



# INSTITUTIONAL QUALITY ASSURANCE CELL (IQAC)



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## Faculty Orientation Spring 2018

A two day-long Faculty Orientation Program for Spring 2018 was jointly organized by Office of Graduate Studies (OGS) and Institutional Quality Assurance Cell (IQAC) of North South University (NSU) on 21 & 22 January, 2018 at the Faculty Lounge of NSU.

The orientation program was inaugurated by the Director of OGS, Prof. Dr. Sharif Nurul Ahkam and Director of IQAC, Dr. Nazmun Nahar. Hon'ble Pro Vice Chancellor (Designate), Prof. Dr. G.U. Ahsan was present at the inaugural session. In his speech, the Pro VC appreciated the joint effort made by IQAC and OGS for organizing this type of orientation program for the newly joined faculty members. He also participated in the deliberation and briefly discussed the concepts of teaching and development in his take.

The Orientation Program was attended by twenty one new faculty members from twelve departments. There



were different sessions covering topics related to administrative service rule, teaching and research philosophy, effective teaching and assessment methodology, outcome based education, code of conduct, work-life balance, ways of dealing with students and development of course outline.

The sessions were interactive and the participants enjoyed and learned a lot throughout the program.

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## Successful Completion of External Peer Review of Four Programmes of North South University

The external peer review of self-assessment process of the four departments of North South University (NSU) successfully completed between February 25 and March 23, 2018. The four departments are Environmental Science and Management, Public Health, Marketing and International Business and Economics. A team of three external peer reviewers comprising of one foreign QA expert, one local QA expert and one local subject expert was responsible for the review process of each department.



Prof. Dr. M. Jayantha S. Wijeyaratne, Senior Professor of Zoology, University of Kelaniya, Sri Lanka and Professor Rashmi Aggarwal, Institute of Management Technology, India, reviewed the four departments as foreign experts, each reviewing two departments. The local reviewers included: Professor Dr. Engr. Md. Zainul Abedin from Bangladesh Agricultural University and Prof. Mamoon Al Rasheed from State University of Bangladesh. Besides them, there was a group of four subject experts chosen by the respective departments and they included: Professor Dr. Md. Khabir Uddin from Jahangirnagar University, Dr. Shah Munir Hossain from Food and Agriculture Organization (FAO) of United Nations, Bangladesh, Mr. Mohammad Rakib Uddin Bhuiyan and Dr. Atonu Rabbani from Dhaka University.



Each EPR team took three days to complete the EPR process of each department. During these days, the team attended a series of meetings with the Vice-Chancellor, the Pro-Vice Chancellor (designate), the Treasurer, the Registrar, the Proctor, the Deputy Exam Controller, the Librarian, the Directors of IT and Operations & Maintenance. It also sat with the Deans, the SACs, the IQAC Officials, academic & non-academic staffs, students, employers and alumni. The team also visited some physical facilities of the campus including auditorium, gymnasium, canteen, central computer centre, library, classrooms and laboratories.



Towards the end of each department's review, the EPR team handed over an exit report to IQAC. The EPR team will send a final External Peer Review Report within 21 days upon which the SACs will further work on its improvement plan for their respective department. The peer reviewers applauded the SAC members and the IQAC for their dedication shown throughout the review process.



With the completion of EPR of these four departments, IQAC, NSU has completed the review of its ten departments till date. The review of the other two departments is more likely to be completed by mid-April 2018.

## TRAININGS & WORKSHOPS

### Day-long Training on 'Office Management' for Administrative Staff of NSU

Institutional Quality Assurance Cell (IQAC) organized a day-long training program on 'Office Management' for administrative staff on Sunday, 11 February, 2018 at the Faculty Lounge of North South University.

A total number of twenty participants from various departments of NSU were randomly selected for this intensive training program. The training was facilitated by Mr. M. Aminoor, Management Counsellor of Bangladesh Institute of Management (BIM).



He discussed the tools and techniques of file management and record management, types of meeting and importance of communication. He also spoke about the manner, etiquettes and protocol that should be maintained in any institution.

The sessions were interactive and the participants enjoyed and learned a lot throughout the training program. They thanked IQAC for organizing this type of training and suggested to arrange similar trainings in future.

