

## UNIVERSAL GUIDELINE FOR DEVELOPING ORDINANCE ON UNIVERSITY RESEARCH CO-ORDINATION DIVISION

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### 1. ABSTRACT

University is known in the global village for its two objectives (1) teaching and research. Without research and publications-university teaching position is useless/valueless or worthless. The more the research, the more the publications, the more the honor and respect for the university teachers. Usually, university demands 20-30% teaching and 70-80% research from dedicated teachers and no alternatives. Teachers can involve himself/herself in research through supervision of master and PhD students and national and/or international research projects including projects through Mother University. Without significant contribution/publication, it is difficult to involve in the international research projects. But it is easy for most teachers for involvement in own university research project. For proper distribution, management and smooth running the research projects university primarily requires a research division or department like a separate unit/cell. Such research division/Dept./cell must properly handle the internal university research projects through a sound ordinance [that can be changed when necessary] for proper distribution, monitoring and evaluation including submission of bill vouchers and reports. Without strong research division/cell, university research system of teachers may not run properly. Here author's wide experiences were applied and established a sound ordinance for building/developing a strong research division/Dept./cell, and this can be used as universal challenge for proper managing the university research projects to the teachers. Moreover, under such guideline, corruption of money in project work/research can be largely omitted/avoided. Finally, every year some good research achievements must come out for the university as national and/or international success/goal.

### 2. Ordinance/guideline for university research co-ordination division

Here some terms and/or specifications uses for smooth running the ordinance.

1. OURCD means Ordinance for university research co-ordination division.
2. URCD means university research co-ordination division.
3. University means/covers name of university.
4. GD means Governing body.
5. Director means Director of Research and co-ordination.
6. Associate Director means Associate Director of Research and co-ordination Division.
7. URP means University research project funded by university itself.
8. PI means Project Investigator.
9. PD means Project Director.
10. PC means Project co-ordinator.
11. UGC means University Grants Commission, Dhaka.
12. ME means Ministry of Education, Dhaka.
13. MST means Ministry of Science & Technology, Dhaka.
14. FC means Faculty.
15. Dept. means Department.
16. PF means project fund/funding.
17. RP means Research Project.
18. SRP means Submission of Research Project.
19. URS means University Research System.

### 3. Objectives of URCD

1. To coordinate the university research system (URS).
2. Proper distribution, monitoring and evolution of URS and URP for the teachers.
3. To develop strong scientists, researchers and philosophers through URS.
4. To raise the internal (university) research fund under URS.
5. To raise the external research funds and projects from UGC, ME, MST, planning commission and other national organizations/institutes.
6. To raise the funds from international organizations of different countries of the world.
7. To organize a national conference covering process of all research projects including printing an Abstract book on project reports.
8. To publish a peer reviewed international standard journal 1-2 issues in a year.
9. University funded research grants must be properly distributed to teachers 1 times i.e. July in each year.
10. To organize annual or biannual training programme of teachers/researches on proper writing, working, budget preparation and report writing of projects.

### 4. Governing body

#### I. Committee formation

- |   |       |                  |
|---|-------|------------------|
| 1. VC   | ..... | Chairman         |
| 2. All Deans of Faculties                       | ..... | Members          |
| 3. Two senior most professors of the university | ..... | Members          |
| 4. Two Deans from 2 public. Universities        | ..... | External Members |
| 5. President, Teachers society                  | ..... | Member           |
| 6. Director, URCD                               | ..... | Member-Secretary |

#### II. Functions of the committee

1. On the basis of the objectives of URCD of chapter 3, committee must smoothly work for sound running research and development of the university.
2. Committee must seat at least 2 times in a year once in December and 2<sup>nd</sup> time in June but can be seated any time on the basis of requirements.
3. Committee must fix total internal (university) research budget for the year.
4. Here budget can be fixed Faculty-wise and/or centrally covering total amount from the univ.
5. Committee must evaluate the past and present progress and situations of the projects under different faculties with adding of necessary suggestions for future research.
6. To evaluate existing research success in comparison with 3-4 best public univ. of the country.
7. To encourage teachers for collecting more and more foreign funds for strong research.
8. Committee must work for 3 years.
9. Senior university teacher's member must be selected at the Academic council covering a term for 3 years.
10. In case of absence of any Dean, the Acting Dean must present/come in the meeting.
11. Committee members must work as 100% neutral body.

