

**PROFORMA FOR THE ASSESSMENT AND ACCREDITATION OF  
INSTITUTIONS APPROVED BY RCI**

**FRAMEWORK FOR SELF-STUDY**

**I. General Information**

**1. Profile of the Institution**

(a) Name and Address of the Institution:

Designation	Telephone (Off.)	Telephone (Res.)	Extn. No. (Off.)	Extn. No. (Res.)	Region Code
Director/Principal					
Deputy Director/Vice-Principal					

(b) Legal Status of the Institute), kindly tick (✓)

- (i) A Registered Charitable Trust
- (ii) A Registered Society
- (iii) A non-profit Company under Section 25 of the Companies Act.
- (iv) Registration under Persons with Disabilities Act.
- (v) Registration under appropriate sections of Income Tax Act, 1961 (from 12-A)
- (vi) Department of a large Hospital
- (vii) Govt./Govt. Aided

Fax No.: Off. \_\_\_\_\_ Res. \_\_\_\_\_

E-mail:  Web Site:

**2. Nature of Affiliation/Recognition**

- (a) Rehabilitation Council of India
- (b) University

**3. Financial Structure of the Institution:**

Self-Financed  Government Funded  Foreign Funded

Donations  Any other (specify): \_\_\_\_\_

4. Date of Establishment of the Institution:        
Date Month Year

5. Campus Area in Acres:

(a) Less than one acre

(b) More than an acre

6. Location of the Institution:

Urban

Semi-urban

Rural

Tribal

Any other (specify): \_\_\_\_\_

7. (A) Current Number of Rehabilitation Training Programmes\*\* and Departments of the Institution:

S.No.	Programmes	Departments	Approved Strength
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

\*\* **Note:-** Kindly mention the regular training programme approved only by RCI. For example DSE(MR/HI/VI/CP), B.Ed. Spl. Edu. etc.

**(B) Teacher Student Ratio \*\* at Training Centres**

- (a) Certificate Level Programme
- (b) Diploma Level Programme
- (c) Degree Level Programme
- (d) Post Graduate Diploma
- (e) Master Degree Programme

**Teacher-Student Ratio at Model/Practice School ( Not applicable for the M.Phil/CBR/MRW/BASLP/MASLP/RP Program)**

- (a) In Pre-vocational Section
- (b) In Vocational Section
- (c) In Academic Section
- (d) In Recreational Section
- (e) In Therapeutics Section
- : Physiotherapy
  - : Occupational Therapy
  - : Speech Therapy
  - : Counselling
  - : Play Therapy

**(C) Entry Level Qualification for Different Level of Programme (Please tick in appropriate box).**

- |                                 |                  |                          |               |                          |
|---------------------------------|------------------|--------------------------|---------------|--------------------------|
| Certificate Level Programme     | 10 <sup>th</sup> | <input type="checkbox"/> | 10+2          | <input type="checkbox"/> |
| Diploma Level Programme         | 10+2             | <input type="checkbox"/> |               |                          |
| Degree Level Programme          | 10+2             | <input type="checkbox"/> | Graduation    | <input type="checkbox"/> |
| Post Graduate Diploma Programme | Graduation       | <input type="checkbox"/> |               |                          |
| Master Degree Programme         | Graduation       | <input type="checkbox"/> | Master Degree | <input type="checkbox"/> |

**\*\* Note:-** The teacher student ratio to be mentioned in respect of the regular programme only and not for other general education programme.

**(D) Curriculum followed by Institutions for Different Level of Programmes (Please tick)**

	As per RCI/ University Prescribed Curriculum	Self Developed Curriculum	Duration of the Course	Examining Body
(a) Certificate Level	<input type="checkbox"/>	<input type="checkbox"/>		
(b) Diploma Level	<input type="checkbox"/>	<input type="checkbox"/>		
(c) Degree Level	<input type="checkbox"/>	<input type="checkbox"/>		
(d) Post Graduate Level	<input type="checkbox"/>	<input type="checkbox"/>		

