

NATIONAL ACCREDITATION COUNCIL FOR TEACHER EDUCATION (NACTE) PAKISTAN

FOCAL PERSON MANUAL

app.nacte.org.pk

For Information or Query regarding Accreditation, Please contact Dr. Memoona. 051-90808155

> For Technical Support and assistance Please contact Mr. Muhammad Usman. 051-90808155

How to get registered and login.

To open the NACTE management system, user will open the following link.

app.nacte.org.pk

User will find the following window to login or get registered

1950 FORMI	National Accreditat Teacher Educaiton (N	tion Council for NACTE),Pakistan.	
	2021-2022	~	
	UserName		
		9	
	Password		
		9	
	Login		
	I'm not a robot	reCAPTCHA Privacy - Terms	
	Click Here for Registration of Focal F	Person	
Cli	ick here to get		
regis	stered as a focal		
	person		

You need to register youself as a focal person of the insitute.

Registration Form

3

FIRST NAME		LAST NAME		
	Download the	template, fill it, print it on the i	institute's letter head	l, Signed and stamp, then upload as a pdf.
CNIC XXXXX-XXXXXXX-X		DESIGNATION	1	
CNIC/Identity Front(.jpg) CNIC/Identity	Back(.jpg)		Letter Head(.pdf) Download Templat	ie -
Browse) No file selected.	No file selected.		Browse No fil	le selected.
OFFICIAL EMAIL		0000-0000000 (FOCAL PERSO	N'S MOBILE #)	
Plese upload the said d	locuments, file siz	ze must be less than 500KB		
INSTITUTE NAME		SHORT CODE (E.G. NACTE)		WEBSITE
DEPARTMENT NAME		0000000 (OFFICE LANDLINE N	UMBER WITH CITY COD	E)
CITY		AJK		Ψ
PUBLIC / PRIVATE INSTITUTE TYPE		OWNERSHIP		
PUBLIC ^V UNIVERSITY ^V		PUBLIC		
CHARTER		STATUS		
Please make sure the information you enter is accur	rate, we use this i	nformation to verify the reque	st by sending email	or a phone call
N/A dd / mm / yyyı		CHARTERED	AFFILIATED WIT	H
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FOR VERIFICATION				
HOD/PRINCIPAL NAME		HOD/PRINCIPAL OFFICIAL EM/	AIL	
0000000 (HOD OFFICE NUMBER)		0000-0000000(HOD MOBILE N	IUMBER)	
	ot a robot	reCAPTCHA Privacy - Terms		
	SUBM	п		

After Submitting the form, you 'll get an email, after that NACTE will send you another email after verification of the details. Please be patient.

Once you get an email having your login details, you'll be able to login.

Login.

ISEN TENNI	National Accreditation Council for Teacher Educaiton (NACTE),Pakistan.
	2021-2022 🗸
1	UserName
	user_uni@uni.edu.pk
	Password
2	********
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3	I'm not a robot
	Click Here for Registration of Focal Person

Change Password.

Jushbouru	Name:		
titute	Department:	Education	
	Designation:	Focal Person	
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Change Password	Change	your password.	
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Click on the INSTITUTES on the side menu to update the record of your insittute.

View Institute. (Complete view)

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☆ номе	Institute Particulars							
Institute	Select Select Save Zancel							
	BASIC DETAILS		COMMUNIC	CATION				
Institutes			VC Datails		Head of Dena	ntmont (HOD)		
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Accreditation	City Abbottabad Province KPK	v			CNIC	Office Ph # (_
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	Lanucine US1-608922	+5522	Affliation T	/ne	Charter No. asdf			
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	Add Program							
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	Program Associate Degree in Education (ADE)	Deptt. IEReee	Duration	Degree Name asdfa	Launched On Saturday, June 20, 2020	Seats(M) 33	Seats(F) 22	55 Select
	B.Ed. BS Education	IFRee	24	test BS in Education	Monday, April 5, 2021 Sunday, June 21, 2020	10	10 3	20 Select
	M.Phil Educational leadership and Management	IEReee	24	M. Phil	Tuesday, December 15, 2020	20	0	20 Select
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Institute. Please update the record.

