

Standard 1: Governance

The governance of the college must reflect strong commitment to achieve its vision, mission and objectives and fulfill the expectations of the stakeholders. It must run on the basis of documented policies and procedures and effective coordination with relevant policy making bodies at the national level.

Criterion 1.1: The college has well-defined vision, mission and objectives that are aligned with the vision, mission and objectives of its affiliating university and overall vision, mission and objectives of the higher education sector set by the Government of Bangladesh.

Criterion 1.2: The college has a well-formulated strategic plan aligned with such plans of its affiliating university and DSHE. The plan is implemented with systematic monitoring and follow-up to achieve the vision, mission and objectives.

Criterion 1.3: The college strictly maintains an academic calendar in all of its academic activities in coordination with the academic calendar of its affiliating university.

Criterion 1.4: The college as well as its affiliating university has documented policy and procedure to determine appropriate class size and teacher-student ratio for effective, interactive and inclusive teaching-learning and assessment.

Criterion 1.5: Effective coordination relating to academic and administrative decision making is maintained among the college, its affiliating university and DSHE through documented policy and procedure.

Criterion 1.6: DSHE plays effective roles in ensuring institutional oversight and continuous support to the colleges for implementing government policies, identifying challenges and taking remedial measures accordingly.

Criterion 1.7: The college has a functional governing body constituted as per the government regulation that acts in line with the vision mission and objectives of the college (applies to non-government colleges only).

Criterion 1.8: The college has a health, hygiene and safety management policy to ensure overall healthy and safe environment on the campus both in normal situations as well as in emergencies including epidemic/pandemic.

Standard 2: Leadership, Responsibility and Autonomy

The college as well as all entities within it must play effective leadership role with defined responsibilities and sufficient autonomy to contribute to its vision, mission and objectives and fulfill the expectations of the stakeholders.

Criterion 2.1: The college has a documented organizational structure with clearly defined roles and responsibilities of each academic and administrative position.

Criterion 2.2: The manpower in the key academic and administrative positions of National University as per its current organizational structure is adequate and appropriate for supporting and monitoring the operations of the academic programs at the affiliated colleges.

Criterion 2.3: The college maintains clearly defined and documented values and principles in order to promote ethical values, respect for human rights and diversity of gender, culture, religions and ethnicity among its students, teachers and other employees.

Criterion 2.4: The Principal and heads of the academic departments have sufficient autonomy in academic, administrative and financial operations of the college.

Standard 3: Institutional Integrity and Transparency

To gain stakeholders' confidence, the college must maintain institutional integrity and transparency in its operations by ensuring compliance with the set policies and procedures, accountability, participatory decision making and proper documentation.

Criterion 3.1: There are transparent and fair policies and procedures for the recruitment of teachers and other employees that ensure selection of the most deserving candidates.

Criterion 3.2: Academic and administrative decisions at the college are made in a participatory manner, properly documented and disseminated in accordance with the set policies and procedures.

Criterion 3.3: The college has documented and well-communicated code of conduct and disciplinary rules for students and employees to prevent indiscipline and unethical practices, and ensure overall safe and secure environment within the college.

Criterion 3.4: The college effectively responds to students' grievances and complaints related to bullying, cybercrime, sexual harassment and other disciplinary issues through an established grievance redress mechanism in accordance with the disciplinary rules and code of conduct.

Criterion 3.5: The college publishes, regularly updates, and disseminates student handbook containing relevant information for the students including the college's vision, mission and objectives, academic calendar, academic rules and procedures, disciplinary rules and code of conduct.

Criterion 3.6: The college publishes, regularly updates, and disseminates faculty and staff handbook containing relevant policies, procedures, rules and code of conduct for the employees and the roles and responsibilities of academic and administrative positions.

Criterion 3.7: The college, its affiliating university and the policy making authorities like SHED and DSHE have well-designed, informative and responsive websites with easy access for all. The websites are regularly updated with necessary information in accordance with the needs of the stakeholders.

Criterion 3.8: The college maintains an automation-based integrated management information system and database for processing and storing all academic, administrative and financial management related information to ensure better efficiency and transparency in its activities and procedures.

Standard 4: Curriculum

The curriculum design and review process must involve mechanism for identifying stakeholders' needs, and the designed curricula must conform to the minimum credit hours, learning outcomes and graduate profile prescribed by BNQF.

