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| Bangladesh Accreditation Council |
| External Quality Assessment of Academic Program |
| **Assessment Sheet** |

Name of the Academic Program: Name of the HEI/University:

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| **Standards** | **Criteria** | **Full** | **Earned** | **(%)** |
| **Score** | **Point** |
| **1. Governance** | Criterion 1-1: Vision, mission and objectives of the PoE | 5 |  |  |
| Criterion 1-2: Strategic plan | 5 |  |  |
| Criterion 1-3: Set-up & Policy to control sexual harassment | 5 |  |  |
| Criterion 1-4: Academic calendar | 5 |  |  |
| Criterion 1-5: Class size policy | 15 |  |  |
| Criterion 1-6: IT based student database/portfolio | 5 |  |  |
| **Total Score for Governance** | **40** |  |  |
| **2. Leadership,**  **Responsibility and**  **Autonomy** | Criterion 2.1: Organizational structure & responsibilities | 5 |  |  |
| Criterion 2.2: Values to foster social responsibility | 5 |  |  |
| Criterion 2.3: Autonomy and financial support | 5 |  |  |
| **Total Score for Leadership, Responsibility & Autonomy** | **15** |  |  |
| **3. Institutional Integrity**  **and Transparency** | Criterion 3-1: Transparent and fair policy for recruitment | 10 |  |  |
| Criterion 3-2: Code of conduct & policy to promote ethics | 10 |  |  |
| Criterion 3-3: Transparency and fairness in admission | 5 |  |  |
| Criterion 3-4: Student handbook | 5 |  |  |
| Criterion 3-5: Informative Website | 5 |  |  |
| Criterion 3-6: Policy for grievance management | 5 |  |  |
| **Total Score for Institutional Integrity and Transparency** | **40** |  |  |
| **4. Curriculum** | Criterion 4-1: Curriculum design & review procedure | 5 |  |  |
| Criterion 4-2: Curriculum is designed following needs and QF | 10 |  |  |
| Criterion 4-3: PLOs are alligned with mission and GP | 5 |  |  |
| Criterion 4-4: PLOs are SMART | 5 |  |  |
| Criterion 4-5: Graduating credit is in compliance with QF | 5 |  |  |
| Criterion 4-6: PLOs and courses are alligned | 5 |  |  |
| Criterion 4-7: GED courses in the curriculum | 10 |  |  |
| Criterion 4-8: Course file | 5 |  |  |
| Criterion 4-9: Internship/project/dissertation/field work etc. | 10 |  |  |
| **Total Score or Curriculum** | **60** |  |  |
| **5. Teaching-Learning**  **& Assessment** | Criterion 5-1: Focus of Teaching learning and assessment | 10 |  |  |
| Criterion 5-2: SLT, TLA are in accordance of credit value | 10 |  |  |
| Criterion 5-3: Maintainance class schedule | 5 |  |  |
| Criterion 5-4: Availability of Course plan/outline | 5 |  |  |
| Criterion 5-5: Students get timely feedback | 5 |  |  |
| Criterion 5-6: Moderation of question papers | 10 |  |  |
| Criterion 5-7: Progression rules | 5 |  |  |
| Criterion 5-8: CLOs & TLA are aligned | 10 |  |  |
| Criterion 5-9 : Tutorial class | 5 |  |  |
| **Total Score for Teaching-Learning & Assessment** | **65** |  |  |

**Signature:**

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| **Standard** | **Criteria** | **Full**  **Point** | **Earned**  **Point** | **(%)** |
| **6. Student Admission &**  **Support Services** | Criterion 6-1: Appropriateness of Admission policy | 5 |  |  |
| Criterion 6-2: Set-up & Policy for International Student | 5 |  |  |
| Criterion 6-3: Student affairs department & awareness sessions | 10 |  |  |
| Criterion 6-4: PoE organizes orientation session for the freshers | 5 |  |  |
| Criterion 6-5: Academic guidance and counseling | 10 |  |  |
| Criterion 6-6: Alumni association | 5 |  |  |
| Criterion 6-7: Opportunity to involve in co-curricular activities | 5 |  |  |
| Criterion 6-8: Career counselling and guidance | 5 |  |  |
| Criterion 6-9: Management of struggling students | 5 |  |  |
| **Total Score for Student Admission & Support Services** | **55** |  |  |
| **7. Faculty & Professional**  **Staff** | Criterion 7-1: Qualified and experienced faculty | 10 |  |  |
| Criterion 7-2: Salary stucture and incentives | 10 |  |  |
| Criterion 7-3: Policy to support faculty for advanced studies | 5 |  |  |
| Criterion 7-4: Supports for professional development | 10 |  |  |
| Criterion 7-5: KPIs & Performance evaluation | 10 |  |  |
| Criterion 7-6: Policy for work load distribution | 5 |  |  |
| Criterion 7-7: Provisions to appoint competent practitioners | 5 |  |  |
| Criterion 7-8: Faculty combinationa & Teacher Student ratio | 10 |  |  |
| **Total Score for Faculty & Professional Staff** | **65** |  |  |
| **8. Facilities & Resources** | Criterion 8-1: Policy for capacity based student enrollment | 5 |  |  |
| Criterion 8-2: Library management | 5 |  |  |
| Criterion 8-3: Necessary physical facilities | 10 |  |  |
| Criterion 8-4: Laboratory, instructional technology | 15 |  |  |
| Criterion 8-5: Financial resources allocation | 5 |  |  |
| **Total Score for Facilities & Resources** | **40** |  |  |
| **9. Research & Scholarly**  **Activities** | Criterion 9-1: Research policy with budget | 5 |  |  |
| Criterion 9-2: Need based & collaborative research | 10 |  |  |
| Criterion 9-3: Policy to disseminate research findings | 5 |  |  |
| Criterion 9-4: Intellectual contributions | 10 |  |  |
| **Total Score for Research & Scholarly Activities** | **30** |  |  |
| **10. Monitoring, Evaluation &**  **Continual**  **Improvement** | Criterion 10-1: Institutional Quality Assurance Cell (IQAC) | 10 |  |  |
| Criterion 10-2: Formal system and management of feedback | 10 |  |  |
| Criterion 10-3: Systematic monitoring, evaluation and review | 5 |  |  |
| Criterion 10-4: University industry collaboration (UIC) | 5 |  |  |
| **Total Score for Monitoring, Evaluation & CI** | **30** |  |  |
|  | **Grand Total** | **440** |  |  |
| **Score Earned in Percentage (%)** | | | |  |
|  | | | | |
| **Accreditation Committee** | **Name & Address** | | **Signature** | |
| **Head:** |  | |  | |
| **Member (QA):** |  | |  | |
| **Member (Subject):** |  | |  | |

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