

Accreditation Rules, 2022

Translated English Version of Original Text in Bangla

(Disclaimer: The user of the English Version is kindly requested to verify the correctness of the information with the Accreditation Rules, 2020 of Bangladesh Accreditation Council at all times. Failure to do so will not give rise to any claim or action of any nature against Bangladesh Accreditation Council by any party whatsoever)

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Government of the People's Republic of Bangladesh
Secondary and Higher Education Division
Bangladesh Accreditation Council

Notification/Order

Date: 15 Jaishtho, 1429/29 May, 2022

SRO No. 109/Act/2022--- In exercise of the power conferred by section 25 of the Bangladesh Accreditation Council Act, 2017 (Act no. 9 of the year 2017) Government is pleased to make the following rules:---

Chapter 1

Introduction

- 1. Title and Commencement** |--- (1) These Rules may be called the "Accreditation Rules, 2022".
(2) These Rules shall come into force at once.
- 2. Definition** |--- (1) In these Rules, unless there is anything repugnant in the subject or

context –

- (1) **“Act”** means Bangladesh Accreditation Council Act, 2017 (Act No. 9 of the year 2017);
- (2) **“Accreditation Committee”** means the accreditation committee formed by the rule 9;
- (3) **“Certificate of Accreditation”** means granting of certificate or recognition by the Council, as per the provisions of the Rules, to a public or private higher education institution or academic program of the institution.
- (4) **“Higher education institution”** means higher education institution as defined by clause (3) of section 2 of the Act;
- (5) **“Council”** means Council as defined by clause (6) of section 2 of the Act;
- (6) **“Certificate of Confidence”** means certificate of confidence as defined by clause (5) of section 2 of the Act;
- (7) **“Schedule”** means schedule of the Rules;
- (8) **“Program”** means program as defined by clause (10) of section 2 of the Act; and
- (9) **“Self-Assessment”** means a self-evaluation or self-assessment by any higher education institution following the guidelines of the Council with the goal of continuous improvement for the purpose of quality assurance of offered higher education.

(2) The words or expressions those are not defined in the Rules will be used to mean the same as these words or expressions were used in the Act.

Chapter 2

Terms and Conditions of Accreditation, Process, Duration, Etc.

3. Terms and Conditions to Apply---

The higher education institution must fulfill the following terms and conditions to apply for accreditation from the council for the purpose of quality assurance of offered higher education: ---

- (a) The concerned higher education institution must have a permanent Institutional Quality Assurance Cell (IQAC) for management of quality assurance;

- (b) Curriculum designed for academic programs and necessary arrangements to run the academic activities following the designed curriculum must be in compliance with the Framework formulated by section 15 of the Act;
- (c) Must complete the formalities of graduation of at least one batch of students by the academic program at least 02 (two) years before the date of application for accreditation;
- (d) In case of institutional accreditation, at least 20% of total academic programs of the higher education institution must be accredited by the Council.

Provided that the number of accredited academic program must be minimum of 03 (Three);

- (e) The higher education institution must have quality assurance, infrastructure with modern facilities, trained human resources financial solvency and strategic plan as specified by the Council; and
- (f) The higher education institution or the academic program must be approved by the competent authority as applicable.

4. **Accreditation Process** ---- (1) Any higher education institution academic program, as applicable, may apply to the council for accreditation subject to fulfilment of the terms and conditions as specified by the rule (3).

(2) Following documents and information must be submitted along with the application for accreditation, as mentioned by clause (1),:

- (a) Letter of approval by the competent authority relating to the formation and establishment of the institution;
- (b) Existing organizational structure of the institution;
- (c) Name, designation, contact number, duration of service or other necessary information of similar nature;
- (d) Evidences of establishing permanent institutional quality assurance cell (IQAC), assigned officials, and notable activities of the IQAC within last not more than one year from the date of application for accreditation following the prescribed format of the council;