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## Workshop on “Post Self- Assessment Improvement Plan” for Self-Assessment Committee (SAC) Members

A day-long workshop on “Post Self- Assessment Improvement Plan” was organized for the Self-Assessment Committee (SAC) members by Institutional Quality Assurance Cell (IQAC) of North South University (NSU) on Wednesday, 14 March, 2018 at the Faculty Lounge of NSU.

The program began with a welcome address by the Director of IQAC Dr. Nazmun Nahar, P.Eng. Dr. Ahmed Tazmeen, Quality Assurance Specialist, QAU, UGC facilitated the workshop. In his presentation, Dr. Tazmeen discussed what Post Self-Assessment Improvement Plan (PSAIP) is and how it can be developed and documented.

He shared a sample annual action plan with the participants.



Twenty three SAC members participated in the workshop. Towards the end of the session, SAC members were asked to prepare an annual action plan of their respective departments and present them.

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## Faculty Training at NSU by IQAC

Institutional Quality Assurance Cell (IQAC) has started a series of training programs for faculty members of NSU. The training for the first two batches took place on 22 February, 01 March, 08 March and 15 March, 2018

respectively at the Faculty Lounge. A total number of thirty seven faculty members from various departments of NSU attended this intensive training program.



The faculty training comprised of 4 modules including: Effective Communication and Delivery, Student Psychology and Academic Fusion, Time Management and Personality Trait Analysis and Stress Management.

On the first day of the training, Mr. Ashfaq Zaman, President, Leadership, Excellence & Development (LEAD), discussed on communication & its impact on delivery, effective delivery strategies, making better presentation to improve student retention, integrating art of storytelling in class presentations etc. The 2<sup>nd</sup> module of the training was facilitated by Dr. Asif Zaman, Adjunct Associate Professor of Department of Civil & Environmental Engineering, NSU. In his presentation, he highlighted benefits and importance of Time Management, Pareto's principle, tracking daily activities, the 80/20 Rule and Delegation. He also shared tools and techniques of effective time management.

On the 3<sup>rd</sup> day, Mr. Yahia Md. Amin, CEO, LEAD

emphasized on cognitive behavior therapy, depression, types of anxiety and panic cycle. Dr. Abdur Rob Khan, Dean, School of Humanities & Social Sciences, NSU shared his experiences and talked about innovative approaches towards education. On the 4<sup>th</sup> and final day, Mr. Yahia Md. Amin, spoke about personality trait analysis through MBTI (Myers-Briggs Type Indicator). Dr. Munmun Jahan, a prominent psychiatrist, also joined as a facilitator and particularly talked about various ways to manage stress in workplace and at home.

All the sessions were interactive and the participants enjoyed and learned a lot throughout the training programs. They thanked IQAC for organizing this type of training and suggested to arrange similar trainings in future. IQAC has already started faculty training for the third batch. Currently, IQAC is offering the training courses to Lecturers and Senior Lecturers only. Eventually IQAC plans to invite all faculty members to the training in the next few months.

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## International Women's Day Celebration by the Female Faculty Community of NSU

A get-together of female faculty members of NSU was organized by IQAC at the Syndicate Hall on Thursday, 08 March 2018, to celebrate International Women's Day. The invitation was open to all female academicians. As the theme for this year was #PressForProgress, the plan was to share the stories of overcoming obstacles and pressing for progress so that all women may celebrate the achievements of the community, share best practices and be inspired by each other.

The event was attended by twenty female faculty members who took time out their very busy schedules of NSU and beyond to



come together in the two-hour long gathering and contribute their narratives. Each female academician's journey was fantastic to listen to, each unique in its own way, yet with common underlying themes of being determined and hardworking, making best use of opportunities, and never giving up.

The sharing of experiences was followed by cutting a cake for the occasion. The event concluded with the sound of music as Ms. Musharrat Hossain of Department of English and Modern Languages mesmerized everyone with her guitar and the attendees dispersed hoping to meet again in this platform in the near future.



## RESULT-SHARING WORKSHOPS

### Department of Environmental Science and Management

The Department of Environmental Science and Management of North South University presented survey findings of self-assessment in a workshop held on Monday, 29 January, 2018 at the Conference Room. In the workshop, Mr. Ahnaf Ahmed, Lecturer of the department and member of SAC discussed the most important survey findings of self-assessment. The department chair and faculty members, IQAC members and other stakeholders attended the workshop and shared their observations.



