



# Institutional Quality Assurance Cell (IQAC)

HEQEP-UGC Funded Sub-Project (C-018)  
ASA University Bangladesh (ASAUB)



## Self-Assessment Committee (SAC) for BBA Program

A 3-member SAC for BBA program has been formed and approved by the Vice Chancellor. The committee is as follows:

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| 1. <b>Professor Dr. A.K.M. Helal uz Zaman</b><br>Treasurer                                 | Head   |
| 2. <b>Mr. Mohammad Saifullah</b><br>Assistant Professor, Dept. of Business Administration  | Member |
| 3. <b>Mr. Md. Nur-E-Alam Siddique</b><br>Senior Lecturer, Dept. of Business Administration | Member |

### Responsibilities of the SAC:

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 entity 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. Organizing workshop to share the program self-assessment results with the faculty members and the representatives of major stakeholders in presence of the QAC.
6. Submitting the final Program SA Report to the Head of the program offering entity and to the QAC for approval and endorsement.
7. Proposing the panel for external peer review to the IQAC.
8. Preparing the external peer review schedule in consultation with the IQAC and Head of the Entity.
9. Making all the arrangements, providing necessary supports for external peer review and arranging meeting with the major stakeholders separately as per schedule so that reviewers can conduct the review process smoothly within the stipulated time.
10. Arranging workshop and preparing the draft improvement plan in respect of the SA Report findings and the recommendations of the external peer review panel.
11. Submitting the improvement plan to the Head of the Program offering entity and to the IQAC for further necessary actions.

(Ref: *Self-Assessment Manual*: 2<sup>nd</sup> edition, 2016. pg. 19)