**Document/ General Inventory**

Pg. 1 of 8

| **No.** | **Document / Record** | **Available****a)** | **Not Available****b)** |
| --- | --- | --- | --- |
| 1 | In\_D\_39Follow up file(s) or record of follow up of the prospective teachers during teaching practice for the past 2 years (except in MEd programs) (File may contain guidance and feedback, mentoring and monitoring of teaching practices by supervisors and compliance by prospective teachers). |  |  |
| 2 | In\_D\_40Follow up file(s) or record of follow up of the prospective teachers during internship for the past 2 years (where internship is available) (File may contain guidance and feedback, mentoring and supervisors and compliance by prospective teachers.)  |  |  |
| 3 | In\_D\_41Policy document for recruitment of Teacher Educators is available. |  |  |
| 4 | In\_D\_42AThe schedule of new expenditure (SNE) as evidence to show that institutions have included the new positions for **teaching staff**. |  |  |
| 5 | In\_D\_42BThe schedule of new expenditure (SNE) as evidence to show that institutions have included the new positions for **non-teaching staff**. |  |  |
| 6 | In\_D\_46AA copy of notified recruitment criteria. |  |  |
| 7 | In\_D\_46BCopy of procedures for advertisement, short-listing, minutes of the selection board approved by competent authority for teaching staff. |  |  |
| 8 | In\_D\_46CCopy of procedures for advertisement, short-listing, minutes of the selection board approved by competent authority for non-teaching staff. |  |  |
| 9 | In\_D\_47AEither the advertisement of the position or the written recruitment criteria for the recruitment of the HOD (or in case of public colleges verify that the selection was made by the Public Service Commission). |  |  |
| 10 | In\_D\_47BNotification to the HOD by the Selection Board of assignment to the post after recruitment procedure (or notification by the Public Selection Commission in the case of public colleges). |  |  |
| 11 | In\_D\_48ABooklet of professional code of ethics of teacher educators. |  |  |

Pg. 2 of 8

**The institution will show the following documents to NACTE Evaluators at the time of Accreditation visit. Check each and mark in the list.**

**Document/General Inventory**

| **No.** | **Document / Record** | **Available****a)** | **Not Available****b)** |
| --- | --- | --- | --- |
| 12 | In\_D\_48BCode of ethics/ of staff |  |  |
| 13 | In\_D\_49A written document containing details of professional development process of teacher educators. |  |  |
| 14 | In\_D\_50ANotified workload policy for teacher educators. |  |  |
| 15 | In\_D\_50BNotified workload policy for staff. |  |  |
| 16 | In\_D\_52Record of incentives provided to the teacher educators in the last two years (medals, certificates, nominations in professional development programs, etc.) |  |  |
| 17 | In\_D\_55ALetters or e-mails to the concerned authorities requesting funds for research and its dissemination. |  |  |
| 18 | In\_D\_55BMinutes of the meeting having agenda for planning, conducting and disseminating of research or requesting for funds. |  |  |
| 19 | In\_D\_55CResearch proposals / concept notes submitted to different agencies. |  |  |
| 20 | In\_D\_56ALetters or e-mails to the concerned requesting funds for outreach programs. |  |  |
| 21 | In\_D\_56BMinutes of the meeting having agenda for planning of outreach project or requesting for funds.  |  |  |
| 22 | In\_D\_56CProposal / concept notes submitted to the agencies. |  |  |
| 23 | In\_D\_57ACopy of the annual budget of the last two years. |  |  |
| 24 | In\_D\_57BSeparate budget for updating and maintenance of library. |  |  |
| 25 | In\_D\_57CSeparate budget for laboratories. |  |  |
| 26 | In\_D\_57DSeparate budget for other resources. |  |  |
| 27 | In\_D\_58Written document containing policies and procedures for internal management and operational activities of the program (operational activities are practical activities related to implementation of a program/project)  |  |  |
| 28 | In\_D\_65ASet of rules and regulations for all academic matters. |  |  |