🕂 Dashboard	Institute Partic	ulars			
Institute	BASIC DETAILS	Save 🦃 Cancel			
Institutes	Institute Name	A-Test Institute			
Faculty List	Acronym	АТІ			
	Public / Private	Private 🗸	Institute Type	College	~
💽 Setup	Institute OwnerShip	Corporate 🗸 🗸	Institute Charter	DAI	~
Accreditation	Notification No	asdf	Charter Date	06/20/2020	
			Institute Status		~
	City	Abbottabad 🗸	Province	КРК	~
	Web	at.edu.pk			
	LandLine	051-658952	Fax	051-4445522	
	Address	sector A			
	AFFLIATION DETAILS Affiliation detail				
	Affliation Type	Permanent v	Charter No.		
	Affliating Institute	(Mpex College, Chairwai		~	
	Affliation Ref No.	[Affliation Date 06/2	20/2020	

Update these fields.

VC Details		Head of Department (HOD)	
Name		Name	
Email	Phone #	Email	Phone #
Registrar Detail		Focal Person	
Name		Name	
Email	Phone #	Email	Mobile
		CNIC	Office Ph #

Add all the teacher education programmes being offered by your Institute.



After Clicking the + icon, new fields will be shown, add the information regarding the programme and click save button to add the record. After successfully saving, the programme will be shown in the list below.

Add Program

Department	Department of Education V		
Program	Associate Degree in Education (ADE)	~	
DegreeName			
Duration(Months)	Prog Launcher	d On	
Allocated Seats Male	Allocated Seat	is Female	
	Program	Deptt.	
Associate Degree in E	ducation (ADE)	Department of Education	
B.Ed(Hons)		Department of Education	48
B.Ed.		Department of Education	
M.Phil Education /MS.	Education	Department of Education	
Ph.D Education		Department of Education	
B.Ed. (1.5 Years)		Department of Education	18
B.Ed. (2.5 Years)		Department of Education	30
B.Ed. Hons. (English L	anguage Teaching)	Department of Education	48

Find your Institute on the google maps.

- 1. Reload Map, if map is now shown.
- 2. Find your institute's location on the map,
- 3. Click the exact location, coordinates will be shown on the text boxes.
- 4. Click on the Update Location button to save the location of the institute.



Apply for the ACCREDITATION

Accreditation List » It shows the already applied programmes for the accreditation.

🔘 National Acc	reditat	ion C	ouncil fo	r Teacher Ed	ucatio	n, NACTE PAKISTAN
🔀 номе	Accre	ditatio	n List			
	Institutes	A-Test I	nstitute		~	
Accreditation	File No:					
	Programs	Programs All Programs 🗸			Status All Statuses	
Acc. Request Form		dd New			Selec	t
Acc. Request List	Details	Select	Acc.Code	e Institute	Nature	Program
	View	Select		A-Test Institute	Private	BS Education (4 Year Program)
	View	Select	999999999999	9 A-Test Institute	Private	Associate Degree in Education (
History			4	4		
	List of application applied for the accreditation.					

To apply for the accreditation please click on the **Add New or click on Acc. Request form** from the side menu, After that new page will be shown.

National Accreditation Council for Teacher Education, NACTE PAKISTAN Accreditation List ☆ HOME Institutes A-Test Institute × Accreditation Click ADD NEW to apply for the File No: accreditation Programs All Programs Acc. Request Form Add New Q Select Details Select Acc.Code Institute Nature Program Acc. Request List View Select A-Test Institute Private BS Education (4 Year Program) Select 999999999999 A-Test Institute Private Associate Degree in Education (. View History \mathbf{P} List of application applied for the accreditation.

Please select the Accreditation type from the list, there are two types of accreditation visits.

- 1. Formal Accreditation
- 2. Zero Accreditation.

🕂 номе	Accreditation	ı Request		
_	QSelect	Proceed 🏼 🎾 Cancel		
Accreditation	Serial No.		Date You may apply for Zero	04/11/2022
Acc. Request Form	Application Type	Formal Accreditation 🗸 🔶	Previc	
Acc. Request List	Institute	Formal Accreditation ad		~
	Program	Zero Accreditation	Shift	Morning 🗸
History	Bank Challan #		Bank Challan Date	
	Acc. Fee		Document Charges	
	Department Address			
	Enrolled Male		Enrolled Female	
		Number of Staff and Student	s in the Institution.	
	Male	Teaching	Non-Teaching	Students
	Female			
	T emaie			
	Notes			
	Please Make Sure,	you have to update latest documents in In	stitute Form before saving Formal Accred	ditation Request.
		ENTS TO UPLOAD.		
	Name	Description T	emplate	Doc. Type
	Challan / Pay Ao Order Pa	ccreditation Fee(Cheque, Deposit Slip, ay Order)	Browse No file selected.	JPG

Please Select the programme you want to apply for the accreditation.

If the programme is not showing in the list, then go the INSTITUTES option from the side menu, Institute page will be shown, add the programmes there.

