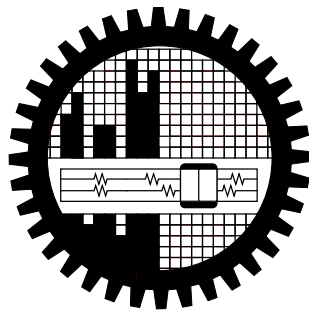

Rules for Conducting BRTC Activities



Version 3.1

Department of Computer Science and Engineering (CSE)
Bangladesh University of Engineering and
Technology (BUET)
Dhaka-1000, Bangladesh

Revision History

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Version 1.2

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Version 2.1

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Version 2.22

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Version 3.1

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1 Introduction

This document presents the rules and guidelines to be followed when conducting consultation activities in the Department of Computer Science and Engineering, Bangladesh University of Engineering and Technology under the framework of Bureau of Research, Testing and Consultation of this university.

This documents supersedes all the previous decisions, understandings or practices whatsoever unless any part is in direct opposition of any rule imposed by the university.

2 Departmental Team of Consultants

The body consisting of the consultants comprising of the eligible members of the department will be called the Departmental Team of Consultants (DTC).

2.1 Membership of DTC

The membership criteria for the DTC shall be as follows:

1. Any full time teacher of CSE department of BUET is eligible to be a member of DTC.
2. Head of the Department shall act as the Chairman of DTC.
3. If a teacher is re-appointed in this department after a discontinuity in his/her BUET service, he/she will be eligible to be a DTC member as in 1. His/her previous active service in CSE department will be considered in this regard.
4. Upon fulfillment of the conditions, a teacher will automatically be considered as a member of DTC unless he/she furnishes a written request to the Head of the Department and his/her membership will cease from the date of the request. If a teacher fulfilling the requirements remaining outside wishes to rejoin DTC, he/she may do so by requesting the Head in writing. However, the rejoining must be approved by management committee (c.f. sec 3) and will be effective from the date of approval.
5. If a teacher is on leave for ninety days or more at a stretch, his/her DTC membership shall remain suspended for that period and he/she shall not be entitled to any portion of the general pool (c.f. sec 5.2).
6. If the activities of a DTC member continues to go against the interests of departmental BRTC, the BRTC management and monitoring committee (sec 3) may decide to cancel membership of the concerned member including other punitive measures (sec 8).

2.2 Functions of the DTC Chair

The Head of the Department as the DTC Chair shall perform the following functions:

1. The Chair will act as facilitator in all the BRTC works.
2. The Chair will facilitate logistic supports in the Department for speedy and timely completion of the BRTC works.
3. The Chair shall not involve himself/herself as an active member in the BRTC works. Rather he/she shall act as an adviser in all the BRTC works and will review all the reports/proposals before they are sent to the appropriate authority.
4. If for a particular task, the expertise of the DTC Chair becomes indispensable for that task, as is decided by the DTC, the Chair will be allowed to actively participate in that task.

However, if the DTC Chair, wishes, can share his/her responsibilities with someone (known as BRTC Coordinator, CSE, BUET, c.f. sec 2.3). Head, CSE will take care of internal communication within BUET as is required by rules and practices of BUET. The BRTC Coordinator shall take care of other responsibilities.

2.3 BRTC Coordinator, CSE, BUET

The DTC Chair, if he/she wishes can share the responsibilities assigned with a teacher to be known as “BRTC Coordinator, CSE, BUET”.

The following rules shall be applicable:

1. The Coordinator will be a teacher not below the rank of an Associate Professor.
2. The BRTC Coordinator must be selected in the DTC meeting and his/her tenure will be terminated when the tenure of the corresponding Head ends. The next Head may or may not appoint BRTC Coordinator.
3. When a Head is on leave and another person is acting as a Head on temporary basis, the post of BRTC Coordinator shall remain valid.

2.4 Departmental BRTC Secretary (DTC Secretary)

1. A Departmental BRTC Secretary (DTCSec) will be appointed from among the members of DTC through a meeting of the DTC.
2. The DTCSec must be minimum an Assistant Professor with reasonable experience of BRTC activities.
3. A member who is the Head of the Department or the Dean of the EEE faculty shall not be made DTCSec during the tenure.

