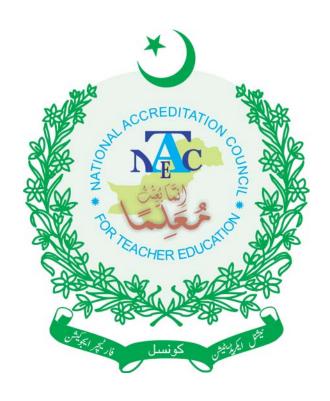# NACTE - Templates
For
Documents

National Accreditation Council
For
Teacher Education

NACTE Team

Prof. Dr. Munawar S. Mirza,   Chairperson

Prof. Dr. Irshad Ahmad. Farrukh, Secretary

Ms. Huma Lodhi, Senior Research Officer

Mr. Kamran Zafar, IT Expert

Mr. Ali Shah, Office Asst.

National Accreditation Council for Teacher Education (NACTE)

H-8/1 Higher Education Commission (Old COMSATS Building), N-Block

ISLAMABAD, Pakistan

Phone +92 (0) 51 -90808155 • Fax +92 (0) 51- 90808156

Room # 219, 1st Floor, IER, Quaide-e-Azam Campus,

University of the Punjab, Lahore

www.nacte.org.pk

Doc.1: Conceptual Framework of the Program

The conceptual framework is a document that synthesizes (includes) the background and foundations of the program. It should include the following:

1. Copy of the legal mandate of the program. (Attach copy as Annex-1, Doc.1)

2. Mission of the program.

_____

_____

_____

_____

_____

3. Vision of the program.

_____

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_____

_____

_____

4. Goals of the program.

_____

_____

_____

_____

5. Objectives of the program.

6. Brief description of the curriculum.

    6a. Learning objectives.

    6b. List the titles of all the program courses.

_____

_____

_____

_____

_____

_____

6c. Content reflection (Attach outlines of each course as Annex-2, Doc.1)

6d. Enlist the proposed Instructional Strategies.

_____

_____

_____

_____

_____

6e. Enlist recommended assessment approaches / methods.

_____

_____

_____

_____

_____

7. Assessment and evaluation system of the program.

   7a. Brief description of the evaluation system of the program.

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

   _____

   _____

   _____

   _____

   _____

   _____

   7b. Procedures and tools used to assess the evaluation system.

   _____

   _____

   _____

   _____

   _____

   _____

   _____

   _____

   _____

7c. 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 program assessment.

_____

_____

_____

_____

    ii. Policy on assessment of teacher educators.

_____

_____

_____

_____

    iii. Policy on assessment of prospective teachers.

_____

_____

_____

_____

    iv. Policy on assessment of the support staff.

_____

_____

_____

_____

Doc.2: Description of the Program

1. Description of the Program.

    1a. Objectives of the program. (same as for 1.5 in doc.1)

    _____

    _____

    _____

    _____

    _____

    _____

    1b. List of courses offered in the program (same as for 1.6.b, and 3.2in doc 1 and 3)

    _____

    _____

    _____

    _____

    _____

    1c. Description of the courses offered in the program. (Provide titles of all core and elective course).

    _____

    _____

    _____

    _____

    _____

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_____

_____

_____

_____

_____

1d. Duration of each course in weeks. (Move to 1.h below)

1e. Duration of the program in semester……………………………………….…..

1f. Duration of the program in years ………………………………………….…..

1g. Prerequisites of the courses (if any).

Course Title	Pre-requisites

1h. Credit hours allotted to each course.

S #	Title of the Course	Duration (in weeks)	Credit Hours	Total Hours	S#	Title of the Course	Duration (in weeks)	Credit Hours	Total Hours

1i. Total credit hours of the program ……………………………………………

2. Description of how the program's objectives and courses ensure the achievement of the National Professional Standards for Teachers in Pakistan.

_____

_____

_____

_____

_____

3. Description of a plan to reinforce contents required to strengthen the weak standard(s).

_____

_____

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_____

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_____

_____

4. Semester wise list of the course of the program. (Attach copy as Annex-1, Doc.2)

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

Doc.3: Program Curriculum

This document (program curriculum) should have the following information:

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

(Note: Attach the copy of program curriculum as Annex-1, Doc-3. If some information required above is missing, provide the same on separate sheet and Attach as Annex-2, Doc-3)

Doc.4: Self Evaluation Report

Prepare a Self Evaluation Report using NACTE Template for Self-Evaluation.

