

Assessment Form for Program Evaluators

1. General Information

1.1 Institution

Name of the University	
Name of the Faculty	
Address	

1.2 Program for Accreditation

Name of the Program	
Abbreviation of the program	
Name of the Department	
Duration of the program	
Year of Graduation of First Batch	
Current Accreditation expires on (if applicable)	

1.3 Response of the program to the preliminary questions

Is the response of the program to all ten preliminary questions affirmative	yes	no
In case of any negative reply, accreditation evaluation is not necessary. Registrar, BAETE is to be contacted		

1.4 Evaluation Team

Team Chairperson (name and affiliation)	
Team members (name and affiliation)	
Observer (if any) (name and affiliation)	

2. Criteria

Evaluation for each criterion and sub-criterion falls under one of the following four categories: compliance, concern, weakness, deficiency

Criterion 1: Organization and Governance			
Sub-criteria	Findings from SAR	Findings from onsite visit	Evaluation
i. Compliance with acts and statutes			
ii. Statutory positions and bodies of the institution			
iii. Existence of and adherence to policies			
iv. Grievance redress system			
v. Alumni association			
vi. Convocation			
vii. Others (specify)			
Overall criterion 1			

Criterion 2: Financial and Physical resources			
Sub-criteria	Findings from SAR	Findings from onsite visit	Evaluation
i. Finance and budget			
ii. Scholarship and financial aid for students			
iii. Accommodation for male and female students			
iv. Safety measures: infrastructure, practices, training and compliance			
v. Sports and recreational facilities			
vi. Placement center			
vii. Others (specify)			
Overall criterion 2			

Criterion 3: Faculty Members			
Sub-criteria	Findings from SAR	Findings from onsite visit	Evaluation
i. Number and quality of full-time faculty members			
ii. Number and quality of part-time faculty members			
iii. Class size			
iv. Student-teacher ratio			
v. Involvement of faculty members in research, development and professional activities			
vi. Role of faculty members in directing the course of and improvements in the program			
vii. Training of faculty members on outcome-based education			
viii. Others (specify)			
Overall criterion 3			

Criterion 4: Students			
Sub-criteria	Findings from SAR	Findings from onsite visit	Evaluation
i. Existence of and adherence to a well-formulated admission policy, including admission criteria			
ii. Policy for transfer students			
iii. Continuous monitoring of student performance			
iv. Advising and counseling			
v. Extra- and co-curricular activities			
vi. Professional society activities			
vii. Others (specify)			
Overall criterion 4			

Criterion 5: Academic Facilities and Learning Environment			
Sub-criteria	Preliminary findings	Final findings	Evaluation
i. Library			
ii. Classrooms			
iii. Laboratories and equipment			
iv. Full-time technical support staff for laboratories			
v. Internet and computing facilities			
vi. Others (specify)			
Overall criterion 5			

Criterion 6: Curriculum and Teaching-Learning Process			
Sub-criteria	Findings from SAR	Findings from onsite visit	Evaluation
i. Curriculum			
ii. Laboratory activities			
iii. Final year design project			
iv. Teaching-learning activities			
v. Academic calendar			
vi. Others (specify)			
Overall criterion 6			

Criterion 7: Program Educational Objectives (PEO)			
Sub-criteria	Findings from SAR	Findings from onsite visit	Evaluation
i. Mission and vision			
ii. Program Educational Objectives (PEOs)			
iii. Relationship between the POs and PEOs			
iv. Process of PEO measurement			
v. Others (specify)			
Overall criterion 7			

Criterion 8: Program Outcomes and Assessment			
Sub-criteria	Findings from SAR	Findings from onsite visit	Evaluation
i. Course outcomes (COs)			
ii. Relationship between COs and POs			
iii. Achievement of POs as required by the BAETE			
iv. Achievement of additional POs			
v. Others (specify)			
Overall criterion 8			

Criterion 9: Continuous Quality Improvement (CQI)			
Sub-criteria	Findings from SAR	Findings from onsite visit	Evaluation
i. Feedback from students			
ii. Feedback from course instructors			
iii. Feedback from external stakeholders			
iv. CQI loops			
v. Addressing deficiencies, weaknesses and concerns identified during the previous accreditation evaluation (if applicable)			
vi. Others (specify)			
Overall criterion 9			

Criterion 10: Interactions with the Industry			
Sub-criteria	Findings from SAR	Findings from onsite visit	Evaluation
i. Industrial Advisory Panel			
ii. Participation of the industry in academic updates			
iii. Students' opportunities to gain industrial experience			
iv. Others (specify)			
Overall criterion 10			

3. Program-Specific Criteria

	Findings from SAR	Findings from onsite visit	Evaluation
Program-Specific Criteria (Chapter 6 of the manual)			

4. Recommendation by the Evaluation Team

Type of Accreditation	Duration	Conditions or Observations
Accreditation for full cycle (no deficiency, no weakness in any criteria)	6 years	
Accreditation for a specific term (no deficiency and not more than three weaknesses)	6 – n years* $n \leq 3$	
Not accredited (either one or more criteria with deficiency or $n > 3$)	NA	
*n is the number of criteria evaluated to have weakness		

5. Signatures of the members of the Evaluation Team

	Name	Signature with Date
Team Chairperson		
Team members		