



NATIONAL ACCREDITATION COUNCIL FOR TEACHER EDUCATION (NACTE) PAKISTAN

FOCAL PERSON MANUAL

app.nacte.org.pk

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

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

How to get registered and login.

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

app.nacte.org.pk

User will find the following window to login or get registered



The screenshot shows the login and registration interface of the National Accreditation Council for Teacher Education (NACTE), Pakistan. At the top left, there is a green banner that says "LOGIN FORM !!". The header features the NACTE logo and the text "National Accreditation Council for Teacher Education (NACTE), Pakistan." Below the header, there is a dropdown menu showing "2021-2022". The login section includes fields for "UserName" and "Password", each with a key icon to the right. A "Login" button is positioned below these fields. At the bottom, there is a reCAPTCHA section with a checkbox labeled "I'm not a robot" and the reCAPTCHA logo. Below the reCAPTCHA section, there is a link that says "Click Here for Registration of Focal Person".

**Click here to get
registered as a focal
person**

You need to register yourself as a focal person of the institute.

Registration Form


FIRST NAME		LAST NAME	
CNIC XXXXX-XXXXXXX-X		DESIGNATION	
CNIC/Identity Front(.jpg)		CNIC/Identity Back(.jpg)	
Letter Head(.pdf)		Download Template	
Browese... No file selected.		Browese... No file selected.	
Browese... No file selected.		Browese... No file selected.	
OFFICIAL EMAIL		0000-0000000 (FOCAL PERSON'S MOBILE #)	
INSTITUTE NAME		SHORT CODE (E.G. NACTE)	
DEPARTMENT NAME		0000000 (OFFICE LANDLINE NUMBER WITH CITY CODE)	
CITY		AJK	
PUBLIC / PRIVATE		INSTITUTE TYPE	
PUBLIC		UNIVERSITY	
OWNERSHIP		PUBLIC	
CHARTER		STATUS	
N/A		CHARTERED	
dd / mm / yyyy		AFFILIATED WITH	
FOR VERIFICATION			
HOD/PRINCIPAL NAME		HOD/PRINCIPAL OFFICIAL EMAIL	
0000000 (HOD OFFICE NUMBER)		0000-0000000(HOD MOBILE NUMBER)	
<input type="checkbox"/> I'm not a robot			
reCAPTCHA Privacy - Terms			
SUBMIT			

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

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

Login.

LOGIN FORM !!

 National Accreditation Council for
Teacher Educaiton (NAECTE),Pakistan.

