

## ANNEXURE X

### Terms of Reference for Accreditors

#### 1. BACKGROUND

The Bhutan Accreditation Council was established as per clause 11 of the Tertiary Education Policy of the Kingdom of Bhutan, 2010. The members of the Council were appointed through an Executive Order from the Cabinet. This body has overall authority on accreditation, quality assurance, and interpreting and recognizing qualifications. The Quality Assurance & Accreditation Division, Department of Adult & Higher Education serves as the Secretariat to the Council and shall facilitate accreditation process.

Accreditation shall be done by “**accreditors**” appointed by the Council on the recommendations of the Secretariat. A team consisting of maximum of five accreditors shall be engaged for the accreditation exercise. The accreditors shall constitute of qualified professionals with relevant background. They may be involved for accreditation of more than one institution but they shall not be engaged in more than two institutions at the same time.

#### 2. ELIGIBILITY CRITERIA

Accreditors shall meet the following criteria to be engaged in accreditation:

- i. Must have a minimum of Masters or equivalent qualifications in Nursing, Public Health, Traditional Medicine, and Education.
- ii. Should have experience of at least 10 years in any public or private organization with good employment history.
- iii. Should not be serving in any of the institutions who would have conflict of interest.
- iv. Can be an in-service/private/retired person with relevant professional knowledge and experience.
- v. Should be a person of integrity and commitment.

#### 3. CORE VALUES

3.1 **Competence:** Demonstrate expertise in carrying out the responsibilities.

3.2 **Integrity and commitment:** Committed to provide fair & accountable services.

3.3 **Professionalism:** Demonstrate professionalism through positive attitude, actions and comments.

#### **4. ROLES & RESPONSIBILITIES**

The accreditors shall:

- 4.1 ensure integrity of practice and shall submit undisputed recommendation on accreditation to the Council without making biased judgment.
- 4.2 declare conflict of interest.
- 4.3 develop plan of action and submit to the Secretariat.
- 4.4 confirm and contest ISAR submitted by institutions through detailed examination, prepare a tentative report, grade and list the required evidences before the site visit.
- 4.5 verify and validate the evidences during the site visit to arrive at the final grade.
- 4.6 compile accreditors' report during the site visit based on the evaluation and evidences for submission to the Secretariat in both hard and soft copy.
- 4.7 complete assigned task as per the agreement [*Annexure V*] including answering queries related to accreditation, if any.
- 4.8 ensure comprehensive & diligent evaluation of the institution against standards outlined this Manual.
- 4.9 conduct other appropriate actions as deemed necessary to ensure professionalism.

The evaluation process shall include, amongst others:

##### **Before site visit:**

- a) Study ISAR submitted by institutions [*Annexure IV*].
- b) Prepare individual tentative evaluation report as per *Annexure XI*.
- c) Identify strengths and issues related to the six standards.
- d) Prepare a tentative grade as per *Annexure XII*.
- e) Prepare a list of evidence required to validate the ISAR

##### **During the site visit:**

- a) Appoint the Chairperson and Secretary. The Chair will lead the discussion and Secretary shall lead drafting the report based on the discussions. However, other member may share the responsibility of report writing.
- b) Look for evidences to validate ISAR.
- c) Compare and discuss individual tentative evaluation to arrive at three most important points under each key aspect, overall analysis and recommendations.
- d) Draft provisional report as per *Annexure XI*.
- e) Decide marks to be awarded under each key aspect and prepare the Grading sheet based on *Annexure XII*.

- f) Conduct exit meeting to finalize the report where a presentation shall be made on the overall analysis of the institute.
- g) Sign the final report by head of the institution and accreditors' team.

**After the site visit:**

- a) Submit a soft copy of all relevant records including the plan of action and the accreditors' report to the QAAD for onward submission to the BAC and for future references.
- b) Answer to queries related to accreditation of the institution, if any.

**5. DO'S & DON'TS**

**Do's:**

- ✓ Declare conflict of interest
- ✓ Develop a proper plan of action
- ✓ Before the site visit, study the Institutional Self Assessment Report (ISAR) thoroughly
- ✓ Take note of any aspect of the institution that may not have been included in the ISAR
- ✓ Prepare individual tentative accreditor's report
- ✓ Share observations and ideas candidly avoiding domineering attitude
- ✓ Work as a team to arrive at undisputed score and recommendation
- ✓ Shed all inhibitions relating to the institution being assessed
- ✓ Ensure integrity of practice
- ✓ Always be positive, committed, humble and collegial
- ✓ Have at least four team discussion/accreditors's meeting during the site visit
  - First: Appoint Chairperson and Secretary, discuss individual tentative evaluation, identify issues to be probed further and agree on distribution of responsibilities
  - Second: Compare the information collected from the institution and agree on tentative criterion-wise scores
  - Third: Arrive at provisional criterion-wise score and to identify further evidences to be collected, if any
  - Fourth: Based on the evidences collected, fine-tune the provisional score to final score and finalize the provisional report
- ✓ Share the responsibility of drafting the final accreditor's report
- ✓ Share, finalize, and sign the accreditor's report during the exit meeting
- ✓ Ensure confidentiality of information

## **Don'ts:**

- ✓ Avoid making criticism on ISAR
- ✓ Do not make conclusions without completing verification of evidences
- ✓ Do not be carried away either in favour of or against the institution by any exceptional strength or weakness in one or two aspects
- ✓ Do not attach any weightage to what you might have learnt unofficially about the institution
- ✓ Do not compare the institution in review to other institutions
- ✓ Do not be carried by external display
- ✓ Do not give impression of superior knowledge
- ✓ Do not be rude or insulting
- ✓ Do not have personal work or outside visits during the period of assessment
- ✓ Do not accept any gifts, mementos and/or any special hospitality

## **6. REMUNERATION**

For civil servants:

- Honorarium of Nu 400 per hour subject to a maximum of Nu 2000 per day
- TA/DA as per existing government rule and rate
- Except for journey day(s), no DA shall be paid when honorarium is being paid

For non-civil servants:

- Lump-sum consultation fee of Nu 10,000 per institute
- DA of Nu 1000 per day
- TA/mileage as per existing government rule and rate

In case the Secretariat cannot make travel arrangement for the site visit, the accreditors shall be entitled for mileage as per the existing rules.

The accreditors shall arrange their own logistics.

## **7. ACCESS TO INSTITUTIONS**

The Secretariat shall inform institutions based on plan of action. The institutions shall provide adequate access to information as required by the accreditors.

## **8. AMENDMENTS**

The Council reserves the right to amend this Terms of Reference (ToR). The ToR shall be reviewed and amended as deemed necessary by the Council from time to time as deemed necessary.