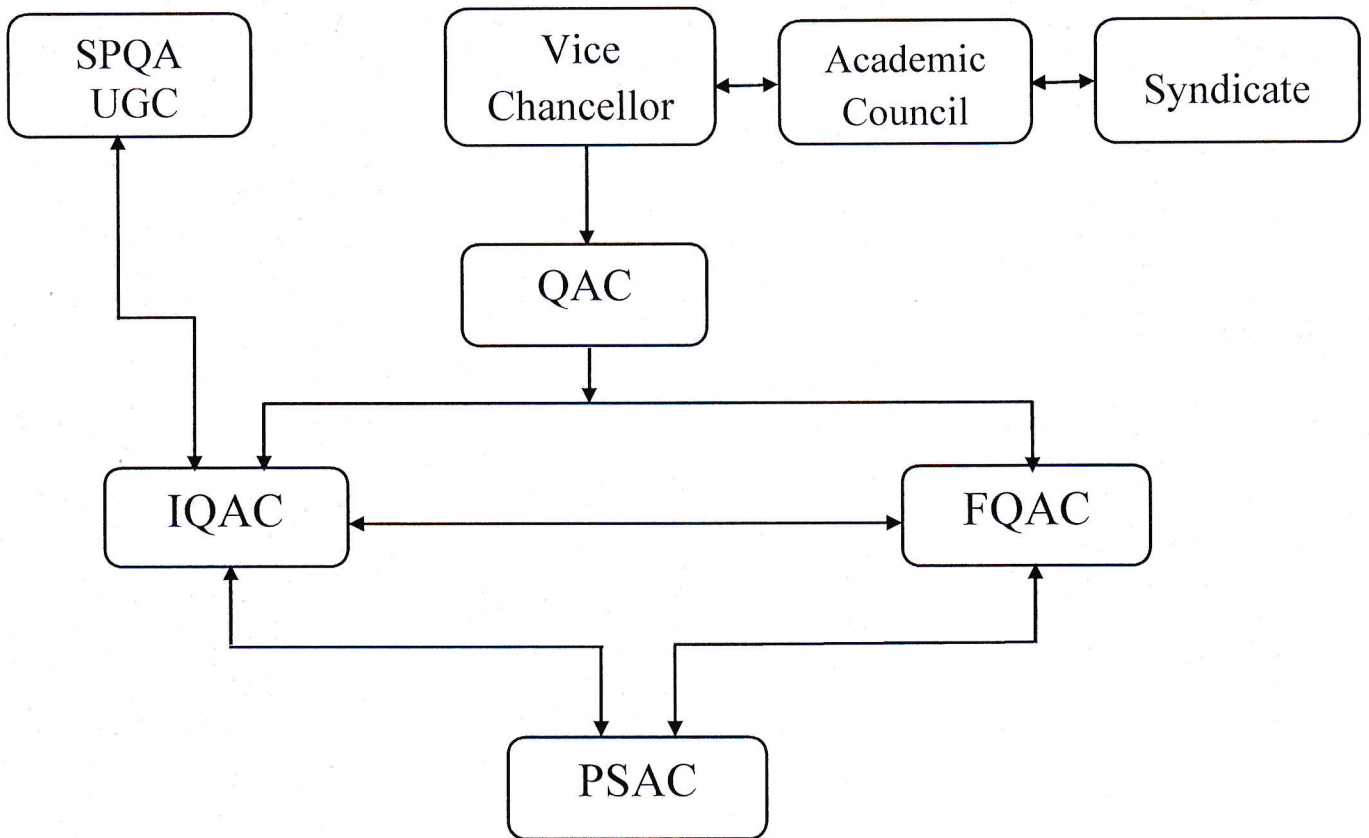


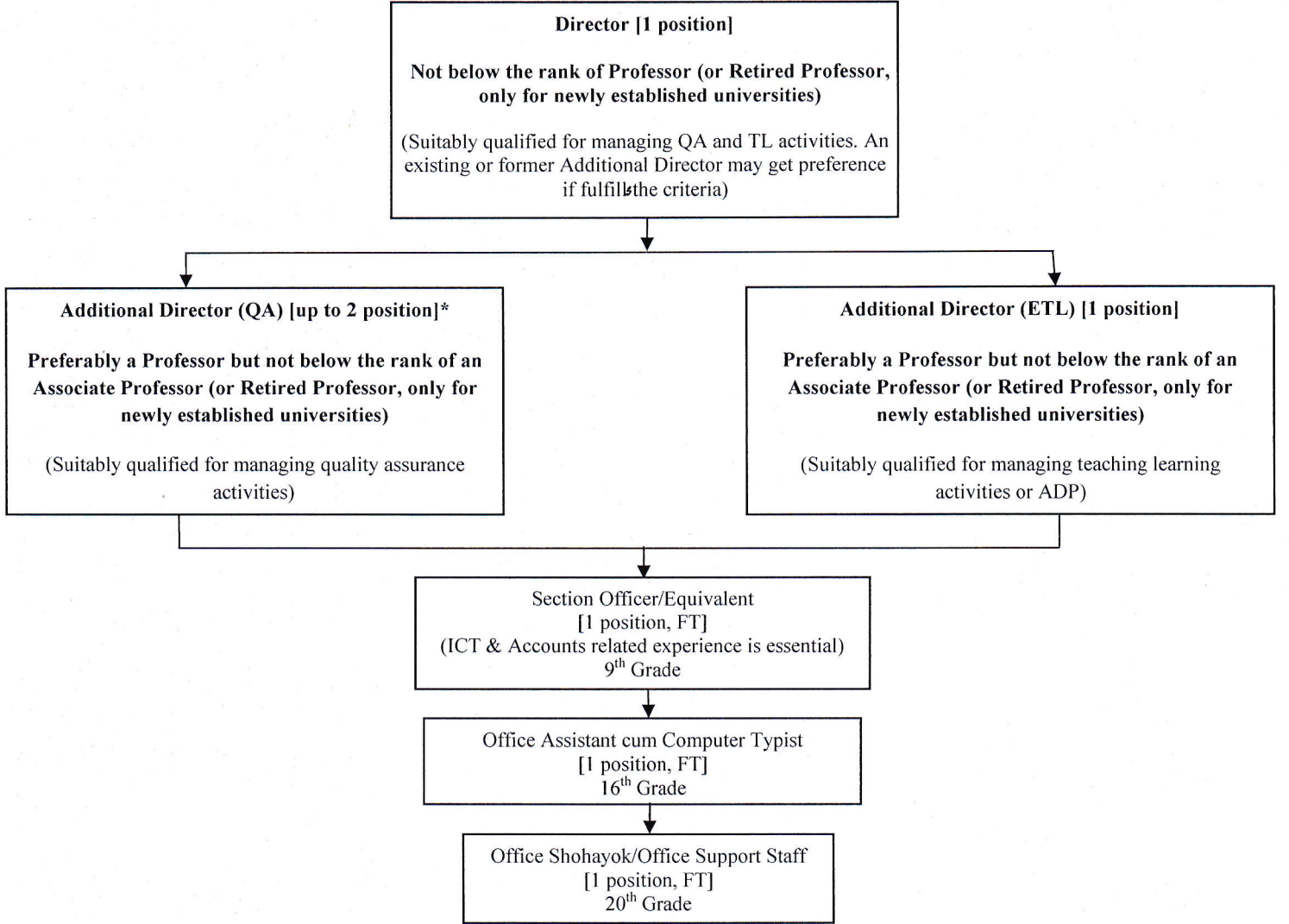
## Relational Structure of Institutional Quality Assurance Bodies of the University, SPQA and UGC



UGC: University Grants Commission of Bangladesh  
SPQA: Strategic Planning and Quality Assurance  
QAC: Quality Assurance Committee  
IQAC: Institutional Quality Assurance Cell  
FQAC: Faculty Quality Assurance Committee  
PSAC: Program Self Assessment Committee