(The Template for Self Evaluation will be provided by NACTE)

Please Download it from NACTE website i.e nacte.org.pk/documents

Doc.5: Improvement Plan

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

1. Brief description of the Quality Improvement Plan (s).

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_____

_____

_____

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_____

_____

Note: You may attach copy /copies of the program improvement plan(s), prepared during last two years as Annex-1, Doc-5)

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:

_____

_____

_____

_____

_____

3. Documents /minutes of the meetings held to develop or approve the improvement plan. (Attach the copies as Annex-2, Doc.5)

Doc.6: Program Assessment Record

<mark>Check tool</mark>

1. Copies of evaluation tools used for formative and summative assessment for each course. (Attach as Annex -1, Doc-6).
2. Two marked assignments with highest and lowest marks of prospective teachers for each course. (Attach as Annex -2, Doc-6).
3. Two marked answer books of highest and lowest marks of prospective teachers for each course. (Attach as Annex -3, Doc-6)
4. Two portfolios of prospective teachers for core course. (Attach as Annex -4, Doc-6).
5. Result sheets of prospective teachers (students) formative assessment of each course of the program. (Attach as Annex -5, Doc-6).
6. Date sheet/ schedule of formative/ internal Assessments.(Attach as Annex-6, Doc.6)
7. Evaluation tools i.e., question papers etc. of the last three comprehensive / annual exams. (Attach as Annex -7, Doc-6).
8. Report (s) based on analysis of assessment data of core subjects. (if any). (Attach as Annex -8, Doc-6).
9. Report on the quality of the program or recorded minutes of assessment analysis. (If any) (Attach as Annex -9, Doc-6)
10. Schedule and conduct procedure for the assessment of

Aspect Evaluated	Frequency *(Mark the relevant)*	Conduct Procedure		
		Data Source	Tools	Mode
a. Program efficiency and effectiveness**.**	• After the completion of the program • Completion two sessions • More than two sessions.			
b. Prospective Teachers' assessment.	• After each semester • After completion of the program • Not conducted.			
c. Teacher Educators assessment.	• After each semester • Annually • Any other			
d. Support staff	• Biannual • Annual • Any other			

11.Program results of the previous year containing the following (attach as Annex-10, Doc-6)

11a.   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.

11b.1. Course wise results of the institution and Examining body. (for external system)

Course title	Institution result Result in %	*Examining Body Result in %
1.		
2.		
. . .		

11b.2.   Course and year wise results of the institution (for semester system).

Course Title	Year		
	Present Result in%	Previous Result in%	Previous to previous Result in %
1.			
2.			
. . .			

11c.   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		

*(For external examinations)

Doc.7: Research Planning and Promotion

1. State / attach program's and institution's vision on research.

_____

_____

_____

_____

_____

_____

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

_____

_____

_____

_____

_____

_____

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

    3a.   National and local Priority issues of research.

_____

_____

_____

_____

_____

    3b.   Priority issues of research on teacher education and the institution.

_____

_____

_____

_____

_____

_____

_____

    3c.   Justification, relevance and significance of the priority issues.

_____

_____

_____

_____

_____

_____

_____

_____

    3d.   Research plans of the proposed researches. (Attach the copies as Annex-1, Doc.7)

    3e.   Schedule of proposed and ongoing researches. (Attach the copy as Annex-2, Doc.7)

4. List of completed researches. (Attach the copy as Annex-3, Doc.7)

5. Expenditures incurred in last three years on research, publication and dissemination. (Attach the copy as Annex-4, Doc.7)

6. Research budget for the current year to conduct, publish and disseminate research.

_____

_____

_____

_____

Doc.8: Record of the Conduct and Use of Research.

This item consists of a series of materials that demonstrate that research has been conducted.

1. Classified list of completed researches (action, basic and applied)
    (Attach as Annex-1, Doc.8)

2. Reports of all completed research studies indicating:

    2a. Research question / objectives
    2b. Significance and justifications of research
    2c. Description of methodology
    2d. Results and findings
    2e. Recommendations
    2f. Expenditures incurred (attach if not included in 8.2)
         (Attach as Annex-2, Doc.8)

3. Enlist summary of applicable findings and recommendations from
    research studies listed at "1" above.
        3a. Findings related to Teacher Education.

