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To:

Profesoor Muhammad Kaleem Abbasi
Vice Chancellor
The University of Azad Jammu and Kashmir
Muzaffarabad, Pakistan

February 17, 2021

Ref. Sultana N. Nahar and Alburuj R. Rahman Prizes for the faculty members and students in Department of Physics of The University of Azad Jammu and Kashmir, Muzaffarabad, Azad Jammu and Kashmir, Pakistan

Dear Vice Chancellor Professor Muhammad Kaleem Abbasi,

Assalamu alaikum.

I am an atomic astrophysicist in the Department of Astronomy of the Ohio State University (OSU) in Ohio, USA. Currently I am supervising Bilal Shafique at OSU for part of his Ph.D. thesis under the IRSIP Fellowship of government of Pakistan. His research advisor at Quaid-i-Azam University is Professor Raheel Ali in the Department of Physics and academic advisor is Professor Rafique of University of Azad Jammu and Kashmir. Professor Aslam Baig of QAU has been advising Bilal on the research project.

To encourage higher excellence in teaching, research, and academic performance, I am proposing a recognition program in the Physics Department of University of Azad Jammu and Kashmir. I promote Physics research and education and have a effective recognition program in many institutions. I submitted the Memorandum of Agreement (MOA) of similar recognition program to Quaid-i-Azam University.

I have discussed the program with Professor Rafique who has informed the members of the Physics Department about it. I am proposing 4 prizes in Physics, 2 for faculty members and 2 for students, and providing an endowment of \$6000 profit of which will be used for the prizes.

I am submitting the MOA of the recognition program to be established in the Physics Department. I would appreciate your approval and help in establishing the program. Recognition brings motivation and has positive impact.

With best regards,

Professor Sultana N. Nahar, APS Fellow, BPS Fellow

Memorandum of Agreement:

Sultana N. Nahar and Alburuj R. Rahman Prizes in Physics at The University of Azad Jammu and Kashmir, Muzaffarabad, Azad Jammu and Kashmir, Pakistan

1. Purpose:

To recognize and encourage Muslim teachers for the best teaching in the class and for outstanding research publications, and Muslim students for achieving the best academic and research excellence in their respective areas of Physics. This recognition program aims to give annual prizes to teachers and students for their best performance.

Teachers play the most important role of raising the standard of the university by best teaching to the students of the entire class, carrying out high quality research, and guiding students in research projects.

There is always a limited number of students who achieve the topmost positions in the class regardless of the standard of the curriculum. To raise the bar of excellence of these students and enhance the quality of performance of the entire class, teachers contributions are extremely essential. A teacher can uplift the standard by excellent teaching skill, helping. and giving positive support to the students. Recognition program will encourage the efforts of the teachers. To appreciate the teaching effort, the students will nominate, by votes, the teachers from whom they gained the most knowledge.

Research is crucial for advances. Without research publications an institution is not known outside. Teachers play the important role in leading research projects and in guiding and training students in research. The recognition program will award a faculty for 'the best research publications.

To encourage excellence in research and education, two students will be awarded - one for the best Ph.D. thesis and one for the best undergraduate achievement.

2. Funding:

The prizes will be sponsored by Professor Sultana N. Nahar of the Ohio State University in the USA by giving the endowment fund from her personal income. She will provide a total fund of US\$6,000, part of which will be used to start the prizes in 2021. After conversion to Pakistani rupees, it is suggested to keep Rs.70,000 aside for 2021 prizes while the rest will go to the endowment account to serve as the capital. The fund is recommended to be invested for the maximum profit.

Of the total profit earned from the investment of the endowment fund, 90% will be used for the annual prizes, and the rest 10% will be added to the endowment fund for sustenance and future increase of the honorarium of the prizes.

3. Prizes:

There will be 4 total annual Physics prizes, 2 faculty prizes and 2 student prizes, as describe below:

- i) "Sultana N. Nahar prize for Distinction in Research Publications and in research guidance in Physics" for a faculty member,
- ii) "Sultana N. Nahar prize for Distinction in Teaching in Physics" for a faculty member,
- iii) "Alburuj R. Rahman prize for the best Ph.D. student in Physics" for a graduate who received Ph.D. degree in the past one year.
- iv) "Alburuj R. Rahman prize for the best graduating student in B.Sc. in Physics" who graduated in the current year.

