


# NACTE - Templates For Documents

## National Accreditation Council For Teacher Education

# Doc.1: Pre-requisite Documents

1.1. Minutes of academic council meeting in which the program was approved (for Universities and DAIs) **(Attach as ANNEXURE 1- Doc. 01)**

1.2. Valid affiliation letter from the parent university (for affiliated colleges) **(Attach as ANNEXURE 2- Doc. 01)**

1.3. HEC's NOC is required for the MS / M.Phil / Ph.D programs

# Doc. 2: Curriculum Development and Implementation

## Section 1: Description of the Curriculum

2.1. Mission of the institution.

2.2. Vision of the institution.

2.3. Objectives of the program.

2.4. Duration of the program in semester

2.5. Duration of the program in years

2.6. Total credit hours of the Program

2.7. Brief description of the curriculum.

2.7a. Programme Learning objectives. (PLOs)

## 2.7b. Description of the courses

| S # | Title of the Course | **Duration** (in weeks) | **Credit Hours** | **Pre-Requisites (if any)** |
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Attach outline of each course as Annexure 01, Doc 2 (mentioning objectives, content, teaching approaches, practical activities and assessment techniques), sessional work including assignments, quizzes, presentations, practicum etc.

Note: (i) No. of units in each course should be between 8 – 10

(ii) Each outline should have reference books(at least 5) and web links(at least 3).

2.7c. Enlist the proposed Instructional Strategies.

2.7d. Enlist recommended assessment approaches / methods.

2.8. Assessment of the program.

2.8a. Brief description of the assessment system of the program.

*(State in one Para graph only, "How the assessment of the faculty, students, and support staff is related and in accordance with the program objectives".)*

2.8b. What are the Procedures and tools used to assess the faculty, students, and support staff.

2.8c. Evaluation policy of the Program.

(Briefly explain how the assessment policy on the following components contributes toward the realization of program objectives)

i. Policy on assessment of teacher educators.

ii. Policy on assessment of prospective teachers.

iii. Policy on assessment of the support staff.

2.9. Description of the alignment of the program's objectives and courses to ensure the achievement of the National Professional Standards for Teachers in Pakistan.

2.10a. Alignment of the Program Objectives with NPSTs

| Sr# | NPSTs | Alignment of the Program Objectives |
|---|---|---|
| 1 | Subject Matter Knowledge | |
| 2 | Human Growth and Development | |
| 3 | Knowledge of Islamic ethical values/social life skills | |
| 4 | Instructional Planning and strategies | |
| 5 | Assessment | |
| 6 | Learning environment | |
| 7 | Effective communication and proficient use of information communication technologies | |
| 8 | Collaboration and partnership | |
| 9 | Continuous professional development and code of conduct | |
| 10 | Teaching of English as second/foreign language (ESL/EFL) | |

2.10b. Highlight the week NPSTs as per your program Objectives

| Sr# | NPSTs | Week/Strong |
|---|---|---|
| 1 | Subject Matter Knowledge | |
| 2 | Human Growth and Development | |
| 3 | Knowledge of Islamic ethical values/social life skills | |
| 4 | Instructional Planning and strategies | |
| 5 | Assessment | |
| 6 | Learning environment | |
| 7 | Effective communication and proficient use of information communication technologies | |
| 8 | Collaboration and partnership | |
| 9 | Continuous professional development and code of conduct | |
| 10 | Teaching of English as second/foreign language (ESL/EFL) | |

2.10. Description of a plan to reinforce contents required to strengthen the weak NPSTs.

2.11. Scheme of Studies mentioning compulsory and elective/optional courses (Attach copy as Annex-2, Doc.2) approved by relevant bodies e.g. BOS.

2.12. Semester wise list of the course of the program. (Attach copy as Annex-3, Doc.2)

2.13. Teacher and course wise Time Table for the current year / semester. (Attach copy as Annex-4, Doc.2)

## Section 2: Curriculum Revisions

2.14. Specific agenda items of Board of studies in education for curriculum improvement / change in last three years meetings. (Attach as Annex-5, Doc.2)

2.15. Minutes of the meetings of board of studies in education relevant to curriculum revision/ change in last three years. (Attach as Annex-6, Doc.2)

2.16. List of all curriculum revisions for the last three years corresponding to the minutes of the board of studies in education. (Attach as Annex-7, Doc.2)

## Section 3: Course Files

2.17. Course files of teachers include (Attendance, course delivery plan along activities, assessment and assignments etc.)

# Doc.03: Teaching Practice

Record/ file consisting of information/ documents on **Teaching Practice**

3.1. Notified dates for duration, start and completion of the teaching practice for last 3 semesters. (Attach notifications/ notices etc., as Annex-1, Doc.03)

3.2. Manual for teaching practice. In case of oral guidelines give a summary. (Attach manual / summary as Annex-2, Doc.03)

3.3. Teaching practice planner (Attach Lesson Planner as Annex-3, Doc.03)

3.4. Manual for supervisors and cooperative teachers. (Attach manual(s) as Annex-4, Doc. 03)

3.5. Number of practice and model lessons required in the defined period of teaching practice.

| Duration | Observation Lessons | Practice Lessons | Model Lessons |
|---|---|---|---|
| | | | |

3.6. Record of placement of prospective teachers and supervisors in cooperative schools for last 3 semesters.

3.7. Record indicating the number of prospective teachers conducting teaching practice under the supervision of one teacher educator for last 3 semesters.

**(Provide the information using the format given below for item 6 & 7 and attach as Annex-5, Doc.03)**

| Name of Cooperative School | Supervisor's Name | Number of prospective teachers |
|---|---|---|
| | | |
| | | |

3.8. Names and available sections of each class of cooperative schools where teaching practice is conducted for the current year. (Use the following format and attach as Annex-6, Doc.3)

| **Names of Cooperative schools** | **Available Class for TP** | **Available Section for TP** | **Number of Prospective teachers sent to the school** |
|---|---|---|---|
| | | | |
| | | | |

3.9. List of prospective teachers' allotted to each cooperative school for teaching practice of last two years starting from the previous year. (Use the following format and attach as Annex-7, Doc.3)

| Year-I | |
|---|---|
| Names of Cooperative schools | Number of Prospective Teachers |
| School-1 | |
| School-2 | |
| …… | |
| **Year-II** | |
| Names of Cooperative schools | Number of Prospective Teachers |
| School-1 | |
| School-2 | |
| …… | |

3.10. Based on the feedback of supervisors, list the learning experiences other than classroom teaching and co-curricular activities participated by the prospective teachers in the cooperative schools**.**

Learning Experiences (at least 5)