        _____

        _____

        _____

        _____

        3b. Recommendations to improve the teaching and learning
            process.

        _____

        _____

        _____

        _____

3c. Recommendations that are being used by the program to improve educational quality   (including summary of how these recommendations are being used).

_____

_____

_____

_____

4. List of incentives provided for teacher educators and prospective teachers involved in the research. (Attach as Annex-3, Doc.8).

Incentive for Teacher Educators _____

_____

_____

_____

_____

Incentive for Prospective Teachers _____

_____

_____

_____

5. List of teacher educators supervising student research (thesis.) (Attach as Annex-4, Doc.8 as per given format).

Name of supervisor	Name of Prospective Teacher	Thesis Title

Doc.9: Record of the Program Population.

Provide the record of the existing population of the program:

1. Total number of students enrolled in the program…………………………...

   Number of sections for compulsory courses……………………………………

2. 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

Doc.10: Staff / Faculty Meetings

1. Copy of the meeting notice(s) and agenda of the last one year.
   (Attach as Annex-1, Doc.10)

2. Copy of the minutes of the above mentioned meetings of the faculty and staff. (Attach as Annex-2, Doc.10)

3. Report on implementation of the decisions made in the meetings.
   (Attached as Annex-3, Doc.10)

Doc.11: Budget and Expenditures

1. Copy of the head wise budget and expenditures for the present and previous one year (Attach as Annex-1, Doc.11)

2. Attach copies of the two processed purchase cases; one having quotations and other without quotations (Attach as Annex-2, Doc.11)

3. Copy of the reconciliation record of accounts. (Attach as Annex-3, Doc.11).

4. Copies of two latest audit reports. (Attach as Annex-4, Doc.11).

5. & 6. Total Number of the sanctioned posts with dates

Posts	Sanctioned	Working	Vacant
Teaching			
Non- Teaching			

Doc.12: Internal Educational Efficiency

1. List of Teacher educators with designations, experience and nature of appointment.　(permanent, contract, visiting / part time) (Attach as Annex-1, Doc.12).

2. ..3...4... 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			

5. Known causes of drop outs.

_____
_____
_____
_____

6. Plan to reduce the drop outs.

_____
_____
_____
_____
_____
_____
_____
_____

Doc.13: Teaching Practice and Internship

Record/ file consisting of information/ documents separately on

A: **Teaching Practice** and B: **Internship**

Mark the relevant

Program includes
(a). Teaching Practice
(b). Internship
(c). Both

1. Notified dates for duration, start and completion of the teaching practice and internship. (Attach notifications/ notices etc., as Annex-1, Doc.13)

2. Manual for teaching practice. In case of oral guidelines give a summary. (Attach manual / summary as Annex-2, Doc.13)

3. Teaching practice planner (Attach Lesson Planner as Annex-3, Doc.13)

4. Manual for supervisors and cooperative teachers. (Attach manual(s) as Annex-4, Doc. 13)

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

Duration	Observation Lessons	Practice Lessons	Model Lessons

6. Record of placement of prospective teachers and supervisors in cooperative schools.

7. Record indicating the number of prospective teachers conducting teaching practice under the supervision of one teacher educator.

(Provide the information using the format given below for item 6 & 7 and attach as Annex-5, Doc.13)

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

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.13)

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

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.13)

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	
……	

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

_____

_____

_____

_____

_____

_____

Co-curricular Activities / events

_____

_____

_____

_____

11. Consolidated Reports of the teaching practice submitted by supervisors. (Attach copies of TP reports, submitted by any three supervisors as Annex-8, Doc.13).

12. Placement record of prospective teachers, supervisors and schools for internship.

    a. Name of the School……………………………………………………………………

    b. Name of the Supervisor(s)……………………………………………………………

                        ……………………………………………………………

Names of the students	Period	
	From	**To**

(Use separate sheet for each school and attach as Annex**-**9, Doc.1)

Doc.14: Annual Calendar of the Program.

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-1, Doc.14)

Doc.15: Discipline Record

1. Copies of the two stakeholders' major complaints, with date, name and nature of the complaints. (Attach as Annex-1, Doc.15).

