

তারিখ: ২৪ জানুয়ারি ২০২৩

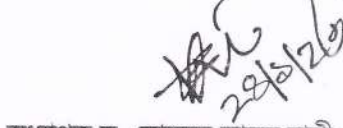
১২

মাননীয়
উপাচার্য মহোদয়
নোয়াখালী বিজ্ঞান ও প্রযুক্তি বিশ্ববিদ্যালয়
নোয়াখালী-৩৮১৪, বাংলাদেশ।

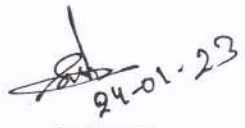
বিষয়ঃ কমিটির সুপারিশ প্রেরণ প্রসঙ্গ।

জনাব

আপনার সদয় অবগতির জন্য জানাচ্ছি যে, নোয়াখালী বিজ্ঞান ও প্রযুক্তি বিশ্ববিদ্যালয়ের Ordinance for the Center for Research, Consultancy & Testing (CRCT) নীতিমালা প্রণয়নের লক্ষে স্বারক নং- :নোবিপ্রবি/রেজি/প্রশা/অফিস আদেশ/৬৭৭৮ এর গঠিত কমিটির সুপারিশ এতদসঙ্গে প্রেরণ করা হলো।



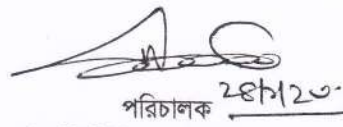
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ও আহ্বায়ক
সংশ্লিষ্ট কমিটি,
নোবিপ্রবি।



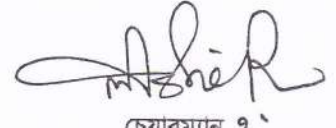
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ইঞ্জিনিয়ারিং বিভাগ
ও সদস্য
সংশ্লিষ্ট কমিটি,
নোবিপ্রবি।



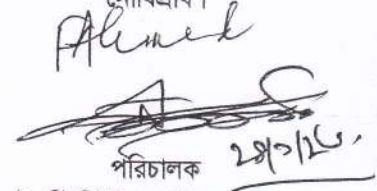
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ও সদস্য
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নোবিপ্রবি।



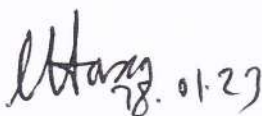
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ও সদস্য
সংশ্লিষ্ট কমিটি
নোবিপ্রবি।



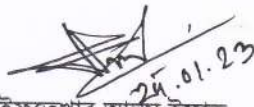
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ইনফরমেশন এন্ড কমিউনিকেশন
ইঞ্জিনিয়ারিং বিভাগ
ও সদস্য
সংশ্লিষ্ট কমিটি,
নোবিপ্রবি।



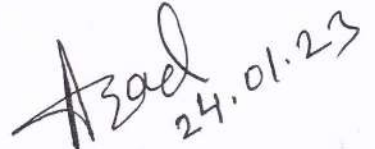
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ও সদস্য
সংশ্লিষ্ট কমিটি
নোবিপ্রবি।



পরিচালক (ভারপ্রাপ্ত)
সাইবার সেন্টার
ও সদস্য
সংশ্লিষ্ট কমিটি
নোবিপ্রবি।



জনাব ইফতেখার আলম ইফাত
সহকারী অধ্যাপক (আই,আই,টি)
ও সদস্য
সংশ্লিষ্ট কমিটি
নোবিপ্রবি।



চেয়ারম্যান
কম্পিউটার সায়েন্স এন্ড
টেলিকমিউনিকেশন
ইঞ্জিনিয়ারিং বিভাগ
ও সদস্য সচিব
সংশ্লিষ্ট কমিটি
নোবিপ্রবি।

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NOAKHALI SCIENCE AND TECHNOLOGY UNIVERSITY (NSTU)
Ordinance for the Center for Research, Consultancy & Testing (CRCT)

(1) **Name:** Center for Research, Consultancy & Testing (CRCT)