_____

_____

_____

Co-curricular Activities / events

_____

_____

_____

3.11. Consolidated Reports of the teaching practice submitted by supervisors of current year. (Attach copies of Teaching Practice reports, submitted by any three supervisors as Annex-8, Doc.3) addressing 3.10

3.12. Prospective teachers' teaching practice reports explaining their learning experiences, difficulties faced, support by supervisors, role of cooperative teachers.( Attach as Annex-9, Doc.3)

3.13. Teaching practice portfolios of the students of current year (Attach as Annex-10, Doc.3)

# Doc.04: Record of students' enrollment and progression.

## Section I: Admission Policy

4.1. Copy of the document on admission policy approved by the statutory bodies. (Attach as Annex-1, Doc.04)

4.2. Copy of program prospectus/student handbook and admission advertisement (hard/soft). (Attach as Annex-2, Doc.04)

4.3. Describe briefly the admission procedures.

4.4. Describe the program dissemination and promotion policy.

4.5. Admission record of the last three years.

| Number | Year –I (Present) | Year-II (20…….) | Year –III (20……) |
|---|---|---|---|
| Applicants | | | |
| Admitted | | | |

## Section II: Admission Record

Provide the record of the existing population of the program:

4.6. a. Total number of students enrolled in the program (batchwise)……

b. Number of sections for compulsory courses……

4.7. 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** |
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4.8. Number of prospective teachers enrolled and passed in the last three years.

| Status | Year -I (present) | Year –II (20.....) | Year –III (20……) |
|---|---|---|---|
| Enrolled | | | |
| Appeared | | | |
| Passed | | | |
| Dropout | | | |

4.9. List of co-curricular activities conducted during last 2 years with the name of prospective teachers who participated in the activities along the dates of conduction (Attach as Annex-3, Doc 4)

# Doc.05: Program Assessment Record

5.1. Assessment Policy indicating the objectives of the program, assessment activities (midterm, final exam, quiz, assignments etc.) with proper weightage and grading system and how this is disseminated (Attach as Annex-1, Doc-5).

5.2. Copy of assessment policy for students' progression (Attach as Annex-2, Doc-5).

5.3. Copies of evaluation tools used for formative and summative assessment for each course of last two semesters. (Attach as Annex-3, Doc-5).

5.4. Two marked assignments with highest and lowest marks of prospective teachers for each course of last two semesters. (Attach as Annex-4, Doc-5).

5.5. Two marked answer books of highest and lowest marks of prospective teachers for each course of last two semesters. (Attach as Annex-5, Doc-5)

5.6. Two portfolios of prospective teachers for core courses of current year. (Attach as Annex -6, Doc-5).

5.7. Result sheets of prospective teachers (students) formative assessment of each course of the program of last two semesters. (Attach as Annex-7, Doc-5).

5.8. Date sheet/ schedule of formative/ internal Assessments of current year.(Attach as Annex-8, Doc.5)

5.9. Evaluation tools i.e., question papers etc. of the last three comprehensive exams. (Attach as Annex -9, Doc-5). (if applicable)

5.10. Report on the assessment of students' progression of last two semesters (Attach as Annex-10, Doc-5)

5.11. Record of students' feedback/ complaints about assessment practices and procedures (Attach as Annex-11, Doc-5) (if any)

5.12. Improvement plan based on the report of the students' progression and students' feedback about assessment procedures (Attach as Annex-12, Doc-5)

5.13. Record of integration of technology in assessment practices and procedures, tools, record keeping of assessment, online feedback to and from students) (Attach as Annex-13, Doc-5)

5.14. Schedule and conduct procedure for the assessment of

| **Evaluator** | **Frequency** *(Mark the relevant)* | **Conduct Procedure** | | |
|---|---|---|---|---|
| | | Data Source | Tools | Mode |
| *a.* Prospective Teachers' assessment. | • After each semester<br>• After completion of the program<br>• Not conducted. | | | |
| *b.* Teacher Educators assessment. | • After each semester<br>• Annually<br>• Any other | | | |
| *c.* Support staff | • Biannual<br>• Annual<br>• Any other | | | |

5.15. Program results of the previous year containing the following (attach as Annex-14, Doc-5)

5.15a. Copy of the letter(s)/ document(s) by the institution, addressed to the concerned authorities, certifying that passing out prospective teachers have met all the degree requirements. (for affiliated colleges only)

5.15b.1. Course wise results of the institution and Examining body. (for external system) (attach as Annex-15, Doc-5)

| Course title | Institution result in % | *Examining Body Result in % |
|---|---|---|
| 1. | | |
| 2. | | |
| .<br>.<br>. | | |

5.15b.2. Course and year wise results of the institution (for semester system). (attach as Annex-16, Doc-5)

| Course Title | Year | | |
|---|---|---|---|
| | Present Result in% | Previous Result in% | Previous to previous Result in % |
| 1. | | | |
| 2. | | | |
| .<br>.<br>. | | | |

15c. Institution and examining body's results of the last three years. (for external exams)

| Year | Institution Result in % | *Examining Body Result in % |
|---|---|---|
| Present | | |
| Previous | | |
| Previous to previous | | |

## 5.16. Requirements for the Award of Degree

5.16.1. Attendance requirements:

a) Overall……% b) Course wise .....%

5.16.2. Required aggregate score / Cumulative Grade Point Average (CGPA) ……

5.16.3. Thesis requirements. Yes /No

5.16.4. Teaching practice. Yes / No

5.16.5. Comprehensive examination Yes / No

5.16.6. Description of how these pre- requisites are ensured and by whom.

# Doc. 06: Infrastructure

6.1. Buildings maps or description of buildings showing locations, sizes of different laboratories, offices, classroom, meeting-rooms, lecture halls.

(Attach official / handmade maps of Building Infrastructure mentioned above as Annex-1, Doc.06)

6.2. List of new library materials including e-sources for the last three years.

(Attach copy of the relevant pages of the accession register as Annex-2, Doc.06).

6.3. List of additions and improvements made in the library infrastructure for the last three years.

| Additions and Improvements | Year –I (Present) | Year-II (20.....) | Year-III (20.....) |
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**6.4. Support Services**

| Required Support Services | Available Support Services |
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6.5. Profile of the available professionals including library staff and support staff for the services.

| Support Services (available) | Required Staff with Qualification | | **Available staff with Qualifications | |
|---|---|---|---|---|
| | Professionals | Support staff | Professionals | Support staff |
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** (attach evidence as Annex-3, Doc.06).