Criterion 4.1: National University maintains a well-defined and documented procedure to design and review curriculum that involves representation from both academia and industry including curriculum experts, subject matter experts, and representatives from employers and alumni.

Criterion 4.2: Curriculum design and review are done in compliance with the requirements set in Bangladesh National Qualifications Framework (BNQF).

Criterion 4.3: The curricula of respective programs are updated at regular intervals as per the defined and documented procedure in response to the local, national and global needs of the stakeholders.

Criterion 4.4: Well-defined mechanism is in place to systematically evaluate the relevance of the exiting curricula and identify the challenges related to their implementation by collecting feedbacks from college teachers and students at regular intervals.

Standard 5: Teaching -Learning and Assessment

Teaching-learning practice must be interactive, supportive, inclusive and practice oriented. It should encourage the use of available and affordable technology. Assessment methods must ensure fairness, validity and reliability, and emphasize the attainment of learning outcomes instead of memorization of content.

Criterion 5.1: Teaching-learning is interactive and encouraging for students to ask questions and actively participate in discussion, presentation, group works, projects etc.

Criterion 5.2: The college has an IT based integrated academic management system that supports online teaching-learning and assessment, group works, projects, sharing teaching-learning materials and keeping records of attendance, missed classes and make-up classes.

Criterion 5.3: The college has formalized the use of course plan to inform students in advance about course objectives, learning outcomes, contents, teaching-learning and assessment strategies, and assessment rubrics.

Criterion 5.4: The college formally arranges tutorial classes for students to provide them opportunity for close interaction in smaller groups and further support with difficult topics.

Criterion 5.5: The assessment system ensures significant focus on continuous assessment and use of diverse and appropriate assessment strategies to assess the attainment of learning outcomes.

Criterion 5.6: Teachers provide rubric-based written feedbacks on students' performance without delay and explain them verbally to support learning enhancement and further improvement towards the attainment of learning outcomes.

Standard 6: Student Admission and Support Services

The college and its affiliating university must maintain fair and transparent admission policy and procedure. The entry requirements must be consistent with the nature of respective programs and encourage selection of such type of students who are fit for studying the chosen program. The college must ensure all kinds of support services for students in both academic and non-academic matters. Adequate opportunity must be there for all students to participate in extra-curricular activities and community service programs.

Criterion 6.1: The college, in collaboration with its affiliating university, maintains documented, transparent and fair admission policy and procedure that allow the selection of such students who are capable of taking the academic loads of the respective programs and successful graduation.

Criterion 6.2: The college enrolls students in the academic programs as per its capacity in terms of approved number of seats, number of teachers, as well as adequate and functional physical facilities and library resources.

Criterion 6.3: The college regularly organizes awareness programs on physical and mental health, hygiene practice, food safety, vaccination, fire safety, digital security, relevant social and human rights issues, civic rights and obligations, disciplinary issues, environment and climate change, etc.

Criterion 6.4: The college organizes orientation programs for the fresher at the beginning of every academic year/semester to introduce them to the academic rules and procedures, disciplinary rules and code of conduct, college facilities, curriculum of respective programs, career prospects and career pathways. Students are also updated whenever any change takes place in this regard.

Criterion 6.5: The college monitors and tracks students' academic progress and achievement and provides academic guidance and psycho-social counseling in a formalized manner.

Criterion 6.6: The college has well-organized and functional alumni association(s) through which alumni are meaningfully engaged to contribute to the development efforts of the college and facilitate college-industry collaboration.

Criterion 6.7: The college facilitates students' participation in co-curricular and extra-curricular activities and community services with necessary funds, space, equipment, and institutional arrangement to develop their leadership quality, creativity and sense of social responsibility.

Criterion 6.8: The college provides career counseling, job placement and internship placement services to the graduating students and organizes seminars, workshops, training sessions and job fair in collaboration with the industry/job market.

Criterion 6.9: The college has policy and practice related to the provision of support to students having financial difficulties and those who come from the disadvantaged parts of the society.

Standard 7: Faculty and Professional Staff

The college must have adequate number of qualified teachers as per its organizational structure and class size policy to ensure appropriate teacher-student ratio. The college must also have adequate, qualified and well-trained officials and support staff to provide administrative and support services in an efficient and timely manner.

Criterion 7.1: Posts of teachers are created, and vacancies are fulfilled as per need and in a timely manner in accordance with the approved organizational structure to ensure smooth operations of the academic programs. Effective coordination is maintained among the college, its affiliating university and relevant government authorities in this regard.

