



International Islamic University Chittagong

Dhaka Campus

MBA PROGRAM

FACULTY MANUAL

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Editor
Shafiqur Rahman



International Islamic University Chittagong

DHAKA CAMPUS

MBA PROGRAM

FACULTY MANUAL

Editor

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This Manual is available at www.iiucdc.org/mba_faculty_manual.php

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Message

from

Chief

Dhaka Campus



Bismillahir Rahmanir Rahim

This is indeed a great pleasure for me to know that IIUC - Dhaka Campus developed a Faculty Manual. IIUC DC has started its journey since 7 years back with the initiative of some scholars. It achieves its current position with the cooperative endeavor of our praiseworthy, painstaking Faculties.

Actually a standard handbook is essential to uphold consistency and keep up with high excellence of education From this believe IIUC Dhaka Campus initiates this faculty manual, which will guide us to run our day-to-day operations smoothly.

My heartfelt thanks to all concerned of this initiative and welcome all the faculties to exploit this manual.

Thanking you all.

Prof. Dr. Muhammad Loqman

Chief

IIUC Dhaka Campus



Editorial

It is indeed a great pleasure for us to present a manual for the Faculty members of IIUC Dhaka Campus MBA Program. We are very proud of mentors like you, who are creating the future business leaders through your incessant flow of knowledge. This manual is essential to maintain uniformity and sustain with high quality of education.

We have grown up and being considered as one of the most popular MBA Programs in Bangladesh. We will keep it growing in order to reach at the highest level of performance and to be considered as a Center of Excellence among the MBA Programs in south Asia.

This faculty manual is a handbook to guide us to run day-to-day operations smoothly. We still have the rooms for improvements in the next edition and will also welcome any valuable suggestions from you.

Hope, the guidelines of this manual will boost up our academic activities many steps further through teamwork, dedication and by enlightening the hearts of our upcoming MBA Graduates.

Shafiqur Rahman
MBA Coordinator

1. IIUC Profile in Brief

a. Background

International Islamic University Chittagong (IIUC) is one of the Government Approved private Universities in Bangladesh. The credit for the idea of establishing this University goes to Islamic University Chittagong Trust (IUCT), which is the founder organization of the University. The Trust is a non-political and non-profit voluntary organization, registered with the Government of the People's Republic of Bangladesh under the Societies Act XXI of 1860. Under the aegis of IUCT and the grace of Allah (Swt), Islamic University Chittagong got the Government Approval on February 11, 1995 and the University was founded in the same year accordingly.

In 2004 IIUC was recognized as one of the 9 Top-graded (out of 52) Private Universities by Government-appointed High Powered Team led by the UGC Chairman. The Dhaka Campus is having 296 (Bachelor program, full time 83, part-time 146, MBA Program 67) teachers and around 6000 students from home and abroad. The total space used for academic and administrative purposes is around 150,000 sft. A good number of full time teachers are studying abroad for higher degrees with IIUC scholarship.

b. Mission:

The university shall expound the cultural background of the nation and side by side inculcate the Islamic Values about life and nature and the universe with a view to opening the minds of the future generation towards better ways of thinking and living. The university aims at providing trained manpower, endowed with qualities of honesty and efficiency, capable of contributing towards the socio economic and moral upliftment of the country.

In addition to this, the university will follow a policy of continued islamization of academic curricula in different branches of knowledge so that its students can imbibe the true spirit of Islam as an effective guiding principle in their work and daily life. The University will offer facilities to create and foster a congenial



environment for the young learners who will find their Alma Mater a fully dependable seat of learning and a center for career development with harmonious development of body, mind and spirit.

c. Foreign Collaboration:

IIUC has signed formal Academic Collaboration Agreement / Memorandum of Understanding with International Islamic University Malaysia (IIUM), University College of Cape Breton (UCCB) Canada, Multimedia University Malaysia (MMUM), European Institute for Human Science at France and Islamic Foundation, Leicester, UK for exchange of students and faculty; organizing joint seminars and conferences and sharing programs of mutual interest, etc. The IIUC is also presently working on initiating similar linkage programs/ agreements with some other Universities like the National University Malaysia (UKM), King Saud University, KSA, Acadea University Canada, Birmingham University, UK, and International Islamic University Islamabad (IIUI), in order to further expand its areas of academic collaboration with overseas Universities.