(2) **Objectives:**

In order to accomplish excellence in the field of science and technology of the country, the Center for Research, Consultancy & Testing (CRCT) of the university will undertake research, consultation and provide testing services as entrusted to them by the Government, semi-government, autonomous bodies and private agents in collaboration. Some of the specific objectives are:

- 2.1 To stimulate research in the Noakhali Science & Technology University (NSTU).
- 2.2 To deposit the equipment of the university for optimum utilization.
- 2.3 To develop close associations with other universities, institutions and industries.
- 2.4 To render expertise knowledge for solving local & national problems.
- 2.5 To widen and update professional capabilities of teachers and staff members.
- 2.6 To conduct teaching or training programs and short courses for any organization.
- 2.7 To consent to the teachers to participate in the academic program of other universities/institutions.
- 2.8 To offer financial support for post-graduate studies and research.
- 2.9 To sponsor research programs on matters of consequence to the country.

(3) **CRCT Set-up:**

CRCT will consist of one central committee and other departmental or institutional committees in each department or institute functioning research, consultancy and testing in the relevant field.

3.1 Central CRCT Committee:

A central committee of CRCT will be formed with the following members.

(i) **Chief Patron:**

The honorable Vice-Chancellor (VC) of NSTU will be the chief patron of the central CRCT.

(ii) **Patron:**

The honorable Pro-VC and Treasurer of NSTU will be the patrons of the central CRCT committee.

(iii) **Director (Chief of the CRCT):**

The dean of any faculty or the director of any institute under which any department or institute possesses a CRCT committee can be nominated as the director of CRCT. The directorship of the central CRCT committee will be tenured for two (02) years. The honorable dean of different faculties or the diector of different institutes (under which any department or institute possesses a CRCT committee) will be appointed as the director of central CRCT committee by the chief patron. Note that, the directorship will be looped at every two (02) years within the existing faculties and institutes (in a round robin way which will be directed by the chief patron) following the aforementioned criteria.

(iv) **Members:**

Chairmen and coordinators of all departmental and institutional CRCT committees (in which CRCT committee is possessed) will be the member of the central CRCT committee.

3.2 Departmental / Institutional CRCT Committee:

There will be a departmental or institutional CRCT committee to run the CRCT activities in a department or institute of the university. The chairman or director of the department or institute will be the chairman of the committee and all the faculty members will be its members. One of the committee members will be appointed as the coordinator for two (02) years. Note that, the coordinator position will be looped among the committee members among Professor, Associate Professor, and Assistant Professor (in a round robin way) by seniority, and the coordinator of any departmental or institutional CRCT committee will be at least qualified as an Assistant Professor.

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(4) Basic Principles:

The center will function in accordance with the following principles.

- 4.1 All works will be done on the basis of written agreements.
- 4.2 All works will be open for publication except as provided by individual agreements with the client.
- 4.3 The basis for accepting project will be that the work fits with the mission of the university, satisfactory space is available for the work and the respective departmental or institutional CRCT is interested to conduct the work.
- 4.4 Regular members of the teaching staff selected by the departmental or institutional coordinator will conduct the work (e.g., consultancy, testing and service provision) of CRCT.
- 4.5 If required, the external experts or the experts from other departments or institutes in the university can be hired for a work (e.g., consultancy, testing and service provision) according to a hiring policy as set up by each corresponding departmental or institutional CRCT committee.