*[Handwritten signatures]*

# Organogram of IQAC

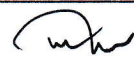


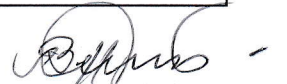
QA: Quality Assurance  
ETL: Excellence in Teaching Learning  
ADP: Academic Development Program  
FT: Full Time  
ICT: Information and Communication Technology  
POEs: Program Offering Entities

\* The number of Additional Directors will depend on the number of POEs  
**Additional Director-I (QA):** for newly established university or university with up to 20 POEs  
**Additional Director-II (QA):** for university with more than 20 POEs

## অত্যাবশ্যকীয় শর্তাবলী:

- (১) পরিচালক ও অতিরিক্ত পরিচালক নিয়োগের ক্ষেত্রে অর্গানোগ্রাম অনুযায়ী যোগ্যতা ও সংশ্লিষ্ট ক্ষেত্রে বাস্তব অভিজ্ঞতার বিষয়টি যথাযথভাবে অনুসরণ করতে হবে;
- (২) পরিচালকের মেয়াদ পূর্ণ হলে কিংবা পরিচালক পদ শূন্য হলে নতুন পরিচালক নিয়োগের ক্ষেত্রে, চলমান কার্যক্রমের ধারাবাহিকতা বজায় রাখার স্বার্থে, কর্তব্যরত বা প্রাক্তন আইকিউএসি-এর অতিরিক্ত পরিচালক(বৃন্দ)-এর মধ্য থেকে চাহিত অভিজ্ঞতা ও দক্ষতাসম্পন্ন অধ্যাপক পদমর্যাদার একজনকে পরিচালক পদে নিয়োগে অগ্রাধিকার দেয়া যেতে পারে;
- (৩) নিজ বিশ্ববিদ্যালয়ের বাইরে অন্য কোনো বিশ্ববিদ্যালয়, প্রতিষ্ঠান বা ইনস্টিটিউটে খণ্ডকালীন/চুক্তিভিত্তিক শিক্ষকতায় নিযুক্ত কিংবা কোনো এডভাইজার, কো-অর্ডিনেটর বা এ ধরনের পদে কর্তব্যরত শিক্ষককে বিশ্ববিদ্যালয়ের আইকিউএসি-এর পরিচালক বা অতিরিক্ত পরিচালক পদে নিয়োগ দেয়া যাবে না;
- (৪) নিযুক্ত আইকিউএসি-এর পরিচালক এবং কোনো অতিরিক্ত পরিচালককে স্ব স্ব বিশ্ববিদ্যালয়ের শিক্ষকতা ব্যতিত প্রশাসনিক বা অন্য কোনো গুরুত্বপূর্ণ পদের দায়িত্ব প্রদান করা যাবে না। নিয়োগপ্রাপ্ত আইকিউএসি-এর কোনো পরিচালক বা অতিরিক্ত পরিচালক পূর্ব থেকে এ ধরনের প্রশাসনিক বা অন্য কোনো গুরুত্বপূর্ণ পদের দায়িত্বে থাকলে অনতিবিলম্বে তাঁকে উক্ত অতিরিক্ত দায়িত্ব থেকে অথবা আইকিউএসি-এর সংশ্লিষ্ট দায়িত্ব থেকে অব্যাহতি দিতে হবে;
- (৫) নিযুক্ত আইকিউএসি-এর পরিচালক এবং অতিরিক্ত পরিচালক-এর টিচিং লোড যৌক্তিক পর্যায়ে হ্রাস করতে হবে। তাঁর নিজ বিভাগ বা ইনস্টিটিউটে একটির বেশি কোর্সের পাঠদানের দায়িত্ব নেয়া সমীচীন হবে না;
- (৬) নিযুক্ত আইকিউএসি-এর পরিচালক ও অতিরিক্ত পরিচালক-এর প্রতিটি মেয়াদকাল হবে ০৩ (তিন) বছর। এক্ষেত্রে একাধিক মেয়াদে দায়িত্ব প্রদানে কোনো বাধা থাকবে না;
- (৭) বিশ্ববিদ্যালয়ের আইকিউএসি-এর কর্মকর্তা-কর্মচারী নিয়োগের নিমিত্ত বহুল প্রচারিত জাতীয় দৈনিকে বিজ্ঞাপন প্রকাশ করতে হবে এবং এক্ষেত্রে অনুমোদিত অর্গানোগ্রাম অনুযায়ী যোগ্যতা ও অভিজ্ঞতার বিষয়টি আবশ্যিকভাবে অনুসরণ করতে হবে।