2. IIUC Dhaka Campus

IIUC Dhaka Campus has started its journey since 2000 with the initiatives of some scholars under the umbrella of International Islamic University Chittagong to spread the scope for combination of quality with morality in the capital city. With the endless effort of the IIUC DC family members it moves with a great Success

IIUC Dhaka Campus Facts as on 31 December 2007

| | |
|-----------------------------|---|
| Campus Chief | Prof. Dr. Muhammad Loqman |
| Campus Secretary | Engr. Shafiqur Rahman |
| Students Currently Enrolled | 4,177 |
| Students already Graduated | 2940 |
| Academic Programs | MBA, BBA, EEE, CSE, ELL, LLB , ALL, MELL |
| Operational Divisions | ACAD, STAD, LID, ACFD, PHRD |
| Faculty Members | 237 (Full & Part time) |
| Library and Collections | Separate Quiet Building. nearly 75,000 collections |
| Present Campus | Dhanmondi |
| Permanent Campus | Under Development. Adjacent to Bashundhora, River View Project. |

3. MBA Program Profile

a. General Features

The world has entered into a new century, a century of globalization and diversity. As such, the nation needs a new generation for leadership, a generation with a sound mission and vision, a generation with human skills, creativity and aptitude for teamwork, and the ability to perform their duties with most up-to date technical know-how and managerial skills.

IIUC MBA Program is designed to produce graduates with a sound working knowledge of all core business skills together with induced ability to manage effectively from a strategic perspective within the context of ethical standards and value system. This program is targeted at ambitious self-driven executives to prepare them for top level management career.

The practical and professional orientation of this program equips the participants with high professional skill, knowledge and understanding of rapidly changing global employment nature. Furthermore, this program has been designed to develop leadership capabilities among the executives and will generate a clear vision to get outstanding success in future businesses.

The MBA Program (offered for executives) is one of the largest and extremely popular programs in Bangladesh. About 2,072 MBA graduates of IIUC Dhaka Campus are serving in various multinational, national, defense and foreign organizations at home and abroad in very responsible positions. The number of current enrollment is about 1,207 including 206 female participants.



b. Special Features - MBA at IIUC Dhaka Campus

Specially designed for executives (including Friday Only MBA and evening MBA both in Motijheel and Dhanmondi).

Classes are held in the evenings (6-9 pm).

Faculty members are from the Corporate World as well as from teaching profession.

All textbooks are supplied free of cost to all the students.

Teaching Efficiency Rating (TER) by MBA participants is in practice for evaluation of the Teachers' performance.

Participative classes, seminars and case study methods are used to enhance the process of learning

100% Scholarship are available for Meritorious Students.

Opportunity for Foreign Academic Tours for Meritorious Students.

Medical Insurance Facilities.

On campus physician facility



c. Program Structure and Duration

The Program comprises of a number of semesters depending on credit hours. Each semester is of 4 months long and there are three such semesters in a calendar year. They are Spring (Jan-Apr), Summer (May-Aug) & Autumn (Sep-Dec).

Medium of Instruction : All classes are conducted in English.

Total Credits of the Program

60 Credit Hours MBA for Professionals (full MBA)

48 Credit Hours- Executive MBA for Professionals

36 Credit Hours- MBA for BBA Graduates / CA / CMA

d. Specialized Areas

The MBA Program offers a choice (any four courses as listed below) of the following six specialized areas:

1. Marketing and International Business
2. Finance and Banking
3. Human Resources Management (HRM)
4. Management Information System (MIS)
5. Hospital Management
6. Garments and Textile Management

e. Core Courses

Core courses are essentials for all the MBA programs. But there will be some exemptions for 48 credit hours and 36 credit hours MNA program. This core courses have been designed to ensure the standard and proficiency of the students.

