

Accreditation Code (AC):

Observation of Infrastructure and Facilities (Form In_O)

Complete 1 tool per institution.

You will need to choose classrooms randomly
(Classrooms may be used for different programs at different time hosted in the
same institution).

Name of Evaluator:

Code of Evaluator
(Evaluator's CNIC#):

Name of the
Institution:

Name of the
Program:

Date:

GUIDELINES

This tool is a guide to conduct observations of infrastructure in the institutions where the program is being conducted. The tool is divided in nine sections, each specific to a particular aspect. Request the HOD to nominate a responsible person to assist you in comprehensive observations of the infrastructure and learning facilities available in the institution. Each section has different requirements, but in all cases, unless indicated, you should base your registry on direct observations.

You should also consider that the last section of the tool, IX: AT THE END OF THE DAY, requires you make judgments on those aspects you have already observed throughout the day. Therefore, it is a good idea to go through the aspects that are required in that section before commencing the observations to assure you do not miss any element during your observation.

Note that some of the items have several answer /options with arrows leading to another question. When this is the case, follow the arrow associated to your answer and respond the questions that the arrow leads towards. In some cases this may require to skip some questions.

The inventory consists of the following eight sections:

- I) Classroom Observation: You will randomly select required number of classrooms for observation. (for each group of 50 students there must be one classroom and for 100 there must be two). Only mark the aspects you actually observed and verified. Do not substitute your observations with third party reports. Do not mark based on another persons' report.
- II) IT Laboratories: You will observe all available laboratories if these are less than or equal to 3. In case there are more than 3 laboratories. Randomly select any 3 to observe. Mark the aspects in the tool that you observe. Do not substitute your observations with third party reports. Do not mark based on another person's reports.
- III) IT support for the assessment system: In this section you are required to observe the IT facilities particularly those that provide support for the assessment system. If this is the same facility that serves as a laboratory, then observe it again and make sure of the extent of its use for the assessment system.
- IV) Library: Request to see the library and mark accordingly.
- V) General Infrastructure: You are required to observe different aspects of the institution and mark **Yes** or **No**. If you want to make any additional comment on any aspect, please make it on the last page, labeled as "NOTES".

AC:

GUIDELINES

- VI) Special Subject classrooms: In this section you are required to find out which of the courses offered in the program require special equipment or facilities. List the special requirements, ask to be taken to the classrooms where the courses that require them are delivered and then mark accordingly.
- VII) Support facilities: Make sure to personally visit and see the status of all available support facilities and mark accordingly.
- VIII) At the end of the day: Throughout the day you should have observed the aspects listed here. Keep them in mind and mark accordingly once the tour of the institution has concluded. Make sure no aspect listed in the tool is left unobserved / unmarked once the visit of the institution is concluded.

AC:

I. Classroom observation

In_O_40A How many prospective teachers are enrolled in the program?

In_O_40B How many classrooms are available for the program?

In_O_40C The number of rooms is adequate to accommodate the given number of prospective teachers and courses. (If ratio of prospective teacher versus available classroom is 1:50 or less, then mark "YES" otherwise "NO") Yes No

Ask for the identification of all these classrooms and observe all classrooms if there are 5 classrooms. For more than 5 classrooms select randomly 5 to observe.

No.	Aspect to be Observed	Classroom 1	Classroom 2	Classroom 3	Classroom 4	Classroom 5
1	In_O_8A The size of the classroom is adequate (18 feet by 32 feet) for forty-five (45) students.					
2	In_O_8B There are seats for all students in the classroom.					
3	In_O_8C The number of seats in the classroom permits students to move freely about the class.					
4	In_O_8D The seats can be moved.					
5	In_O_8E The seats available are properly maintained.					
6	In_O_9A Writing boards with clear surface are visible to all students in each teaching place.					
7	In_O_9B Appropriate facilities are available for the use of electronic equipment (e.g. projector, recorder, television and CD player, etc.).					

