**Document/ General Inventory**

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| **No.** | **Document / Record** | **Available**  **a)** | **Not Available**  **b)** |
| --- | --- | --- | --- |
| 1 | In\_D\_39  Follow 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\_40  Follow 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\_41  Policy document for recruitment of Teacher Educators is available. |  |  |
| 4 | In\_D\_42A  The schedule of new expenditure (SNE) as evidence to show that institutions have included the new positions for **teaching staff**. |  |  |
| 5 | In\_D\_42B  The schedule of new expenditure (SNE) as evidence to show that institutions have included the new positions for **non-teaching staff**. |  |  |
| 6 | In\_D\_46A  A copy of notified recruitment criteria. |  |  |
| 7 | In\_D\_46B  Copy of procedures for advertisement, short-listing, minutes of the selection board approved by competent authority for teaching staff. |  |  |
| 8 | In\_D\_46C  Copy of procedures for advertisement, short-listing, minutes of the selection board approved by competent authority for non-teaching staff. |  |  |
| 9 | In\_D\_47A  Either 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\_47B  Notification 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\_48A  Booklet of professional code of ethics of teacher educators. |  |  |

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**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\_48B  Code of ethics/ of staff |  |  |
| 13 | In\_D\_49  A written document containing details of professional development process of teacher educators. |  |  |
| 14 | In\_D\_50A  Notified workload policy for teacher educators. |  |  |
| 15 | In\_D\_50B  Notified workload policy for staff. |  |  |
| 16 | In\_D\_52  Record of incentives provided to the teacher educators in the last two years (medals, certificates, nominations in professional development programs, etc.) |  |  |
| 17 | In\_D\_55A  Letters or e-mails to the concerned authorities requesting funds for research and its dissemination. |  |  |
| 18 | In\_D\_55B  Minutes of the meeting having agenda for planning, conducting and disseminating of research or requesting for funds. |  |  |
| 19 | In\_D\_55C  Research proposals / concept notes submitted to different agencies. |  |  |
| 20 | In\_D\_56A  Letters or e-mails to the concerned requesting funds for outreach programs. |  |  |
| 21 | In\_D\_56B  Minutes of the meeting having agenda for planning of outreach project or requesting for funds. |  |  |
| 22 | In\_D\_56C  Proposal / concept notes submitted to the agencies. |  |  |
| 23 | In\_D\_57A  Copy of the annual budget of the last two years. |  |  |
| 24 | In\_D\_57B  Separate budget for updating and maintenance of library. |  |  |
| 25 | In\_D\_57C  Separate budget for laboratories. |  |  |
| 26 | In\_D\_57D  Separate budget for other resources. |  |  |
| 27 | In\_D\_58  Written 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\_65A  Set of rules and regulations for all academic matters. |  |  |

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| **No.** | **Document / Record** | **Available**  **a)** | **Not Available**  **b)** |
| --- | --- | --- | --- |
| 29 | In\_D\_65B  Set of rules and regulations for all administrative matters. |  |  |
| 30 | In\_D\_59A  List of notified boards and committees. |  |  |
| 31 | In\_D\_59B  Notifications of the listed boards and committees. |  |  |
| 32 | In\_D\_59C  Minutes of the meetings of the listed boards and committees for all academic matters. |  |  |
| 33 | In\_D\_59D  Minutes of the meeting of the listed boards and committees for administrative matters. |  |  |
| 34 | In\_D\_60A  Policy document to monitor the adherence of its members to the policies, procedures, rules and regulations. |  |  |
| 35 | In\_D\_60B  Record of actions taken by management in line with the above policy document. |  |  |
| 36 | In\_D\_61A  Written job description and job specification of the teacher educators approved by competent authority. |  |  |
| 37 | In\_D\_62B  Written job description and job specification of the staff approved by competent authority. |  |  |
| 38 | In\_D\_63  Annual calendar of the program. |  |  |
| 39 | In\_D\_64A  Visitors’ book. |  |  |
| 40 | In\_D\_64B  A list of the professionals from the community invited to support and improve specific components of program. |  |  |
| 41 | In\_D\_67A  Documented evidence of the community’s participation in the planning of any project / activity of the institution during the last two years. |  |  |
| 42 | In\_D\_67B  Evidence of the community participation in the implementation and monitoring of any project / activity of the institution during the last two years. |  |  |
| 43 | In\_D\_68  Document 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). |  |  |

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| **No.** | **Document / Record** | **Available**  **a)** | **Not Available**  **b)** |
| --- | --- | --- | --- |
| 44 | In\_D\_69A  Documents showing composition of the Board of Studies. |  |  |
| 45 | In\_D\_69B  Notification 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\_71  Copy of the notification by curriculum approval body. |  |  |
| 47 | In\_D\_72A  Agenda / minutes of the last three meetings of the Board of Studies indicating curriculum revision / improvement. |  |  |
| 48 | In\_D\_72B  Copies of the recommended revisions in curriculum made in the last three meetings of the Board of Studies. |  |  |
| 49 | In\_D\_72C  Copy of the research report on which the curriculum changes / revisions were based. |  |  |
| 50 | In\_D\_31  Copy of document, notification or advertisement employed to disseminate and share the updating of the curriculum with the concerned Teacher Education Institutions. |  |  |
| 51 | In\_D\_75A  Documented description of the program or curriculum document. |  |  |
| 52 | In\_D\_80A  Tools (checklist, feedback forms, etc.) / written mechanisms to assess the teaching of the prospective teachers during teaching practice. |  |  |
| 53 | In\_D\_80B  Tools / written mechanisms to assess conduct of the prospective teachers during teaching practice. |  |  |
| 54 | In\_D\_80C  Documented evidence for the use of said tools / mechanisms (record of the feedback). |  |  |
| 55 | In\_D\_81A  Tools used by the teacher educators for the monitoring of the assessment system. |  |  |
| 56 | In\_D\_81B  Tools used by the other stakeholders for the monitoring of the assessment system. |  |  |
| 57 | In\_D\_81C  Feedback data / monitoring reports by teacher educators / stakeholders for revision and improvement of the assessment system. |  |  |
| 58 | In\_D\_82A  Multiple tools used for evaluation of the assessment system. |  |  |

