



BAIUST/IQAC

✓ Dated: August 26, 2019

GENERAL INSTRUCTION: TRAINING AND SEMINAR FOR ENHANCEMENT OF QUALITY IN HIGHER EDUCATION

Reference:

- A. BAIUST letter no. 001/Aca/48/Minutes-50/2019 dated 18 July 2019
- B. BAETE, IEB mail regarding On-Site Training on EEE, Dated 3 July 2019

1. To implement OBE and to achieve international standard Accreditation, BAIUST IQAC will conduct a day-long training on 27 August, 2019 (Tuesday) for all the faculty members of the Engineering and Non-Engineering Departments.
2. BAETE has nominated Prof. Dr. Arshad Chowdhury, Dept. of ECE, NSU, to conduct On-Site training for the EEE program of BAIUST. The training session will commence at 9:00 am and continue simultaneously in two separate venues till 5:00 pm.
3. An overview of the training program is presented below:

<u>On-Site Outcome-based Education (OBE) Training on EEE Program</u>	
Date: 27 August, 2019 (Tuesday)	
Facilitator:	Prof. Dr. Arshad Chowdhury, Dept. of ECE, NSU
Time:	9:00 am-5:00 pm
Venue:	BAIUST Auditorium

4. **Responsibility:**
The Department of EEE will be responsible to organize the day-long training program.
5. **Attendance:**
All faculty members of EEE Department, BAIUST. The faculty members of the other departments will participate in the training program up to the lunch break.
6. **Anchoring:**
Mr. ASM Monjurul Hasan, Assistant Professor, Dept. of EEE will be the anchor for the training program.
7. **Admin and Logistics:**
 - a. Responsibility: Registrar's Office (Admin Branch)
 - b. Tasks:
 - (1) Preparation of the venue.



- (2) Transport facility for the training facilitator and the faculty members
 - (3) Preparation of comfortable seating arrangements
 - (4) General cleanliness
 - (5) Snacks/Lunch as required
8. **Arrangements of PA Equipment:** Mr. Khan Hamidul Islam, Academic Support Supervisor will be responsible to ensure the PA equipment and other training and workshop requirements on both the days of training and seminar.
9. **Transport Coordinator only:** Please arrange the transport facility for the training facilitator and faculty members
10. **Advisor, Photography Club only:** Please arrange the photography for the above mentioned training and seminar and also forward the pictures to the ICT Cell for uploading to the University website.
11. Forwarded for your kind information and necessary action please.

Colonel Prof Md Mosharrof Hossain (Retd)
Treasurer &
Director, IQAC
BAIUST

Action:

- Treasurer's Office
Dept of CSE
Dept of CE
Dept of EEE
Department of Business Administration
✓ Dept of Science & Humanities
Dept. of English
Dept. of Law
Registrar's Office (Admin Branch)
IQAC, BAIUST
Transport Coordinator
Advisor, Photography Club
Mr. Khan Hamidul Islam, Academic Support Supervisor

Information:

Vice Chancellor

1. Hossain
2. [Signature]
3. [Signature]
4. [Signature]
5. [Signature]
6. [Signature]
7. Arman
8. [Signature]