AC: **I. Classroom observation**

No.	Aspect to be Observed	Classroom 1	Classroom 2	Classroom 3	Classroom 4	Classroom 5
8	In_O_9C Lights fitted in all teaching places are functional.					
9	In_O_9D1 There are heating systems in the classrooms.					
10	In_O_9D2 There are cooling systems in the classrooms					
11	In_O_9E Appropriate paint and repair of walls.					
12	In_O_9F Appropriate maintenance and repair of windows.					
13	In_O_9G Appropriate maintenance and repair of doors.					
14	In_O_9H Appropriate maintenance and repair of floor.					
15	In_O_9I Appropriate maintenance and repair of roof.					
16	In_O_42 Multimedia facility is available in the program					
17	In_O_17C There are other IT resources, besides multimedia, in the classroom to be use by the teacher and / or students.					
18	In_O_43 Classroom is airy.					
19	In_O_44 There is proper lighting in the classroom.					
20	In_O_48 Internet facility is available.					

AC:

II. IT Laboratories

How many IT laboratories serve the program?

Adequate number of IT laboratory/ ies to accommodate the students' population.

Ask for the identification of all this IT laboratories and select randomly 3 laboratories to observe if there are more than 3 laboratories. If there are less than three laboratories, observe them all.

No.	Aspect to be Observed	IT Laboratory 1	IT Laboratory 2	IT Laboratory 3
1	In_O_10A At least twenty (20) work-stations are available with necessary equipment in each laboratory.			
2	In_O_10B Adequate facilities (multimedia, OHP, smart board) of IT are available on demand.			
3	In_O_10C Proper shelving and storage facilities are available in the laboratories.			
4	In_O_11A There is at least one computer per group of two students in the laboratory.			
5	In_O_11B Internet facility with 1mb access rate is available in the lab.			

AC:

III. IT support for the assessment system

In_0_80A

1) **There is an IT system to store, maintain and follow-up assessment data.** Yes No

2) **Please explain how it works.** (Mark if the following are indicated as you are explained how the system works. If one of these issues is not directly addressed, you can ask about it directly.)

In_0_80B **The computers or electronic media are located in a safe and secure place.** Yes No

In_0_80C **There is an operation manual, supporting the use of the software or database.** Yes No

In_0_80D **The data set or database contains information of all students.** Yes No

In_0_80E **There is a procedure for regularly updating the information / data base.** Yes No

In_0_80F **There is a quality control mechanism.** Yes No

In_0_80G **There is a backup procedure.** Yes No

In_0_80H **There is a mechanism to ensure confidentiality and the security of the information / data base.** Yes No

Item 1 of Section V.
In_0_73

AC:

IV. Library

Visit the library. Ask to be provided with a list of readings and textbooks for the courses in the program

In_0_73

- 1) **There is a library catalogue accessible to readers and visitors?** Yes No

In_0_36A

- 2) **There are different types of printed resources in the library?** Yes No

In_0_36G

- 3) **Books of initial worth of Rs. four (4) lacs.** Yes No

In_0_36I

- 4) **How many books are there in the library?**

In_0_36B

- 5) **At least one copy of each book in the list of readings and textbooks for the courses are available in the library for prospective teachers to consult.**
- a) 0 – 25% of the list b) 51 – 75% of the list
 c) 26 – 50% of the list d) 76 – 100% of the list

In_0_36C

- 6) **There are at least five different textbooks of different titles for each of the main / major / core subjects?**
- a) 50 and above b) 25 to 49 c) 10 to 24 d) less than 10

In_0_36D

- 7) **There are at least fifty different complimentary books related to the main / major / core subject?** (Complimentary books must be reference materials and cannot be the textbooks currently in use for class delivery.)
- Yes No

Item 10

In_0_37A

AC: **IV. Library**

In_0_36E

- 8) Are there different types of newspapers available in the library to which the institution or program subscribes? Yes No

In_0_36F

- 9) The institution or program is subscribed to at least five (5) international / national journals? Yes No

In_0_36H

- 10) There are bound volumes of periodicals, reference materials and reserve books. Yes No

In_0_37A

- 11) Non-print resources are available in the library. Yes No

12)

Electronic resources are available in the library.

