



আইকিউএসি কার্যালয়

বরিশাল বিশ্ববিদ্যালয়

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স্মারক: বিইউ/ আইকিউএসি/ অ্যাক্রেডিটেশন/ ১০/ ২২৩/ ২৫৮ (১-৪০) তারিখ : ২৪/৪/২০২৪

বিষয়: অ্যাক্রেডিটেশনের লক্ষ্যে প্রণীত রোডম্যাপে নির্ধারিত করণীয় সম্পাদনের অনুরোধ।

উপরোক্ত বিষয় মোতাবেক সংশ্লিষ্ট সকলকে অবহিত করছি যে, বিশ্ববিদ্যালয়ের বিভাগসমূহের অ্যাক্রেডিটেশনের রোডম্যাপ প্রণয়নের লক্ষ্যে ২৪ ও ২৫ জানুয়ারি ২০২৪ তারিখে সকল ডিন, সকল চেয়ারম্যান ও সংশ্লিষ্ট দপ্তরপ্রধানগণের অংশগ্রহণে অনুষ্ঠিত ওয়ার্কশপে প্রণীত খসড়া ২৮/২/২০২৪ তারিখের কোয়ালিটি এস্যুরেন্স কমিটির সভায় অনুমোদন লাভ করেছে। এতদপ্রেক্ষিতে সংশ্লিষ্টগণের করণীয়ের তালিকা নিম্নের জ্ঞাতব্যসহ প্রেরিত হলো।

ক) রোডম্যাপের খসড়ায় বর্ণিত করণীয়সমূহের মধ্যে যেগুলো দ্বিতীয় বা তৃতীয় পর্যায়ের সেগুলো বিবর্জিত রেখে এ তালিকা প্রস্তুতকৃত হলো।

খ) করণীয়ের খসড়ায় উল্লেখিত ডেডলাইন ইতোমধ্যে অতিক্রান্ত হয়ে গিয়েছে এমন হলে সংশ্লিষ্ট করণীয়টি গুরুত্বের সাথে অতি সত্বর সম্পাদনের প্রয়াস গহণের অনুরোধ করা হলো।

গ) এই করণীয়সমূহের অগ্রগতি নিয়মিত বিরতিতে আইকিউএসি, এফকিউএসি ও পিএসএসি'র সভায় পর্যালোচিত হবে এবং এ জন্য অগ্রগতির তথ্য চাওয়া হবে।

ঘ) বাংলাদেশ অ্যাক্রেডিটেশন কাউন্সিলের বিশেষজ্ঞগণের পরামর্শে প্রয়োজনে এ করণীয়ে পরিমার্জন সাধিত হতে পারে, তবে এমন আশঙ্কার ভিত্তিতে কোনো করণীয় ছুটিতে সুযোগ নেই।

(প্রফেসর ড. মোঃ মুহসিন উদ্দীন)

পরিচালক, আইকিউএসি

বরিশাল বিশ্ববিদ্যালয়

বিতরণ: (জ্যেষ্ঠতক্রমে নয়)

- ১। সকল ডিন, বরিশাল বিশ্ববিদ্যালয়।
- ২। রেজিস্ট্রার, বরিশাল বিশ্ববিদ্যালয়।
- ৩। সকল চেয়ারম্যান, বরিশাল বিশ্ববিদ্যালয়।
- ৪। পরিচালক, নেটওয়ার্কিং এন্ড আইটি, বরিশাল বিশ্ববিদ্যালয়।
- ৫। পরিচালক, ছাত্র পরামর্শ ও নির্দেশনা, বরিশাল বিশ্ববিদ্যালয়।
- ৬। পরিচালক, পরিকল্পনা ও উন্নয়ন, বরিশাল বিশ্ববিদ্যালয়।
- ৬। পরিচালক, গবেষণা ও সম্প্রসারণ, বরিশাল বিশ্ববিদ্যালয়।
- ৬। প্রোগ্রামার, বরিশাল বিশ্ববিদ্যালয়।
- ৬। সেলফ অ্যাসেসমেন্ট কমিটির প্রধান, সকল বিভাগ, বরিশাল বিশ্ববিদ্যালয়।
- ৭। আহ্বায়ক, যৌননির্দেশন বিষয়ক অভিযোগ গ্রহণ কমিটি, বরিশাল বিশ্ববিদ্যালয়।



