Guidelines for BAETE Interim Accreditation Evaluation during COVID-19 Pandemic

The COVID19 pandemic and the subsequent shift of all educational institutions to online teaching-learning have had an adverse impact on accreditation evaluation activities of BAETE. BAETE has decided to begin evaluation of new applications during the pandemic. The following is a general guideline for the ET members for evaluation of programs for accreditation during the pandemic and online teaching-learning of educational institutions.

1. This accreditation evaluation shall be considered as an interim measure due to Covid-19 pandemic situation. The notable points of this interim accreditation are:

   a. Accreditation evaluation shall be hybrid shifting many activities on-line

   b. The eligibility of the program accreditation shall be as per accreditation manual

   c. The duration of accreditation, if awarded, shall be two years, regardless of the number of weakness not exceed three

   d. No decision of this interim accreditation process may be used as precedence in regular accreditation

   e. All applicable health and safety measures for Covid-19 shall be maintained by all concerned as per national guideline throughout the accreditation process

   f. The program shall be required to submit video documentary evidences of its facilities including laboratories, classrooms, library, co- and extra-curricular facilities, cafeteria, residential dormitories (if applicable) etc. BAETE may preserve all the submitted documentary evidence in video and other forms for future reference.

   g. The program may choose not to participate in interim accreditation evaluation process and wait until regular accreditation process resumes

2. The ET will conduct 3-day program evaluation in a hybrid form including 2-days of on-line activities (Day 1 and Day 3) and 1-day of on-site visit (Day 2)

3. All the meetings and interactions among the ET members should be done online. The team chair will decide the details after discussion with the members.

4. **Preliminary Activities**: Preliminary evaluation of the program via review of the SAR should be done rigorously identifying compliance, concern, weakness, deficiency in each criteria and sub-criteria. If necessary, ET may request the program for submission of additional pertinent documents necessary for triangulation. Considering the reality, the program should be allowed a longer time period to comply with the ET request. Deep evaluation of the SAR is expected to play a greater role in these evaluations. The preliminary evaluation shall include the following activities:

   i. Review of SAR and supporting documents

   ii. Review of facilities from Video submitted earlier by the program

iii. Request for additional documents to the program

iv. Review of documents submitted by the Program in response to the request by the ET

Table: Deadline of pre-visit activities of interim accreditation evaluation process

Activities	Responsibility of ET	Responsibility of the Institution	Deadline
SAR review	Completion of review of SAR		At least 14 days before visit
Submission of videos of infrastructure and facilities		Submitted by IHL	At least 14 days before the visit
Submission of (i) student list (ii) faculty list, (iii) staff list, (iv) alumni list, (iv) employers list		Submitted	At least 14 days before the visit
Selection of students, faculty, staff, alumni, employers for interview	Submitted		At least 14 days before the visit
Request for additional documents	Submitted		At least 10 days before the visit
Submission of requested additional documents, if any		Submitted	At least 7 days before the visit

5. **Hybrid activities during evaluation process:**

   i. Meetings with various stakeholders, such as, the institutional authorities, faculty members, heads of support services and support staff of the program, students, alumni and employers of graduates of the program, exit meeting shall be held online.

   No such meeting shall be electronically recorded by either party.

   ii. Review of program documents to evaluate Criteria 7 (PEO), Criteria 8 (PO) and Criteria 9 (CQI) shall be done during the on-site visit

   iii. Review of other documents shall be done remotely as much as possible

   iv. ET may visit specific facilities if the corresponding submitted video is insufficient

6. Post-visit activities will be conducted as prescribed in the accreditation manual.

7. ET shall submit the evaluation report as per ET report template

Tentative 3-day schedule of Hybrid Accreditation Visit

Day 1: (Online)

- Discussion among evaluation team members
- Discussion with the management (Vice Chancellor, Pro-Vice Chancellor, relevant dean, relevant chairperson)
- Discussion with students
- Discussion with faculty members
- Discussion with support staff
- Discussion with alumni and employers
- Discussion among evaluation team members

Day 2: On-site visit (following health and safety guidelines)

- Arrival
- Discussion among team members
- Review of program documents to evaluate Criteria 7 (PEO), Criteria 8 (PO) and Criteria 9 (CQI)
- Working Lunch
- Visit to facilities to verify video findings, if necessary
- Triangulation of any other issues that could not be resolved without on-site visit. If presence of any personnel is required for triangulation, request for the presence of that person during the on-site visit should be made in advance.
- Departure

Day 3: (Online)

- Discussion among evaluation team members
- Finalization of the findings of the evaluation team
- Debriefing the program head
- Exit meeting with the Management to report the findings of the evaluation team