2021-2022 ▼

1 UserName user_uni@uni.edu.pk

2 Password *****

3 ☐ I'm not a robot

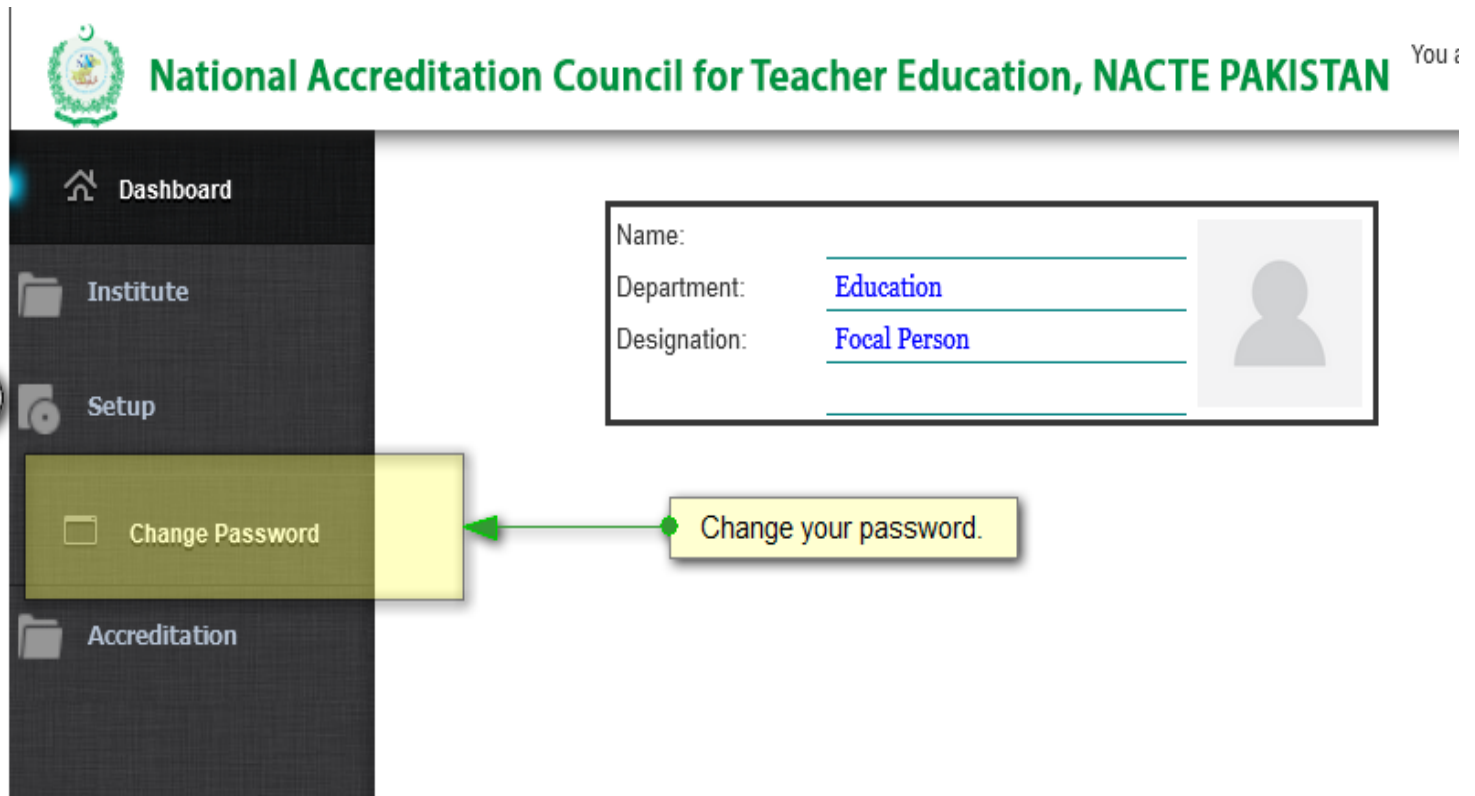
4 **CLICK**

Login

reCAPTCHA
Privacy - Terms

[Click Here](#) for Registration of Focal Person

Change Password.



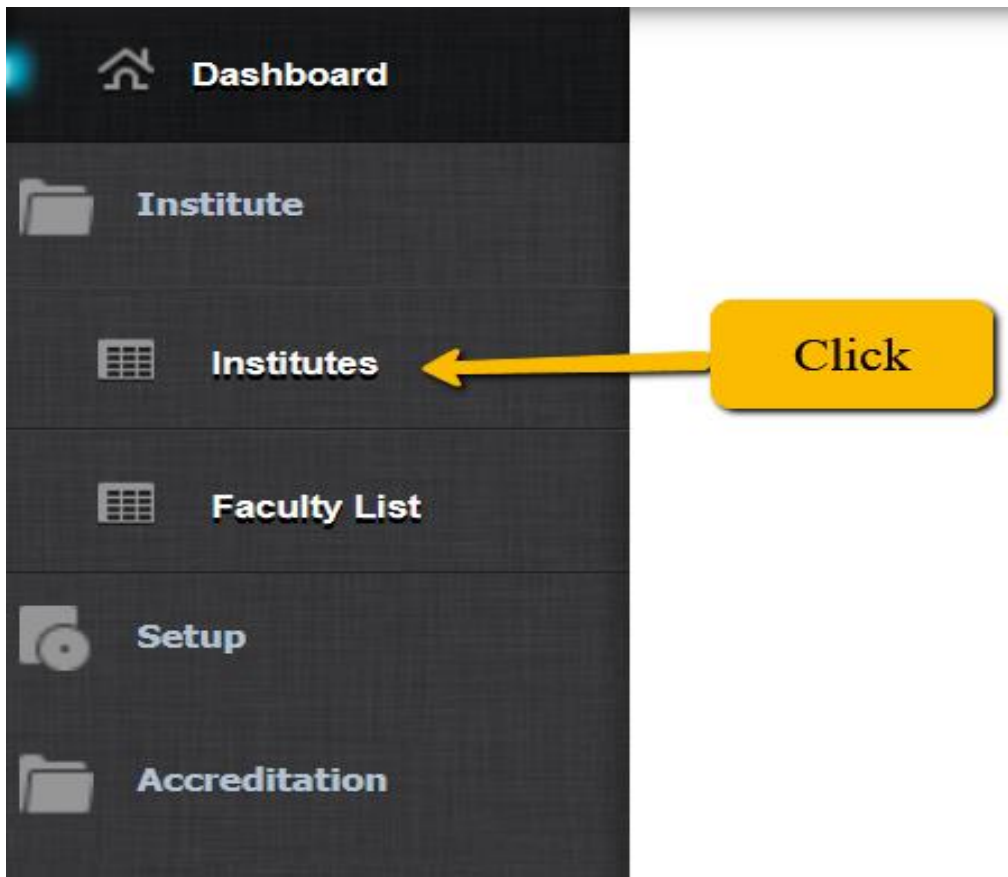
The screenshot displays the NACTE PAKISTAN web application interface. The header features the NACTE logo and the text "National Accreditation Council for Teacher Education, NACTE PAKISTAN". A user profile section on the right shows fields for Name, Department (Education), and Designation (Focal Person), along with a placeholder for a profile picture.