Pg. 3 of 8

Pg. 4 of 8

| **No.** | **Document / Record** | **Available****a)** | **Not Available****b)** |
| --- | --- | --- | --- |
| 29 | In\_D\_65BSet of rules and regulations for all administrative matters. |  |  |
| 30 | In\_D\_59AList of notified boards and committees. |  |  |
| 31 | In\_D\_59BNotifications of the listed boards and committees. |  |  |
| 32 | In\_D\_59CMinutes of the meetings of the listed boards and committees for all academic matters. |  |  |
| 33 | In\_D\_59DMinutes of the meeting of the listed boards and committees for administrative matters. |  |  |
| 34 | In\_D\_60APolicy document to monitor the adherence of its members to the policies, procedures, rules and regulations. |  |  |
| 35 | In\_D\_60BRecord of actions taken by management in line with the above policy document. |  |  |
| 36 | In\_D\_61AWritten job description and job specification of the teacher educators approved by competent authority. |  |  |
| 37 | In\_D\_62BWritten job description and job specification of the staff approved by competent authority. |  |  |
| 38 | In\_D\_63Annual calendar of the program. |  |  |
| 39 | In\_D\_64AVisitors’ book. |  |  |
| 40 | In\_D\_64BA list of the professionals from the community invited to support and improve specific components of program. |  |  |
| 41 | In\_D\_67ADocumented evidence of the community’s participation in the planning of any project / activity of the institution during the last two years. |  |  |
| 42 | In\_D\_67BEvidence of the community participation in the implementation and monitoring of any project / activity of the institution during the last two years. |  |  |
| 43 | In\_D\_68Document or other printed evidence 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). |  |  |

Pg. 5 of 8

| **No.** | **Document / Record** | **Available****a)** | **Not Available****b)** |
| --- | --- | --- | --- |
| 44 | In\_D\_69ADocuments showing composition of the Board of Studies. |  |  |
| 45 | In\_D\_69BNotification from the competent authority (e.g. Vice-chancellor) to the members of the Board of Studies regarding the composition of the Board. |  |  |
| 46 | In\_D\_71Copy of the notification by curriculum approval body. |  |  |
| 47 | In\_D\_72AAgenda / minutes of the last three meetings of the Board of Studies indicating curriculum revision / improvement. |  |  |
| 48 | In\_D\_72BCopies of the recommended revisions in curriculum made in the last three meetings of the Board of Studies. |  |  |
| 49 | In\_D\_72CCopy of the research report on which the curriculum changes / revisions were based. |  |  |
| 50 | In\_D\_31Copy of document, notification or advertisement employed to disseminate and share the updating of the curriculum with the concerned Teacher Education Institutions. |  |  |
| 51 | In\_D\_75ADocumented description of the program or curriculum document. |  |  |
| 52 | In\_D\_80ATools (checklist, feedback forms, etc.) / written mechanisms to assess the teaching of the prospective teachers during teaching practice. |  |  |
| 53 | In\_D\_80BTools / written mechanisms to assess conduct of the prospective teachers during teaching practice. |  |  |
| 54 | In\_D\_80CDocumented evidence for the use of said tools / mechanisms (record of the feedback). |  |  |
| 55 | In\_D\_81ATools used by the teacher educators for the monitoring of the assessment system. |  |  |
| 56 | In\_D\_81BTools used by the other stakeholders for the monitoring of the assessment system. |  |  |
| 57 | In\_D\_81CFeedback data / monitoring reports by teacher educators / stakeholders for revision and improvement of the assessment system. |  |  |
| 58 | In\_D\_82AMultiple tools used for evaluation of the assessment system. |  |  |

Pg. 6 of 8

| **No.** | **Document / Record** | **Available****a)** | **Not Available****b)** |
| --- | --- | --- | --- |
| 59 | In\_D\_82BProgram assessment data gathered at various transition points.  |  |  |
| 60 | In\_D\_83Material used for the dissemination program assessment results to the concerned (prospective teachers, teacher educators and support staff). |  |  |
| 61 | In\_D\_84Evidence of efforts made to accrue funds for development of **teacher educators and staff** (this may include letters sent, proposals or concept papers, minutes of the meetings with officials, signed MOU or others). |  |  |
| 62 | In\_D\_85Any document containing a description of the assessment and evaluation system of the program.  |  |  |
| 63 | In\_D\_87Record / documented evidence of incentives provided to the support staff for additional work. |  |  |
| 64 | In\_D\_88APrinted manual for teaching practice. |  |  |
| 65 | In\_D\_88BPrinted manual for internship. |  |  |
| 66 | In\_D\_88CPrinted lesson planners. |  |  |
| 67 | In\_D\_89ATools of assessment for prospective teachers of last two years are available. |  |  |
| 68 | In\_D\_90ATools of assessment for teacher educators of last two years. |  |  |
| 69 | In\_D\_91ATools of assessment for support staff. |  |  |
| 70 | In\_D\_89BDate sheets / examination schedule for prospective teachers of the last two years.  |  |  |
| 71 | In\_D\_89CAnswer books used by prospective teachers during the last two years. |  |  |
| 72 | In\_D\_89DResults of the prospective teachers’ assessment for the last two years. |  |  |
| 73 | In\_D\_90BRecord of the faculty (teacher educators) assessment. |  |  |
| 74 | In\_D\_91BRecord of the support staff assessment. |  |  |