(5) Responsibilities of CRCT Committee:

5.1 Responsibilities of Central CRCT Committee

a. Responsibilities of the Director of this Committee

- Arranging and presiding meetings, at least every 6 (six)-month, to review CRCT activities. Also reporting the CRCT activities to the chief patron on a regular interval.
- Operating and maintaining a bank account of university's central CRCT.
- Forming an audit team including three members from Audit cell. Note that, at least one member should be at least ranked as Deputy Director. Seating allowance for the auditing team will be provided (by the concerned department/institute) according to the rules and regulations of NSTU authority.
- Arranging an audit for each departmental/institutional CRCT committee in every year.
- Collecting the half yearly reports of CRCT activities of every department and institute.
- Approving research projects (fully or partially financed by departmental or institutional CRCT) nominated by the departmental or institutional CRCT.
- When any work proposal comes through the central CRCT, in that case, the director will find a suitable policy by consulting with the central committee members to assign the work to any particular departmental or institutional CRCT.

b. Responsibilities of the Members of this Committee

- Supervising the whole CRCT activities of the university.
- Seating at least every 6 (six)-month, to review the CRCT activities.
- Reviewing the half yearly reports of CRCT activities of every department and institute.
- Providing the suggestions for the development of CRCT with the help of departmental or institutional CRCT committees.

5.2 Responsibilities of Departmental / Institutional CRCT Committee:

a. Responsibilities of the Chairman of this Committee

- Organizing a meeting at every two months to review the overall situation of departmental or institutional CRCT activities.
- Nominating research projects through departmental or institutional CRCT meeting (partially or fully financed by departmental or institutional CRCT) which will be submitted to the central CRCT committee for approval.
- Preparing a half-yearly progress report based on the departmental or institutional CRCT activities.
- Sending an annual financial status report (as per Government rule) of the fiscal year (July - June) to the director of central CRCT committee and Finance Director of the university.
- Bearing the responsibilities of all financial activities and purchasing necessary accessories and equipments as per Government rule.
- Assisting the central CRCT committee to face the audit of departmental or institutional CRCT.

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- Preparing, updating and submitting the proposal related to the hiring policy (as mentioned in Article 4.5) and the disbursement policy (as mentioned in Article 8.3) through departmental or institutional CRCT meeting.

b. Responsibilities of the Coordinator of this Committee:

- Hiring / outsourcing resources for the professional works (e.g., consultancy, testing and service provision) through departmental or institutional CRCT meeting.
- Assigning the regular faculty members for the professional works (e.g., consultancy, testing and service provision) based mostly on the monetary equality for each fiscal year (July - June).
- Allocating the regular supporting staffs (e.g. technical officer, instrument engineer, draftsman, administrative officer, office assistant, MLSS, and others who are active in service) for assisting the professional works (e.g. testing and service provision) based mostly on the monetary equality for each fiscal year (July - June).
- Providing a statement of income, where the amount of curtailed income tax would be shown, for every teaching and supporting staffs based on the monetary disbursement.
- Arranging training / workshop / seminar / symposium / colloquium / conference to improve the professional quality and capability of teaching and supporting staffs.
- Ensuring all the necessary ethical, legal and technical approvals from the designated authority.
- Exploring scopes to collaborate and communicate with various national and international agencies.
- Assisting the chairman of departmental or institutional CRCT committee in implementing the tasks as specified in Article 5.2.a.

(6) Functional Procedure:

- 6.1 If any client comes with any material test / consultation / service / research to a particular department or institute which is appropriate for that task, the client has to apply to the respective departmental / institutional CRCT coordinator to perform that task.
- 6.2 After getting approval from the coordinator, the client has to pay the fee for the task as decided by the departmental or institutional CRCT committee.
- 6.3 If the client decides to launch any consultation / service / research work, a mutual contract will be executed between the client and departmental or institutional CRCT coordinator.
- 6.4 The assigned faculty members and supporting staffs (who are active in service) will carry out the approved task. The proper records of the time devoted by the assigned staffs and of the materials as well as machines used on the material test /consultation / service / research will be maintained as well.
- 6.5 Reports on progress or completion of the work will be made as outlined in the agreement.
- 6.6 Financial support for research work must be acknowledged at any sort of publications.

