

SELF-EVALUATION(ODL)

1. The Institution has provided the following information according to NACTE Template for Documents (Doc-02)

1.5	Objectives of the program	YES	No
3.2	Titles of the courses	YES	No
3.3	Outlines of the core courses	YES	No
3.6	Course wise objectives	YES	No
3.7	Suggested teaching approaches	YES	No
3.8	Practical activities	YES	No

2. How far is the programme curriculum in conformity with NPSTs?

Rate the conformity of the curriculum on the given scale.	0...1...2...3...4...5...6
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3. Is institution in a position to provide following documents to the NACTE Evaluators on their visit?

Notified Composition of Board of Studies in Education	Yes	No
Notified Board of Studies in Education by competent authority	Yes	No

4. Is institution in a position to provide following documents to the NACTE Evaluators on their visit?

Notification by competent authority indicating approval of program curriculum	Yes	No
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5. The Institution has provided the following information according to NACTE Template for Documents in Doc. 2

1	Specific agenda items on curriculum improvements/ changes in last three years meetings.	Yes	No
2	Minutes of the meetings of Board of Studies in Education relevant to curriculum revision.	Yes	No
3	List of Curriculum Revisions for the last three years corresponding to the minutes of the board of studies in education.	Yes	No

6. Is institution in a position to provide following documents to the NACTE Evaluators on their visit?

Copy of the official letter / notification used to disseminate the program curriculum (revised/ updated).	YES	No
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In case of dissemination through institution's web, provide URL.....

7. To what extent the curriculum revisions/changes reflect the concerns and expectations of Teacher Educator.	Great ExtentSome Extent.....No
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8. The Institution has provided the following information in accordance with the NACTE Template in Doc. 2.

1	Content Reflection (Outline of each Course....)	Yes	No
2	Practical Activities (Course assignments, Material Development, seminars and workshops).	Yes	No
3	Suggested Teaching Approaches.	Yes	No

9. Rate the extent to which curriculum content contribute towards development of knowledge, skills and dispositions of teachers.

Rate the extent of the curriculum on the given scale.	Knowledge	0...1...2...3...4...5...6
	Skills	0...1...2...3...4...5...6
	Dispositions	0...1...2...3...4...5...6

10. The Institution has provided the following information in accordance with the NACTE Template in Doc. 2.

1	List of practical activities	Yes	No
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11. Rate the extent to which the practical activities are relevant to the course content.	0...1...2
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12. The Institution has provided the following information in accordance with the NACTE Template in Doc. 3.

13. List of learning experiences of prospective in the cooperative schools other than the teaching	Yes	No
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Mark the relevant.

14. Teaching approaches used by the teacher educators provide variety of leaning experiences to the prospective teachers.	No...to some extent...Yes
15. At least five professional experiences other than teaching and co-curricular activities are provided to the prospective teachers during teaching practice in the cooperative schools.	Not at all....less than five...Five

16. To what extent the graduates of your program meet the changing / emerging needs of the profession. (Mark the relevant)

To great Extent	Some extent	Does not meet the needs
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17. The Institution has provided the following according to NACTE Template in Doc.2

2.1d	Duration of each course in weeks	YES	No
2.1e	Duration of program in semester	YES	No
2.1f	Duration of the program in years	YES	No
2.1g	Pre-Requisites of the course (If Any)	YES	No
2.1h	Credit hours of each course	YES	No
2.1i	Credit hours of the program	YES	No
3.3	Outline of each course	YES	No

18.

Credit hour of the program meet HEC minimum requirement	YES	No
Duration of the program meets HEC minimum requirement	YES	No

19. Mark the relevant

The duration of both content and professional parts of the program equal to the contemporary professional and content degree	YES	NO
The credit hours of content and professional parts of the program equal to the contemporary professional and content degree.	YES	NO

20. To what extent in your opinion, the credit hours of the courses are compatible with the existing content volumes of respective courses.

Great Extent	To some extent	Not compatible
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21.

Does the program include a mandatory ICT course ?	YES	NO
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22. The Institution has provided the following information according to NACTE Template in Doc 2? Mark accordingly.

