Guidelines for Academic Institution for BAETE Accreditation - 2018

1.   Introduction

BAETE awards accreditation to four year undergraduate engineering programs that satisfy certain requirements. BAETE accreditation is program specific and does not apply to the program offering institution in general. Application to BAETE by an academic institution for accreditation of one or more programs is voluntary. The institution must submit separate application for each of its eligible programs. The application should accompany a completed self-assessment report (SAR) as per Section 7 of the Accreditation Manual 2017, payment of the prescribed fee, and other information/documents as stated in that section. The following sections of this document describe information pertinent to accreditation for academic institutions.

2.   Who can Apply for Accreditation

A program must satisfy the following requirements before it can apply for BAETE accreditation.

a.   An engineering degree-awarding program approved by an appropriate authority, viz., the UGC or any other appropriate government body.

b.   A duration of four years, after twelve years of schooling.

c.   At least one cohort has graduated from the program.

d.   Follows outcome-based education.

e.   Requires a minimum of 130 total credit hours.
    Note: Semester Credit Hour is defined as follows. Lecture Classes: One semester credit hour will be awarded for a minimum of 750 minutes of formalized classroom instruction (contact hours) in a semester. Laboratory Classes: One semester credit hour will be awarded for a minimum of 1500 minutes of classroom/laboratory/studio/project/dissertation (contact hours) in a semester. If the formal contact hours for a credit as adopted by the institution is less than as defined above, the total credit hour requirement will be increased proportionally.

In addition, the statutory positions of the institution (e.g., Vice Chancellor, Pro-Vice Chancellor, Treasurer) should be duly filled, statutory bodies should be formed as per statutes/acts and

should be functional, there should be adequate number of full-time and senior faculty members, and the laboratory facilities should be adequate for the program under consideration.

The following points should also be noted by the institution when applying for accreditation of one or more programs.

a.   The program applying for accreditation shall do so from its own obligation.

b.   Accreditation is granted only to programs and not to the institution as a whole.

c.   The same program offered at different campuses of an institution must be accredited separately at each campus.

d.   The degree title of a BAETE-accredited program must properly reflect the content of the education provided, including the field of specialization, and it must appear on all formal documents that the institution issues (e.g., transcripts, certificates of graduation, and certificates of enrollment).

e.   The program and degree title(s) of non-accredited program(s) offered by the same institution must be clearly distinguishable from those of an accredited program.

f.   No changes in the name/title of an accredited program shall be made without prior approval of the BAETE.

3.   Evaluation and Accreditation of a Program

Evaluation of a program for accreditation will take place in accordance with the criteria presented in Section 4 of the Accreditation Manual 2017. Accreditation decision about a program will be taken by the Board based on the recommendations of the of the Evaluation Team and the relevant Sectoral Committee as per Section 2.4 of the Accreditation Manual 2017. The maximum period of accreditation is six years. The Board may accredit a program for a shorter period if the overall assessment is satisfactory but the program has weaknesses in 1 – 3 criteria. A program not accredited may reapply one year later after addressing the deficiencies/weaknesses.

4.   Conflicts of Interest

BAETE treats conflicts of interest with utmost seriousness. This issue is discussed in Section 2.9 of the Accreditation Manual 2017. Examples of conflicts of interest of an Evaluation Team member include but are not limited to the following scenarios.

- A present or former full-time or part-time faculty or staff member of the concerned institution
- Present or past member of any committee in the concerned institution
- Current or past involvement in any for-profit activity in the concerned institution
- Dependent studying in the concerned institution

Upon notification of the formation of the Evaluation Team, the institution may express reservations in writing about any member citing the specific reason who may have a conflict of interest.

5.   Confidentiality

All findings and recommendations by the Evaluation Team shared with the institution through the Evaluation Team Report are confidential. These may be used by the institution only for the purpose of improvement of the program under evaluation and the institution. The institution may not reveal any part of the Evaluation Team report to any unauthorized person or to the public without explicit written permission from the BAETE. Section 2.8 of the Accreditation Manual 2017 underscores the importance of confidentiality.

6.   Responsibilities of the Institution

It is expected that the institution is well conversant about the Accreditation manual. To assist the evaluation of the program during the on-site visit, the institution should arrange the following for the Evaluation Team members in accordance with Section 3.6.2 of the Accreditation Manual 2017.

a.   Arrange meetings with key stakeholders including, head of the institution, dean and head responsible for the program and other key officials; faculty members of the program offering department; students enrolled in the program; support staff and heads of supporting services/departments; alumni of the program and employers of the graduates of the program.

b.   Arrange relevant documents for examinations. Document list includes but is not limited to complete CV's of all faculty members of the program offering department, course files of all the courses that the department offers for the program, transcripts of graduates of the

program, evidences of outcomes achievement, evidences of CQI processes, minutes of meetings of statutory bodies and other committees, graduates' employment records, etc.

c.   Arrange visits to laboratories, class rooms, office rooms of the faculty members, library, placement center and other support services and departments.

d.   Arrange any other meeting, document or visit as requested by the Evaluation Team.

e.   The exit meeting will be chaired by the Chair of the Evaluation Team. The institution will be verbally informed about the findings of the Evaluation Team. The institution may not respond to the statements except only for correcting factual errors.

In addition, the institution should arrange the accommodation (where applicable) and transportation of the Evaluation Team members to and from the institution, provide them with an office with necessary support during the onsite visit, and arrange for working meals for the Evaluation Team members during the onsite visit.

7.   **Professionalism**

- Gifts, favors and meals – Institutions sometimes give mementos or other valuable gifts to the members of the Evaluation Team. Such practice is strongly discouraged by BAETE. Similarly, no favor or personal service, unrelated to the accreditation process, should be provided to any Evaluation Team member before, during or after the onsite visit. All the meals served to the evaluation team should be working meals. Meals should not be elaborate and no meal should be turned into a social or formal event. No one from the institution should join the evaluators during any meal.

- Formality – Accreditation is a formal, professional activity. When friends, former colleagues or students of a team member is among the officials or faculty members of the concerned institution, overtly friendly and overtly personal behavior is to be avoided as such behavior may give to others a perception of compromise of a fair and unbiased evaluation. Such behavior from an Evaluation Team member should not be entertained by any official/faculty of the institution either.

- Decorum – It s expected that the key persons from the institution will be present in the relevant meeting with the Evaluation Team members for the entire duration of the meeting as outlined in the schedule of activities. The responsibility of representing the

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institution should not be relegated to an individual who does not have the capacity to take decisions regarding related matters. Key persons should not be engaged in any other activity during the duration of the meeting including using mobile phones.

- Punctuality – The importance of punctuality cannot be over-emphasized. Time management plays a central role in establishing the credibility and professionalism of the accreditation. All meetings, discussions and visits should start and end on-time. The institution should be prepared for each activity on time in accordance with the schedule of activities provided by the Evaluation Team in advance.

8.   Rebuttal

The report of the Evaluation Team, moderated by the Sectoral Committee, will be shared with the Institution before submitting to the Board. The institution may submit a written response correcting factual errors within one week. However, the institution may not demand any change in the report.

9.   Appeal

An institution may appeal the accreditation decision in writing within two (2) weeks of receiving the decision if it feels aggrieved. A prescribed fee needs to be submitted along with the appeal petition. An appeal may include a request for re-consideration of the decision or a revisit. The appeal should be accompanied by a report to substantiate the merit of the request. The appeal will be submitted to the Appellate Committee for deliberation. The Appellate Committee will make the final decision within twelve weeks after receiving the appeal petition. If the petition is denied, the Appellate Committee will provide the institution with reasons for the denial.