Responsibility in Accreditation Roadmap

Responsible Person/ Authority: Chairman

Sl	Description of the Job	Completion Deadline	Reminder/ Overseer/ In consultation with	Reference to Accreditation Standard and Criteria
1.	To define Vision, Mission and objectives in the light of those of the Institution	July 2024	PSAC	Standard 1 Criterion 1
2.	To design the OBE curriculum in the prescribed format following QF	Before the admission of 2024-25	PSAC	Standard 4 Criterion 1-9
3.	Preparing the Strategic Plan of the Department	Drafting: 30 June 2024 Finalization: August 2024 Display on the HEI website: September 2024	PSAC FQAC	Standard 1 Criterion 2
4.	Maintaining the Academic Calendar strictly	Starting with the intake of session 2023-24	Dean	Standard 1 Criterion 4
5.	To keep the Academic Calendar well communicated and displayed on website	Starting with the intake of session 2023-24	Dean	Standard 1 Criterion 4
6.	Publishing and providing students every year at the time of first-year-admission a handbook containing mission and objectives of the PoE, curriculum of the program, graduate profile, academic calendar, disciplinary rules, academic and examination rules etc.	To Start with the intake of session 2023-24	PSAC and Dean	Standard 3 Criterion 4
7.	To keep provisions of internship/project/ dissertation/field work/work integrated learning opportunities in the curriculum.	To Start with the intake of session 2024-25	PSAC and Dean	Standard 4 Criterion 9



Responsibility in Accreditation Roadmap

Responsible Person/ Authority: Chairman

Sl	Description of the Job	Completion Deadline	Reminder/ Overseer/ In consultation with	Reference to Accreditation Standard and Criteria
8.	To follow perfectly designed OBE curriculum	To start with the intake of session 2024-25	PSAC and Deans	Standard 4 Criterion 1-8
9.	To keep consistency between the Class routine and the credit value of the courses in terms of contact hour and teaching learning activities	To start with the intake of session 2024-25	PSAC and Deans	Standard 5 Criterion 2
10.	A guideline for tutorial classes has to be prepared and followed by the course teacher	December 2024	Deans	Standard 5 Criterion 9
11.	Organising orientation session(s) for the freshers to acquaint them with the PoE, academic program, facilities, career requirements, career prospects and career pathways before the start of the program.	To start with the session 2023- 24	PSAC	Standard 6 Criterion 4
12.	Framing a policy of academic guidance and counseling on course content, good conduct and integrity including cheating, plagiarism, cybercrime/cyber law etc. on a regular basis and putting the policy into action	October 2024		Standard 6 Criterion 5
13.	An assessment of the existing Laboratory facilities, instructional technology & software, IT learning facilities that are identified through curriculum mapping as necessary and determining the amount of shortage of them and to report to the authority about the shortage	December 2024		Standard 8 Criterion 4



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Responsibility in Accreditation Roadmap

Responsible Person/ Authority: Chairman

Sl	Description of the Job	Completion Deadline	Reminder/ Overseer/ In consultation with	Reference to Accreditation Standard and Criteria
14.	To take initiatives for university industry collaboration (UIC) for mutual benefits and improvement		Director, External Affairs, and Director, Student Affairs	Standard 10 Criterion 4

(Professor Dr. Md. Muhasin Uddin)