You need to provide evidence of the fee for the accreditation. Please upload the deposit slip, cheque.

You need to post the cheque to the NACTE secretariate, Islamabad.

National Accreditation Council for Teacher Education, NACTE PAKISTAN You are in Fiscal Year 7/1/2021 to 6/30/202

☆ HOME	Accreditation	Request			
	Q Select	Proceed 🦃 Cancel			
Accreditation	Serial No.		Date	04/11/2022	
Acc. Request Form	Application Type	Formal Accreditation 🗸 🗸	Previous Acc. Code		
Acc. Request List	Institute	A-Test Institute - Abbottabad	Select the programme you wa accreditation	ant to apply for the n.	
	Program	Associate Degre 🗸	Shift	Morning ~	
History	Bank Challan #	Associate Degree in Education (A	DE) _{te}	[
	Acc. Fee	BS Education (4 Year Program) M.Phil Educational leadership and	Management		
	Department Address				
	Enrolled Male		Enrolled Female		
		Number of Staff and Students Teaching	<i>in the Institution.</i> Non-Teaching	Students	
	Male				
	Female				
	Notes	[
	You need slip / Ch You need	d to upload the image of Deposit eque for the fee of accreditation. to post the cheque to the NACTE Secretariate, Islamabad.	Ite Form before saving Formal Accre	ditation Request.	
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After filling the information and the file, please click PROCEED to go to the next step.

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	ጽ	HOME	Accreditati	on Request					
-			Q Select	Proceed 💋 Cancel					
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[History	Bank Challan #	8585798	Ban	k Challan Date	11/12/2022		
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			Enrolled Male	25	Enr	olled Female		10	
				Number of Staff and Studen	ts in the	Institution.			
				Teaching	Nor	1-Teaching	Students		
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After clicking the PROCEED, you'll see the following screen.

Accreditation Request

Accretitation	і кеци	csi											
🕂 Add New 🤇	Select	K Cancel											
		A	Approved By Secretary -	Data Entry	- Assistant					PRINT APPLI	ICATION		
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Serial No.	578 , Ti	, Tuesday, April 5, 2022 , File #: 989898 Accreditation Code: 999999999999999				Tea	Institution. Set Status						
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Current Flow	Approv	ed By Secretary , D	ata Entry - Assistant			Hala	Enro	Lea Students					
Bank Challan #		7018736475	Bank Challan Date	04/27/2022		Male	5	Female	3				
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Accreditation Fee(C Deposit Slip, Pay Or	heque, rder)	Accreditation Fee(Cheque, Deposit Slip, Pay O	der)			Order) View Doc	cument	e, Deposit Slip, Fa	y 	m 05-Apr-2022 11:50:27 am	Select	
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Doc.5 Improvement	Plan				Doc.5 Improver	nent Plan.docx	Doc.5 Imp View Doc	provement Plan cument			m 05-Apr-2022 11:50:27 am	Select	
Doc.6 Program Assessment Recor	d				Doc.6 Program Record.docx	Assessment	Browse	ogram Assessm No filected	ient Record . Upload			Select	

Upload necessary documents for accreditation:

서 номе	Accree	ditatio	n List										
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Accreditation	File No:				Click here to upload		pload t	he					
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Acc. Request List	🔶 Ad	d New			QSelect								Help
History	Details	Select	Acc.Code	Institute	Program	Туре	Dated	VisitDate	Level	Status	Flow	1.11	Docs
	View	Select		A-Test Institute	BS Education	Zero Accreditation	06- Apr-2022		UnderProcess	New	Fwd. to Focal Person		Upload Docs
	View	Select	99999999999999	A-Test Institute	Associate Degree in Education (ADE)	Formal Accreditation	05- Apr-2022	13- Apr-2022	UnderProcess	Approved By Secretary	Data Entry - Assistant	98989	B Upload Docs