### Department of Public Health

The Department of Public Health of North South University presented survey findings of self-assessment in a workshop held on Wednesday, 14 February, 2018 at the NGHI Conference Room. In the workshop, Ms. Sadia Chowdhury, Lecturer of the department and member of SAC discussed the most important survey findings of self-assessment. The department chair and faculty members, IQAC members and other stakeholders attended the workshop and shared their opinions.

### Department of Economics

The Department of Economics of North South University presented survey findings of self-assessment through a workshop held on Tuesday, 06 March, 2018 at the Dean's Conference Room. In the workshop, Ms. Mahnaz Aftabi Atique, Lecturer of the Department and a member of SAC discussed the most important survey findings of self-assessment with the faculty members, IQAC members and other stakeholders. Dr. M. Mahboob Rahman, Dean and Professor, School of Business and Economics was also present among others in the workshop.



### Department of English & Modern Languages

The Department of English & Modern Languages of North South University presented survey findings of self-assessment through a workshop held on Tuesday, 13 March, 2018 at the Conference Room. In the workshop, Dr. Shireen Hug, Professor of the Department and SAC Head discussed the most important survey findings of self-assessment with the faculty members, IQAC members and other stakeholders. Dr. Abdur Rob Khan, Dean, School of Humanities and Social Sciences was also present among others in the workshop and shared his observations.

## MEETINGS

### 4th Quality Assurance Committee (QAC) Meeting with QAC Members

The 4th QAC Meeting of IQAC was held on Tuesday, 27 February, 2018 at the VC Conference Room of NSU. The meeting was attended by the QAC Members of North South University. Pro Vice-Chancellor (Designate), Prof. Dr. G.U. Ahsan, Dr. M. Mahboob Rahman, Dean, School



of Business & Economics, Prof. Dr. G.U. Ahsan, Dean, School of Health & Life Sciences, Dr. Arshad M. Chowdhury, Dean, School of Engineering & Physical Sciences, Dr. Abdur Rob Khan, Dean, School of Humanities & Social Sciences, Mr. B.M. Isa, Registrar (In-charge), Dr. Md. Mahmudur Rahman Bhuiyan, Director (In-charge) of Confucius Institute, and Dr. Mohammad Shamsuzzaman, faculty representative were present among others at the meeting. IQAC Director, Dr. Nazmun Nahar started the meeting by making a short presentation on the accomplishments of IQAC after the 3<sup>rd</sup> QAC Meeting that was held on August 03, 2017 till January 2018. Summary of self-assessment activities and funding issues were discussed. Moreover, a number of recommendations at institutional level were also presented in front of the QAC members at the meeting.

### Brainstorming session on 'Teachers Training program and Establishment of Teaching Learning Center' at NSU

NSU IQAC called a special meeting to do brainstorming on the proposal for certification program in higher education teaching and establishment of a Teaching Learning Centre (TLC). The meeting was held on Wednesday, 14 March 2018 at 3:30 pm at the faculty lounge of NSU. The meeting was attended by: Dr. Nazmun Nahar, Director, IQAC, Dr. Md. Sahadet Hossain, Additional Director, IQAC, Dr. Ahmed Tazmeen, Quality Assurance Specialist, QAU, UGC, Dr. Abdur Rob Khan, Dean, School of Humanities and Social Sciences, Dr. M. Mahboob Rahman, Dean, School of Business and Economics, Dr. Mohammad Riaz Uddin, Associate Professor and Chair, Department of Accounting and

Finance, Dr. Katherine Li, Assistant Professor & Director, External Affairs, Ms. Shahnaz Parveen, Senior Lecturer, Department of Public Health and Ms. Tania Rahman, Lecturer, Department of English and Modern Languages. In the meeting the participants discussed various aspects of the certification program and its effectiveness. They also discussed how to proceed with the proposal for TLC. It was decided that NSU IQAC will develop the proposal for TLC, get feedback from the participants, and then place the final proposal to the VC for his office to do the needful. The certification program will kick in as one program of the TLC and needs to wait until finalization of the Centre in papers.



