



National Accreditation Council for Teacher Education (Pakistan)

ZERO VISIT

CHECK LIST OF DOCUMENTS TO BE SUBMITTED BY THE INSTITUTION WITH FILLED NACTE ACCREDITATION REQUEST FORM

1.	One copy of Zero Visit Form (Hard copy)	
2.	One copy of Zero Visit Form (Soft Copy)	
3.	One copy of program curriculum (hard copy and soft copy) along with details of credit hours, contact hours, books and reference books, national and international research journals (with name of authors, edition number, ISBN, year of publish/print etc)	
4.	One copy of latest prospectus of the university/Institution	
5.	Crossed pay order/ draft amounting to Rs.150,000/-, 125,000/-, 100,000/- or 75,000/- (according to the nature of the institution) as accreditation fee for the program in favor of National Accreditation Council for Teacher Education (NACTE) Pakistan	
6.	Form should be duly signed by the Chairman/HoD and Dean/Principal concerned university/institution.	
7.	The contact details (cell # & email) of the concerned persons (HoD/Chairman, Member of Institutional Accreditation Committee)	

Accreditation Code (AC)

For office use only

National Accreditation Council for Teacher Education (NACTE)

ZERO VISIT FORM /REPORT (Teacher Education Program)

Pay order/Bank Draft #: _____ Date: _____
Name & Address of Institution: _____ Phone #: _____
Name of the Contact Person: _____ Cell #: _____ Email Id: _____
Name of Program: _____

Sr.#	Parameters	To be filled in by Institution	To be filled in by External Evaluators
1	Date of Visit	N.A.	
2	Composition of Team	N.A.	
3	Name of degree awarding university		N.A.
4	Nature of linkage with the University	(Affiliated or Constituent)	N.A.
5	Nature of Affiliation	Permanent / Provisional/ Temporary	
6	Conceptual Framework (Attach as Annex - 1)		

7	Curriculum		
	<ul style="list-style-type: none"> a. Composition of curriculum for all semesters / years including details of credit-hours: b. Objectives of the programs. c. Constraints and Limitations (if any). d. Subject-Teacher Ratio e. Credit Hours per Week f. Compulsory Course. g. Elective Courses. h. Maintenance of Class Records 	Attach as Annex-2	
8.	Examinations		
	<ul style="list-style-type: none"> a. System of instructions and examination b. Examination is based on: c. Examination policy i.e. number of exams, (mid-term, final, quizzes etc. and their respective weight-ages). d. Role of mother institution in conduct of exam and evaluation (in case of allied campus or affiliated college) 	<p>(Annual / Semester)</p> <p>absolute marks or relative grading (course based)</p>	
9.	Infrastructure		
	<ul style="list-style-type: none"> a. Location b. Building/Land Ownership, lease terms etc. c. Number and Adequacy of class rooms/lecture halls and allied facilities. d. Number and Adequacy of offices/ admin block 	<p>Attach copy as Annex-3</p> <p>Attach maps as Annex 4</p> <p>Attach maps as Annex 5</p>	

10.	Library		
	<ul style="list-style-type: none"> a. Number of existing books related to program b. Plan to upgrade the library as per NACTE/ HEC guidelines c. Availability of departmental library, if main library is located at a far off distance. d. Availability of Internet facility e. E-library access to Reproduction facilities e.g. scanner, printer, photocopier etc. (available or planned) 	<p>Attach proof as Annex 6</p> <p>Yes/No</p> <p>(available or planned) (available or planned)</p> <p>(available or planned)</p>	
11.	Management		
	<ul style="list-style-type: none"> a. Type of management b. Status c. Type of Charter d. Management Structure <p>Decentralization of Financial Powers</p>	<p>(Public, Private, Trust, Corporate) (Chartered, Constituent, Affiliated)</p> <p>Fill in Annex-7 (University, Degree Awarding) Organgram Attach as Annex-8</p> <p>Attach as Annex-9</p>	
12.	Human Resources		
	<ul style="list-style-type: none"> a. Present: Strength of faculty/ non-teaching staff with relevance to the proposed program with complete profiles b. Expected: Strength of faculty/ non-teaching staff (qualification & Experience) 	<p>Fill in Annex 10 & attach profiles</p>	

13.	Student Induction		
	<ul style="list-style-type: none"> a. Criterion for induction of student b. Records of existing population of the institution c. Allocated seats for proposed program d. Pre-requisites of the proposed program e. Procedure and schedule of intake f. Present enrollment of the Students in the institution g. Number of existing sections for compulsory courses 	Fill in Annex 11	

14	Financial Resources		
	<ul style="list-style-type: none"> a. Endowment fund, regular fund-generation and other available resources. b. Budget allocation (if applicable) c. Current Budget of proposed program (If Zero Visit) d. Break-up of current budget for the Program: e. Break-up of projected budget for next year (operational and development) 	<p>Fill in Annex-12</p> <p>Fill in Annex-13</p>	
15	Miscellaneous		
	<ul style="list-style-type: none"> a. Sports & Other Facilities etc. b. Any other relevant supporting information. 	<p>Attach as Annex-14</p>	

Signature:

Head of Department/ Principal

Name: _____

Dated: _____

Conceptual Framework

1. Institution's Mission of the program

2. Institution's Vision of the program

3. Goals of the program

4. Objectives of the program

5. Provide the following information about the Program:

- 1) Duration of the program. Years / Semesters.
- 2) Lists of compulsory, elective and optional courses (3 separate lists).
- 3) Outline of each course.
- 4) Credit hours of each course.
- 5) Objectives of each course.
- 6) Suggested teaching approaches.
- 7) Practical activities (e.g. course assignments, material development, seminars, workshops, etc.)
- 8) Program/ Course Assessment / Evaluation system and approaches.

Note: Add additional Sheets if required

Legal Mandate (Attach Copy)

1. **Affiliation Reference #** _____

Affiliation: DATE_____ MONTH _____ YEAR _____
For Affiliated Colleges only

2. **University Charter Notification#** _____

Charter: DATE_____ MONTH _____ YEAR _____

3. **Number of Allocated Seats:**

Male _____ Female: _____
For Affiliated Colleges only

Signature

Students Population

Existing Population of the Institution: _____

Sr.#	Program	Male	Female	Total

1. Courses and section wise enrollment of at least two compulsory and two elective courses

Compulsory Courses			Elective Courses		
Title	Sections	Number of Students	Title	Sections	Number of Students

Name of the Institution: _____ Name of the Program: _____

Breakup of the Current Budget for the Program (20____)

S.No.	Budget Head	Annual Allocation (Rs)
1	Operational Budget	
	1.1	
	1.2	
	1.3	
	.	
	.	
	a. Sub-total	
2	Development Budget	
	2.1	
	2.2	
	2.3	
	.	
	.	
	.	
	b. Sub-total	
	Total (a+b)	

Signature

Name of the Institution: _____ Name of the Program: _____

Break-up of Projected Budget for Next Year (20____)

S.No.	Budget Head	Annual Allocation (Rs)
1	Operational Budget	
	1.1	
	1.2	
	1.3	
	.	
	.	
	a. Sub-total	
2	Development Budget	
	2.1	
	2.2	
	2.3	
	.	
	.	
	.	
	b. Sub-total	
	Total (a+b)	

Signature