4. The DTCSec must not have any conflict of interest with the departmental BRTC activities.
5. Appointment of the DTCSec must be discussed and approved in the DTC meeting.
6. Tenure of the DTCSec shall be two years. However, the previous DTCSec will carry on the assigned duties until a new DTCSec is appointed.
7. None shall be appointed as a DTCSec for more than two consecutive terms.

2.5 Role of DTCSec

The DTCSec shall,

1. Assist the DTC chair as a coordinator of Departmental BRTC activities.
2. Act as a member secretary of the DTC meetings.
3. Facilitate timely distribution of all BRTC earnings.
4. Publish statements showing comparative BRTC earnings among the DTC members.

2.6 DTC Meetings

Meetings of the DTC will be held from time-to-time as per the following guidelines,

1. The meetings will be called by the Head of the Department as a Chair of DTC in consultation with the DTCSec with a minimum five days' notice.
2. Three regular meetings shall be held each financial year (FY) in early July, November and March to discuss the load and money distribution since the last such meeting. Other meetings will be held from time to time as and when necessary.
3. Presence of 50% of the members shall form the quorum.
4. The DTCSec as a member secretary shall circulate proceedings of the meeting to the members within one week of holding the meeting. Any proceeding must be confirmed in the next meeting. If a member wishes to submit a corrigenda on a proceeding, it must be rendered in writing within one week of circulation.
5. If the committee chair, due to some unavoidable reasons can not chair a meeting, the previous Head shall chair that meeting.
6. Any decision approved in the meeting must be supported by a majority of the members present and if necessary an opinion count is also to be carried out for this purpose.
7. Requisition meetings may also be held when, 50% of the members serve a written request for a meeting. Such requisition meeting can only be held for a single agenda.

3 BRTC Management and Monitoring Committee

A management and monitoring committee (MMC) will be formed to oversee the operation of BRTC activities and uniform distribution of load (conforming to EEP) among the members.

3.1 Formation

1. The structure of the MMC shall be as follows:
 - (a) One Professor, Chair,
 - (b) Head of the Department, ex-officio, Member,
 - (c) One Professor, Member,
 - (d) Two Associate Professors, Members,
 - (e) Two Assistant Professors, Members,
 - (f) Two Lecturers, Members,
 - (g) One designated member from the above is to act as a Member Secretary of MMC. This member must not be the current DTCSec.
2. All members except the ex-officio members(s) shall be appointed by the DTC.
3. Tenure of the MMC members shall be two years. However, the existing committee shall continue functioning until the new members are appointed. This special provision must be discussed and approved in the DTC meetings.
4. If a certain membership can not be realized due to unavailability of teachers of a particular status, it will be filled from the next available lower status, if that is also not available, it will be filled from the next available upper status.

3.2 Functions of MMC

The MMC shall,

1. Review and suggest policy matters and rules regarding the consultancy works,
2. Review from time to time the progress of consultancy works and recommend appropriate action,
3. Review the overall work/money distribution among teachers and staff members,
4. Discuss complaints against a team leader/DTC member and if necessary shall refer the matter for a discussion in DTC meetings,
5. Look into matters related to Departmental BRTC fund (c.f. sec 4).

3.3 MMC Meeting

The MMC meetings will be held from time-to-time as per the following guidelines,

1. The chairman of the committee shall convene meetings as and when necessary and at least once in two months.
2. Meetings shall be called with a minimum of 24 hours' notice.
3. Presence of 60% of the members shall form the quorum.
4. If the committee chair, due to some unavoidable reasons can not chair a meeting, the senior-most member shall chair that meeting.
5. The members present in the meeting will receive an honorarium of Tk 300/- per meeting. This honorarium will be paid out of the Departmental BRTC Fund (c.f. sec 4).
6. Any decision approved in the meeting must be supported by a majority of the members present and if necessary an opinion count is also to be carried out for this purpose.
7. The committee chair shall normally call the meetings. Requisition meetings may also be held when, 60% of the members serve a written request for a meeting. Such requisition meeting can only be held for a single agenda.

