



IUBAT - International University of Business Agriculture and Technology

Founded 1991 by Md. Alimullah Miyan

Institutional Quality Assurance Cell



IQAC Activity Report 2023

Submitted to Vice Chancellor, IUBAT

By Director, IQAC

On 24-March-2024

For inclusion in the IUBAT Yearly Report

IQAC Activity Report 2023

IQAC organized various programs and activities during the 2023. Most of the activities were organized face-to-face except only a few when required to be organized in online mode. All of these activities are categorized, also aligned with the functions of IQAC stated in the IQAC Operations Manual, as: (1) Supporting academic departments (2) Faculty and Staff Development Training (3) AQAR workshop, survey & report (4) Conducting Employer Survey (5) Visiting depts. on Course File status (6) Classroom teaching observation by IQAC (7) QAC meeting (8) Updating IQAC website (9) Providing support to other IQAC as resource person, and (10) Liaison with UGC, BAC and others.



Resource persons, IQAC officials and participants of the Induction Training in Fall 2023

(1) Supporting academic departments

a) Providing supports for SAR preparation

IQAC has been continuously providing supports, during 2022 and onwards, to the departments for preparing Self Assessment Report (SAR) for their respective programs. A

total of 29 activities were held during the year with the departments according to their needs and requests. The activities include Review meetings on SAR presentations by the program offering departments, Workshop on SAR preparation. The review programs were held with the Engineering and non-Engineering programs including BCSE, BSEEE, BSME, BAEcon, BSAg, BSN, BATHM, BAEng, BBA and MBA. A separate workshop on SAR preparation was organized for the BSAg program.



Meeting with Economics department for SAR Preparation

b) Supporting activities for OBE implementation

- i. Developing & Maintaining Teaching-Learning-Assessment (TLE) under OBE, a training session on Rubrics preparation was held on 20-Jun-2023 for the faculty members of the Department of Agriculture.
- ii. Developing & Maintaining Teaching-Learning-Assessment (TLE) under OBE was held on 17-May-2023 for the faculty members of the Department of Quantitative Sciences.
- iii. Developing & Maintaining Teaching-Learning-Assessment (TLE) under OBE was held on 16-May-2023 for the faculty members of the Department of Agriculture.
- iv. Workshop on OBE implementations (Demonstration on Preparing CLO-PLO Attainment Report), a 1-hour Demonstration Session for all non-engineering and non-program faculties was organized on 19th August 2023.
- v. OBE action plan was requested to the departments through the respective OBE focal contacts.



Additional Director of IQAC conducting training for the faculties of Agriculture dept.

c) Capacity Building Activity

- i. IQAC developed a user manual for effectively using the Google Classroom facilities during the online class conduction and circulated to the department head for the faculty use.
- ii. IQAC circulated the full version of the BNQF (Bangladesh National Qualification Framework) to the departments for their perusal.

(2) Faculty and Staff development Training

Induction Training: 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 program was held in face-to-face mode in Summer 2023 semester on (i) 2-May-2023 and (ii) 3-May-2023. A total of 30 new faculties attended the training program. Another FSDC training program was held in Fall 2023 semester on (i) 7-Sep-2023, (ii) 21-Sep-2023 and 5-Oct-2023. A total of 29 new faculties attended the training program. Those training programs were successfully ended with participants' feedback and promise of implementation in their teaching learning practices.

Follow-up survey: The follow-up-survey was also conducted through online mood for the two Induction trainings held in Summer and Fall 2023 semesters.



Resource persons conducting their sessions in the Induction Training with participants

(3) AQAR workshop, survey & report

IQAC assisted and communicated the departments in various capacities for preparing the AQAR (Annual Quality Assurance Report) throughout the year of 2023.

