

Accreditation Code (AC):

Document Inventory (Form In_D)

Revised - Implemented on Accreditation Requests Received from
January 1st, 2026

You need 1 inventory per program.

Name of Evaluator:

Name of
Institution

Name of the
Program:

Date

GUIDELINES

HOD himself or his/ her nominated person will assist you in completing this tool.

AC:

Request the institution to show you the following documents. Check each and mark in the list.

No.	Document / Record	Available a)	Not Available b)
1	In_D_1 Follow up file(s) or record of follow up of the prospective teachers during teaching practice for the past 2 years (File may contain guidance and feedback, mentoring and monitoring of teaching practices by supervisors and compliance by prospective teachers). <i>(For undergraduate programs)</i>		
2	In_D_2 Policy document for recruitment of Teacher Educators is available. (applicable for Private Institution only)		
3	In_D_3A Booklet of professional code of ethics of teacher educators.		
4	In_D_3B Code of ethics/ of staff		
5	In_D_4 A written document containing details of professional development process of teacher educators.		
6	In_D_5A Notified workload policy for teacher educators.		
7	In_D_6 Record of incentives provided to the teacher educators in the last two years (medals, certificates, nominations in professional development programs, etc.)		
8	In_D_7A Letters or e-mails to the concerned authorities requesting funds for research and its dissemination.		
9	In_D_7B Minutes of the meeting having agenda for planning, conducting and disseminating of research or requesting for funds.		
10	In_D_7C Research proposals / concept notes submitted to different agencies.		
11	In_D_8 Written document containing policies and procedures for internal management and operational activities of the program (operational activities are practical activities related to implementation of a program)		
12	In_D_9A Set of rules and regulations for all academic matters.		

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No.	Document / Record	Available a)	Not Available b)
13	In_D_9B Set of rules and regulations for all administrative matters.		
14	In_D_10A List of notified boards and committees.		
15	In_D_10B Notifications of the listed boards and committees.		
16	In_D_10C Minutes of the meetings of the listed boards and committees for all academic and administrative matters. (related to the program) (Last 3 meeting)		
17	In_D_11A Policy document to monitor the adherence of its members to the policies, procedures, rules and regulations.		
18	In_D_11B Record of actions taken by management in line with the above policy document.		
19	In_D_12A Written job description and job specification of the teacher educators approved by competent authority.		
20	In_D_12B Written job description and job specification of the staff approved by competent authority.		
21	In_D_13 Annual/semester calendar of the program.		
22	In_D_14A Visitors' book.		
23	In_D_14B A list of the professionals from the community invited to support and improve specific components of program.		
24	In_D_15A Documented evidence of the community's participation in the planning of any project / activity of the institution during the last two years.		
25	In_D_15B Evidence of the community participation in the implementation and monitoring of any project / activity of the institution during the last two years.		
26	In_D_16 Document or other printed evidence indicating that a gender equity policy is being followed (e.g., advertisement for different positions in the institution, admission, prospectus, rules and regulations relating to gender equity).		

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No.	Document / Record	Available a)	Not Available b)
27	In_D_17A Documents showing composition of the Board of Studies. <i>(NA to affiliated colleges)</i>		
28	In_D_17B Notification from the competent authority (e.g. Vice-chancellor) to the members of the Board of Studies regarding the composition of the Board. <i>(NA to affiliated colleges)</i>		
29	In_D_18 Copy of the notification by curriculum approval body. <i>(NA to affiliated colleges)</i>		
30	In_D_19A Agenda / minutes of the last three meetings of the Board of Studies indicating curriculum revision / improvement. <i>(NA to affiliated colleges)</i>		
31	In_D_19B Copies of the recommended revisions in curriculum made in the last three meetings of the Board of Studies. <i>(NA to affiliated colleges)</i>		
32	In_D_19C Copy of the research report on which the curriculum changes / revisions were based. <i>(NA to affiliated colleges)</i>		
33	In_D_20 Curriculum document of the program		
34	In_D_21A Tools (checklist, feedback forms, etc.) / written mechanisms to assess the teaching of the prospective teachers during teaching practice.		
35	In_D_21B Tools / written mechanisms to assess conduct of the prospective teachers during teaching practice.		
36	In_D_21C Documented evidence for the use of said tools / mechanisms (record of the feedback).		
37	In_D_23 Material used for the dissemination of the assessment results to the concerned (prospective teachers, teacher educators and support staff).		
38	In_D_24 Evidence of efforts made for development of teacher educators and staff (this may include letters sent, proposals or concept papers, minutes of the meetings with officials, signed MOU or others).		
39	In_D_25 Any document containing a description of the assessment and evaluation procedures of the program.		
40	In_D_26A Printed manual for teaching practice.		
41	In_D_26B Printed lesson planners.		

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No.	Document / Record	Available a)	Not Available b)
42	In_D_27 Tools of assessment for prospective teachers of last two years are available. (Mid-term, Final term)		
43	In_D_28 Tools of assessment for teacher educators.		
44	In_D_29 Tools of assessment for support staff.		
45	In_D_30A Date sheets / examination schedule for prospective teachers of the last two years.		
46	In_D_30B Answer books used by prospective teachers during the last two years.		
47	In_D_30C Results of the prospective teachers' assessment for the last two years.		
48	In_D_33A Prospective teachers' enrollment for the last five sessions.		
49	In_D_33B Record of the final (summative) examination of prospective teachers of last five sessions of the program.		
50	In_D_33C Dropout record of the prospective teachers for the last five sessions.		
51	In_D_34A Record / list of the prospective teachers who have been provided with need-based scholarship (for the last five sessions).		
52	In_D_34B Record / list of the prospective teachers who have been provided with merit scholarships (for the last five sessions).		
53	In_D_35A Document having description of monitoring mechanism / guidelines of prospective teachers performance.		
54	In_D_35B List of the personnel with responsibilities involved in monitoring of prospective teachers.		
55	In_D_35C Monitoring report of prospective teachers performance.		
56	In_D_36A Report on analysis of the assessment data of prospective teachers.		

AC:

No.	Document / Record	Available a)	Not Available b)
57	In_D_36B A document containing written guidelines or a plan of action for the improvement of prospective teachers' performance.		
58	In_D_36C Improvement Plan of the program.		
59	In_D_37A Document having description of monitoring mechanism / guidelines for monitoring of teacher educators.		
60	In_D_37B List of the personnel with responsibilities involved in monitoring of the teacher educators.		
61	In_D_37C Monitoring report on performance of teacher educators.		
62	In_D_38A Tools for the assessment of teaching of teacher educators.		
63	In_D_38B Tools / guidelines / criteria / report on assessment of scholarly /research and publications of teacher educators.		
64	In_D_39A Tools used for the assessment / report by HOD.		
65	In_D_39B Tools used for the assessment of teacher educators / report indicating peer assessment.		
66	In_D_39C Tools used for the assessment of teacher educators / report indicating assessment by prospective teachers.		
67	In_D_40A Course files are available with concerned teachers (mark it as available only if it includes course outlines, records of summative assessment and, either student portfolio or assessment tools. (mark it if available online)		
68	In_D_40B Updated class attendance. (mark it if available online)		