

BAC Accreditation Process

1. Intent to Apply

HEI/POE, committed to quality assurance and accepted the BAC accreditation policy and process, shall submit expression of interest in writing to BAC for accreditation. After receiving expression of interest, BAC shall provide accreditation manual, counseling and guidance to make necessary preparation to apply for accreditation.

Following the BAC Accreditation Manual, the concerned HEI/POE will conduct self-assessment and assess the level of compliance in respect of BAC accreditation standards and criteria. HEI/POE, may appoint mentor for consultation services. Mentor will guide the HEI/POE to adopt and maintain the BAC accreditation standards and criteria with proper documentation, facilitate to conduct self-assessment following the BAC accreditation manual and prepare the entity to apply for accreditation.

2. Self-Assessment

The HEI/POE, intent to apply for accreditation, shall conduct self-assessment of concerned academic program following the guidelines in chapter-4 of this Manual within one year from the date of application. Self-assessment of HEI/academic program is the indispensable first step towards quality assurance and accreditation. It is a systematic assessment by the HEI/POE to assess the level of compliance and to identify the strengths, weaknesses, opportunities and threats for the purpose of further improvement. Self-assessment must demonstrate the current status of adoption and maintenance of BAC accreditation standards and criteria at program level. Based on the current status of BAC accreditation standards and criteria the POE will assess the level of compliance using BAC rubrics and check the preparedness of the HEI/POE, which in effect will help to make decision regarding application for accreditation.

3. Eligibility to Apply for BAC Accreditation

HEI/POE (faculty/ department/institute) intent to apply for accreditation must fulfil the following conditions:

- 1) The HEI/academic program needs to be approved by the appropriate authority in Bangladesh;

- 2) The HEI must have a permanent IQAC for management of quality assurance within the HEI;
- 3) As per the Bangladesh Accreditation Council Act, 2017 section 17(2) HEI/academic program must comply with the BNQF;
- 4) The academic program must be leading to bachelor degree or above level.
- 5) At least one batch of students must complete the formalities of graduation under the academic program at least two years before the date of application for accreditation of concerned academic program;
- 6) In case of institutional accreditation, at least 20% of total academic programs of the HEI must be accredited by BAC. Provided that the number of accredited academic program is minimum of three;
- 7) The HEI/POE must have adequate infrastructural facilities, appropriate human resources and strategic plan with sufficient financial resources to fulfil its mission including BAC standards and criteria;
- 8) The HEI/POE, within a maximum of one year from the date of application for accreditation, must complete self-assessment following the BAC accreditation manual.

4. Application for Accreditation

- 1) The HEI/POE will submit duly filled in application form prescribed by the Council;
- 2) Necessary information and documents must be submitted with the application following the directives of the Council;

5. Acceptance or Refusal of Application

- 1) After submission of application, if the Council is satisfied that the application is filled in properly and submitted along with required documents and information, the application will be accepted for further processing;
- 2) If the Council is not satisfied with the information furnished in the filled in application and the applicant fails to provide necessary documents the Council shall reject the application;

In such cases, the Council may ask in writing for submission of documents or information within seven days from the date of issuance of such letter.

If the applicant fails to provide necessary documents or information within the specified seven days, the Council shall reject the application and send back the application for re-submission.

3) If the application is accepted, the council shall inform the applicant in writing to pay accreditation fee within next seven days.

4) If the application is rejected, the Council within seven days from the date of decision on the status of application will inform the applicant in writing about rejection of the application specifying the reasons;

6. Accreditation Fee

1) Fee as specified in the Accreditation Rules, 2022 is to be paid by the applicant for accreditation/accreditation by recognition, as applicable.

2) If any mentor appointed by the applicant for consultation services for better maintenance of the accreditation standards and criteria of the Council, in that case, the applicant will pay all the necessary expenses (honorarium, travel expenses and other expenses for the services of the mentor.