### 5. Advisory committee for research and development

#### I. Committee formation:

- |  |       |                  |
|--|-------|------------------|
| 1. VC  | ..... | Chairman         |
| 2. Deans of all Faculties  | ..... | Members          |
| 3. Directors of Institutes   | ..... | Members          |
| 4. Two senior Prof. /good researchers (not less than professor) from two faculties<br>(Here faculty-wise rotation must be followed after 3 yrs.) | ..... | Members          |
| 5. Director, URCD  | ..... | Member-Secretary |

## II. Functions of the committee

1. Committee's term should be 3 yrs.
2. To follow and apply the rules on the basis of objectives as stated in chapter 3.
3. To develop faculty-wise sound research programmes for teachers.
4. To develop strong research team in each department under the faculty/institute.
5. To estimate annual budget for the university research of the teachers.
6. To develop proper guideline (if any) for sound distribution of projects of the strong researchers.
7. To develop more and more objectives/works for proper/recommendations by the governing body.
8. Two senior Professors/sound researchers (not less than professor) must come in the committee for 3 years, and they must be rotated faculty-wise i.e. first from 2 senior faculties and then next 2 senior faculties and so on.
9. Only Deans must be designated not any name so that in case of absence then acting Dean can present in the meeting.
10. Committee must seat at least 2 times in a year i.e. in December and June for adding recommendations to GB.
11. Committee must be a 100% neutral body.

