

# Bangladesh Accreditation Council

## Accreditation Standards and Criteria for Academic Program

The Bangladesh Accreditation Council (BAC) Standards and criteria for program accreditation consist of statements that are internationally recognized and widely accepted as good practices in higher education. These standards and criteria are for accreditation of bachelor and master's program by course. The Program offering Entity (POE) must maintain sufficient and appropriate documentations as evidence of compliance for each criterion.

### **Standard 1: Governance**

Governance system must work in a manner that ensures better management of the program towards the achievement of mission and objectives of the higher education institutions (HEI)/program offering entity (POE) in a way that effectively benefits the stakeholders.

**Criterion 1.1:** Defined vision, mission and objectives of the POE are in accordance of those of the HEI and demonstrate the way that will serve the purposes of the stakeholders and society at large.

#### **Documentation and Evidence:**

Documented copy of defined vision, mission, objectives of the HEI and PoE.

- i) Minutes of meeting regarding approval of vision, mission, goals, objectives etc.
- ii) Visible display
- iii) Handbook/Brochure with vision, mission, goals, objectives etc.

**Criterion 1.2:** The POE has well-communicated strategic plan that effectively guide its activities and is effectively implemented to achieve the defined vision, mission and objectives of the HEI/POE.

#### **Documentation and Evidence:**

- i) A copy of the documented strategic plan with strategic goals, objectives, necessary actions and implementation plan including specific timeline with budget and indicators to measure the achievements.
- ii) Minutes of meeting relating to approval of strategic plan
- iii) Mechanism or system to collect input from the stakeholders for preparing the strategic plan.
- iv) Minutes of meeting relating to the way inputs from faculty, staff, and other stakeholders were considered in preparing the strategic plan.
- v) Communication link that shows the way the strategic plan is communicated among the concerned stakeholders

**Criterion 1.3:** The HEI has an administrative setup with well-defined and well-communicated policy to receive complains and redress the issues on sexual harassment for safe and sound environment.

**Documentation and Evidence:**

- i) Policy and procedure for redressing sexual harassment issues.
- ii) List and name of the members of the committee to handle sexual harassment issues.
- iii) Records, agendas and minutes of meetings relating to management sexual harassment issues in last one year.
- iv) Name and contact details of the person(s) responsible to receive the complaints.
- v) Communication link that shows the way policy is well-communicated among the concerned stakeholders

**Criterion 1.4:** The PoE strictly maintains the academic calendar containing schedule of all academic activities under the academic program.

**Documentation and Evidence:**

- i) Copy of approved academic calendar with specific date of class starting, class closing, summative/semester final examination and publications of results in each semester/year.
- ii) Notice for class
- iii) Attendance sheet/register

iv) Notification/gazette of publication of summative/semester final results in last two years/semesters

**Criterion 1.5:** The HEI/PoE has a documented class size policy and maintains class size that is appropriate for effective management of the teaching-learning-assessment to ensure better attainment of learning outcomes.

**Documentation and Evidence:**

- i) Official list of total enrolled students and number of sections in a semester of the program.
- ii) Attendance sheet for each of the section/class
- iii) Documents that describe that the classroom size and other facilities are adequate for the number of students in a class/section.
- iv) Class teaching observation by the EQA team to assess the appropriateness of class for interactive class ensuring the participation of majority students in class discussion.

**Criterion 1.6:** The HEI/PoE is maintaining IT based student database/portfolio with contact details of students and their next of kin, academic details and other credentials and managed by dedicated staff with easy access.

**Documentation and Evidence:**

- i) Number of students included in the database.
- ii) Number of profile viewers.
- iii) Physical verification by the EQA/academic audit team
- iv) Assigned staff to carry out the responsibilities

## **Standard 2: Leadership, Responsibility and Autonomy**

To be responsive to the emerging changes and needs of the stakeholders, the HEI/PoE must have effective institutional leadership with defined responsibilities and sufficient autonomy.

**Criterion 2.1:** The HEI/PoE has an organizational structure with defined responsibilities in accordance with the legal framework under which the HEI is established.

**Documentation and Evidence:**

- i) Official copy of the administrative structure of the PoE showing the overseeing authority of the university.
- ii) Official documents on defined roles and responsibilities of the key official, Head of the PoE, and staff relating to the effective management of the academic program.

