

# **Amendment of Constitution & Bye-Laws of IEB (BAETE Part) Approved in the 60<sup>th</sup> Annual General Meeting**

This amendment shall replace all relevant Articles of the constitution and bylaws that are in effect for the establishment and operation of the Board of Accreditation for Engineering and Technical Education, as an organ of IEB.

## **65. Board of Accreditation for Engineering and Technical Education (BAETE)**

Accreditation is a process of quality assurance whereby a program in an approved educational institution is critically appraised at intervals not exceeding six years to verify that the program meets the minimum quality standards. This ensures that engineers graduating from a program of an educational institution possess certain stipulated attributes satisfying minimum requirements of a national quality assurance framework and accords of international alliances. Accreditation provides assurance in quality that the aims and objectives of an educational institution offering a degree through a program are satisfactorily pursued and effectively achieved by the currently available resources and that the institution has demonstrated capabilities to ensure continuous quality improvement of the educational program over the period of accreditation. To achieve this goal, IEB shall have and operate the Board of Accreditation for Engineering and Technical Education (BAETE), henceforth called the BAETE, as an authority of the IEB for accreditation of engineering degrees. The BAETE shall function under the following fundamental principles:

- (a) The BAETE shall be an autonomous body of IEB.
- (b) The Council of IEB shall frame amendments and bylaws on the recommendation of the BAETE.
- (c) The Council shall delegate powers to the Board for its smooth functioning and management as per provisions of the bylaws of IEB.
- (d) IEB shall delegate powers and sanction resources to the BAETE for developing and achieving quality in the accreditation process of international standard(s) through enacting and practicing appropriate systems and processes.
- (e) The Council shall be apprised of the decisions of the Board in the next meeting of the Council through the Honorary General Secretary for information or approval, as the case may be.
- (f) The Chairman, the Member-Secretary and the Registrar of the BAETE shall be the nominated representatives of the BAETE to maintain communication with the Executive Committee and other organs/committees of IEB, educational institutions, degree-offering programs and international bodies.

## **66. Composition of BAETE, Terms of Office, Management and Finance**

The Board of the BAETE, holding the highest power for its operation, shall be composed of eminent educationalists, ex-officio members of the Executive Committee of IEB, representatives from academic institutions, stakeholders, government, industry, research and development (R&D) establishments. It shall operate in a permanent office, hereinafter termed as the BAETE Secretariat, under the direct control of the Chairman and Member-Secretary of the Board.

### **66 (a) The Composition**

The Board of the BAETE shall meet to discuss administrative issues at a time, place and frequency chosen by the Chairman and take decisions for execution. The Board meets at least four times per calendar year to make decisions, including decisions regarding accreditation applications. The composition of the BAETE shall be as follows:

Chairman	1
Vice Chairman	1
Vice President (Academic and International Affairs), IEB [Ex-Officio]	1
Honorary General Secretary, IEB [Ex-Officio]	1
Chairman, BPERB, IEB [Ex-Officio]	1
Vice Chancellor, BUET or his nominee at the Senior Professor level	1
Chairman/Member of UGC (with a background in Science/Technical Education)	1
Vice Chancellors from Public Universities with at least one BAETE-accredited program or their nominees at the Senior Professor level (with engineering background)	2
Senior Professors (with engineering background) from private universities with at least one BAETE-accredited program	2
Representative of the Ministry of Education, Government of Bangladesh, not below the rank of Additional Secretary (with science/engineering background)	1
Representation from industry (with engineering background)	2
Representative from R&D establishments in engineering	1
Eminent engineering educationists	5
<b>Total</b>	<b>20</b>

#### 66 (b) Appointment of the Chairman, the Vice Chairman and Board Members

The Chairman shall be an eminent educationist in engineering who has been a Fellow of the institution, conversant with the policies, procedures and decision-making processes of accreditation, to be nominated by the Council of IEB from a panel of three educationists proposed by a search committee formed by the President, IEB.

The Vice Chairman shall be an eminent educationist in engineering or a practicing engineer who has been a Fellow of the institution, conversant with the policies, procedures and decision-making processes of accreditation, to be nominated by the Council of IEB from a panel of three educationists proposed by a search committee formed by the President, IEB.

Appointment to other Board positions shall be made by the Council on recommendation of the Board, considering nominations from professionals/experts/authorities in the relevant field. The Board would elect one of its members to act as the Member-Secretary.

The term of office for the Chairman, Vice Chairman and members that are not "ex-officio" is four years. Maximum one half of the members of the Board shall be replaced every two years by the Council on recommendation of the Board. The Chairman, Vice Chairman or members may be re-nominated for a maximum of one more term.

#### 66(c) Management and Finance

The BAETE shall maintain an office, BAETE Secretariat, in the Institution of Engineers, Bangladesh Headquarters Building at Ramna, Dhaka. A contractual basis Registrar shall be appointed by IEB with the recommendation of Board to assist the Board in its activities and would be the custodian of all records. IEB will provide Staffs when required by the BAETE.



BAETE will strive to be a financially self-supporting body that will obtain its funds mainly from fees from accreditation applications. However, budget deficits, if any, will be met by IEB. The BAETE will be able to receive contributions from individuals or industries as part of their corporate social responsibility that acknowledged by IEB

## **67 Committees of BAETE and Operations**

### **67 (a) Sectoral Committee**

The BAETE shall constitute Sectoral Committees for different engineering programs under broad sectors (or disciplines), such as *Civil Engineering, Electrical Engineering, Computer Science and Engineering, Mechanical Engineering, and Chemical Engineering*. The Board will also define new sectors as necessary. Each committee shall comprise three members, one of whom serves as the Chair, usually for a period of three years. The BAETE shall constitute guidelines published in manual(s) for the functioning of Sectoral Committees.