Each prize will consist of i) a Certificate of Excellence and ii) an honorarium. The certificates will be signed by the Vice Chancellor of the university or by the Vice President of Graduate Studies and Research or by the Dean of Faculty of Science, and the Chair of the Department. In case of two nominations with almost same score, both nominees will be selected as the winners, receive the same certificates, but share half of the honorarium.

Out of the profit earned from the endowment fund, 90% will be used for the distribution of prize honorarium. Out of the total fund available for the prizes, each faculty will receive a prize honorarium of 28% and each student prize will 22%.

The exception is the first year which is 2021. This year each faculty winner will receive Rs.20,000 and each student will receive Rs.15,000.

4. The Prize Board:

The Prize Board will consist of the Vice Chancellor of the University, Vice President of Postgraduate Studies and Research, the Dean of Faculty of Science and the Chair of the Physics Departments, and the sponsor, Dr. Sultana N. Nahar.

I would like to suggest Prof. Rafique to be in the Board in order to oversee the process and establish the recognition program. However, he will qualify to be a winner as well based on the criteria of the prizes.

For the best of motivation or encouragement, the academic committee of the Department 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 three members of the Board with consent from the sponsor.

5. Terms and Conditions for the faculty and student prizes:

A. "Sultana N. Nahar prize for Distinction in Research Publications and in research guidance in Physics":

i) Selection Criteria:

Nomination of this prize for a faculty member will be based on research publications and with whom at least one student has carried out his/her Ph.D. or Masters thesis research or authored in one publication in a peer-reviewed journal. Nomination points are divided as:

60% weight will come from research publications,

10% weight will come from conference presentations, participating in organizing a conference or some other of achievement/prizes that added to the University to be known for research.

10% will come from the research student under guidance of the candidate who will put the points based on his/her research experience with the candidate.

5% weight will come from the Chair of the Department who will judge based on quality of research and helping research students

5% weight will come from the recommendation of the sponsor, Dr. Sultana N. Nahar or her representative. In absence of the sponsor or her representative, the 5% will be added to the points for research publications.

ii) Evaluation of research publications:

For journals, proceedings, Book, Book Chapters:

1. SCI Journals: 10 points
2. Non-SCI journals but known with good readers (peer-reviewed): 6 points
3. Non-SCI average journals (peer-reviewed): 5 points
4. Conference proceedings: 4 points
5. Exceptional journal in the field: 10 additional points
6. Author of a textbook: 25 points
7. Author of a general book: 15 points
8. Book chapters: 10 points

The total point of each publication will be multiplied by the authorship factor:

1. Single author paper: 1
2. 1st authoring a 2-authors paper: 0.9
3. 2nd author in a 2-authors paper: 0.8
4. Any author in an N-authors paper (alphabetical order): $1/N$
5. 1st author in an N-authors paper (non-alphabetical order): 0.7

6. 2nd author in an N-authors paper (non-alphabetical order): 0.6
7. 3rd author in an N-authors paper (non-alphabetical order): 0.5
8. Any other author in an N-authors paper (non-alphabetical order): 0.4

iii) Citation: "In recognition of outstanding research publications and guidance in Physics"

However, the citation can be changed with research topics that are related to the winner.

B. "Sultana N. Nahar prize for Distinction in Teaching in Physics":

i) Selection Criteria for a Faculty:

Nomination of this prize for a faculty member will be based on learning experience of students in the class.

85% weight will come from students assessment of their teachers from whom they learned most knowledge in class sessions. Students will vote on slips of paper which will be counted by the Prize committee formed by the Chair. The Chair and members of the Prize committee also qualify for the prizes. However, the Department may introduce questions for the students to be more specific about the nomination.