List of Core Courses:

| Core Courses (for 60 Credits): | Core Courses (for 48Credits): |
|---|---|
| <ul style="list-style-type: none"> • Principles of Accounting • Principles of Management • Business Communication • Business Mathematics • Marketing Management • Managerial Accounting • Business Statistics • Managerial Finance • Managerial Economics • Management Science / MIS • Islamic Management & Business • Human Resource Management • Islamic Financial System • Operations Management • Strategic Management | <ul style="list-style-type: none"> • Marketing Management • Managerial Accounting • Business Statistics • Managerial Finance • Managerial Economics • Management Science / MIS • Islamic Management & Business • Human Resource Management • Islamic Financial System • Operations Management • Strategic Management |
| | <p style="text-align: center;">Core Courses (for 36 Credits):</p> <ul style="list-style-type: none"> • Managerial Economics • Management Science / MIS • Islamic Management & Business • Human Resource Management • Islamic Financial System • Operations Management • Strategic Management |

f. English Proficiency

To maintain the standard of the participants at MBA level, the English for Professionals course is mandatory for those who are not proficient in English.

g. Professional Specialization Areas

Major courses for specialized areas:

| | |
|--|---|
| 1. Marketing and International Business | 2. Human Resources Management: |
| <ul style="list-style-type: none"> • International Business • Service Marketing • Consumer & Buyer Behavior • Marketing Research • Strategic Marketing • Promotional Management | <ul style="list-style-type: none"> • Organizational Behavior • Industrial and Labor Law • Conflict Management and Negotiation • Human Resource Development • Entrepreneurship Development • Human Resource Accounting |
| 3. Finance and Banking: | 4. Management Information System (MIS): |
| <ul style="list-style-type: none"> • Corporate Finance • Investment & portfolio Management • Comparative Banking System • International Finance • Project Appraisal & Management | <ul style="list-style-type: none"> • System Design and Development • Database Management • Advance Database Management • Data Communication Systems • Decision Support and Expert Systems • E-Commerce |
| 5. Hospital Management : | 6. Garments & Textile Management : |
| <ul style="list-style-type: none"> • Public Health & Hospital Administration • Medical Ethics and Public Law & Practices in Bangladesh • Health Economics & Hospital Development • Project Management & Evaluation | <ul style="list-style-type: none"> • Managing a Garment Factory • Industrial Law (with special emphasis in Garments and Textile sector) • Marketing and International Issues • Trend of Garment Business • Managing Backward Linkage |

4. Students Services and Records

a. MBA Grading System

| Unique Grading System | | | |
|-----------------------|--------------|--------------|--------------|
| Marks | Letter Grade | Grade Points | Remarks |
| 80-100 | A+ | 4.00 | Excellent |
| 75-79 | A | 3.75 | Very Good |
| 70-74 | A- | 3.5 | |
| 65-69 | B+ | 3.25 | Good |
| 60-64 | B | 3.00 | |
| 55-59 | B- | 2.75 | Satisfactory |
| 50-54 | C+ | 2.5 | |
| 45-49 | C | 2.25 | Pass |
| 40-44 | D | 2.00 | Redeemable |
| 00-39 | F | 0.00 | Fail |

* Participants bearing ID no./ID no. starts with M-063 and onwards (M-071, M-072 etc.) will be evaluated under Unique Grading System.

b. Other Students Services

i. Student Identification Card:

All students are issued student identification card known as ID Card upon admission to the university. This card allows the students to gain access to all University facilities such as Computer Lab, Internet Lab and other academic services. However to be able to use these facilities students must carry this card at all time on campus.

ii. Library card:

All registered students are also issued Library Card for the access into the Library facilities, such as borrowing books and others study materials. Students will be denied such facilities if they fail to produce Library Card on the spot.

5. Academic Administration Guideline

A. Important University Guidelines

i. Course Registration:

All students are required to register for courses by filling the prescribed form (available at ACAD) in each trimester until they have fulfilled all graduation requirements. Without registration credits will not be counted.

ii. Academic Dismissal:

A student shall be dismissed from the university if;

He/she has committed breach of any of the University regulations

He/se fails a course with a grade of ("F", "X", "Y") on the fourth attempt.

The University reserves the right to debar, suspends, or dismisses any students from the University or any of its classes for academic or institutional interest, if any such step is deemed worthy and advisable.

iii. Special Examination (make-up exam):

If a student cannot appear at the Semester Mid Term / Final Examination for unavoidable circumstances, which is acceptable to the University authority, he/she may opt to sit for the special exam for the missing course/s. An application is to be submitted to the Coordinator with supporting documents (medical certificate along with test reports/official documents) within seven days of the scheduled examination(s). If the competent authority approves the application, the Academic Affairs Division will record an 'I' (i.e. incomplete) grade in the semester final transcript.

