

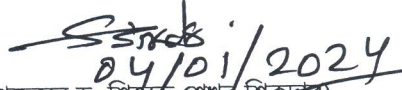
# খুলনা প্রকৌশল ও প্রযুক্তি বিশ্ববিদ্যালয়

খুলনা-৯২০৩

## বিজ্ঞপ্তি

গবেষণা কর্মে সহায়তা ও উৎসাহ প্রদানের লক্ষ্যে অত্র বিশ্ববিদ্যালয়ে কর্মরত শিক্ষকদের মাঝে ২০২৪-২০২৫ অর্থ বছরের জন্য UGC কর্তৃক প্রদত্ত গবেষণা অনুদান (UGC Funded Research Grant) প্রদানের সিদ্ধান্ত গ্রহণ করা হয়েছে। আগ্রহী শিক্ষকগণকে জুলাই-২০২৪ তারিখ থেকে প্রদেয় উক্ত অনুদান পাওয়ার জন্য নির্ধারিত ০৬ (ছয়) সেট আবেদন ফর্ম A4 সাইজের কাগজে ওয়ান সাইড প্রিন্ট করে যথাযথভাবে পূরণপূর্বক আগামী ০২/০৫/২০২৪ তারিখের মধ্যে নিম্নস্বাক্ষরকারীর দপ্তরে জমা দেওয়ার জন্য অনুরোধ করা হলো।

বিঃদ্র: UGC Funded Research Grant এর আবেদন ফরম কুয়েট এর ওয়েব সাইটে পাওয়া যাবে।

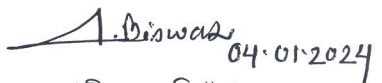
  
০৫/০৫/২০২৪  
(প্রফেসর ড. শিবধ্বজ শেখর শিকদার)  
পরিচালক (গবেষণা ও সম্প্রসারণ)  
খুলনা প্রকৌশল ও প্রযুক্তি বিশ্ববিদ্যালয়।

স্মারক নং -খুপ্রবি/সিএএসআর/২৪/০২(২৫)

তারিখ: ০৪/০৫/২০২৪

অনুলিপিঃ অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য প্রেরণ করা হলোঃ

- ০১। সকল ডীন, অত্র বিশ্ববিদ্যালয়।
- ০২। পরিচালক (আইআইসিটি/ আইডিএম/আইইপিটি) ইনস্টিটিউটে কর্মরত শিক্ষকগণের মধ্যে প্রচারের অনুরোধসহ।
- ০৩। রেজিস্ট্রার, অত্র বিশ্ববিদ্যালয়।
- ০৪। সকল বিভাগীয় প্রধান, অত্র বিশ্ববিদ্যালয়। (স্ব-স্ব বিভাগে কর্মরত শিক্ষকগণের মধ্যে প্রচারের অনুরোধসহ)।
- ০৫। চেয়ারম্যান, কেন্দ্রীয় কম্পিউটার সেন্টার, অত্র বিশ্ববিদ্যালয় (বিজ্ঞপ্তিটি কুয়েট ওয়েবসাইটে প্রদানের অনুরোধসহ)।
- ০৬। পিএস টু ভিসি, অত্র বিশ্ববিদ্যালয়। (মাননীয় ভাইস-চ্যান্সেলর মহোদয়ের গোচরে আনার অনুরোধসহ)।
- ০৭। সেকশন অফিসার (গ্রেড-২), প্রো ভাইস-চ্যান্সেলর মহোদয়ের দপ্তর, প্রো ভিসি মহোদয়কে অবহিতকরনের অনুরোধসহ।
- ০৮। নথি।

  
০৫/০৫/২০২৪  
(ড. প্রতীক চন্দ্র বিশ্বাস)  
সহকারী পরিচালক (গবেষণা ও সম্প্রসারণ)  
খুলনা প্রকৌশল ও প্রযুক্তি বিশ্ববিদ্যালয়

# Khulna University of Engineering & Technology

Khulna-9203

## Rules and Regulations of Sanctioning Grant (Early/Young Research Grant and Basic/Applied Research Grant) for Research Project to be Conducted by the Teacher of Khulna University of Engineering & Technology (KUET)

(Approved by 73<sup>rd</sup> meeting of Syndicate on 10/04/2021 & 17/04/2021)

A research project to be conducted by the teacher of KUET may be considered for the financial grant by the CASR under the following rules and regulations.

- a) The research grant will only be offered to the research projects conducted by the on-duty teachers of the University.
- b) Any project leading to a post-graduate degree will be given preference.
- c) The duration of the research work will normally be of one year starting from 1<sup>st</sup> July of each year.
- d) Project proposals submitted to the Director (Research & Extension) within February of each year will be considered for sanctioning fund for the next financial year starting from 1<sup>st</sup> July. The call for project proposal will be normally circulated within 1<sup>st</sup> week of January.
- e) A five-member Standing Committee consisting of the Director (Research & Extension) and four members of the CASR to be nominated by the Vice-Chancellor for a term of two years will select the research proposals for the final approval by the CASR and will also monitor/review the progress/expenses of the approved projects. Expert member(s) can be co-opted by the Standing Committee if required.
- f) Priority will be given to those projects proposed by the teachers for the first time. No applications will be considered before submitting the previous complete project report.

Teachers of KUET, who are on-going Master's/M. Phil candidates, will not be considered for the research grant. However, teachers of KUET, who are undertaking Ph.D. in KUET, can be considered for the research grant, but the research project must be directly related to the applicants Ph.D. research. In order to ensure such relevance, applicants must submit a "Letter of Justification" through the Ph.D. Supervisor. In such a case, the grant will be offered to applicants only once in the Ph.D. tenure and the honorarium of the project director will not be given to the applicant.

