

Accreditation Code (AC):

***REVISED***

**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".

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## 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.

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## I. Classroom observation

In\_0\_1A How many prospective teachers are enrolled in the program?

In\_0\_1B How many classrooms are available for the program?

   

The size of the classroom is adequate (18 feet by 32 feet) for forty-five (45) students.

   

In\_0\_1C 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	Yes	No
1	<small>In_0_2A</small> There are seats for all students in the classroom.		
2	<small>In_0_2B</small> The number of seats in the classroom permits students to move freely about the class.		
3	<small>In_0_2C</small> The seats can be moved.		
4	<small>In_0_2D</small> The seats available are properly maintained.		
5	<small>In_0_3A</small> Writing boards with clear surface are visible to all students in each teaching place.		
6	<small>In_0_3B</small> Appropriate facilities are available for the use of electronic equipment.		

AC: **I. Classroom observation**

No.	Aspect to be Observed	Classroom 1	Classroom 2	Classroom 3	Classroom 4	Classroom 5
7	<sup>In_O_3C</sup> Lights fitted in all teaching places are functional.					
8	<sup>In_O_3D</sup> There are heating and cooling systems in the classrooms.					
9	<sup>In_O_3E</sup> Appropriate repair and maintenance of classrooms wall, windows, doors, floor and roof.					
10	<sup>In_O_4</sup> Internet facility is available.					
11	<sup>In_O_5</sup> Learning Management System (LMS)/(CMS) etc. is there to provide a centralized platform for managing e-learning and training activities.					
12	<sup>In_O_6</sup> There are adequate number of functioning Smart boards/multimedia					

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## II. IT Laboratories

**How many IT laboratories serve the program?**

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

**How many Science labs Required are?**

**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.**

In\_0\_7

  
  

In\_0\_8

No.	Aspect to be Observed	IT Laboratory 1	IT Laboratory 2	IT Laboratory 3
1	<small>In_0_9</small> There is at least one computer per group of two students in the laboratory.			
2	<small>In_0_10</small> Internet connection speed in Mbps			

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### III. IT support for the assessment system

In\_0\_11A

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\_11B

**The computers or electronic media are located in a safe and secure place.**

Yes  No

In\_0\_11C

**The data set or database contains information of all students.**

Yes  No

In\_0\_11D

**There is a procedure for regularly updating the information / data base.**

Yes  No

In\_0\_11E

**There is a quality control mechanism.**

Yes  No

In\_0\_11F

**There is a backup procedure.**

Yes  No

In\_0\_11G

**There is a mechanism to ensure confidentiality and the security of the information / data base.**

Yes  No

Item 1 of Section IV  
In\_0\_12

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## IV. Library

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

In\_0\_12

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

In\_0\_13A

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

In\_0\_13B

- 3) How many hard and soft books are there in the library?

In\_0\_13C

- 4) 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) 26 – 50% of the list
- c) 51 – 75% of the list       d) 76 – 100% of the list

In\_0\_13D

- 5) 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\_13E

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

In\_0\_13F

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

Item 8

In\_0\_14A

AC: **IV. Library**

In\_0\_14A

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

In\_0\_14B

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

In\_0\_14C

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

In\_0\_14D

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

In\_0\_15

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

In\_0\_16

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

In\_0\_17

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

In\_0\_18

15) **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	In_O_19 There is a library located within the premise accessible to all users.		
2	In_O_20A 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).		
3	In_O_20B There is a reading room with seating capacity and facilities for 100% prospective teachers of the program.		
4	In_O_20C Carrels for individual study are available.		
5	In_O_21A The shelves in the library are properly designed (adjustable, sturdy, well-balanced).		
6	In_O_21B The shelves permit books to be easily reached.		
7	In_O_21C Space between shelves is adequate for the books and resources available.		
8	In_O_21D Magazine and Newspaper rack(s) are available.		
9	In_O_21E Standard tables and chairs for readers.		
10	In_O_21F There are desk and chairs for all library staff.		
11	In_O_21G Furniture in use is comfortable and not broken.		
12	In_O_21H There is an issuing and charging desk.		
13	In_O_21I Book trolleys are available.		
14	In_O_21J Photocopying facilities are available.		
15	In_O_21K Printers and computers are available (at least 1 per 200 students enrolled in the program).		
16	In_O_21L Adequate lighting in the library.		
17	In_O_21M There are functional outlet for standard electrical appliances / electronics.		

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## V. General Infrastructure

In\_0\_22A

- 1) **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\_22B

- 2) **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.**

- 3) **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.**

In\_0\_23A

- 4) **There is a furnished committee room.** Yes  No

In\_0\_23B

- 5) **There is a furnished staff room / faculty lounge.** Yes  No

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

In\_0\_23C

- 6) **There is a furnished staff administration block / office(s).** Yes  No

In\_0\_23D

- 7) **There is a furnished separate and independent office for the head of the institution.** Yes  No

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In\_O\_23E

**Offices for faculty shared independent.**Yes No 

In\_O\_23F

**Hall/auditorium/seminar room is there.**Yes No 

## VI. Sport Facility

No.	Aspect to be Observed	Yes	No
1	<small>In_O_24A</small> There is well maintained play ground		
2	<small>In_O_24B</small> There is well equipped GYM		
3	<small>In_O_24C</small> Indoor Sports hall for indoor games		

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## 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_25A</small> There are well-maintained spaces for leisure, artistic and 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_25B</small> There is a fitness gym.		
4	<small>In_O_25C</small> There is a hygienic dining facility capable of servicing at least 10% of the student population simultaneously.		
5	<small>In_O_25D</small> There is at least one roofed social area (e.g., student-teacher center, multi-purpose hall, etc.).		
6	<small>In_O_25E</small> There is an auditorium/ seminar with capacity for at least 25% of the student population.		
7	<small>In_O_25F</small> There is a specific area for prayer available at all prayer times.		
8	<small>In_O_26</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).		
9	<small>In_O_27</small> On Campus photocopy facility is available		

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## VIII. At the end of the day

Throughout the day observe the following aspects and mark accordingly.

No.	Aspect to be Observed		
1	In_O_28A The buildings are free from hazards from road traffic.		
2	In_O_28B The buildings are free of all types of environmental pollution (like smoke, dust, odors, etc.).		
3	In_O_28C The buildings are calm and peaceful for the teaching-learning process.		
4	In_O_29 Maintenance and cleaning materials are properly stored.		
5	In_O_30A The buildings have proper entrance and exit points (clearly indicated, large enough and safe).		
6	In_O_30B All buildings and passages are properly labeled with displayed guidance maps and signs.		
7	In_O_30C Safe and proper area for parking for students, staff and visitors (including delivery parking area).		
8	In_O_30D 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	In_O_30E Lawns and landscaping are maintained throughout the premises (no overgrowth or rubbish).		
10	In_O_31A There are ramps and / or lifts and parking available to cater for people with special needs.		
11	In_O_31B Pavement and walking paths are wide enough for wheel chairs and walking aids (or appropriate alternative routes are available).		
12	In_O_32 The facilities and accesses for people with special needs are properly marked and maintained.		

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No.	Aspect to be Observed	YES	NO
13	In_O_33 The buildings are designed to meet the purpose of the activities held in them.		
14	In_O_34A There are appropriate arrangements for emergency exits.		
16	In_O_34B The electric wirings are safe and standard for the use of the electric equipment in the institution.		
17	In_O_34C There is a safe and functional drainage system.		
18	In_O_35 The gas connections and appliances are properly fixed.		
20	In_O_36 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_37 There are assistive aids available for catering the needs of special people.		
22	IN_O_38 Building is Eco-Friendly		