1	List of compulsory, elective and optional program courses	YES	NO
2	Practical activities	YES	NO

23. Write the number of courses for which IT is mentioned / used as a resource.....

24. Write the number of activities for which IT is mentioned / used as a resource.....

25. Total courses offered in the program

26. Number of course out lines having 10 recommended books.....

27. Number of course out lines having 3 recommended web sites.....

28. Have you attached the copy of program curriculum at Doc.2 (NACTE templates for Document)

29. This curriculum is available to the followings

Teacher educators	YES	NO
Prospective teachers	YES	NO
Institutional Library	YES	NO
Other Stakeholder	YES	NO

30. The Institution has maintained the following to present to the NACTE Evaluation Team.

Teachers' Course Files	YES	NO
Students Attendance Record	YES	NO

31.

The Institution has maintained Course plan that include objective of the course, distribution of the content and evaluation criteria for presentation to the Evaluation Team.	YES	NO
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32. The Institution has provided the following according to NACTE Template in Doc.5

1	Copies of evaluation tools used for formative and summative assessment for core courses	Yes	No
2	Two marked assignments with highest and lowest marks of core courses	Yes	No
3	Two portfolios of prospective teachers for core courses	Yes	No
4	Evaluation tools , i.e., question papers of last three comprehensive annual exams (if applicable)	Yes	No

33. Point out the tasks / items asked in the formative / summative assessments promoting analytical, critical and problem-solving skills.

Assessment	Analytical	Critical	Problem Solving
formative / summative			
formative / summative			
formative / summative			
formative / summative			
formative / summative			

34. Point out the tasks / items asked in the assignments / portfolios promoting analytical, critical and problem-solving skills.

	Analytical	Critical	Problem Solving
Assignment/ portfolio			
Assignment/ portfolio			
Assignment/ portfolio			
Assignment/ portfolio			
Assignment/ portfolio			

35. The Institution has provided the following according to NACTE Template in Doc.7

1	Copy of the meeting notices and agendas of the last one year	Yes	No
2	Copy of the minutes of the faculty meetings mentioned in 10.1	Yes	No
3	Report on implementation of decisions made in the meetings	Yes	No

36. Does the agenda of the staff meeting include items on course transaction, classroom management, teaching learning procedures and evaluation?

Yes	No
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37. The Institution has provided the following according to NACTE Template in Doc.2

3.3	Outline of each course	YES	No
3.6	Objectives of each course.	YES	No
3.7	Suggested teaching approaches	YES	No
3.8	Practical activities (e.g. course assignments, material development, seminars, workshops, etc.)	YES	No
3.9	Assessment / Evaluation system and approaches	YES	No

38.

How far the course objectives are in line with the program objectives.	0...1...2...3...4...5...6
How far the course content cover the course objective .	0...1...2...3...4...5...6
How effectively the teaching methodologies achieve these objectives.	0...1...2...3...4...5...6
To what extent Practical activities complement these objectives	0...1...2...3...4...5...6
How effectively the assessment approaches evaluate these objectives	0...1...2...3...4...5...6

39.

Does mechanism, guiding procedures and stipulated durations for teaching practice meets the HEC requirements.	Yes	No
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40. Is institution in a position to provide following documents to the NACTE Evaluators on their visit?

Does program has printed manual for teaching practice	Yes	No
Does program has lesson planner for teaching practice	Yes	No

Is manual for teaching practice disseminated to all concerned	Yes	No
Is lesson planner for teaching practice disseminated to all concerned	Yes	No

41. Do you maintain the record of feedback to prospective teachers on their teaching practice?.....YES/ No

How?

42.

Does program has printed/soft manual for teaching practice	Yes	No
Is it provided to each teaching practice supervisors.	Yes	No
Is it provided to each to each cooperative teacher of practicing school.	Yes	No

43. Does your program conduct the following

In-house orientation for Teaching Practice	YES	NO
Simulated Practice		
Micro teaching		
Any other (Pls mention)		

44. Is institution in a position to provide the following documents to NACTE External Evaluators?

Tools (Check list, feedback form, etc.) written mechanism to provide feedback on their class room teaching	YES	NO
Tools (Check list, feedback form, etc.) written mechanism to provide feedback about their conduct	YES	NO

45. The Institution has provided the following according to NACTE Template in Doc.2

1	Objectives of the Program	Yes	No
2	Brief Description of the program	Yes	No
3	Policy on program assessment	Yes	No
4	Policy on assessment of teacher educators and instructors	Yes	No
5	Policy on assessment of prospective teachers	Yes	No
6	Policy on assessment of support staff	Yes	No