The left sidebar contains a navigation menu with the following items:

- Dashboard
- Institute
- Setup
- Change Password** (highlighted with a yellow background)
- Accreditation

A callout box with the text "Change your password." has a green arrow pointing to the "Change Password" menu item. A circled number "1" is positioned next to the "Setup" menu item.

Click on the INSTITUTES on the side menu to update the record of your insittute.



View Institute. (Complete view)



National Accreditation Council for Teacher Education, NACTE PAKISTAN

You are in Fiscal Year 7/1/2022 to 6/30/2023

Online

Welcome, usman211@gmail.c

Institute Particulars

Select Save Cancel

BASIC DETAILS

Institute Name	A-Test Institute		
Acronym	ATI		
Public / Private	Private	Institute Type	College
Institute Ownership	Corporate	Institute Charter	DAI
Notification No	asdf	Charter Date	06/20/2020
		Institute Status	
City	Abbottabad	Province	KPK
Web	at.edu.pk		
LandLine	051-658952	Fax	051-4445522
Address	sector A		

COMMUNICATION

VC Details

Name	
Email	
Phone #	

Head of Department (HOD)

Name	
Email	
Phone #	

Registrar Detail

Name	
Email	
Phone #	

Focal Person

Name	
Email	
Mobile	
CNIC	
Office Ph #	

AFFILIATION DETAILS

Affiliation Type		Charter No.	asdf
Affiliating Institute			
Affiliation Ref No.		Affiliation Date	

