

## **Accreditation Procedures:**

### **A. Submission of Application letters and related documents on separate sheets:**

#### **1. Write an application letters on institution's letterhead with official seal and signatures:**

- a. An application letter from Head of the Institute/Principal/President Yes/No \_\_\_\_
- b. An application letter from stakeholders/Board of Governors Yes/No \_\_\_\_

#### **2. Furnish the following questionnaires on separate sheets/official letterhead:**

- a. Name of the Institute and address Yes/No \_\_\_\_
- b. Names of the Governing Board Members Yes/No \_\_\_\_
- c. Mission statement of the institute Yes/No \_\_\_\_
- d. Vision statement of the institute Yes/No \_\_\_\_
- e. Address of the institute Yes/No \_\_\_\_
- f. Name and degrees of the teaching faculty Yes/No \_\_\_\_
- g. Name and degrees of non-teaching staff Yes/No \_\_\_\_
- h. Name of the degrees/programs offer in the institute Yes/No \_\_\_\_
- i. Total number of students according to program Yes/No \_\_\_\_
- j. Number of students according to classwise/degree wise Yes/No \_\_\_\_
- k. Institute and academic related pictures Yes/No \_\_\_\_
- l. A copy of prospectus/brochure Yes/No \_\_\_\_
- m. A sample copy of syllabus of any subject Yes/No \_\_\_\_
- n. A sample question paper and a copy of answer sheets of each program:  
Yes/No \_\_\_\_
- o. A sample copy of research paper/term paper of each program: Yes/No \_\_\_\_
- p. A sample copy of Thesis/Dissertation: Yes/No \_\_\_\_
- q. A copy daily schedule for academic program: Yes/No \_\_\_\_
- r. A copy of weekly schedule for practical ministry: Yes/No \_\_\_\_
- s. Accreditation fee and others related fees has been paid: Yes/No \_\_\_\_
- t. A copy of society registration: Yes/No \_\_\_\_
- u. A copy of the statement of faith: Yes/No \_\_\_\_
- v. Photographs of classrooms and administration building: Yes/No \_\_\_\_
- w. Is there adequate drinking water: Yes/No \_\_\_\_
- x. Are there separate hostels for boys and girls? Yes/No \_\_\_\_
- y. Stake holders self declaration: Yes/No \_\_\_\_
- z. Sample: We the stake holder of \_\_\_\_\_ declare that all the above mentioned information about our institute are true and hereby, we declare to abide by the rules and regulations of the ABTA. Chairman & Secretary Signatures.  
Yes/No \_\_\_\_

**B. Evaluation of Applications:**

- a. Responsibilities of the respective institutions: food & accomodation for visiting office bearers/representatives from ABTA
- b. Written reports of the evaluation team to the core committee will be maintained confidentially and on high trust.
- c. Letter of acceptance or rejection of application with terms and conditions will be sent to the respective applicants.
- d. A Certificate of Accreditation with a limited term of **5 YEARS** will be issued.
- e. A renewal of the Certificate of Accreditation on or before the expiry of five years will be done on condition of agreement on the statement of faith of the ABTA as a sign of no drastic changes on biblical position.

**C. Agreement Declaration of the Statement of Faith of ABTA:**

We the authority of \_\_\_\_\_ fully understand and agree to stand for the Statement of Faith of the ABTA. Hereby, I (Rev./Dr. \_\_\_\_\_) Principal/President of \_\_\_\_\_ sign this agreement this day \_\_\_\_ Month \_\_\_\_ and year \_\_\_\_ as representative of my institute.

Name: \_\_\_\_\_  
Place: \_\_\_\_\_

Signature \_\_\_\_\_  
Time: \_\_\_\_\_

I.Amendment will be done by the council during annual general council meeting.

