

**Statutes of the
Institutional Quality Assurance Cell-
Jahangirnagar University (IQAC-JU)
(11th Statutes of Jahangirnagar University)**

Preamble:

Whereas there is a continuing commitment of the Government of Bangladesh (GoB) and the University Grants Commission (UGC) of Bangladesh to enhance the quality of higher education in Bangladesh,

Whereas being constituted on 1st January 2015 as a sub-project of the Quality Assurance (QA) project of UGC, the Institutional Quality Assurance Cell (IQAC) has been continuing its operation at Jahangirnagar University with an extension of tenure on 30th September 2018,

Whereas the UGC has advised Jahangirnagar University vide an office letter (পত্র নম্বর-ইউজিসি/প্রশাঃ/কামাঃ/৭৩(পটি)/৩১২৭, তারিখ ২৩/০৪/২০১৮) to integrate the existing IQAC into JU revenue budget to ensure the continuing performance of this body for assuring institutional quality,

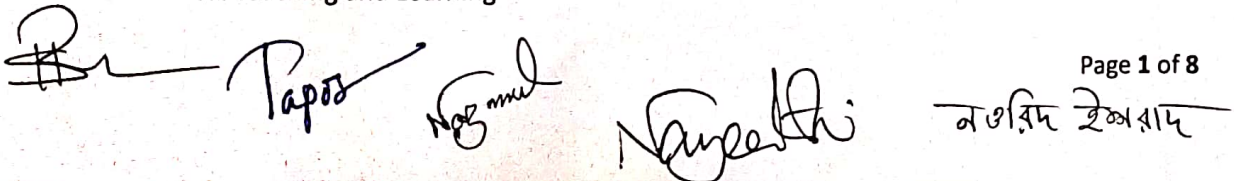
Therefore, this statutes is promulgated to integrate the Institutional Quality Assurance Cell- Jahangirnagar University (IQAC-JU) as per different office orders of UGC and the Act and Statutes of Jahangirnagar University with details as follows:

1. Title, Scope, and Statement of Authority:

- a) This Statutes shall be known as the Statutes of the Institutional Quality Assurance Cell- Jahangirnagar University (IQAC-JU) and shall be applicable to regulate the affairs of the IQAC-JU.
- b) The Statutes of the IQAC-JU is promulgated under the authority of sections 35 and 36 of the Jahangirnagar University Act 1973 to implement the objectives stated in sections 7 and 24 of the same Act.

2. Definition and Explanation:

AQAR: Annual Quality Assurance Report
BAC: Bangladesh Accreditation Council
BNQF: Bangladesh National Quality Framework
CQI: Continuous Quality Improvement
ETL: Excellence in Teaching and Learning
FQAC: Faculty Quality Assurance Committee
IQAC: Institutional Quality Assurance Cell
JU: Jahangirnagar University
MIS: Management Information System
POE: Program Offering Entity
PSAC: Program Self Assessment Committee
QA: Quality Assurance
QAC: Quality Assurance Committee
SPQA: Strategic Planning and Quality Assurance
TL: Teaching and Learning



3. Vision of the IQAC-JU:

To attain excellence in teaching, learning, research, and administration at Jahangirnagar University.

4. Mission of the IQAC-JU:

- a) To ensure the highest quality by continuously developing learning, teaching, research, and administrative activities within the campus through regularly monitoring such activities in line with the quality assurance indicators.
- b) To attain such other objectives as may be decided by the Academic Council pursuant to the Jahangirnagar University Act 1973.

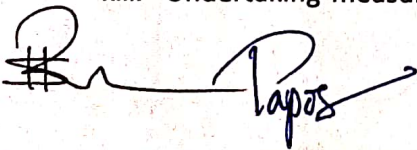
5. Objectives of the IQAC-JU:

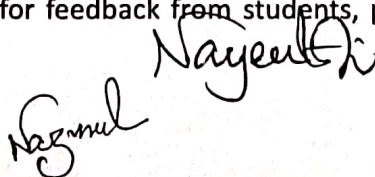
- a) To develop a system for conscious, consistent, and catalytic action to improve the academic and administrative performance of the University pursuant to the Jahangirnagar University Act 1973 and prescription of the Syndicate.
- b) To undertake measures for quality enhancement and excellence in teaching-learning through internationalization and to institutionalize the best practices of QA activities.