46. Do you formally require the following to provide feedback about the program assessment system?

Prospective teachers	YES	NO
Teacher educators and instructors	YES	NO
Support Staff	YES	NO
Alumni	YES	NO
Other stakeholders	YES	NO

47. The Institution has provided the following according to NACTE Template in Doc. 07

1	Copies of two stakeholders major complaints with date name and nature of the complaint	YES	NO
2	Decisions and actions taken to resolve the complaints	YES	NO

48. The Institution has provided the following according to NACTE Template in Doc.11

5.1	Brief description of the quality improvement plans	YES	NO
5.2.1	List of concrete actions taken	YES	NO
5.2.2	List of proposed actions to meet specific objectives	YES	NO
5.3	Minutes of the meeting to develop and execute plan are recorded	YES	NO

49. Have you ever assess the quality of the program for its improvement? YES/ NO

If YES give brief description of the quality improvement plan.

50. The Institution has provided the following according to NACTE Template in Doc.12

12.2a	Alumni Feedback on performance of support staff	YES	NO
12.3b	Alumni feedback on performance of the teacher educators and instructors	YES	NO

51. The Institution has provided the following according to NACTE Template in Doc.7 & Doc. 4

1	Evaluation & Examination regulations	YES	NO
2	Regulation followed for confidentiality of required matter	YES	NO
3	Prospectus of the program	YES	NO
4	Web information	YES	NO
5	Brochures	YES	NO
6	Advertisement(s)	YES	NO
7	Program dissemination and promotion policy	YES	NO

52. Is there any formal system of providing feedback to those who are assessed YES/NO

If YES, briefly describe the system of and timings of providing feed back

Give a list of the personnel to whom feedback is provided

53. Have the program maintained to produce / present to NACTE evaluators

Record of used tools for assessment of prospective teachers (Last two years)	YES	NO
Date Sheets of the last two years assessments	YES	NO
Answer books of the internal assessments (Last two years)	YES	NO
Assessment results of the last two years	YES	NO
Record of used tools for assessment of teacher educators and instructors	YES	NO
Record of used tools for assessment of support staff	YES	NO

54.

Is there any prescribed mechanism available for the monitoring of prospective teachers performance.	YES	NO
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55. The institution has provided the following using NACTE Template Doc. 5

1	Copies of formative and summative evaluation tools of core courses.	YES	NO
2	Two Marked assignments with highest and lowest marks of prospective teachers for core courses. (hard/soft)	YES	NO
3	Two portfolios of prospective teachers for core courses	YES	NO
4	Evaluation tools, i.e., question papers of last three comprehensive / annual exams	YES	NO
5	List of learning experiences.....	YES	NO
6	Consolidated reports on teaching practice, submitted by supervisors	YES	NO

56.

Assessment data of prospective teachers are used systematically and regularly for different purposes	YES	NO
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If YES describe the different uses of analyzed data

57.

Is there any prescribed mechanism available for the monitoring of teacher educators and instructors performance.	YES	NO
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58. Performance assessment of teacher educators is formally made by the following

HOD	YES	NO
Peers	YES	NO
Prospective Teachers	YES	NO

59. The institution maintains the tools and record of the performance assessment of teacher educators and instructors by

HOD	YES	NO
Peers	YES	NO
Prospective Teachers	YES	NO

60.

The building is exclusively used for institutions academic programs	YES	No
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61.

The building(s) are free from all types of hazards (road traffic, smoke, dust odors etc.)	YES	No
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62. Total enrollment of the institution.....

63. Total enrollment of the program under evaluation.....

64. Name and number the laboratories in the institution

Name of the Laborator	Number	Name of the Laborator	Number

65.

The library is easily accessible from all location of the institutions.	YES	NO
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66.

The design of the library is functionally designed and suits to the requirements and the comfort of the users.	YES	NO
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67. The Institution has provided the following information according to NACTE Template for Documents in Doc 06.

1	List of available support services	YES	No
2	Profile of available library staff	YES	No
3	Non-teaching staff support services	YES	No
4	Non-teaching Staff library	YES	No
5	Non-teacher studio staff		

The library is managed by sufficient n number of qualified, trained and professional staff	YES	No
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68. The Institution has provided the following information according to NACTE Template for Documents in Doc 6? Mark accordingly.

