



Bangladesh Accreditation Council

Profile of Academic Auditor



1. Name: Md. Jamal Uddin Bhuiyan

2. Employment Record:

(starting with the present position)

Employer 1

Name of the Employer : The People's Republic of Bangladesh

Designation : Vice-Chancellor
Sylhet Agricultural University

Duration : November 2022 to till date

Job Responsibilities Administrative

- Work as the Interim Chief Academic and Administrative Executive Officer of the University and Chairman of the Syndicate, Academic Council, Finance Committee and Planning Development and Works Committee.
- Comprises serving as the highest-ranking management and oversight officer in charge of the University's general administration and management operations.
- Accountable for upholding the University's efficient governance in compliance with the University Act and Statutes.
- Collaborate closely with the university's Syndicate and senior colleagues to carry out the mission of the institution and to create a long-term fundraising plan that will enable the institution to continue fulfilling its mission.
- Work for the development and implementation of the University's academic vision and strategic direction with the aim of making the University one of the top institutions of higher Education in the world.
- Create educational initiatives that allow knowledge to have a real, positive influence on people's lives.
- Encourage professors to achieve excellence in both teaching and research, and students to reach new heights of learning
- Developing curricula and delivering course

- material.
- Advocate for quality assurance, as demonstrated by successful accreditations and learning outcomes. Publishing research, attending conferences, delivering presentations, and networking with others in the field
- Traveling to other universities or academic settings to participate in learning opportunities and gain experience.
- Participating in committee, departmental, and faculty meetings.
- Providing training and mentoring to teaching assistants and junior lecturers.
- Reviewing methods and teaching materials and making recommendations for improvement.
- Contributing to the creation of an environment that promotes growth, equality, and freedom of speech.

Employer 2

Name of the Employer : Sylhet Agricultural University

Designation : Professor (Grade-1)
Department of Parasitology, Faculty of
Veterinary, Animal and Biomedical Sciences

Duration : 15 June 2004 to till date

Job Responsibilities : Teaching and Research

- Developing curricula and delivering course material.
- Conducting research, fieldwork, and investigations, and writing up reports.
- Publishing research, attending conferences, delivering presentations, and networking with others in the field.
- Traveling to other universities or academic settings to participate in learning opportunities and gain experience.
- Participating in committee, departmental, and faculty meetings.
- Providing training and mentoring to teaching assistants and junior lecturers.
- Reviewing methods and teaching materials and making recommendations for improvement.
- Assisting with student recruitment, interviews, and academic counseling sessions.
- Contributing to the creation of an environment that promotes growth, equality, and freedom of speech.

Employer 3

Name of the Employer : Ministry of Livestock and Fisheries
Designation : Assistant and Associate Professor
Department of Pathology and Parasitology, Sylhet Government
Veterinary College
Duration : 9 October-2000 to 14 June 2004
Job Responsibilities : Teaching and Research

The **Assistant Professor's** responsibilities include

- teaching a requisite number of classes,
- providing guidance and supervision to graduate students,
- participating in departmental meetings, and providing academic support to **Professors** and other **Faculty** members.

The **Associate Professor's** responsibilities include

- teaching a number of classes and seminars,
- attending conferences, conducting research, and supervising students.
- collaborate with colleagues, advise teaching assistants, and tackle several administrative tasks.

Employer 4

Name of the Employer : Public Service commission (PSC)
Designation : Veterinary Surgeon, Department of Livestock Services (DLS)
Duration : 24 September 1999 to 8 October 2000
Job Responsibilities : Veterinary treatment and extension service

- Practice medicine on animals,
- giving injections, delivering baby animals,
- performing complex surgeries,
- diagnosing illness in a variety of different animals,
- prescribing appropriate treatment,
- operating on the animals if necessary etc.
- Advise pet owners on nutrition, preventive healthcare and general care
- Conduct home visits occasionally, in case of emergency
- Update client records

Employer 5

- Name of the Employer : Ministry of Livestock and Fisheries
- Designation : Lecturer, Department of Anatomy and Histology
Chittagong Govt. Veterinary college
- Duration : 17 December 1996 to 23 September 1999
- Job Responsibilities :
- Interviewing course applicants.
 - **Lecture** planning, preparation and research.
 - Writing research proposals, papers and other publications
 - Contact and teaching time with students.
 - Checking and assessing students' work.
 - Encouraging personal development via tutorial or pastoral work.
 - Invigilating examinations.
 - Attending staff meetings.

