

# SELF EVALUATION

**STANDARD 1  
CURRICULUM AND INSTRUCTION**

Curriculum is properly designed to attain the National Professional Standards for Teachers, is approved by the competent authority and disseminated to all concerned

**Element 1.1 Curriculum Development Process**  
*(The curriculum is developed based on national policies, consulting all stakeholders and assuring regular and recurrent revisions.)*

**Indicator: 1.1.1**  
***The curriculum is designed in line with the provisions of the national education policies and National Professional Standards for Teachers.***

The Institution has provided the following information according to NACTE Template for Documents in Doc. 1 & 3 ? Mark accordingly.

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

Describe how far the program curriculum is in conformity with the National Education Policies and National Professional Standards for Teachers?

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Rate the conformity of the curriculum on the given scale.	0...1...2...3...4...5...6
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**Indicator: 1.1.2**

***The curriculum development process involves key stakeholders.***

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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

**Indicator: 1.1.3**

***The curriculum is approved by the competent authority.***

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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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**Indicator: 1.1.4**

***There is provision for periodic and research-based revision of the curriculum to achieve stated objectives effectively.***

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The Institution has provided the following information according to NACTE Template for Documents in Doc. 28? Mark accordingly

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

Give brief description of curriculum review process, its basis and period between reviews.

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**Indicator: 1.1.5**

***The revisions/ updating of the curriculum is disseminated and shared with the concerned Teacher Education Institutions***

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.....*

Brief describe, how and when the program curriculum (revised / updated) was disseminated/ shared with concerned teacher education institutions.

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**Element 1.2: Curriculum content and description of the program**

(The curriculum presents a detailed description of the program that is flexible, updated and appropriate for diverse spheres of the professional, personal, present and future development of prospective teachers.)

**Indicator: 1.2.1**

***The curriculum content is inclusive enough to effectively reflect and include the concerns and expectations of a teacher***

The institution has provided the following information according to NACTE Template Doc.28.

28.3	Specific agenda items on curriculum improvement / Change in the last three years meeting of Board of Studies in Education.	Yes	No
28.4	Minutes of the Meetings of Board of Studies in Education, reflecting Curriculum Revision / change in last three years.	Yes	No
28.5	List /Description of all Curriculum Revisions for the last three years, corresponding to the minutes of the Board of Studies in Education.	Yes	No

To what extent the curriculum revisions / changes reflect the concerns and expectations of Teacher Educator.	Great Extent.....Some Extent.....No
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**Indicator: 1.2.2**

***The curriculum content is appropriate and relevant to develop knowledge, skills and dispositions expected of a teacher.***

The Institution has provided the following information in accordance with the NACTE Template in Doc. 1 & 3. Mark accordingly.

1.6.c	Content Reflection (Outline of each Course...)	Yes	No
3.3	Practical Activities (Course assignments, Material Development, seminars and workshops).	Yes	No
3.7	Suggested Teaching Approaches.	Yes	No

Describe, and rate the extent to which the curriculum content contributes towards development of knowledge, skills and dispositions expected of a teacher?

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Rate the extent of the curriculum on the given scale.	0...1...2...3...4...5...6
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**Indicator: 1.2.3**

***The curriculum content includes both theoretical and practical inputs***

The Institution has provided the following information in accordance with the NACTE Template in Doc. 3. Mark accordingly.

3.8	List of practical activities	Yes	No
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Rate the extent to which the practical activities are relevant to the course content.	0...1...2
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**Indicator: 1.2.6**

***The curriculum document includes duration of the program (number of years, semesters and credit hours) and course outlines.***

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The Institution has provided the following according to NACTE Template in Doc.2 & 3

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

**Indicator: 1.2.7**

***The course credit hours and duration of the program meet the minimum requirements of the Higher Education Commission***

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

**Indicator: 1.2.8**

***The course credit hours and duration of concurrent degree program is equal to relevant and equivalent degrees***

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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

**Indicator: 1.2.9**

***The curriculum content and duration of program /courses are compatible to each other.***

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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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**Indicator: 1.2.10**

***The program includes a mandatory course on application of Information and Communication Technology.***

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Does the program include a mandatory ICT course ?	YES	NO
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**Indicator: 1.2.11**

***Information and Communication Technology is integrated into the curriculum.***

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The Institution has provided the following information according to NACTE Template for Documents in Doc 3? Mark accordingly.

3.2	List of compulsory, elective and optional program courses	YES	NO
3.8	Practical activities	YES	NO

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

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

**Indicator: 1.2.12**

***The curriculum or its course outlines provide lists of web sites and recommended books of recent editions for each course.***

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Total courses offered in the program .....

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

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

**Element 1.3: Course transaction and classroom management**

(Course activities are designed and conducted to facilitate the learning and teaching experience in a conducive and interactive classroom environment.)

**Indicator: 1.3.1**

***The formal document of the program curriculum is available to all stakeholders***

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Have you attached the copy of program curriculum at Annex-1 Doc.3 (NACTE templates for Document)

This curriculum is available to the followings

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

**Indicator: 1.3.2**

***Teacher educators maintain mandatory course files and prospective teachers' attendance record***

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

Teachers' Course Files	YES	NO
Students Attendance Record	YES	NO





**Indicator: 1.3.5**

***Teacher educators create conditions in the classroom that ensure and facilitate frequent positive interactions among prospective teachers***

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What strategies the teacher educators use to create and facilitate positive classroom interaction.

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**Indicator: 1.3.6**

***Teacher educators attend and facilitate the resolution of difficulties exhibited by prospective teachers in their learning process***

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What generally are the learning difficulties of the prospective teachers?

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What means are used to know about the learning difficulties of prospective teachers?

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Enlist the strategies used by teacher educators to resolve these difficulties. Also provide evidence.

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**Element: 1.4**

**Teaching learning process and Methodologies**

*Teacher educators deliver course content using appropriate, varied and innovative methodologies*

**Indicator: 1.4.1**

***Teacher educators use a variety of appropriate and effective instructional procedures and methods***

Enlist the instructional procedures and methods used by teacher educators in their teaching.

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How the institution ensures the effective use and effectiveness of these strategies/ methods.

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**Indicator: 1.4.2**

***Teacher educators use innovative and relevant pedagogical approaches and strategies to promote analytical/ critical thinking and problem solving skills in prospective teachers***

The Institution has provided the following according to NACTE Template in Doc.6

6.1	Copies of evaluation tools used for formative and summative assessment for core courses	<b>Yes</b>	<b>No</b>
6.2	Two marked assignments with highest and lowest marks of core courses	<b>Yes</b>	<b>No</b>
6.4	Two portfolios of prospective teachers for core courses	<b>Yes</b>	<b>No</b>
6.7	Evaluation tools , ie., question papers of last three comprehensive annual exams	<b>Yes</b>	<b>No</b>

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

<b>Assessment</b>	<b>Analytical</b>	<b>Critical</b>	<b>Problem Solving</b>
formative / summative			
formative / summative			
formative / summative			
formative / summative			

formative / summative			
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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			

**Indicator: 1.4.3**

***Teacher educators use teaching-learning approaches and strategies that develop desirable values among prospective teachers***

Point out the specific values required of teacher that your institution try to inculcate among prospective teacher.