4 Departmental BRTC Fund

A certain portion (c.f. sec 5.1) of BRTC earnings will be set aside and will be termed as Departmental BRTC Fund (DBF). A separate account called will be opened for this purpose in Sonali Bank, BUET Branch. This account shall be jointly operated by Head, CSE and DTCSec.

The guidelines for usage of this money shall be as follows,

1. This money will be used to fulfill the entertainment and non-academic needs of the DTC and departmental staffs.
2. The Head of the Department as his/her discretion can spend the fund when the amount to be spent in an occasion does not exceed Tk 10,000/-.
3. Amounts exceeding the above amount must be discussed and pre-approved in MMC meeting (c.f. sec 3.3).
4. This fund irrespective of the amount, can be used for stimulating academic/research activities in the department upon approval of the DTC.
5. The above limit will not be applicable when the money is forwarded as a loan to a coordinator of a certain consultancy work.
6. A member of the DTC will be appointed as DBF-in-Charge to maintain accounts of expenditures.

7. The Head will report the statement of expenditures in MMC meetings (c.f. sec 3.3).

5 BRTC Earnings

All consultancy works undertaken by the members of the DTC inside and outside the department but within BUET shall be considered as BRTC works. BRTC works will be identified by their earnings through the Director, BRTC, BUET.

5.1 Distribution of Earnings

The amount of money, available for disbursement by the Head of the Department from a job after deducting VAT, university overhead and job related expenses including the remuneration of external experts (if any) will be distributed as per the following,

- i. 2.5% to DBF (5.0% in case of IPO lottery),
- ii. Tk 500/- from DBF to teacher/teachers preparing the distribution,
- iii. 3.0% to Head as a person.
 - a) It is expected that the roles of the Head detailed in sec 2.2 are carried out in full and in a proper manner.
 - b) For projects spanning the tenure of more than one head of the department, the money will be apportioned accordingly as per their length of respective tenures.
 - c) When a Head is on leave for a period exceeding three weeks the Head-in-Charge will be considered to have served a tenure.
 - d) When a BRTC Coordinator is appointed, this will be distributed as 1.5% to Head as person and 1.5% to BRTC Coordinator. This amount shall be counted in the EEP calculation of the BRTC coordinator.
- iv. 0.25% to DTCSec. When there is a change of DTCSec at the mid-point of a project, the money will be apportioned accordingly.
- v. 10% to DTC GP (60.0% in case of IPO lottery).
- vi. 5% to staff GP.
- vii. Lump-sum amounts/hourly basis amount to officer/non-teaching staffs based on their participation (c.f. sec 6).
- viii. The rest to the project members based on their participation.

Distributions are to be carried out without any unnecessary delay as soon as a project is finished. The project leader in writing will submit the participation points to the DTCSec. For large projects, a fraction of the money may also be distributed at some intermediate stages. A copy of the requisition sent to Director, BRTC shall also be made available to the MMC Member Secretary.

5.2 General Pool

A certain portion of BRTC earnings as mentioned above, will be distributed as General Pool (GP) to the members of the DTC and departmental officers/staffs.

5.2.1 Distribution of DTC GP

For a DTC member the point (weight) will be his/her EEP (c.f. sec 5.3). However, a member by furnishing a written request to the DTC Chair, may opt not to enjoy the earnings from DTC GP.

5.2.2 Distribution of Staff GP

For a staff/officer the apportion point will be calculated as follows:

$$\frac{\text{Length of Service at BUET}}{6} + \frac{\text{Basic Pay on 1st of July}}{1000}.$$

1. A staff/officer may not want to enjoy the Staff GP by submitting a written application to the DTC Chair.
2. A staff who is not a member of CSE but generally works in this department may be allowed to enjoy Staff GP subsequent to discussion in the DTC meetings and approval. Each such case must be separately discussed in the DTC meetings, and the DTC reserves the right to revoke any prior approval.