Pg. 7 of 8

| **No.** | **Document / Record** | **Available****a)** | **Not Available****b)** |
| --- | --- | --- | --- |
| 75 | In\_D\_92ADocument on selection and promotion policy for the teacher educators or Human Resource Policy of the institute. |  |  |
| 76 | In\_D\_92BDocument on selection and promotion policy for support staff. |  |  |
| 77 | In\_D\_93AProspective teachers’ enrollment for the last five years. |  |  |
| 78 | In\_D\_93BRecord of the final (summative) examination of prospective teachers of last five sessions of the program. |  |  |
| 79 | In\_D\_93CDropout record of the prospective teachers for the last five years. |  |  |
| 80 | In\_D\_94Documented record of the reasons of prospective teachers dropout. |  |  |
| 81 | In\_D\_95ARecord / list of the prospective teachers who have been provided with need-based scholarship (for the last five sessions). |  |  |
| 82 | In\_D\_95BRecord / list of the prospective teachers who have been provided with merit scholarships (for the last five sessions). |  |  |
| 83 | In\_D\_96AList of the institutions with which services and research experiences are shared. |  |  |
| 84 | In\_D\_96BRecord of the activities arranged to share research experience with sister institutions. |  |  |
| 85 | In\_D\_96CRecord of the activities arranged to share services with sister institutions. |  |  |
| 86 | In\_D\_97ADocument having description of monitoring mechanism / guidelines of prospective teachers performance. |  |  |
| 87 | In\_D\_97BList of the personnel with responsibilities involved in monitoring of prospective teachers.  |  |  |
| 88 | In\_D\_97CMonitoring report of prospective teachers performance. |  |  |
| 89 | In\_D\_98AReport on analysis of the assessment data of prospective teachers. |  |  |

**Institutional Documents to be collected for Analysis**

Pg. 8 of 8

| **No.** | **Document / Record** | **Available****a)** | **Not Available****b)** |
| --- | --- | --- | --- |
| 90 | In\_D\_98BA document containing written guidelines or a plan of action for the improvement of prospective teachers’ performance. |  |  |
| 91 | In\_D\_98CPlan of action for the program effectiveness and institutional development. |  |  |
| 92 | In\_D\_99ADocument having description of monitoring mechanism / guidelines for monitoring of teacher educators. |  |  |
| 93 | In\_D\_99BList of the personnel with responsibilities involved in monitoring of the teacher educators.  |  |  |
| 94 | In\_D\_99CMonitoring report on performance of teacher educators. |  |  |
| 95 | In\_D\_100ATools for the assessment of teaching of teacher educators. |  |  |
| 96 | In\_D\_100BTools / guidelines / criteria / report on assessment of research and publications of teacher educators. |  |  |
| 97 | In\_D\_100CTools / guidelines / criteria / report on assessment of scholarly work of teacher educators.  |  |  |
| 98 | In\_D\_101ATools used for the assessment / report by HOD. |  |  |
| 99 | In\_D\_101BTools used for the assessment of teacher educators / report indicating peer assessment. |  |  |
| 100 | In\_D\_101CTools used for the assessment of teacher educators / report indicating assessment by prospective teachers. |  |  |
| 101 | In\_D\_102A copy of the National Professional Standards for Teachers in Pakistan. |  |  |
| 102 | In\_D\_78ACourse files are available with concerned teachers (mark it as available only if it includes course outlines, records of summative assessment and, either student portfolio or assessment tools. |  |  |
| 103 | In\_D\_78BUpdated class attendance registers. |  |  |
| 104 | In\_D\_79ACourse plan that includes objectives of the course, distribution of content, and evaluation criteria. |  |  |