(7) Schedule of Fees

- 7.1 The payment of fees for any services through CRCT will be estimated by the concerned department(s) or institute(s), on the basis of the nature of work. In general cases, at the time of agreement the client has to deposit 50% of the estimated fees for testing services (of which 20% fees is non-refundable) and at least 20% of the fees for other services (of which 10% fees is non-refundable) to the departmental or institutional CRCT bank account.
- 7.2 The non-refundable deposit will be forfeited if the client does not contact the CRCT for the expected services within the six months (the date of agreement will be considered as the first day). The departmental or institutional CRCT coordinator will inform the concerned client accordingly that the deposit is forfeited.
- 7.3 The initial deposit will be forfeited if the client does not pay the remaining fees for the expected service as mentioned in the agreement on time. The time may be extended on request by the client up to a period not exceeding the contracted time for accomplishment of the job.

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(8) Rules regarding operation of CRCT:

- 8.1 The functioning of CRCT will be supervised by the CRCT director of the university, who will operate an account in a bank located at the university campus.
- 8.2 The payment schedule of the shares of service fees payable will be as follows.
- 8.2.1 **Consultancy:** 10% of the contracted amount will be paid to the university and rest 90% will be paid to the concerned department or institute.
- 8.2.2 **Expertise Knowledge:** 5% of the remuneration will be paid to the university and 95% amount will be paid to the concerned personnel.
- 8.2.3 **Combined Test and Consultancy:** Depending on the nature of the work, consultancy and testing portion will be decided by a committee comprising the director of central CRCT, chairman, coordinator and two members of the concerned departmental or institutional CRCT committee. In general cases, 10% of the net income from consultancy and 15% of the net income from combined testing will be paid to the university. And rest amount will be paid to the concerned department or institute. However, for any particular job, the general disbursement can be revised on the approval of central CRCT committee.
- 8.2.4 **Testing:** The disbursement of fees for any testing related service(s) will be decided based on the equipments and facilities of the university used to provide the contracted service. The income will be disbursed according to the Table 1.

Table 1: Schedule of CRCT fees in general cases

Conditions of using equipment ¹ and facilities ²	Remaining CRCT fees disbursement percentage after curtailing the VAT, income Tax and other expenses (if any)	
	University	Department / Institute
Type-1 Equipment and facilities of the university have not been used	5%	95%
Type-2 Either equipment or facilities of the university have been used	10%	90%
Type-3 Both equipment and facilities have been used	15%	85%

¹Equipment refers mostly to those used for material testing

²Facilities refer to those used for consultation, training and service provision (e.g., virtual classroom, laboratory, conference room, data center and others)

- 8.2.5 **Product Development:** To develop a product (e.g., specialized drone, petrochemicals, software, patented equipment or similar works) for third party, 10% of the contracted amount will be paid to the university and 90% amount will be paid to the concerned department or institute. Note that, if any agreement of product development is contracted inside the university (e.g., one department may contract with another department for some specialized drones), 5% of the contracted amount after curtailing the VAT and Tax will be paid to the university and rest 95% amount will be paid to the concerned department or institute. If any product is already developed, this product may be a subject to retail. In this case, the income of retailing will be disbursed according to the Table 1.
- 8.2.6 **Project:** In general, the project work should be conducted in this university. Research project obtained from any client outside the university will also come under the jurisdiction of CRCT. However, any project funded by Government of Bangladesh (GoB), any ministry under People's Republic of Bangladesh, independent or autonomous bodies (e.g., University Grant Commission, Election Commission, Bangladesh Bank and others) will not come under the jurisdiction of CRCT. For the cases fall under the jurisdiction of CRCT, X% (at least 1% to at best 5%) of the

total project cost will be given to the university as service charge. The rest amount which is (100-X)% of total cost will be given to the concerned department or institute. Logistic support (e.g., electricity, library, lab facilities) to be provided by the university should be clearly spelled out at the time of submitting the proposal of the project. Project money can be withdrawn by the principal investigator or team leader of the project with the approval of departmental or institutional CRCT chairman and coordinator. Any equipment or materials purchased from the project fund will be the property of the concerned department or institute after completion of the project. Note that, the value of X will be decided by a committee comprising the director of central CRCT, chairman, coordinator and two members of the concerned departmental or institutional CRCT committee.