Criterion 7.2: The salary structure, incentives and benefits including retirement benefits and insurance coverage are attractive and on a par with similar other occupations to attract and retain the talented and experienced faculty and professional staff.

Criterion 7.3: The college, its affiliating university and SHED have documented policy and practice to encourage teachers and officials to pursue advanced studies and attend seminars, workshops, training and conferences for continuous professional development (CPD).

Criterion 7.4: Newly appointed teachers and other employees are provided foundation training for their proper orientation to the academic and administrative policies and procedures, the roles and responsibilities related to their positions, and the use of basic equipment and tools. Teachers are specially trained on pedagogy, andragogy, classroom management and blended learning.

Criterion 7.5: The performance evaluation of the faculty and professional staff is done on the basis of well-defined and documented key performance indicators (KPIs) against teaching, research (only for faculty), administrative services and community services under a comprehensive policy. KPIs are taken account of during decision making related to promotion to higher positions.

Standard 8: Facilities and Resources

The college must have adequate and appropriate physical facilities and other forms of resources needed for effective teaching-learning, research and extra-curricular activities, and for ensuring safe and comfortable campus life of students, teachers and other employees.

Criterion 8.1: The college has adequate number of classrooms, examination rooms, office rooms and IT labs with sufficient space, comfortable environment, suitable furniture and fixture, modern technology equipment and necessary supplies.

Criterion 8.2: The college has student common room, cafeteria, washrooms, indoor games facilities, playground, open space for recreational activities, and medical facilities in proportion to the number of students and employees.

Criterion 8.3: All the physical facilities are regularly inspected and well-maintained to ensure their functionality, cleanliness, and presence of basic safety and security features including fire and earthquake response system, along with disability-friendly and gender-friendly features.

Criterion 8.4: The college library has adequate collection of updated editions of books and journals in both printed and electronic formats. The library has adequate space, suitable furniture, fixture and IT facilities, and it is managed by well-trained professionals with a user-friendly automation system.

Criterion 8.5: The college has required number of laboratories with adequate and quality modern equipment and supplies appropriate for conducting research and practical experiment related to relevant programs offered by the college. Appropriate safety measures are in place to minimize the risk of accident, health hazard and adverse environmental impact.

Criterion 8.6: The college has adequate resource allocation along with sufficient financial autonomy to plan and implement regular as well as developmental activities for ensuring quality education.

Standard 9: Research and Scholarly Activities

The college, its affiliating university and relevant government authorities must promote research culture among the college teachers and students by formulating supportive research policy. Research initiatives should be facilitated with fund, training and institutional support for the greater benefit of the stakeholders and the society.

Criterion 9.1: The college, its affiliating university and SHED have comprehensive and functional research policies that determine funding mechanism, research ethics, safety protocol, collaboration, extension services, publication arrangement, patent and intellectual property rights.

Criterion 9.2: The college, its affiliating university and its policy making and funding authorities support research-active teachers with fund, training, leave, laboratory and equipment, and workload management. Researchers are given incentive for research publication in national and international peer reviewed journals.

Criterion 9.3: The college, its affiliating university and its policy making and funding authorities encourage teachers and students to engage in need-based research on current local, national and global issues through external collaboration.

Standard 10: Monitoring, Evaluation and Continual Improvement

The college must establish a comprehensive, functional and sustainable institutional quality assurance mechanism that ensures systematic monitoring, evaluation and review of its policies, procedures and practices taking account of stakeholders' feedbacks with the spirit of continual improvement of quality and enhancement of institutional effectiveness.

Criterion 10.1: The college has a functional Institutional Quality Assurance Cell (IQAC) with separate office facilities, qualified and adequate human resources, and documented policies and procedures for quality assurance.

Criterion 10.2: The college maintains a culture of continual monitoring and evaluation of the effectiveness of its academic and administrative activities by collecting feedbacks from both internal and external stakeholders and taking remedial measures accordingly.

Criterion 10.3: The college conducts systematic institutional self-assessment at regular intervals to identify its strengths, weaknesses, opportunities and threats (SWOT) with the spirit of quality enhancement.

Criterion 10.4: The college maintains collaboration with the industry/employers through formal and documented policy and procedure to remain updated about the skill needs in the industry/job market and produce skilled graduates to fulfill those needs.