- g) The research grant will be awarded in the following two categories of Teachers:
  - Category-1: Early/Young Research Grant (Budget: One Lakhs Fifty Thousand (Max.))**
    - Lecturer (after completion of the probationary period)
    - Assistant Professor (without Ph.D.)
  - Category-2: Basic/Applied Research Grant (Budget: 03 (Three) Lakhs (Max.))**
    - Assistant Professor (with Ph.D.)
    - Associate Professor
    - Professor

The total allocated budget for the research grant will be distributed as follows: 25% for Category-1 projects and 75% for Category-2 projects. If sufficient applications are not received in any category, available funding for another category can be transferred. A teacher can be involved in a single research project in a fiscal year.

Teachers from Category-2 can include teachers from Category-1 as the Research Associate for their research project. In order to justify such inclusion, a "Supporting Letter" should be provided along with the grant application by the Project Director (the teacher who will mainly conduct and responsible for the research work). In such cases, teachers from Category-1 will not be considered for the research grant separately.





- h) Generally office equipment, computer etc. will not be allowed to be purchased under this grant. In special cases like computational or simulation research work etc., flexibility may be made if such equipment/computer etc. is not available in the Department/Central Computer Center.
- i) The honorarium will be confined to TK. 5,000/- per month (max. 6 months) for Research Assistant and 10,000/- per month (maximum 3 months) for Research Associate from the project budget. The Research Assistant/Associate should hold the minimum four years Bachelor degree to assign in the project. Honorarium should be disbursed on a monthly basis directly from the Accounts Section. But both Research Assistant and Research Associate should not be appointed in a project.
- j) For any research project, the Honorarium of the Project Director will be an amount equivalent to one-month basic salary but this will not exceed TK. 50,000/-. The honorarium will only be drawn after the satisfactory completion of the research project and submission of the final project report.
- k) All expenses will be carried out and adjusted according to the existing rules of KUET and are auditable.
- l) After completion of the project, all non-consumable and consumable items left, which were purchased from the project fund, will be the property of the respective Department.
- m) A report on the research project must be submitted to the office of the Director (Research & Extension) through the respective Head of the Department within three months after the completion of the project.
- n) It is desirable that there should be at least one publication (SCI/SCIE/SSCI/SCIMAGO/Scopus indexed journals) from the outcome of each research project and the publication must acknowledge the financial and logistic supports provided by KUET. It is to be noted that who will publish the outcome of research work from the project in the above mentioned journal will get priority for the next grant.
- o) In the case of incompleteness of the project for reasons not acceptable to the Standing Committee and the CASR, the money drawn by the Project Director will have to be returned to the University. However, in order to get exemption of the returned payment for the salary drawn by the Research Assistant/Associate of the corresponding project, the Project Director must submit a "Letter of Justification" to the Standing Committee (refer to clause 'e') and the CASR.
- p) An agreement should be made between the Project Director of an approved research project and the Director (Research & Extension) on behalf of the University Authority.
- q) The submitted reports on the research projects should be reviewed by the Standing Committee of CASR and two additional expert members through a "University Annual Research Review Meeting" organized at the end of each fiscal year. It is desirable that the outcomes of each research project should be presented in an annual workshop organized by the Director (Research & Extension).

*A. Ryan*

# Khulna University of Engineering & Technology

Office of the Member-Secretary

Committee for Advanced Studies & Research (CASR)

## **Application Form for Research Grant**

(Please furnish sufficient information for proper evaluation of the Research Proposal)

1. Research Title (Tentative) :
  2. Nature of Research : Fundamental/ Applied/ Empirical
  3. Background and Present State of Art of the Proposed Research Topic :
  4. Objective with Specific Aims :
  5. Methodology and Work Plan :
  6. Expected Result :
  7. Application (Particularly in the context of Bangladesh) :
  8. Duration :
  9. Previous Research Projects Undertaken :
  10. Availability of Required Equipments / Facilities :
  11. Personnel Required (With Justification) :
  12. If the Proposal is Submitted Elsewhere Provide the Information :
  13. List of Ongoing Research Project(s) :
  14. Will any degree be offered with this Research? Yes/No
  15. Budget Summary :
    - a) Cost of Materials (with Breakup) Tk.....
    - b) Conveyance (with Breakup, if possible) Tk.....
    - c) Computer Pendrive, Ribbon, Paper etc. Tk. 2000/-
    - d) Typing, Binding, Drafting etc. Tk. 2000/-
    - e) Miscellaneous (All expenses other than the above four items should be listed here) Tk. 2000/-
    - f) Honorarium of the Project Director Tk. Equivalent to one month basic salary (But not more than 50,000/-)
    - g) Honorarium of the Research Assistant/  
Research Associate (if any) Tk.....  
(Tk. 5,000/- per month (max. 6 months) for Research Assistant &  
Tk. 10,000/- per month (max. 3 months) for Research Associate
- Total Tk. \_\_\_\_\_

**Proposal Submitted by :**

Full Name        ⑆

Designation    ⑆

Department     ⑆

Signature       ⑆

Date ⑆

Seal             ⑆

(Please attach brief C.V. of Project Director)

Recommended by ⑆

(Please certify whether non-consumable items purchased earlier (if any) deposited to the department or not)

Head of the Department of ⑆

Signature       ⑆

Date ⑆

Seal             ⑆

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FOR OFFICE USE ONLY

Project Identification No. .... Proposal Received on.....

CASR Meeting No..... Date.....

Remarks of CASR.. ..

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Signature of Member Secretary  
CASR

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Signature of Chairman  
CASR