Employer 6

- Name of the Employer : Directorate of Livestock Services
- Designation : Veterinary Surgeon, Upazilla Veterinary Hospital
- Duration : 31st August 1994 to 16 December 1996
- Job Responsibilities :
- Veterinary treatment and extension service
- Examine animals and check their health status.
 - Diagnose illnesses and determine the best treatment.
 - Dress wounds of injured animals.
 - Perform various surgeries.
 - Vaccinate animals to prevent diseases.
 - Spay and neuter animals as needed.
 - Prescribe medication.

3. Academic Credentials (starting with the latest)

Degree	Subject	Name & Address of the Institution
Master of Science in Pathology (MS)	Veterinary Pathology	Bangladesh Agricultural University, Mymensingh

Doctor of Veterinary Medicine (DVM)	Veterinary Science and Animal Production	Bangladesh Agricultural University, Mymensingh
Higher Secondary Certificate Examination (HSC)	Science Group	Sayedabad Adorsha College Comilla Board
Secondary School Certificate Examination (SSC)	Science Group	Madhabpur High School Comilla Board

4. Training/workshop on Quality Assurance attended as participant (starting with the latest)

Sl. No.	QA Areas	Organized by	Year & Duration
1.	Training on “Capacity Enhancement of Academia to achieve SDGs on Food and Agriculture”	Jointly organized by IQAC; SAU, Sylhet and FAO	04 June 2022.
2.	Motivational Workshop on “Quality Assurance & Accreditation in Higher Education”	Bangladesh Accreditation Council	27 October 2021
3.	Workshop on “BNQF, Accreditation, Rules and Standards”	Bangladesh Accreditation Council	12 October 2021
4.	Workshop on Service Discipline and Investigation	IQAC, SAU, Sylhet	05-06 December 2020
5.	Training course on “Annual Confidential Report”	IQAC, SAU, Sylhet	12 October 2020
6.	3 rd CVETBD Conference 2019 at Cox’s Bazar	Jointly organized by National Veterinary Dean Council, FAO and USAID	16 th to 18 th November, 2019

7.	Workshop on Web-Based Project Monitoring Information Management System (PMIS)"	QAU, UGC, Dhaka	28 January 2016
8.	Workshop on Preparation of Financial Management Report	QAU, UGC, Dhaka	29 February 2016
9.	Workshop on "Building Quality in Higher Education"	QUA, UGC, Dhaka	23 rd March, 2016
10.	Proposal writing workshop	QUA, UGC, Dhaka	14 th May, 2015
11.	Budget Rationalization Workshop	QUA, UGC, Dhaka	1 st June, 2015
12.	Review workshop on Implantation Plan of QAU and IQAC	QUA, UGC, Dhaka	27 th June, 2015
13.	Orientation workshop on QA with exposition of QA mechanism	QUA, UGC, Dhaka	12-13 July, 2015
14.	National workshop in Higher Education	UGC, Dhaka	6 th November 2015
15.	Quality Assurance in Higher Education in Malaysia	HEQEP	From 08-20 November, 2015
16.	Training Course on Teaching-Learning, Curriculum and Quality Assurance for Senior Faculty Members	GTI, BAU, Mymensingh	From 13-17 September, 2015
17.	Training program on Self-Assessment of Academic Program (degree)	HEQEP, Dhaka, Bangladesh in UGC	From 01-04 July, 2012
18.	International Workshop on Development of South Asia- specific Integrated Veterinary Undergraduate Curriculum	CVASU, Chittagong	27-28 February 2008

19.	Workshop on Reproductive Health Management in the Dairy cows and Application of ultrasonography.	SAU, Sylhet, Bangladesh	21-23 April 2008
20.	Departmental Extension Management training course	Officer's Training Institute (OTI), Savar, Dhaka, conducted by (DLS)	From 6 th May 1996 to 17 th May ,1996