Director, IQAC

Barishal University



Responsibility in Accreditation Roadmap

Responsible Person/ Authority: Faculty Member/ Course Teacher

Sl	Description of the Job	Completion Deadline	Reminder/ Overseer/ In consultation with	Reference to Accreditation Standard and Criteria
1.	Maintaining the Academic Calendar strictly	To Start with the intake of session 2023-24	Chairman	Standard 1 Criterion 4
2.	The documentation of practical evidences in teaching, learning and assessment as outlined in the OBE in the course file	To Start with the intake of session 2024-25	Chairman and PSAC	Standard 5 Criterion 1
3.	To follow perfectly designed OBE curriculum	To start with the intake of session 2024-25	PSAC and Deans	Standard 4 Criterion 1-8
4.	Making the course plan with topics, CLOs, assessment strategies and rubrics and making it available to the students at the beginning of the course	To start with the intake of session 2024-25	Chairman and PSAC	Standard 5 Criterion 4
5.	Maintaining documented course file with course plan specifying prerequisite course(s) (if any), credit value, teaching learning & assessment methods and facilities/resources that are mapped out as necessary in the OBE curriculum	To Start with the intake of session 2024-25	Dean, Chairman and PSAC	Standard 4 Criterion 8
6.	Keeping records of attendance, missed classes and make-up classes	To Start with the intake of session 2024-25	Chairman and PSAC	Standard 5 Criterion 3
7.	Keeping documents to prove that the results of the formative assessment were published in time and the students could make use of that feedback to prepare himself for the next formative and summative test	To Start with the intake of session 2023-24	Chairman and PSAC	Standard 5 Criterion 5



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Responsibility in Accreditation Roadmap

Responsible Person/ Authority: Faculty Member/ Course Teacher

Sl	Description of the Job	Completion Deadline	Reminder/ Overseer/ In consultation with	Reference to Accreditation Standard and Criteria
8.	Taking tutorial classes as per the guideline of the Chairman/Dean	To Start with the intake of session 2023-24	Chairman	Standard 5 Criterion 9

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Director, IQAC
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Responsibility in Accreditation Roadmap

Responsible Person/ Authority: Deans

Sl	Description of the Job	Completion Deadline	Reminder/ Overseer/ In consultation with	Reference to Accreditation Standard and Criteria
1.	Preparing a uniform format of Academic Calendar	March 2024		Standard 1 Criterion 4
2.	To sit with the departments to adopt the class size policy st by BAC	Before 44 th AC Meeting		Standard 1 Criterion 5
3.	Drafting and endorsing a set of Values to be maintained by the University	April 2024	PoEs and relevant Office-Heads	Standard 2 Criterion 2
4.	Preparing a policy to ensure sufficient autonomy with financial support to introduce innovative approaches for effective teaching-learning, research and management of the academic program.	July 2024	PoEs, Head of Finance and accounts and Director, Research and Extension	Standard 2 Criterion 3
5.	Drafting a general guideline of documentation of admission process to ensure transparency and fairness in selecting the right candidate for admission in the academic program.	February 2024	Head of PoEs	Standard 3 Criterion 3
6.	Preparing a guideline for make-up classes	December 2024	FQAC	Standard 5 Criterion 3
7.	Identifying the factors that preclude timely publication of the results of formative assessments and recommending probable solutions	December 2024	FQAC	Standard 5 Criterion 5
8.	Preparing a guideline about the formation and function of an active alumni association for every department	December 2024	Chairmen and Registrar	Standard 6 Criterion 6



Responsibility in Accreditation Roadmap

Responsible Person/ Authority: Deans

Sl	Description of the Job	Completion Deadline	Reminder/ Overseer/ In consultation with	Reference to Accreditation Standard and Criteria
9.	Framing a policy detailing the way of giving rewards for research and excellent academic performances	December 2024		Standard 7 Criterion 3
10.	Framing a comprehensive policy with a set of defined and documented key performance indicators (KPIs) including teaching, research, intellectual contributions of the faculty and professional staff and participation in community development to evaluate performances of faculty and professional staff at three levels (i) Head of the PoE/office head, (ii) students and (iii) self-evaluation.	December 2024	Chairmen and Registrar	Standard 7 Criterion 5
11.	Preparing a workload distribution policy balancing teaching, research and administrative activities	December 2024	Registrar	Standard 7 Criterion 6
12.	Preparing a policy guideline as to collection and management of stakeholder's feedback, comments of the course teacher and student on the courses, emerging changes in the industry and working life, effectiveness of the courses and academic program			Standard 10 Criterion 2

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Responsibility in Accreditation Roadmap