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What teaching approaches / strategies are used by the institution to strengthen these values.

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**Indicator: 1.4.4**

***Teacher educators coordinate with each other to provide varied and flexible teaching-learning experiences to prospective teachers***

The Institution has provided the following according to NACTE Template in Doc.10

10.1	Copy of the meeting notices and agendas of the last one year	Yes	No
10.2	Copy of the minutes of the faculty meetings mentioned in 10.1	Yes	No
10.3	Report on implementation of decisions, made in the meetings	Yes	No

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

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What are the ways of coordination among teachers educators to provide varied and flexible teaching-learning experiences to prospective teachers.

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**Indicator: 1.4.5**

***Teacher educators coordinate all components of the teaching-learning to reinforce and complement each other***

The Institution has provided the following according to NACTE Template in Doc.3

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

How far the course objectives are inline 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 the se objectives	0...1...2...3...4...5...6
How effectively the assessment approaches evaluate these objectives	0...1...2...3...4...5...6

**Element: 1.5**  
**Teaching Practice and Internship**  
 (There is a mechanism for prospective teachers to undergo teaching practice and internship to enrich their learning experience and provide them with adequate feedback.)

**Indicator: 1.5.1**  
***The program has mechanism, guiding procedures and stipulated durations for teaching practice/internship.***

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The Institution has provided complete information in all following ions of Doc. 3 in NACTE Template for Documents.

Section 13.1	YES	No		Section 13.7	YES	No
Section 13.2	YES	No		Section 13.8	YES	No
Section 13.3	YES	No		Section 13.9	YES	No
Section 13.4	YES	No		Section 13.10	YES	No
Section 13.5	YES	No		Section 13.11	YES	No
Section 13.6	YES	No		Section 13.12	YES	No

14	Annual Calendar of the program.	YES	No
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IF NO, mention the missing section(s).....

Does mechanism, guiding procedures and stipulated durations for teaching practice/internship meets the HEC requirements.	<b>Yes</b>	<b>No</b>
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IF NO, mention the deficiencie(s).....

**Indicator: 1.5.2**  
***The program ensures availability of teaching practice manual and planner for prospective teachers.***

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

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

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

**Indicator: 1.5.3**

***There is evidence that proper feedback is provided to prospective teachers regarding their teaching practice and internship***

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What are different modes of providing feed back to the prospective teachers during teaching practice/ internship

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Do you maintain the record of feed back to prospective teachers on their teaching practice/ internship?.....YES/ No

If **YES** how this record is maintained?

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**Indicator: 1.5.4**

***The program ensures availability of manuals for supervisors and cooperative teachers.***

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Does program has printed manual for teaching practice/ internship	<b>Yes</b>	<b>No</b>
Is it provided to each teaching practice supervisors.	<b>Yes</b>	<b>No</b>
Is it provided to each to the each cooperative teacher of practicing school.	<b>Yes</b>	<b>No</b>

**Indicator: 1.5.5**

***Teacher educators provide adequate technical and supervisory support to prospective teachers, doing their practice/ internship in the cooperative schools***

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Mention the type and nature of technical and supervisory support provided to prospective teachers by teacher educators during teaching practice.

Technical Support

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Supervisory Support

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**Indicator: 1.5.6**

***Teaching practice is strengthened through activities like in-house orientation, simulated practice and micro teaching***

Does your program conduct the following

	<b>YES</b>	<b>NO</b>
In-house orientation		
Simulated Practice		
Micro teaching		
Any other (Pls mention)		

**Indicator: 1.5.7**

***There are prescribed tools and mechanism that teacher educators use to provide feed back to prospective teachers on their teaching and conduct during teaching practice***

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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	<b>YES</b>	<b>NO</b>
Tools (Check list, feedback form, etc) written mechanism to provide feedback about their conduct	<b>YES</b>	<b>NO</b>

**In what form the record of the above mentioned feed back is maintained**

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**STANDARD 2**  
**ASSESSMENT AND EVALUATION SYSTEM**  
*The institution has a fair and transparent assessment and monitoring system that follows up on various traits of prospective teachers from entry to exit of the program, monitors the performance of the teacher educators and evaluates institutional functioning for individual and institutional consumption and program improvement.*

**Element 2.1:**  
**Assessment and Evaluation System of the Program**  
 (There is evidence that the program plans and provides activities that will foster educational quality based on feedback from valid assessment.)

**Indicator 2.1.1**  
***The assessment system is based on the objectives of the program.***

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The Institution has provided the following according to NACTE Template in Doc.1

1.5	Objectives of the Program	Yes	No
1.7a	Brief Description of the program	Yes	No
1.7b	Procedures and tools used to assess the evaluation system of the program	Yes	No
1.7.ci	Policy on program assessment	Yes	No
1.7.cii	Policy on assessment of teacher educators	Yes	No
1.7.ciii	Policy on assessment of prospective teachers	Yes	No
1.7.civ	Policy on assessment of support staff	Yes	No

Mark the relevant

To what extent the performance evaluation of the program is in accordance with the program objective	0...1...2...3...4...5...6
To what extent tools used to assess the evaluation system of the program contribute to the realization of program objectives	0...1...2...3...4...5...6
To what extent procedure used to assess the evaluation system of the program contribute to the realization of program objectives	0...1...2...3...4...5...6

**Indicator: 2.1.2**  
***There is evidence that the teacher educators and stakeholders monitor and provide constant feedback for regular review and revision of the assessment system.***

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What percentage of teacher educators are involved in monitoring the external assessment system .....  
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What percentage of teacher educators are involved in monitoring the internal assessment system .....  
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Is the review process of the evaluation system is formal and in accordance with established procedures	YES	No
Are there any tools available for the monitoring of assessment system and you can provide to NACTE evaluators on their demand?	YES	No
Are the minutes of the review meeting of assessment system recorded / reported and can be provided to NACTE evaluators?	YES	No
Are the minutes of the review meeting of assessment system rare shared	YES	No
Do you have feed back, monitoring reports by teacher educators for the revision and improvement of the assessment system and can be provided to NACTE evaluators?	YES	No
Do you have feed back, monitoring reports by other stakeholders for the revision and improvement of the assessment system and provided to the NACTE evaluators?	YES	No

**Indicator: 2.1.3**

***The system collects data from multiple assessments at various transition points.***

State various transition points, of data collection by the system?

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Sate multiple assessments conducted/ made for data collection of assessment system of the program

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**Indicator: 2.1.4**

***The assessment system has procedures to ensure fairness, accuracy, consistency and transparency of its procedures and operations.***

Do think the procedures of the assessment system of the program ensures

Fairness	YES	No
Accuracy	YES	No
Consistency	YES	No
Transparency	YES	No

Substantiate your response in each case, with concrete examples

Fairness

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Accuracy

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Consistency

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Transparency

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**Indicator: 2.1.5**

***The results from the assessments are disseminated to all stakeholders.***

Describe the procedure(s), used to disseminate the program assessment results to the concerned stakeholders.