6. Functions of the IQAC-JU:

The IQAC-JU shall be responsible for:

- i. Development and application of quality benchmarks/parameters for various academic and administrative activities of Jahangirnagar University;
- ii. 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;
- iii. Introducing Learning Management System (LMS) in academic practices;
- iv. Dissemination of information on various quality benchmarks/parameters of higher education;
- v. Take initiatives to develop a culture conducive to securing a position in World University Rankings;
- vi. Organizing inter and intra-institutional workshops, seminars, and consultative dialogues on quality-related themes for the promotion of quality culture;
- vii. Documentation of various programs/activities leading to quality improvement;
- viii. Acting as a nodal agency of the universities for coordinating quality-related activities, including adoption and dissemination of the best practices;
- ix. Preserving and forwarding the Self-Assessment Report and Peer Review Report to the QAC and relevant authorities including the UGC;
- x. Coordinating and facilitating external review process;
- xi. Providing administrative and financial support to carry out the self-assessment exercise;
- xii. Developing and maintaining an institutional database through a Management Information System (MIS) to maintain and enhance the institutional quality;
- xiii. Undertaking measures for feedback from students, parents, and other relevant





- stakeholders on quality-related Institutional processes;
- xiv. Preparing the Annual Quality Assurance Report (AQAR) as per guidelines and parameters set by the UGC, to be submitted to the Commission;
 - xv. Organizing need-oriented training for JU teachers, students, and support staff and developing a team of competent trainers;
 - xvi. Facilitating programs to implement the BNQF and BAC rules and regulations to achieve accreditation and to maintain a nexus between the BAC and JU, subject to the approval of the Academic Council, JU;
 - xvii. Helping on matters such as OBE-based curriculum development, pedagogical design of the course, lesson planning, student assessment, teaching rating, promoting student learning and profiling student learning preferences, and development of e-learning contents tailored to the needs and desires of the faculty members;
 - xviii. Arranging dialogues, lectures, seminars, and symposia to support a diverse range of academics at different stages in their career;
 - xix. Performing such other activities in collaboration with the Faculties, Departments, Institutes, and Centres as may be necessary to attain the objectives of the IQAC-JU, subject to the approval of the Syndicate and pursuant to the Jahangirnagar University Act 1973.

7. **Hierarchical Structure of the IQAC-JU:** The IQAC-JU shall follow the hierarchical structure as mentioned below (Figure 1):

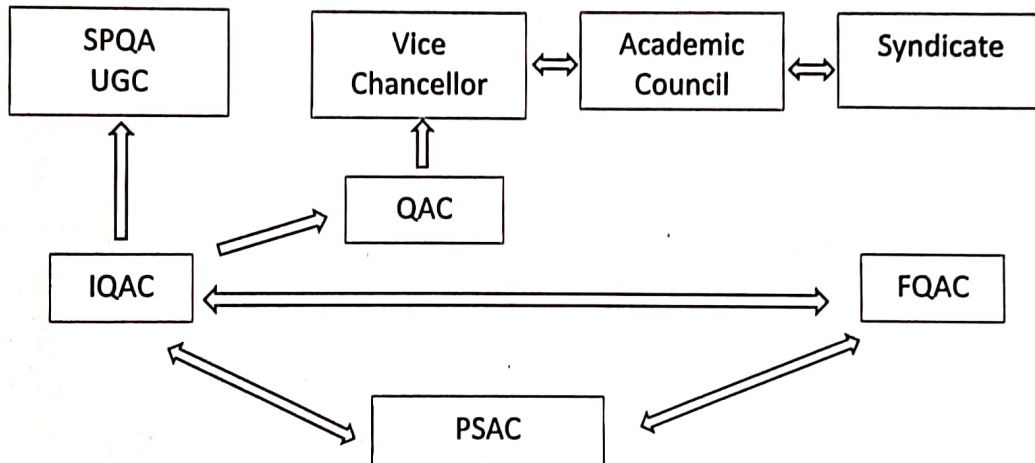


Figure 1: Hierarchical Structure of the IQAC-JU

8. **Composition of the IQAC-JU and Associate Committees:**

a) **Composition of the IQAC-JU**

The IQAC-JU shall comprise one Director, three Additional Directors, and other officials as may be approved by JU. The organogram of the IQAC-JU shall be as follows:

R. Tapos
Najmul
Sayem

Organogram of IQAC-JU

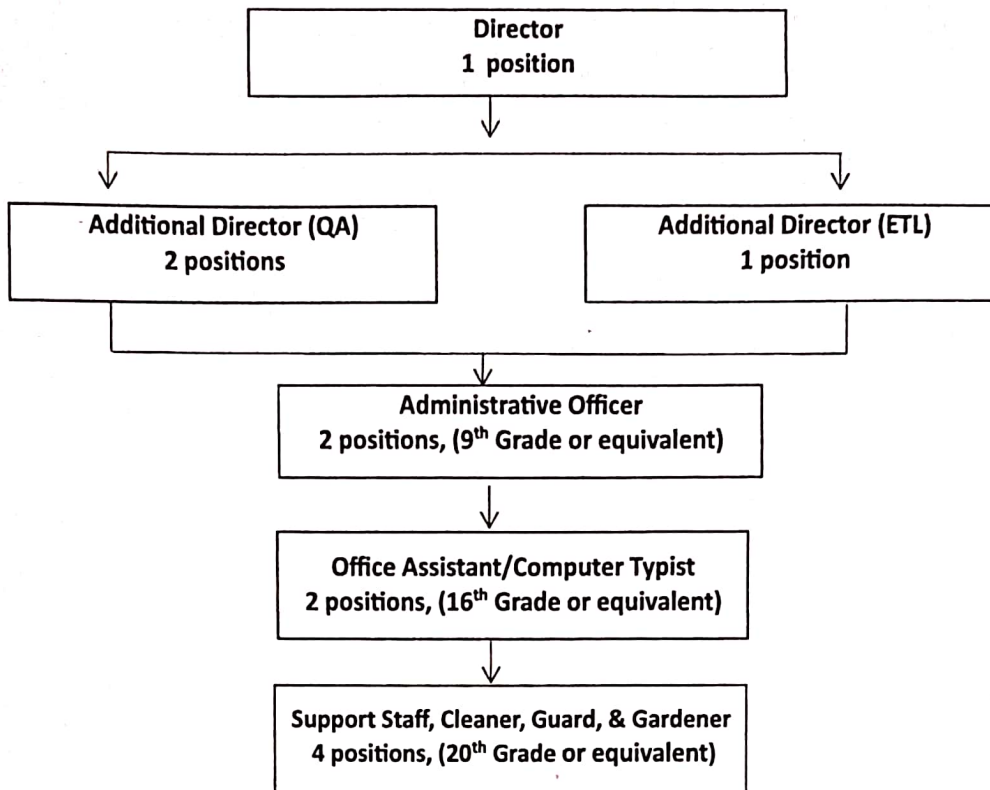



Figure 2: Organogram of the IQAC-JU

b) Composition of the Quality Assurance Committee (QAC)

The QAC is constituted to look after the key issues of quality assurance and activities of the IQAC-JU. The IQAC-JU shall report to the VC and be supervised by the QAC. The composition of the QAC shall be as follows:

- i. Vice Chancellor, JU, (Chair)
- ii. Pro-Vice-Chancellor (Academic), JU
- iii. Pro-Vice-Chancellor (Administration), JU
- iv. Treasurer, JU
- v. All Deans
- vi. Director of IQAC-JU
- vii. Director(s) of all institutes
- viii. An Expert/Representative nominated by the UGC
- ix. Any other two senior academics with remarkable contributions in the field of TL (preferably one of the former Directors/Add. Directors of IQAC-JU) appointed by the Syndicate nominated by the Vice-Chancellor
- x. Registrar, JU
- xi. Comptroller, JU
- xii. An Additional Director of IQAC-JU shall be the Member-Secretary of QAC (in cases of more than one Additional Director, the Vice-Chancellor shall


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nominate the Member-Secretary).

c) Composition of the Faculty Quality Assurance Committee (FQAC)

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

- i. Dean of the Faculty (Chair)
- ii. Two Deans from other faculties of JU nominated by the VC
- iii. All Chairman of the departments under the faculty
- iv. All PSAC chairs of the departments under the faculty
- v. One Additional Director of the IQAC-JU nominated by the VC
- vi. One Administrative Officer of the IQAC-JU nominated by the VC (as Secretary)

d) Composition of the Program Self Assessment Committee (PSAC)

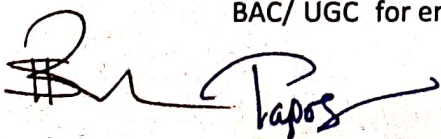
There shall be a PSAC in each Department/Institute to review the periodic self-assessment of the program(s) and activities taken under Process Management (PM) and Continuous Quality Improvement (CQI). The composition of the PSAC shall be as follows:

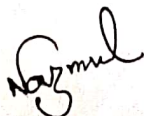
- i. Chairman/Director of the Department/Institute or a senior faculty of the Department/Institute nominated by the Departmental Academic Committee (Chair).
- ii. Two other faculty members nominated by the Departmental Academic Committee (members).