1	List of new library material for the last three years	YES	No
2	List of additions and improvements made in the library infrastructure in the last three years	YES	No

69.

Are you satisfied with the up gradation of the library	YES	No
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70. The Institution has provided the following information according to NACTE Template for Documents in Doc 3? Mark accordingly.

1	Placement record of prospective teachers and supervisors for PT	YES	No
2	Name and available sections at schools	YES	No
3	List of prospective teachers allotted to each cooperative school.....	YES	No

- 71.

The institution maintains updated follow up file(s) of all prospective teachers engaged in teaching practice	YES	No
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72. The Institution has provided the following information according to NACTE Template for Documents in Doc 2 and Doc 7

1	List of compulsory, elective and optional courses	YES	No
2	Outline of each course	YES	No
3	Selection / recruitment criteria of teaching staff	YES	No
4	Record of the recruited personnel	YES	No
5	Complete Profile of all Teacher Educators, instructors and academic staff.	YES	No

- 73.

The qualifications of the teacher educators and instructors are compatible with the course, they teach.	YES	No
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74. The following documents are available with the institution

Copy of the advertisement and recruitment criteria.	YES	NO
Complete record of the applicants.	YES	NO
Short Listing criteria if made.	YES	NO

75. Institution has written professional code of ethic for

Teacher Educators	YES	NO
Support Staff	YES	NO

76. Do the teacher educators observe

Code of conduct	YES	NO
Code of Ethics	YES	NO

77. Does Program ensure observance code of conduct by

teacher educators	YES	NO
Support Staff	YES	NO

- 78.

Does your institution follow a CPD program for teacher educators	YES	No
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- 79.

Does program facilitate / support its faculty to participate in professional development programs	YES	NO
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80. Do you have notified workload / distribution policy for the followings

Teacher Educators	YES	No
Support Staff	YES	No

81. To what extent the institution follows this policy for the followings (Mark the relevant)

Teacher Educators	YES	Some Extent	No
Support Staff	YES	Some Extent	No

82. Does enough time is left with teacher educators after routine teaching for the following

Planning of instruction	YES	No
Supervision	YES	No
Practice Teaching	YES	No
Research	YES	No
Participation in community Outreach	YES	No

83.

Does your program provides incentives to retain teacher educators	YES	No
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84. Enlist the teacher educators and support staff awarded and rewarded with incentives and professional development opportunities in last two years.

Name of Teacher Educators	Incentives

85. Enlist the names of support staff awarded and rewarded with incentives and professional development opportunities in last two years.

Name of Support Staff	Incentives

86.

Does the program have written management policies and procedures?	YES	No
IF yes		
Can you provide written documents containing policies and procedures for internal management and operational activities of the program as evidence to the NACTE Evaluators on their visit to your institution (operational activities are practical activities related to implementation of the program/ Project)	YES	No
Are new rules and regulations incorporated when required?	YES	No

87. The institution is in a position to provide the following to the NACTE evaluators on their visit.

Set / official rules and regulations for all academic matters of the program	YES	No
Set / official rules for all administrative matters of the program	YES	No

88. The institution is in a position to provide the following to the NACTE evaluators on their visit.

List of notified boards and committees for the program	YES	No
Notification of the listed boards and committees for the program	YES	No
Minutes of the meeting of the boards and committees for all academic matters.	YES	No
Minutes of the meeting of the boards and committees for all administrative matters	YES	No

89.

Does the program follows any mechanism to peruse / monitor the adherence of its members to the policies, rules and regulation?	YES	NO
If YES , is institution in a position to provide the following to the NACTE evaluators on their visit		
Document to monitor the adherence of its members to the program policies, procedures, rules and regulation.	YES	NO
Record of the action taken by the management in line with the above policy document.	YES	NO

90. The institution is in a position to provide the following to the NACTE evaluators on their visit.

Written job description and job specifications for teacher educators approved by competent authority	YES	NO
Written job description and job specifications for support staff approved by competent authority	YES	NO

91.