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**Indicator: 2.1.6**

***There is a feedback mechanism that is used by teacher educators, prospective teachers and other stakeholders***

The Institution has provided the following according to NACTE Template in Doc.21

21.1	Monitoring reports on performance of prospective teacher	<b>YES</b>	<b>No</b>
Have you provided information for all the sub sections of 21.1,		<b>YES</b>	<b>No</b>
If not Mention the missing sections.....			
21.2	Monitoring reports on performance of support staff	<b>YES</b>	<b>No</b>
Have you provided information for all the sub sections of 21.2,		<b>YES</b>	<b>No</b>
If not Mention the missing sections.....			
21.3	Monitoring reports on program efficiency and effectiveness	<b>YES</b>	<b>No</b>
Have you provided information for all the sub sections of 21.3,		<b>YES</b>	<b>No</b>
If not Mention the missing sections.....			
21.4	Monitoring reports on performance of teacher educators	<b>YES</b>	<b>No</b>
Have you provided information for all the sub sections of 21.4		<b>YES</b>	<b>No</b>
If not Mention the missing sections.....			

Do you formally require the following to provide feed back about the program assessment system?

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

**Indicator: 2.1.7**

***Complete record of the stakeholders' written complaints, with their follow-up and resolutions, is maintained.***

The Institution has provided the following according to NACTE Template in Doc.15

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

- A. Doc. 5 is available
- B. Examine if description of the quality improvement plan is available
- C. List of concrete actions taken is available
- D. List of sound proposed actions to meet specific objectives is available.

15.3	Copies of the minutes of the discipline council for the last two years	YES	NO
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**Indicator: 2.1.8**

***Quality improvement plans are developed, implemented and monitored based on the assessment results, feedback and complaints of the stakeholders.***

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The Institution has provided the following according to NACTE Template in Doc.5

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 sound proposed actions to meet specific objectives	YES	NO
5.3	Minutes of the meeting to develop and execute plan are recorded	YES	NO

What mechanism / procedures are used to develop a quality improvement plan?

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How it is ensured that plans are implemented in letter and spirit?

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**Indicator: 2.1.9**

***There is evidence that actions have been taken according to the mechanism that links the assessment system with the quality of the program.***

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

If YES give brief description of the quality improvement plan..

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**Indicator: 2.1.10**

***There is a system for seeking regular and periodic feedback about the program from alumni and their employers***

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The Institution has provided the following according to NACTE Template in Doc.21

21.1 a	Alumni Feed back on performance of prospective teachers.	YES	NO
21.1b	Employers Feed back on performance of Alumni.	YES	NO
21.2a	Alumni Feed back on performance of support staff	YES	NO
21.3a	Alumni feed back on program effectiveness and efficiency	YES	NO
21.3b	Employers feed back on program effectiveness and efficiency	YES	NO
21.4b	Alumni feed back on performance of the teacher educators	YES	NO

**Element: 2.2**

**Maintenance of assessment system**

(There is evidence that an assessment system is put in place, adequately and transparently managed to produce useful information, following ethical guidelines and the individuals' right to privacy.)

**Indicator: 2.2.1**

***The assessment system is documented and disseminated.***

The Institution has provided the following according to NACTE Template in Doc.16 & Doc. 24

16.2	Evaluation & Examination regulations	YES	NO
16.3	Regulation followed for confidentiality of required matter	YES	NO
24.1	Prospectus of the program	YES	NO
24.2	Web information (Hard copy of the Web page)	YES	NO
24.3	Brochures	YES	NO
24.4	Advertisement(s)	YES	NO
24.5	Program dissemination and promotion policy	YES	NO

**Indicator: 2.2.2**

***The system has a mechanism to provide timely feedback to those who are assessed.***

Is there any formal system of providing feed back to those who are assessed YES/NO

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

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Give a list of the personnel to whom feed back is provided

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**Indicator: 2.2.3**

***There is adequate evidence that the procedures and tools used for assessment of the system are systematic, valid and reliable.***

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Do you have any formal mechanism to evaluate assessment system of the program?	YES	NO
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IF NO skip all remaining questions of this indicator.

IF YES , Do you think the procedures and tools used for the assessment of the system are:

Systematic	YES	No
Valid	YES	No
Reliable	YES	No

Substantiate your response in each case, with concrete examples

Systematic

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Valid

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Reliable

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**Indicator: 2.2.4**

***A record of all assessments conducted during the program is maintained.***

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	YES	NO
Record of used tools for assessment of support staff	YES	NO

**Indicator: 2.2.5**

***The assessment system is maintained, using appropriate information technologies.***

Is there an IT system used to store, maintain, analyze and follow up complete assessment data of the program	<b>YES</b>	<b>NO</b>
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Describe the mechanism to ensure confidentiality and security of data base

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**Indicator: 2.2.6**

***The assessment system adheres to the established/standard implementation procedures.***

The Institution has provided the schedule and conduct procedure for the assessment of following according to NACTE Template in Doc.6

6.10.a	Program efficiency and effectiveness	YES	NO
6.10.b	prospective teacher	YES	NO
6.10.c	teacher educators	YES	NO
6.10.d	HoD	YES	NO
6.10.e	Support staff	YES	NO

The institution has also provided the following according to NACTE Template in Doc.16

16.2	Examination and evaluation regulations	YES	NO
16.3	Regulations followed for confidentiality of the required matters	YES	NO

To what extent the assessment system adheres to the rules and regulation for the assessment of the following

Program efficiency and effectiveness	0...1...2
prospective teacher	0...1...2
teacher educators	0...1...2
HoD	0...1...2
Support staff	0...1...2

**Indicator: 2.2.7**

**The assessment calendars and notified transition periods for evolution of teacher educators and prospective teachers are followed.**

The institution has provided the schedules and conduct procedure of the assessment of following according to NACTE Template in Doc.6 & annual calendar in Doc.14

6.10.b	Prospective teachers	YES	NO
6.10.C	Teacher educators	YES	NO
14	Annual Calendar of the Program	YES	NO

**Mention the dates and state whether the assessment of teacher educators and prospective teachers are conducted in accordance to schedule given in the annual calendar.**

**Assessment of Teacher Educators**

<b>Date of assessment</b>	<b>According to Calendar</b>	
	<b>YES</b>	<b>No</b>

**Assessment of Prospective Teachers**

<b>Date of assessment</b>	<b>According to Calendar</b>	
	<b>YES</b>	<b>No</b>

**Indicator: 2.2.8**

**There is evidence that the date collected have been analyzed using appropriate procedures to determine the quality of learning.**

The institution has provided the following using NACTE Template Doc. 6

6.8	Reports based on analysis of assessment data of core subjects	YES	NO
6.9	Reports on quality of program / recorded minutes of assessment analysis	YES	NO

Name and describe the procedures used to analyze the assessment data to determine the quality of learning.

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Data analysis procedures are appropriate to determine the quality of learning	YES	NO
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IF NO skip all remaining questions of this indicator.

IF YES , Do you think the procedures used for data analysis are:

Objective	YES	No
Valid	YES	No
Reliable	YES	No

Substantiate your response in each case, with concrete examples

Objective

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Valid

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Reliable

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**Indicator: 2.2.9**

***There is evidence that an appropriate procedure to protect the individual's right to privacy when access is provided to the assessment data***

The institution has provided the following using NACTE Template Doc. 16

16.3	Regulations followed for confidentiality of required matters	YES	NO
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What specific rules are followed to protect the privacy and confidentiality for the following?