**Criterion 2.2:** The HEI/PoE maintains a set of values to foster social responsibility, diversity and inclusivity.

**Documentation and Evidence:**

- i) Documented and communicated values of the PoE toward social diversity and cultural differences;
- ii) Policy to offer opportunities for the diverse groups in the society;
- iii) Documents related to programs organized/participated, in last one year, to expose students in social responsibility issues.

**Criterion 2.3:** The PoE and Head of the PoE have sufficient autonomy with financial support to introduce innovative approaches for effective teaching-learning, research and management of the academic program.

**Documentation and Evidence:**

- i) Defined roles and responsibilities of the Head of the PoE;
- ii) Minutes of meetings, work plan to implement the innovative initiatives, reward/recognition for innovative initiatives and progress monitoring report;
- iii) List of evidence(s) of initiatives taken and implemented to improve the governance, and teaching learning environment at the PoE;
- iv) Document that shows the financial allocations and authority of the PoE to implement the innovative initiatives.

## **Standard 3: Institutional Integrity and Transparency**

The HEI/PoE must act responsively to meet the needs of the stakeholders and manage the academic program maintaining institutional integrity with transparency and accountability.

**Criterion 3.1:** HEI/PoE maintains a well-defined and well-communicated transparent, fair and appropriate policy for recruitment of both faculty and professional staff.

### **Documentation and evidence**

- i) Documented copy of faculty and professional staff recruitment policy.
- ii) Rules related to service for the faculty and professional staff and minutes of meeting where the rules were approved.
- iii) Documents that describe the use of recruitment policy in selection of faculty and professional staff for appointment during last two years.

**Criterion 3.2:** HEI/PoE maintains well- defined and well-communicated code of conduct for the students, faculty and professional staff, and policy to promote and recognize morale values and ethical practices.

### **Documentation and Evidence:**

- i) Up to date printed copy of Code of practice and handbook for faculty and professional staff,
- ii) List of programs organized, in last one year, to make internal stakeholders aware about code of conduct, morale and ethical issues;
- iii) Documented policy to promote and recognize ethical practices;
- iv) Records of issues, agendas & minutes of meeting related to breach of ethical practices, code of conduct and to promote the ethical practices.

**Criterion 3.3:** The admission process ensures transparency and fairness in selecting the right candidate for admission in the academic program.

### **Documentation and evidence**

- i) Copy of admission notice, web link and published admission policy including selection criterion for the program.

- ii) Survey data in the SA report and opinion of students during site visit regarding transparency and fairness of admission process.

**Criterion 3.4:** The HEI/PoE regularly publishes and provides student handbook containing mission and objectives of the PoE, curriculum of the program, graduate profile, academic calendar, disciplinary rules, academic and examination rules etc.

**Documentation and Evidence:**

- i) Up to date printed copy (downloadable copy for online/blended learning) of student handbook containing mission and objectives of the PoE, curriculum of the program, graduate attributes, academic calendar, disciplinary rules, academic and examination rules etc.
- ii) Committee working to update and print the Handbook
- iii) Minutes of meeting as evidence to printing of handbook
- iv) Evidence that shows the students have the copy of the handbook.

**Criterion 3.5:** The HEI/PoE has a well-designed and informative website with easy access for all.

**Documentation and Evidence:**

Staff to take care of website

- i) Documents relating to last updates
- ii) Feedback on the recently updated website
- iii) Access to the informative and interactive website and records on number of viewers.

**Criterion 3.6:** The HEI/PoE has well-defined and well-communicated policy and procedure to redress student grievances and complaints on issues like abusive behavior, bullying, cybercrime etc. with fairness and transparency avoiding discrimination.

**Documentation and Evidence:**

- i) Documented policy and procedure to redress student grievances and complaints;
- ii) List and name of the members of committee(s) to redress student grievances and complaints;
- iii) Number of complaints received and resolved in last one year under this policy and procedures;
- iv) Contact details of the person(s) responsible to receive the complaints.

- v) Communication link that shows the way policy is well-communicated among the concerned stakeholders.