Normally, the special final examination is held within three weeks of the commencement of the following semester. For such examination Tk. 1000.00 for

Mid-term and Final exam is to be paid by the incumbent examinee for each course. ‘

A course instructor is not entitled to give ‘I’ grade or grant a special examination to any student unless it is authenticated and authorized by the competent authority.

iv. Appeal for Re-Evaluation of Examination Results:

If a student wants his/her answer script to be reevaluated, then a formal written appeal shall have to be made by the student to the University Board of Appeals through the ACAD. A fee of Tk. 500.00 per paper (or as determined by the University Board of Examination from time to time) must accompany the said appeal. The appeal fee of Tk. 500.00 will be refunded if the appeal is successful at the end.

Grounds for Appeal:

An appeal may be made on any or all of the following grounds:

If a student strongly believes that he deserves more marks than he got in the course in question.

If a student reasonably believes that the evaluation has been conducted improperly or a portion of his marks has not been counted.

Application Procedure for Appeal:

Application procedure for appeal may take the following forms:

The student must first consult the Coordinator regarding the course grade he disputes.

A prescribed Form has to be filled in by the applicants which is to be endorsed by the Academic Advisor and the Coordinator, as the case may be, and is to be sent to the Director of ACAD within 2(two) weeks of the publication of results and a fee of Tk. 500.00 must be accompanied with said appeal.

v. **Course Repeat Policy/ improvement policy:**

If a student obtains 'B-' or below grade in any course(s), he/she can improve the grade by repeating the said course(s). There is no provision for improvement of result through repetition of exam.

B. Faculty –Specific Guidelines

i. General Guideline:

For smooth conduct of semester the concerned faculties are requested to take note of the followings:

ii. Faculty ID Card:

The ID card for the adjunct faculties are available at the entrance of the campus. All honorable instructors are requested to collect and **use the ID card while staying at the campus**. At the time of departure they are requested to submit the card at the same desk.

iii. Class timing:

Faculty members will spend three hours time in the campus for each session. They would make them available in campus 30 minutes before the schedule time to counsel students **(30 minutes consultation and 2.5 hours class)**. Sometimes, a faculty may need to allow the students to go early because of some reasons; however, he/she will full-fill the requirement of three hours.

Beside this the following should also be maintained:

1. All faculties should use unique course outline & unique course materials as well for the same course being taught at IIUC. Total course must be divided into 11 individual chapter(s) for each class and that must be reflected in the course outline. Total session is 12: 11 for class & one for review & guidelines regarding examination. Sample course outlines will be provided by MBA Program Office.
2. Timely attendance in the classes is essential. Faculty Attendance Register needs to be signed for Official record. In case of unavoidable circumstances, if a faculty needs to be delayed or absent from a class, prior notice to the program office is required. (MBA Office may keep a separate record for its own internal recording purpose).

3. In case of unavoidable circumstances, make up classes may be arranged as convenient to the students and concerned faculties keeping the program office informed. Tuesday is specially earmarked for make up classes. Subject to the availability of staff and rooms, make up classes may be conducted on other days also except Monday.
4. A copy of the relevant class schedule for the semester, result sheet and semester schedule will be provided to the teacher in the beginning of the semester. For the convenience of all concerned, deviation from these schedules and schemes should be avoided.
5. Faculties are requested to wear ID cards at the campus and also strongly encourage the participants in the class to wear ID card.

iv. Faculty Liaison Committee:

To make the smooth communication with the faculties regarding various issues, MBA Program Office is going to establish a Faculty Liaison Committee. The members of the committee, if necessary, will communicate the faculties.

v. Guideline Regarding Examination Management

International Islamic University Chittagong, Dhaka Campus is going to establish a systematic and structured examination system. In this regard, Faculties are requested to study and maintain the following guidelines.

1. **Mid and Final term Exams will be centrally controlled by the program Office (starts from the Summer Semester-07).**



2. Developing Questions: Faculties are requested to consider the following:

Unique format (provided by the university) should be used for developing question papers (see the sample in the website as well as in the faculty manual.)