# Doc. 07: Human Resource Policies and Records

7.1. Attach the official Recruitment policy including selection criteria for teaching staff, non-teaching staff and library staff. (Attach as Annexure 1-Doc. 07)

7.2. Composition of Selection Board / Committee. (Attach as Annex-2, Doc. 07)

7.3. Notification of Selection Board and Committee. (Attach as Annex-3, Doc.07)

7.4. Notified composition of board of studies in education. (Attach as Annex-4, Doc.07)

7.5. Notification of Board of studies in education by competent authority. (Attach as Annex-5, Doc.07)

7.6. Notified workload policy of teaching and non-teaching staff (Attache as Annex-6, Doc.07)

## Program Rules and Regulation

7.7. Discipline rules. (Attach as Annex-7, Doc.07)

7.8. Evaluation and examination regulations and Regulations followed for confidentiality of required matters(Attach as Annex-8, Doc.07)

7.9. Financial rules and Purchase rules. (Attach as Annex-9, Doc.07)

7.10. Leave rules. (Attach as Annex-10, Doc.07)

7.11. Code of conduct / ethics. (Attach as Annex-11, Doc.07)

## Discipline Record

7.12. Copies of the two stakeholders' major complaints, with date, name and nature of the complaints. (Attach as Annex-12, Doc.07).

7.13. Decisions and actions taken to resolve the complaints. (Attach evidence as Annex-13, Doc.07)

7.14. Copy of minutes of the Discipline Council for the last two years. (Attach as Annex-14, Doc.07)

## Annual Calendar of the Program

7.15. Complete schedule of all administrative, curricular, and co-curricular activities of the program from the beginning to the end of the academic year for the last three years. (Attach as Annex-15, Doc.07)

## Faculty Profile

7.16. Policy of appointment and placement of T.E (if any)

7.17. List of Teacher educators with designations, experience and nature of appointment. (permanent, contract, visiting / part time) (Attach as Annex-16, Doc.07).

## Staff / Faculty Meetings

7.18. Copy of the meeting notice(s) and agenda of the last one year. (Attach as Annex-17, Doc.07)

7.19. Copy of the minutes of the above-mentioned meetings of the faculty and staff. (Attach as Annex-18, Doc.07)

7.20. Report on implementation of the decisions made in the meetings. (Attached as Annex-19, Doc.07)

# Doc.8: Research Planning and Promotion

8.1. State / attach institution's vision on research.

8.2. State /attach research, publication and dissemination policy of the institution.

8.3. Provide followings information on overall research plan/agenda:

8.3a. National and local Priority issues of research.

8.3b. Priority issues of research on teacher education and the institution.

8.3c. Justification, relevance and significance of priority issues.

8.3d. Research plans of the proposed researches. (Attach the copies as Annex-1, Doc.8)

8.3e. Schedule of proposed and ongoing researches. (Attach the copy as Annex-2, Doc.8) (for MS/MPhil/PhD)

8.4. List of completed researches. (Attach the copy as Annex-3, Doc.8)

8.5. Attach notified guidelines for planning and conduct of students' research, include consent by supervisor allocation, topic, approval of external, time, submission etc. (Attach the copy as Annex-4, Doc.8) (Applicable for MS/MPhil/Phd)

8.6. Record of minutes of the meeting BoS, BoF, BASAR (or equivalent bodies) for the approval of research topics and supervisors of the students (for last 3 years) (Applicable for MS/MPhil/Phd)

8.7. Attach a copy of the procedures for completion of students' research. (Attach as Annex-5, Doc.8) (Applicable for MS/MPhil/Phd)

8.8. Attach a copy of template for research proposal and research report for research students. (Attach as Annex-6, Doc. 8)

8.9. Copy of notified bodies/procedures for the approval of research process. ( Attach as Annex-7, Doc. 8) (Applicable for MS/MPhil/Phd)

8.10. Reports of completed research studies (action, basic and applied) indicating:

- 8.10a. Research question / objectives
- 8.10b. Significance and justifications of research
- 8.10c. Description of methodology
- 8.10d. Results and findings
- 8.10e. Recommendations

8.11. Enlist summary of applicable findings and recommendations from research studies listed at "8.10" above.

8.11a. Findings related to Teacher Education.

8.11b. Recommendations to improve the teaching and learning process.

8.11c. Recommendations that are being used by the program to improve educational quality (including summary of how these recommendations are being used).

8.12. List of incentives provided for teacher educators and prospective teachers involved in the research. (Attach as Annex-8, Doc.8).

Incentive for Teacher Educators _____

_____

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_____

_____

Incentive for Prospective Teachers _____

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8.13. Faculty Research.

Attach a report on the basis of last 2-year data include

a. List of faculty involved in research
b. Funded research projects by individuals or group
c. No. of publications
d. No. conference papers.
e. Proof of any incentive provided for publication or conference presentations.

(Attach as Annex-9, Doc.8).

# Doc.09: Community Links and outreach

Has your institution executed any extension / community cooperation plan….Yes / No

***If 'No' Move to Doc.10***

9.1. Record / file containing need analysis report(s) on educational issues and social needs of community. (Attach summary of the "Need Analysis Report
(s) as Annex-1, Doc.09).

9.2. Description of one/ two executed extension plans for community development and outreach in last two years with

9.2. a. identified objectives
9.2.b. strategies and
9.2.c. outcomes

May be attached as Annex 2, Doc.9 in the following format

| Executed Ext. Plans With date and duration | Objectives | Strategies | Outcomes |
|---|---|---|---|
| 1.. | | | |
| 2.. | | | |

# Doc.10: Improvement Plan

Plan(s) / document (s) related to sustained efforts made for the quality improvement of the program.

10.1. Brief description of the Quality Improvement Plan (s). (include need analysis, objectives, strategies)

**Note**: You may attach copy /copies of the program improvement plan(s), prepared during last two years as Annex-1, Doc-10)

10.2. List of concrete actions taken / proposed to meet the specific objectives of the plan.

List of the concrete actions taken:

List of the proposed actions:

10.3. Documents /minutes of the meetings held to develop or approve the improvement plan. (Attach the copies as Annex-2, Doc.10)

# Doc.11: Continuous Professional Development (CPD) of Teacher Educators

11.1. Description of CPD process / Plan.

11.2. Record of teacher educators who recently participated / are participating. (Specify nature of participation e.g., attending, organizing, collaborating etc.)

| Teachers' Names | Program/ event | Nature of Participation | | | |
|---|---|---|---|---|---|
| | | Attending | Organizing | Collaborating | Any Other |
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11.3. Participation reports submitted by the above-named teachers. (Attach as Annex-1, Doc.11)
(Reports must include activities / proceedings of CPD)