## 6. Organogram of office of URCD

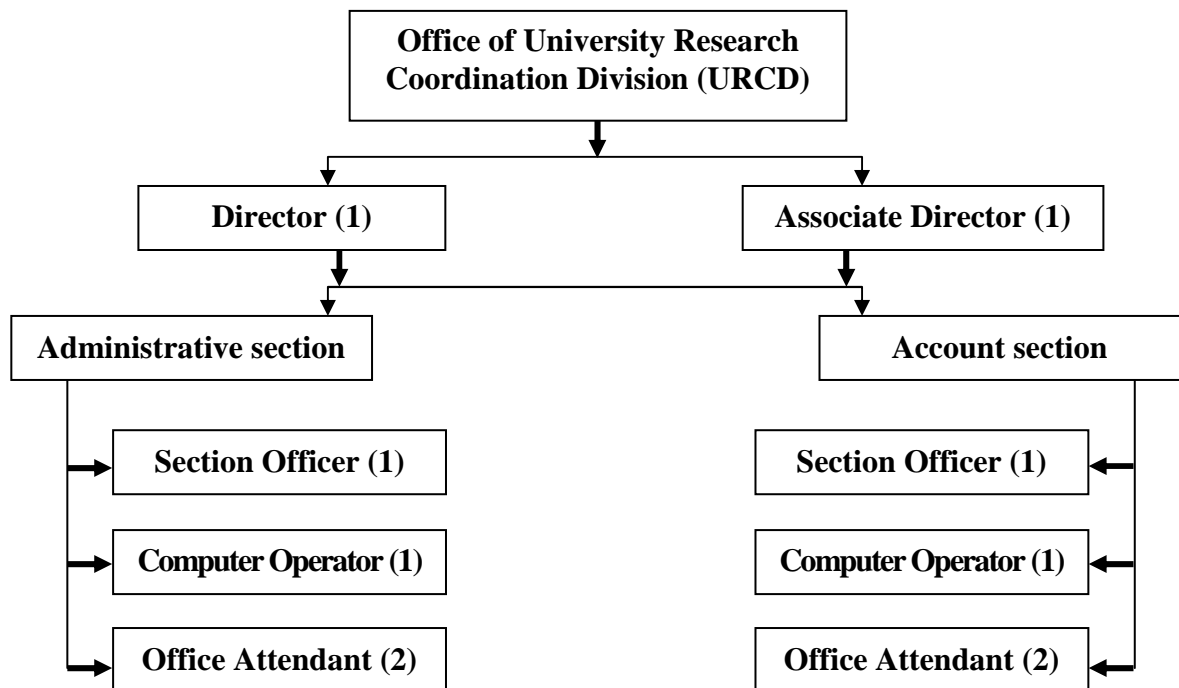


Fig. 1 Organogram of the office of URCD

## 7. Appointment and duties of officers

### I. Appointment and duties of Director

1. VC will appoint Director of URCD for 3 years from the professors of the university (not below the rank of Professor).
2. The position and status must be equivalent to Dean of the faculty.
3. In addition to his/her teaching, research and other duties/work, he/she will work as Director where he/she will enjoy the facility similar to a Dean.
4. He/she will largely work covering on all the objectives as outline in chapter 3.
5. He/she should be responsible for proper and smooth running the research projects of the teachers.
6. He/she should strongly follow the university research guideline (URG).
7. He/she should always guide for handling of quality research of teachers.
8. He/she should be always a neutral person during distribution of research projects of the teachers.
9. In case of absence of more than 3 months, VC must appoint a full time new Director.
10. Director must be responsible to VC for his/her duties.
11. He/she will properly handle Associate Director and other office staff for smooth running the division.
12. He/she has to do other works as desires (if needed) by VC.
13. Director must organize minimum of two meetings in a year-once in May to June other one in November to December with all Deans and Directors of the Institutes where he/she will work as Member-Secretary.
14. He/she should appoint all office staff with the help of VC.

### II. Appointment and duties of Associate Director (AD)

1. Associate Director must be appointed by VC for 3 years from Associate professors or professors of the university.
2. He/she should be treated as equivalent to Head/Chairman of the Dept. and must enjoy the similar benefits.
3. He/she should help the Director according to requirements.
4. In absence of Director he/she should be in-charge of Director.
5. For annual workshop/conference, training, journal publications-he/she must take active role for best success.
6. He/she should properly guide the office staff.
7. He/she should be responsible to Director for duties and/or responsibilities.

## 8. University teacher's Research project grants

### I. Type of research grants

1. Non-field, non-lab/non-technical type of research grants
  - i. One year project grant for single PI Tk. 2 lakh.
  - ii. 2<sup>nd</sup> year (if any) project grant for single PI : Tk. 2 lakh (same as first year)
  - iii. One year project grant for group work (more than one PI): Tk. 2 lakh per PI, maximum of 3 PI.
  - iv. 2<sup>nd</sup> year (if any) project grant for group work (more than one PI) : Tk. 2 lakh per PI, maximum of 3 PI.
2. Field/lab./technical type of research type of research grants.
  - i. One year project grant for single PI Tk. 3-4 lakh.
  - ii. 2<sup>nd</sup> year (if any) project grant for single PI, Tk. 3-4 lakh (same as first year).
  - iii. One year project grant for group work (more than one PI): Tk. 3-4 lakh per PI, maximum of 3 PI.

- iv. 2<sup>nd</sup> year project grant for group work/team research: Tk. 3-4 lakh per year, maximum of 3 PI (same as first year).

