**বাংলাদেশ আর্মি ইন্টারন্যাশনাল ইউনিভার্সিটি অব সায়েন্স এন্ড টেকনোলজি, কুমিল্লা সেনানিবাস**
**BANGLADESH ARMY INTERNATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY (BAIUST), CUMILLA CANTONMENT**

# Institutional Quality Assurance Cell (IQAC)

Date: 07 January 2021

## SUBJECT: FORMATION OF PROGRAM SELF-ASSESSMENT COMMITTEE.

Dear Sir,

With the aim of continuous quality assurance in the programs offered by BAIUST under its departments, a Program Self-Assessment Committee under each program-offering department is required to accomplish a set of responsibilities in cooperation with IQAC. Ideally, each PSAC will conduct self-assessments of academic programs and prepare improvement plan which require discussion, coordination, and documentation. Hence the departments mentioned below will form a PSAC with the Head and two or more members and send a report on this to Director, IQAC by 20 January 2021:

1. Department of Computer Science & Engineering
2. Department of Electrical and Electronic Engineering
3. Department of Civil Engineering
4. Department of Business Administration
5. Department of English
6. Department of Law

## Formation and Responsibilities of PSAC:

As per Chapter 3 of the Self-Assessment Manual (pp. 18-24), formulated by UGC in 2014, the key responsibilities and formation of a PSAC under a department are mentioned in A and B in the following:

### A. Responsibilities of the PSA Committee

1. Designing the self-assessment activity schedule.
2. Organizing awareness building workshop on Self-assessment and Quality Assurance in Higher Education to ensure the cooperation and participation of all staff members of the department under assessment.
3. Preparing the survey tools (questionnaire) for major stakeholders i.e. students, alumni members, employers, academic staffs, non-academic staffs etc. and conducting the opinion survey to collect data and feedback from major stakeholders using separate questionnaire.
4. Data entry, analysis and preparing the self-assessment report (SAR).
5. Program Self-Assessment Committee (PSAC) will organize workshop to share the program self-assessment results with the faculty members and the representatives of major stakeholders in presence of the QAC.

6. PSAC will submit the final Program SA Report to the Head of the program offering department and to the QAC for approval and endorsement.

7. Proposing the panel for external peer review to the IQAC. PSAC will prepare the external peer review schedule in consultation with the IQAC and Head of the department concerned. On arrival of the peer review team, the Head of the PSAC should provide following documents and facilities for effective external peer review:

 i. A copy of the peer review schedule specifying the names and designation of the high officials of the university to whom the reviewers will be speaking.

 ii. Peer review checklist and guidelines

 iii. A copy of class routine

 iv. University handbook containing mission, objectives and program details including curricula

 v. Academic calendar for the program(s)

 vi. Access to the class room for teaching observation, course files, project papers, assignments, exam papers (question papers & answer scripts) etc.

8. Arranging workshop and preparing the draft improvement plan in respect of the SA Report findings and the recommendations of the external peer review panel. PSAC will submit the improvement plan to the Head of the Program offering department and to the IQAC for further necessary actions.

B. **Formation of PSAC**: Upon receiving the written directives from the Director of the IQAC, the Head of the program offering department will arrange a meeting inviting the faculty members of the department to constitute a program self-assessment committee. In the meeting, the department will constitute the program self-assessment committee (PSAC) by interested, experienced and qualified faculty as per the provisions stated in IQAC Operations Manual (section 4.7). The Head of the program offering department will send the PSAC to the Director, IQAC in writing for further necessary actions.
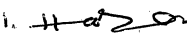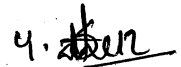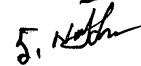
Director
Institutional Quality Cell (IQAC)
BAIUST

**Action:**
1. Department of Computer Science & Engineering
2. Department of Electrical and Electronic Engineering
3. Department of Civil Engineering
4. Department of Business Administration
5. Department of English
6. Department of Law

**Information:**
Vice Chancellor
Registrar Brach (Academic)