# Doc.12: Program Monitoring File (Feedback)

12.1. Monitoring Reports on the Performance of Prospective Teachers containing
- 12.1.a. Feedback by the Teacher Educators
- 12.1.b. Feedback by other stakeholders (e.g. staff, parents, community members) if any
- 12.1.c. Sample of used tools to collect feedback (if any) (Attach as Annex-1, Doc.12)

12.2. Monitoring Reports on the Performance of the Support Staff
- 12.2.a. Feedback by the alumni
- 12.2.b. Feedback by the Prospective Teacher
- 12.2.c. Feedback by the Teacher Educators
- 12.2.d. Feedback by the HoD
- 12.2.e. Feedback by other stakeholders (e.g. staff, parents, community members) if any
- 12.2.f. Sample of used tools to collect feedback (if any). (Attach as Annex-2, Doc.12)

12.3. Monitoring of Teacher Educators
- 12.3.a. Feedback by the Administration
- 12.3.b. Feedback by alumni
- 12.3.c. Feedback by prospective teachers
- 12.3.d. Feedback by HoD
- 12.3.e. Annual reports on assessment of teacher educators (if in soft show to evaluator)
- 12.3.f. Sample of used tools to collect feedback (if any). (Attach as Annex-3, Doc.12)

12.4. Description of Official feedback provided to;

12.4.a. Teacher educators

12.4.b. Prospective teachers

12.4.c. Support staff

12.4.d. HoD

(Provide at least two examples for each category)

| Names of Teacher Educator | Nature of Feed Back (Summary) | Date |
|---|---|---|
| | | |
| | | |
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| Names of Prospective Teacher | Nature of Feed Back (Summary) | Date |
|---|---|---|
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| Names of Support Staff | Nature of Feed Back (Summary) | Date |
|---|---|---|
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12.5. Feeback by the students about assessment procedures and policies.

12.5.a. Record of students complaints about assessment procedures and practices of last 2 years (if any) (Attach as annexure 4, Doc. 12)

12.5.b. Record of Students' feedback about assessment procedures and practices of last 2 years.( Attach as annexure 5, Doc. 12)

12.5.c. Sample tools to collect feedback (Attach as annexure 6, Doc. 12)

12.5.d. Record of followup of students' complaints if any of last 2 years. (Attach as annexure 7, Doc. 12)

# Doc.13: Self-Assessment Report

## A. Self-Evaluation of the program by the institution.

Attach copies of last 2 self-assessment reports (SAR) or any other document prepared related to the program and submitted to the relevant authorities of the institutions(concerned university/HEI/College) as annexure 1, Doc. 13

B. Prepare a Self-evaluation Report using NACTE Template for Self-Evaluation of your program. (attached below)

# SELF-EVALUATION

1. The Institution has provided the following information according to NACTE Template for Documents (Doc-02)

| | | | |
|---|---|---|---|
| 1.5 | Objectives of the program | YES | No |
| 3.2 | Titles of the courses | YES | No |
| 3.3 | Outlines of the core courses | YES | No |
| 3.6 | Course wise objectives | YES | No |
| 3.7 | Suggested teaching approaches | YES | No |
| 3.8 | Practical activities | YES | No |

2. How far is the programme curriculum in conformity with NPSTs?

| | |
|---|---|
| Rate the conformity of the curriculum on the given scale. | 0…1…2…3…4….5….6 |

3. Is institution in a position to provide following documents to the NACTE Evaluators on their visit?

| | | |
|---|---|---|
| Notified Composition of Board of Studies in Education | Yes | No |
| Notified Board of Studies in Education by competent authority | Yes | No |

4. Is institution in a position to provide following documents to the NACTE Evaluators on their visit?

| | | |
|---|---|---|
| Notification by competent authority indicating approval of program curriculum | Yes | No |

5. The Institution has provided the following information according to NACTE Template for Documents in Doc. 2

| | | | |
|---|---|---|---|
| 1 | Specific agenda items on curriculum improvements/ changes in last three years meetings. | Yes | No |
| 2 | Minutes of the meetings of Board of Studies in Education relevant to curriculum revision. | Yes | No |
| 3 | List of Curriculum Revisions for the last three years corresponding to the minutes of the board of studies in education. | Yes | No |

6. Is institution in a position to provide following documents to the NACTE Evaluators on their visit?

| | | |
|---|---|---|
| Copy of the official letter / notification used to disseminate the program curriculum (revised/ updated). | YES | No |

*In case of dissemination through institution's web, provide URL……*

| | |
|---|---|
| 7. To what extent the curriculum revisions/changes reflect the concerns and expectations of Teacher Educator. | Great Extent …….Some Extent……No |

8. The Institution has provided the following information in accordance with the NACTE Template in Doc. 2.

| | | | |
|---|---|---|---|
| 1 | Content Reflection (Outline of each Course….) | Yes | No |
| 2 | Practical Activities (Course assignments, Material Development, seminars and workshops). | Yes | No |
| 3 | Suggested Teaching Approaches. | Yes | No |

9. Rate the extent to which curriculum content contribute towards development of knowledge, skills and dispositions of teachers.

| | | |
|---|---|---|
| Rate the extent of the curriculum on the given scale. | Knowledge | 0…1…2…3…4….5….6 |
| | Skills | 0…1…2…3…4….5….6 |
| | Dispositions | 0…1…2…3…4….5….6 |

10. The Institution has provided the following information in accordance with the NACTE Template in Doc. 2.

| | | | |
|---|---|---|---|
| 1 | List of practical activities | Yes | No |

| | |
|---|---|
| 11. Rate the extent to which the practical activities are relevant to the course content. | 0…1…2 |

12. The Institution has provided the following information in accordance with the NACTE Template in Doc. 3.

| | | |
|---|---|---|
| 13. List of learning experiences of prospective in the cooperative schools other than the teaching | Yes | No |

Mark the relevant.

| | |
|---|---|
| 14. Teaching approaches used by the teacher educators provide variety of leaning experiences to the prospective teachers. | No…to some extent…Yes |
| 15. At least five professional experiences other than teaching and co-curricular activities are provided to the prospective teachers during teaching practice in the cooperative schools. | Not at all….less than five…Five |

16. To what extent the graduates of your program meet the changing / emerging needs of the profession. (Mark the relevant)

| | | |
|---|---|---|
| To great Extent | Some extent | Does not meet the needs |

17. The Institution has provided the following according to NACTE Template in Doc.2

| | | | |
|---|---|---|---|
| 2.1d | Duration of each course in weeks | YES | No |
| 2.1e | Duration of program in semester | YES | No |
| 2.1f | Duration of the program in years | YES | No |
| 2.1g | Pre-Requisites of the course (If Any) | YES | No |
| 2.1h | Credit hours of each course | YES | No |
| 2.1i | Credit hours of the program | YES | No |
| 3.3 | Outline of each course | YES | No |