2. Decisions and actions taken to resolve the complaints.
    (Attach evidence as Annex-2, Doc.15)

3. Copy of minutes of the Discipline Council for the last two years.
    (Attach as Annex-3, Doc.15)

Doc.16: Program Rules and Regulation

1. Discipline rules. (Attach as Annex-1, Doc.16)

2. Evaluation and examination regulations. (Attach as Annex-2, Doc.16)

3. Regulations followed for confidentiality of required matters. (Attach as Annex-2, Doc.16)

4. Purchase rules. (Attach as Annex-3, Doc.16)

5. Financial rules. (Attach as Annex-4, Doc.16)

6. Leave rules. (Attach as Annex-5, Doc.16)

7. Code of conduct / ethics. (Attach as Annex-6, Doc.16)

Doc.17: Continuous Professional Development (CPD) of Teacher Educators

1. Description of CPD process / Plan.

   _____

   _____
   _____

   _____

   _____

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

3. Participation reports submitted by the above named teachers. (Attach as Annex-1, Doc.17)

Doc.18: Admission Policy

1. Copy of the document on admission policy. (Attach as Annex-1, Doc.18)

2. Copy of program prospectus and admission advertisement.
    (Attach as Annex-2, Doc.18)

3. Describe briefly the admission procedures.

    _____

    _____

    _____

    _____

    _____

4. Admission record of the last three years.

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

Doc.19: Requirements for the Award of Degree

1. Number and titles of the required courses <mark>(review the tool accordingly)</mark>

2. Minimum required credit hours ………………………………………..

3. Attendance requirements:

   a) Overall…………………% b) Course wise …………………………%

4. Required aggregate score / Cumulative Grade Point Average

   (CGPA) ………………………………………………………………………..

5. Thesis requirements.   Yes /No

6. Teaching practice.   Yes / No

7. Internship   Yes / No

8. Comprehensive examination   Yes / No

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

   _____

   _____

   _____

   _____

   _____

Doc.20: Support Services

(e.g., Sports, medical, transport, canteen, guidance and counseling services)

Provide the following with evidence (where needed).

1. List of required support services.

2. List of available support services.

3. Funding sources for support services.

4. Budget provisions for each support service (if any).

5. Utilization report of the budget for each service.

Required Support Services	Available Support Services	Funding Sources	Available budget *(attach evidence)	Utilized Budget *(attach evidence)

*(Attach as Annex-1, Doc.20)

6. Required qualification   of the professionals for managing the support services.

7. Required qualification of the support staff for managing the support services.

8. Profile of the available professionals and support staff for the services.

Support Services (available)	Required Staff with Qualification		**Available staff with Qualifications	
	Professionals	Support staff	Professionals	Support staff

** (attach evidence as Annex-2, Doc.20).

9. Attach list of individuals availing/ availed each support service. (Attach as Annex-3, Doc.20).

10. Profile of the available library staff.

Library Staff	Required Staff with Qualification		***Available staff with Qualifications	
	Professionals	Support staff	Professionals	Support staff

*** (Attach as Annex-4, Doc.20)

Doc.21: Program Monitoring File

1. Monitoring Reports on the Performance of Prospective Teachers containing
   a. Feedback by the alumni
   b. Feedback by the employers of alumni
   c. Feedback by the Teacher Educators
   d. Feedback by other stakeholders (e.g. staff, parents, community
   e. members)
   f. Sample of used tools to collect feedback (if any)
      (Attach as Annex-1, Doc.21)

2. Monitoring Reports on the Performance of the Support Staff
   a. Feedback by the alumni
   b. Feedback by the Prospective Teacher
   c. Feedback by the Teacher Educators
   d. Feedback by the HoD
   e. Feedback by other stakeholders (e.g. staff, parents, community
   f. members)
   g. Sample of used tools to collect feedback (if any).
      (Attach as Annex-2, Doc.21)

3. Monitoring Reports on the Program Activities and effectiveness
   a. Feedback by the alumni
   b. Feedback by the employers of alumni
   c. Feedback by the Prospective Teacher
   d. Feedback by Teacher Educator
   e. Feedback by other stakeholders (e.g. staff, parents, community
   f. members)
   g. Sample of used tools to collect feedback (if any).
      (Attach as Annex-3, Doc.21)