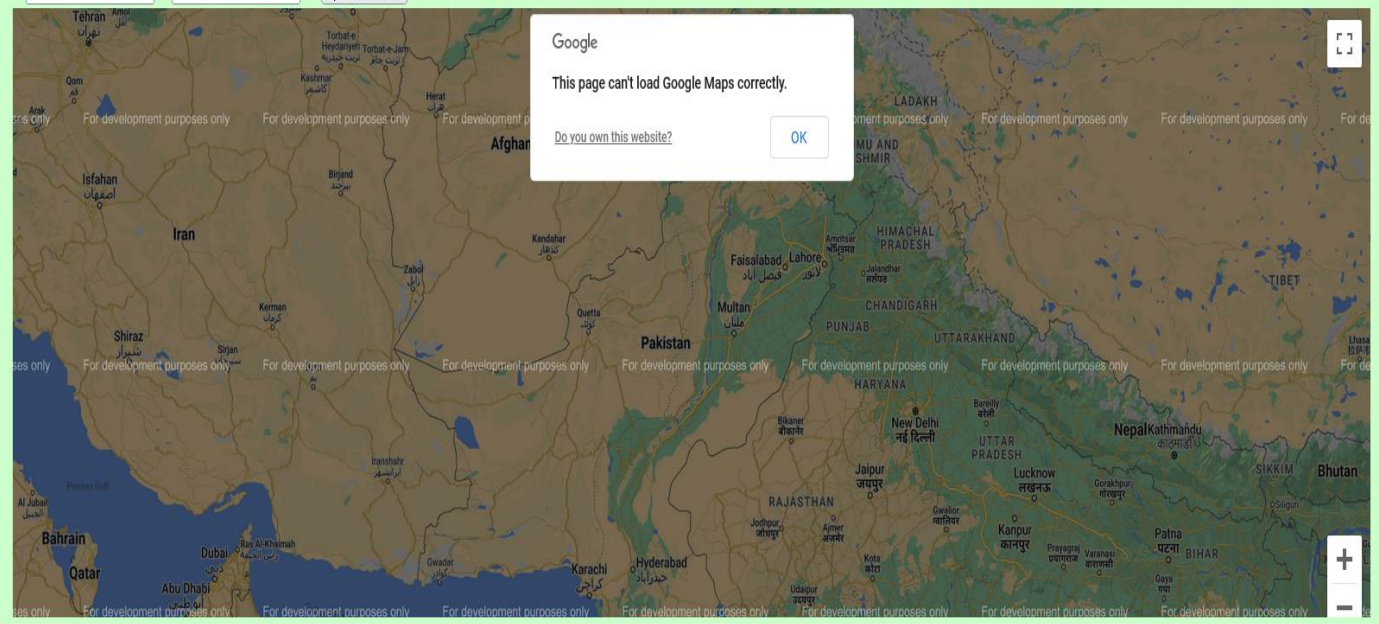
Add Program

Program	Dept.	Duration	Degree Name	Launched On	Seats(M)	Seats(F)	Tot. Seats	Select
Associate Degree in Education (ADE)	IEReee	12	asdfa	Saturday, June 20, 2020	33	22	55	Select
B.Ed		24	test	Monday, April 5, 2021	10	10	20	Select
BS Education	IEReee	1	BS in Education	Sunday, June 21, 2020	2	3	5	Select
M.Phil Educational leadership and Management	IEReee	24	M. Phil	Tuesday, December 15, 2020	20	0	20	Select

Update Your Pin Location to Help Students to Reach you from NACTE website.

Reload Map

Update Location



Institute. Please update the record.

Dashboard

Institute

Institutes

Faculty List

Setup

Accreditation

Institute Particulars

Select



Save



Cancel

BASIC DETAILS

Institute Name A-Test Institute

Acronym ATI

Public / Private Private

Institute Type College

Institute OwnerShip Corporate

Institute Charter DAI

Notification No asdf

Charter Date 06/20/2020

Institute Status

City Abbottabad

Province KPK

Web at.edu.pk

LandLine 051-658952

Fax 051-4445522

Address sector A

AFFILIATION DETAILS

Affiliation detail

Affiliation Type Permanent

Charter No.

Affiliating Institute

Affiliation Ref No.

Affiliation Date 06/20/2020

Update these fields.

COMMUNICATION

VC Details

Name

Email

Phone #

Registrar Detail

Name

Email

Phone #

Head of Department (HOD)

Name

Email

Phone #

Focal Person

Name

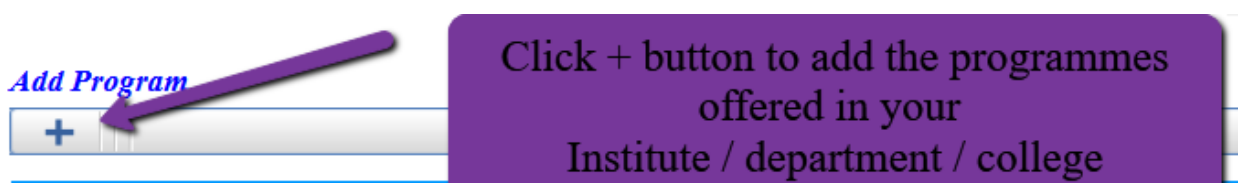
Email

Mobile

CNIC

Office Ph #

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



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

Add Program

Department:

Program:

DegreeName:

