



IUBAT - International University of Business Agriculture and Technology

Founded 1991 by Md. Alimullah Miyan

Institutional Quality Assurance Cell



IQAC Activity Report 2025

*Submitted to Vice Chancellor, IUBAT
by Director, IQAC
on February 03, 2026*

(For inclusion in the IUBAT Yearly Report)



UGC Visit Team meets the IQAC and high officials at IUBAT Campus

IQAC Activity Report 2025

A. Introduction

IQAC organized various programs and performed activities at IUBAT during the year 2025. The activities were aligned with the guidelines of duties and functions listed in the IQAC Operations Manual. All of the activities are categorized as: 1. QAC Meeting & Corresponds, 2. Liaison and Services with UGC, BAC and others, 3. QA Workshop, Seminar, 4. Capacity Building Activities for Dept., 5. Faculty and Staff Development Training, 6. SAR Preparation & Accreditation Support, 7. Academic Council Meeting, 8. Supporting QA Activity, 9. AQAR Workshop, Survey & Report, 10. Visiting Depts. on Course File Status, 11. Updating IQAC website, 12. Classroom Teaching Observation, 13. Stakeholders Survey, 14. Activities on OBE, 15. Providing Support to Other IQACs and Universities, and 16. Representing IQAC to External Academia. A matrix of the performed activities is given below:

1.	QAC Meeting & Corresponds (04)	9.	AQAR Workshop, Survey & Report (1)
2.	Liaison and Services with UGC, BAC and others (09)	10.	Visiting Depts. on Course File Status (38 visits)
3.	QA Workshop, Seminar (02)	11.	Updating IQAC website (16)
4.	Capacity Building Activities for Departments (08)	12.	Classroom Teaching Observation (32 teachers in 5 weeks)
5.	Faculty and Staff Development Training (10 days)	13.	Stakeholders Survey (02: Employer & Student)
6.	SAR Preparation & Accreditation Support (06 events)	14.	Activities on OBE (06 events)
7.	Academic Council Meeting (0)	15.	Providing Support to Other IQACs and Universities (02)
8.	Supporting QA Activity (09 times)	16.	Representing IQAC to External Academia (08 times)

Details of the sixteen category-wise activities are presented in the following section.

B. Activity Details

Category-wise activities are described below with necessary key-points.

B.1 QAC meetings & Correspondents

Two QAC meetings were held in the year 2025. The 11th meeting was held on July 8, 2025 at 3.30pm in the IUBAT Conference Room (#209) with 8 members present out of 12. Eight agenda were discussed in the meeting and relevant decisions were taken. The 12th meeting was held on December 21, 2025 at 2.15pm in the IUBAT Conference Room (#209) with 8 members present out of 12. Eight agenda were discussed in the meeting and relevant decisions were taken. QAC Chair and VC of IUBAT Prof Dr Abdur Rab presided over both of the meetings.



Members in the two QAC Meetings during the year 2025

B.2 Liaison and Services 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 activity and relevant office information were sent to UGC and BAC as per their requests including updated information for their calendar and diary. It is notable that,

- i. A UGC Team lead by honourable member Prof Dr Masuma Habib visited IUBAT on January 21, 2025 to attend a Bilateral Meeting on strategic planning with IQAC of IUBAT and Strategic Planning and Quality Assurance (SPQA) Division of UGC. The team included Director of SPQA Division Dr Durga Rani Sarker, Deputy Director Mr. Monirul Haque and Assistant Director of SPQA.
- ii. IQAC hosted BAC workshop on preparation of accreditation and documentary evidences for the PSAC members and heads of all departments of IUBAT on May 8.
- iii. On October 8, IQAC organized an online follow-up meeting on the BAC workshop for the PSAC members and department heads in presence of BAC officials.



IQAC Meeting with the visit team lead by Prof Dr Masuma Habib, Member of UGC

B.3 QA workshop, Seminar

IQAC organized a seminar on effective and ethical use of Artificial Intelligence (AI) on July 15. The seminar was attended by the faculty members from all the programs and non-program departments.



AI Seminar organized by IQAC for the faculty members of all departments

B.4 Capacity Building Activities for Departments

IQAC organized several workshops and discussions with the faculty members of the departments. Some significant workshops include:

- i) preparing and maintaining course files,
- ii) preparing rubrics of assessment tools, and
- iii) writing research proposals for the ATF Sub-project of UGC under the HEAT project throughout the year of 2025.



Vice Chancellor Prof Dr Abdur Rab speaking in the ATF Proposal Writing workshop

B.5 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).

- i. The FSDC training program was held in face-to-face mode in Spring 2025 semester on February 27, 28 & March 6, 2025. Total 24 new faculties attended the training program.
- ii. As the second in the year, FSDC training program was held in Summer 2025 semester on June 19, 20 & 26, 2025. Total 22 new faculties attended the training program.
- iii. Finally, another FSDC training program was held in Fall 2025 semester on October 16, 23 & 30, 2025. Total 19 new faculties attended the training program. All the three 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 mode for the two Induction trainings held in Spring 2025 and Fall 2025 semesters.