Does program has an annual calendar.	YES	NO	
If YES how mark the extent of participation of the			
teacher educators	Full	Partial	Nil
Support staff	Full	Partial	Nil

92. The Institution has provided the following information according to NACTE Template for Documents.

1	Copy of the document on admission policy.	YES	No
2	Copy of program prospectus and admission advertisement	YES	No
3	Admission Procedure.	YES	No
4	Admission record of the last three years.	YES	No

The admission policy (summary) and procedures are given in the prospectus	YES	NO
Salient features of the admission policy and procedures are published in the admission notice / advertisements.	YES	NO

- 93.

Do you organize and orientation of the prospective teachers about the institution and program?	YES	No
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94. The Institution has provided the following information according to NACTE Template for Documents in Doc.2 & 8

1	List of teacher educators supervising student research (thesis.)	YES	No
2	Number of practice and model lessons required in the defined period of teaching practice.	YES	No
3	Record of placement of prospective teachers and supervisors in cooperative schools.	YES	No
4	Number and titles of the required courses	YES	No
5	Total number of students enrolled in the program	YES	No

95. The Institution has provided the following information according to NACTE Template for Documents in Doc 2 & 5

1	Number and titles of the required courses	YES	No
2	Minimum required credit hours	YES	No
3	Attendance requirements:	YES	No
4	Required aggregate score / Cumulative Grade Point Average	YES	No

96. The institution is in a position to provide the following to the NACTE evaluators on their visit. (Doc. 04)

Prospective Teachers enrollment for the last 5 years.	YES	NO
Record of the final (summative examination) of prospective teachers of the last five sessions of the program	YES	NO
Dropout record of the prospective teachers for the last five years	YES	NO
Number of prospective teachers enrolled and passed in the last three years	YES	No

97. The Institution has provided the following information according to NACTE Template for Documents

List of required support services.	YES	No
List of available support services.	YES	No
Profile of the available professionals and support staff for the services.	YES	No

98. Which of the following support services are made available to the prospective teachers? (Mark relevant)

- i) Guidance ii) Counseling iii) placement iv) follow-up v) remedial

99. Which of the following facilities are made available to the prospective teachers? (Mark relevant)

- i) Prayer place ii) Hostel iii) First aid iv) Cafeteria
- vii) any other.....

100.

Does your program provide counseling services to prospective teachers	YES	No
Does your program provide remedial services to prospective teachers	YES	No

101.

The Institution has provided the following information according to NACTE Template for Documents in Doc. 8. (if applicable to the program under accreditation)

Program's and institution's vision on research	YES	No
Research, publication and dissemination policy of the program / institution.	YES	No
Following information on overall research plan		
National and local priority issues of research	YES	No
Priority issues of research on teacher education and the institution	YES	No
Justification, relevance and significance of the priority issues	YES	No
Research plans of the proposed researches	YES	No
Schedule of proposed and ongoing researches.	YES	No
Classified List of the completed research	YES	No
Do these research reports contains following information		
• Objectives	YES	No
• Significance	YES	No
• Research questions	YES	No
• Methodology	YES	No
• Data analysis	YES	No
• Personnel involved in the research	YES	No

102. The Institution has provided the following information according to NACTE Template for Documents

List of incentives provided to the teacher educators and prospective teachers involved in research	YES	No
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103. The Institution has provided the following information according to NACTE Template for Documents in Doc. 8.

Research, publication and dissemination policy of the program / institution.	YES	No
Recommendations to improve the teaching and learning process.	YES	No
Recommendations that are being used by the program to improve educational quality	YES	No

104. The institution is in a position to provide the following to the NACTE evaluators on their visit.

List of institutions with which services are shared	YES	No
Record of the activities arranged to share research experiences with other institution.	YES	No
Record of the activities arranged to share services to other institution.	YES	No

- 105.

Has your institution executed any extension / community cooperation plan	YES	No
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The Institution has provided the following information according to NACTE Template for Documents in Doc. 09

Record / file containing need analysis report(s) on educational issues and social needs of community.	YES	No
Description of one/ two executed extension plans for community development and outreach in last two years with identified objectives	YES	No
strategies and	YES	No
outcomes	YES	No

106. The institution is in a position to provide the following to the NACTE evaluators on their visit.

Documented evidence of the community participation in the planning of the project/ activity of the institution during last two years.	YES	No
Evidence of the community participation in the implementation and monitoring of the project/ activity of the institution during last two years.	YES	No

