



**BUBT**

# Bangladesh University of Business and Technology (BUBT)

*Committed to Academic Excellence*

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Ref: BUBT-Reg-2271-11-25

Date: 24-11-2025

## Notice on Commencement of Teachers' Evaluation (for the students)

This is to inform all the students of BUBT that, as part of our commitment to continuously improve the quality of education and enhance the learning experience at Bangladesh University of Business and Technology (BUBT), we are pleased to announce the commencement of the Teachers' Evaluation process for the Fall Semester 2025.

Your feedback will play a crucial role in shaping the teaching methods and overall academic environment of our institution. Therefore, we urge all students to actively participate in this mandatory evaluation process (via BUBT Annex) **till November 30, 2025**, following the attached guidelines.

It is to be mentioned that, without completion of this evaluation, your result will be withheld.

*25 subhik  
24.11.2025*

**(Dr. Md. Harun-or-Rashid)**

Registrar  
BUBT

### Copy for information/necessary action to:

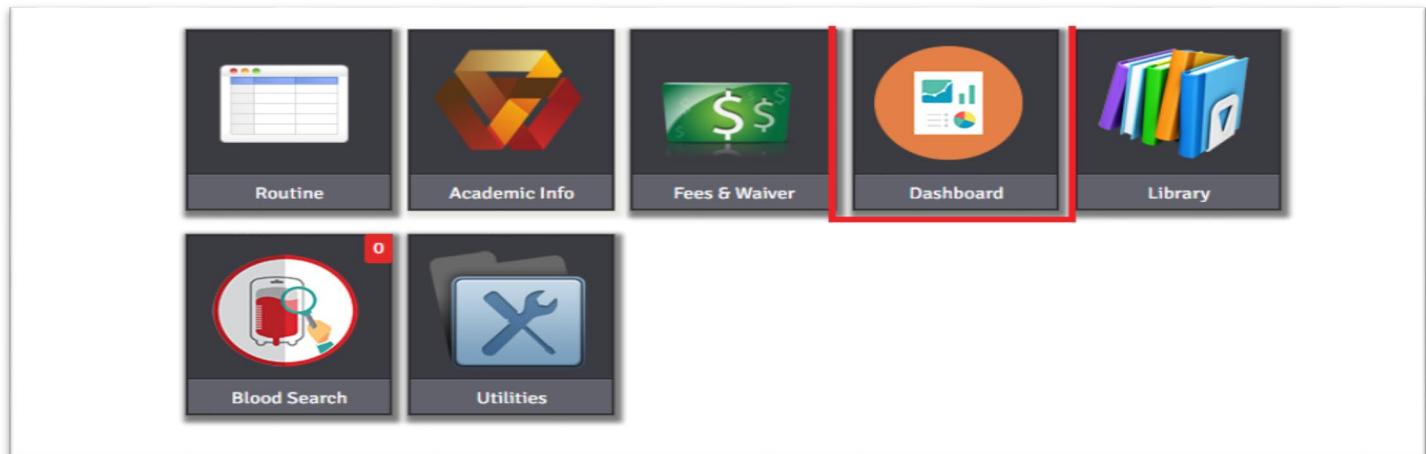
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*Patwari*

# Bangladesh University of Business and Technology (BUBT)

## *Teacher Evaluation Guidelines for Students*

- Log in to your BUBT ANNEX account using your credentials at <https://annex.bubt.edu.bd>.
- Navigate to the "Dashboard" by clicking on the corresponding icon.



- After clicking on the “Dashboard” icon, the following screen will appear. Click on the “Teacher Evaluation” icon.



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## *Teacher Evaluation Guideline for Students*

- On the subsequent screen, a new window will open.

The screenshot shows a web-based evaluation form titled "Teacher / Instructor Evaluation Form". At the top, there is the BUBT logo and the university's name. Below the title, there is a dropdown menu labeled "Select Course" with the placeholder "Select". The main area contains a table with 12 rows. The first 10 rows are questions with four rating options: "Strongly Agree" (radio button), "Agree" (radio button), "Disagree" (radio button), and "Strongly Disagree" (radio button). The 11th row is for "Overall Comments" with a text input field containing the placeholder "Add an overall comment.". The 12th row is for "Overall Rating" with the same four rating options. At the bottom right of the form is a "Submit" button.

SL#	Issues evaluated by Students	Strongly Agree	Agree	Disagree	Strongly Disagree
1	The teacher entered the classroom on time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	The teacher always entered the classroom with the teaching materials.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	The teacher always followed the lecture plan in class discussions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	The teacher always encouraged students to raise questions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	The teacher tried to refer to other learning material in the lecture.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	The teacher used modern tools to explain topics elaborately.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Most of the time, the teacher put some questions to be answered by the students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	The teacher covered all the topics mentioned in the course outline.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	The teacher was available for discussion on academic and personal matters as well during the counseling hours.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	The teacher made the class more interesting and understandable to the students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	Overall Comments	Add an overall comment.			
12	Overall Rating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Select a course from the dropdown list provided.

The screenshot shows a dropdown menu with a list of courses. The first item, "[CSE 309] Operating Systems [RNM- Ridwan Mahbub]", is the currently selected option, indicated by a blue background. The other items in the list are "[CSE 310] Operating Systems Lab [RNM- Ridwan Mahbub]", "[CSE 313] Mathematical Analysis for Computer Science [MHK- Minhaz Kamal]", "[CSE 315] Microprocessor and Microcontroller [NKD- Nourin Khandaker]", "[CSE 316] Microprocessor and Microcontroller Lab [NKD- Nourin Khandaker]", "[CSE 317] System Analysis and Design [MDI- Md. Masudul Islam]", and "[CSE 318] System Analysis and Design Lab [MDI- Md. Masudul Islam]".

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## *Teacher Evaluation Guideline for Students*

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- Evaluate the Teacher based on the given criteria.
- Provide an overall comment on the course instructor's performance.
- Assign an overall rating based on the evaluation of the above aspects.
- After completing all aspects of the evaluation, click the "Submit" button. If all required fields are selected, a confirmation message, "Saved Successfully...!" will appear.
- Upon submission of the form, the course will be automatically removed from the list to prevent multiple submissions for the same course.
- This arrangement highlights the importance of conducting evaluation separately for each course.