5.3 Expected Earning Points of DTC Members

Each DTC member will have an Expected Earning Point (EEP) as per following formula,

$$EEP = \left(2.0 + \log(1.0 + y) + \log\left(\frac{B}{s}\right) \right) \times m$$

where,

- y = Number of years (may be a fraction) in service at BUET on 1st July of that financial year,
 B = Basic salary on 1st July of that financial year,
 s = Starting salary of Lecturer's scale,
 m = Membership Factor (elaborated in sec 5.5).

5.4 Participation Factor

The participation weights of the DTC members will be assigned the following relative weights based on their designations,

- Lectures = 0.85,
Assistant Professors = 0.90,
Associate Professors = 0.95,
Professors = 1.00.

When the designation of a member changes at the midpoint of a job, his/her participation will be weighted accordingly based on the span length in each designation.

5.5 Membership Factor (MF)

The Membership Factor (MF) of a DTC member is used to reflect the availability of a member in the department in a particular financial year. This will be calculated as follows,

$$m = \frac{(365 - d)}{365},$$

where, d is calculated based on l . l is number of days a member is on leave in a financial year.

$$d = \begin{cases} 0, & \text{if } l \leq 30, \\ l - 30, & \text{otherwise.} \end{cases}$$

l includes all kinds of leave except casual leave (CL) and is a cumulative number in a financial year. The Head will make it sure that the DTCSec has all the copies of all office orders related to leave (excepting CL) of the DTC members.

When a member comes back to CSE after a full-time appointment inside BUET, his/her EEP will be calculated considering the appointment period outside CSE as a leave period.

5.6 Distribution of BRTC Jobs

The DTC or DTC Chair shall exercise their best efforts to distribute the BRTC jobs in a uniform manner so that each DTC member is able to earn his/her share of EEP without any surplus or deficit (c.f. sec 5.8). Uniformity must also be maintained in terms of effort required for a job.

For a DTC member i , the expected earning in a financial year is,

$$E = \frac{T \times EEP_i}{\sum_i EEP_i}$$

where,

T = Total BRTC income distributed Head, CSE to all DTC members in the financial year,

EEP_i = Expected earning point of DTC member i .

For selection of team members the following guidelines are to be followed based on the size of works:

1. Small jobs where total earning is less than Taka 3.00 lacs may be distributed by DTC Chair (or BRTC Coordinator, where applicable) in consultation with the DTCSec.
2. For Mid-size jobs (total earning from Taka 3.00 lacs to Taka 5.00 lacs) options are required to be sought from all DTC members and the team may be formed with or without DTC meeting.

In both the above cases, such distributions are later to be reported and discussed in MMC and DTC meetings.

3. Jobs with earnings greater than Taka 5.00 lacs are to be distributed in DTC meetings.

Subject to the approval of the MMC and/or DTC, the DTC Chair may allow/nominate any member or a group of members of DTC to participate/negotiate in a prospective consultancy project for necessary preparatory works and/or negotiation.

5.6.1 Teachers in a Full-time Job in BUET outside the Department

A teacher of CSE department if appointed to any full-time position outside the department will not be considered as a DTC member. He/she will not receive any benefit from the GP.

He/she shall not participate in any BRTC activity unless absolutely necessary for a job as is determined by the MMC or DTC.

However, his/her EEP will be calculated as usual. His/her income from BRTC jobs while outside the department will be taken into full account for calculation of surplus income/deficit income etc (c.f. sec 5.8).

Let us consider this scenario. A teacher who is outside CSE Department has an EEP of e' . His/her total BRTC income in a financial year has been I . Now expected income I' of this teacher would be calculated using the previous formula at the start of this section based on income per EEP. The surplus/deficit will be $I - I'$.

5.6.2 Teachers in a Part-time Job in BUET outside the Department

A teacher of CSE department if appointed to any part-time position outside the department will still be considered as a DTC member. He/she shall receive full benefit from the GP.

His/her EEP will be calculated as usual. His/her income from BRTC jobs while outside the department will be taken into full account for calculation of surplus income/deficit income etc (c.f. sec 5.8).

Let us consider this scenario. A teacher who is outside CSE Department has an EEP of e' . His/her total BRTC income in a financial year has been I (both from inside and outside CSE). Now expected income I' of this teacher would be calculated using the previous formula at the start of this section based on income per EEP. The surplus/deficit will be $I - I'$.