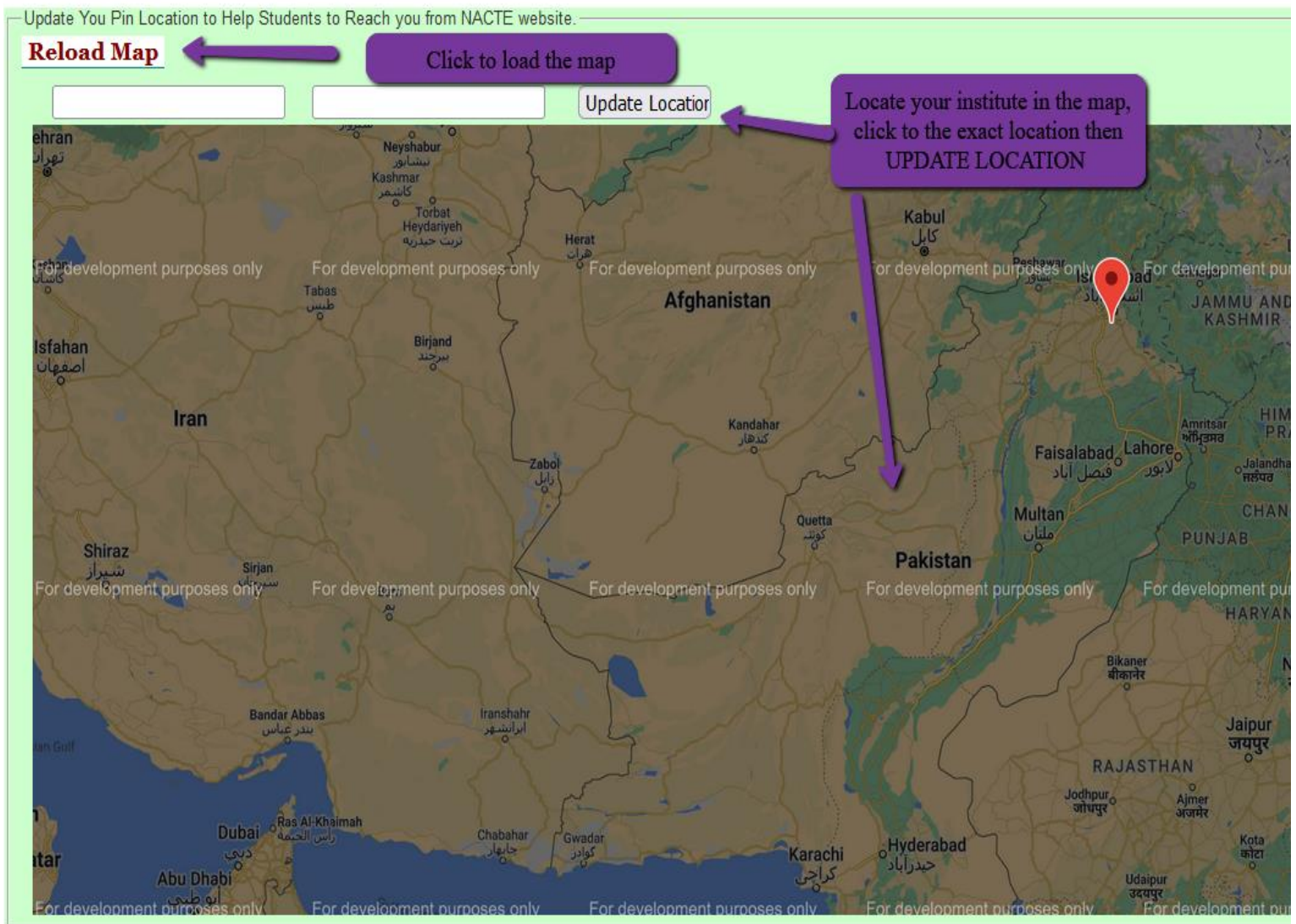
Duration(Months): Prog Launched On:

Allocated Seats Male: Allocated Seats Female:

Program	Deptt.	
Associate Degree in Education (ADE)	Department of Education	
B.Ed(Hons)	Department of Education	48
B.Ed.	Department of Education	
M.Phil Education /MS.Education	Department of Education	
Ph.D Education	Department of Education	
B.Ed. (1.5 Years)	Department of Education	18
B.Ed. (2.5 Years)	Department of Education	30
B.Ed. Hons. (English Language Teaching)	Department of Education	48


Find your Institute on the google maps.

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



Apply for the ACCREDITATION

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



National Accreditation Council for Teacher Education, NACTE PAKISTAN

HOME

Accreditation

Acc. Request Form

Acc. Request List

History

Accreditation List

Institutes A-Test Institute

File No:

Programs All Programs Status All Statuses

+


Add New

Select

Details	Select	Acc.Code	Institute	Nature	Program
View	Select		A-Test Institute	Private	BS Education (4 Year Program)
View	Select	99999999999999	A-Test Institute	Private	Associate Degree in Education (

List of application applied for the accreditation.