Resource persons conducting sessions in Induction Training program with participants

B.6 SAR Preparation & Accreditation Support

IQAC has been continuously providing supports in various possible ways, since 2022, to the departments for preparing their respective program Self-Assessment Report (SAR). A total of 6 activities was held during this year with the departments according to their needs and requests. The activities include Review meetings on SAR presentations by the program offering departments, and Workshop on SAR preparation.

- i. IQAC hosted BAC workshop on preparing accreditation application and documentary evidences for the PSAC members and heads of all departments of IUBAT on May 8 organized by the BAC. Honourable Member at BAC Prof Dr SM Kabir was the Workshop Speaker, VC of IUBAT was the chief guest and Director (Accreditation) & Treasurer of IUBAT were the special guests in the occasion.
- ii. Several review programs were held with various programs including BATHM, BAEng, BBA and MBA.
- iii. One training program was organized on July 8 for the PSAC members of BATHM.
- iv. Two special activities were performed by IQAC for the BAETE accreditation of engineering programs: one was in favour of real visit of the ET team and the other was a mock visit for the same. All four officials of IQAC were directly involved in the activities.



Workshop for PSAC members organized by BAC and hosted by IQAC of IUBAT

B.7 Academic Council Meeting

There is nothing to report under this head.

B.8 Supporting QA Activity

IQAC worked in cooperation with the departments regarding question moderation for ensuring quality in the evaluation process. Such activities include communicating committee members on the ToR of question moderation of the department, collecting data of the activity, and disseminating the reports of the same.

B.9 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 2025.

B.10 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 2024, Spring 2025, and Summer 2025 semesters.

- i. IQAC scrutinized course files of Fall 2024 under the different programs during April 2025. 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,
- ii. IQAC scrutinized course files of Spring 2025 under the different programs during July 2025. Course File scrutinizing tools developed by the IQAC were used during the visit to the departments. IQAC official visited the program offering departments: BBA, MBA, BSEEE, BAEng, BSAg, BSN, BAEcon, BSME, BATHM, MPH and MScCSE.
- iii. IQAC scrutinized course files of Summer 2025 under the different programs during December 2025. 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, BSEEE, BAEng, BCSE, BSCE, BSAg, BSN, BAEcon, BSME, BATHM.



During visiting the programs for Scrutinizing Course Files throughout the year 2025

B.11 Updating IQAC Website

IQAC regularly updates each and every event 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.

B.12 Classroom Teaching Observation

As per the decision taken in the QAC Meeting, during the Fall 2025 semester, IQAC officials observed classroom teaching activities of 32 (Thirty-two) teachers from different departments. IQAC collected information regarding teachers' class-periods and visited the randomly selected classes. Besides this, departmental heads were requested to conduct Classroom Teaching Observation in all program offering and non-program departments of IUBAT by their own. IQAC previously prepared and circulated the observation form to the departments for classroom teaching.

B.13 Stakeholder Survey

a) 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 December 6, 2025 where 105 employers responded to the survey.

b) Student Survey: IQAC conducted a student survey regarding their awareness of OBE framework, and learning outcomes from course & program. It was done through an Online Google form during the whole month of April, 2025. Total 470 students responded to the survey representing all program offering departments.

B.14 Activities on OBE

IQAC organized events and discussions for effective implementation of OBE across departments. There were six mentionable events under this category during the year.

B.15 Providing Support to Other IQACs and Universities

- i. Additional Director (QA) Prof Dr Rajib Lochan Das conducted a daylong Training for the faculty members of Port City University, Chittagong on June 18, 2025. The title of the workshop was "Teaching Learning and Assessment under Outcome Based Education".
- ii. Additional Director (ETL) Dr AKM Alamgir conducted a workshop on Effective Addressing and Assessment of KPA for BAETE Accreditation for the EEE teachers of Daffodil University on October 20, 2025.



Additional Director (QA) with workshop participants at PCIU, Chittagong



Additional Director (ETL) conducting workshop at DIU, Dhaka

B.16 Representing IQAC to External Academia

IQAC officials represented IUBAT in various events and gatherings organized by external academia with different capacities. A few notable inclusions are:

- i. Director of IQAC Prof Dr Khandoker Saif Uddin attended a Review Workshop for Evaluation for the HEAT Project of UGC on April 13, 2025.
- ii. QAC Chair and VC of IUBAT Prof Dr Abdur Rab attended the two-day training for Academic Auditors on External Quality Assessment for BAC Accreditation organized by Bangladesh Accreditation Council (BAC) on June 25 & 26, 2025.
- iii. Additional Director (QA) prof Dr Rajib Lochan Das presented a paper in the Conference on “Advancing Quality Assurance in Higher Education: Reflections from IQAC Leadership Across Universities in Bangladesh” Organized by IQAC of Dhaka University held on November 13, 2025. Deputy Director Prof Dr Lutfar Rahman also attended the conference as a participant.



Additional Director (QA) presents a paper in the DU Conference

C. Concluding Remark

IQAC has been working in cooperation with the both program offering and non-program departments regarding ensuring quality in academic practices at UBAT. The scope of monitoring and evaluation of internal QA activities has been widened and strengthened through authoritative intervention, monitoring and inspiration as well. Both work volume and achievements of IQAC have been increased in 2025 comparing to those in the last year. In the coming year, IQAC will be even stronger agent of Internal QA in the academic practices at IUBAT.



Key Persons in the ATF Proposal Writing Workshop held on January 5, 2025

End of report