Paper setting

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Conduct of examination

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Paper marking

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Result preparations

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Result declaration

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Performance reports of teacher educators

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Performance reports of support staff

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**Element: 2.3**  
**Assessment and Monitoring of Prospective Teachers'**  
 (Systematic, valid and reliable procedures and tools are used to assess prospective teachers with the intention of using the data to improve education quality.)

**Indicator: 2.3.1**  
***There are mechanisms and procedures to monitor prospective teachers' performance throughout the program***

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Is there any prescribed mechanism available for the monitoring of prospective teachers performance.	YES	NO
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In case of NO skip remaining questions of this indicator.

Describe the mechanism and personnel involved. (Monitoring Team)

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**Indicator: 2.3.2**  
***The System provides for the assessment of knowledge, skill and dispositions of the prospective teachers as laid down in the National Professional Standards for Teachers in Pakistan***

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The institution has provided the following using NACTE Template Doc. 6 and Doc.13

6.1	Copies of formative and summative evaluation tools of core courses.	YES	NO
6.2	Two Marked assignments with highest and lowest marks of prospective teachers for core courses.	YES	NO
6.4	Two portfolios of prospective teachers for core courses	YES	NO
6.7	Evaluation tools, i.e., question papers of last three comprehensive / annual exams	YES	NO
13.10	List of learning experiences.....	YES	NO
13.11	Consolidated reports on teaching practice, submitted by supervisors	YES	NO

***Which tools / methods are used to assess the following***

***Knowledge***

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**Skills**

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**Dispositions**

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**Indicator: 2.3.3**

***There is evidence that the procedures and tools used for assessment of prospective teachers are systematic, valid and reliable***

The institution has provided the following using NACTE Template Doc. 2, 3 and Doc.6

2.1.a	Objectives of the program.	YES	NO
3.6	Objectives of each course.	YES	NO
6.1	Copies of formative and summative evaluation tools of core courses.	YES	NO
6.2	Two Marked assignments with highest and lowest marks of prospective teachers for core courses.	YES	NO
6.4	Two portfolios of prospective teachers for core courses	YES	NO
6.7	Evaluation tools, i.e., question papers of last three comprehensive / annual exams	YES	NO
6.8	Report on analysis of assessment data.....	YES	NO

Is there any requirement in the system to check the following characteristics of the procedures and tools used for assessment of prospective teachers		
objectivity	YES	NO
Validity	YES	NO
Reliability	YES	NO

Substantiate your response in each case, with concrete examples

Objective

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Valid

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Reliable

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**Indicator: 2.3.4**

***There is evidence that assessment data of prospective teachers is used systematically and regularly to improve their performance, program effectiveness and institutional development***

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

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**Element: 2.4**

**Assessment and monitoring of teacher educators**

(Systematic, valid and reliable procedures and tools are used to assess Teacher Educators with the objective of using the data to improve quality of teaching and learning.)

**Indicator: 2.4.1**

***The system describes mechanisms and procedures to monitor the performance of the teacher educators.***

Is there any prescribed mechanism available for the monitoring of teacher educators performance.	YES	NO
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In case of NO skip remaining questions of this indicator.

Describe the mechanism and personnel involved. (Monitoring Team)

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**Indicator: 2.4.2**

*The system provides mechanisms for the assessment of teacher educators' knowledge, skills and dispositions.*

*Which tools / methods are used to assess the following*

**Knowledge**

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**Skills**

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**Dispositions**

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**Indicator: 2.4.3**

*There is evidence that the procedures and tools used for assessment of teacher educators are systematic, valid and reliable*

The institution has provided the following using NACTE Template Doc. 1 and Doc.21

1.7.a	Description of the evaluation system of the program	YES	NO
21.4e	Annual reports on assessment of teacher educators	YES	NO
21.4f	Sample of tools to collect feed back on assessment of teacher educators	YES	NO
21.4g	Procedure followed to administer different tools for assessment of teacher educators...	YES	NO

Is there any requirement in the system to check the following characteristics of the procedures and tools used for assessment of teacher educators		
objectivity	YES	NO
Validity	YES	NO
Reliability	YES	NO



Substantiate your response in each case, with concrete examples

Objective

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Valid

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Reliable

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**Indicator: 2.4.4**

***The system provides for the assessment of the teacher educators' practice of teaching, research, publications and scholarly work.***

Does the performance evaluation of teacher educators includes the following

Teaching	YES	No
Research	YES	No
publications	YES	No
Scholarly work	YES	No

If YES, state methods and tools are used for each

Teaching

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Research

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Publications

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Scholarly work

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**Indicator: 2.4.5**

***There is evidence that assessment data of teacher educators is used systematically and regularly for the improvement of teacher educators, program and institution.***

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

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**Indicator: 2.4.6**

***There is a mechanism available for the regular assessment of all the teacher educators by the head of the program, peers and prospective teachers***

**Performance assessment of teacher educators is formally made by the following**

HOD	YES	NO
Peers	YES	NO
Prospective Tachers	YES	NO

**The institution maintains the tools and record of the performance assessment of teacher educators by**

HOD	YES	NO
Peers	YES	NO
Prospective Tachers	YES	NO

**STANDARD 3**  
**PHYSICAL INFRASTRUCTURE, ACADEMIC FACILITIES AND LEARNING RESOURCES**  
*The program is provided with adequate and necessary facilities infrastructure and learning resources to prepare teachers following the prescribed curriculum and providing opportunities for supervised teaching practice and through linkages with the school systems and community.*

**Element: 3.1**

**Facilities**

(The institution offering the program has facilities that ensure a safe, healthy and academic environment)

**Indicator: 3.1.1**

***The institution is located in an independent building or buildings.***

The building is exclusively used for institutions academic programs	YES	No
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**Indicator: 3.1.2**

***The institution is located in a hazard free environment.***

The building(s) are free from all types of hazards (road traffic, smoke, dust odors etc)	YES	No
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**Indicator: 3.1.3**

***The building/buildings where the program is offered is/are well designed, well constructed, and safe.***

The building is seismic proof.	YES	NO
The buildings have proper entrance and exit points (clearly indicated, large enough and safe).	YES	NO
All buildings and passages are properly labeled with displayed guidance maps and signs.	YES	NO
Safe and proper area for parking for students, staff and visitors (including delivery parking area).	YES	NO
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).	YES	NO
Lawns and landscaping are maintained throughout the premises (no overgrowth or rubbish).	YES	NO
The facilities and accesses for people with special needs are properly marked and maintained.	YES	NO
There is committee room	YES	NO
Committee room is furnished	YES	NO

There is staff room/ faculty lounge	YES	No
It is furnished	YES	No
There is a staff administration block / office(s).	YES	No
These are furnished	YES	No
There is a separate and independent office for the head of the institution	YES	No
It is furnished	YES	No
There is a separate block of offices for senior faculty.	YES	No
It is are furnished	YES	No
There are shared offices for junior faculty	YES	No
These are furnished	YES	No
There are appropriate arrangements for emergency exits.	YES	No
The electric wirings are safe and standard for the use of the electric equipment in the institution.	YES	No
There is a safe and functional drainage system.	YES	No
The gas connections and appliances are properly fixed.	YES	No
Chemicals and lab equipment are stored safely when not in use.	YES	No
There are functional fire extinguishers in adequate numbers throughout the premises (at least within one minute reach from any point in the building).	YES	No

**Indicator: 3.1.4**  
***The building caters for the need of special people***

There are ramps and / or lifts and parking available to cater for people with special needs.	YES	No
Pavement and walking paths are wide enough for wheel chairs and walking aids (or appropriate alternative routes are available).	YES	No

**Indicator: 3.1.5**  
***There is an adequate number of classrooms, lecture theaters and laboratories to accommodate the number of courses offered.***

Total enrollment of the institution.....

