

ASSESSMENT REPORT

Diploma Program (Special Education- Extension proposal)

Note: The neatly handwritten / typed report must be completed jointly by the visiting experts and signed by them on each page. Separate Performa to be used for each course. Additional sheets may be used, if required.

Section I (General Information)

1. Online Proposal ID No.(if available):.....

In case of Extension, enclose Previous Approval Status and intake.....

2. Date(s) of Assessment: Time of Assessment:

3. Name of the proposed/ongoing Course:

4. Name and Address of the Institution (where assessment is carried out):.....

.....

5. Name of the Head of the Institution:

Ph. No: Mob. No.:..... Fax:

e-mail: Website:.....

6. Name of the informant.....designation.....Mobile no.: 7. Name of the Course

Coordinator (with CRR Number).....

8. Nature of Management: (Please tick)

Central Govt. : State Govt.: Govt. University: Pvt. University: Society: Trust :

9. Society/Trust Registration No:Date of Registration:Date of Renewal:

10. State NOC issued in the name of

State NOC issued for Course..... NOC No.Date of Issue

Valid till.....(please attach the copy of State NOC)

11. Registered under PwD Act 1995 / RPwD Act 2016 : (copy enclose)

Certificate issued in the name of.....address.....

Date of Registration Valid upto.....

12. Details of the courses being offered (other than the above):

Name of the course Approval status..... Sanctioned Intake.....

13. Name of the other proposed course(s)

14. Registration number of DISE (Unified District Information System for Education):

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

Section II
Diploma Program

1. Building (Please refer norms as prescribed in the respective syllabus)											
A. Essential											
Sl.	Items	Menti on size as per Norm	Actual Size	Points for Matching with the Norm					Raw Score (A)	Weig htage (B)	Score (AxB)
				(4) 100% or above	(3) 80% or above	(2) 60% or above	(1) 40% or above	(0) Less than 40%			
1.1	Classrooms*: (____Rooms required as per norms prescribed in the Syllabus)										
	Classroom 1										
	Classroom 2										
	Classroom 3										
	Classroom 4										
	Classroom 5										
	*Calculate average of the above between 0-4 and put under raw score (A)									8	
1.2	Office & Room for Administrative Staff									2	
1.3	Room for Teaching Staff									3	
1.4	Separate Toilet for Boys /Girls									3	
1.5	Multipurpose/Seminar hall									3	
1.6	Barrier Free Environment (classroom, toilet, drinking water facility)									3	
1.7	Overall impression of Building with respect to Space, Furniture, Fixture, Lighting, Ventilation			(4) Excellent	(3) Good	(2) Average	(1) Poor			3	
	Total										
Note: Classrooms/rooms include adequate furniture, fixtures lighting facility and ventilation as per requirement. If any inadequacy please make remark below:											
B. Desirable											
Sl.	Items	Actual Size	Points based on the Facility supporting the Course					Raw Score (A)	Weig htage (B)	Score (AxB)	
			(4) More than Requirement	(3) As per Requirement	(2) Less than Requirement	(1) Negligible	(0) Not Available				
1.8	Space for Recreation and sports								2		
1.9	Hostel for trainees								2		
1.10	Staff quarters								1		
	Total										
Remarks (specify Sl. No. for which the remark is made)											
Photographs to be Enclosed for: 1.1 & 1.6											

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

2. Human Resources (Please refer norms as prescribed in the respective syllabus)

A. Essential									
Sl.	Name & designation	Mention Eligibility/ Experience as per Norm	Actual Qualification/Experience	RCI CRR No. & validity	Scores		Raw Score (A)	Weightage (B)	Score (AxB)
					(4) (Eligible as per Norm)	(0) (Not Eligible)			
2.1 PR	Full Time Core Faculty* _____ required as prescribed in the Syllabus:								
	*Calculate average of the above between 0-4 and put under raw score (A)							20	
2.2 PR	Guest Faculty* (GF) _____ required as prescribed in the Syllabus								
	*Calculate average of the above between 0-4 and put under raw score (A)							6	
2.3 PR	Clinical/Technical Staff: _____ required as prescribed in the Syllabus								