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| **No.** | **Document / Record** | **Available**  **a)** | **Not Available**  **b)** |
| --- | --- | --- | --- |
| 59 | In\_D\_82B  Program assessment data gathered at various transition points. |  |  |
| 60 | In\_D\_83  Material used for the dissemination program assessment results to the concerned (prospective teachers, teacher educators and support staff). |  |  |
| 61 | In\_D\_84  Evidence 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\_85  Any document containing a description of the assessment and evaluation system of the program. |  |  |
| 63 | In\_D\_87  Record / documented evidence of incentives provided to the support staff for additional work. |  |  |
| 64 | In\_D\_88A  Printed manual for teaching practice. |  |  |
| 65 | In\_D\_88B  Printed manual for internship. |  |  |
| 66 | In\_D\_88C  Printed lesson planners. |  |  |
| 67 | In\_D\_89A  Tools of assessment for prospective teachers of last two years are available. |  |  |
| 68 | In\_D\_90A  Tools of assessment for teacher educators of last two years. |  |  |
| 69 | In\_D\_91A  Tools of assessment for support staff. |  |  |
| 70 | In\_D\_89B  Date sheets / examination schedule for prospective teachers of the last two years. |  |  |
| 71 | In\_D\_89C  Answer books used by prospective teachers during the last two years. |  |  |
| 72 | In\_D\_89D  Results of the prospective teachers’ assessment for the last two years. |  |  |
| 73 | In\_D\_90B  Record of the faculty (teacher educators) assessment. |  |  |
| 74 | In\_D\_91B  Record of the support staff assessment. |  |  |

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| **No.** | **Document / Record** | **Available**  **a)** | **Not Available**  **b)** |
| --- | --- | --- | --- |
| 75 | In\_D\_92A  Document on selection and promotion policy for the teacher educators or Human Resource Policy of the institute. |  |  |
| 76 | In\_D\_92B  Document on selection and promotion policy for support staff. |  |  |
| 77 | In\_D\_93A  Prospective teachers’ enrollment for the last five years. |  |  |
| 78 | In\_D\_93B  Record of the final (summative) examination of prospective teachers of last five sessions of the program. |  |  |
| 79 | In\_D\_93C  Dropout record of the prospective teachers for the last five years. |  |  |
| 80 | In\_D\_94  Documented record of the reasons of prospective teachers dropout. |  |  |
| 81 | In\_D\_95A  Record / list of the prospective teachers who have been provided with need-based scholarship (for the last five sessions). |  |  |
| 82 | In\_D\_95B  Record / list of the prospective teachers who have been provided with merit scholarships (for the last five sessions). |  |  |
| 83 | In\_D\_96A  List of the institutions with which services and research experiences are shared. |  |  |
| 84 | In\_D\_96B  Record of the activities arranged to share research experience with sister institutions. |  |  |
| 85 | In\_D\_96C  Record of the activities arranged to share services with sister institutions. |  |  |
| 86 | In\_D\_97A  Document having description of monitoring mechanism / guidelines of prospective teachers performance. |  |  |
| 87 | In\_D\_97B  List of the personnel with responsibilities involved in monitoring of prospective teachers. |  |  |
| 88 | In\_D\_97C  Monitoring report of prospective teachers performance. |  |  |
| 89 | In\_D\_98A  Report on analysis of the assessment data of prospective teachers. |  |  |

**Institutional Documents to be collected for Analysis**

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| **No.** | **Document / Record** | **Available**  **a)** | **Not Available**  **b)** |
| --- | --- | --- | --- |
| 90 | In\_D\_98B  A document containing written guidelines or a plan of action for the improvement of prospective teachers’ performance. |  |  |
| 91 | In\_D\_98C  Plan of action for the program effectiveness and institutional development. |  |  |
| 92 | In\_D\_99A  Document having description of monitoring mechanism / guidelines for monitoring of teacher educators. |  |  |
| 93 | In\_D\_99B  List of the personnel with responsibilities involved in monitoring of the teacher educators. |  |  |
| 94 | In\_D\_99C  Monitoring report on performance of teacher educators. |  |  |
| 95 | In\_D\_100A  Tools for the assessment of teaching of teacher educators. |  |  |
| 96 | In\_D\_100B  Tools / guidelines / criteria / report on assessment of research and publications of teacher educators. |  |  |
| 97 | In\_D\_100C  Tools / guidelines / criteria / report on assessment of scholarly work of teacher educators. |  |  |
| 98 | In\_D\_101A  Tools used for the assessment / report by HOD. |  |  |
| 99 | In\_D\_101B  Tools used for the assessment of teacher educators / report indicating peer assessment. |  |  |
| 100 | In\_D\_101C  Tools used for the assessment of teacher educators / report indicating assessment by prospective teachers. |  |  |
| 101 | In\_D\_102  A copy of the National Professional Standards for Teachers in Pakistan. |  |  |
| 102 | In\_D\_78A  Course 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\_78B  Updated class attendance registers. |  |  |
| 104 | In\_D\_79A  Course plan that includes objectives of the course, distribution of content, and evaluation criteria. |  |  |