## **Standard 4: Curriculum**

Curriculum must be outcome-based and consistent with the qualifications framework (QF) of Bangladesh for higher education. It should be comprehensive enough to guide the faculty and students towards systematic attainment of learning outcomes and fulfilment of mission and objectives of the PoE.

**Criterion 4.1:** The curriculum of the program is designed and reviewed following a well-defined procedure by a specific body or committee with representation from the industry/employers and alumni.

### **Documentation and Evidence:**

- i) Rules/provision of curriculum committee
- ii) Documented copy of the curriculum committee;
- iii) Minutes of meeting where the committee is confirmed;
- iv) Minutes of meeting of curriculum committee where the curriculum is recommended for approval.

**Criterion 4.2:** Curriculum aims at producing graduates focusing on graduate attributes that are defined following the identified needs of the stakeholders and learning outcome domains of Bangladesh National Qualifications Framework (BNQF).

### **Documentation and evidence**

- i) A copy of curriculum of the academic program with defined graduate profile.
- ii) Documented process that is used to identify, collect and analyze the needs of the stakeholders;
- iii) Minutes of meeting or evidence of workshop on identifying needs of academic program
- iv) Evidences of alignment/mapping of needs, GA, PLOs and BNQF
- v) A copy of curriculum of the academic program developed following the standard template of UGC for outcome-based curriculum.

**Criterion 4.3:** Program learning outcomes (PLOs) are defined within the scope of mission and objectives of the POE and aligned with graduate attributes.

**Documentation and evidence:**

- i) Document that demonstrates alignment of program learning outcomes (PLOs) with the mission of the POE;

**Criterion 4.4:** Program learning outcomes (PLOs) are specific, measurable, attainable, relevant and time-bound.

**Documentation and evidence**

- i) Documented copy of program learning outcomes (PLOs)

**Criterion 4.5:** Curriculum of the program complies with the Bangladesh National Qualifications Framework (BNQF) for higher education in terms of admission requirements, program duration, graduating credits and credit value.

**Documentation and evidence:**

- i) A copy of program curriculum (Concerned sections of the curriculum) with graduating credits and notional hours.

**Criterion 4.6:** Program learning outcomes and courses are aligned to make the content of the curriculum appropriate and adequate.

**Documentation and evidence**

- i) Documents used for mapping to confirm the alignment of program learning outcomes (PLOs) and courses;
- ii) Rationale/justification of all the courses are stated clearly in the curriculum.

**Criterion 4.7:** In case of Bachelor degree program curriculum of the program includes minimum 25% of total credits for general education courses with clearly defined course learning outcomes and mapped with PLOs and learning outcome domains of BNQF. In case of Master's degree program curriculum of the program includes minimum 10% of total credits for general education



courses with clearly defined course learning outcomes and mapped with PLOs and learning outcome domains of BNQF.

**Documentation and evidence:**

- i) List of general education courses with credits and course learning outcomes;
- ii) Documents that demonstrate the alignment of learning outcomes of general education courses with program learning outcomes and learning outcome domains of BNQF.

**Criterion 4.8:** The PoE maintains documented course file with course plan specifying prerequisite course(s) (if any), credit value, teaching learning & assessment methods and facilities/resources that are mapped out as necessary to facilitate the attainment of course learning outcomes.

**Documentation and Evidence:**

- i) Availability of course file in a standardized format for each course with course plan specifying course objectives, course learning outcomes, teaching learning and assessment techniques, co-curricular activities (if necessary, for attainment of learning outcome) with appropriate alignment.
- ii) Course plan in the course file includes recommended text book(s), selected reading materials, criterion, processes, techniques, tools and rubrics that will be used to assess student performance.

Evidences of mapping the resources/facilities that are critical to attain the learning outcomes of the course.

Course evaluation report/Document(s) that demonstrates the level attainment of course learning outcomes and contribution to achieve the PLO(s)

**Criterion 4.9:** Provisions of internship/project/dissertation/field work/work integrated learning opportunities are included in the curriculum.

**Documentation and Evidence:**

- i) Well-defined policy for effective management of internship program/project/dissertation/field work/work integrated learning process;
- ii) Document(s) that demonstrates the opportunities of real-life learning.