## **Composition of Quality Assurance Committee (QAC)**

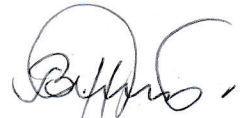
In order to look after the key issues of quality assurance and activities of the IQAC the Quality assurance Committee (QAC) shall be constituted in each university. The IQAC shall report to the VC and be supervised by the University's QAC. The composition of the QAC shall be as follows:

1. Vice Chancellor of the university (Chair)
2. Pro-Vice Chancellor (Pro-VC academic shall be the member if the university has two or more Pro-VCs)
3. All Deans
4. Director of IQAC
5. Director(s) of all institutes of the university, those are not under any Faculty or Dean
6. An Expert/Representative nominated by the UGC
7. Any other two senior academics with remarkable contribution in the field of TL (preferably one of the former Directors/Addl. Directors of IQAC) appointed by the Syndicate nominated by the Vice-Chancellor
8. Registrar of the University
9. Director of Finance and Accounts/Comptroller
10. An Additional Director of IQAC shall be the Member-Secretary of QAC (in cases of more than one Additional Director, the Vice-Chancellor shall nominate the Member-Secretary).

## **Composition of Faculty Quality Assurance Committee (FQAC)**

In order to implement the decisions taken by the QAC on key issues of quality assurance at faculty and/or department, the Faculty Quality Assurance Committee (FQAC) shall be constituted in each university. The PSAC shall report to the Dean and be supervised by the FQAC. The composition of FQAC shall be as follows:

1. Dean of the Faculty (Chair)
2. Two Deans from other faculties of the university
3. All Heads/Chairman of the departments under the faculty



## **Composition of Program Self Assessment Committee (PSAC)**

In order to periodic self assessment of the program(s), monitoring of activities taken under Process Management (PM) and Continuous Quality Improvement (CQI), there shall be a Program Self Assessment Committee (PSAC) in each Department/Institute. The composition of the PSAC shall be as follows:

1. Chairman/Head/Director of the Department/Institute or a senior faculty of the Department/Institute nominated by the academic committee (Chair)
2. Two other faculty members nominated by the academic committee

Two handwritten signatures in black ink are located in the lower right quadrant of the page. The signature on the left is a cursive, stylized name. The signature on the right is also cursive and appears to be a different name, possibly including a surname.

## **Institutional Quality Assurance Cell (IQAC)**

### **Preamble**

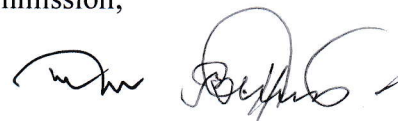
To ensure and enhance the quality of higher education, the Institutional Quality Assurance Cell (IQAC) has been established in the universities since 2015. Subsequently, to perform and achieve the goals of quality assurance, the University Grants Commission of Bangladesh (UGC) has approved a Uniform Organogram of the IQACs and circulated it to the universities accordingly.

### **Objective(s)**

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the universities.
- To undertake measures for quality enhancement and excellence in teaching-learning through internationalization as well as to institutionalize the best practices of QA activities.