- (e) Self-evaluation or self-assessment report completed within not exceeding one year prior to submission of application for accreditation following the self-assessment guidelines of council;
 - (f) Rules relating to appointment of officers and staff of the institution;
 - (g) List of Head of the institute, faculty or department, full-time and part-time faculty members employed by the institution with designation, as applicable, using prescribed format of the council;
 - (h) List of staff members employed by the institution with name and designation using prescribed format of the council;
 - (i) Information, using prescribed format of the council, relating to training program organized by the institution within last one year from the date of application for accreditation to enhance the professional competence of the academic and professional staff;
 - (j) Statement of financial solvency and strategic plan of the institution;
 - (k) Information, using prescribed format of the council, relating to existing infrastructure with modern facilities, description of ongoing infrastructure construction, future infrastructure plan with time line and possible financing;
 - (l) List of research projects and brief findings of these research projects completed within last 03 (three) years from the date of application for accreditation using prescribed format of the council;
 - (m) List of ongoing research projects using prescribed format of the council specifying name of the research project, supervisor of the research project, researchers, duration, goal or other information of similar nature; and
 - (n) Other documents or information as determined by the council time to time.
- (3) The Council, after scrutiny and review of application, documents and information submitted along with the application under sub-rule (1) and (2) ---
- (a) If satisfied shall accept the application and send all the documents and information along with the application to the accreditation committee for opinion regarding the matter as per the Act and Rules; or

- (b) If not satisfied or if the applicant fails to fulfil the terms and conditions of application or fails to provide necessary documents and information shall reject the application;

Provided that the Council may ask in writing for submission of documents or information within not more than 07 (seven) days:

Further, provided that if the applicant fails to submit necessary documents or information within the specified period of time, the Council can reject the application or ask the applicant to submit fresh application.

- (4) If any application is primarily accepted by clause (a) of sub-rule (3) the council shall inform the concerned applicant in writing to pay the fees as mentioned in the schedule-1 within 07 (seven) days.
- (5) If any application is not primarily accepted by clause (b) of sub-rule (3) the council shall inform the concerned applicant in writing about the reasons of rejection within 07 (seven) days from the date of decision of rejection.
- (6) Council after review of opinion of the accreditation committee formed in respect of submitted application by subrule (1) and related documents or information—
- (a) If satisfied, shall take decision to give certificate of confidence or certificate of accreditation, as applicable; or
- (b) If not satisfied or if the applicant is not eligible to have accreditation shall reject the application for accreditation.
- (7) If decision taken by clause (a) of the sub-rule (6) to issue certificate of confidence or certificate of accreditation, as applicable, the council shall provide certificate of confidence or certificate of accreditation, as applicable, to the higher education institution or higher education or academic program within 07 (seven) days from the date of decision.
- (8) If any application of is not accepted by clause (b) of the sub-rule (6) the concerned applicant may apply again to the council for accreditation fulfilling necessary terms

and conditions.

5. Accreditation by Recognition--- (1) Any higher education institution or higher education or academic program, as applicable, accredited by any internationally recognized quality assurance or accreditation agency, may apply to the council with related documents or information within the period as described by the sub-rule (8) for accreditation by recognition.
- (2) Following documents or information, as applicable, needs to be submitted along with the application as mentioned by the sub-rule (1), such as:---
- a) Copy of the certificate of accreditation issued by the internationally recognized quality assurance or accrediting agency;
 - b) Letter of approval of the higher education institution or academic program of the institution by the competent authority, as applicable;
 - c) Documents relating to the academic activities of curriculum of the academic program, as applicable;
 - d) Evidence relating to the completion of bachelor or above of first batch of students by the higher education institution or academic program offering entity and number of participants, number of students passed, result or similar information;
 - e) Approved organizational structure of the higher education institution or academic activities or program offering entity;
 - f) Name, designation, contact address, duration of service, or other necessary similar matters of the officials, engaged with administrative responsibilities at the higher education institution or academic program or program offering entity;
 - g) Evidence relating to the establishment of the permanent institutional quality assurance cell, responsible individuals and activities completed within last 01 (one) year from the date of application for accreditation by recognition using prescribed format by the council;
 - h) Self-evaluation or self-assessment report completed by the higher education institution or academic activities or program offering entity within 01 (one) year from the date of

application for the purpose of accreditation following the self-assessment guidelines of the council;

- i) Rules relating to the appointment of the officials of the concerned higher education institution of academic program offering entity;
- j) List of human resource working at the concerned institution or academic program offering entity including their name and designation using prescribed format of the council;
- k) Information, using the prescribed format of the council, relating to the activities for enhancing professional competence of the faculty and professional staff of the institution or academic program offering entity conducted within last 01 (one) year from the date of application for accreditation;
- l) Statement of financial solvency and strategic plan of the institution or academic program offering entity;
- m) Information, using prescribed format of the council, relating to existing infrastructure with modern facilities, description of ongoing infrastructure construction, future infrastructure plan with time line and possible financing;
- n) List of research projects and brief findings of these research projects completed within last 03 (three) years from the date of application for accreditation using prescribed format of the council;
- o) List of ongoing research projects using prescribed format of the council specifying name of the research project, supervisor of the research project, researchers, duration, goal or other information of similar nature; and
- p) Other documents or information as specified by the council.

