



**NACTE - Templates
For
Documents
(ODL)**

**National Accreditation Council
For
Teacher Education**

Doc.1: Pre-requisite Documents

- 1.1. Minutes of academic council meeting in which the programme 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 programmes

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 Programme _____

2.7. Brief description of the curriculum.

2.7a. Learning objectives.

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 Paragraph only, "How the assessment of the faculty, students, and support staff is related and in accordance with the program objectives".)

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 Programme Objectives with NPSTs

Sr#	NPSTs	Alignment of the Programme 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 programme 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. Schedule for online/hybrid interaction is prepared and notified well in time and disseminated / available to all concerned. (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. Instructors maintain course files on LMS which include (attendance, course delivery plan along with other activities, assessments, assignments etc. On a template given by institutions or on their own)

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. (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.
- 3.7. 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.03)

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

- 3.8. Give number of prospective teachers and available sections of each class of cooperative schools where teaching practice is conducted for the current year of all the regions. (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. Number of prospective teachers’ allotted to each cooperative school for teaching practice of last two years starting from the previous year of all the regions. (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. Consolidated Reports of the teaching practice submitted by supervisors. (Attach copies of Teaching Practice reports, submitted by any three supervisors as Annex-8, Doc.3) addressing 3.10

3.11. Teaching practice portfolios of the students (Attach as Annex-9, Doc.3)

Doc.05: Program Assessment Record

- 5.1. Assessment Policy indicating the objectives of the programme, 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. (Attach as Annex-3, Doc-5).
- 5.4. Two marked assignments with highest and lowest marks of prospective teachers for each course. (Attach as Annex-4, Doc-5).
- 5.5. Two marked answer books of highest and lowest marks of prospective teachers for each course. (Attach as Annex-5, Doc-5)
- 5.6. Two portfolios of prospective teachers for core course. (Attach as Annex -6, Doc-5).
- 5.7. Result sheets of prospective teachers (students) formative assessment of each course of the program. (Attach as Annex-7, Doc-5).
- 5.8. Date sheet/ schedule of formative/ internal Assessments.(Attach as Annex-8, Doc.5)
- 5.9. Evaluation tools i.e., question papers etc. of the last three comprehensive / annual exams. (Attach as Annex -9, Doc-5). (if applicable)
- 5.10. Report on the assessment of students' progression (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-)
- 5.13. 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.	<ul style="list-style-type: none"> • After each semester • After completion of the program • Not conducted. 			
b. Teacher Educators assessment.	<ul style="list-style-type: none"> • After each semester • Annually • Any other 			
c. Support staff	<ul style="list-style-type: none"> • Biannual • Annual • Any other 			

5.15. Requirements for the Award of Degree

5.15.1. Attendance requirements:

a) Overall.....% b) Course wise%

5.15.2. Required aggregate score / Cumulative Grade Point

Average (CGPA)

5.15.3. Thesis requirements. Yes /No

5.15.4 Teaching practice. Yes / No

5.15.5 Comprehensive examination Yes / No

5.15.6 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, studio of the main campus.

(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.....)

6.4. **Support Services**

Required Support Services	Available Support Services

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 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 teacher educator and instructor(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)

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)
- 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)
- 8.7. Attach a copy of the procedures for completion of students' research. (Attach as Annex-5, Doc.8)
- 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)
- 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 _____

Incentive for Prospective Teachers _____

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..			

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.12: Program Monitoring File (Feedback)

- 12.1. Monitoring Reports on the Performance of Prospective Teachers containing
 - 12.1.a. Feedback by the Teacher Educators and instructors
 - 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 and instructors
 - 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

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

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

12.5. Feedback 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-Assessment of the program by the institution.

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

B. Prepare a Self-assessment Report using NACTE Template for Self-Evaluation of your program.

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

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