## **Standard 5: Teaching-Learning & Assessment**

Teaching learning practices must be systematic, innovative, practice oriented and motivating to support the attainment of learning outcomes, promoting sense of responsibility and ethical practices. The PoE must follow fair, valid and reliable assessment methods for tracing students' progress.

**Criterion 5.1:** Teaching learning and assessment practices involve practical evidences and such practices do initiate critical thinking and inspire students to apply acquired knowledge in the real-life situations focusing on higher order thinking skills (HOTS).

### **Documentation and evidence**

- i) Course plan specifying course learning outcomes, teaching learning and assessment techniques;
- ii) Copies of question papers and tools that were used to assess the attainment of learning outcomes, answer scripts, assignments of both summative and formative assessments;
- iii) Student and alumni opinion on the teaching learning and assessment practices during site visit.

**Criterion 5.2:** Student learning time (SLT), teaching learning and assessment activities in a course are in accordance with the credit value of that course and cover all the course learning outcomes.

### **Documentation and evidence**

- i) Course plan with course learning outcomes, teaching learning activities, distribution of notional hours, number of classes etc.
- ii) Student attendance sheet for all teaching learning activities signed by concerned course teacher.
- iii) Log book/checklist/experiments, as applicable, properly signed by the concerned course teacher/instructor.
- iv) Answer scripts, question papers and tools used to assess the defined learning outcomes.
- v) Statement signed by the course teacher that shows that all the course learning outcomes are addressed in teaching-learning and assessment.

**Criterion 5.3:** Course teachers strictly maintain class schedule, keep records of attendance, records of missed classes and make up classes (if any).

**Documentation and evidence**

- i) Copy of class schedule (routine) signed by the Head of the POE/course coordinator.
- ii) Documented attendance sheet properly signed by the concerned course teacher.
- iii) Copy of notice for makeup class(s) if any.

**Criterion 5.4:** Course plan/outlines are available to the students to make them well informed about the CLOs, topics to be discussed, teaching learning and assessment strategy and rubrics that will be used to assess performance/attainment of learning outcomes.

**Documentation and evidence**

- i) Availability of course plan both on website and in printed version for the students with criterion, processes, techniques, tools and rubrics that will be used to assess performance/attainment of learning outcomes.

**Criterion 5.5:** Students get timely feedback on the performance in all formative/continuous assessments for better learning and preparation for the summative test/semester final examination.

**Documentation and evidence**

- i) Evidences that demonstrate the timely dissemination of results/performance in formative/continuous assessments.

**Criterion 5.6:** Question papers for semester final examination are moderated by the examination/moderation committee composed of both internal faculty and external member.

**Documentation and evidence:**

- i) Terms of reference of the examination/moderation committee;
- ii) Minutes of examination/moderation committee meeting;
- iii) Report by each of the examination/moderation committee that demonstrates the learning outcomes under semester final/summative assessment.

**Criterion 5.7:** The POE maintains a clearly defined progression rules, (POE) which ensure that the students will move to the next higher level of the program after attainment of requisite qualifications.

**Documentation and evidence**

- i) Documented copy of progression rule.
- ii) List of students failed to move to the next higher level of the program and list of students successfully moved to next higher level, which demonstrates the proper use/implementation of the progression rule.

**Criterion 5.8:** Course learning outcomes, teaching learning activities and assessment methods are properly aligned in all courses of the program.

**Documentation and evidence**

- i) Documents in standardized format that describe the alignment of course learning outcomes, teaching learning activities and student performance assessment tools and techniques.

**Criterion 5.9:** PoE maintains provisions of tutorial classes for each course for better understanding of course content and attainment of course learning outcomes.

**Documentation and evidence:**

- i) Tutorial class schedule and attendance sheet;
- ii) Documents/evidences that describe the number of sessions held in last semester.

## **Standard 6: Student Admission & Support Services**

The HEI/PoE must set appropriate entry requirements and select the right candidates for a particular program under a fair and transparent admission policy. Students must have adequate and appropriate supports for better attainment of learning outcomes, exploring potentials, molding personality and preparing them for the real-life situation with sense of responsibility and integrity.

**Criterion 6.1:** The HEI/PoE maintains a clearly defined and well-communicated admission policy with transfer and withdrawal provisions, entry requirements that reflect the level of qualifications required to match with the nature of the discipline and mission of the PoE. Admission policy is effective to select students who have potentials and are able to afford the academic load to complete the program successfully.