Unique questions will be used for selected courses [see the website for list] Course In-charge will develop the unique question (4 sets) in consultation with other faculties. So Faculties are requested to develop different set with same pattern. **The alternative set of question may be similar up to 40% of the origin.**

3. Pattern of Question: (sample at website)

- ? Pattern 1: Answer any five out of seven.
- ? Pattern 2: Answer any five out of six.
- ? Pattern 3: Combination of questions for small answers, medium sized answers and True/False or fill in the gaps.
- ? Pattern 4: Any reasonable pattern in the light of the above three patterns.

Moderation Board may change any part of the question if required within the course outline.

The assessment tool (question) should have the ability to assess as 360 degree angle. It means the assessments should be on knowledge, understanding, communicating, representing, etc.

Please put your name on the bottom of the question. In case of unique questions, the name of the Course In Charge and Co-In charge should be given on the bottom of the question.

Marks allocation:

- Mid Term- 30
- Final Exam 50
- Class performance- 20. *Class performance includes: Attendance, Quiz, Class Test, Case Analysis, Assignments, Presentation etc*

Minimum 4 quizzes (or 2 quizzes and two assignments) should be conducted.

Time allocation

- a. Mid term - 1.5 hr to 2 hrs [Quantitative courses may need 2 hours max.]
- b. Final Exam 2 to 2.5 hrs [Quantitative courses may need 2.5 hours max]

3. Submission of question:

Four sets of question should be submitted

Course In charge will submit four sets of questions (2 sets will be used in the exam & 2 sets for make up exam) through email to the assigned individuals [Mr. Akter / Mr. Kawser at akhterbd@gmail.com copy to kaosarahmed@rocketmail.com .

Question(s) must be submitted at least 7 days before the exam

4. Conduction of Examination:

The exam committee will decide which sets will be used for exam. Other set may be used for make up exam (if necessary).

The presence of Faculty in the beginning of the Exam is a must.

The invigilators and the faculty will open the envelop of questions at the exam hall using their signs.

After starting the exam faculty will have to stay at least 15 minutes for the first session and then can take rest at faculty room. He may visit the hall frequently. In the beginning of the second session, the faculty will have to stay at least for 15 minutes again.

After finishing the exam, the faculty will collect the answer scripts and will submit results and answer scripts within the deadline. The invigilators in the class room will conduct exam as per the guideline of the exam committee.

Invigilator Supervisor: To ensure the accountability in a better manner, the university authority is going to start the supervision of invigilator. The Exam Committee will appoint the supervision team for a specific session. The working area of the invigilator supervisor team are as follows:

- To communicate with the invigilators for ensuring their presence and record the presence of invigilator and instructor at the hall room in time.
- Ensure the questions and answer script hall wise before starting the exam.
- Submit a summery report including recommendations for improvement to the Exam Committee regarding the invigilation of the particular semester for improvement of the system.



5. The duties and responsibilities of invigilators:

- ? Ensuring the seat arrangement of the examinee according to seat plan
- ? Sign along with the faculty at the opening of the question. Checkout the answer script and sign over those.
- ? Ensure the discipline within the hall room.
- ? They can recommend for any type of punishment including cancellation of answer script for unfair practices. Unfair indicates copying, disturbing / communicating with others, misbehaving with invigilator(s), disobeying the rules of the university etc.
- ? Ensuring the time management
- ? Collecting the answer script after finishing the exam.

6. **Uniform Grading System:** This is for your information that from now on the Uniform Grading System will be in practice in all the universities. So, faculties should consider the standard strictly.

7. **Note: Participants bearing ID No starts with M-063 and onwards (M-071, M-072 etc.) will be evaluated under Uniform Grading System.**

8. Feedback of Exam:

All faculties are requested to give feedback for all assessments to the participants in following manner:

| Assessment | Feedback time |
|-----------------------|--|
| Quiz/CT/Case analysis | At Next Class |
| Presentation | At the same class or next class |
| Mid term | Next or the following class |
| Final Result | Faculties should submit the final result with answer scripts of Mid and Final Exam within 5 days of holding the concerned examination. |

6. Feedback and Recommendations

Feedbacks and Recommendations:

All Faculties are requested to submit summary report (attached with this manual) to the MBA Program Coordinator [rahmanbangladesh@yahoo.com electronically] after finishing the semester. Summery Report should contain the strengths and weaknesses of this university including problems and recommendations for further improvements. [Download the Summery Report from the website: www.iiucdc.org]

TER Form:

To maintain quality of education, Teaching Efficiency Rating (TER) form is filled up by the MBA participants (attached with this manual) that gives feedback on instructors' teaching efficiency. Feedback will be given to the respective faculties.