(3) After examining and review of application, documents and information along with the application submitted by sub-rule (1) and (2) the council ---

(a) If satisfied, shall accept the application for accreditation by recognition and send all the documents and information along with the application to the accreditation committee for opinion as per the Act and provisions of the Rules; Or

(b) If not satisfied or if the applicant fails to fulfil the terms and conditions for

application or fails to provide necessary documents or information shall reject the application;

Provided that, if any additional document or information is required, the Council may ask in writing for submission of those within 07 (seven) days.

Further, if the applicant fails to provide necessary documents or information within the specified period of time, the council can reject the application or can ask the applicant to submit fresh application.

- (4) If any application is accepted primarily by clause (a) of sub-rule (3) the council shall inform the concerned applicant in writing to pay the fees as mentioned in the schedule-1 within 07 (seven) days.
- (5) If any application is not accepted primarily by clause (b) of sub-rule (3) the council, shall inform the concerned applicant in writing about the reasons of rejection within 07 (seven) days from the date of decision of rejection.
- (6) After examining and review of related documents or information and opinion of the accreditation committee formed in respect of the submitted application under sub-rule (1) the council –
 - (a) If satisfied, shall take decision to give accreditation by recognition; or
 - (b) If not satisfied or if the applicant is not eligible to have accreditation by recognition shall reject the application for accreditation.
- (7) If decided, by clause (a) of the sub-rule (6), to give certificate of accreditation by recognition to any higher education institution or academic program of the institution the council shall issue the certificate of accreditation by recognition within 07 (seven) days from the date of decision, duration of which will be maximum of 05 (five) years from the date of issue;

Provided that if the certificate of accreditation for any higher education institution or academic program, based on which the certificate of accreditation by recognition is

granted by the council, is cancelled or withdrawn by that accrediting agency or has expired, the certificate of accreditation by recognition awarded by the Rules will be automatically cancelled.

- (8) Application for accreditation by recognition needs to be submitted to council within 02 (two) years before the date of expiry of validity of the certificate of accreditation received from any internationally recognized quality assurance agency or accreditation agency.
6. Validity, non-renewability of certificates, etc. --- (1) Validity of Certificate of Confidence shall be 01 (one) year from the date of issue. The Certificate of Confidence is non-renewable.
- (2) Validity of Certificate of Accreditation shall be 05 (five) years from the date of issue and it is non-renewable.
- (3) After expiry of validity of certificate of accreditation as mentioned by sub-rule (2), if any higher education institution or academic program wants to be accredited again may submit fresh application to the council following the provisions of the Act and Rules.
7. Certificate and Registrar--- (1) For the purpose to provide certificate of confidence or certificate of accreditation the council may visit the concerned higher education institution and provide certificate of confidence or certificate of accreditation, as applicable on the basis of earned score as mentioned in the schedule-2:

Provided that whatever the earned score the applicant must have minimum 50% score in each accreditation standard separately as determined by the council.

(2) Any higher education institution that has received Certificate of Confidence, needs to inform the council in writing after fulfilment of the necessary requirements of standards and conditions to get the certificate of accreditation by the Act and Rules.

(3) If satisfied, subject to the fulfilment of terms and conditions as mentioned by sub-rule

(2), the council shall provide the certificate of accreditation to the concerned higher education institution, academic activities or program.

(4) Certificate of confidence or certificate of accreditation awarded to any higher education institution or any academic program of the institution shall not be applicable to any other higher education institution or program.

(5) Council shall preserve the particulars and information related to the accreditation of the higher education institutions or academic programs on the Accreditation Register of the Council manually and can preserve electronically.

8. **Audit and Assessment---** (1) The council can audit and assess the higher education institution or academic program of the institution.

(2) Council can take help of one or more expert(s) to conduct academic audit as mentioned by sub-rule (1).

(3) The Council can audit through site visit to monitor whether the accredited higher education institution or academic programs of the institution is running properly or not following the standards as determined by the council or other relevant provisions.

(4) The council shall audit the accredited higher education institution or academic program at least once in 02 (two) years.

Provided that if anyone file complain to the council against the accredited higher education institution or academic program of the institution, the Council can conduct impromptu audit of the accredited higher education institution or academic program of the institution.