Upload Documents									
Q Select 2 Cancel									
	New - Fwd. to Focal Person Rev:2 Last revised by:usman Last revised on 07-Apr-2022	12:57:39 pm							
Serial No. Application Type	579 , Wednesday, April 6, 2022 , File #: Accreditation Code: Zero Accreditation	Not Yet Assigned							
Institute	A-Test Institute Private, College								
Program	BS Education , Morning , UnderProcess								
Department Address	testing address								
Upload Documents									
+				и 4	► H				
Document Name	Notes	Template		Uploaded By Uploaded On	Select				
Accreditation Fee(Cheque, Deposit Slip, Pay Order)	Accreditation Fee(Cheque, Deposit Slip, Pay Order)		Accreditation Fee(Cheque, Deposit Slip, Pay Order) View Document	06-Apr-2022 10:47:02 am	Select				
Institute Logo			Institute Logo View Document	06-Apr-2022 10:47:02 am	Select				
Conceptual Frame Work		ConceptualFramework.doc	Conceptual Frame Work View Document	u 29-Nov-2022 11:42:04 am	Select				
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Building/Land OwnerShip, Lease Terms etc.			Building/Land OwnerShip, Lease Terms etc. Browse No filected. Upload		Select				
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If parameters shown under the PARAMETERS(FOR ZERO ACCREDITAITON) tab, you have to fill the information

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Application Type	Zero Accreditation	Previous Acc. Code		Male	10	5	15	New Set Flow		/
Institute	A-Test Institute Private , College				5	3	10	Fwd. to Foo Comments	al Person	v
Program	BS Education (4 Year Progr	<i>am)</i> , <i>Morning</i> , Und	erProcess		Eu	nallad Students				
Current Flow	New , Fwd. to Focal Person					roueu siuuenis				
Bank Challan #	114455	Bank Challan Date	04/13/2022	Male		Female	0			
Accreditation Fee	125,000.00	Document Charges	5,000.00	Notes						
Department Address	testing address							odate the		G
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HISTORY	DOCUMENTS		PARAMETERS		EV	ALUATORS		CON	ENTS	
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Examinations	-									
(Annual / Semester)	lon							ser	nester	
Examination policy is absolute marks or re	. <mark>e. number of exams, (mid-term, f</mark> elative grading (course based)	inal, quizzes etc. and thei	r respective weight-ages).					ab	osulte marks	
Role of mother insti	tution in conduct of exam and eva	uluation (in case of allied (campus or affiliated college					N.4	١	_
System of Instrucitons and Examination								yes	3	_
Financial Resou	rces									
Budget allocation (if	applicable)							yes	3	
Current Budget of propsed program (If Zero Visit) yes										
Endownment fund, regular fund-generation and other avaialble resources								3		
Library								······································		
Availability of depar	tmental library, if main library is lo	cated at a far off distance	3					ĺ	,	

After Providing all the information, Please select the Flow to "Fwd. to Program Manager (NACTE)" from the right side of the screen, as shown in the following figure.

Then click on the SAVE button to s	submitt the application.
------------------------------------	--------------------------

Accreditation Request										
Add New 🔍 Select 🛛 🔚 Save 🦃 Cancel										
New Find. to Focal P. After updating the information, You have to select FWD. TO PROGRAM MANAGER (NACTE) and then click save. you application then successfully submitted to NACTE.								PRINT APPLICATION Forward for next action Sat Status		
Application Type	Zero Accreditation	Previous Acc. Code		Male	10	5	15	New V		
Institute	A-Test Institute Private , College	L. L. L.		Female	5	3	10	Set Flow Fwd. to Focal Person		
Program	BS Education (4 Year Prog	gram) , Morning , Unde	rProcess		E	11.1.54.1.4	Fwd. to Focal Person			
Current Flow	New , Fwd. to Focal Person			Enroued Students				Fwd. to Program Manager(NACTE)		
Bank Challan #	114455	Bank Challan Date	04/13/2022	Male	0	Female	0			
Accreditation Fee	125,000.00	Document Charges	5,000.00	Notes						
Department Address	testing address					11.				
HISTORY	DOCUMENTS		PARAMETERS		EVAL	UATORS		COMMENTS		

After successfully submitting the application, NACTE staff will do the desk analysis and make the application in under process for the accreditation.

If NACTE finds any incorrect information or need further information, same application Flow will set to the "Fwd. to Focal Person" after adding the comments, so that focal person will see and provide the information.

Add Faculty.

Click on the FACULTY LIST option in the side menu, click on ADD NEW icon to add the faculty of your deptt. / Institute.

Please upload passport size image.

🕺 номе	Faculty Me	mber			
-	Q Select	Proceed 💙 Cancel			
Institute	Institute	Iqra University Gulshan e Iqbal Campus,	Karachi - Karachi	v	
Institutes	Department	Department of Education $~~$ $~~$			Select Profile Photo
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Faculty List	First Name		Last Name		(JPG) Maximum 0.5MB
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Accreditation	Designation	Assistant Director	Contract Type	Permanent v	
	Qualification		Specialization	(,
	Institute	(,	
	Joining Date		Experience @ Joining (Months))
	Short Description				

Regards

NACTE.