## **II. Analysis systems**

1. On the basis of quality, one PI will receive one project either as single PI or group PI but not two like one in single other one in group.
2. If someone apply for both, then group project will be cancelled during primary evaluation.
3. Project budget must be shown on the basis of proper work-load justification.
4. Project grant can be utilized only for research and never be utilized for purchasing of equipments or man-power.
5. Budget-break-wise expenses have to be done and no changes can be done.
6. Initially immediately after offering the grants 60% of the project money has to be handed by cheque to PI and rest 40% after 6 months through submission of progress of work statement.
7. On the basis of research design and work load for field/lab or technical type of research, a teacher can apply for 3 or 4 lakh taka either for first year or for 1<sup>st</sup> and 2<sup>nd</sup> years (for 2 yrs. project) and similar to group/team work for 3 from separate depts.

## **9. General guideline regarding project distribution**

1. One teacher can handle research with maximum of 3 projects-one from university and 2 from other sources national and/or international.
2. A teacher will not apply for another internal university project until completion/submission of final report and adjustment with necessary/proper bill/voucher.
3. Teachers must complete the research within the year.
4. A teacher stays out of station for more than 3 months-he/she must hand over the project to appropriate 2<sup>nd</sup> one in the Dept. or he/she has to return the project money to the Director before departure/leaving the station.
5. A teacher can participate only one project single or group but not both at the same time.
6. Under the teacher's project one or more students can complete or can handle research for master or PhD degree but teachers cannot do PhD work under this univ. research project.
7. Teachers on leave or abroad cannot enjoy such project.
8. Only regular teachers on duty can apply and enjoy such research fund.
9. For all project grants, teachers must acknowledge URCD, on all publication materials.
10. Once project distribution formality is completed, then there would be no scope for reconsideration, but can be applied for next time with new work/area of research.
11. Always there must be quality research and quality publication and below standard research may be widely discouraged.
12. Repetition of research is strictly prohibited in all areas of research technical and/or non technical including survey work.
13. Research site/topics taken from other teachers or others from any area of the globe is a strong crime and must be careful on it.
14. A university teacher can run maximum of 3 research projects at a time including one as university project.
15. Project grants is fixed and cannot be increased so budgeted must be produced within the limit, in case of more than limit then project will be stopped during primary evaluation.
16. Budget must be justified with work-load.
17. General procedure is submission time with proper format in 1-15 May each year, evaluation, confirmation and notification on 1<sup>st</sup> week of June where project work must be started from 1<sup>st</sup> week of July.
18. Project life is for 12 months from July to June in each FY and no extension will be done.

**10. Guideline of project submission time frame**

1. July to June is the financial year and projects financial year would be the same.
2. Submission of project time must be done/during May in each year according to the research format of URCD.
3. Projects outside the university format must be rejected during primary evaluation.
4. No question of extension of time for project submission except special circumstances that should be considered by the university research coordination committee.
5. Every year during 1<sup>st</sup>-2<sup>nd</sup> week of May, Director must circulate notice to all Chairmen of the Depts. and Director of Institutes for submission of research projects within time i.e. in May in each year.
6. After necessary recording Director must hand over those to the respective Deans and Directors of Institutes for quick Faculty-wise distribution of all projects.
7. During May and June Deans must seat with their respective evaluation committee i.e. each faculty has own evaluation committee.
8. Each Faculty Dean with his/her committee must select the best quality projects on the basis of guideline and funds.
9. Each Dean then must send his/her final list to the Director within 2-3 days.
10. Director then inform as final offer to all PIS so that they can collect the cheque of the project grants.
11. Project money will be distributed two times 1<sup>st</sup> time 60% of the project money during starting of work in July and rest 40% in January 15-31 after submission of the progress of research.
12. Second part of cheque (40% of the project money) only be handed after submission of progress report.