### **Function(s)**

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the universities;
- Facilitating the establishment of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Dissemination of information on various quality benchmarks/parameters of higher education;
- Take initiatives to develop a culture conducive to securing position in World University Rankings;
- Organizing inter and intra institutional workshops, seminars, consultative dialogues on quality related themes for promotion of quality culture;
- Documentation of various programs/activities leading to quality improvement;
- Acting as a nodal agency of the universities for coordinating quality-related activities, including adoption and dissemination of the best practices;
- Preserving and forwarding the Self-Assessment Report and Peer Review Report to the QAC and the UGC;
- Coordinating and facilitating external review process;
- Providing administrative and financial support to carry-out the self-assessment exercise;
- Developing and maintaining institutional database through Management Information System (MIS) for the purpose of maintaining and enhancing the institutional quality;
- Undertaking measures for feedback from students, parents and other relevant stakeholders on quality-related institutional processes;
- Preparing the Annual Quality Assurance Report (AQAR) as per guidelines and parameters set by the UGC, to be submitted to the Commission;



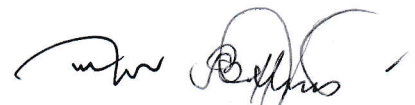
## **Portfolio of Director and Additional Director(s)**

### **Job Description of Director, IQAC**

- Oversee the management of IQAC and be responsible for all its activities;
- Establish milestones and performance indicators for smooth and effective implementation of IQAC activities to meet the international standards;
- Take necessary steps to develop a culture with a view to achieving position in World University Rankings;
- Work as the Chief Liaison Officer (CLO) among the UGC, the respective universities and the QAU;
- Co-ordinate, supervise and monitor all QA and TL related activities of the IQAC within the university;
- Establish a liaison with other universities and research organizations at home and abroad to learn the best practices;
- Explore the emerging issues with regard to higher education and recommend those to the QAC and the UGC;
- Prepare performance-based budget subject to availability of grants, aid, endowment from the UGC and other organizations;
- Arrange meetings on a regular basis to assess the performance of the IQAC in promoting the best QA culture and TL practices within the university;
- Formulate strategic plan and recommend it to the QAC and the UGC for enhancement of overall quality of the university;
- Develop a data-base software of information regarding the training to be delivered to all relevant stakeholders on QA and TL;
- Execute all QA and TL related decisions as directed by the UGC, the QAC and Syndicate/Regent Board of the university;
- Report to the QAC and the UGC twice a year;

### **Job Description of Additional Director (QA)**

- Assist in formulating policies for different QA aspects of the university relating to governance, leadership strengthening, curriculum development, faculty and professional staff development;
- Play a key role in monitoring, evaluation and continual improvement of QA;
- Collect data/evidence on the implementation of the policies formulated and prepare a report on all QA related activities;
- Develop an improvement plan regarding QA for every 4 years and ensure its effective implementation and monitoring;
- Assist POEs and the university in culturing the procedures for accreditation of the programs and university as per the guidelines set by the BAC;
- Execute QA related decisions as directed by the UGC and/or by the QAC and Syndicate/Regent Board of the university;
- Facilitate the self-assessment and external peer review conducted by the PSAC;
- Implement the QA process at program level;
- Assist in developing an online data-base software enriched with all information regarding the QA activities and monitoring and evaluating those;
- Conduct annual academic audit at every POE level.



### **Job Description of Additional Director (ETL)**

- Plan training/workshop/seminar etc. for faculties, officers and support staff to implement policies regarding all aspects of teaching-learning;
- Review the literature related to modernization of curriculum, teaching-learning and research etc.;
- Conduct research on various aspects of teaching-learning, performance of teachers, students' learning behavior, blended learning mode, code of conduct for teachers and students, and so on;
- Conduct research on the implementation of outcome-based teaching-learning and assessment;
- Assist the university authority to introduce an award/recognition system for excellence in teaching-learning, research, leadership quality, office management skills, etc;
- Respond to the requests regarding training, and formulate training proposals, deliver courses, prepare necessary documents, etc;
- Identify and organize short training courses on professional development;
- Guide and assist the POEs of the university to implement the Outcome Based Education (OBE);
- Develop an improvement plan regarding ETL for every 4 years and ensure its effective implementation as well as monitoring of its achievements;
- Assist in developing a data-based software containing all information on the programs undertaken for ETL;
- Execute ETL related decisions as directed by the UGC and/or by the QAC and Syndicate/Regent Board of the respective university;
- Provide training to the faculty members to implement research and scholarly activities.