5. Training/workshop on Quality Assurance organized as resource person (starting with the latest)

Sl. No.	QA Areas	Organized by	Year & Duration
1.	Curriculum Adaptation with BNQFAiming Accreditation	IQAC, Sylhet Agricultural University (SAU)	28 March 2024
2.	Curriculum Adaptation with BNQFAiming Accreditation	IQAC, Sylhet Agricultural University (SAU)	27 March 2024
3.	Responsibilities of University Staff for Quality Services	IQAC, Sylhet Agricultural University (SAU)	21 March 2024
4.	Responsibilities of University Staff for Quality Services	IQAC, Sylhet Agricultural University (SAU)	18 March 2024
5.	Service Simplification for Smart Bangladesh	IQAC, Sylhet Agricultural University (SAU)	5 March 2024
6.	Responsibilities of University Staff for Quality Services	IQAC, Sylhet Agricultural University (SAU)	20 December 2023
7.	Responsibilities of University Staff for Quality Services	IQAC, Sylhet Agricultural University (SAU)	25-26 November 2023
8.	Curriculum Adaptation with BNQFAiming Accreditation	IQAC, Sylhet Agricultural University (SAU)	22 November 2023
9.	Responsibilities of University Staff for Quality Services Aiming Accreditation	IQAC, Sylhet Agricultural University (SAU)	12 October 2023
10.	Curriculum Adaptation with BNQFAiming Accreditation	IQAC, Sylhet Agricultural University (SAU)	19 June 2023
11.	Curriculum Adaptation with BNQFAiming Accreditation	IQAC, Sylhet Agricultural	18 June 2023

		University (SAU)	
12.	Responsibilities of University Staff for Quality Services Aiming Accreditation	IQAC, Sylhet Agricultural University (SAU)	17 June 2023
13.	Responsibilities of University Staff for Quality Services Aiming Accreditation	IQAC, Sylhet Agricultural University (SAU)	15 June 2023
14.	Responsibilities of Administrative Officers for Quality Services Aiming Accreditation	IQAC, Sylhet Agricultural University (SAU)	12 April 2023
15.	Responsibilities of Administrative Officers for Quality Services Aiming Accreditation	IQAC, Sylhet Agricultural University (SAU)	11 April 2023
16.	Responsibilities of Administrative Officers for Quality Services Aiming Accreditation	IQAC, Sylhet Agricultural University (SAU)	20 March 2023
17.	Responsibilities of Administrative Officers for Quality Services Aiming Accreditation	IQAC, Sylhet Agricultural University (SAU)	19 March 2023
18.	Teaching, Learning and Assessment: Methods and Techniques	IQAC, Sylhet Agricultural University (SAU)	28-29 January 2023
19.	Teaching, Learning and Assessment: Methods and Techniques	IQAC, Sylhet Agricultural University (SAU)	21-22 January 2023
20.	Workshop on “Quality Culture and Quality Assurance within the University”	IQAC, Sylhet Agricultural University (SAU)	6 th February, 2018
21.	Training on Institutional Quality Assurance Cell (IQAC): Functions and Responsibilities	IQAC, Sylhet Agricultural University (SAU)	6-9 May, 2018
22.	Training on “Accreditation Council: Functions and Roles”	IQAC, Sylhet Agricultural University (SAU)	10-11 May, 2018
23.	Workshop on “Presentation of the findings of executed Self-Assessment program entities” at Sylhet Agricultural University	IQAC, Sylhet Agricultural University (SAU)	2 nd August, 2018
24.	Workshop on “Enhancing Quality Higher Education through Self-Assessment” at Sylhet Agricultural University	IQAC, Sylhet Agricultural University (SAU)	31 st March, 2017