		YES	NO	Quantity
In_0_37B1	TV	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
In_0_37B2	DVD	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
In_0_37B3	Photographic Camera	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
In_0_37B4	Video Recorder	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
In_0_37B5	Tape Recorder	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
In_0_37B6	Other	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Item 37

In_0_37C

AC: **IV. Library**

In_0_37C

13) **Digital sources are available in the library.** Yes No

In_0_37D

14) **Internet services are available in the library.** Yes No

In_0_37E

15) **The library is virtually linked to other libraries and information sources.** Yes No

In_0_70

16) **Curricula of all teacher education programs of the institution are available in the library.** Yes No

In_0_75

17) **Curricula for at least two teacher education programs offered by other institutions are available in the library.** Yes No

In_0_71

18) **A copy of the National Accreditation Standards for Teacher Education Programs is available in the library.** Yes No

In_0_72

19) **A copy of the National Professional Standards for Teachers in Pakistan is available in the library.** Yes No

In_0_100

20) **There is a copy of the National Education Policy in the library.** Yes No

In_0_74

21) **There is a sufficient number of staff managing the library.** (At least 1 Librarian / Deputy, one Librarian Assistant and one Attendant are available then mark "YES" otherwise "NO") Yes No

Go to table on the following page.

AC: **IV. Library**

No.	Aspect to be Observed	Yes	No
1	<small>In_O_13A</small> There is a library located within the premise accessible to all users.		
2	<small>In_O_13B</small> The library is easily accessible from all locations of the building.		
3	<small>In_O_14A</small> The design of the library is functional and gives a professional look. The library gate, signs, rule charts, reception desk, essential signs, tables, chairs, cupboards, etc. are arranged properly to suit the users' requirements and comfort).		
4	<small>In_O_14B</small> There is a reading room with seating capacity and facilities for 100% prospective teachers of the program.		
5	<small>In_O_14C</small> Carrels for individual study are available (at least 20).		
6	<small>In_O_15A</small> The shelves in the library are properly designed (adjustable, sturdy, well-balanced).		
7	<small>In_O_15B</small> The shelves permit books to be easily reached.		
8	<small>In_O_15C</small> Space between shelves is adequate for the books and resources available.		
9	<small>In_O_15D</small> Magazine display shelf(s) are available.		
10	<small>In_O_15E</small> Newspaper rack(s) are available.		
11	<small>In_O_15F</small> Standard tables and chairs for readers.		
12	<small>In_O_15G</small> There are desk and chairs for all library staff.		
13	<small>In_O_15K</small> Furniture in use is comfortable and not broken.		
14	<small>In_O_15H</small> There is an issuing and charging desk.		
15.	<small>In_O_15I</small> Bulletin board is properly placed.		

AC:

IV. Library

No.	Aspect to be Observed	Yes	No
16	<small>In_O_15J</small> Book trolleys are available.		
17	<small>In_O_15L</small> Photocopying facilities are available.		
18	<small>In_O_15M</small> Printers and computers are available (at least 1 per 200 students enrolled in the program).		
19	<small>In_O_15N</small> Adequate lighting in the library.		
20	<small>In_O_15O</small> There are functional outlet for standard electrical appliances / electronics.		

AC:

V. General Infrastructure

In_0_19A

- 1) **The building is constructed by an officially approved contractor / firm (PC1).** (Request to see evidence, preferably documentary. Hand over copy of the certificate.) Yes No

In_0_1A

- 2) **The building is for exclusive use of the institution and its programs** (i.e., it is not being shared with any institution / organizations). Yes No

In_0_1B

- 3) **The building is used for other purpose(s) in addition to the academic activities of the programs.**

The building is ONLY for ACADEMIC ACTIVITIES of the program

The building is SHARED for OTHER ACTIVITIES

In case there is sharing of building, please describe how it is shared.

- 4) **Please go to Section V: AT THE END OF THE DAY and note the aspects you will be required to assess. Keep them in mind throughout the following observations.**

- 5) **There is a committee room.** Yes No

In_0_5A1

In_0_5A2

Is it furnished? Yes No

TC:

AC:

6) In_0_5B1 **There is a staff room / faculty lounge.** Yes No

In_0_5B2 **Is it furnished?** Yes No

Furnished means that it has all minimum required furniture and fixtures for the existing staff.

7) In_0_5C1 **There is a staff administration block / office(s).** Yes No

In_0_5C2 **Is it furnished?** Yes No

8) In_0_5D1 **There is a separate and independent office for the head of the institution.** Yes No

In_0_5D2 **Is it furnished?** Yes No

9) In_0_5E1 **There is a separate block of offices for senior faculty.** Yes No

In_0_5E2 **Is it furnished?** Yes No

10) In_0_5F1 **There are shared offices for junior faculty.** Yes No

In_0_5F2 **Is it furnished?** Yes No

AC:

VI. Special subject classrooms

Ask which special subjects are taught in the institution. List them in the first column of the table below.