Responsible Person/ Authority: Director, Student Affairs

Sl	Description of the Job	Completion Deadline	Reminder/ Overseer/ In consultation with	Reference to Accreditation Standard and Criteria
1.	A policy of the service of student affairs needs to be prepared and endorsed and the policy shall include organising orientation and awareness sessions on health, stress management, food safety, hygiene, vaccination, cyber law, activities that violate law and order, fire safety etc. for sound physical and mental growth of the students	December 2024	Registrar	Standard 6 Criterion 3
2.	Preparing a yearly plan under the above-mentioned policy and putting it into action	December 2024		Standard 6 Criterion 3
3.	Preparing a guideline regarding student's participation in co-curricular activities and community services and ensuring the due reward for these activities and services	December 2024	Deans and Chairmen	Standard 6 Criterion 7
4.	Organising career counseling and guidance sessions for the graduating students and support them in placement on a regular basis		Chairmen	Standard 6 Criterion 8
5.	To set a standard of proportion between the number of students and facilities like Free space, class room size, common room, washroom etc		Director of Planning, and Deputy Chief Engineer	Standard 8 Criterion 1


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Responsibility in Accreditation Roadmap

Responsible Person/ Authority: Registrar

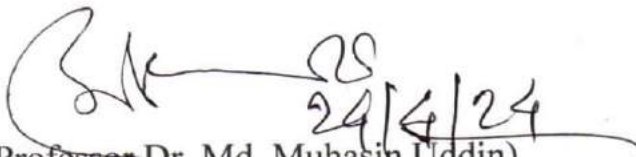
Sl	Description of the Job	Completion Deadline	Reminder/ Overseer/ In consultation with	Reference to Accreditation Standard and Criteria
1.	Reforming the committee to prevent sexual harassment on regular basis			Standard 1 Criterion 3
2.	IT based student database/portfolio with contact details of students and their next of kin, academic details and other credentials	To start with the intake of 2023-24	Dean, Proctor, IT Director and Exam Controller	Standard 1 Criterion 6
3.	Preparing the Organogram of the University	July 2024	IQAC	Standard 2 Criterion 1
4.	Preparing a job manual for the University	August 2024	IQAC	Standard 2 Criterion 1
5.	Framing and maintaining a well-defined and well-communicated transparent, fair and appropriate policy for recruitment of both faculty and professional staff	June 2024	Through a Committee	Standard 3 Criterion 1
6.	Framing Rules of business for the staff; Code of conduct for students, teachers and staff; and Disciplinary rules for students, teachers and staff	December 2024	Through necessary committees	Standard 3 Criterion 2
7.	To Frame a well-defined and well-communicated policy and procedure to redress student grievances and complaints on issues like abusive behavior, bullying, cybercrime etc. with fairness and transparency avoiding discrimination	July 2024	Through a Committee involving with others the Proctor and Director of Student Affairs	Standard 3 Criterion 6
8.	Ensuring representation from the industry/employers and alumni in the process of preparing curriculum	March 2024	On recommendation of the concerned committee and Deans	Standard 4 Criterion 1



Responsibility in Accreditation Roadmap

Responsible Person/ Authority: Registrar

Sl	Description of the Job	Completion Deadline	Reminder/ Overseer/ In consultation with	Reference to Accreditation Standard and Criteria
9.	Preparing a permanent policy of admission, transfer and withdrawal at both undergraduate and Master's level	March 2024	Through a committee consisting of the Deans and other relevant persons to frame the policy	Standard 6 Criterion 1
10.	Assigning a part of the Academic section of Registrar's office the task of 'International Students Affairs' and declaring their attachment to the Director of External Affairs	To start with the admission of the session 2023-24	Director of External Affairs	Standard 6 Criterion 2
11.	Formalising the structure of the Office of Student Affairs in the Organogram with proper capacity to discharge the responsibilities mentioned in Accreditation criterion 6.3	December 2024	Director, Student Affairs	Standard 6 Criterion 3
12.	Framing a policy to appoint the recognized and competent practitioners in the related field as guest speaker/faculty/adjunct faculty to bridge the gap between academia and industry/professional life and to provide the students with new ways of thinking and learning with practical orientation.		Through a Committee	Standard 7 Criterion 7

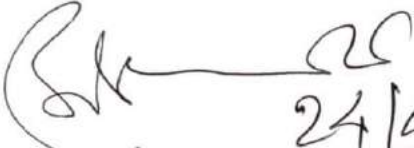

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Responsibility in Accreditation Roadmap