25.	Training on Teaching Methodologies, Assessment, role and responsibility & Ethical Principles of the University teacher	IQAC, Sylhet Agricultural University (SAU)	20-21 May, 2017
26.	Training on “Research Methods Tools and Techniques (Proposal Writing & Conducting e-Research) and Scientific method of report writing”	IQAC, Sylhet Agricultural University (SAU)	20-21 August, 2017
27.	Training on “Quality Assurance System at the University”	IQAC, Sylhet Agricultural University (SAU)	29 th October to 1 st November, 2017
28.	Workshop on “Establishment of Institutional Quality Assurance Cell within the University” at SAU	IQAC, Sylhet Agricultural University (SAU)	08 th February, 2016
29.	Team building workshop on “Self-Assessment Exercise on B.Sc. Fisheries (Hons.) and MS” at SAU.	Faculty of Fisheries, Sylhet Agricultural University (SAU)	26 th April, 2016
30.	Team building workshop on “Self-Assessment Exercise on B. Sc. Agriculture (Hons.) and MS” at Sylhet Agricultural University (SAU)	Faculty of Agriculture, Sylhet Agricultural University (SAU)	10 th May, 2016
31.	Workshop on “SWOT Analysis: strength and weakness in the process and outcome of teaching and learning” at Sylhet Agricultural University	IQAC, Sylhet Agricultural University (SAU)	27 th September, 2016
32.	Training on “Curriculum Development and Self-Assessment Criteria”	IQAC, Sylhet Agricultural University (SAU)	10-11 December, 2016

6. Experience in External quality assessment/External Peer Review of academic program (starting with the latest)

Worked as an External Peer Reviewer (QA Expert, Local) to review Self- Assessment activities and Self-Assessment Report of the Faculty of Veterinary and Animal Sciences of Haji Danesh Science and Technology University (HSTU) under HEQEP funded by World Bank during April, 2018

7. Other experience that best illustrates your capability as QA professional (starting with the latest)

A. Completed 2 (Two) QA related Projects:

1. **Establishment of Institutional Quality Assurance Cell (IQAC) at the Sylhet Agricultural University, Sylhet** from 11th July, 2015 to 30th June, 2018 funded by HEQEP under UGC, Bangladesh.

IQAC is now playing a major **role** in designing and maintaining quality assurance within academic systems. **IQAC** monitors the proper implementation and analysis of overall academic and administrative performances of the university activities.

Type of Work/Responsibilities:

Worked as **Additional Director of IQAC** at SAU, Sylhet for the period of three and half years (From July 2015 to December 2018) with the following responsibilities:

- With the help of Director, Oversee the administration of the IQAC and responsible for all of its activities;
- Establish milestones and performance indicators for implementation of the IQAC subproject according to work plan and for monitoring the results and assess the progress of work;
- Function as the liaison officer between the university and the QAU;
- Coordinate, supervise and monitor all QA related activities of the IQAC within the university as specified in the IQAC OM;
- Organize training programs for IQAC staff and faculty members of the university on QA mechanism;
- Organize workshop to make the staffs aware and to promote the QA culture within the university;
- Organize and monitoring the activities regarding the assessment of the program of four faculties: Faculty of Veterinary and Animal Science, Faculty of Agriculture, Faculty of Fisheries and Faculty Agricultural Economics and Business Studies through SWOT analysis, data collection by questionnaire tools and prepared SAR by the SAC of the respective entities with future improvement plan for enhancing the quality of higher education.
- Provide team building and training workshop on SAR writing guideline, teaching -learning, curriculum design and development etc.

2. Design & Implementation of a Self-Assessment (SA) Exercise for Doctor of Veterinary Medicine (DVM) & MS Programs (CP 2495) for the duration of two years from January, 2012 to December, 2013 at SAU, Sylhet funded by HEQEP under UGC, Bangladesh.

B. Academic Administrative Experiences:

Sl. No.	Position	Duration	Organization
1.	Vice Chancellor	22 November 2022 to till date	Sylhet Agricultural University