18.

| | | |
|---|---|---|
| Credit hour of the program meet HEC minimum requirement | YES | No |
| Duration of the program meets HEC minimum requirement | YES | No |

19. Mark the relevant

| | | |
|---|---|---|
| The duration of both content and professional parts of the program equal to the contemporary professional and content degree | YES | NO |
| The credit hours of content and professional parts of the program equal to the contemporary professional and content degree. | YES | NO |

20. To what extent in your opinion, the credit hours of the courses are compatible with the existing content volumes of respective courses.

| | | |
|---|---|---|
| Great Extent | To some extent | Not compatible |

21.

| | | |
|---|---|---|
| Does the program include a mandatory ICT course ? | YES | NO |

22. The Institution has provided the following information according to NACTE Template in Doc 2? Mark accordingly.

| | | | |
|---|---|---|---|
| 1 | List of compulsory, elective and optional program courses | YES | NO |
| 2 | Practical activities | YES | NO |

23. Write the number of courses for which IT is mentioned / used as a resource…….
24. Write the number of activities for which IT is mentioned / used as a resource……..
25. Total courses offered in the program ……
26. Number of course out lines having 10 recommended books……
27. Number of course out lines having 3 recommended web sites……
28. Have you attached the copy of program curriculum at Doc.2 (NACTE templates for Document)
29. This curriculum is available to the followings

| | | |
|---|---|---|
| Teacher educators | YES | NO |
| Prospective teachers | YES | NO |
| Institutional Library | YES | NO |
| Other Stakeholder | YES | NO |

30. The Institution has maintained the following to present to the NACTE Evaluation Team.

| | | |
|---|---|---|
| Teachers' Course Files | YES | NO |
| Students Attendance Record | YES | NO |

31.

| | | |
|---|---|---|
| The Institution has maintained Course plan that include objective of the course, distribution of the content and evaluation criteria for presentation to the Evaluation Team. | YES | NO |

32. The Institution has provided the following according to NACTE Template in Doc.5

| | | | |
|---|---|---|---|
| 1 | Copies of evaluation tools used for formative and summative assessment for core courses | **Yes** | **No** |
| 2 | Two marked assignments with highest and lowest marks of core courses | **Yes** | **No** |
| 3 | Two portfolios of prospective teachers for core courses | **Yes** | **No** |
| 4 | Evaluation tools , i.e., question papers of last three comprehensive annual exams (if applicable) | **Yes** | **No** |

33. Point out the tasks / items asked in the formative / summative assessments promoting analytical, critical and problem-solving skills.

| **Assessment** | **Analytical** | **Critical** | **Problem Solving** |
|---|---|---|---|
| formative / summative | | | |
| formative / summative | | | |
| formative / summative | | | |
| formative / summative | | | |
| formative / summative | | | |

34. Point out the tasks / items asked in the assignments / portfolios promoting analytical, critical and problem-solving skills.

| | **Analytical** | **Critical** | **Problem Solving** |
|---|---|---|---|
| Assignment/ portfolio | | | |
| Assignment/ portfolio | | | |
| Assignment/ portfolio | | | |
| Assignment/ portfolio | | | |
| Assignment/ portfolio | | | |

35. The Institution has provided the following according to NACTE Template in Doc.7

| | | | |
|---|---|---|---|
| 1 | Copy of the meeting notices and agendas of the last one year | **Yes** | **No** |
| 2 | Copy of the minutes of the faculty meetings mentioned in 10.1 | **Yes** | **No** |
| 3 | Report on implementation of decisions made in the meetings | **Yes** | **No** |

36. Does the agenda of the staff meeting include items on course transaction, classroom management, teaching learning procedures and evaluation?

| Yes | No |
|---|---|

37. The Institution has provided the following according to NACTE Template in Doc.2

| | | | |
|---|---|---|---|
| 3.3 | Outline of each course | YES | No |
| 3.6 | Objectives of each course. | YES | No |
| 3.7 | Suggested teaching approaches | YES | No |
| 3.8 | Practical activities (e.g. course assignments, material development, seminars, workshops, etc.) | YES | No |
| 3.9 | Assessment / Evaluation system and approaches | YES | No |

38.

| | |
|---|---|
| How far the course objectives are in line with the program objectives. | 0….1…2…3….4…5….6 |
| How far the course content cover the course objective . | 0….1…2…3….4…5….6 |
| How effectively the teaching methodologies achieve these objectives. | 0….1…2…3….4…5….6 |
| To what extent Practical activities complement these objectives | 0….1…2…3….4…5….6 |
| How effectively the assessment approaches evaluate these objectives | 0….1…2…3….4…5….6 |

39.

| | | |
|---|---|---|
| Does mechanism, guiding procedures and stipulated durations for teaching practice meets the HEC requirements. | **Yes** | **No** |

40. Is institution in a position to provide following documents to the NACTE Evaluators on their visit?

| | | |
|---|---|---|
| Does program has printed manual for teaching practice | Yes | No |
| Does program has lesson planner for teaching practice | Yes | No |

| | | |
|---|---|---|
| Is manual for teaching practice disseminated to all concerned | Yes | No |
| Is lesson planner for teaching practice disseminated to all concerned | Yes | No |

41. **Do you maintain the record of feedback to prospective teachers on their teaching practice? YES/ No**

How? ……..

42.

| | | |
|---|---|---|
| Does program has printed manual for teaching practice | **Yes** | **No** |
| Is it provided to each teaching practice supervisors. | **Yes** | **No** |
| Is it provided to each to each cooperative teacher of practicing school. | **Yes** | **No** |

43. Does you program conduct the following

| | | |
|---|---|---|
| In-house orientation for Teaching Practice | **YES** | **NO** |
| Simulated Practice | | |
| Micro teaching | | |
| Any other (Pls mention) | | |

44. Is institution in a position to provide the following documents to NACTE External Evaluators?

| | | |
|---|---|---|
| Tools (Check list, feedback form, etc.) written mechanism to provide feedback on their class room teaching | **YES** | **NO** |
| Tools (Check list, feedback form, etc.) written mechanism to provide feedback about their conduct | **YES** | **NO** |

45. The Institution has provided the following according to NACTE Template in Doc.2

| | | | |
|---|---|---|---|
| 1 | Objectives of the Program | **Yes** | **No** |
| 2 | Brief Description of the program | **Yes** | **No** |
| 3 | Policy on program assessment | **Yes** | **No** |
| 4 | Policy on assessment of teacher educators | **Yes** | **No** |
| 5 | Policy on assessment of prospective teachers | **Yes** | **No** |
| 6 | Policy on assessment of support staff | **Yes** | **No** |