**8. No. of Permanent and Temporary members of the Teaching Staff at Training Institutions at present.**

S.No	Faculty	Total No.	Sex	Rehab. Qualification	RCI Reg. No.	Temporary	Perm- anent
1.	Course Co-ordinator						
2.	Lecturer in Spl. Education						
3.	Clinical/ Rehab. Psychologist						
4.	Audiologist Speech Pathologist						
5.	Physiotherapist						
6.	Occupational Therapist						
7.	Medical Doctors						
8.	Rehabilitation Social Worker						
9.	Orthotic-Prosthetic Engineer						
10.	Vocational Counsellor						
11.	Mobility Instructor						
12.	Any other Professionals (if any)						

**9. No. of Permanent and Temporary members of the Teaching Staff at Model/Practice School. \*\***

S.No	Faculty	Total No.	Sex	Rehab. Qualification	RCI Reg. No.	Temporary	Permanent
1.	Principal/In-Charge Special School						
2.	Special Educator						
3.	Clinical/ Rehab. Psychologist						
4.	Audiologist Speech Therapist						
5.	Physiotherapist						
6.	Occupational Therapist						
7.	Medical Doctors						
8.	Subject Teachers (Yoga/Music)						
9.	Rehabilitation Social Worker						
10.	Vocational Counsellor						
11.	Physical Education Instructors						
12.	Early Intervention worker						
13.	Special Educator for Multi-Sensory Impairment						

**\*\* Note:-** This is not applicable for CBR/BASLP/PGDRP/M.Phil.CP programme

**10. No. of Permanent and Temporary Non-Teaching and Admn. Staff at Model School. \*\***

S.No	Faculty	Total No.	Sex	Edn/Technical Qualification	Temporary	Permanent
1.	Admn. In-Charge/Officer					
2.	Workshop In-Charge					
3.	Admn. Staff					

**\*\*Note:-** This is not applicable for CBR/BASLP/PGDRP/M.Phil.CP programme

**11. No. of Students enrolled for different Level of Training Programmes in the Training Institutions according to the Region and Country.**

<b>Certificate/Diploma</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
Students from the same State where the institute is located			
Student from other States of India			
NRI Students			
Other Overseas students			
<b>Grand Total</b>			

<b>Degree</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
Students from the same State where the institute is located			
Student from other States of India			
NRI Students			
Other Overseas students			
<b>Grand Total</b>			

<b>Post Graduate Diploma</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
Students from the same State where the institute is located			
Student from other States of India			
NRI Students			
Other Overseas students			
<b>Grand Total</b>			

<b>Post Graduate</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
Students from the same State where the Institute is located			
Student from other States of India			
NRI Students			
Other Overseas Students			
<b>Grand Total</b>			

<b>M. Phil./Ph.D.</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
Students from the same State where the institute is located			
Student from other States of India			
NRI Students			
Other Overseas students			
<b>Grand Total</b>			

**12. Details of the last two batches :**

Particulars	Batch 1				Batch 2			
	UG	Graduate	PG	Total	UG	Graduate	PG	Total
Admitted to the programme (entry year)								
Drop-outs								
Appeared for the final year examination								
Passed in the final Examination								
Passed in first class								
University ranks, if any (Only for Degree level )								

**U.G:** Under Graduate (Means those who have not completed graduation)

**P.G.:** Post Graduate

**13. Mention the last annual budget of the Institution including details of plan and non-plan income/expenditure.**

- |                        |                              |                            |
|------------------------|------------------------------|----------------------------|
|                        | Govt. Funded<br>Full/Partial | Management<br>Full/Partial |
| (a) More than 20 lakhs | <input type="checkbox"/>     |                            |
| (b) Less than 20 lakhs | <input type="checkbox"/>     |                            |
| (c) less than 10 lakhs | <input type="checkbox"/>     |                            |

**14. What is the "unit cost" per student of education in the institution? (Unit Cost is equal to total annual recurring budget divided by the no. of students on roll)**

- |                            |                          |
|----------------------------|--------------------------|
| (a) More than Rs.10,000/-  | <input type="checkbox"/> |
| (b) Less than Rs. 10,000/- | <input type="checkbox"/> |
| (c) less than 5,000/-      | <input type="checkbox"/> |

**15. Does the Institution have collaborations/linkages with National / International Institutions?**

- |              |     |                          |     |                          |
|--------------|-----|--------------------------|-----|--------------------------|
| (a) Teaching | Yes | <input type="checkbox"/> | No. | <input type="checkbox"/> |
| (b) Research | Yes | <input type="checkbox"/> | No. | <input type="checkbox"/> |
| (c) Training | Yes | <input type="checkbox"/> | No. | <input type="checkbox"/> |

If yes, list them giving important details with regard to both teaching and research.