Chapter 3

Committee, Functions, Etc.

9. **Formation of Accreditation Committee---** (1) After receiving application for accreditation of any higher education institution or academic program of the institution the council shall form accreditation committee with 01 (One) Head and 02 (Two) Members

to take necessary actions in respect of the application following the rule 11.

(2) In respect of submitted application as mentioned by sub-rule (1) separate accreditation committee needs to be formed for each application.

(3) The committee formed by sub-rule (1) can go for on-site visit to observe quality of the higher education institution or academic activities or program of the institution.

(4) Head and Members of the accreditation committee are eligible for re-appointment.

Provided that no individual shall be appointed as Head or Member of Accreditation Committee until the settlement of any application for which the individual is appointed as Head or Member of the accreditation committee to take necessary actions in respect of that application.

(5) If Head or any Member of the accreditation committee has any direct or indirect interest with the higher education institution or academic program of the institution, he/she shall inform the council in writing, and he/she shall not be eligible to be in the committee.

(6) Head or any Member of Accreditation Committee may resign through submission of written letter to the Chairman of the Council.

10. Qualifications of Head & Members of the Accreditation Committee--- (1) One academic with the rank of Professor having minimum 02 (two) years of administrative experience in higher education institution and specialized knowledge in quality assurance or accreditation in higher education shall be eligible to be the Head of the committee for accreditation of higher education institution (institutional accreditation committee).

(2) Academics with the rank of minimum of Associate Professor shall be the 02 (Two) members of the institutional accreditation committee among them one shall have specialized knowledge in quality assurance or accreditation of higher education and the other one shall have experience of minimum 02 (two) years in management of higher education institution of similar nature.

(3) One academic with the rank of Professor having specialized knowledge in evaluation of curriculum, quality assurance or accreditation of higher education institution or

academic program, shall be eligible to be the Head of the committee for accreditation of higher education activities or program.

(4) Academics with the rank of minimum of Associate Professor shall be the 02 (Two) members of the committee for accreditation of higher education institution or academic program among them one shall have specialized knowledge in curriculum evaluation, quality assurance or accreditation of higher education activities or academic program and another member shall be experienced in the subject of the concerned higher education activities or program.

11. To carry out the external quality assessment following the guidelines of the council for providing opinion to the council upon audit and review of accreditation application, the functions of the accreditation committee shall be as follows:

(a) Examine and review the documents or information and self-assessment report submitted along with the application;

(b) Site visit at the higher education institution and intensive review of overall situation including necessary facilities available at the higher education institution for running the academic program in respect of various aspects of quality assurance and accreditation standards as determined by the Council;

(c) Meeting separately for exchange of views with the relevant stakeholders including existing students and alumni, full-time and part-time faculty, key persons of administration, other officials and staff of the concerned higher education institution; and

(d) Evaluation, after review and observation, of the concerned higher education institution or higher education activities or program of the institution.

12. **Duration of Accreditation Committee---** Duration of each accreditation committee, as applicable, shall remain valid for 06 (six) months from the date of formation of the committee to submit opinion or recommendation to the council considering the application of accreditation of the concerned higher education institution or higher education activities or program of the institution;

Provided that council may extend the duration if requested by the accreditation committee.

Chapter 4

Suspension, Cancellation of Certificate, Reconsideration, Etc.

13. **Suspension or Cancellation of Certificate of Confidence or Certificate of Accreditation, etc.**--- (1) Council may suspend the validity of Certificate of Confidence or Certificate of Accreditation granted by the council if, any higher education institution violates standards or terms and conditions of certificate confidence or certificate of accreditation in running the accredited higher education institution:

Provided that in case of suspension of any certificate council shall issue a show-cause notice to the concerned higher education institution specifying the violation of standard or terms and conditions.

(2) Concerned higher education institution may reply to the notice within 21 (twenty-one) days from the date of issue of the notice as per sub-rule (1).

(3) The Council shall organize hearing in presence of all concerned within 10 (Ten) days after receiving the reply to the notice by sub-rule (2).

(4) If, the explanation of the higher education institution by sub-rule (3) in respect notice, is not satisfactory or if the higher education institution does not present explanation and evidences, the Council may suspend the validity of the Certificate of Confidence or Certificate of Accreditation.

(5) The Council shall convey the decision taken by sub-rule (4) to the concerned higher education institution in writing and may give a maximum of 06 (six) months to take remedial measures to resolve the complains.