46. Do you formally require the following to provide feedback about the program assessment system?

| | | |
|---|---|---|
| Prospective teachers | YES | NO |
| Teacher educators | YES | NO |
| Support Staff | YES | NO |
| Alumni | YES | NO |
| Other stakeholders | YES | NO |

47. The Institution has provided the following according to NACTE Template in Doc. 07

| | | | |
|---|---|---|---|
| 1 | Copies of two stakeholders major complaints with date name and nature of the complaint | YES | NO |
| 2 | Decisions and actions taken to resolve the complaints | YES | NO |

48. The Institution has provided the following according to NACTE Template in Doc.11

| | | | |
|---|---|---|---|
| 5.1 | Brief description of the quality improvement plans | YES | NO |
| 5.2.1 | List of concrete actions taken | YES | NO |
| 5.2.2 | List of proposed actions to meet specific objectives | YES | NO |
| 5.3 | Minutes of the meeting to develop and execute plan are recorded | YES | NO |

49. Have you ever assess the quality of the program for its improvement? YES/ NO

If YES give brief description of the quality improvement plan.

50. The Institution has provided the following according to NACTE Template in Doc.12

| | | | |
|---|---|---|---|
| 12.2a | Alumni Feedback on performance of support staff | YES | NO |
| 12.3b | Alumni feedback on performance of the teacher educators | YES | NO |

51. The Institution has provided the following according to NACTE Template in Doc.7 & Doc. 4

| | | | |
|---|---|---|---|
| 1 | Evaluation & Examination regulations | YES | NO |
| 2 | Regulation followed for confidentiality of required matter | YES | NO |
| 3 | Prospectus of the program | YES | NO |
| 4 | Web information (Hard copy of the Web page) | YES | NO |
| 5 | Brochures | YES | NO |
| 6 | Advertisement(s) | YES | NO |
| 7 | Program dissemination and promotion policy | YES | NO |

52. Is there any formal system of providing feedback to those who are assessed YES/NO
If YES, briefly describe the system of and timings of providing feedback
Give a list of the personnel to whom feedback is provided

53. Have the program maintained to produce / present to NACTE evaluators

| | | |
|---|---|---|
| Record of used tools for assessment of prospective teachers (Last two years) | YES | NO |
| Date Sheets of the last two years assessments | YES | NO |
| Answer books of the internal assessments (Last two years) | YES | NO |
| Assessment results of the last two years | YES | NO |
| Record of used tools for assessment of teacher educators | YES | NO |
| Record of used tools for assessment of support staff | YES | NO |

54.

| | | |
|---|---|---|
| Is there any prescribed mechanism available for the monitoring of prospective teachers performance. | YES | NO |

55. The institution has provided the following using NACTE Template Doc. 5

| | | | |
|---|---|---|---|
| 1 | Copies of formative and summative evaluation tools of core courses. | YES | NO |
| 2 | Two Marked assignments with highest and lowest marks of prospective teachers for core courses. | YES | NO |
| 3 | Two portfolios of prospective teachers for core courses | YES | NO |
| 4 | Evaluation tools, i.e., question papers of last three comprehensive / annual exams | YES | NO |
| 5 | List of learning experiences…….. | YES | NO |
| 6 | Consolidated reports on teaching practice, submitted by supervisors | YES | NO |

56.

| | | |
|---|---|---|
| Assessment data of prospective teachers are used systematically and regularly for different purposes | YES | NO |

If YES describe the different uses of analyzed data

57.

| | | |
|---|---|---|
| Is there any prescribed mechanism available for the monitoring of teacher educators performance. | YES | NO |

*58.* ***Performance assessment of teacher educators is formally made by the following***

| | | |
|---|---|---|
| HOD | YES | NO |
| Peers | YES | NO |
| Prospective Teachers | YES | NO |

59. The institution maintains the tools and record of the performance assessment of teacher educators by

| | | |
|---|---|---|
| HOD | YES | NO |
| Peers | YES | NO |
| Prospective Teachers | YES | NO |

60.

| | | |
|---|---|---|
| The building is exclusively used for institutions academic programs | YES | No |

61.

| | | |
|---|---|---|
| The building(s) are free form all types of hazards (road traffic, smoke, dust odors etc.) | YES | No |

62. Total enrollment of the institution……

63. Total enrollment of the program under evaluation……..

64. Total number of the class rooms / teaching places in the institutions……...

65. Name and number the laboratories in the institution

| Name of the Laborator | Number | Name of the Laborator | Number |
|---|---|---|---|
| | | | |
| | | | |

66.

| | | |
|---|---|---|
| The Laboratory has sufficient equipment to accommodate a group of 20 students for each practical | YES | No |

67.

| | | |
|---|---|---|
| The normal size of class rooms/ teaching palaces is adequate (575-600 Sqfts) to accommodate 45 students | YES | No |
| There are seats for all students in the classroom. | YES | No |
| The number of seats in the classroom permits students to move freely about the class. | YES | No |
| The seats available are properly maintained. | YES | No |

68.

| | | |
|---|---|---|
| The Laboratory has sufficient equipment to accommodate a group of 20 students for each practical | YES | NO |
| Adequate facilities (multimedia, smart board) of IT are available on demand. | YES | NO |
| Proper shelving and storage facilities are available in the laboratories. | YES | NO |
| There is at least one computer per group of two students in the laboratory. | YES | NO |
| Internet facility with 20mb access rate is available in the lab. | YES | NO |
| Multimedia facility is available in the program | YES | NO |
| Writing boards with clear surface are visible to all students in each teaching place. | YES | NO |
| Lights fitted in all teaching places are functional. | YES | NO |
| Appropriate paint and repair of walls. | YES | NO |
| Appropriate maintenance and repair of windows. | YES | NO |
| Appropriate maintenance and repair of doors. | YES | NO |
| Appropriate maintenance and repair of floor. | YES | NO |
| Appropriate maintenance and repair of roof. | YES | NO |

69.

| | | |
|---|---|---|
| There are well maintained spaces for physical activities , outdoor games. | YES | No |
| There is specific area available / marked for regular prayers. | YES | No |

70.

| | | |
|---|---|---|
| The library is easily accessible from all location of the institutions. | YES | NO |

71.

| | | |
|---|---|---|
| The design of the library is functionally designed and suits to the requirements and the comfort of the users. | YES | NO |