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**16. Does the management run other Educational Institutions besides the institution?**

Yes  No.

If yes, give details.

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**II. Criterion-wise Inputs**

**Criterion A: Curricular-Aspect**

1. To what extent are the programme options job oriented?

- (a) Fully job oriented   
(b) Partially job oriented   
(c) Self employment   
(d) Non of the above

2. Do students have flexibility to pursue a programme, which is reflected in the RCI Act?

Yes  No.

3. Is there any mechanism to obtain feedback from academic experts and employers on the teaching and training programme?

Yes  No.

If yes, how is the feedback used in the initiation, review and redesigning of teaching and training programmes? Give details, if any. (Add Separate Sheet)

4. Does the Institution have the facilities of Community Neighborhood Networking?

Yes  No.

5. Furnish details on the following aspects of curriculum design:

- (i) Innovation such as modular curricula:  
(ii) Interdisciplinary/multidisciplinary approach:  
(Add Separate Sheet)

6. Any other qualitative highlights:

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### **III. Criterion B: Teaching-Learning and Evaluation**

1 Does your Institution judge the student's knowledge and aptitude at the entry level (before admission)?

Yes  No

If yes, cite examples (Add Separate Sheet).

2. (a) Does the institution provide extra coaching/remedial courses to the educationally disadvantaged students (SC/ST/OBC)?

Yes  No

If yes, cite examples (Add Separate Sheet).

(b) Does the institution offer enrichment courses?

Yes  No

If yes, give details (Add Separate Sheet).

3. Does the institution encourage the trainee to make a teaching-plan?

(a) Individualized Teaching Plan  Please tick (✓)  
(b) Group Teaching Plan   
(d) (a) & (b) both

4. Are the syllabi utilized according to a teaching schedule throughout the semester/year?

Yes  No

If yes, give details of implementation in terms of monitoring, mid-course correction, etc (Add Separate Sheet).

5. Is your institution's method of teaching learner-centered? Please tick (✓)

6. Is there a centralized 'media' facility to prepare audiovisuals and other teaching / training aids?

Yes  No

If yes, give details.

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7. Furnish the following details:

- Teaching days (As per RCI Norms)      Yes       No
- Working days (5 days  / 6 days, per week  )
- Ratio of full-time teachers to part-time teachers (last two Years):
- Ratio of teaching staff to non-teaching staff (last two Years):
- Percentage of classes taught by full-time faculty

8. Are evaluation methods communicated to students at the beginning of the year?

Yes       No

If yes, give details.

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11. Does the institution monitor the overall performance of students through periodical assessment?

Yes       No

If yes, give details:

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(Please attach documentary evidence)

10. Provide the following information about the teaching staff recruited during the last two years.

No. of Teaching staff recruited from		Others States	Total No.
Same State			
Same Institution	Other Institution		

11. (a) Does the institution have the freedom and the resources to appoint and pay temporary / ad-hoc teaching staff?

Yes  No

If yes, give details.

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If no, how are additional projects/expansion programmes managed?

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(b) State if the payment to staff members is made in cash or by cheque.

Cash  Cheque

12. Does the institution follow the self-appraisal method to evaluate the performance of the faculty in teaching, research and institutional programmes?

Yes  No

If yes, how is the self-appraisal analyzed and used? Give documentary evidence and add separate sheet.

13. Does the institution follow any other teacher performance appraisal method?

Yes  No

If yes, give details of the same and state how the results of the appraisal are used (Add Separate Sheet).

14. Does the institution conduct refresher courses / seminars / conferences / symposia / workshops / programmes for faculty development?

Yes  No

If yes, give details about the number and **thrust areas** covered during the last three years.

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15. Number of teaching staff who have attended seminars / conferences / workshops as participants / resource persons in the last three years :

Level	Participants	Resource Persons	Total
District			
State			
National			
International			

(Add Separate Sheet).

16. Give details about a few faculty development programmes and the number of teachers who benefited out to them, during the last two years :

Sl.No.	Nature of Faculty Development Programme	No. of Beneficiaries
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

17. Mention the list of assignments done by students during the last three years?

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(Attach one model assignment)

18. How many Staff members have received Rehabilitation related Awards?

(a) More than two

(b) Less than two

19. List of field visits by the trainees during the last three years?

(Add separate sheet)

20. Any other qualitative highlights (Add Separate Sheet)?

#### IV. Criterion C: Research, Consultancy and Extension.

1. Does the institution promote research?

Yes  No.

