



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. 175,000/-, 150,000/-, 125,000/- or 100,000/- (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 / Constituent	N.A.
5	Conceptual Framework (Fill in Annex - 1)		

6	<u>Curriculum</u>	
a. Composition of curriculum for all semesters / years including details of credit-hours: b. Objectives of the programs.	Attach a & b as Annex-2	
7.	<u>Examinations</u>	
a. Credit Hours per Week (Semester System) b. Subject-Teacher Ratio (Annual System) c. System of instructions and examination d. Examination is based on: e. Examination policy i.e. number of exams, (mid-term, final, quizzes etc. and their respective weight-ages). f. Role of mother institution in conduct of exam and evaluation (in case of allied campus or affiliated college)	a. b. c. o Annual o Semester d. o. Absolute marks o. relative grading (course based) e. f.	

8.	<p><u>Infrastructure</u></p> <p>a. Location</p> <p>b. Building/Land Ownership, lease terms etc.</p> <p>c. Number with size of class rooms/lecture halls and allied facilities.</p> <p>d. Number and Adequacy of offices/ admin block</p>	<p>a.</p> <p>b. Attach copy as Annex-3</p> <p>c. Attach maps as Annex 4</p> <p>d. Attach maps as Annex 5</p>	
9	<p><u>Library</u></p> <p>a. Number of existing books related to program</p> <p>b. Availability of departmental library</p> <p>c. Availability of Internet facility</p> <p>d. E-library access</p> <p>e. Reproduction facilities e.g. scanner, printer, photocopier etc.</p> <p>f. Plan to upgrade the library</p>	<p>a.</p> <p>b. o. Yes o. No</p> <p>c. o. available o. not available</p> <p>d. o. available o. not available</p> <p>e. o. available o. not available</p> <p>f. Attach Proof as Annex 6</p>	
10	<p><u>Management</u></p> <p>a. Type of management</p> <p>b. Status</p> <p>c. Type of Charter</p> <p>d. Management Structure</p> <p>e. Decentralization of Financial Powers</p>	<p>a. Public, Private, Trust, Corporate</p> <p>b. Chartered, Constituent</p> <p>c. University/ Degree Awarding Fill in Annex-7</p> <p>d. Organogram Attach as Annex-8</p> <p>e. Attach as Annex-9</p>	

11	<u>Human Resources</u>	
a. Present: Strength of faculty/ non/teaching staff with relevance to the proposed program (complete profiles) b. Expected: Strength of faculty/ nonteaching staff (qualification & Experience) c. List of Courses <ul style="list-style-type: none"> • Compulsory Course. • Elective Courses 	a. Attach a, b & c as Annex 10	
12	<u>Student Induction</u>	
a. Program wise enrollment of the Students in the institution. b. Criterion for induction of student c. Number of existing sections/classes of other programs in the institution/department d. Allocated seats for proposed program	a. Fill in Annex 11 b. Attach Admission Policy of the Program with Annex 11 c. Fill in Annex 11 d. Male ____ Female ____ Total ____	
13	<u>Financial Resources</u>	
a. Endowment fund, regular fund generation and other available resources. b. Current Budget with break-up of the proposed program	a. Attach Details as Annex 12 b. Attach copy of Approved budget as Annex 13	

14	<u>Miscellaneous</u>	
a. Sports & Other Facilities etc. b. Any other relevant supporting information.	Attach a & b as Annex-14	

Signature & Seal:

Head of Department/ Principal

Name: _____

Date: _____

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)

Universities & DAIs

1. **University Charter Notification #** _____
Charter: DATE _____ MONTH _____ YEAR _____
2. **Number of Allocated Seats for the program:**
Male: _____ Female: _____ Total: _____
3. *In case of MS/M.Phil & Ph.D Program(s), Provide copy of NOC by HEC, Islamabad in part of Annex 7*

Teacher Education Colleges/Institution

1. **Name & Address of Institution:** _____
2. **Nature of Institution: Public/Private:** _____
3. **Departmental Permission to Initiate Program:**
4. Letter No _____ Dated: _____
5. Issuing Authority _____
6. **Number of seats applied**
Male _____ Female: _____ Total _____

Signature

Students Population

1. Please Attach Admission Policy with Annex 11.

2. Existing Population of the Institution: _____

Sr.#	Program	Male	Female	Total

3. Courses and section wise enrollment of at least two compulsory and two elective courses of the existing program with largest enrollment.

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