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



National Accreditation Council for Teacher Education, NACTE PAKISTAN

HOME

Accreditation

Acc. Request Form

Acc. Request List

History

Accreditation List

InstitutesA-Test Institute

File No:

ProgramsAll Programs

+ Add New

Select

Details	Select	Acc.Code	Institute	Nature	Program
View	Select		A-Test Institute	Private	BS Education (4 Year Program)
View	Select	99999999999999	A-Test Institute	Private	Associate Degree in Education (

Click ADD NEW to apply for the accreditation

List of application applied for the accreditation.

Apply for the Accreditation:

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

1. Formal Accreditation
2. Zero Accreditation.

HOME

Accreditation

Acc. Request Form

Acc. Request List

History

Accreditation Request

Select | Proceed | Cancel

Serial No.

Date

04/11/2022

Application Type

Formal Accreditation

You may apply for Zero Visit or Formal Visit.

Institute

Formal Accreditation

Zero Accreditation

Program

Associate Degree

Shift

Morning

Bank Challan #

Bank Challan Date

Acc. Fee

Document Charges

Department Address

Enrolled Male

Enrolled Female

Number of Staff and Students in the Institution.

Teaching

Non-Teaching

Students

Male

Female

Notes

Please Make Sure, you have to update latest documents in [Institute Form](#) before saving **Formal Accreditation** Request.

DOCUMENTS TO UPLOAD.

Name	Description	Template	Doc. Type
Challan / Pay Order	Accreditation Fee(Cheque, Deposit Slip, Pay Order)	<div>Browse...</div> No file selected.	.JPG

Apply for the Accreditation:

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

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

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

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



HOME

Accreditation

Acc. Request Form

Acc. Request List

History

Accreditation Request

Select Proceed Cancel

Serial No.		Date	04/11/2022
Application Type	Formal Accreditation	Previous Acc. Code	
Institute	A-Test Institute - Abbottabad		
Program	Associate Degree	Shift	Morning
Bank Challan #	Associate Degree in Education (ADE)		
Acc. Fee	BS Education (4 Year Program)		
	M.Phil Educational leadership and Management		
Department Address			
Enrolled Male		Enrolled Female	
Number of Staff and Students in the Institution.			
	Teaching	Non-Teaching	Students
Male			
Female			
Notes			
Please Click Here to upload the image of Deposit slip / Cheque for the fee of accreditation. You need to post the cheque to the NACTE Secretariate, Islamabad.			
DOCUMENTS TO UPLOAD.			
Name	Description	Template	Doc. Type
Challan / Pay Order	Accreditation Fee(Cheque, Deposit Slip, Pay Order)	Browse...	JPG

Apply for the Accreditation:

After filling the information and the file, please click PROCEED to go to the next step.

HOME

Accreditation

Acc. Request Form

Acc. Request List

History

Accreditation Request

SelectProceedCancel

Serial No.

Date

04/11/2022

Application Type

Formal Accreditation

Previous Acc. Code

Institute

▼

Program

Shift

Morning

Bank Challan #

8585798

Bank Challan Date

11/12/2022

Acc. Fee

125000

Document Charges

5000

Department Address

IER, New Campus, Kohat

Enrolled Male

25

Enrolled Female

10

Number of Staff and Students in the Institution.

Teaching

Male

10

Non-Teaching

5

Students

80

Female

12

2

45

Notes

DOCUMENTS TO UPLOAD.

Name	Description	Template	Doc. Type
Challan / Pay Order	Accreditation Fee(Cheque, Deposit Slip, Pay Order)	Browse... fee.jpg	.JPG

After clicking the PROCEED, you'll see the following screen.

 Add New
 Select
 Cancel

PRINT APPLICATION

Serial No.	578 , Tuesday, April 5, 2022 , File #: 989898 Accreditation Code: 999999999999		
Application Type	Formal Accreditation	Previous Acc. Code	
Institute	A-Test Institute Private , College		
Program	Associate Degree in Education (ADE) , Morning , UnderProcess		
Current Flow	Approved By Secretary , Data Entry - Assistant		
Bank Challan #	7018736475	Bank Challan Date	04/27/2022
Accreditation Fee	125,000.00	Docum	Different TAB informat
Department Address	test address		

	Teaching	Non-Teaching	Students
Male	10	2	35
Female	5	4	10

Set Status
Approved By Secretary
Set Flow
Comments

Male	5	Female	3
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Different TABS to view information.