### **67 (b) Formation of the Evaluation Team**

An Evaluation Team consisting of a Chairperson and members will be formed by a sub-committee of the BAETE. The Chairperson will be a senior academic in a relevant engineering discipline with adequate experience in the accreditation process. At least one of the members will be from the industry. The Chairperson and team members shall be selected from a pool of qualified evaluators. The BAETE shall constitute guidelines published in manual(s) for the functioning of Sectoral Committees.

### **67 (c) Appellate Committee**

If an institution is not satisfied with the BAETE's accreditation decision, it may apply for a review of the decision by an Appellate Committee. The Appellate Committee is an independent committee consisting of three members, including the Chair. Its members are selected from among the former Board members, former Sectoral Committee members and former Evaluation Team Chairs and are appointed by the President of IEB after discussion with the Chair of the Board. The tenure of the Appellate Committee is three years.

An institution may appeal the accreditation decision in writing within two (2) weeks of receiving the decision and paying a prescribed fee. An appeal may include a request for reconsideration or a revisit and should be accompanied by a report to substantiate the request. The appeal will be submitted to the Appellate Committee for deliberation.

The Appellate Committee may invite the institution filing the petition and the members of the Evaluation Team to present their positions. The Appellate Committee itself will determine its methods of operation, giving due consideration to the substance of the appeal petition. The Appellate Committee may ask the BAETE to consider the appeal based on the self-assessment report submitted by the institution. The BAETE should respond to its recommendations within one (1) month. The Appellate Committee will make the final decision within three (3) months after receiving the appeal petition. If the petition is denied, the Appellate Committee will provide the institution with reasons for the denial.

### **67(d) Eligibility for Accreditation**

A program to be considered by the BAETE must fulfill the following minimum requirements to be considered for accreditation:

- a. An engineering degree-awarding program approved by an appropriate authority, viz., the UGC or any other appropriate government body.
- b. A duration of four years of study, after twelve years of schooling.
- c. At least one cohort has graduated from the program.
- d. Follows outcome-based education.
- e. Requires minimum credit hours stipulated and defined by the BAETE.

The following should be noted:

- i. The program applying for accreditation shall do so from its own obligation.
- ii. Accreditation is granted only to programs and not to the institution as a whole.
- iii. The same program offered at different campuses of an institution must be accredited separately at each campus.
- iv. The degree title of a BAETE-accredited program must properly reflect the content of the education provided, including the field of specialization, and it must appear on all formal documents that the institution issues (e.g., transcripts, certificates of graduation and certificates of enrollment).
- v. The program and degree title(s) of non-accredited program(s) offered by the same institution must be clearly distinguishable from those of an accredited program.
- vi. No changes in the name/title of an accredited program shall be made without prior approval of the BAETE.

The BAETE will prepare guidelines published in manual(s), approved by the Council, to implement the policies.

#### 67(e) Preliminary Evaluation of New Programs

A new program may ask the BAETE to evaluate its strengths, weaknesses, opportunities for and apprehensions about future accreditation when its most senior cohort is in its second year. The Evaluation Team will identify strengths, weaknesses, opportunities and apprehensions in its report without expressing approval or disapproval of the program.

#### 67(f) Evaluation

The evaluation of a program shall be conducted in accordance with the criteria set forth by the BAETE and published in the Accreditation Manual, approved by the Council.

#### 67(g) Accreditation Decisions

The BAETE will make an accreditation decision about a program based on the recommendations of the Evaluation Team and the relevant Sectoral Committee. The quality evaluation of a program is based on a holistic judgment in relation to the stipulated accreditation criteria regarding compliance, concerns, weaknesses and deficiencies.

#### 67(h) Renewal

An institution may apply for the renewal of a program's accreditation by submitting an application before the expiration of the current accreditation, a duration stipulated by the BAETE. The application must be accompanied by a self-assessment report, which should include an account of shortcomings identified by the previous Evaluation Team and the extent to which these shortcomings have been addressed. Significant improvements that have been achieved since the last accreditation visit, particularly through



the continuous quality improvement mechanism, should be highlighted. All other processes, including the on-site visit and the decision-making process, shall be the same as noted for the first accreditation.

67(i) Expenses and Fees

The educational institution/program must pay the appropriate fees when submitting an accreditation application. The fee structure will be decided by the BAETE. All visit-related expenses, including transportation, food and lodging, will be borne by the educational institution.

67(j) Confidentiality

All information provided for accreditation by the institution, including the self-assessment report and all on-site observations and findings, are confidential. This information may not be revealed to any unauthorized persons under any circumstances without written prior permission from the concerned educational institution. Similarly, the institution may not reveal any part of the Evaluation Team's report to any unauthorized person or to the public without explicit written prior permission from the BAETE.

67(k) Conflicts of Interest

Service as a BAETE Board member, Sectoral Committee member or Evaluation Team member should not create situations that may result in conflicts of interest or questions regarding the objectivity and credibility of the accreditation process.

67(l) Decision Process

The BAETE will make the final decision regarding the application for accreditation primarily based on the findings and recommendations of the Evaluation Team, with moderation by the Sectoral Committee. In making its decision, the Board will adhere to the published accreditation policy and procedure and ensure the consistency of discipline-specific program criteria across different institutions. The concerned institution and the Council of IEB will be informed of the accreditation decision.