72. The Institution has provided the following information according to NACTE Template for Documents in Doc 06.

| | | | |
|---|---|---|---|
| 1 | List of available support services | YES | No |
| 2 | Profile of available library staff | YES | No |
| 3 | Non-teaching staff support services | YES | No |
| 4 | Non-teaching Staff library | YES | No |

| | | |
|---|---|---|
| The library is managed by sufficient n number of qualified, trained and professional staff | YES | No |

73. The Institution has provided the following information according to NACTE Template for Documents in Doc 6? Mark accordingly.

| | | | |
|---|---|---|---|
| 1 | List of new library material for the last three years | YES | No |
| 2 | List of additions and improvements made in the library infrastructure in the last three years | YES | No |

74.

| | | |
|---|---|---|
| Are you satisfied with the up gradation of the library | YES | No |

75. The Institution has provided the following information according to NACTE Template for Documents in Doc 3? Mark accordingly.

| | | | |
|---|---|---|---|
| 1 | Placement record of prospective teachers and supervisors for PT | YES | No |
| 2 | Name and available sections at schools | YES | No |
| 3 | List of prospective teachers allotted to each cooperative school….. | YES | No |

76.

| | | |
|---|---|---|
| The institution maintains updated follow up file(s) of all prospective teachers engaged in teaching practice | YES | No |

77.

| | | |
|---|---|---|
| Is there any team (personnel) responsible to monitor the academic activities of the program like classroom teaching, class test, seminars co-curricular activities and examination | YES | No |

78. The Institution has provided the following information according to NACTE Template for Documents in Doc 2 and Doc 7

| | | | |
|---|---|---|---|
| 1 | List of compulsory, elective and optional courses | YES | No |
| 2 | Outline of each course | YES | No |
| 3 | Selection / recruitment criteria of teaching staff | YES | No |
| 4 | Record of the recruited personnel | YES | No |
| 5 | Complete Profile of all Teacher Educators and academic staff. | YES | No |

79.

| | | |
|---|---|---|
| The qualifications of the teacher educators are compatible with the course, they teach. | YES | No |

80. The following documents are available with the institution

| | | |
|---|---|---|
| Copy of the advertisement and recruitment criteria. | YES | NO |
| Complete record of the applicants. | YES | NO |
| Short Listing criteria if made. | YES | NO |

81. Institution has written professional code of ethic for

| | | |
|---|---|---|
| Teacher Educators | YES | NO |
| Support Staff | YES | NO |

82. Do the teacher educators observe

| | | |
|---|---|---|
| Code of conduct | YES | NO |
| Code of Ethics | YES | NO |

83. Does Program ensure observance code of conduct by

| | | |
|---|---|---|
| teacher educators | YES | NO |
| Support Staff | YES | NO |

84.

| | | |
|---|---|---|
| Does your institution follow a CPD program for teacher educators | YES | No |

85.

| | | |
|---|---|---|
| Does program facilitate / support its faculty to participate in professional development programs | YES | NO |

86. Do you have notified workload / distribution policy for the followings

| | | |
|---|---|---|
| Teacher Educators | YES | No |
| Support Staff | YES | No |

87. To what extent the institution follows this policy for the followings (Mark the relevant)

| | | | |
|---|---|---|---|
| Teacher Educators | YES | Some Extent | No |
| Support Staff | YES | Some Extent | No |

88. The Institution has provided the following information according to NACTE Template for Documents in Doc. 2 & 3

| | | | |
|---|---|---|---|
| 1 | Course Wise time table of the teachers for current year / semester | YES | No |
| 2 | Record of the placement of the prospective teachers and supervisors in the cooperative schools | YES | No |
| 3 | Workload policy for teacher educators, HoD and support staff | YES | No |

89. Does enough time is left with teacher educators after routine teaching for the following

| | | |
|---|---|---|
| Planning of instruction | YES | No |
| Supervision | YES | No |
| Practice Teaching | YES | No |
| Research | YES | No |
| Participation in community Outreach | YES | No |

90. What is the student teacher ratio for the following

| **Activities** | **Ratio** |
|---|---|
| Classroom teaching | |
| Lab work | |
| Teaching Practice | |
| Research | |
| Any other | |

91.

| | | |
|---|---|---|
| Does your program provides incentives to retain teacher educators | YES | No |

92. Enlist the teacher educators and support staff awarded and rewarded with incentives and professional development opportunities in last two years.

| Name of Teacher Educators | Incentives |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

93. Enlist the names of support staff awarded and rewarded with incentives and professional development opportunities in last two years.

| Name of Support Staff | Incentives |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

94.

| | | |
|---|---|---|
| Does the program have written management policies and procedures? | YES | No |
| **IF yes** | | |
| Can you provide written documents containing policies and procedures for internal management and operational activities of the program as evidence to the NACTE Evaluators on their visit to your institution (operational activities are practical activities related to implementation of the program/ Project) | YES | No |
| Are new rules and regulations incorporated when required? | YES | No |

95. The institution is in a position to provide the following to the NACTE evaluators on their visit.

| | | |
|---|---|---|
| Set / official rules and regulations for all academic matters of the program | YES | No |
| Set / official rules for all administrative matters of the program | YES | No |

96. The institution is in a position to provide the following to the NACTE evaluators on their visit.

| | | |
|---|---|---|
| List of notified boards and committees for the program | YES | No |
| Notification of the listed boards and committees for the program | YES | No |
| Minutes of the meeting of the boards and committees for all academic matters. | YES | No |
| Minutes of the meeting of the boards and committees for all administrative matters | YES | No |

97.

| | | |
|---|---|---|
| Does the program follows any mechanism to peruse / monitor the adherence of its members to the policies, rules and regulation? | YES | NO |
| If **YES,** is institution in a position to provide the following to the NACTE evaluators on their visit | | |
| Document to monitor the adherence of its members to the program policies, procedures, rules and regulation. | YES | NO |
| Record of the action taken by the management in line with the above policy document. | YES | NO |

98. The institution is in a position to provide the following to the NACTE evaluators on their visit.

| | | |
|---|---|---|
| Written job description and job specifications for teacher educators approved by competent authority | YES | NO |
| Written job description and job specifications for support staff approved by competent authority | YES | NO |

99.

| | | | |
|---|---|---|---|
| Does program has an annual calendar. | YES | NO | |
| If **YES** how mark the extent of participation of the | | | |
| teacher educators | Full | Partial | Nil |
| Support staff | Full | Partial | Nil |

100. The Institution has provided the following information according to NACTE Template for Documents.

| | | | |
|---|---|---|---|
| 1 | Copy of the document on admission policy. | YES | No |
| 2 | Copy of program prospectus and admission advertisement | YES | No |
| 3 | Admission Procedure. | YES | No |
| 4 | Admission record of the last three years. | YES | No |

| | | |
|---|---|---|
| The admission policy (summary) and procedures are given in the prospectus | YES | NO |
| Salient features of the admission policy and procedures are published in the admission notice / advertisements. | YES | NO |