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

Total number of the class rooms / teaching places in the institutions.....

Name and number the laboratories in the institution

Name of the Laborator	Number

The Laboratory has sufficient equipment to accommodate a group of 20 students for each practical	YES	No
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**Indicator: 3.1.6**

***Classrooms, lecture theaters and laboratories are of adequate size to accommodate the expected number of prospective teachers.***

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The normal size of class rooms/ teaching palaces is adequate (575-600 Sqfts) to accommodate 45 students	YES	No
There are seats for all students in the classroom.	YES	No
The number of seats in the classroom permits students to move freely about the class.	YES	No
The seats available are properly maintained.	YES	No

**Indicator: 3.1.7**

***Classrooms and laboratories are equipped with the facilities and equipment required for the courses hosted there.***

---

The Laboratory has sufficient equipment to accommodate a group of 20 students for each practical	YES	NO
Adequate facilities (multimedia, OHP, smart board) of IT are available on demand.	YES	NO
Proper shelving and storage facilities are available in the laboratories.	YES	NO
There is at least one computer per group of two students in the laboratory.	YES	NO
Internet facility with 1mb access rate is available in the lab.	YES	NO
Multimedia facility is available in the program	YES	NO
Writing boards with clear surface are visible to all students in each teaching place.	YES	NO
Lights fitted in all teaching places are functional.	YES	NO
Appropriate paint and repair of walls.	YES	NO
Appropriate maintenance and repair of windows.	YES	NO
Appropriate maintenance and repair of doors.	YES	NO
Appropriate maintenance and repair of floor.	YES	NO
Appropriate maintenance and repair of roof.	YES	NO

**Indicator: 3.1.8**

***Enough space is allocated in the institution for leisure, artistic and physical activities***

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There are well maintained spaces for physical activities , out door games.	YES	No
There is specific area available / marked for regular prayers.	YES	No

**Element: 3.2**  
**Library**  
 (The institution that hosts the program has an accessible and well-equipped library.)

**Indicator: 3.2.1**  
*The library is strategically located to be accessible to all teacher educators and prospective teachers*

The library is easily accessible from all location of the institutions.	YES	NO
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**Indicator: 3.2.2**  
*The library is functionally designed.*

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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**Indicator: 3.2.3**  
*The library is managed by an adequate number of qualified, trained and professional staff.*

The Institution has provided the following information according to NACTE Template for Documents in Doc 20 and 29? Mark accordingly.

20.2	List of available support services	YES	No
20.10	Profile of available library staff	YES	No
29.4.b	Non teaching staff support services	YES	No
29.4.c	Non teaching Staff library	YES	No

The library is managed by sufficient n number of qualified, trained and professional staff	YES	No
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**Indicator: 3.2.4**  
*The library is furnished with well designed furniture, proper storage, shelving and electronic equipment.*

<i>The shelves in the library are properly designed (adjustable, sturdy, well-balanced) for adequate and proper storage</i>	YES	No
Standard furniture (reading tables and chairs, magazine and news paper rakes/display, bulletin board etc.) is available to accommodate the at least 25% population of the readers	YES	No
The facilities for electronic equipment like computers, printers, photocopy etc. are available and functional.	YES	No

**Indicator: 3.2.5**

***The library comprises of various types of information sources (i.e. print, non-print, electronic and digital materials)***

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**Indicator: 3.2.6**

***The national documents on teacher education are available in the library (e.g. program curriculum and national professional standards for teachers in Pakistan)***

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**Indicator: 3.2.7**

***There is evidence that the library is regularly updated***

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The Institution has provided the following information according to NACTE Template for Documents in Doc 25? Mark accordingly.

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

Are you satisfied with the up gradation of the library	YES	No
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**Indicator: 3.2.8**

***The library collection includes all the recommended books mentioned in the syllabus/ curriculum document of the program***

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**Element: 3.3****Orientation and support**

(The program provides prospective teachers with the necessary opportunities to learn from the teacher educators, and cooperative teachers as they put into action their newly acquired competencies.)

**Indicator: 3.3.1**

***The program is associated with the number of schools necessary for all prospective teachers to practice / do internship.***

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The Institution has provided the following information according to NACTE Template for Documents in Doc 13? Mark accordingly.

13.6	Placement record of prospective teachers and supervisors.....	YES	No
13.8	Name and available section.....	YES	No
13.9	List of prospective teachers allotted to each cooperative school in.....	YES	No

Do you think the numbers of schools and available classes / sections there in, are adequate enough to accommodate all prospective teachers of the program for teaching practice	YES	No
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***Indicator: 3.3.2***

***A follow-up file is kept of all prospective teachers in internship / teaching practice.***

The institution maintains updated follow up file(s) of all prospective teachers engaged in teaching practice / internship	YES	No
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***Indicator: 3.3.3***

***There is a program follow-up team to monitor all program activities concerning the prospective teachers.***

Is there any team (personnel) responsible to monitor the academic activities of the program like classroom teaching, class test, seminars co-curricular activities and examination	YES	No
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**STANDARD 4  
HUMAN RESOURCES**

*The institution maintains, develops and supports experienced leadership, qualified teacher educators and competent support staff to conduct the program through an inbuilt staff development mechanism*

**Element: 4.1  
Recruitment**  
(The program recruits the necessary personnel through transparent procedures and criteria)

**Indicator: 4.1.1**  
*There is a formal appointment/placement policy for teacher educators.*

Policy (document) for recruitment of teacher educator is available	YES	NO
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**Indicator: 4.1.2**  
The institution recommends the required number of positions.

The schedule of new expenditure (SNE) for creation of required number of posts is available.	YES	NO
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**Indicator: 4.1.3**  
*There is evidence for recruitment of the necessary number of specialized and professional teacher educators*

The Institution has provided the following information according to NACTE Template for Documents in Doc29? Mark accordingly.

29.1	Recruitment policy for teaching, non-teaching and library staff.	YES	No
29.4a	Criteria for selection / recruitment of teaching, non-teaching and library staff	YES	No
29.7	Record of the recruited personnel (all categories)	YES	No

**Evaluate and mark the relevant.**

The institution has recruited the sufficient number of specialized and professional teacher educators	YES	No
The institution has recruited the sufficient number of non-teaching staff.	YES	No
The institution has recruited the sufficient number of library staff.	YES	No

**Indicator: 4.1.4**

***The profile of recruited teacher educators available fits with the courses offered by the program***

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The Institution has provided the following information according to NACTE Template for Documents in Doc 3 and Doc 29? Mark accordingly.

