



IQAC Activity Report 2022

Submitted to Vice Chancellor, IUBAT

By Director, IQAC

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For inclusion in the IUBAT Yearly Report

IQAC Activity Report 2022

IQAC organized various programs both in online and hybrid mode during the 2022. Face-to-face activities were organized as per the need and suitability by maintaining necessary safety guidelines. All of the IQAC activities are categorized, aligned with the functions of IQAC stated in the IQAC Operations Manual and the latest UGC guidelines for IQAC activities, as (1) Supporting academic departments (2) QA workshop, Seminar & Training (3) AQAR workshop, survey & report (4) Conducting Employer Survey (5) Visiting depts. on Course File status (6) Class observation by IQAC (7) QAC meeting (8) Updating IQAC website and (9) Liaison with UGC, BAC and others.



Vice Chancellor, IQAC Officials, Resource Persons and Participants of Induction Training

(1) Supporting academic departments

a) Supporting departments for OBE curriculum preparation

IQAC has been continuously providing supports, during 2022 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. As a part of this activity, a hands-on OBE implementation workshop for the teachers of Statistics was held in 24-Feb-2022.



Resource persons and participants in the Workshop with statistics teachers

b) Program SA Report

- i. A 1 hour long Online Meeting with the PSAC members of all programs was held on 23-Apr-2022 with the speeches from the respected VC, Director & Additional Director of IQAC.
- ii. IQAC organized Workshop on SAR preparation with the PSAC members and heads of BSAg, BA in English, and BSN on 30th May 2022.
- iii. IQAC organized Workshop on SAR preparation with the PSAC members and heads of BBA, MBA, BAEcon, BATHM on 12th June 2022
- iv. A Quality Assurance Meeting was held on 27 July 2022 for briefing on PSAC activity for Selective PSAC Members by VC, Director & Additional Director of IQAC.

c) Curriculum Review

Reviewing curricula of program offering departments are a regular activity of IQAC. Review of the newly proposed curriculum of Master of Science in Agriculture Program was done on 05-July-2022 by Additional Director of IQAC.

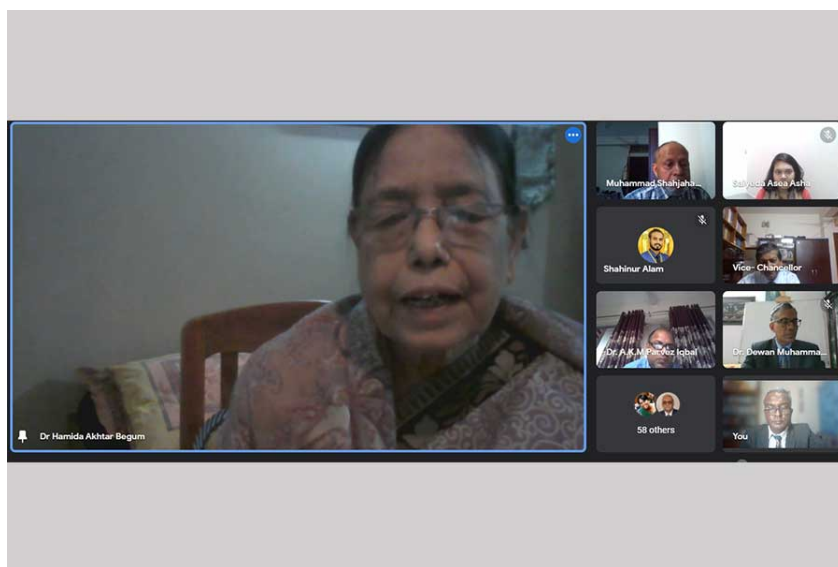
d) CTHM Research Seminar

Supporting departments for their capacity building in terms of academic activities and research initiatives is considered as a regular IQAC activity. A Research Seminar named 'Basics of Research Process with its Steps' was held on 30 November 2022 by Additional Director of IQAC.

(2) QA Workshop, Seminar & Training

a) QA Workshop, Seminar, Meeting

- i. **Quality Tools Development:** A Quality Tools Development Task Force was created by a decision taken in the 5th QAC meeting. The task force sat for brainstorming on the issue in two times before January 2022 and third on 4th Jan-2022. The task to build quality measurement tools for academic activities at IUBAT has been completed in September 2022. The indicator list was checked by VC and later approved in the 8th QAC meeting.
- ii. **Webinar on Quality Culture (QC) at IUBAT:** A 3 hour long Online Seminar on QC for all faculty members of IUBAT was held in 19-Feb-2022. Research findings on quality culture at IUBAT and overall higher education context were presented in the seminar. A list of recommendations for faculty members and the departmental heads was also given at the end.



Pro-VC Prof. Dr. Hamida Akhter Begum and Participants in the QC Webinar

b) Faculty and Staff development Training

- i. **Induction Training:** IQAC facilitates the Induction Training for the newly joined faculty members at IUBAT organized by the Faculty and Staff Development Center (FSDC). This is usually organized at the beginning of every semester: Spring, Summer and Fall. The FSDC Induction Training program was held in Hybrid mode (i) 22-Jan-2022 (First day: face to face) (ii) 29 Jan-2022 (Second day: online) and (iii) 5-Feb-2022(Third day: online). A total of 17 new faculties attended the training program. Another FSDC Induction Training program was held in Physical mood (i) 22-Sep-2022 & (ii) 29-Sep-2022. A total of 21 new faculties attended the training program. Those trainings were successfully ended with participants' feedback and promise of implementation in their teaching learning practices.



