the Chair of the School Committee and the Principal of the school

The amount of honorarium for each teacher will be Tk.4000.

In case of two candidates who have received close total highest points under the same category, the selection committee may approve two winners for the award. 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 Principal, Chair of the School Committee, and sponsor Prof. Sultana N. Nahar.

For the best of motivation or encouragement, the school may suggest modifications or adjustment of the process, and any modification of the terms and conditions or relevant issues on the awards can be made with the consent from the sponsor.

**5. Terms and Conditions for the Razzaq-Shamsun Best Teacher Awards:****Selection Criteria:**

Nomination of these awards will be based on the students learning in the class and teachers helpful interactions with students. Points are distributed as follows:

- 90% weight will come from general voting of the students where a student will write the name of the teacher from whom he/she learned the most of the subject materials in the class.

- 5% weight will come from the Principal on the basis of the regularity of the teacher, completion of syllabus 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.

#### **6. Evaluation Process:**

Near the end of an academic year, the Principalr will initiate the evaluation process by asking the academic committee of the school to form the award committee of three to five teachers. All teachers in the award committee and the Principal are also eligible to be nominated.

Points from the student voting for each category of i) general subjects, and iii) math and sciences will be collected. The voting can take place at the end or beginning of a class when students will be explained to choose two teachers in the two categories from whom she/he has learnt the most of the subject materials in the class and write the names in two separate slips. They will be asked to put the slips in two sepaate envelopes for the two categories. The envelopes will be sealed and signed. Points will be counted by the committee in a later meeting.

Teachers with largest number of points wull be selected for the awards.

#### **7. Prize Ceremony:**

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