

University Grants Commission of Bangladesh
Higher Education Quality Enhancement Project
Academic Innovation Fund
Six Monthly Sub-project Monitoring Format

Reporting period: January-June, 2013

01. Name and Details of the Sub-Project

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|--|--|
| Name of the sub-project | To Develop a New Biochemical Research Laboratory for Improving Research Activity in the Department. |
| Sub-Project Number (CP Number): | 2401 |
| Name of the Sub-project Manager with position in the entity | Md. Tanvir Hossain Assistant Professor |
| Implementing Unit [Department/Faculty/Center/Institute/University] | Department of Applied Chemistry and Chemical Engineering |
| Name of University | Noakhali Science and Technology University |
| Collaborative sub-project or Not : No | If Yes, Please Mention the Name of Partner University/Entity: |
| Inception Date: April 2012 | Completion Date: Original: March 2015 Revised (if): |

02. Name and Details of Internal/provisional staff/consultants included/hired in the Subproject Management Unit

| Nº of Internal Staff* | Nº of Students (if any) | Nº of Consultants*** | Full Time (how many out of total staff) | | Part time (how many out of total staff) | Nº of Provisional Staff** |
|---------------------------|-----------------------------|----------------------------------|--|-------------------|---|---------------------------------|
| 2 | | | | | | 5 |
| Name of Internal Staff | Designation (In the Entity) | Hiring Date (In the sub-project) | Type of Contract (Lump sum=1; Daily Basis= 2; Monthly=3; Others) | | Duration (Months) | Expected Total Cost (Lakh taka) |
| Md. Tanvir Hossain | SPM & Assistant Professor | | Others (5BS/Y) | | 36 | 2.88 |
| Fataha Nur Robel | ASPM & Lecturer | | Others (1BS/Y) | | 36 | 0.57 |
| Name of Provisional Staff | Designation | Hiring Date | Type of Contract | Duration (Months) | Expected Cost (Lakh Taka) | |
| Shakhawat Hossain | Accountant | 12/7/2012 | 3 | 33 | 0.66 | |
| Md. Mainuddin | Computer Operator | 12/7/2012 | 3 | 33 | 0.66 | |
| Firoz Ahmed Patwary | Office Manager | 4/12/2012 | 3 | 28 | 0.56 | |
| Bejoy Kumar Poddar | Lab Assistant | 1/4/2013 | 3 | 24 | 0.336 | |
| Md. Yusuf Ali | MLSS | 1/4/2013 | 3 | 24 | 0.288 | |

*Academics engaged in sub-project management and included in SPMT

** Support staff recruited temporarily to provide secretarial service to sub-project management e.g., accountant, office secretary, data-entry operator, MLSS etc.

*** Experts appointed following relevant provisions of PPR 2008 or WB Guidelines

03. Summary of the Activities [According to the proposal]

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| Provisional staffs appointment Web site development Refurbishing work for lab and spm office Procurement of furniture Procurement of lab equipments Procurement of computer and IT equipments Procurements of air cooler Procurement of chemicals and reagents Procurement of books and Journal Progress evaluation/report preparation |
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04. Description of the Progress so far according to Work/Activity plan

| Following committees formed | No of member | Date of committee formation | Activities |
|---|-------------------------------|---|---|
| 1. Tender Opening Committee (TOC) | 3 | 20/09/2012 | Held meeting two times for package no. G1 and G2. |
| 2. Tender Evaluation Committee (TEC) (Up to 15 lac BDTK) | 4 | 20/09/2012 | Held meeting six times to select suppliers for package no. G2, G3, G3, G4, G5 and W1. |
| 3. Tender Evaluation Committee (TEC) (Exceeding 15 lac BDTK) | 7 | 20/09/2012 | Held meeting two times to select suppliers for package no. G1. |
| 4. Technical Sub-Committee (TSC) | 3 | 03/04/2013 | Held meeting four times for package G1-L1, G1-L2, G2 and G3. |
| Following works have been completed: | | | |
| 1. Manpower appointed | Please in section 02 | | |
| 2. Refurbishing works under a package have been completed. | | | |
| W1: "Supplying, Fitting and fixing Aluminium Works with distortion free Glass And Window Panes Removing works & Collapsible gates" (in the 1 st floor of Academic building). | RFQ: 20/09/2012 | Invitation for signing Contract: 01/10/2012 | Contract Signed: 04/10/2012 |
| 3. G5: Supply of furniture | RFQ: 20/09/2012 | Purchase order: 01/10/2012 | |
| 4. G1: Supply and Installation of Lab Equipments | OTM: 30/09/2012 | Notification of Award: 15/11/2012 | Contract Signed: 27/12/2012 |
| 5. G2: Supply of Installation of Computer and IT equipments | OTM: 23/01/2013 | Notification of Award: 12/03/2013 | Contract Signed: 27/03/2013 |
| 6. G4: Supply and installation of air cooler | RFQ: 12/02/2013 | Purchase order: 05/03/2013 | |
| 7. G3: Supply of chemicals and reagents | RFQ: 07/03/2013 07/04/2013 | Purchase order: 28/04/2013 | |

05. Description of implementation issues/impediments/Challenges [Issues that may hamper implementation]

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| Always I have got prompt support from university and department. HEQEP officials are very much co-operative. I need time up to March 2014 to finish the sub-project successfully. |
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06. Update on Milestone status

| Milestone | Expectation till date (30.06.2013) | Progress till date (30.06.2013) | Revised Expected Date | Comment/Justification |
|--------------------------------------|---------------------------------------|------------------------------------|--------------------------|-----------------------|
| Machinery erection | 100% | 100% | | |
| New concept/ product development. | 10% | 5% | | |
| Workshop/ Seminar | 0% | 0% | | |

Note: Copy Milestones from respective SPM's Table 1 of Final CP.

07. Update on Performance Indicators to Evaluate Sub-project Impact

| Indicators | Calculati on method | verification methods | Calculat ion of Base Value | Baseline Value in Year 2010 | Desired Standard on Terminal Year 2014 | Present Value as on 30/06/13 |
|-------------------------|---------------------------|--|-------------------------------------|--------------------------------------|---|---------------------------------------|
| New biochemical product | Counting | Recognition from other organizations (Journal publications) Test reports. | 0 | 0 | 2 | 0% |
| No. of publications | Counting | Acceptance letter, Journal publication books | 0 | 0 | 5 | 0% |

Note: Copy 1st 6 Columns from respective SPM's Table 2 of Final CP.

08. Fund utilization

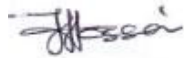
| Description | Amount |
|---|------------------|
| Total Budget of the Sub-Project (Tk. In million) | 14.700000 |
| Fund Received up to June 30, 2013 (Tk. In million). | 11.780081 |
| Fund Utilized (Tk. In million) | 7.991174 |
| Percentage (%)of received fund against total budget of the sub-project | 80.136605 |
| Percentage (%) of utilized fund against total budget of the sub-project | 54.362 |

09. Comments

I need time up to March 2014 to finish the sub-project successfully.

10. Declaration

All the information provided above are true and correct. I, as the sub-project manager, have filled up the form and agree to remain responsible for any misinformation. I also ensure that all the sections of the forms are filled up.



Signature:

Name of Sub Project Manager: Md. Tanvir Hossain

Name of the Sub-Project: To Develop a New Biochemical Research Laboratory for Improving
Research Activity in the Department.

Name of Entity/University: Noakhali Science and Technology University

Date: 11 July 2013