**11. Format for submission of Research project for research coordination division**

Name of the University

1. Title of the research project
  - (i) English
  - (ii) Bangla
2. Name of principal Investigator (PI)
3. Name of Dept. and Faculty
4. Current Address of Principal Investigator with Mobile No.
5. E-mail, ID-number and mobile number of Principal Investigator
6. Individual/single or group research
7. In case of more than one PI for group research give name(s), address, e-mail and mobile no. of all PI separately
8. Objectives of the research project
9. Project life : 1 year/2 years
10. Background and importance of the work with some up to date references.
11. Description/methodology of work with time frame work (in case of project for more than one year then describe methodology with time frame for 2<sup>nd</sup> year too; research work with 2 or more depts. then describe individual PI's work description with time frame)
12. Tentative budget related to work load/in case of 2 or more PI's then use separate work load and budget for each as given below.

Give individual PI's budget related to work load for like as examples

Tentative budget of the project

Sl. No.	Work	Estimated cost (approx.)
1.	Developing questionnaire	
2.	Data collection/Methodology	
3.	Field survey	
4.	Field work	
5.	Lab. analytical work with chemicals	
6.	Data analysis	
7.	Other expt. related works	
8.	Tentative report preparation	
9.	Final report	
10.	Total budget	

13. For more projects at that moment for PI then title, project and grant, time and completion of each.

14. Expected outcome of the project (very brief)

15. Brief CV of PI as outline below:

Type	Specific	Class	Year
1. Graduation	BA(Hon.)/B.Sc. etc.		
2. Master	MA/MSc./Mcom./MS etc.		
3. PhD	Univ.		
<b>No. of publications:</b>		National (No.)	International (No.)

16. References

17. Signature of Chairman  
Dept. ....

Signature of PI  
Dept. ....

## 12. Project evaluation committee

**I. For project evaluation and selections 3-members project evaluation committee must be formed as follows:**

1. Dean of the respective faculty as Chairman/Convener.
2. One Dean of other related faculty of the University-member.
3. One Dean from related faculty from any public university as member.

**II. Related instructions/information:**

1. Director and Dean of Each Faculty must form the Committee after proper discussion and approval of VC.
2. Committee must work for 3 years.
3. Members will be selected as Dean of the Faculty not by name, so no problem will then arise.
4. In each Faculty project selection 3 members must be present for evaluation and final selection.
5. This can be done at the end/last week of June of in each year.
6. During tanure of 3 years committee Members cannot be changed but in case of disagree to attend with Dean and Director then can quickly be changed after necessary permission from VC.

**13. Evaluation of Research Projects**

1. Three high power committee (i) Dean of Faculty, (ii) one Dean from related area of the university and (iii) One Dean from any public university of the related subject where Dean of the Faculty as convenor must arrange the meeting at his/her office for selection of the research projects for the year.
2. Committee first goes through all the projects for observing the style according to the format and in case of abnormalities project can be rejected without hesitation.
3. For final evaluation of each project here any of the 2 methods can be accepted according to the majority teachers of the university. Even this system can be changed time to time on the basis of the decisions of the majority teachers. (i) In presence of the above committee, teachers must present their research projects for 10 minutes covering (a) title (b) objectives, (c) importance of the work (d) description of work (e) type of data/analysis will be observed, (f) new view/finding from the research comes (ii) The other type of observation is the committee must properly read individually or group and must put numbers covering 50 from total number like as on title 5 marks, objectives 5 marks, importance of works 10 marks, description of works 15 marks, data type and new finding 10 marks and overall projects matters/standard 5 marks. Those projects get/receive highest numbers, they can be accepted upto the numbers required. Here minimum acceptable number must be 50% marks i.e. 25 marks out of 50. In case of individual observation then average of three results can be counted for final selection of the projects.
4. Personal presentation of projects is the best for proper evaluation of the selection where research related questions can be asked for more judgment of quality work.
5. For quick evaluation and selection presentation is good method where three members can do good judgment on right project.
6. Here biasness and personal support should be avoided only good quality research work should be best one and single factor for selection of the research project.
7. Only required number of projects can be selected by the committee. Extra or more numbers must be rejected by the Director.
8. PI/PD with PhD and quality research must get more preference.