3.2	List of compulsory, elective and optional courses	YES	No
3.3	Out line of each course	YES	No
29.4a	Selection / recruitment criteria of teaching staff	YES	No
29.7	Record of the recruited personnel	YES	No
29.9	Complete Profile of all Teacher Educators and academic staff.	YES	No

The qualifications of the teacher educators are compatible with the course, they teach.	YES	No
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**Indicator: 4.1.5**

***The necessary number of support staff is recruited***

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The Institution has provided the following information according to NACTE Template for Documents in Doc 11? Mark accordingly. **11.5b and 11.6b**

11.5 & 11.6	Total number of sanctioned posts with dates.	YES	No
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All the sanction posts of the support staff are filled.	YES	NO
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**Indicator: 4.1.6**

***There is evidence that recruitment procedures were conducted in a transparent manner following notified criteria***

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The following documents are available with the institution. (not applicable to the Public sector Colleges)

Copy of the advertisement and recruitment criteria.	YES	NO
Complete record of the applicants.	YES	NO
Short Listing criteria if made.	YES	NO
Approved minutes of the selection board meeting.	YES	NO

**Indicator: 4.1.7**

***There is evidence that the selection and posting of the head of the program/ institution hosting the program followed procedures that were conducted in a transparent manner following notified criteria.***

Official Criteria for the recruitment / posting of HoD is available.	YES	NO
Posting Notification indicating that official criteria is observed for the posting / notification of HoD in the institution	YES	NO

**Element: 4.2**

**Professional conduct**

(The teacher educators and support-staff follow professional ethics in their behavior.)

**Indicator: 4.2.1**

***A written professional code of ethics is available.***

Institution has written professional code of ethic for

Teacher Educators	YES	NO
Support Staff	YES	NO

**Indicator: 4.2.2**

***There is evidence that there is follow-up to the teacher educator and support staff's observance of the professional code of conduct and ethics.***

Do the teacher educators observe

Code of conduct	YES	NO
Code of Ethics	YES	NO

Does Program ensure observance code of conduct by

teacher educators	YES	NO
Support Staff	YES	NO

If **YES** describe the mechanism briefly for

Teacher Educators

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Support Staff

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What steps are taken by the program who does not comply with the code of conduct?

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**Element: 4.3**  
**Professional development**  
 (The teacher educators and support-staff take advantage of the opportunities provided by the program of institution for professional development.)

**Indicator: 4.3.1**  
*The program has a documented teacher educators' professional development process based on justified priorities.*

The Institution has provided complete information according to NACTE Template for Documents in Doc 17?	YES	No
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Does your institution follow a CPD program for teacher educators	YES	No
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If YES , Describe how far the CDP program is based on professional and justified priorities?

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**Indicator: 4.3.2**

***The support staff demonstrates knowledge and skills of recent trends and allied resources in their field.***

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Does your institution comply with the recent trends like

Fax Machine	YES	NO
Photocopier	YES	NO
Computer (basic software)	YES	NO
Internet	YES	NO

The staff is trained enough to handle and maintain the following

Fax Machine	YES	NO
Photocopier	YES	NO
Computer (basic software)	YES	NO
Internet	YES	NO

**Indicator: 4.3.3**

***The teacher educators demonstrate competence and knowledge of recent educational trends, and resources in teaching.***

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What are the recent trends in teacher education being followed by your faculty?

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Enlist teaching leaning resources, the faculty have recently used?

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**Indicator: 4.3.4**

***Teacher educators participate in the professional development programs***

Does program facilitate / support its faculty to participate in professional development programs	YES	NO
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If **YES**, enter the name of the teacher educators and programs they have participated

Name of the Teacher Educator	Professional Development Program	Date	
		From	To

**Element: 4.4**

**Work load of teacher educator and support staff**

(Teacher educators and support staff follow a clear policy for the distribution of work load)

**Indicator: 4.4.1**

***The program implements a policy for the distribution of workload for different ranks (including teaching, supervision of practice teaching and research) that has been notified and made available by the competent authority.***

Do you have notified workload / distribution policy for the followings

Teacher Educators	YES	No
Support Staff	YES	No

Give the description of the workload policy /distribution for different ranks of the following

Teacher Educators

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Support Staff

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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

**Indicator: 4.4.2**

***Workload of teacher educators allocates time for planning of instruction, supervision, practice teaching, research and participation in community outreach.***

The Institution has provided the following information according to NACTE Template for Documents in Doc. 2, 13 & 29? Mark accordingly.

2.5	Course Wise time table of the teachers for current year / semester	YES	No
13.6	Record of the placement of the prospective teachers and supervisors in the cooperative schools	YES	No
29.8	Workload policy for teacher educators, HoD and support staff	YES	No

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

**Indicator: 4.4.3**

***A prescribed prospective teacher-teacher educator ratio is consistently followed for all program related activities.***

What is the student teacher ratio for the following

Activities	Ratio
Classroom teaching	
Lab work	
Teaching Practice	
Research	
Any other	

**Element: 4.5**  
**Incentives for Retention**  
 (A clear incentive system is devised and executed to enhance retention of teacher educators and support staff)

***Indicator: 4.5.1***

***The program has developed and documented its performance based merit system and career path.***

Does the institution have the documented HR policy for the promotion and selection of the following

Teacher Educators	YES	No
Support Staff	YES	No

Does the program has a documented career development policy

Teacher Educators	YES	No
Support Staff	YES	No

***Indicator: 4.5.2***

***The program implements an incentive-based strategy to foster retention of qualified teacher educators.***

Does your program provides incentives to retain teacher educators	YES	No
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Describe the type of incentives provide by the program?

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**Indicator: 4.5.3**

***There is an accurate registry of teacher educators and staff awarded and rewarded with incentives and professional development opportunities.***

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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

**Indicator: 4.5.4**

***There is evidence that incentives are provided to support staff involved in additional work***

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

Name of Support Staff	Incentives

**STANDARD 5**  
**FINANCE AND MANAGEMENT**  
*There is a transparent, competent and strategic management of administrative and financial matters of the program and its host institutions*

**Element: 5.1**  
**Budget of the program**  
 (The Program manages its budget transparently and accrues independent funds when possible)

**Indicator: 5.1.1**  
*There is evidence of accurate and timely dissemination of information regarding funding opportunities for different types of programs (e.g. research, maintenance and staff development)*

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Have you provided the information regarding funding opportunities in Doc. 26 (NACTE Templates for Document) for the following

Funding for	YES	No
Research	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance	<input type="checkbox"/>	<input type="checkbox"/>
Staff Dev.	<input type="checkbox"/>	<input type="checkbox"/>
Prog. Dev.	<input type="checkbox"/>	<input type="checkbox"/>
Others	<input type="checkbox"/>	<input type="checkbox"/>
You have also attached copies of above mentioned Letters/ notices for evidence as Annex-1, Doc. 26	<input type="checkbox"/>	<input type="checkbox"/>

Does the program have provision of funding for the following.

Funding for	YES	No
Research	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance	<input type="checkbox"/>	<input type="checkbox"/>
Staff Dev.	<input type="checkbox"/>	<input type="checkbox"/>
Prog. Dev.	<input type="checkbox"/>	<input type="checkbox"/>

Others		
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**Indicator: 5.1.2**

***The program maintains its budget transparently abiding by the financial rules and following standard procedures.***

The Institution has provided the following information according to NACTE Template for Documents in Doc 11? Mark accordingly.