101.

| | | |
|---|---|---|
| Do you organize and orientation of the prospective teachers about the institution and program? | YES | No |

102. The Institution has provided the following information according to NACTE Template for Documents in Doc.2 & 8

| | | | |
|---|---|---|---|
| 1 | List of teacher educators supervising student research (thesis.) | YES | No |
| 2 | Number of practice and model lessons required in the defined period of teaching practice. | YES | No |
| 3 | Record of placement of prospective teachers and supervisors in cooperative schools. | YES | No |
| 4 | Number and titles of the required courses | YES | No |
| 5 | Total number of students enrolled in the program | YES | No |
| 6 | Number of sections for compulsory courses | YES | No |
| 7 | Courses and section wise enrollment of at least two compulsory and two elective courses. | YES | No |

103. The Institution has provided the following information according to NACTE Template for Documents in Doc 2 & 5

| | | | |
|---|---|---|---|
| 1 | Number and titles of the required courses | YES | No |
| 2 | Minimum required credit hours | YES | No |
| 3 | Attendance requirements: | YES | No |
| 4 | Required aggregate score / Cumulative Grade Point Average | YES | No |

104. The institution is in a position to provide the following to the NACTE evaluators on their visit. (Doc. 04)

| | | |
|---|---|---|
| Prospective Teachers enrollment for the last 5 years. | YES | NO |
| Record of the final (summative examination) of prospective teachers of the last five sessions of the program | YES | NO |
| Dropout record of the prospective teachers for the last five years | YES | NO |
| Number of prospective teachers enrolled and passed in the last three years | YES | No |

105. The Institution has provided the following information according to NACTE Template for Documents

| | | |
|---|---|---|
| List of required support services. | YES | No |
| List of available support services. | YES | No |
| Profile of the available professionals and support staff for the services. | YES | No |

106. Which of the following support services are made available to the prospective teachers? (Mark relevant)

i) Guidance ii) Counseling iii) placement iv) follow-up v)remedial

107. Which of the following facilities are made available to the prospective teachers? (Mark relevant)

i) Prayer place ii) Hostel iii) First aid iv) Cafeteria v) Playground vi) transport vii) any other……..

108.

| | | |
|---|---|---|
| Does your institution provide need base scholarships to the prospective teachers… | YES | NO |
| If above the institution is in a position to provide the following to the NACTE evaluators on their visit. | | |
| Record or list of the prospective teachers is available who has been provided the need-based scholarship | YES | NO |
| Record or list of prospective teachers is available who has been provided the merit scholarship | YES | NO |

109.

| | | |
|---|---|---|
| Does your program provide counseling services to prospective teachers | YES | No |
| Does your program provide remedial services to prospective teachers | YES | No |

110.

The Institution has provided the following information according to NACTE Template for Documents in Doc. 8.

| | | |
|---|---|---|
| Program's and institution's vision on research | YES | No |
| Research, publication and dissemination policy of the program / institution. | YES | No |
| Following information on overall research plan | | |
| National and local priority issues of research | YES | No |
| Priority issues of research on teacher education and the institution | YES | No |
| Justification, relevance and significance of the priority issues | YES | No |
| Research plans of the proposed researches | YES | No |
| Schedule of proposed and ongoing researches. | YES | No |
| Classified List of the completed research | YES | No |
| Do these research reports contains following information | | |
| • Objectives | YES | No |
| • Significance | YES | No |
| • Research questions | YES | No |
| • Methodology | YES | No |
| • Data analysis | YES | No |
| • Personnel involved in the research | YES | No |

111. The Institution has provided the following information according to NACTE Template for Documents

| | | |
|---|---|---|
| List of incentives provided to the teacher educators and prospective teachers involved in research | YES | No |

112. The Institution has provided the following information according to NACTE Template for Documents in Doc. 8.

| | | |
|---|---|---|
| Research, publication and dissemination policy of the program / institution. | YES | No |
| Recommendations to improve the teaching and learning process. | YES | No |
| Recommendations that are being used by the program to improve educational quality | YES | No |

113. The institution is in a position to provide the following to the NACTE evaluators on their visit.

| | | |
|---|---|---|
| List of institutions with which services are shared | YES | No |
| Record of the activities arranged to share research experiences with other institution. | YES | No |
| Record of the activities arranged to share services to other institution. | YES | No |

114.

| | | |
|---|---|---|
| Has your institution executed any extension / community cooperation plan | YES | No |

The Institution has provided the following information according to NACTE Template for Documents in Doc. 09

| | | |
|---|---|---|
| Record / file containing need analysis report(s) on educational issues and social needs of community. | YES | No |
| Description of one/ two executed extension plans for community development and outreach in last two years with | YES | No |
| identified objectives | YES | No |
| strategies and | YES | No |
| outcomes | YES | No |

115. The institution is in a position to provide the following to the NACTE evaluators on their visit.

| | | |
|---|---|---|
| Documented evidence of the community participation in the planning of the project/ activity of the institution during last two years. | YES | No |
| Evidence of the community participation in the implementation and monitoring of the project/ activity of the institution during last two years. | YES | No |

116.

| | | |
|---|---|---|
| Did any member of the program (teacher educators, prospective teachers and staff) participate in any community development and outreach project. | YES | NO |

Enlist the projects in which program members have participated.

| **Project** | **Participant** | **Status** (Teacher Educator/ Prospective teacher/ Staff/ any other) | **Participation Date** |
|---|---|---|---|
| | | | |
| | | | |
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117.

| | | |
|---|---|---|
| Did you invite professionals and other peoples form community to improve and support the program. | YES | No |

118. Is The institution in a position to provide the following to the NACTE evaluators on their visit.

| | | |
|---|---|---|
| Visitors book | YES | No |
| List of professionals from the community invited to support and improve specific component of the program. | YES | No |

119.

| | | |
|---|---|---|
| Does the institution has a clearly define gender policy | YES | No |

120. The institution is in a position to provide the following to the NACTE evaluators on their visit.

| | | |
|---|---|---|
| Document or other printed evidences indicating that a gender equity policy is being followed (e.g., advertisement for different positions in the institution, prospectus, rules and regulations relating to gender equity) | YES | No |

121.

| | | |
|---|---|---|
| How far the program environment is conducive, open and harmonious and free of discrimination | YES | NO |

122.

| | | |
|---|---|---|
| Is institution in a position to provide solid evidence in this regard to the NACTE evaluators | YES | NO |