

### Terms of Reference of the Head of Delegation in the Concurrent Accreditation Visits

For concurrent accreditation of multiple programs of the same institution, BAETE appoints one of the ET Chair as the Head of Delegation (HoD). For the appointment of the HoD, the BAETE practices the following:

- ETs for each program are separately formed as per ACC-MAN-04 of the BAETE Manual. ET Chair, ET Members, and the Program Representative are notified regarding the formation of the ET.
- All Evaluators clear Col. In the meantime, the program also gets 1 week to communicate its reservation of the formed ET. Once that period is over, the ET formation is completed.
- The BAETE Member Secretary/Registrar notifies the program regarding concurrent visits and introduces the HoD (One of the ET Chairs) to the program, with a copy to all ET Chairs. The ETs also receive a separate notification where the appointment of HoD is communicated with all ET Chairs/Members. BAETE also communicates the ToR of HoD to the entire team.

Terms of References (ToR) of the Head of Delegation are as follows:

- Sets a deadline for the initial review of the SAR by the individual ETs to check the eligibility of the program.
- Sets the pre-visit/post-visit meeting dates in consultation with other ET Chairs
- Sets the visit dates in consultation with all ETs and the programs. The dates must comply with the schedule stipulated in the BAETE Manual (ACC-MAN-04).
- Shall Chair all the meetings during the onsite visit and combined ET meetings during the accreditation visit.
- Shall ensure the exchange of findings and joint discussion among the ETs.
- Shall ensure consistency in the evaluation of all the programs.
- Shall ensure that the evaluations and decisions pertaining to all the participating programs are taken holistically considering feedback from evaluators of all the programs.
- Ensures that the report for each program is prepared and forwarded to the Quality Assurance Cell as per the schedule (ACC-MAN-04) stipulated in the BAETE Manual.
- If immediate action is required during the onsite visit, the HoD shall make a decision in consultation with the BAETE manual.

| Version | Revision Date | Change made to document    |
|---------|---------------|----------------------------|
| 2.0     | 23 April 2024 | Updated the manual version |