11.1	Copy of the head wise budget and expenditures for the present and previous one year	YES	No
11.2	Copies of the two processed purchase cases; one having quotations and other without quotations	YES	No
11.3	Copy of the reconciliation record of accounts.	YES	No
11.4	Copies of two latest audit reports.	YES	No
11.5 & 6	Total Number of the sanctioned posts with dates	YES	No
16.4	Purchase rules.	YES	No
16.5	Financial rules.	YES	No

Do you feel the financial and purchase rules facilitate financial functioning and ensure the transparency ? justify your answer with at least one specific example

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**Indicator: 5.1.3**

***There is evidence that efforts have been made to accrue funds for the development of teacher educators and support staff.***

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Mark the evidence below, for the efforts made by the institution, to procure funds for development of teacher educators and support staff.

[The NACTE Evaluators will ask for the evidence on their visit. (Evidence may include letters sent, proposals / concept papers / working papers, minutes of the meeting with officials, signed MOU or any other)]

<b>Evidence</b>	<b>Teacher Educator</b>	<b>Support Staff</b>
Letter Sent		
Proposals		
Concept Papers		
Minutes of meetings		
MoUs		
Others (specfy)		

**Indicator: 5.1.4**

***There is evidence that efforts have been made to accrue funds to conduct and disseminate research.***

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Mark the evidence below, for the efforts made by the institution, to procure funds for the conduct and dissemination of the research.

[The NACTE Evaluators will ask for the evidence on their visit. (Evidence may include letters sent, proposals / concept papers / working papers, minutes of the meeting with officials, signed MOU or any other)]

<b>Evidence</b>	<b>Conduct of research</b>	<b>Dissemination of Research</b>
Letter Sent		
Proposals		
Concept Papers		
Minutes of meetings		
MoUs		
Others (specfy)		

**Indicator: 5.1.5**

***There is evidence that efforts have been made to accrue funds for outreach programs.***

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Mark the evidence below, for the efforts made by the institution, to procure funds for outreach program..

[The NACTE Evaluators will ask for the evidence on their visit. (Evidence may include letters sent, proposals / concept papers / working papers, minutes of the meeting with officials, signed MOU or any other)]

<b>Evidence</b>	<b>Name of Out reach program</b>
Letter Sent	
Proposals	
Concept Papers	
Minutes of meetings	
MoUs	
Others (specfy)	

**Indicator: 5.1.6**

***A separate and regular budget is allocated for the updating and maintenance of library, laboratory and other resources.***

Do you have regular budgets for the following?

Update and maintenance of library	YES	No
Laboratories	YES	No
Other resources	YES	No

**Element: 5.2**

**Management**

(The program is effectively and efficiently managed.)

**Indicator: 5.2.1**

***The program maintains written policies and procedures for its internal management and operational activities.***

Does the program have written management policies and procedures?	YES	No
<b>IF yes</b>		
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

Enlist any two latest updates made in management policies and procedures with dates?

<b>New Amendments</b>	<b>Date of incorporation</b>

**Indicator: 5.2.2**

***The program has a set of rules and regulation regarding all academics and administrative matters under its jurisdiction***

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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

**Indicator: 5.2.3**

***All academic and administrative matters of the program are managed through notified boards or committees.***

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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

**Indicator: 5.2.4**

***The program monitors the adherence of its members to the policies, procedures, rules and regulations***

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Does the program follows any mechanism to peruse / monitor the adherence of its members to the policies, rules and regulation?	YES	NO
If <b>YES</b> , 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

**Indicator: 5.2.5**

***The program has a document that clearly defines the roles and functions of staff and teacher educators.***

---

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



**Indicator: 5.2.8**

***The annual calendar of the program is disseminated and available to all the stakeholders.***

Does program has an annual calendar.	YES	NO
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If Yes describe how activity calendar is disseminated to staff, students and other stakeholders.

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**Indicator: 5.2.9**

***The program follows an admission policy and clear pre-requisites.***

The Institution has provided the following information according to NACTE Template for Documents in Doc 18? Mark accordingly.

18.1	Copy of the document on admission policy.	YES	No
18.2	Copy of program prospectus and admission advertisement	YES	No
18.3	Admission Procedure.	YES	No
18.4	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

How the program ensures the transparency in admission policies and procedures?

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**Indicator: 5.2.10**

***There is evidence that orientation about the program and institution is provided to the entering prospective teachers.***

Do you organize and orientation of the prospective teachers about the institution and program?	YES	No
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If YES

Mention the aspects of the program and institution about which orientation is provided

S#	Program Aspects	Institution Aspects
1		
2		
3		
4		
5		

**Indicator: 5.2.11**

***The class size and prospective teachers grouping for all academic activities (e.g. classes, research, practice teaching) are well defined.***

The Institution has provided the following information according to NACTE Template for Documents in Doc.8, 13, & 19? Mark accordingly.

8.5	List of teacher educators supervising student research (thesis.)	YES	No
13.5	Number of practice and model lessons required in the defined period of teaching practice.	YES	No
13.6	Record of placement of prospective teachers and supervisors in cooperative schools.	YES	No
19.1	Number and titles of the required courses	YES	No
9.1	Total number of students enrolled in the program	YES	No
9.1	Number of sections for compulsory courses	YES	No
9.2	Courses and section wise enrollment of at least two compulsory and two elective courses.	YES	No

**Provide Student Teacher Ratio for the following**

- i) Compulsory courses..... iii) Elective courses.....
- ii) Teaching Practice..... iv) Practical.....
- v) Research..... vi)Tutorials .....

**Indicator: 5.2.12**

***The graduation and certification requirements of the program are well-defined, clearly stated and documented.***

The Institution has provided the following information according to NACTE Template for Documents in Doc 19? Mark accordingly.

19.1	Number and titles of the required courses	YES	No
19.2	Minimum required credit hours	YES	No
19.3	Attendance requirements:	YES	No
19.4	Required aggregate score / Cumulative Grade Point Average	YES	No
19.5	Have marked the option in the template.	YES	No
19.6	Have marked the option in the template.	YES	No
19.7	Have marked the option in the template.	YES	No
19.8	Have marked the option in the template.	YES	No
19.9	Description of how these pre- requisites are ensured and by whom.	YES	No

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

Clearly stated certification requirements of the program	YES	No
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**Indicator: 5.2.13**

***The institution has procedures to verify that the graduating teachers have met the requirements for certification.***

The Institution has provided the following information according to NACTE Template for Documents in Doc.6?

6.11	Program results of the previous year containing the Copy of the letter(s)/ document(s) by the institution, addressed to the concerned authorities, certifying that passing out prospective teachers have met all the degree requirements.	YES	No
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Describe how the institution ensures that graduating teachers have met the requirements for certification.?

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**Element: 5.3**  
**Retention of prospective teachers**  
 (The program provides an environment and instruction that retains competent prospective teachers.)

