

## MEMORANDUM OF AGREEMENT

### **Sultana N. Nahar and Alburuj R. Rahman Annual Prizes in Physics and Mathematics at Jamia Millia Islamia, New Delhi**

#### **1. Purpose:**

To recognize and motivate faculty members for outstanding research publications and teaching in class, and encourage students in academic and research excellence in Departments of Physics and Mathematics at Jamia Millia Islamia.

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, and two Ph.D. graduating students mainly for the best thesis.

#### **2. Funding:**

The prizes will be sponsored by Professor Sultana N. Nahar of the Ohio State University from her personal income. She will provide US\$10000 as the endowment fund. The fund is expected to be deposited and invested for the maximum profit under the S.N. Nahar prizes trust but to an account of Jamia Millia Islamia and implemented according to the MOA guidelines.

Out of the total annual profit from the endowment fund 90% will be used for the 4 annual faculty and student prizes 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 4, 2 for faculty members and 2 for graduating Ph.D. students, annual prizes in total. Followings are the prizes:

- i) Sultana N. Nahar Distinguished Teacher of the Year for a faculty member for the best research publications and teaching in Physics.
- ii) Sultana N. Nahar Distinguished Teacher of the Year for a faculty member for the best research publications and teaching in Mathematics,
- iii) Alburuj R. Rahman prize for the best Ph.D. thesis for a graduating Ph.D. student in Physics,
- iv) Alburuj R. Rahman prize for the best Ph.D. thesis for a graduating Ph.D. student in Mathematics.

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 Natural Sciences and the Chair/Head of the Department.

The suggested citations are:

The faculty Citation: "In recognition of the outstanding research publications and training and inspiring students to advanced research in subject name (Physics or Mathematics)." The citation may include the research topic for which the prize is awarded.

The Ph.D. student Citation: "In recognition of the best Ph.D. thesis and academic excellence at graduation in subject name (Physics or Mathematics)."

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

Out of the available fund for the prizes, distribution can be made such that 66% of the fund will be used for the faculty members and 34% for the graduated Ph.D. students. In the present scheme for the 4 prizes, each winning faculty member will receive an honorarium of 33% and each of the winning student will 17% of the total available fund.

In case of two candidates with close total highest points, the selection committee may approve two winners. Each winner then will receive the certificate of excellence and half of the honorarium.

#### **4. The Prize Board of Trustees:**

The Board will consist of the VC or the PVC or the person in charge appointed by the university, the Dean of Faculty of Natural Sciences, Dean (Students' Welfare), Director (Research), Director (Academics), the Chairs/Heads of the participating departments (Mathematics & Physics) 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 for a faculty member:**

##### ***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 Master thesis or authored in one publication in a peer-reviewed journal in the past year. Points are distributed as follows:

- 60% 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 makes Jamia Millia Islamia known for its research.
- 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.
- 15% 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.
- 5% weight will come from the Chair/Head 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. Alburuj R. Rahman Best Ph.D. Thesis Prize for a student:**

#### ***Selection Criteria:***

Selection of this prize will be for a Ph.D. thesis which has already been recommended for awarding the degree. The nomination will have:

- 70% weight from publications (published and in press papers will carry for most weight, such as maximum of 5 points for paper, and submitted papers will carry partial weight, such as, 1 point),
- 10% weight from conference and other public presentations and pre-submission presentation,
- 20% from postgraduate academic record. A Gold medal for the highest academic score will have additional 10%.

#### **C. 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.

However for the Ph.D. students, evaluation should include: i) instead of one year, all publications (already published and accepted for publications) during his/her study for the Ph.D. degree, ii) partial points, such as, 2 points compared to maximum of 10 points for a publication in a Science Citation Indexed journal, can be given.

An evaluation committee consisting of the Chair/Head of the respective Department 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: 6 points
- c) Non SCI but refereed journals: 4 points
- d) Paper published in conference proceedings: 3 points
- e) 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)
- f) Research work collaborated with well known colleagues in the developed countries (2-3 authors maximum and 2 papers maximum): 2 points (extra)

- g) 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. Otherwise, an author is listed in the order of his/her contributions. Hence, 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
- h) 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

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

## 6. Evaluation 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/Head are also eligible to be nominated. A notice will be circulated for faculty members and Ph.D. students to submit application materials to the office of the Chair/Head of the respective Department within a given deadline.

- a) Each faculty member should submit his/her CV and copies of the publications of the past year. The CV will contain the list of publications (published, in press), conference/seminar/ public presentations, participating roles in organizing conferences or workshops, and any other credentials and achievements in the past one year.
- b) All graduated Ph.D. students of the past year will submit their CVs and copies of their papers, abstract of the thesis. The CV will contain the list of publications (published, in press, submitted), conference / seminar / public presentations, participating roles in organizing conferences or workshops, and any other credentials and achievements during the period of their Ph.D. work.
- 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) Points from general voting from the classes will be collected.
- e) The prize committee of each Department will select 4/5 of faculty members and 4/5 students 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 to hold the prize ceremony 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 or as the university would deem appropriate to motivate the stakeholders.

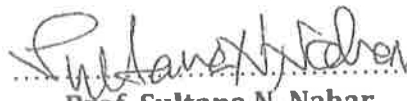
**8. Miscellaneous:**

- a) The selection would be made from October 15 to October 30 of the calendar year. If the sponsor is not available physically to participate in the deliberations then she/he would be consulted through e-mails.
- b) The selection process should not become too complex to consume considerable amount of administrative time.
- c) All Jamia Millia Islamia rules would guide the administration of this agreement in respect of issues that do not come under the ambit of the MoA.

Signed at New Delhi on this the \_\_\_\_\_ day of \_\_\_\_\_, 2017.



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**A.P. Siddiqui, IPS**  
 Registrar  
 Jamia Millia Islamia  
 New Delhi, India



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**Prof. Sultana N. Nahar**  
 The Ohio State University  
 USA

**Dated:**.....

**Dated:** Nov 19, 2017

**Witnesses**

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