8.2.7 Part-time Class: Any faculty member (active in service) of NSTU who will take classes in any other university or institute outside NSTU will have to deposit 5% of his/her remuneration (after deducting the income tax) to the university.

8.2.8 Training: 25% of the net income (after deducting the remuneration, TA/DA and other relevant expenses of invited instructor from outside the university) will be paid to the university and 75% will be paid to the department or institute who carry out the program. However, 10% of the net income will be deposited to the university and rest income will be deposited to the concerned department or institute if the training is conducted outside the university.

8.2.9 Maintenance Service: To maintain a product (e.g., specialized drone, server, software or similar works) for a client (both for inside the university or outside the university), the net income will be disbursed according to the Table 1.

8.3 The disbursement percentage of the departmental or institutional share will be maintained (after curtailing the VAT, income tax, meeting expenses, deducting the honorarium and remuneration of hired external experts or members and the amount to buy necessary equipments, materials, accessories to conduct the work) according to the following guidelines.

8.3.1 X% of the departmental or institutional share will be paid to departmental or institutional CRCT fund for consultancy, testing, combined consultancy and testing, project, product development, training, and maintenance services.

8.3.2 Y% of the departmental or institutional share will be disbursed equally between the chairman and coordinator of the departmental or institutional CRCT committee.

8.3.3 Z% (the rest) of the departmental or institutional share will be disbursed as follows.

- The assigned faculty member(s) will get 60%.
- All faculty members (active in service) of the department or institute including the assigned faculty members as well as the chairman and coordinator of departmental or institutional committee will get 30%.
- All assigned supporting staffs of (e.g., technical officer, administrative officer, MLSS who are active in service) of the department or institute play active role in the job will get 10%.

8.3.4 The summation of X, Y, and Z will always be equal to 100. The value of X, Y, and Z will be decided according to the Table 2.

Table 2: Disbursement of departmental or institutional share

Departmental or Institutional Share (in BDT) (after deducting Tax and necessary amount mentioned in Article 8.3)	X	Y
0 - 5,00,000	25%	3.0%
5,00,001 - 10,00,000	20% (At least 1,25,000 BDT)	2.5% (At least 15,000 BDT)
10,00,001 - 50,00,000	15% (At least 2,00,000 BDT)	2.0% (At least 25,000 BDT)

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50,00,001 - 1,00,00,000	10% (At least 7,50,000 BDT)	1.5% (At least 1,00,000 BDT)
More than 1,00,00,000	5% (At least 10,00,000 BDT)	1.0% (At least 1,50,000 BDT)

8.4 The share of the university will be deposited by departmental or institutional CRCT committee to the university's CRCT account every six months.

(9) Utilization of Central CRCT fund

9.1 The Central CRCT fund will be utilized for the following purposes.

- For the development of academic facilities.
- To provide research grants for projects proposed by teachers.
- To arrange training programs for faculty members.
- To provide funds for faculty members to attend conferences.
- To provide the honorarium of the director of central CRCT. The honorarium of the director will be at most 10% of his/her basic salary on the availability of ongoing projects.

9.2 The director of CRCT will frame rules and regulations for allocation of money for the above purposes.

9.3 Besides funding the above activities, the chief patron may use the fund in consultation with director of CRCT on recommendation of Finance Committee to meet certain need as he may deem fits for the sake of the CRCT.

List of Acronyms:

Acronym

Chief Patron

Patron

Director of Central CRCT

Chairman of departmental or institutional CRCT

Coordinator of departmental or institutional CRCT

Assigned faculty member

Definition

Vice Chancellor of NSTU

Pro-VC and Treasurer of NSTU

The dean of any faculty or the director of any institute under which any department or institute possesses a CRCT committee can be appointed as the director of central CRCT committee by the chief patron.