7. Annexure

Annex I: Question Format

SAMPLE

International Islamic University Chittagong
Dhaka Campus
MBA Program

Mid Term Examination Summer Semester 2007

Course Title: **Principles of Marketing**

Course Code: **MKTG 5602**

Total Time: 90 minutes

Total Marks: 30

SET – A

[Necessary Instructions Necessary Instructions Necessary Instructions Necessary Instructions]

- | | |
|--------------|-------|
| 1. Question. | Marks |
| 2. Question. | Marks |
| 3. Question. | Marks |

.....

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Annex 2: Grading Sheet



INTERNATIONAL ISLAMIC UNIVERSITY CHITTAGONG

**Dhaka Campus
Academic Affairs Division**

Consolidated Mark Sheet

Uniform Grading System

| Marks | Grade |
|--------|-------|
| 80-100 | A+ |
| 75-79 | A |
| 70-74 | A- |
| 65-69 | B+ |
| 60-64 | B |
| 55-59 | B- |
| 50-54 | C+ |
| 45-49 | C |
| 40-44 | D |
| 00-39 | F |

Program: MBA BBA CSE EEE ELL ALL
Semester: Spring Summer Autumn **Academic Year:** 2007
Course Title: Business Communication Cd:
Semester Enrolled: **Batch:** **Section:**

| Sl. | ID No | Class Test, Case, Quizzes, Atten and Assignment (20%) | MidTerm Exam (30%) | Final Exam (50%) | Total Marks Obtained (100%) | Grade |
|-----|-------|---|--------------------|------------------|-----------------------------|-------|
| 1 | | | | | 0 | |
| 2 | | | | | 0 | |
| 3 | | | | | 0 | |
| 4 | | | | | 0 | |
| 5 | | | | | 0 | |
| 6 | | | | | 0 | |
| 7 | | | | | 0 | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |

Name of the Examiner :

Signature :

Date of Submission :

**Signature of the Chairman
 Departmental Exam Committee**

To download Excel Format please visit: www.iiucdc.org



Annex 3: Faculty Summary Report

SAMPLE

International Islamic University Chittagong
Dhaka Campus
MBA Program

FACULTY SUMMARY REPORT

a. Background Information

Faculty Name : _____ Report Date : _____
Contact Details : _____

Semester : _____ Academic Year : _____

| Courses Conducted: | Course Code/Name | MBA Batch(es) |
|--------------------|------------------|---------------|
| | 1. | |
| | 2. | |
| | 3. | |
| | 4. | |

b. University Competitiveness

| Strengths/Weaknesses | Comparing Institutions |
|----------------------|------------------------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

c. Problems and Suggestions

| Problems Faced/Identified | Pertinent Suggestion to Overcome |
|---------------------------|----------------------------------|
| 1. | - |
| 2. | - |
| 3. | - |
| - | - |
| | - |

Signature



Annex 4: TER Form

**International Islamic University Chittagong
Teaching Efficiency Rating (TER) Form To
be filled in by Students**

(Each student shall fill in one form for each course)

(cāZ'K QvīfK cāZu tKātmf Rb" rfbvfbēdig cīY Ki tZ nte)

**Answer each question carefully and correctly. It will help us improve
the
quality of education and improve your teachers' efficiency.**

Title of the CourseCourse

Code.....

Name of the Teacher.....

Dept.....

**A. Regarding Academic Excellence and professionalism: {Tick
(☑) one }**

1. Mastery over the subject. (wēl qmZ `¶Zv)

Excellent Very Good Good Acceptable
Poor

2. His/Her efficiency to make the subject clear (wēl qfK ūó Kivi t¶t Zui cvi `¶Zv)

91-100% 81-90% 71-80% 61-70%
Below 60%

3. His/Her efficiency in teaching through the medium of instruction

(English/Arabic). (Bstī Rx/Avi ex gva t'g cW v'bi t¶t Zui `¶Zv)

91-100% 81-90% 71-80% 61-70%
Below 60%

4. His/Her ability as a communicator in the classroom and outside. (tkYKt¶ Ges Gi evBti

five cKvk Zui ¶gZv)

91-100% 81-90% 71-80% 61-70%
Below 60%



5. How much preparation does he/she take for giving his/her lesson? (Zui cW` v`bi Rb` wZwb KZUKz c`wZ tbb etj gtb Ki |)

- 91-100% 81-90% 71-80% 61-70%
Below 60%

6. How much effort does he or she take for providing updated information? (w`l q mspuvš-me`abK Z` mi eiv`n Zui c`P`v`n KZUKy ?)