**Indicator: 5.3.1**  
***The program keeps records of enrolment, promotion and retention.***

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

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

**Indicator: 5.3.2**  
***The program keeps records of drop-out rates and reasons for drop-out.***

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

Documented record of the reason of prospective teachers drop out is available with the program	YES	NO
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**Indicator: 5.3.3**  
***The program develop yearly plan to minimize drop-out rate.***

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The Institution has provided the following information according to NACTE Template for Documents in Doc 12? Mark accordingly.

12.4	Number of prospective teachers enrolled and passed in the last three years	YES	No
12.5	Known causes of drop outs.	YES	No
12.6	Plan to reduce the drop outs	YES	No

**Indicator: 5.3.4**  
***There is evidence of the implementation of incentives.***

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Does the management provides incentives for the retention of prospective teachers?	YES	NO
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If Yes above

What type of incentives are provided to retain prospective teachers. Like financial, educational etc.

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What is nature of the incentives for the retention of the prospective teachers Like formal, consistent etc.

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The institution is in a position to provide evidence that incentives are provided to the prospective teachers	YES	NO
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**Indicator: 5.3.5**

***The institution plans and implements an effective program of prospective teachers' support service, including co-curricular activities.***

The Institution has provided the following information according to NACTE Template for Documents in Doc 20? Mark accordingly.

20.1	List of required support services.	YES	No
20.2	List of available support services.	YES	No
20.3	Funding sources for support services.	YES	No
20.4	Budget provisions for each support service (if any).	YES	No
20.5	Utilization report of the budget for each service.	YES	No
20.6	Required qualification of the professionals for managing the support services.	YES	No
20.7	Required qualification of the support staff for managing the support services.	YES	No
20.8	Profile of the available professionals and support staff for the services.	YES	No
20.9	list of individuals availing/ availed each support service	YES	No
20.10	Profile of the available library staff	YES	No

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



20.7	Required qualification of the support staff for managing the support services.	YES	No
20.8	Profile of the available professionals and support staff for the services.	YES	No

Support services are managed by professional and qualified staff	YES	To some extent	NO
separate budget is available for each support service	Yes separate for each of support services	not separate budget	no budget
budget is adequate.	YES		NO
proper record of expenditure is available for audit.	YES		NO

***Indicator: 5.3.8***

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Does your institution provide need base scholarships to the prospective teachers...	YES	NO
IF yes above the institution is in a position to provide the following to the NACTE evaluators on their visit.		
Record or list of the prospective teachers is available who has been provided the need based scholarship	YES	NO
Record or list of the prospective teachers is available who has been provided the merit scholarship	YES	NO

***Indicator: 5.3.9***

***The program provides remedial and counseling service to perspective teachers***

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

**STANDARD 6**  
**RESEARCH AND SCHOLARSHIP**  
*The program facilitates its teacher educators and prospective teachers to undertake research, at the individual and institutional level, to promote the educational process*

**Element: 6.1**  
**Program’s Research and Knowledge Generation Plan**  
 (The program has a knowledge generation/ research plan that cover a wide range of relevant local, national and international issues.)

**Indicators: 6.1.1**

***There is evidence that the program develops and executes a research plan***

The Institution has provided the following information according to NACTE Template for Documents in Doc. 7 & 8. Mark accordingly.

7.1	Program’s and institution’s vision on research	YES	No
7.2	Research, publication and dissemination policy of the program / institution.	YES	No
7.3	Following information on overall research plan		
3a	National and local priority issues of research	YES	No
3b	Priority issues of research on teacher education and the institution	YES	No
3c	Justification, relevance and significance of the priority issues	YES	No
3d	Research plans of the proposed researches	YES	No
3e	Schedule of proposed and ongoing researches.	YES	No
8.1	Classified List of the completed research	YES	No
8.2	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
	• Budget plans	YES	No

**Indicator: 6.1.2**

***The planning and conduct of research is in consonance with local and national priorities.***

Same information is required as for the previous indicator 6.1.1 (Only for NACTE use)

How the local and national priorities to plan and conduct research are decided?

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**Indicator: 6.2.3**

***There is evidence that efforts are made to use research findings and results to improve teaching and learning.***

**The previous data on indictor #6.2.2 can also be used for analysis (for NACTE use only)**

The Institution has provided the following information according to NACTE Template for Documents in Doc. 7 & 8. Mark accordingly

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

**Indicator: 6.2.4**

***The program follows a consistent policy of knowledge generation by developing academic activities and instructional materials.***

The Institution has provided the following information according to NACTE Template for Documents in Doc. 22.1, 22.2, 22.3, 22.4 & 8. Mark accordingly

8.3 a	Findings related to teacher education.	YES	No
8.3 b	Recommendations to improve the teaching and learning process.	YES	No
8.3 c	Recommendations that are being used by the program to improve educational quality	YES	No
22.1	Learning modules.	YES	No
22.2	Teaching Kits, Manuals and planners.	YES	No
22.3	Magazines journals and newsletter.	YES	No
22.4	Report of any activity/ activities conducted with clear objective of generating knowledge among teacher educators and prospective teachers	YES	No

**Indicator: 6.2.5**

***The program shares experiences and services with concerned institutions***

How does the programs shares its service with other institutions?

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How does the programs shares its research experiences with other institutions?

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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
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

**STANDARD 7**  
**COMMUNITY LINKS AND OUTREACH**  
*The institution has link and interacts with its community to mutually support each other to develop and strengthen an equitable society*

**Element: 7.1**

**Linkages with the community**

(The program sustains a constant dialogue with the community for mutual benefit and support)

**Indicator: 7.1.1**

***The institution has developed a well thought out plan of extension projects based on social needs and educational issues of the community.***

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Has your institution executed any extension / community cooperation plan	YES	No
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***If 'No' move to indicator # 7.1.3***

The Institution has provided the following information according to NACTE Template for Documents in Doc. 23. Mark accordingly

23.1	Record / file containing need analysis report(s) on educational issues and social needs of community.	YES	No
23.2	Description of one/ two executed extension plans for community development and outreach in last two years with	YES	No
23.2a	identified objectives	YES	No
23.2b	strategies and	YES	No
23.2c	outcomes	YES	No

**Indicator: 7.1.2**

***There are activates in the program where community members participate in the planning and implementation of projects (e.g. school community development plans, capacity building of teachers).***

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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



**Element: 7.2**  
**Supporting and equitable and fair community**  
 (The program takes measures to assure that its treatment is fair, equitable and supportive to members of society.)

**Indicator: 7.2.1**  
*The institution follows clearly defined policies and procedures regarding gender issues for the selection, promotion, retention and other matters that affect teacher educators, staff and prospective teachers.*

Does the institution has a clearly define gender policy	YES	No
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If No skip to indicator 7.2.2

If YES to what extent this gender policy is followed	Fully	partially	Nil
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The institution is in a position to provide the following to the NACTE evaluators on their visit.

Document or other printed evidences indicating that a gender equity policy is being followed (e.g., advertisement for different positions in the institution, prospectus, rules and regulations relating to gender equity)	YES	No
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**Indicator: 7.2.2**  
*The program is conducted in a conducive, open, and harmonious environment, free of discrimination.*

How far the program environment is conducive, open and harmonious and free of discrimination	YES	NO
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Is institution in a position to provide solid evidence in this regard to the NACTE evaluators	YES	NO
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