HISTORY		DOCUMENTS		PARAMETERS		EVALUATORS		COMMENTS	
Document Name	Notes	Template		Uploaded By	Uploaded On	Select			
Accreditation Fee(Cheque, Deposit Slip, Pay Order)	Accreditation Fee(Cheque, Deposit Slip, Pay Order)		Accreditation Fee(Cheque, Deposit Slip, Pay Order) View Document	-	05-Apr-2022 11:50:27 am	Select			
Doc.1 Conceptual Framework of the Program		Doc.1 Conceptual Framework of the Program.docx	Doc.1 Conceptual Framework of the Program Browse... No file...ected. Upload			Select			
Doc.2 Description of the Program		Doc.2 Description of the Program.docx	Doc.2 Description of the Program Browse... No file...ected. Upload			Select			
Doc.3 Program Curriculum		Doc.3 Program Curriculum.docx	Doc.3 Program Curriculum Browse... No file...ected. Upload			Select			
Doc.4 Self Evaluation Report		Doc.4 Self Evaluation Report.docx	Doc.4 Self Evaluation Report View Document	-	05-Apr-2022 11:50:27 am	Select			
Doc.5 Improvement Plan		Doc.5 Improvement Plan.docx	Doc.5 Improvement Plan View Document	-	05-Apr-2022 11:50:27 am	Select			
Doc.6 Program Assessment Record		Doc.6 Program Assessment Record.docx	Doc.6 Program Assessment Record Browse... No file...ected. Upload			Select			

Upload necessary documents for accreditation:

HOME
Accreditation
Acc. Request List
History

Accreditation List

Institutes: All Institutes
File No.:
Programs: All Programs
Status: All S
Show All
Search
Add New
Select

Click here to upload the documents

Details	Select	Acc.Code	Institute	Program	Type	Dated	VisitDate	Level	Status	Flow	File	Docs
View	Select		A-Test Institute	BS Education	Zero Accreditation	06-Apr-2022		UnderProcess	New	Fwd. to Focal Person		Upload Docs
View	Select	999999999999	A-Test Institute	Associate Degree in Education (ADE)	Formal Accreditation	05-Apr-2022	13-Apr-2022	UnderProcess	Approved By Secretary	Data Entry - Assistant	989898	Upload Docs

Upload Documents

Select

New - Fwd. to Focal Person

Rev:2 Last revised by:usman Last revised on 07-Apr-2022 12:57:39 pm

Serial No.	579 , Wednesday, April 6, 2022 , File #: Accreditation Code: Not Yet Assigned
Application Type	Zero Accreditation
Institute	A-Test Institute Private , College
Program	BS Education , Morning , UnderProcess
Department Address	testing address

Upload Documents

Document Name	Notes	Template		Uploaded By	Uploaded On	Select
Accreditation Fee(Cheque, Deposit Slip, Pay Order)	Accreditation Fee(Cheque, Deposit Slip, Pay Order)		Accreditation Fee(Cheque, Deposit Slip, Pay Order) View Document		06-Apr-2022 10:47:02 am	Select
Institute Logo			Institute Logo View Document		06-Apr-2022 10:47:02 am	Select
Conceptual Frame Work		ConceptualFramework.docx	Conceptual Frame Work View Document		29-Nov-2022 11:42:04 am	Select
Curriculum			Curriculum <input type="button" value="Browse..."/> No file...ected. <input type="button" value="Upload"/>			Select
Building/Land OwnerShip, Lease Terms etc.			Building/Land OwnerShip, Lease Terms etc. <input type="button" value="Browse..."/> No file...ected. <input type="button" value="Upload"/>			Select
Numbers & Adequacy of classrooms/ Lecture Halls and other facilities.			Numbers & Adequacy of classrooms/ Lecture Halls and other facilities. <input type="button" value="Browse..."/> No file...ected. <input type="button" value="Upload"/>			Select
Number and Adequacy of Officers/ Admin Block			Number and Adequacy of Officers/ Admin Block <input type="button" value="Browse..."/> No file...ected. <input type="button" value="Upload"/>			Select
Number of existing books related ot Program			Number of existing books related ot Program <input type="button" value="Browse..."/> No file...ected. <input type="button" value="Upload"/>			Select
Type of Charter		LegalMandate.docx	Type of Charter <input type="button" value="Browse..."/> No file...ected. <input type="button" value="Upload"/>			Select