The chairman of any department or the director of any institute will be the chairman of the departmental/institutional CRCT by post.

One of the faculty members of a departmental or institutional CRCT committee (who is not the chairman and at least ranked as an Assistant Professor) can be appointed as the coordinator.

The regular faculty members who will be assigned for a particular job by the Coordinator of departmental or institutional CRCT.

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নোবিপ্রবি/রেজি/প্র-শা/অফিস আদেশ/২০২২/৬৭৭৮(০৩)

৬ ডিসেম্বর ২০২২

অফিস আদেশ

কর্তৃপক্ষের অনুমোদনক্রমে সংশ্লিষ্ট সকলের অবগতির জন্য জানানো যাচ্ছে যে, নোয়াখালী বিজ্ঞান ও প্রযুক্তি বিশ্ববিদ্যালয়ের Ordinance for the Center For Research, Consultancy & Testing (CRCT) নীতিমালা প্রণয়নের লক্ষ্যে নিম্নোক্ত সম্মানিত ব্যক্তিবর্গের সমন্বয়ে একটি কমিটি গঠন করা হলো:

ক্রমিক	নাম ও পরিচয়	পদবী
১	প্রফেসর ড. মোহাম্মদ আবদুল বাকী উপ-উপাচার্য, নোবিপ্রবি।	আব্বায়ক
২	চেয়ারম্যান, এপ্রায়ড কেমিস্ট্রি এন্ড কেমিক্যাল ইঞ্জিনিয়ারিং বিভাগ, নোবিপ্রবি।	সদস্য
৩	চেয়ারম্যান, ইনফরমেশন এন্ড কমিউনিকেশন ইঞ্জিনিয়ারিং বিভাগ, নোবিপ্রবি।	সদস্য
৪	চেয়ারম্যান, ইলেকট্রিক্যাল এন্ড ইলেকট্রনিক ইঞ্জিনিয়ারিং বিভাগ, নোবিপ্রবি।	সদস্য
৫	পরিচালক, ইনস্টিটিউট অব ইনফরমেশন টেকনোলজি (আই আই টি), নোবিপ্রবি।	সদস্য
৬	পরিচালক, ইনস্টিটিউট অব ইনফরমেশন সায়েন্সেস (আই আই এস), নোবিপ্রবি।	সদস্য
৭	পরিচালক (ভারপ্রাপ্ত), সাইবার সেন্টার, নোবিপ্রবি।	সদস্য
৮	জনাব ইফতেখার আলম ইফাত সহকারী অধ্যাপক, ইনস্টিটিউট অব ইনফরমেশন টেকনোলজি (আইআইটি), নোবিপ্রবি।	সদস্য
৯	চেয়ারম্যান, কম্পিউটার সায়েন্স এন্ড টেলিকমিউনিকেশন ইঞ্জিনিয়ারিং বিভাগ, নোবিপ্রবি।	সদস্য-সচিব

ড. মুহাম্মদ আলমগীর সরকার
ডেপুটি রেজিস্ট্রার
প্রশাসন শাখা, রেজিস্ট্রার দফতর

বিতরণ: কমিটির সম্মানিত আহবায়ক ও সদস্যবৃন্দ।

নোবিপ্রবি/রেজি/প্র-শা/অফিস আদেশ/২০২২/৬৭৭৮(০৩)

৬ ডিসেম্বর ২০২২

অবগতির জন্য অনুলিপি প্রেরিত হলো :

- ১। উপাচার্য মহোদয়ের একান্ত সচিব।
- ২। সেকশন অফিসার, উপ-উপাচার্য মহোদয়ের দপ্তর।
- ৩। সেকশন অফিসার, ব্যক্তিগত শাখা, রেজিস্ট্রার মহোদয়ের দপ্তর।
- ৪। নথি।
- ৫। মহানথি।

ইসতিয়াক মোহাম্মদ ফয়সল
সহকারী রেজিস্ট্রার
প্রশাসন শাখা, রেজিস্ট্রার দফতর