



## **IQAC Activity Report 2021**

Submitted to Vice Chancellor, IUBAT

By Director, IQAC

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For inclusion in the IUBAT Annual Report

## **IQAC Activity Report 2021**

Due to the prevailing period of COVID-19 pandemic, IQAC organized various programs both in online and hybrid mode during the year 2021. Some face-to-face activities were organized when possible by maintaining necessary safety guidelines. All of these activities are categorized, also aligned with the functions of IQAC stated in the IQAC Operations Manual, as (1) Supporting departments for OBE curriculum preparation (2) Maintaining information database and website (3) Organizing workshops, seminars and trainings (4) Quality Tools Development (5) Surveying the departments and preparing AQAR (6) Liaise with UGC and BAC (7) Conducting Employer Survey (8) QAC meeting and other correspondence.



### **(1) Supporting departments for OBE curriculum preparation**

IQAC has been continuously providing supports, during the year 2021 and onwards, to the departments for preparing OBE Curricula for their respective programs. A number of review meetings were held during the year with the departments according to their needs and requests.

### **(2) Maintaining information database and website**

Since 2021, IQAC has been maintaining a Google Drive database of necessary files and documents for the departments. IQAC has been sharing documents to all departments through

their respective shared drives. Every department can also send/share documents to/with the IQAC through these drive folders.

### **(3) Organizing workshops, seminars and trainings**

These activities are stated below in the three following categories.

a) Induction Training: As a regular program in every semester IQAC facilitated the Induction Training for the newly joined faculty members at IUBAT organized by the Faculty and Staff Development Center (FSDC). The FSDC training programs, each of 24-hour spread over 3 whole-day or 6 half-day sessions, were held in (i) Feb-Mar 2021 (ii) Jun-Jul 2021 and (iii) Nov-Dec 2021. A total of 39 new faculties participated in these training programs.



b) ToT Workshop on OBE Assessment: Training of Trainer Workshop for the 2 selected faculties from each department was organized by IQAC on the OBE assessment. Those ToT participants conducted workshops on the same subject for other faculty members in their respective departments. A total of 25 selected faculties participated in the ToT Workshop.



c) Effective Communication Workshop for AOs: A workshop on Effective Communication was organized in 23<sup>rd</sup> December 2021 for the administrative officers (AOs) of every program

offering departments. A total of 16 administrative officers participated in the workshop program.

#### (4) Quality Tools Development

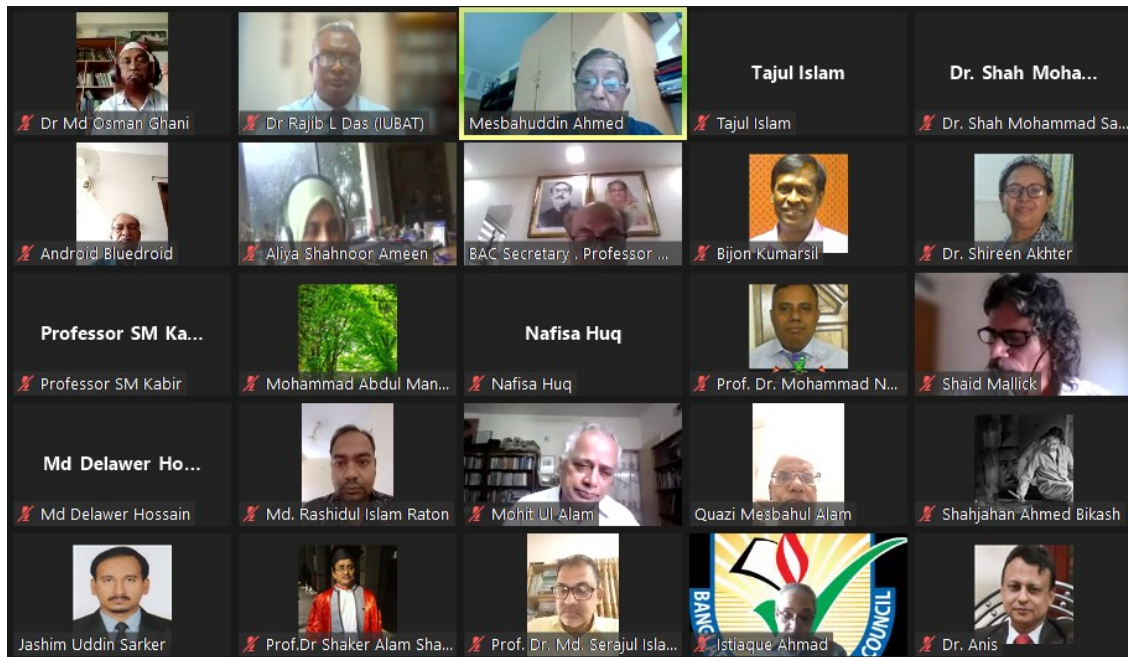
A Quality Tools Development Task Force was made based on a decision taken in the 5<sup>th</sup> QAC meeting. The task force is assigned to build quality measurement tools for academic activities at IUBAT.

#### (5) Surveying the departments and preparing AQAR

A survey was conducted by IQAC with all program offering departments and the library of IUBAT according to the suggested template of the departmental survey form provided in the IQAC Operations Manual. The survey information were collected for the departmental activities during 2020 and then compiled to prepare the Annual Quality Assurance Report (AQAR). The AQAR was submitted to the 6<sup>th</sup> QAC meeting.

#### (6) Liaise with QAU of UGC

IQAC of IUBAT had been keeping in regular contact with UGC and BAC officials during 2021. IQAC received important documents from UGC and BAC and disseminated to the departments. IQAC activity plan and estimated budget was sent to UGC as per the suggested format on 13<sup>th</sup> February 2021. The Director and Additional Director of IQAC attended various workshops organized by UGC and also BAC both in online and face-to-face modes.





### **(7) Conducting Employer Survey**

IQAC conducted an employer survey regarding quality expectations of IUBAT graduates' skills and abilities. It was done through a career festival organized by the Alumni Office of IUBAT on 11<sup>th</sup> December, 2021 where 69 employers responded to the survey.

### **(8) QAC meeting and other correspondence**

Two QAC meeting were held at IUBAT during 2021. The 4<sup>th</sup> meeting was held online on 10<sup>th</sup> February 2021 and the 5<sup>th</sup> meeting was held online on 9<sup>th</sup> July, 2021. Several decisions were taken regarding IQAC activities and quality assurance in academic activities in IUBAT.