Apply for the Accreditation:

If parameters shown under the PARAMETERS(FOR ZERO ACCREDITAITON) tab, you have to fill the information

New - Fwd. to Focal Person
PRINT APPLICATION

Rev:2 Last revised by:usman Last revised on 07-Apr-2022 12:57:39 pm

Serial No.	579 , Wednesday, April 6, 2022 , File #: Accreditation Code: Not Yet Assigned		
Application Type	Zero Accreditation	Previous Acc. Code	<input type="text"/>
Institute	A-Test Institute Private , College		
Program	BS Education (4 Year Program) , Morning , UnderProcess		
Current Flow	New , Fwd. to Focal Person		
Bank Challan #	<input type="text" value="114455"/>	Bank Challan Date	<input type="text" value="04/13/2022"/>
Accreditation Fee	<input type="text" value="125,000.00"/>	Document Charges	<input type="text" value="5,000.00"/>
Department Address	<input type="text" value="testing address"/>		

Number of Staff and Students in the Institution.

	Teaching	Non-Teaching	Students
Male	<input type="text" value="10"/>	<input type="text" value="5"/>	<input type="text" value="15"/>
Female	<input type="text" value="5"/>	<input type="text" value="3"/>	<input type="text" value="10"/>

Enrolled Students

Male	<input type="text" value="0"/>	Female	<input type="text" value="0"/>
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Notes

Forward for next action

Set Status

Set Flow

Comments

HISTORY	DOCUMENTS	PARAMETERS	EVALUATORS	COMMENTS
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Update Parameters

Examinations

Examination is based on (Annual / Semester)	<input type="text" value="semester"/>
Examination policy i.e. number of exams, (mid-term, final, quizzes etc. and their respective weight-ages). absolute marks or relative grading (course based)	<input type="text" value="abosulte marks"/>
Role of mother institution in conduct of exam and evaluation (in case of allied campus or affiliated college)	<input type="text" value="N.A"/>
System of Instrucionts and Examination	<input type="text" value="yes"/>

Financial Resources

Budget allocation (if applicable)	<input type="text" value="yes"/>
Current Budget of propsed program (If Zero Visit)	<input type="text" value="yes"/>
Endowment fund, regular fund-generation and other avaiable resources	<input type="text" value="yes"/>

Library

Availability of departmental library, if main library is located at a far off distance	<input type="text" value="yes"/>
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If this tab shows, Please update the information.

Apply for the Accreditation:

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

Then click on the SAVE button to submit the application.

Accreditation Request

+ Add New 🔍 Select 💾 Save ↺ Cancel

New - Fwd. to Focal Person

Rev:2 Last revised by:usman Last revised on 07-4

Serial No. 579 , Wednesday, April 6, 2022 , File #: Accreditation

Application Type Zero Accreditation Previous Acc. Code

Institute **A-Test Institute**
Private , College

Program **BS Education (4 Year Program) , Morning , UnderProcess**

Current Flow **New , Fwd. to Focal Person**

Bank Challan # 114455 Bank Challan Date 04/13/2022

Accreditation Fee 125,000.00 Document Charges 5,000.00

Department Address testing address

Enrolled Students

Male	10	5	15
Female	5	3	10
Male	0	Female	0

Notes

PRINT APPLICATION

Forward for next action

Set Status
New

Set Flow
Fwd. to Focal Person

Fwd. to Focal Person

Fwd. to Program Manager(NACTE)

HISTORY DOCUMENTS PARAMETERS EVALUATORS COMMENTS

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

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

Add Faculty.

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

Please upload passport size image.

Faculty Member

Select Proceed Cancel

Institute Iqra University Gulshan e Iqbal Campus, Karachi - Karachi

Department Department of Education

Salute Dr.

First Name Last Name

Gender Female

Father Name

Designation Assistant Director Contract Type Permanent

Qualification Specialization

Institute

Joining Date Experience @ Joining (Months)

Short Description

Select Profile Photo

Browse... No file selected.
(JPG) Maximum 0.5MB

Upload Profile Image

Regards

NACTE.