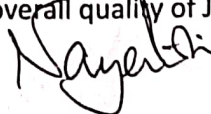
9. Portfolio of Director and Additional Director(s):

a) Job Description of Director, IQAC-JU

- i. Oversee the management of IQAC-JU and be responsible for all its activities;
- ii. Establish milestones and performance indicators for smooth and effective implementation of IQAC-JU activities to meet international standards;
- iii. Take necessary steps to develop a culture to achieve a position in World University Rankings;
- iv. Work as the Chief Liaison Officer (CLO) to maintain liaison among JU, IQAC, UGC, BAC, and other authorities as may be decided by the university;
- v. Coordinate, supervise, and monitor all QA and TL-related activities of the IQAC-JU within JU;
- vi. Establish a liaison with other universities and research organizations at home and abroad to learn the best practices;
- vii. Explore the emerging issues concerning higher education and recommend those to the QAC and the UGC;
- viii. Prepare performance-based budget subject to availability of grants, aid, and endowment from the UGC and other organizations;
- ix. Arrange meetings regularly to assess the performance of the IQAC-JU in promoting the best QA culture and TL practices within JU;
- x. Formulate a strategic plan and recommend it to the QAC and the BAC/ UGC for enhancement of the overall quality of JU;







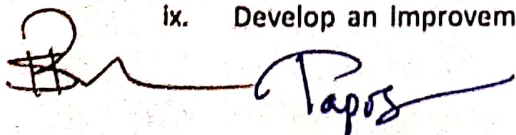
- xi. Develop a database software of Information regarding the training to be delivered to all relevant stakeholders on QA and TL;
- xii. Execute all QA and TL-related decisions as prescribed by the UGC and BAC, the QAC and Syndicate of JU;
- xiii. Report to the QAC and the UGC twice a year;

b) Job Description of Additional Directors (QA)

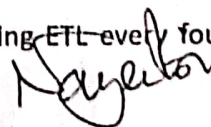
- i. Assist in formulating policies for different QA aspects of JU relating to governance, leadership strengthening, curriculum development, faculty, and professional staff development;
- ii. Play a key role in monitoring, evaluation, and continual improvement of QA;
- iii. Collect data/evidence on the implementation of the policies formulated and prepare a report on all QA-related activities;
- iv. Develop an improvement plan regarding QA every four years and ensure its effective implementation and monitoring;
- v. Assist POEs and the University in culturing the procedures for accreditation of the programs and University as per the guidelines set by the BAC;
- vi. Execute QA-related decisions as prescribed by the BAC and UGC and by the QAC and Syndicate of JU;
- vii. Facilitate the self-assessment and external peer review conducted by the PSAC;
- viii. Implement the QA process at the program level;
- ix. Assist in developing an online database software enriched with all information regarding the QA activities and monitoring and evaluating those;
- x. Conduct annual academic audits at every POE level.

c) Job Description of Additional Director (ETL)

- i. Plan training/workshop/seminar for faculty members, students, officers, and support staff to implement policies regarding all aspects of teaching-learning;
- ii. Review the literature related to the modernization of curriculum, teaching-learning, and research;
- iii. Research various aspects of teaching-learning, the performance of teachers, students' learning behavior, blended learning mode, and code of conduct for teachers and students;
- iv. Research the implementation of outcome-based teaching-learning and assessment;
- v. Assist the university authority in introducing an award/recognition system for excellence in teaching-learning, research, leadership quality, and office management skills;
- vi. Respond to requests regarding training, formulate training proposals, deliver courses, and prepare necessary documents;
- vii. Identify and organize short training courses on professional development;
- viii. Guide and assist the POEs of the University to implement the Outcome Based Education (OBE) and other education policies as may be prescribed by the Academic Council of the university;
- ix. Develop an Improvement plan regarding ETL every four years and ensure







- its effective implementation as well as monitoring of its achievements;
- x. Asslst in developing a data-based software containing all information on the programs undertaken for ETL;
 - xi. Execute ETL-related decisions as directed by the BAC and UGC and by the QAC and Syndicate of JU;
 - xii. Provide training to the faculty members to implement research and scholarly activities;
 - xiii. Execute such other IQAC-related tasks as may be assigned by the Director.