- 91-100% 81-90% 71-80% 61-70%
Below 60%

7. How is his/her attention to individual students? (e`w`M Z f`te c`Z`K w`q`v`f` c`iZ Zui gtbv`th`M KZUKz?)

- Ideal Encouraging Acceptable Poor
Indifferent

8. Where do you place him/her on over all evaluation?; (mmeR gj` v`qtb Zwg Z`K tKv`v`q` v`cb Ki`te ?)

- 91-100% 81-90% 71-80% 61-70% Below
60%

**B. Regarding Performance & Sincerity : {Tick
(✓) one}**

1. His/Her punctuality in attending the classes. (K`v`m Dc`w`iZi t`q`f`f` mgqvbep`wZ`v`)

- Excellent Very Good Good Acceptable
Poor

2. His/Her regularity in the Classes. (Dc`w`iZi t`q`f`f` w`bqgvbep`wZ`v`)

- 91-100% 81-90% 71-80% 61-70% Below
60%

3. Giving prior notice of his/her absence on leave & rescheduling for make up classes. (Q`v`R`v`Z Abc`w`iZi t`q`f`f` cef`y` R`v`v`b`v` I m`u`j`K K`v`ki mgq` w`baf`Y)

- 91-100% 81-90% 71-80% 61-70% Below
60%

4. Organizing extra classes for compensating the classes missed earlier. (Q`v`U h`v`l` q`v` K`v`m mg`n` c`v`l` t`q` t`bq`v` e`e`v`K`i`Y)

- Always Often Sometimes Very rare Not at
all

5. Providing syllabus and lesson plan to students at the beginning of the Semester and following this properly. (t`m`g`v`f`i`i` c`v`i` t`e` Q`v`f` t`i`K` c`w`m`g` I c`w` c`w`i`K`i` b`v` m`ie`i`v`n` K`i`b` I` h`_v`h`_f`v`te` Z`v` Ab`j`i`Y`|)



- Always & Properly
Never
- Always & but lately
- No comments
-

6. Giving Tests & Assignments regularly. (উদ্ভাগ্যে চিক্ণিব ত্বব্ব ল এবকি কুর ত' ক্ব)

- Always
- Sometimes
- Rare
- No
- com nts
- Never

7. Returning the Tests & Assignments with remarks in due time. (চিক্ণিব ল এবকি কুর ত' ত্ ল
হ_ব্বগত্ তদি ত' ক্ব)

- Always
- Sometimes
- Rare
- No comments
- Never

C. General Information about personality:

{Tick (✓) one}

1. How do you evaluate his/her personality? (উই এব' 3 ত' ক্ ত' ক্ ক্ ক্ ক্ ক্ ক্ ক্ ক্ ক্ ক্)

- 91-100%
- 81-90%
- 71-80%
- 61-70%
-
- Below 60%

2. How do you evaluate his/her religious commitment? (উই অ' ক্ ক্ ক্ ক্ ক্ ক্ ক্ ক্ ক্ ক্)

- 91-100%
- 81-90%
- 71-80%
- 61-70%
-
- Below 60%

3. How do you consider his/her temperament in dealing with the students? (ক' ত' ক্ ক্ ক্ ক্ ক্ ক্)

- Excellent
- Pleasant
- Normal
- No comments
- Rude
& hot

4. Does he/she encourage the students for academic advancement?(উই ক্ ক্ ক' ত' ক্ ক' ক')

- Always
- Sometimes
- Rare
- No comments
- Never

5. Does he/she encourage the students for practicing morality & idealism? (উই ক্ ক' ক')

- Always
- Sometimes
- Seldom
- Never
- Rather
discourages

The students are especially advised to fill up this TER form with all sincerity, based on exact information and being free from all personal liking or disliking.