BAETE ACCREDITATION MANUAL

1.0 PURPOSE OF THIS DOCUMENT

This document provides a list of documents applicable to BAETE Accreditation of undergraduate engineering programs.

2.0 SCOPE OF THIS DOCUMENT

This document applies to the programs and higher educational institutions, evaluators, quality assurance committee, sectoral committees and the Board for program evaluation for BAETE accreditation in Bangladesh.

3.0 ROLES AND RESPONSIBILITIES

3.1 Higher Educational Institution/Programs

- Prepares the program Self-assessment report using ACC-TMP-04-04 (V2.1/V3.0)[1] and submits the accreditation application to the BAETE.
- Submits an Institutional Response upon receiving the Evaluation Team Report using ACC-TMP-04-07 (V2.1/V3.0)[2].
- Conforms to the timeline provided in ACC-MAN-04 (Table 5.2.1 in Section 5.2).

3.2 The Board

- Constitutes program evaluation teams following the guidelines provided in ACC-MAN-05.
- Makes accreditation decisions based on the Evaluation Team Report (moderated by the Quality Assurance Cell) and Sectoral Committee Report as per ACC-SOP-04-03.
- Conforms to the timeline provided in ACC-MAN-04 (Table 5.2.1 in Section 5.2).

3.3 The Evaluation Team

- Performs pre-visit activities, accreditation visits and post-visit activities as per sections 5.5 to 5.7 of ACC-MAN-04.
- Prepares an Evaluation Team Report using ACC-TMP-04-05 (V2.1/V3.0; *see footnote 2*) and submits it to the BAETE.
- Conforms to the timeline provided in ACC-MAN-04 (Table 5.2.1 in Section 5.2).

3.4 The Quality Assurance Cell

- Moderates the Evaluation Team Report by consistency checks with BAETE policy and benchmark requirements.
- Prepares the Quality Assurance Cell Report using ACC-TMP-04-06 (V2.1/V3.0; *see footnote 2*) and submits it to the BAETE.
- Conforms to the timeline provided in ACC-MAN-04 (Table 5.2.1 in Section 5.2).

3.5 The Sectoral Committees

- Review the Evaluation Team Reports, the Quality Assurance Cell Report and Institutional Response and recommend to the Board using ACC-TMP-04-08 (V2.1/V3.0; *see footnote 2*).

[1] Programs must use template 2.1 till 30 June 2025. A program can use either template 2.1 or 3.0 between 1 June 2025 and 30 June 2026. From 1 July 2026, all programs must use template 3.0.
[2] The template must match the SAR template used by the program.

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- Conforms to the timeline provided in ACC-MAN-04 (Table 5.2.1 in Section 5.2).

3.6 BAETE Secretariat

- Assure compliance with BAETE policy and procedures by all personnel involved in BAETE accreditation.

4.0 DEFINITIONS AND ACRONYMS

See *ACC-MAN-06 for definitions and acronyms.*

5.0 THE BAETE ACCREDITATION MANUAL, STANDARD OPERATING PROCEDURES, TEMPLATES, FLOWCHARTS, SCHEDULE, AND WORK INSTRUCTIONS

The BAETE Accreditation Manual is a collection of documents used by the BAETE Program Evaluators, Quality Assurance Cell, Sectoral Committees, and the Board to evaluate an engineering program. A program also prepares the Self-assessment report following the BAETE policy and accreditation criteria in the BAETE accreditation manual. There are three levels of documents in the BAETE accreditation manual. The top-level documents (document names contain either "-MAN-" or "-SOP-") include instructions for accreditation and standard operating procedures. The mid-level documents include templates, flowcharts, etc. (document names contain either "-TMP-", "-FLW-" or "-PLN-"). Lower-level documents include Instructions for evaluators, programs, committees, and the Board for BAETE accreditation-related activities (document names contain either "-TOR-", "-GUI-" or "-LST-").

Document number	Document title	Document versions	Effective from	Effective till
	Manual: Instructions for Accreditation			
ACC-MAN-00	BAETE Accreditation Manual	1.0	1-Jul-2024	-
ACC-MAN-01	Accreditation Policy	3.0	1-Jul-2024	-
ACC-MAN-02	Accreditation Criteria	2.2	1-Jul-2024	30-Jun-2026
ACC-MAN-02	Accreditation Criteria	3.0	1-Jul-2025	-
ACC-MAN-03	Program-specific Criteria	3.0	1-Jul-2024	-
ACC-MAN-04	Accreditation Procedure	3.0	1-Jul-2024	-
ACC-MAN-05	Evaluation Team	3.0	1-Jul-2024	-
ACC-MAN-06	Definitions and Acronyms	1.0	1-Jul-2024	-
	Standard Operating Procedures			
ACC-SOP-04-01	SOP for the Formation of the Evaluation Team	1.0	1-Jul-2024	-
ACC-SOP-04-02	SOP for Evaluating Undergraduate Engineering Programs	1.0	1-Jul-2024	-
ACC-SOP-04-03	SOP for the Board on Accreditation Decisions	1.0	1-Jul-2024	-
	Templates, Flowcharts and Plans			
ACC-TMP-01-01	Annual Report Template for Accredited Programs	1.0	1-Jul-2024	-
ACC-TMP-04-04	Self-assessment Report Template	2.1	7-Jun-2022	30-Jun-2026
ACC-TMP-04-04	Self-assessment Report Template	3.0	1-Jul-2025	-
ACC-TMP-04-05	Evaluation Team Report Template	2.1	7-Jun-2022	30-Jun-2026
ACC-TMP-04-05	Evaluation Team Report Template	3.0	1-Jul-2025	-
ACC-TMP-04-06	Quality Assurance Cell Report Template	2.1	7-Jun-2022	30-Jun-2026
ACC-TMP-04-06	Quality Assurance Cell Report Template	3.0	1-Jul-2025	-
ACC-TMP-04-07	Institutional Response Template	2.1	7-Jun-2022	30-Jun-2026

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ACC-TMP-04-07	Institutional Response Template	3.0	1-Jul-2025	-
ACC-TMP-04-08	Sectoral Committee Report Template	2.1	7-Jun-2022	30-Jun-2026
ACC-TMP-04-08	Sectoral Committee Report Template	3.0	1-Jul-2025	-
ACC-FLW-04-09	Accreditation Flow Diagram	3.0	1-Jul-2025	-
ACC-PLN-04-10	Typical Evaluation Team Visit Schedule	3.0	1-Jul-2025	-
ACC-TMP-04-11	SAR Pre-approval Review Report Template	1.0	1-Jul-2024	-
ACC-TMP-04-12	Evaluation Team's Response to QAC Report Template	1.0	1-Jul-2024	30-Jun-2026
ACC-TMP-04-12	Evaluation Team's Response to QAC Report Template	2.0	1-Jul-2025	-
	Instructions for evaluators, programs, committees, and the Board			
ACC-TOR-04-11	Terms of Reference of the Head of Delegation in the Concurrent Accreditation Visits	2.0	1-Jul-2024	-
ACC-GUI-04-12	Guidelines for Academic Institutions	3.0	1-Jul-2024	-
ACC-GUI-04-13	Guidelines for Program Evaluators	3.0	1-Jul-2024	-
ACC-GUI-04-14	Guidelines for BAETE Program Evaluators on Transition Period	1.0	8-Sep-2023	-
ACC-LST-00-01	List of Additional Documents	1.0	1-Jul-2024	-

*Programs can use either V2.2 or V3.0 of the accreditation criteria between 1 July 2025 and 30 June 2026

6.0 REVISION HISTORY

Date	Version	Description of Change
23 April 2024	1.0	Initial release

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