## IQAC Sponsored Departmental Workshops

### Workshop On: 'Awareness building of increasing quality in writing for top tier indexed Journals'

The Self-Assessment Committee (SAC) of the Department of Marketing and International Business (MIB), School of Business & Economics (SBE), with sponsorship of Institutional Quality Assurance Cell (IQAC) conducted a workshop on Wednesday, 07 February, 2018.

The chief guest of the session was Dr. Ramendra Singh, Professor, Indian Institute of Management (IIM), Calcutta. The title of the workshop was "Awareness building of Increasing Quality in writing for top-tier indexed journals" and was held at SBE conference Room. The goal of workshop was to highlight the importance of publishing in high tier indexed journals and the quality assurance needed to publish in these top tier journals. The



participants were distinguished faculty member from the MIB department and faculty members of other department.

### Workshop On: "CSR and innovation marketing at the Bottom of the Pyramid (BOP)"

On 08 February, 2018, the Department of Marketing and International Business organized a workshop on "CSR and innovation marketing at the Bottom of the Pyramid (BOP)" with the sponsorship of Institutional Quality Assurance Cell (IQAC). The chief guest for the sessions was Dr. Ramendra Singh, Professor, Indian Institute of Management (IIM), Calcutta. The workshop was held in AUDI 801 and it took place from 2:00 pm – 5:00 pm. The goal of the workshop was to highlight the innovative ideas, processes and practices in the BOP of market of India. Professor Singh stressed upon the audience (consisting of both faculty and students) on the importance of innovation needed to serve this market and the innovative idea generated by the BOP segment. Professor Singh also highlighted innovative idea



generated by the BOP segment with implications to the students of Marketing & International Business. The session ended with closing remarks addressed by the Chairman of the MIB department.

### Workshop On: "Educating our Future Leaders: Competitive edge through training on leadership skills and technology"

A workshop on: "Educating our Future Leaders: Competitive edge through training on leadership skills and technology" was organized by Department of Marketing and International Business with sponsorship of IQAC on Saturday, 10 February, 2018. The workshop was facilitated by Google Business Group (GBG) Sonargaon. GBGs are independent community led groups formed by passionate business professionals and company owners who shares knowledge for local business success.



The GBG conducted a series of sessions like: Innovation through design thinking, technology for education, learning the ropes of corporate etiquette and learning

from industry experts. The event was attended by entrepreneurs, service holders and students.

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## “Focus Group Discussion (FGD) on the Impact of Digital Marketing for the MIB course MKT 330 (Digital Marketing)”

On March 13, 2018, a workshop titled “FGD on the Impact of Digital Marketing for the MIB course MKT 330 (Digital Marketing)” was organized by Marketing and International Business Department with sponsorship of IQAC. The chief guest for the session was Mr. Ruhullah Raihan Alhusain, CEO of ADN Digital and former Head of m-Commerce, Airtel Bangladesh. The workshop was held on at AUDI 801 from 2:00 – 5:00 pm . Students of the MIB department were particularly interested in the session and it housed the practicality of the Digital Marketing course at NSU (MKT 330) and curriculum development. Along with practical demonstration, the workshop also engaged students in experience sharing and awareness building with focus on digital marketing. The workshop discussed issues on Digital



Transformation and Integration focusing on SEO and Social Media. Mr. Alhusain shared his thoughts on the impact of the course of Digital Marketing at the MIB dept. and suggested modification of the course (if any).

### Upcoming Activities of IQAC

1. Completion of External Peer Review of remaining two departments by April 2018
2. Continuation of Faculty Training on: ‘Effective Communication & Delivery’, ‘Time Management’, ‘Student Psychology & Innovative Approach towards Education’ and ‘Personality Trait Analysis’
3. Continuation of Faculty Training on: ‘Outcome based Education’
4. Preparation of Improvement Plan



#### Institutional Quality Assurance Cell (IQAC)

North South University  
Admin Building (6<sup>th</sup> Floor)  
Plot # 15, Block # B, Bashundhara R/A Dhaka-1229, Bangladesh  
Phone: +880-2-55668200, ext. 1053  
E-mail: iqac@northsouth.edu