Mark those that require special equipment in the second column (e.g. home economics).

Ask to be taken to those classrooms and mark on the third column if these requirements are met.

In_0_41

No.	Aspect to be Observed	Special equipment required	Classroom adequately equipped
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

TC: AC:

VII. Support facilities

Request to include in the tour of the facilities all recreational, assembly, social areas and toilet block/s. Also request to see the areas intended for religious purposes (e.g. prayer area).

No.	Aspect to be Observed	Yes	No
1	<small>In_O_12A</small> There are well-maintained spaces for physical activities, outdoor playing and games (at least an area equivalent to 50% of the area used up by the buildings).		
2	<small>In_O_12B</small> There is a fitness gym.		
3	<small>In_O_12C</small> There is a swimming pool.		
4	<small>In_O_12D</small> There is a hygienic dining facility capable of servicing at least 10% of the student population simultaneously.		
5	<small>In_O_12E</small> There is at least one roofed social area (e.g., student-teacher center, multi-purpose hall, etc.).		
6	<small>In_O_12F</small> There is an auditorium with capacity for at least 25% of the student population.		
7	<small>In_O_12G</small> There is a specific area for prayer available at all prayer times.		
8	<small>In_O_49</small> There is adequate number of functional toilets according to the number of the prospective teachers (At least one toilet block with facilities for each gender per six (6) classrooms; in one gender institutions one toilet block per four (4) classrooms).		

AC:

VIII. At the end of the day

Throughout the day observe the following aspects and mark accordingly.

No.	Aspect to be Observed		
1	<small>In_O_2A</small> The buildings are free from hazards from road traffic.		
2	<small>In_O_2B</small> The buildings are free of all types of environmental pollution (like smoke, dust, odors, etc.).		
3	<small>In_O_2C</small> The buildings are calm and peaceful for the teaching-learning process.		
4	<small>In_O_3A</small> Maintenance and cleaning materials are properly stored.		
5	<small>In_O_4A</small> The buildings have proper entrance and exit points (clearly indicated, large enough and safe).		
6	<small>In_O_4B</small> All buildings and passages are properly labeled with displayed guidance maps and signs.		
7	<small>In_O_4C</small> Safe and proper area for parking for students, staff and visitors (including delivery parking area).		
8	<small>In_O_4D</small> Building design allows proper habitable environments (A habitable environment means that sufficient sunlight, air and ventilation in all spaces where people are expected to dwell).		
9	<small>In_O_4E</small> Lawns and landscaping are maintained throughout the premises (no overgrowth or rubbish).		
10	<small>In_O_7A</small> There are ramps and / or lifts and parking available to cater for people with special needs.		
11	<small>In_O_7B</small> Pavement and walking paths are wide enough for wheel chairs and walking aids (or appropriate alternative routes are available).		
12	<small>In_O_4F</small> The facilities and accesses for people with special needs are properly marked and maintained.		

AC:

No.	Aspect to be Observed	YES	NO
13	In_O_5G The buildings are designed to meet the purpose of the activities held in them.		
14	In_O_6A There are appropriate arrangements for emergency exits.		
15	In_O_19B The building is seismic proof.		
16	In_O_6B The electric wirings are safe and standard for the use of the electric equipment in the institution.		
17	In_O_6D There is a safe and functional drainage system.		
18	In_O_6E The gas connections and appliances are properly fixed.		
19	In_O_6F Chemicals and lab equipment are stored safely when not in use.		
20	In_O_6C There are functional fire extinguishers in adequate numbers throughout the premises (at least within one minute reach from any point in the building).		
21	In_O_46 There is a seminar or conference room available specifically for the use of the program.		
22	In_O_50 The building blocks are not very far apart from each other (less than three minutes walk from one to the next and the faculty can have easy communication between each).		
23	In_O_16A During the visit you observed staff of the institution operating and handling IT equipment. If you haven't seen the staff using the equipment, request staff to briefly explain how it works. The equipment should include at least fax machine, photocopier, computer and internet.		
24	In_O_16B The equipment in use seems to be in order and well maintained.		