4. Monitoring of Teacher Educators
   a) Feedback by the Administration
   b) Feedback by alumni
   c) Feedback by prospective teachers
   d) Feedback by HoD
   e) Annual reports on assessment of teacher educators
   f) Sample of used tools to collect feedback (if any)
   g) Procedures followed to administer different tools.
       (Attach as Annex-4, Doc.21)

5. Description of Official feedback provided to;
   a. Teacher educators
   b. prospective teachers
   c. support staff
(Provide at least two examples for each category)

Names of Teacher Educator	Nature of Feed Back (Summary)	Date

Names of Prospective Teacher	Nature of Feed Back (Summary)	Date

Names of Support Staff	Nature of Feed Back (Summary)	Date

Doc.22: Teaching Learning Material and Activities

Provide the Teaching Learning Material other than the prescribed in the courses / Programs

1. Learning modules. (attach as Annex-1, Doc.22)

2. Teaching Kits, Manuals and planners. (attach as Annex-2, Doc.22)

3. Magazines journals and newsletter. (attach as Annex-3, Doc.22)

4. Report of any activity/ activities conducted with clear objective of generating knowledge among teacher educators and prospective teachers (attach as Annex-4, Doc.22)

Doc.23: Community Cooperation Planning

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

If 'No' Move to Doc.24

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.23).

2. Description of one/ two executed extension plans for community development and outreach in last two years with
   a. identified objectives
   b. strategies and
   c. outcomes

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

Doc.24: Program Dissemination

1. Prospectus of the program. (Attach as Annex-1, Doc.24)

2. Web information (hard copy of the web page). (Attach as Annex-2, Doc.24)

3. Brochure /s. (Attach as Annex-3, Doc.24)

4. Advertisements. (Attach as Annex-4, Doc.24)

5. Describe the program dissemination and promotion policy.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Doc.25: Library Improvement

1. List of new library materials for the last three years.
   (Attach copy of the relevant pages of the accession register as Annex-1, Doc.25).

2. 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……….)

3. Expenditure statements of library budget for the last three years.

Year –I (Present)		Year-II (20……….)		Year-III (20……….)	
Budget	Expenditure	Budget	Expenditure	Budget	Expenditure

(Attach evidence as Annex-2, Doc.25)

Doc.26: Dissemination of Funding Opportunities

Dissemination letters, notices issued officially regarding funding opportunities for research, maintenance, staff, program development and others.

Funding for	Letter #/ Notice	Date
Research		
Maintenance		
Staff Dev.		
Prog. Dev.		
Others		

(Attach copies of above mentioned Letters/ notices for evidence as Annex-1, Doc. 26)

Doc.27: Status of the Infrastructure

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.27)

Doc.28: Curriculum Revision Reports

(For Universities and DAIs only)

1.   Notified composition of board of studies in education.
         (Attach as Annex-1, Doc.28)

2.   Notification of Board of studies in education by competent authority.
         (Attach as Annex-2, Doc.28)

3.   Specific agenda items on curriculum improvement / change in last three
          years meetings.
         (Attach as Annex-3, Doc.28)

4.   Minutes of the meetings of board of studies in education relevant to
          curriculum revision/ change in last three years.
         (Attach as Annex-4, Doc.28)

5.   List of all curriculum revisions for the last three years corresponding to
          the minutes of the board of studies in education.
         (Attach as Annex-5, Doc.28)

Doc.29: Human Resource Policies and Records

(For Universities and DAIs only)

1. Briefly describe Recruitment policy.

Teaching Staff

_____

_____

_____

_____

Non-Teaching Staff

_____

_____

_____

_____

Library Staff

_____

_____

_____

_____

(Attach copy of the official recruitment policy, if available as Annex-1, Doc.29)

2. Composition of Selection Board / Committee.
    (Attach as Annex-2, Doc.29)

3. Notification of Selection Board and Committee.
    (Attach as Annex-3, Doc.29)

4. Selection criteria for selection/ recruitment of
        a. Teaching staff (Professor to Lecturer)
        b. Non-teaching staff: Support services. (for available positions)
        c. Non-teaching staff: Library.

    (Attach as Annex-4, Doc.29)