10. Appointment and Limitations:

- i. The JU Syndicate shall appoint the Director and Additional Directors of the IQAC-JU for three (3) years from among the teachers not below the rank of Professor.
- ii. The appointment, promotion, and financial benefit of the IQAC-JU officials shall be regulated by the applicable rules of the JU.
- iii. To ensure the best performance of the Director and Additional Directors, they shall not be entrusted with any other administrative/official responsibility of JU during their tenure in the IQAC-JU. Also, a Professor holding any administrative/official position of JU shall resign from the post before joining the Director/Additional Director position of the IQAC-JU.
- iv. The teaching load of any Director/Additional Director of the IQAC-JU shall be minimal; unless strictly required, a Director/Additional Director shall not instruct more than one theoretical course in his/her department.
- v. During their tenure in the IQAC-JU, it shall be unlawful for the Director and Additional Directors to engage in any other university/institute/office, full-time or part-time, in the position of advisor/coordinator/co-coordinator or any different official position.
- vi. While appointing a Director of the IQAC-JU, the JU authority shall give preference to the existing or former Additional Directors of the IQAC-JU for the interest of the continuity of the experience and activities therein.
- vii. The official status of the Director shall be similar to that of the Faculty Dean.

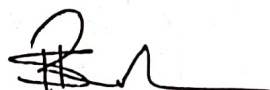
11. Meeting and Decision:

- a) The decisions of the IQAC-JU and QAC shall be taken in the meeting either by consensus or by the majority of the members participating. However, to constitute the quorum of all the meetings of the IQAC-JU and QAC, the presence of not less than 50% of the total members of the concerned body is required.
- b) The QAC and FQAC shall convene not less than two meetings annually, and the PSAQ shall convene not less than four meetings annually.

12. Temporary Vacancy: In case of a temporary vacancy in the office of the Director, the VC of the university may entrust the Charge of Director to any Additional Director.

13. Financial Rules:

- i. The Director and Additional Directors of the IQAC-JU shall receive such honorarium as may be decided by the JU authority.



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- ii. JU's existing rules and regulations shall determine the salary and other benefits of the IQAC-JU officials.
- iii. The Director and Additional Directors shall prepare the budget of IQAC and submit it for approval to the appropriate JU authority.
- iv. The Director shall ensure that no expenditure is made on any head outside the budgetary allocation without the sanction of the JU administration.
- v. The Administrative Officer (Accounts) of the IQAC-JU shall be responsible to
 - (a) ensure that all books of accounts are kept up-to-date;
 - (b) examine all bills and be satisfied before signing them;
 - (c) answer all audit queries and objections;
 - (d) maintain a record of admissible leave applications of all employees of IQAC-JU.
- vi. The account of IQAC-JU shall be subject to pre-audit and post-audit by the government auditors assigned to JU.

14. Budget:

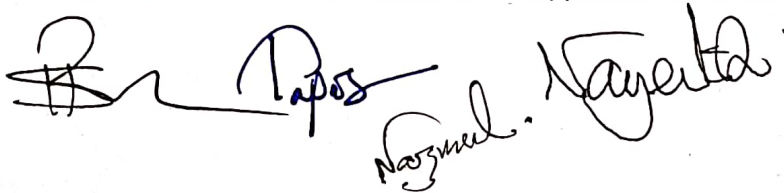
The IQAC-JU shall be funded from the revenue budget of the JU.

15. Amendment of the Statutes:

The JU Senate reserves the right to amend this Statutes of the IQAC-JU as per the applicable provisions as and when required subject to the recommendation of the Academic Council.

16. Rules Making Power:

The Director of the IQAC-JU reserves the right to make its own "rules of business" to regulate its day-to-day affairs and implement the functions of the IQAC-JU as stated in clause 6 of this Statutes. Provided that "rules of business" so made or amended shall not be inconsistent with any Rules, Regulations, Ordinance, Statutes, or Act applicable to the JU.


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