**Documentation and evidence**

- i) Copy of admission notice, web link and published admission policy with entry requirements as specified in the national qualifications framework and consistent with nature of the program.
- ii) List of enrolled/selected students with their academic achievements considered in selection.
- iii) Data on the degree completion rates and the number of students dropped out from the program in last few years/semesters.

**Criterion 6.2:** The HEI/PoE maintains a separate administrative setup with a clearly defined and well-communicated comprehensive policy for the international students, which includes admission requirements and formalities, fees, exchange/credit transfer and withdrawal provisions.

**Documentation and evidence:**

- i) Evidences that show the existence of a separate administrative setup for the international students
- ii) Documented policy for the international students, which includes admission requirements and formalities, fees, exchange/credit transfer and withdrawal provisions.
- iii) Communication link that shows the way policy is well-communicated among the concerned stakeholders.
- iv) List of international students enrolled in the program and completed the program in last two years.

**Criterion 6.3:** A well-structured student affairs department/office at the HEI and policy with clear objectives is functional to organize orientation and awareness sessions on health, stress

management, food safety, hygiene, vaccination, cyber law, activities that violate law and order, fire safety etc. for sound physical and mental growth of the students.

**Documentation and evidence:**

- i) Administrative set up with documented policy and objectives of the student affairs department/office;
- ii) List and number of sessions on health, stress management, food safety, hygiene, vaccination, cyber law, activities that violate law and order, fire safety etc. for sound physical and mental growth of the students were organized within last one year;
- iii) List and number of students of the academic program attended these sessions;

**Criterion 6.4:** POE organizes orientation session(s) for the freshers to acquaint them with the POE, academic program, facilities, career requirements, career prospects and career pathways before the start of the program.

**Documentation and evidence:**

- i) List of students attended the session(s) organized by the POE;
- ii) List of speakers/resource person(s) conducted the session(s);

**Criterion 6.5:** The POE formalized the practice of academic guidance and counseling on course content, good conduct and integrity including cheating, plagiarism, cybercrime/cyber law etc. on a regular basis under a well-defined policy.

**Documentation and Evidence:**

- i) Documented academic guidance and counseling policy of the POE;
- ii) Documented schedule of academic guidance and counseling as regular and routinized event;
- iii) List of students attended academic guidance and counseling by individual faculty members in last one year/two semesters.

**Criterion 6.6:** A well-organized alumni association of the PoE is functional to support the PoE in quality assurance efforts.

**Documentation and evidence:**

- i) Documented copy of the constitution of alumni association.
- ii) List of the executive committee members /officials of alumni association.
- iii) List of programs/activities organized by the alumni association during last one year.

**Criterion 6.7:** PoE ensures and facilitates the participation of students in co-curricular activities and community services under the management of the HEI on a regular basis to promote creativity, social responsiveness, leadership qualities, values, molding personality towards holistic development.

**Documentation and evidence**

- i) List of co-curricular activities including community engagement programs organized by the HEI/POE during last one year specifying the skills expected to be developed through each of the listed co-curricular activities.
- ii) List of students of the academic program participated in those co-curricular activities.
- iii) Document(s) that describe the achievement(s) of the students of the academic program in co-curricular activities.

**Criterion 6.8:** HEI organizes career counseling and guidance sessions for the graduating students and support them in placement on a regular basis.

**Documentation and evidence:**

- i) Documented schedule of career guidance and counseling session(s) organized in last one year/two semesters;
- ii) List of speakers and students attended those sessions;
- iii) List of activities organized by the career counseling and placement office;

**Criterion 6.9:** Student progress and achievement monitoring system is comprehensive enough to identify the students who are showing poor progress, who are not achieving and who are at risk and to support them for improvement.

**Documentation and Evidence:**

- i) Policy and procedure of the PoE to take care of the struggling students for improvement;

- ii) Documented list of students and activities organized for the students to improve.

## **Standard 7: Faculty and Professional Staff**

The HEI/PoE must have a policy to ensure the availability of adequate qualified faculty and professional staff with reasonable teacher student ratio.

