



IUBAT - International University of Business Agriculture and Technology

Founded 1991 by Md. Alimullah Miyan

Institutional Quality Assurance Cell



IQAC Activity Report 2024

Submitted to Vice Chancellor, IUBAT

By Director, IQAC

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For inclusion in the IUBAT Yearly Report

IQAC Activity Report 2024

IQAC performed various activities through organizing a number of programs during the year 2024, aligning major activities with the guidelines of duties and functions listed in the IQAC Operations Manual. All activities categorized 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 meetings and other correspondents (8) Updating IQAC website (9) Providing support to other IQACs, and (10) Liaison with UGC, BAC and others.



Resource persons, IQAC officials and participants of the Induction Training in Spring 2024

(1) Supporting academic departments

a) Providing supports for SAR preparation

IQAC has been continuously providing supports to the departments in various possible ways since 2022 in preparing their respective program's Self Assessment Report (SAR). A total 18 activities 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.

- i. Several review programs held with the Engineering and non-Engineering programs including BAEcon, BSAg, BSN, BATHM, BAEng, and BBA.
- ii. Two special workshops organized on September 2, 2024 on new edition of the BAC Accreditation Manual: one for the PSAC members of engineering and the other for those of the non-engineering programs.
- iii. Two more special workshop organized for all PSAC members across the departments: one on November 25, 2024 about analysis and interpretation of data, the other on November 26, 2024 about writing the strategic planning of the Program Offering Entity (PoE). The first one conducted by Professor Dr Golam Rasul, Chair of Economics Department and the latter conducted by the Vice Chancellor, Professor Dr Abdur Rab.



Special workshop for SAR Preparation conducted by Vice Chancellor



Special workshop for SAR Preparation conducted by Chair of Economics

b) Supporting activities for OBE implementation

A total 7 OBE related activities were held during this year with the departmental heads and faculty members according to their needs and requests.

- i. OBE curriculum reviewed on May 11, 2024 upon the UGC revision and recommendation on the curriculum of BAEcon.

- ii. Three separate workshops on OBE implementation held for all of the faculty members of MPH program on May 31, October 1 and November 5, 2024.
- iii. A workshop on OBE implementation held for the faculty members of Department of Qualitative Sciences (DoQS) on October 22, 2024.



Speakers with PSAC members from all departments as the participants in IQAC Seminar

c) Capacity Building Activity

IQAC assisted the Department of EEE providing keynote speech on the students' role for program accreditation, held on October 29, 2024.

d) Supporting quality assurance

IQAC developed Question Moderation forms and guidelines along with the Terms of Reference (ToR) of the committees in the program or non-program departments. All departmental heads requested to perform question moderation activities for both Midterm and Final exams through prescribed form and guidelines.

(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 Centre (FSDC).

- i. The FSDC training program was held in face-to-face mode in Spring 2024 semester on January 9, 11 & 13, 2024. A total 16 new faculty members attended the training program.
- ii. Another FSDC training program was held in Summer 2024 semester on May 26-28, 2024. A total 18 new faculty members attended the training program.
- iii. In addition, another FSDC training program was held in Fall 2024 semester on September 23-25, 2024. A total 12 new faculty members attended the training program. Those three training programs ended successfully 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 Induction Training held in Spring 2024 semester.



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 2024.

(4) Conducting Employer Survey

IQAC conducted an employer survey regarding quality expectations of IUBAT graduates' skills and abilities. The survey was done through organizing a Seminar by the Alumni Office of IUBAT on February 24, 2024 where 77 employers responded to the survey.

(5) Visiting depts. on Course File status

IQAC visited program-offering departments for scrutinizing the Course File status maintained by the departments during the year for the course files of Fall 2023 and Spring 2024 semesters.

- i. IQAC scrutinized course files of Fall 2023 under the different programs during February-April 2024. Course File scrutinizing tools developed by the IQAC duly 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.
- ii. IQAC scrutinized course files of Spring 2024 under the different programs during November-December 2024. Course File scrutinizing tools developed by the IQAC duly used during the visit to the departments. IQAC official visited to the program offering departments: BBA & MBA, BSEEE, BAEng, BSAg, BSN, BAEcon, BSME and BATHM.



During the visit programs for Scrutinizing Course Files in 2024

(6) Classroom teaching observation

Departmental heads duly requested by IQAC to conduct Classroom Teaching Observation in all program offering and non-program departments of IUBAT which the departments heads performed followed by filling in observation form that IQAC previously prepared and circulated for observing classroom teaching. In the year 2024, IQAC officials did not conduct any classroom observation activities by themselves.

(7) QAC meetings and other correspondents

One QAC meeting held in the year 2024. The 10th meeting held on October 8, 2024 at 3.00pm in the IUBAT Conference Room (#224). Prof Dr Abdur Razzak, IQAC Director of Independent University Bangladesh IUB was present in the meeting as the UGC nominated

member. Members discussed on the 9-point agenda and took several decisions regarding IQAC activities and quality assurance in the academic activities of IUBAT.



10th QAC Meeting

(8) Updating IQAC website

IQAC regularly updates each event of IQAC that happens during the year. It has been updating the IQAC website (iqac.iubat.edu) on time with the help of the IT dept. of IUBAT. Moreover, 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.

(9) Providing support to other IQACs

a) Supporting other IQAC/University

- i. Director of IQAC Professor Dr Khandoker Saif Uddin attended a QAC meeting at International Standard University (ISU) on March 3, 2024 as the UGC nominated member in the QAC of ISU.
- ii. Additional Director (QA) Professor Dr Rajib Lochan Das invited as the Resource Person by the IQAC of Bangladesh Agricultural University (BAU) for conducting a daylong Training on February 29, 2024 on Assessment strategies and tools in Outcome Based Education. Dr. Das successfully conducted the training for the 35 faculty members of BAU that brought a good fame for IUBAT and IQAC.



Director of IQAC attended QAC Meeting at ISE as the UGC nominated member



Additional Director (QA) of IQAC conducted Training for teachers of BAU, Mymensingh

b) Representation to the external world

- i. VC and Director of IQAC attended a daylong workshop on BNQF Implementation organized by the Bangladesh Accreditation Council (BAC) on June 30, 2024.
- ii. Director attended meeting regarding launching the HEAT Project organized by UGC on October 28, 2024.
- iii. Additional Director (QA) attended a 2-day training for Academic Auditors on November 6 & 7, 2024 on Training on External Quality Assessment for BAC Accreditation.
- iv. Additional Director (ETL) attended a 4-day workshop from October 20 to 23, 2024 organized by BAC on Workshop on BNQF Implementation and OBE Framework.
- v. Director, Additional Director (QA) and Deputy Director attended the 1st Bangladesh Higher Education Conclave organized by Daily Bonikbarta on December 22, 2024.
- vi. Several online meetings duly attended by Assistant Registrar organized by the BAC for the staff and officers of the IQACs in all universities.



IQAC officials among others in the BHEC organized by Bonikbarta at Pan Pacific Sonargaon

(10) Liaison with UGC, BAC and others

IQAC of IUBAT maintained a regular contact with UGC and BAC officials. IQAC received important documents from UGC and BAC and disseminated to the departments. IQAC sent requisite information to UGC and BAC as per their requests including updated information for their calendar and diary. It is notable that,

- i. through IQAC, 10 (ten) undergraduate programs have applied 'Intent to Apply' to the BAC on August 28, 2024, and
- ii. IQAC sent information regarding Intellectual Property Right (IPR) from IUBAT in response to UGC's request.



Director of IQAC attended the Workshop on HEAT Project launching organized by UGC

End of report