Responsible Person/ Authority: IQAC

Sl	Description of the Job	Completion Deadline	Reminder/ Overseer/ In consultation with	Reference to Accreditation Standard and Criteria
1.	Training for Strategic Plan	March 2024		Standard 1 Criterion 2
2.	To inform the Higher bodies (UGC, BAC etc) about the conflict between Criterion 7.8 and the organogram of the university and an acceptable solution may be sought			Standard 7 Criterion 8
3.	To prepare an elaborate work policy and guideline for quality assurance procedure and activities	December 2024		Standard 10 Criterion 1


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Responsibility in Accreditation Roadmap

Responsible Person/ Authority: Director, Networking and IT

Sl	Description of the Job	Completion Deadline	Reminder/ Overseer/ In consultation with	Reference to Accreditation Standard and Criteria
1.	IT based student database/portfolio with contact details of students and their next of kin, academic details and other credentials	To start with the intake of 2023-24	In consultation with Dean, Proctor, Exam Controller and Registrar	Standard 1 Criterion 6
2.	To have a well-designed and informative website with easy access for all	June 2024	Deans	Standard 3 Criterion 5

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Responsibility in Accreditation Roadmap

Responsible Person/ Authority: Head, PSAC of PoEs

Sl	Description of the Job	Completion Deadline	Reminder/ Overseer/ In consultation with	Reference to Accreditation Standard and Criteria
1.	Preparing a guideline to monitor students' progress and achievement comprehensively to identify the students who are showing poor progress, who are not achieving and who are at risk and to support them for improvement	December 2024		Standard 6 Criterion 9


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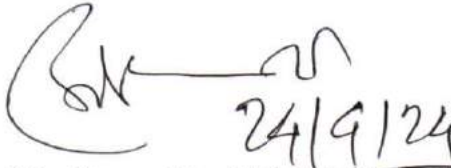
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Responsibility in Accreditation Roadmap

Responsible Person/ Authority: Convenor, Committee to prevent sexual harassment

Sl	Description of the Job	Completion Deadline	Reminder/ Overseer/ In consultation with	Reference to Accreditation Standard and Criteria
1.	Preparing and adopting the policy to prevent sexual harassment and to display the policy on the website	March 2024	Registrar	Standard 1 Criterion 3

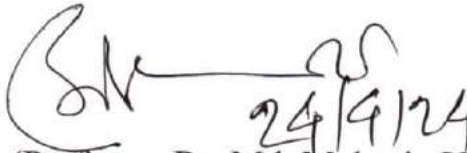

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Responsibility in Accreditation Roadmap

Responsible Person/ Authority: Librarian

Sl	Description of the Job	Completion Deadline	Reminder/ Overseer/ In consultation with	Reference to Accreditation Standard and Criteria
1.	Preparing an action plan for ensuring appropriate library management software, adequate space, workstation, e-library services, periodicals and journals in printed and electronic forms, electronic data bases, easy access, and a collection and weeding policy	December 2024	IQAC	Standard 8 Criterion 2


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Responsibility in Accreditation Roadmap

Responsible Person/ Authority: Director, Planning and Development

Sl	Description of the Job	Completion Deadline	Reminder/ Overseer/ In consultation with	Reference to Accreditation Standard and Criteria
1.	To set the standard of necessary physical facilities like office facilities including secretarial and technical services, fire and safety, free space, workstation, canteen, washroom, prayer room facilities etc. and the amount of shortage of these facilities needs to be measured for further planning	October 2024	Director, Student Affairs	Standard 8 Criterion 3


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Responsibility in Accreditation Roadmap

Responsible Person/ Authority: Director, Research and Extension

Sl	Description of the Job	Completion Deadline	Reminder/ Overseer/ In consultation with	Reference to Accreditation Standard and Criteria
1.	Identifying the needs in the field of research of the concerned departments and circulating the list of those areas through notice while asking for research proposal	January 2025	Deans	Standard 9 Criterion 2
2.	Reforming existing research proposal form to ensure that the identified need areas have been addressed	January 2025	Registrar	Standard 9 Criterion 2


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