**Criterion 7.1:** The PoE maintains suitably qualified, professionally skilled and experienced faculty to facilitate the attainment of learning outcomes, modify and update course(s) and curricula in their areas of interest.

### **Documentation and evidence**

- i) List and profile of individual faculty members specifying academic credentials, teaching and professional experiences, research capacity & publications in the last five years, areas of interest and specialization, professional training/workshop attended to enhance professional skills in teaching learning and assessment and course(s) assigned to teach.

**Criterion 7.2:** HEI is maintaining salary structure with incentives to retain the talented and experienced faculty and professional staff.

### **Documentation and evidence**

- i) Official documents of salary structure for the faculty and professional staff of HEI/POE.
- ii) Policy related to incentives for the faculty and professional staffs.
- iii) Documents that demonstrate turnover of faculty and professional staff of the POE in last two years.

**Criterion 7.3:** The HEI/PoE has policy to support the faculty for further enhancement of academic excellence through advanced studies.

### **Documentation and evidence**

- i) Documented policy with the provisions to support the faculty members for enhancement of knowledge through advanced studies;
- ii) List of faculty members engaged in advanced studies with the support of the HEI/PoE;



- iii) Document that describes the contributions of HEI/PoE to support initiatives for enhancement of knowledge through advanced studies.

**Criterion 7.4:** HEI/PoE supports and motivates faculty and professional staff to attend seminar, training workshop, conference, and academic visits at home and abroad for professional development under a comprehensive faculty and professional staff development policy.

**Documentation and evidence:**

- i) Documented faculty and professional staff development policy of the HEI/PoE;
- ii) Budget allocation for faculty and professional staff development;
- iii) List of professional development program organized by the HEI/PoE in last one year;
- iv) List of faculty and professional staff attended seminar, training, workshop, conference at home and abroad for professional development in last one year.

**Criterion 7.5:** A comprehensive policy with a set of defined and documented key performance indicators (KPIs) including teaching, research, intellectual contributions of the faculty and professional staff and participation in community development, is well-communicated and in practice at the HEI/PoE to evaluate performances of faculty and professional staff at three levels (i) Head of the PoE, (ii) students and (iii) self-evaluation.

**Documentation and evidence:**

- i) Documented policy for performance evaluation faculty and professional staff;
- ii) Format or instruments to evaluate performance of faculty and professional staff in respect of the identified KPIs;
- iii) Policy to recognize the best performance;
- iv) Documented decisions relating to the use of performance evaluation in promotion or appointment to any higher position or assigning any responsibility at the HEI/PoE.

**Criterion 7.6:** The HEI/PoE maintains a workload distribution policy balancing teaching, research and administrative activities.

**Documentation and evidence**

- i) Documented policy relating to the workload distribution of faculty and professional staff;

- ii) Minutes of meeting relating to the use of such workload policy;
- iii) Official documents that describe the workload distribution of existing faculty and professional staff members at the PoE.

**Criterion 7.7:** The HEI/PoE maintains provision to appoint the recognized and competent practitioners in the related field as guest speaker/faculty/adjunct faculty to bridge the gap between academia and industry/professional life and to provide the students with new ways of thinking and learning with practical orientation.

**Documentation and evidence:**

- i) List of professionals(s) currently working as guest speaker/faculty/adjunct faculty at the PoE and documented policy and process followed in case of such selection and appointment;
- ii) Number of sessions organized by the guest speakers in last one year;

**Criterion 7.8:** The PoE maintains ideal combination of faculty with 10% Professor, 20% Associate Professor, 40% Assistant Professor and 30% Lecturer with reasonable teacher student's ratio, depending on the nature of discipline, as necessary for effective teaching learning in the academic program/discipline.

**Documentation and evidence**

- i) List of part-time and full-time faculty and professional staff with designation;
- ii) Valid documents that describe the semester wise total number of students in the program;

## **Standard 8: Facilities & Resources**

The HEI/PoE must ensure availability and access to the appropriate and adequate facilities & resources necessary for effective teaching learning and research depending on the nature of discipline and program.

**Criterion 8.1:** The PoE maintains a policy for student enrollment in a class/semester on the basis of capacity in terms of free space, number and size of class room, common room, washroom and

other facilities like technology and equipment as necessary for attainment of learning outcomes depending on the nature of the program and discipline.