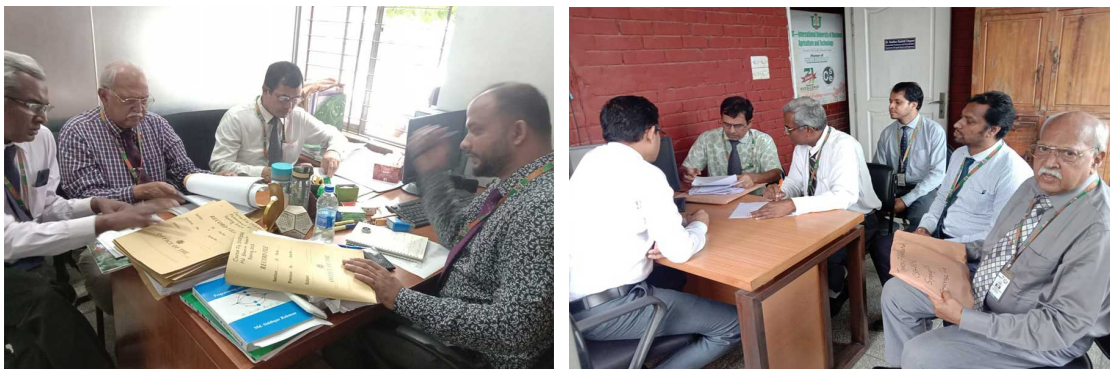
(4) Conducting Employer Survey

IQAC conducted an employer survey regarding quality expectations of IUBAT graduates' skills and abilities. It was done through a Seminar by the Alumni Office of IUBAT on 23rd February, 2023 where 87 employers responded to the survey.

(5) Visiting depts. on Course File status

IQAC visited all the program offering departments for scrutinizing the Course File status maintained by the departments during the full month of August 2023 for the files of Spring 2022 semester. Again, IQAC visited all departments for scrutinizing the Course File status during March and April 2023 for the files of Fall 2022 semester. Course File scrutinizing

tools developed by the IQAC were used during the visit to the departments. IQAC official visited to the program offering departments: BBA & MBA, BSEEE, BAEng, BCSE, BSCE, BSAg, BSN, BAEcon, BSME and BATHM on scrutinizing the course file status in both of the semesters mentioned above. Separate reports were prepared on the course files of the two semesters. IQAC provided a set of recommendations to the departments for commonly following the guidelines to prepare better Course Files in future.



During the visit programs for Scrutinizing Course Files in 2023

(6) Classroom teaching observation by IQAC

Classroom observation of IUBAT Faculty members was requested by IQAC to all program offering and non-program departments. During this 2023, IQAC officials did not conduct any such observation activities by themselves.

(7) QAC meeting

One QAC meetings were held at IUBAT during 2023. The 9th meeting was held on 11th September 2023 at 3.00pm in the IUBAT Conference Room (#209). Several decisions were taken regarding IQAC activities and quality assurance in the academic activities of IUBAT.



9th QAC Meeting

(8) Updating IQAC 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.

IQAC has been updating the IQAC website (iqac.iubat.edu) regularly through IT dept. of IUBAT.

(9) Providing support to other IQAC as resource person

Additional Director of IQAC, IUBAT Dr Rajib Lochan Das was invited as the Resource Person by the IQAC of Khulna University for conducting 2-day Training on Constructive Alignment in OBE. Dr. Das successfully conducted the training for the 60 faculty members of Khulna University that brought a good fame of IUBAT to the external world.



Additional Director of IQAC conducted Training for Khulna University teachers

(10) Liaison with UGC, BAC and others

IQAC of IUBAT maintained a regular contact with UGC and BAC officials during 2023. IQAC received important documents from UGC and BAC and disseminated to the departments. IQAC and relevant information were sent to UGC and BAC as per their requests specifically for their updated calendar and diary. IQAC Director, Additional Director attended several training programs and workshops conducted by BAC. The IQAC office executive attended multiple training and discussion meetings invited and organized by BAC.



Director of IQAC attended the Evaluator's Workshop organized by BAC

End of report