(6) The concerned higher education institution shall inform the Council in writing with evidences after taking remedial measures to resolve the complains within the period of

time as mentioned by sub-rule (5);

(7) The Council can conduct site visit or audit to verify the remedial measures after receiving the evidences as mentioned by sub-rule (6).

(8) After review of audit report as mentioned by sub-rule (7) the council-

(a) If satisfied, shall withdraw the notice issued to the concerned higher education institution relating to suspension of granted certificate of confidence or certificate of accreditation. or

(b) If not satisfied, shall cancel or withdraw the certificate of confidence or certificate of accreditation granted to the concerned higher education institution.

(9) The Council shall convey the decision by sub-rule (8) to the concerned higher education institution in writing within 07 (Seven) days from the date of decision.

(10) After receiving the written letter from council relating to cancellation or withdrawal of certificate of confidence or certificate of accreditation by clause (b) of the sub-rule (8) the concerned certificate shall be surrendered within the time as determined by the council.

14. Application for Reconsideration, Formation of Committee, Etc.--- (1) Any higher education institution, aggrieved by suspension or cancellation or withdrawal or refusal of certificate of accreditation or any other reasons may file an application to the Chairman of the council for reconsideration seeking remedy with fees as mentioned on the schedule-1 and necessary documents within 30 (Thirty) days from the date of receiving letter relating to the decision.

(2) After receiving application for reconsideration as mentioned by sub-rule (1) within 15 (Fifteen) days after receiving the application the council shall form a reconsideration committee constituting the following members to provide decision considering the application: ---

(a) Chairman of the Council, who shall be the Head of the committee;

(b) Four full-time Members of the Council;

(c) Head of the concerned accreditation committee; and

(d) Three expert members as nominated by the council.

(3) In case of any objection regarding the formation of reconsideration committee the applicant shall inform the Chairman of the Council in writing specifying the reason(s) of objection within 07 (seven) days from the date of issuance of the order regarding the formation of the committee.

(4) Decision of the Chairman of the Council regarding the objection raised by the applicant by sub-rule (3) is final.

(5) If any Member of the reconsideration committee has any direct or indirect interest with the higher education institution applied for reconsideration, he/she shall not be eligible to be in the committee.

(6) Secretary of the council shall provide secretarial support to the reconsideration committee.

(7) After submission of application for reconsideration the certificate of confidence or certificate of accreditation, as applicable, shall remain valid and academic activities of the concerned higher education institution shall remain functional till the settlement of the application for reconsideration.

15. Nomination Process of Expert Members of the Reconsideration Committee--- To reconsider the application of any higher education institution the Council may nominate 02 (Two) academics with the rank of Professor having experience in quality assurance or accreditation in higher education and another academic with the rank of Professor having minimum 04 (Four) years of experience in management of higher education institution of similar nature as expert members as mentioned by clause (d) of sub-rule (2) of the rule 14.

16. Functions of the Reconsideration Committee--- (1) To achieve the objective of the Rules, the functions of the reconsideration committee, in respect of application for reconsideration seeking remedy submitted by any higher education institution aggrieved for suspension or cancellation or withdrawal or refusal or any other reasons, to provide decision relating to the application for reconsideration shall be as follows:

- (a) Review of documents or information, written statements and related matters;
- (b) Site visit, oral interview or hearing as needed;
- (c) Taking advice from experts in accreditation; and
- (d) Correction, alteration or cancellation of decision regarding the application for accreditation considering the overall situation.

(2) The Reconsideration Committee, within not more than 15 (Fifteen) days from the date of its first meeting shall settle the application of reconsideration and notify the order with signature of all members of the committee.

(3) As per sub-section (3) of the section 18 of the Act, the decision of the reconsideration committee shall be considered as final and no appeal can be filed against it.

17. Publishing the Text translated in English --- (1) After commencement of the Rules, the Government shall publish an authentic English text of the Rules by gazette notification.

(2) In case of any contradiction between the Bangla and English texts, the Bangla text shall prevail.

Schedule-1

(Rules 2(7), 4, 5 and 14)

Fees

Serial No.	Items	Fee (in Lac taka)
1.	Application for Accreditation	2 (Two)
2.	Application for Accreditation by Recognition	2 (Two)
3.	Application for Reconsideration	1 (One)

Schedule-2

(Rule 7)

Serial No.	Earned Score (in percentage)	Types of Certificates
1.	70% or above	Certificate of Accreditation
2.	60% to less than 70%	Certificate of Confidence
3.	Less than 60%	Not Eligible