**Documentation and evidence**

- i) Documents that describe the number of students, available full-time and part-time faculty (if any) and teacher student ratio;
- ii) Number of classroom and number of classes/sections in each semester/year;
- iii) Free spaces within the program offering entity and campus: Total floor space, washroom facilities for faculty and staffs, male and female students, common room, free space, etc.
- iv) Document(s) that describes facilities, infrastructure, equipment and other technological devices available for the students, faculty and staffs;
- v) Floor plans and floor space allocation for academic and administrative purposes.

**Criterion 8.2:** The HEI/PoE has library managed by appropriate library management software and well-trained qualified library professionals with adequate space, workstation, e-library services, periodicals and journals in printed and electronic forms, electronic data bases, easy access, regular allocation of library budget, collection and weeding policy etc.

**Documentation and Evidence:**

- i) Documents that describe the availability of the books, journals, e-resources and services;
- ii) Policy relating to weeding and maintenance of library services;
- iii) List of staffs with qualifications engaged in management of the library.

**Criterion 8.3:** Necessary physical facilities like, office facilities including secretarial and technical services, fire and safety, free space, workstation, canteen, washroom, prayer room facilities etc. at the HEI/PoE are in good condition with appropriate safety measures, adequate and accessible when needed by the students, faculty and professional staff of the academic program for congenial academic atmosphere.

**Documentation and Evidence:**

- i) Documents that describe the availability of the facilities and services.
- ii) Policy relating to maintenance of these facilities.
- iii) List of staff with qualifications engaged in maintenance of these facilities

- iv) Provisions and procedures relating to replacement of equipment that are out of order or not in good condition to use.

**Criterion 8.4:** Laboratory facilities, instructional technology & software, IT learning facilities that are identified through curriculum mapping as necessary to attain the defined learning outcomes of program and course(s) and to conduct research are in good condition with appropriate safety measures, appropriate, adequate and accessible when needed by the students and faculty members under a policy that ensures timely repair/replacement, supply and continuous improvement.

**Documentation and Evidence:**

- i) List of available discipline specific laboratory, equipment, software and other facilities.
- ii) Documented copy of discipline specific laboratory manuals (if applicable for the program)
- iii) Adequacy of safety measures
- iv) Documents that describe the availability of the facilities and services to the academic staffs.
- v) List of staff with qualifications engaged in maintenance of these facilities.
- vi) Policy relating to maintenance of these facilities.
- vii) Document(s) that describes the process of supplying technological facilities and materials/equipment and replacement of the broken/out of order/out dated technological devices and equipment.

**Criterion 8.5:** The HEI/PoE maintains a clear policy on adequate financial resource allocation and budgetary control to carry out the regular activities smoothly, to provide facilities and supports that are considered necessary to ensure quality education in the program.

**Documentation and Evidence:**

- i) A copy of the documented financial policy.
- ii) Documents that describe the sources and allocation of financial resources, authority and guidelines to spend the allocation, and budgetary control mechanism.

## **Standard 9: Research & Scholarly Activities**

The HEI/PoE must support and promote need-based quality research and innovation for the greater benefit of the stakeholders and society at large.

**Criterion 9.1:** A comprehensive policy with budgetary provision is functional to develop capacity with appropriate measures to control plagiarism and research culture within the HEI through training and motivation for maximizing intellectual contributions and recognition.

### **Documentation and Evidence:**

- i) Documented policy to develop research culture;
- ii) Document that shows the allocation for research in annual budget;
- iii) Documents that show the utilization of research fund by the PoE the in last two years;
- iv) Number of training/workshops attended by the Faculty of the PoE in last one year.
- v) Number of research projects completed by the faculty of the PoE in last two years;
- vi) Number of ongoing research projects by the faculty of the PoE.
- vii) Policy and system to control plagiarism in research and publications

**Criterion 9.2:** The HEI/PoE encourages faculty to do need-based research focusing on local and global issues with external collaboration.

### **Documentation and Evidence:**

- i) Number of research projects completed in last two years under collaboration at the PoE;
- ii) Number of ongoing research projects under collaboration at the PoE;
- iii) Number of MoU signed/functional to facilitate research activities at the PoE;
- iv) Number of research project funded by external sources at the PoE;
- v) Amount of research fund generated through external research collaboration by the PoE.