10% weight will come from the Chair of the Department who will judge the candidate based on completion of the syllabus, regularity in classes and performance of the students on the subject

5% weight will come from the recommendation of the sponsor, Dr. Sultana N. Nahar or her representative. In absence of the sponsor or her representative, the 5% will be added to the points from students votes.

ii) Citation: "In recognition of outstanding teaching skill and students learning in class in Physics"

C. "Alburuj R. Rahman prize for the best Ph.D. student in Physics"

The prize is for the graduate who has received the Ph.D. degree during the past one year.

i) Selection Criteria:

Distribution of points for the nomination of this prize is as follows:

60% weight - from research publications

30% weight - from the excellence in academic record

10% weight - from conference presentations, any relevant award

ii) Evaluation of research publications:

This can be followed as mentioned above for the faculty prizes. However evaluation will be carried out for the total number of publications during the entire study for the Ph.D. degree. Some consideration could be given on the subject area which impacts on the number of publications.

iii) Citation: "For the best research publications under the Ph.D. degree and excellence in academic record in Physics"

D. "Alburuj R. Rahman prize for the best B.Sc student in Physics"

The prize is for the graduate who has received the B.Sc. degree with major in Physics during the past one year.

i) Selection Criteria:

Distribution of points for nomination of this prize is as follows:

100% weight - from the academic achievement of topmost score.

5 additional points should added if the student had research experience which led to a publication or presentation of in a conference. In such case, the grade point average from the classes of the candidate should be scaled with respect to that of the topmost scorer as 100%.

6. Recognition process:

About two months before the end of the academic year the Head of the Department will circulate a notice to all faculty members, and the students who have completed their Ph.D. degree during the past year, and B.Sc. students who graduated in the current year to requesting to submit their i) CV of the past year (only for faculty members), ii) full CV of everyone, and iii) printout of the research papers in journals by the faculty members (1 year) and abstracts of all publications by the Ph.D. students to the Physics office. The academic committee of the Department will form a prize committee of 3 or 5 faculty members to collect the materials and evaluate them. All faculty members in the committee are also eligible to be nominated.


For the teaching evaluation for a faculty member, the prize committee will collect students assessment of the faculty members. Students from all years of undergraduate and postgraduate studies will be asked to put down the name of the faculty member from whom they learned the most in the class in the past year. The voting for the best teaching can also be done by using googledoc.

The committee will make selection of candidates with maximum points, one or two (in case of close points). A copy of the selection will be emailed to the sponsor for her evaluation. The Chairperson and the prize committee will approve the winners for the prizes and send the names to the Prize Board headed by the University personnel who will have them approved. In case of two nominees with almost equal

points, two winners should be selected. The Board will inform the winners and present formally the certificate and honorarium to each of them.

7. Prize Ceremony:

To honor the winners and inspire others to make the best effort, it is suggested to hold 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.

A handwritten signature in dark ink, appearing to read 'Sultana N. Nahar', with a stylized, cursive script.

Professor Sultana N. Nahar
February 2021



THE UNIVERSITY OF AZAD JAMMU & KASHMIR

(Directorate of Finance & Planning)

Accounts Section (Operation)

Admin Block, Chehla Campus, Muzaffarabad
Ph No.05822-960405

No. 356-60/ Accounts/2021

Dated: 28 .09.2021

Prof. Sultana N. Nahar,
Department of Astronomy,
The Ohio State University,
Columbus, OH 43210, USA

Subject: Acknowledgment of receipt of Endowment Fund.

Dear Prof. Sultana N. Nahar,

We acknowledge that the University of Azad Jammu & Kashmir received an endowment of \$6000/- in Cashier's Cheque form from you (the sponsor) on June 15, 2021 to establish the prizes in the Department of Physics for two faculty members and two students as described in the prize MOA.

We thank you and appreciate your support for UAJ&K.

With best regards,

 **Director Finance & Planning**
University of AJ&K
Muzaffarabad (A.K)

Director Finance & Planning/Treasurer.

Copy to:

1. Private Secretary to the Vice Chancellor, UAJ&K
2. The Registrar UAJ&K.
3. Mr. Bilal Shafique, Department of Physics, UAJ&K.
4. Accounts Officer (Compilation) UAJ&K