2.	Chairman of the Department	January 2021 to 21 November 2022	Department of Parasitology, SAU
3.	Director (Farm)	15 January 2019 to 15 July 2021	Sylhet Agricultural University
4.	Additional Director IQAC	July 2015 to January 2019	IQAC (Institutional Quality Assurance Cell), SAU
5.	Syndicate member (Elected from Academic Council- 3 Times)	Each time for 2 years: i) 2022-2023 ii) 2013-2014 iii) 2011-2012	Sylhet Agricultural University, Sylhet.
6.	Registrar (In charge)	October 2009- September 2010	Sylhet Agricultural University, Sylhet.
7.	Director (Student Counseling and guidance)	About Five years (January 2009- September 2013)	Sylhet Agricultural University, Sylhet.
8.	Director (Vet. Clinics)	Two years duration (2011-2012)	Sylhet Agricultural University, Sylhet.
9.	Director Physical Education	Two years duration (2010-2012)	Sylhet Agricultural University, Sylhet.
10.	Dean (Acting)	Nov. 2010-- Dec.2010	Faculty of Agriculture, SAU, Sylhet.
11.	Dean (Acting)	Oct. 2011-- Nov. 2011	Faculty of Fisheries, SAU, Sylhet.
12.	Head of the Department	January 2001 to December 2006	Department of Pathology and Parasitology, Sylhet Govt. Veterinary College
13.	Chairman of the Department	January 2007 to December 2012	Department of Pathology and Parasitology, SAU
14.	Chairman of the Department	January 2013 to Dec 2014 and January 2017 to January 2019	Department of Parasitology, SAU
15.	Asst. Hostel Super	2001-2002	Old Hostel, Sylhet Govt. Veterinary College
16.	Hostel Super	2002-2003	Female Hostel, Sylhet Govt. Veterinary College
17.	Hostel Super	February 1997- October, 1999	Male Hostel, Chittagong Govt. Veterinary College, Chittagong

a. **Academic Honorary positions:**

- a. Honorary member of the **Selection Board for Lecturer and Assistant Professor of Hazi Danes University of Science and Technology** from 2019 to till date.
- b. Honorary member of the **Selection Board for Lecturer and Assistant Professor of Bangabandhu Shiek Mujibur Rahman Agricultural University** from 2018 to till date.
- c. Honorary member of the **Selection Board for Associate Professor of Sher-e-Bangla Agricultural University** from 2018 to till date.
- d. Honorary member of the Technical Committee for the establishment various academic schools to be opened at **Khulna Agricultural University** from 2018 to till date.
- e. Honorary member of the **Syllabus and Curricula Committee** of Veterinary, Animal and Biomedical Sciences Faculty of **Khulna Agricultural University** from 2019.

b. **Extra Academic Activities:**

i) **Activities of Professional Societies:**

1. Elected member of **Bangladesh Veterinary Council** from Sylhet Division for four years duration for the year of **2010-2013**.
2. Elected member of the **Central Executive Committee of Bangladesh Veterinary Association (BVA)** for two years duration for the year of **2012-2013**.
3. Elected President of **Krishibid Institution, Bangladesh, Sylhet Chapter** for two years duration for the year of **2013-2014**.
4. Life member of Krishibid Institution, Bangladesh (KIB).
5. Life member of Bangladesh Veterinary Association (BVA).
6. Life member of Bangladesh Society for Veterinary Education and Research (BSVER).

ii) Activities of Civic and Public affairs Societies:

Sl. No.	Position	Duration	Organization
1.	President (Founder)	2008 to till date	Krishnochura Sangskritik Songha, SAU- an enlisted organization of Ministry of Cultural Affairs and awardy of Young Bangla Youth award.
2.	General Secretary (Founder)	2008-2009	Gonotantik Shikhok Porisod, Sylhet Agricultural University, Sylhet (SAU).
3.	Vice President	2009- 2010	Gonotantik Shikhok Porisod, Sylhet Agricultural University, Sylhet (SAU).
4.	President	2010- 2011, 2012-2013	Gonotantik Shikhok Porisod, Sylhet Agricultural University, Sylhet (SAU).
5.	President	2010-2011	Sylhet Agricultural University Teachers Association.
8.	Member, Executive Committee	2011-2012, 2014-2015 and 2020 - 2021	Sylhet Agricultural University Teachers Association (SAUTA).
9.	Member Advisory Committee	2018	Gonotantik Shikhok Porisod, Sylhet Agricultural University, Sylhet (SAU).
10.	President, Advisory Committee	2020, 2021, 2022	Gonotantik Shikhok Porisod, Sylhet Agricultural University, Sylhet (SAU).

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(Prof. Dr. Md. Jamal Uddin Bhuiyan)