5.7 Resigning from a Project

When a member assigned to a running project decides to resign from the same, any such resignation must be informed in writing to the DTC Chair and/or DTC coordinator (when applicable) with clear explanation of the reason for resigning. The project leader must also be informed about the event.

5.8 Surplus and Deficit

It may happen from time to time that even after exercising the best efforts to maintain uniformity in distribution of BRTC jobs, some DTC members will be found to have earned more or less their expected earnings in a financial year.

Also, some DTC members may not want to participate in BRTC jobs on a *full-scale* basis due to some personal/academic reasons. In that case the member, shall in writing, furnish request to the DTC Chair stating sacrificing a certain portion of his/her EEP. Such portions can not claimed in future.

Under the above mentioned scenario, a deviation of maximum of 10% will be considered as normal and will not be considered as surplus or deficit and will have no effect on the income in coming fiscal years. However, when a DTC member earns more or less his/her expected earning in a financial year which exceeds the above mentioned percentage, the excess percentage will be considered as surplus and deficit respectively.

When a member has surplus income, he/she will be allocated less BRTC work in coming financial year(s). In the same manner, DTC members having deficit earnings will be allocated more works until his/her income becomes in conformity with his/her EEP.

5.9 Professional Incomes not through BRTC

1. Professional incomes earned as honorarium for services rendered in meetings, committee works, invited lectures not received through BUET and when the nomination is carried by either BUET authority or Government of Bangladesh will not be considered as part of expected income of a DTC member.
2. For allowance, honorarium, compensation, remuneration etc. received for services rendered on regular basis as appointed officials of projects of BUET, when total fee received in a financial year from such sources does not exceed twice the starting salary of Professor's scale, will not be considered as part of expected income of a DTC member.
3. Fees earned through teaching at other educational institutions after seeking permission from BUET authority will not be shall not be considered as part of expected income of a DTC member.

6 Non-Teaching Staff

1. Any member of the staff other than the teachers working in this Department will be considered as a member of the non-teaching staff of CSE BRTC. If a member of the non-teaching staff wishes to remain outside the Departmental BRTC, he/she may do so by requesting the Head of the Department in writing.
2. The DTCSec and project coordinator will try to distribute jobs uniformly among the members of the non-teaching staff.
3. The non-teaching staffs will be remunerated based on their participation and/or performances either on a lump-sum basis or hourly rate.

7 Augmentation of EEP and/or BRTC Earnings

While all members of DTC will try their best to bring more BRTC jobs to the department, sometimes, the contribution in this respect of a DTC member may be significantly outstanding compared to others. In such cases, the DTC after discussion in the meeting may award the following augmenting measures.

1. EEP of a member or certain members may be increased by a maximum of 25% for a financial year.
2. A member or certain members may be awarded a certain portion of earnings from a task which will remain outside the surplus or deficit earning calculation in terms of EEP. However, the portion shall remain limited to 10% of the total earning from that job.

8 Punitive Measures

While it is expected that utmost cooperation will be available from all members of CSE Department regarding the BRTC activities, under certain circumstances the MMC and/or DTC may be compelled to enforce some punitive/corrective measures under the following circumstances which include but not limited to,

1. A teacher, officer, staff engages himself/herself in activities which is in conflict with the interests of BRTC jobs in the Department.
2. A teacher, officer, staff engages himself/herself in professional activities outside the BRTC framework, when the said activities are quite natural to come under the BRTC umbrella.
3. A teacher, officer, staff causes unreasonable delay in completion of work, and takes no interest in the quality of work.

The punitive measures include but not limited to,

1. Reduction of EEP.
2. Not allowing to enjoy the GP for a certain period of time.
3. Cancellation of DTC membership.
4. Sending complaint to the university authority for necessary action.

9 Final Notes

9.1 Modification of This Document

Any modification of this document must be discussed and approved in the DTC meetings.

9.2 Binding

The rules stated in this document shall be considered as binding to all the teachers, officers, staffs of CSE Department.

9.3 Ambiguity or Unseen Situations

Any ambiguity in the existing rules or any unforeseen circumstance will be resolved in a MMC and/or DTC meeting.