Treasurer, IQAC Official, Resource Persons and Participants of Induction Training

- ii. ***Communicative English with Effective Communication Training for IUBAT Guards:*** A training on Communicative English with Effective Communication was organized in 11 and 12 March 2022 (02:00PM & 4:30PM) for IUBAT guards by two batches on each of the total 2 days. Duration of the training sessions for each batch on each day was 2 hours. A total of 82 guards participated in the training program.



The Trainer of the Effective Communication Training with the participants in Action

(3) AQAR workshop, survey & report

Preparing Annual Quality Assurance Report (AQAR) by IQAC based on the data reports of departments is a regular duty. For better understanding the AQAR and filling up the survey forms for AQAR a workshop was

organized with the heads of BSAg, BA in English, BSN in 30th May 2022 and heads of BBA, MBA, BAEcon, BATHM in 12th June 2022.



Workshop on AQAR preparation with the heads of BSAg, BA in English, and BSN programs



Workshop on AQAR preparation with the heads of BBA, MBA, BAEcon, and BATHM programs

A Quality Assurance Meeting was held on 26 July 2022 briefing on Annual Quality Assurance Report (AQAR) for The Departmental Heads by VC, Director & Additional Director of IQAC.

A survey was conducted by IQAC with all program offering departments and the library of IUBAT previous year 2020 according to the suggested template of the departmental survey form provided in the IQAC Operations Manual. This time, there are some updates in the survey questionnaire distributed on June. The survey information were collected for the departmental activities during 2021 and then compiled to prepare the Annual Quality Assurance Report (AQAR). The AQAR-2021 was submitted and approved in the 8th QAC meeting. AQAR for 2022 activities will be started soon according to the decision of the same QAC meeting.

(4) Conducting Employer Survey

IQAC conducted an employer survey regarding quality expectations of IUBAT graduates' skills and abilities. It was done through a Seminar conducted by the Alumni Office of IUBAT on 26th August, 2022 where 68 employers responded to the survey.

(5) Visiting depts. on Course File status

IQAC have visited all program offering departments for scrutinizing the Course File status maintained by the departments during 01 Aug - 16 Aug 2022. Course File scrutinizing tools has been developed for scrutinizing the Course File status maintained by the departments. IQAC officials visited to BBA, MBA, BSEEE, BA in English, BCSE, BSCE, BAEcon, BSAg, BSME, BSN and BATHM program offering departments on scrutinizing the course file status. Files were physically presented and their qualities were discussed. The report was prepared on the course files of Summer 2022 semester. IQAC provide a set of recommendations for the departments to commonly follow in the next semester to improve the status of course files.



Department visits by IQAC officials for scrutinizing the course file status

(6) Class observation by IQAC

Class observation of IUBAT Faculty members is conducted by IQAC officials. A class observation tool has been developed to monitor the teaching learning activities during class.

The following classes have been observed during this period:

Department	Course	Faculty	Date	Time	Observer
Mathematics	MAT 147	Md Shafiqul Islam	16-05-2022	11:45am	Dr Kh Saif Uddin Dr Rajib L. Das
Mathematics	MAT 107	Md Saiduzzaman	16-05-2022	03:20pm	Dr Kh Saif Uddin Dr Rajib L. Das
Statistics	STA 240	Tamanna S. Ratna	17-05-2022	03:20pm	Dr Kh Saif Uddin Dr Rajib L. Das
THM	THM 210	Dr. Md. Sazzad Hossain	28-05-2022	02.15pm	Dr Kh Saif Uddin Dr Rajib L. Das
THM	THM 116	Mohammad Abu Horaira	31-05-2022	03.20pm	Dr Kh Saif Uddin Dr Rajib L. Das

(7) QAC meeting

Three QAC meetings were held at IUBAT during 2022. The 6th meeting was held on Sunday, 9th January 2022 at 3.00pm, the 7th meeting was held on Monday, 25th July 2022 at 3.30pm, the 8th meeting was held on Saturday, 31st December 2022 at 3.30pm. All of these three meetings were held in the IUBAT Conference Room (#213). After fruitful discussions, a number of decisions were taken regarding IQAC activities and quality assurance in academic activities in IUBAT.



6th QAC Meeting

(8) Updating IQAC website

Keeping the website updated is one of the IQAC regular office activities. 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.

All necessary documents useful for the internal and external departments are available in the IQAC website. News for events are also regularly updated. IQAC has been updating the IQAC website regularly through IT dept. of IUBAT.

(9) Liaison with UGC, BAC and others

IQAC of IUBAT had been keeping in regular contact with UGC and BAC officials during 2022. IQAC received important documents from UGC and BAC and disseminated to the departments. IQAC activity report was sent to UGC as per the suggested format on 3rd March 2022. IQAC Director, Additional Director & office executive physically visited BAC Offices & discussed Accreditation process. Chair of QAC attended Launching Ceremony of Accreditation Process organized by BAC on 20-July-2022. Additional Director of IQAC Responding to UGC request and Updated information of the Director and Additional Director currently working at IQAC of IUBAT on 30-July-2022. Additional Director of IQAC attended IN4OBE GLOBAL VIRTUAL SUMMIT 2022 on 12 to 14-Aug-2022.



IQAC of IUBAT visits the office of Chairperson and members of BAC

Director & Additional Director of IQAC attended International symposium on the future of the university: Challenges and opportunities organized by IQAC of NSU on 30 November & 01 December 2022.



IQAC of IUBAT attended International Seminar at NSU