

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

Reporting period: July to December, 2013

01. Name and Details of the Sub-Project

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]

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

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]

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.

06. Update on Milestone status

Milestone	Expectation till date (31.12.2013)	Progress till date (31.12.2013)	Revised Expected Date	Comment/Justification
Machinery erection	100%	100%		
New concept/ product development.	20%	15%		
Workshop/ Seminar	50%	0%		

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

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

Indicators	Calculation method	verification methods	Calculation of Base Value	Baseline Value in Year 2010	Desired Standard on Terminal Year 2014	Present Value as on 31/12/13
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

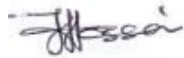
Description	Amount
Total Budget of the Sub-Project (Tk. In million)	14.700000
Fund Received up to December 31, 2013 (Tk. In million).	11.780081
Fund Utilized (Tk. In million)	8.091844
Percentage (%) of received fund against total budget of the sub-project	80.136605
Percentage (%) of utilized fund against total budget of the sub-project	55.05

09. Comments

I need time up to March 2015 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