



Professor Badrul Alam
VC
Chittagong University
Chittagong, Bangladesh

August 3, 2008

Dear Professor Badrul Alam,

As communicated via emails with Professor Barua, Chair of the Physics Department, and with you through messages by Md. Shahab Uddin of Department of Management Studies regarding establishing annual teaching awards in Physics, I am summarizing below the relevant points .

There will be two annual teaching awards: i) Best Teaching award (without research), ii) Distinguished Teaching award (including graduate M.Sc./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.

- i) S.N. Nahar Teacher of the Year – Nomination of this teaching award will carry the maximum weight, 90%, from the students' choice Each student will make one or more selection of physics professors from whom he/she believes to have acquired maximum knowledge through class lectures and inspirational interactive discussion. Only the last year B.Sc. And M.Sc. Students will vote and but choose teachers from first to the final year. 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, based on the judgement of the punctuality of the nominated teacher, of the Chair of the Physics Department will carry the last 5%.

- ii) S.N. Nahar Distinguished Teacher of the Year – This award will be for a professor of physics with whom at least one student has carried out his/her M.Sc. or Ph.D. thesis research. General votes of the students, based on the same criteria for the Teacher of the year, will comprise 65% of the award nomination. A research student's choice, based on his/her best learning and understanding of the research topic (7.5%) and intellectual and encouraging interaction (7.5%), will carry 15% of the nomination. 10 points for published or submitted research papers. Without a research paper, 2 points per research student (a maximum of 10 points for 5 or more students). If the number of students does not add up to 10, rest of the points will be decided by the Departmental Chair. 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 of the Physics Chair, based on the work in the research topic and student's grade, will carry the last 5% of the award nomination.
- iii) The sponsor, Dr. Sultana N. Nahar, will provide Tk.3 lac for the capital fund of the two awards. NOTE: She will increase the amount.
- iv) The university will keep the capital 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 two awards, overhead expenditures and the rest will be added to the capital for sustenance and future increment of the honorarium.
- V) Around November first the university will send a notice to the Department stating that the funds are available for the awards and to initiate the awarding process. The academic committee of the Physics Department will form an awarding committee of five faculty members which will fix

a date when voting will be carried out in the on-going classes in the presence of the class teacher and one member of the awarding committee. All five faculty members are also qualified to be nominated. Students will be informed about the criteria of the choice and be given slips to write the names on of their choice. These will be collected in an envelope and sealed with signatures of the teacher and award committee member.

- vi) The envelope will be opened by the awarding committee to count the selection. Two nominations will be sent to the chair of the trustees who will present them to the board of trustees and the syndicate will approve the awards.
- vii) Students with research will make two selections , one for the Teacher of the year and one for the Distinguished Teacher of the year, and put them in two separate envelopes.

The following options are also included.

- i) A professor of the Physics Department will have the choice not to be included in the awarding recognition.
- ii) The academic committee of the Physics Department will handle the awarding process and may modify or adjust the process, with consent of the sponsor, for improvement and promotion of the awards.
- iii) Any new suggestion regarding the policies of the awards may be approved or adapted through discussions between the physics academic committee and the sponsor or her representative.

S.N. Nahar Annual Student Scholarship for an undergrad student in Physics - I also propose to introduce one S.N. Nahar student scholarship in physics, Tk.1000/month for one year. A student at and within the 5th rank in the class and in financial need can receive this scholarship. A paragraph stating the financial condition and a recommendation letter from one of his/her class teacher are

sufficient to apply. The student will need to compete with other applicants each year.

For the scholarship, I would increase the contribution to the trust fund.

Best regards,

A handwritten signature in black ink, reading "Sultana N. Nahar". The signature is fluid and cursive, with the first name "Sultana" being more prominent and the last name "Nahar" following in a similar style.

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