**Criterion 9.3:** HEI/PoE maintains a policy and system to disseminate and transfer the research findings to the industry/community/stakeholders through extension services.

### **Documentation and Evidence:**

- i) Policy relating to dissemination/patent/extension of research outcomes by the PoE;
- ii) Number of programs organized to disseminate research outcomes within last one year;

- iii) Category-wise number of stakeholders participated in those programs;
- iv) Documental evidences relating to the programs organized for extension of research outcomes;
- v) List of organization/industry adopted and using the findings of these research in practice;

**Criterion 9.4:** The PoE produces high-quality intellectual contributions including research publication in peer reviewed journal that are consistent with its mission and objectives and that impact the development of the discipline and society or community at large.

**Documentation and Evidence:**

- i) List of publications in peer reviewed journals in last two years by the faculty and professional staff of the PoE;
- ii) List of patents(s) secured by the faculty of the PoE (if any)
- iii) Documents that demonstrate the impact of research findings in industry, society or community at large.
- iv) List of research achievement(s) by the faculty of the PoE at national/international level.

## **Standard 10: Monitoring, Evaluation & Continual Improvement**

The HEI/PoE must have a comprehensive system of monitoring, evaluation and review of policies and practices to identify strengths, weaknesses, opportunities and threats with achievable benchmark for sustainable quality assurance and continual improvement.

**Criterion 10.1:** Well-functional Institutional Quality Assurance Cell (IQAC) with documented policies and procedures for quality assurance is in place within the organizational set up of the HEI.

**Documentation and Evidence:**

- i) Documents including policy and guidelines that describes the establishment of IQAC to facilitate and oversee the QA activities at the HEI level;
- ii) Minutes of meetings of the IQAC;
- iii) Evidences related to the activities/interactions with QAC, FQAC and PoE;
- iv) List of QA related training/workshop/seminar etc. organized by the IQAC in last one year;

- v) List of participants in those programs;
- vi) Summary statement demonstrating the efforts/changes in policies, procedures, curriculum, teaching learning and assessment practices made by the participants.

**Criterion 10.2:** The PoE maintains a formal system of collection and management of stakeholder's feedback, comments of the course teacher and student on the courses, emerging changes in the industry and working life, effectiveness of the courses and academic program.

**Documentation and Evidence:**

- i) Documented format/system to collect feedback from the stakeholders and process to use collected feedback for the purpose of improvement;
- ii) Documented format of course evaluation by the course teacher and by the students;
- iii) Documented format of curriculum evaluation by the alumni;
- iv) Minutes of meetings where collected feedback considered as input in review of existing policies, procedures, curriculum, teaching learning and assessment practices;
- v) Summary statement demonstrating the changes in policies, procedures, curriculum, teaching learning and assessment practices in respect of stakeholder feedback.

**Criterion 10.3:** Using the feedback from the stakeholders the PoE continually and systematically monitor, evaluate and review the effectiveness of the programs, policies and procedures to identify strengths, weaknesses, opportunities and threats and ratify those for sustainable quality assurance and continual improvement with achievable benchmark.

**Documentation and Evidence:**

- i) Number of meeting and minutes of those meetings that are held to review the policy and procedures for further improvement;
- ii) List of policies, rules and regulations that are reviewed for further improvement within last one year.

**Criterion 10.4:** The HEI/PoE maintains university industry collaboration (UIC) for mutual benefits and improvement.

**Documentation and evidence:**

- i) Policy on University Industry Collaboration (UIC);
- ii) List of programs/activities organized on UIC during last one year at the PoE;
- iii) List of organization under the UIC with the PoE;
- iv) Copy/copies of signed MoU by the PoE;
- v) A statement on benefits received from University Industry Collaborations.

## **Discipline Specific Requirements for program Accreditation**

It is to be noted that the abovementioned standards and criteria are generalized and applicable for all disciplines. There are some criteria need to be discipline-specific for meaningful self-assessment. There will be discipline-specific expert committee consisting of recognized academics. The discipline-specific expert committee will provide discipline specific requirements relating to the identified criteria. The Accreditation Committee during external quality assessment will check the availability, adequacy and appropriateness of these requirements for quality education.