

# BAC Accreditation Process

## **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;
- 3) BAC accreditation process will be started upon acceptance of application for accreditation.

## **Formation of Accreditation Committee**

After acceptance of an application for accreditation the Council will form the Accreditation Committee following the Accreditation Rules, 2022. There will be one Head and two members in the Committee.

## **Qualifications of Head and Members of the Accreditation Committee**

### **For academic program accreditation**

#### **a) Head of the academic program Accreditation Committee**

One academic with the rank of Professor who has experience in academic program or curriculum evaluation, quality assurance or accreditation in higher education shall be eligible to be the Head of the Committee.

#### **b) Members of the academic program Accreditation Committee**

- i) One member of the Committee shall be an academic with the rank of Associate Professor or above having experience in academic program or curriculum evaluation, quality assurance or accreditation in higher education.
- ii) Another member, as subject expert, shall be an academic with the rank of Associate Professor or above from the respective subject/discipline of the academic program, for which application is submitted for accreditation.

### **For institutional accreditation**

#### **a) Head of the institutional Accreditation Committee**

One academic with the rank of Professor with at least two years of administrative experience in higher education institution and experience in quality assurance or accreditation in higher education shall be eligible to be

the Head of the Committee.

**b) Members of the Institutional Accreditation Committee**

- i) One academic with the rank of Associate Professor or above having experience in quality assurance or accreditation in higher education shall be one member of the Committee.
- ii) Another member of the Committee shall be one academic with the rank of Associate Professor or above with at least two years of experience in management of HEI(s) similar to the HEI under consideration for accreditation.

**Formation of Expert Committee**

- 1) Council will form an Expert Committee consisting of one Head and two members.
- 2) In case of academic program accreditation, the Head and Members of the Expert Committee will be academics with the rank of Professor in the discipline/subject of the academic program under consideration for accreditation.
- 3) In case of institutional accreditation, the Head and Members of the Expert Committee will be academics with the rank of Professor who have experience in management of HEI(s) of similar nature.

**External Quality Assessment (EQA)**

The Accreditation Committee appointed by the Council shall carry out the EQA following EQA guidelines of the Council. The EQA shall include review of documents and SAR, site visit and submission of EQA report with observations and recommendation.

**Conditions for BAC Certificate of Accreditation**

- 1) Accreditation status will be determined on the basis of EQA report.
- 2) To be eligible for BAC accreditation certificate, HEI/academic program need to earn 70% or above score in external quality assessment with a minimum of 50% score in each standard separately;
- 3) The Certificate of Confidence shall be granted for a maximum period of one year, if earned score in external quality assessment is 60% or above but less than 70%. The Certificate of Confidence is non-renewable.
- 4) The HEI/POE, received certificate of confidence, shall comply with the BAC standards and conditions at a required level for certificate of accreditation within the specific period of time and inform the Council in writing. In such

cases, the same accreditation committee shall re-assess the HEI/academic program, as applicable. The concerned HEI/academic shall be eligible for certificate of accreditation, if the re-assessed score is 70% or above.

### **Decision & Issuance of Certificate**

- 1) Decision in respect of application for accreditation shall be taken in council meeting considering the EQA report and assessment of level of compliance submitted by the Accreditation Committee.
- 2) The Council shall issue the Certificate of Accreditation or Certificate of Confidence as applicable within seven days from the date of decision.
- 3) In case of refusal of accreditation, the Council shall inform the concerned HEI/POE in writing specifying the reasons.

### **Accreditation by Recognition**

As per the Accreditation Rules, 2022:

- 1) The Council may grant accreditation by recognition for the HEI/academic program accredited by any internationally recognized quality assurance/ accreditation agency;
- 2) Conditions of Accreditation by Recognition:
  - a) Objectives of the accrediting agency, by which the interested HEI/academic program is accredited, must be consistent with the objectives of the Council;
  - b) The Council shall issue the Certificate of Accreditation by Recognition within seven days from the date of decision in Council meeting.
  - c) BAC accreditation by recognition will be valid for five years from the date of issuance of certificate of accreditation by the other agency.
  - d) In case of, expiry of validity or cancellation of accreditation by other organization, certificate of accreditation by recognition issued by BAC will be automatically cancelled;
  - e) The HEI/POE must apply for BAC accreditation by recognition at least two years before the expiry of validity of the accreditation certificate of another accrediting agency;
  - f) The HEI/POE must apply for accreditation by recognition using the Application Form as prescribed by the Council with necessary documents;
  - g) Copy of the certificate of accreditation by other accrediting agency, Self-assessment report of the HEI/POE, EQA report and necessary

documents and information as evidence of compliances with BAC accreditation requirements need to be submitted with the application for accreditation by recognition;

- h) After receiving an application for Accreditation by recognition, 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 necessary documents or information within seven days from the date of issuance of such letter.

- i) If the applicant fails to provide necessary documents or information within the specified seven days, the Council shall reject the application and send it back for re-submission.
- j) If the application is accepted, the council shall inform the applicant in writing to pay accreditation fee within next seven days.
- k) If the application rejected, the Council within seven days from the date of decision will inform the applicant in writing about rejection of the application specifying the reasons;

- 3) After receiving the application for accreditation by recognition, the Council shall appoint an Accreditation Committee following the Accreditation Rules. 2022. The Accreditation Committee shall:

- i) review all the documents submitted with application for accreditation by recognition;
- ii) examine the level of compliance for BAC accreditation; and
- iii) submit report with recommendation and all the documents to the Council;

- 4) Considering the reports, documents and recommendations of the Accreditation Committee the Council may refuse to grant accreditation by recognition. In case of refusal the Council shall set out the reasons to the HEI/POE in writing.

## BAC Accreditation Process Flow

