SOP for the formation of the Evaluation Team

1.0 PURPOSE OF THIS DOCUMENT

This document establishes the Board of Accreditation for Engineering and Technical Education (BAETE) procedure for forming the Evaluation Team.

2.0 SCOPE OF THIS DOCUMENT

This standard operating procedure (SOP) is applicable for constituting the Evaluation Team for evaluating single/multiple undergraduate engineering programs of Higher Educational Institutions (HEI).

3.0 ROLES AND RESPONSIBILITIES

3.1 Quality Assurance

- Proposes the Evaluation Team for the approval of the Board.
- Notify the Evaluation Team and the program(s) of the Board's approval to initiate the evaluation process.
- Fulfills the responsibilities mentioned above within the timeline provided in Section 5.2 of ACC-MAN-04.

3.2 BAETE

- Approves the Evaluation Team to evaluate the program(s).

4.0 DEFINITIONS AND ACRONYMS

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

5.0 SPECIFIC PROCEDURE

Step 1
The BAETE Secretariat initiates the formation of the Evaluation Team after the initial review of the Self-assessment report. The BAETE Secretariat shortlists the evaluators for all possible roles in the Evaluation Team. The roles include Head of Delegation (HoD), Evaluation Team Chairs, Evaluation Team Members and Observers. An evaluator is considered eligible when they meet the following criteria:

- Have engineering degrees or work in a program within the same BAETE broad sectors. Evaluators from other sectors having expertise in the program-specific criteria may also be eligible.
- Meets the BAETE eligibility requirements for a program evaluator (ACC-MAN-05).

Step 2
The BAETE Secretariat communicates with the potential Evaluators to confirm their availability and possible conflict of interest regarding the program.

Step 3
The BAETE Secretariat proposes the Evaluation Team based on the information collected in step 2. A typical Evaluation Team comprises three members per program, with at least one member from the relevant industry. For concurrent accreditation of multiple programs of the same HEI, the BAETE Secretariat proposes an Evaluation Team with members three times the number of programs getting evaluated. However, if there are multiple programs from the same sector or programs with substantial overlapping in the program-specific criteria, the BAETE Secretariat can propose evaluators twice the number of programs for those programs only. In such cases, one-fourth of the evaluators of these programs must come from relevant industries.

Step 4
The BAETE Secretariat proposes the HoD (if applicable) and Evaluation Team Chairs for each program.

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Step 5
The BAETE Secretariat tables the proposal at the next board meeting to get approval from the board.
Step 6
The Board approves the Evaluation Team in the next Board Meeting.
Step 7
The BAETE Registrar notifies the Evaluation Team Members and the Program(s) regarding the formation of the Evaluation Team.

6.0 FORMS/TEMPLATES TO BE USED

None.

7.0 EXCEPTIONS

- If the Institution expresses legitimate reservations in writing about any member who may have a conflict of interest, as per section 16.0 of ACC-MAN-01, the BAETE Secretariat shall start from Step 1 of section 5.0 of this document.
- If there is a significant delay in scheduling a Board Meeting, the BAETE Secretariat may skip Step 6 and report the formation of the Evaluation Team in the immediate Board Meeting after the action regarding Step 7 has been taken.

8.0 REVISION HISTORY

Date	Version	Description of Change
23 April 2024	1.0	Initial Release

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