**14. University local fund for research of the teachers**

University research Budget allotment	Acceptability/comments
1. Upto 1% of the university budget	Very poor, no scope for good research
2. 2% of the university budget	Average, not good quality research is questionable
3. 3% of the university budget	Average good, quality research may come not always, scope to build researchers
4. 5% and above of the university budget	Very good research budget of the university, always come/develop good researchers of international standard

Note:

1. 20-25% of the university teachers must involve in research.
2. On the basis of number of teachers/involve in research or not/in the faculty then faculty wise fund distribution is important or faculty wise number of grants can be decided by the committee.
3. If budget comes 3% or above then some quality research must come including quality equipments for the lab.

**15. Final offer and/cheque hand over**

1. The Governing Committee's meeting must be held at the last week of June or first week of July in each year. Here each Dean must present his/her faculty's research situations and demands before the committee for formal acceptance.
2. After formal acceptance in the meeting then Director must quickly hand over the cheques to each PI.
3. PI must get 60% of the project money at this time and next 40% in January where PI needs to submit his/her research progress.
4. For 2-year's projects, PI get money in the similar we with 4-instatments like 1<sup>st</sup> yr.-July and Jan and 2<sup>nd</sup> yr. July and Jan but all times progress report must be submitted.
5. PI's cheque can be signed by Director and PI (joint-signature must be put in the cheque).
6. Director must control separately for each PI's fund and bill vouchers in his/her office.

**16. Submission of final report**

1. Submission of report is the end point of research project.
2. Project report writing means scientific technical and/or philosophical adjustment of fund for satisfaction of author and finally to satisfy the authority.
3. The real success of the project report covers to publish the materials in the quality journal where author stands.
4. Usually, there is project report form for submission of reports covering 3-8 pages.
5. The report submission guideline mostly covers (1) Abstract (2) Introduction (covering necessary references) (3) Materials and methods (description of work), (4) Results and discussion (with necessary tables and figures), (5) References, (6) Acknowledgements (funding/project giving authority).
6. For literature and/or social sciences may use different/other format for submission of project report.
7. Format may also covers expenses statement too.
8. Even project report may cover 1-3 pages a large Abstract covering the entire works with findings.
9. Even Director may ask for Abstract as report with a good desire as reprint.

**17. Budget/grants adjustment and submission of bills and vouchers**

1. When there is handling of research projects (national, international or any type) there is question of adjustment of fund/budget through submission of proper bill vouchers under university regulations or according to funding body.
2. University teachers are experts in teaching but poor in adjustment of project fund to the university/authority where good training is important.
3. Project money should be utilized against desired item wise budget where all bill vouchers must be saved for adjustment.
4. For utilizing project money usually a 3-member purchasing committee from the Dept. is important including chairman/Head of the Dept.
5. After end of the project all original bill-vouchers must be submitted where any theoretical bills/adjustment never be accepted.
6. Before bill adjustment better talk with account's officer regarding handling of project money and proper adjustment.
7. Some universities follow own system of bill voucher's adjustment for the projects where 2-3 advance can be taken.
8. If project money is unadjusted to a case then, it can be taken even from pension money remember.

9. Remember, audit creators problems in case of unjustified adjustment or bill vouchers.
10. Always save photocopy of the bill vouchers/adjustment documents.
11. Usually Director Section (URS) has own account officer for taking care of bill vouchers of each project.

**18. Addition modification and amendment of ordinance**

1. Any addition, modification, changes and amendment of this ordinance can be done by the Governing Body after necessary proposal or suggestions by the advisory committee.
2. Amendment proposal must come from/through Chairman/Head to the Dean of the respective faculty to Advisory committee and finally to the governing body for evaluation and/or consideration.
3. Individual proposal is largely discouraged but must follow format of URS.
4. For amendment, proposal must reach to the Advisory Committee one week before the date of meeting, and to the Governing Body 2 weeks, before the date of meeting.

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