2. Nature of research undertaken by the institute.

- (i) Material development
- (ii) Low Cost Aids
- (iii) Innovative approaches
- (iv) Development of design, etc.
- (v) Formative research in attitudes
- (vi) Any other

If yes, state the ongoing Research Projects.

- (a) Less than two
- (b) Less than five
- (c) More than five

3. What percentage of faculty is engaged in active research in the institution? (Guiding continuing research papers/ articles to journals /newspaper/magazines regularly)  
(Add separate sheet)

4. How many are full time research scholars and how many have registered as part time scholars? (Research scholar means M.Phil. or Ph.D. Student)

Full-time	Part-time	Total

5. Does the institution provide financial support to research faculty?

Yes  No

Mention the number of such faculty.

6. Does the institution publicise the expertise available for Consultancy Services?

Yes  No

If yes, give details.

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7. Does the institution have a designated person for community service activities?

Yes  No

If yes, indicate the nature of the post.

Full-time  Part-time  Additional Charge

8. Indicate broad areas of the various Community Service Activities of the Institution:

	Yes	No
i. Community development	<input type="checkbox"/>	<input type="checkbox"/>
ii Social work	<input type="checkbox"/>	<input type="checkbox"/>
iii. Health and Hygiene awareness	<input type="checkbox"/>	<input type="checkbox"/>
iv Medical camp	<input type="checkbox"/>	<input type="checkbox"/>

Any other (specify) \_\_\_\_\_

9. Do students and teachers participate in community service activities?

Yes.  No.

10. Does the institution work and plan the community service activities along with NGOs and GOs?

Yes.  No.

11. Any other qualitative highlights :

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## V. Criterion D: Infrastructure and Learning Resources

### 1. Physical Infrastructure

Tick the following items available with you:

	<u>Items</u>	<u>Number</u> <u>(Wherever applicable)</u>	<u>Yes</u>	<u>No.</u>
i.	Computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii.	Library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➤ Journals/Periodicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➤ Professional/Technical Books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➤ General Books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii.	Hostel Accommodation for Trainees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv.	Staff Quarter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v.	Play Ground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
vi.	Recreational facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
vii.	Transport facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
viii.	Medical Facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ix.	Physiotherapy Deptt.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
x.	Occupational Therapy Deptt.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xi.	Speech Therapy Deptt.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xii.	Canteen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xiii.	Health Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xiv.	Welfare Scheme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xv.	Staff room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xvi.	Recording facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xvii.	Braille production facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xviii.	Assembly Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xix.	Class Rooms and Practical Rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xx.	Audiometry Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xxi.	Ortho-Prosthetic Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xxii.	Conference Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xxiii.	Centre for Assessment of Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xxiv.	Self Care & Mobility/Sensory Training Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xxvii.	Any Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Do you have any master plan of the campus indicating the existing buildings and the projected expansion in the future?

Yes.  No.

3. Does institution plan to meet the need for augmenting the infrastructure to keep pace with academic and professional growth?

Yes.  No.

If yes, attach Master Plan, if any.

4. Does institution propose to maintain its infrastructure and ensure optimum use of its infrastructure?

Yes.  No.

5. Does the institution encourage using the academic facilities?

i. In collaboration with other agencies Yes  No

ii. By external agencies Yes  No

6. Do you keep the campus green and beautiful?

Yes.  No.

7. Is there an advisory committee for the library?

Yes  No

8. Is the library interconnected with other libraries for inter-library borrowing?

Yes  No

9. Is there a book bank facility in the library?

Yes  No

10. Does the Institution have the distributing facilities?

Yes  No

11. Are the following activities of the library available computerised?

	Yes	No
i. Lending of books	<input type="checkbox"/>	<input type="checkbox"/>
ii. Purchase of books	<input type="checkbox"/>	<input type="checkbox"/>
iii. Lending of audio-visual material	<input type="checkbox"/>	<input type="checkbox"/>
iv. Book Bank	<input type="checkbox"/>	<input type="checkbox"/>
v. Stock verification	<input type="checkbox"/>	<input type="checkbox"/>
vi. Any other	<input type="checkbox"/>	<input type="checkbox"/>

12. Number of books/Journals/Periodicals that have been added to the library during the last two years and their cost.

	Particulars	The Year before last		The Year before	
		Number	Total cost (Rs. '000)	Number	Total cost (Rs. '000)
1	Text Books				
2	Other Books				
3	Journals/ Periodicals				
4	Any others				

13. What are the other facilities such as reprography, video and audio cassettes made available in the library?

	Yes	No
i) Large print	<input type="checkbox"/>	<input type="checkbox"/>
ii) Braille production	<input type="checkbox"/>	<input type="checkbox"/>
iii) Audio production	<input type="checkbox"/>	<input type="checkbox"/>

14. Is there a Central Computer Facility in the institution?

Yes  No

If yes, give the configuration and other hardware/ software details?

	Yes	No
(a) Basic minimum	<input type="checkbox"/>	<input type="checkbox"/>
(b) Multimedia	<input type="checkbox"/>	<input type="checkbox"/>
(c) Internet	<input type="checkbox"/>	<input type="checkbox"/>
(d) (a),(b)&(c) all	<input type="checkbox"/>	<input type="checkbox"/>

15. Is the following facility available at the center for trainees?

	Yes	No
(I) Screen Reading (e.g. Jaws for Windows)	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Large Print (e.g. Visibility)	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Braille Conversion (e.g. Duxbury)	<input type="checkbox"/>	<input type="checkbox"/>
(iv) For Speech Training (e.g. Waghme)	<input type="checkbox"/>	<input type="checkbox"/>
(v) Any Special Reading Machine (e.g. Kurtzwell Reading Edge)	<input type="checkbox"/>	<input type="checkbox"/>

16. Give the working hours of the computer centre and its access on holidays and off -hours.

(a) More than five hours

(b) Less than five hours

17. Whether the Centre has developed computer aided learning packages in various subjects?

Yes  No

If yes, attach documentary evidence.

18. Does institution provide various health services available to the students, members of the teaching and non-teaching staff of the college?

Yes  No

If yes, whether it is provided through (a) Indoor facility

(b) Outdoor facility

19. Give details of the participation of students during the last year at the University, State, Regional, National and International Level Programme.

Level	No. of students participated	Outcome
State		
Regional		
National		
International		

20. Does institution provide various welfare programmes to the students and staff members?

Yes  No

21. Is there a Grievance Redressal Cell in the Institution?

Yes  No

If yes, how does it deal with grievances of the employees and others?

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22. Is there a separate hostel for women?

Yes  No

23. State the number of students residing in the hostel.

(a) more than 15

(b) less than 15

24. Any other qualitative highlights :

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## **VI. Criterion E : Student Support and Progression**

FURNISH THE FOLLOWING DETAILS:

1. (A) Percentage of students appearing for the qualifying exam after the minimum period of Study.

(a) Up to 100%  (b) less than 100%

- (B) Drop out rate.

(a) Less than 10%  (b) More than 10%

- (C) Progression to employment.

(a) Absorption in employment - 100%

(b) Prospect for employment - Very Good  Good

Average  Below Average

- (D) Proportion of students opting for further study.

(a) Good

(b) Average

(c) Below Average

- (E) Prominent Positions held by Alumni.

Yes  No

- (F) Does the institution provide a printed admission brochure to the students?

Yes  No

2. Does the institution collect feedback from students regularly?

	Yes	No
Certificate Students		
Diploma Students		
Degree Students		
Post Graduate Students		
Research Scholars		

If yes,

- a. What was the feedback obtained from the students of last year?
- b. Was it used for improvement?
- c. Give details of the feedback mechanism, which exists in the institution?

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3. Does the institution publish its updated prospectus/ magazine /newsletter annually?

Yes  No

If yes, what are the contents of the prospectus?]

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4. Whether any kind of financial aids are available to students from the following agencies.

- (a) Central Government
- (b) State Government
- (c) Institutions/Trust
- (d) Not Applicable

5. Mention the number of students who have received financial aid during the last two years.

**No. of Students Benefited**

<b>Scholarships</b>	5 - 10	3 - 5	> 3
i. Merit Scholarship			
ii. Merit-cum-Means			
iii. Any others			
<b>Grand Total</b>			

6. Does the institution have an employment cell and a placement officer who offers career counselling to students? If yes, give details of the cell and its office.

i. Employment Cell : Yes  No

If yes, mentioned the role: (Add separate sheet)

ii. Placement Officer : Yes  No

If yes, mentioned the role: (Add separate sheet)

7. Do teachers participate in academic and personal counselling? Give details.

Yes  No

8. How many students were employed through placement service during the last year?

S.No.	Placement Centres	Degree/Diploma students	Post Graduate students	Total
i.	Central government organisation			
ii.	State government organisation.			
iii.	Autonomus Body			
iv.	Private organisation			
v.	Any other			
vi.	None			

9. Does the employment cell motivate the students to seek self-employment?

Yes  No

If yes, how many are self-employed?

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10. Does the institution have an Alumni Association?

Yes  No

If yes, indicate the activities of the Alumni Association.

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11. Does Institution have the policies and criteria of admission of students made clear to prospective students?

Yes  No

12. Is there any admission policy of the institution with regard to overseas students?

Yes  No

13. What are the recreational services / facilities given to students?

- |                             |                          |                               |                          |
|-----------------------------|--------------------------|-------------------------------|--------------------------|
| i. Indoor games             | <input type="checkbox"/> | ii. Outdoor games             | <input type="checkbox"/> |
| iii. Nature Clubs           | <input type="checkbox"/> | iv. Debate Clubs              | <input type="checkbox"/> |
| v. Student Magazines        | <input type="checkbox"/> | vi. Cultural Programmes       | <input type="checkbox"/> |
| vii. Audio Video facilities | <input type="checkbox"/> | viii. Dance Music Competition | <input type="checkbox"/> |

Any other (If any, specify) \_\_\_\_\_

14. Any other qualitative highlights :

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## **VII. Criterion F : Organisation and Management**

1. Is there regular inspection by the competent authorities?

Yes  No

2. Is there a system of internal audit?

Yes  No

3. Does the institution have an efficient internal co-ordinating and monitoring mechanism?

Yes  No

If yes, give details.

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4. Were any Committees / External Agencies appointed during the last three years to improve the organisation and management?

Yes  No

If yes, what are its recommendations?

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5. Does the institution have an in built mechanism to check the work efficiency of the non-teaching staff?

Yes  No

If yes, Give details.

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6. Is there a special committee for preparing the academic calendar?

Yes  No

7. During the last two years have all the decisions of the Selection Committee/General Body been approved?

Yes  No

If no, give reasons.

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8. Does the institution conduct professional development programmes for non-teaching staff?

Yes  No

If yes, give details.

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9. What are the current tuition and other fee structure during last three years (mention in Rupees)?

Year	Tuition	Development	Library	Laboratory	Hostel	Messing	Total Per Annum
Third							
Second							
Current							

10. Furnish the amount spent under the various heads of expenditure last year.

Sl.No.	Head of Expenditure	Budget Provided (Rs. in Lakhs)	Amount Actually Spent (Rs. in Lakhs)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Add more sheets, if, any

- Percentage of expenditure on academic services
- Percentage of expenditure on administration and other common services
- Percentage of expenditure on student welfare services

11. Any other qualitative highlights not mentioned above :

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**VIII. Criterion G : Disability Specific Information**

1. Is the campus barrier free for persons with disabilities?

Yes  No

If yes, mention the facilities existing at present

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2. Are the following facilities available for the distribution of Books?

	Yes	No
(i) Audio books	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Braille books	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Large print books	<input type="checkbox"/>	<input type="checkbox"/>
(iv) Daisy CD books	<input type="checkbox"/>	<input type="checkbox"/>

3. Does the Institution follow the reservation policies for employment of the disabled?

Yes

No

4. In case of Yes, the number of the disabled person employed

I - Less than 2

II - More than 2

5. Any other facilities available to the Disabled people by the Institutions. Please specify.

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**ANY OTHER INFORMATIONS / ACHIEVEMENTS & CONTRIBUTION / ROLE MODEL FOR YOUR AREA MAY BE HIGHLIGHTED BY THE INSTITUTIONS NOT MENTIONED IN THE ITEMS CITED ABOVE, WHICH MAY BE INCLUDED IN THE CITATION, IF FOUND ELIGIBLE.**

**(Space provided for the same)**

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