	*Calculate average of the above between 0-4 and put under raw score (A)							6		
2.4 PR	Administrative Staff : _____ required as prescribed in the Syllabus									
	*Calculate average of the above between 0-4 and put under raw score (A)							5		
2.5	Overall impression of Faculty & Staff through Group Interaction and observation.	(4) Excellent	(3) Good	(2) Average	(1) Poor			3		
Total										
Remarks (specify Sl. No for which the remark is made) :										
Photograph: Please take (a) group photo of core faculty with visiting experts; (b) group photo of guest faculty with visiting experts; (c) group photo of clinical/technical and admin staff with visiting experts										
B.	Desirable									
Sl.	Items	(4) All Faculty	(3) 75% of Faculty	(2) 50% of Faculty	(1) 25% of Faculty	(0) None	Raw Score (A)	Weightage (B)	Score (AxB)	
2.6	Experience of the Core Faculty More than Prescribed years							6		
2.7	Additional Rehabilitation Qualification / Research Qualification of the Core Faculty (M.Phil/Ph.D.)							4		
Total										

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

3. Special Schools and Inclusive Schools (only for programs in Education)											
(I) Special School (Please refer norms as prescribed in the respective syllabus)											
A. Essential											
Sl	Items	As per Norm	Actual Status	Points for Matching with the Norm					Raw Score (A)	Weightage (B)	Score (AxB)
				(4) 100% or above	(3) 80% or above	(2) 60% or above	(1) 40% or above	(0) Less than 40%			
3.1 PR	Number of Students with specific disability in school									8	
3.2	Course wise Number of Students with Disabilities as per course norms (Elementary / Secondary)									6	
3.3 PR	Special educators having valid RCI Registration as per norms									8	
3.4	Equipment and/or Assistive Devices as per students			(4) *	(3) *	(2) *	(1)*	(0) *		3	
3.5	Teaching Learning Material as per students			(4) *	(3) *	(2) *	(1)*	(0) *		4	
3.6	Accessibility Material as per Students			(4) *	(3) *	(2) *	(1)*	(0) *		3	
* Score 4- As per Requirement, 3- Less then Requirement, 2- Few, 1- Negligible, 0- Not Available											
3.7	Overall impression of learning and teaching in the special school through interaction and observation			(4) Excellent	(3) Good	(2) Average	(1) Poor			3	
										Total	
Remarks (specify Sl. No for which the remark is made) :											
B. Desirable											
Sl.	Items	Actual	Points based on the Facility supporting the School			Raw Score (A)	Weightage (B)	Score (AxB)			
			(4) Available & Used	(2) Available but not Used	(0) Not Available						
3.8	ICT based Learning Resources						3				
3.9	Adaptive Physical Education/Recreation						3				
										Total (3)	

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

**(I) Inclusive School (Optional) (Please refer norms as prescribed in the respective syllabus)
MOU must be signed with inclusive school and copy of the same to be enclosed with this report)**

A. Essential								
Sl	Items	Actual Status	Points as per followings			Raw Score (A)	Weight age (B)	Score (AxB)
			(4) Available	(2) Available but limited	(0) Negligible /Not Available			
3.10	Does the school have children with disability, if yes - Number of Students with Disabilities in School						1	
3.11	Course wise Number of Students with Disabilities (Elementary / Secondary)						1	
3.12	Availability of Resource Teacher with valid CRR						1	
3.13	Teaching Learning Material as per students						1	
3.14	Overall impression on inclusive practices in the school						1	
							Total	

B. Desirable								
Sl.	Items	Actual Status	Points based on the Facility supporting the School			Raw Score (A)	Weightage (B)	Score (AxB)
			(4) Available & Used	(2) Available but not Used	(0) Not Available			
3.15	ICT based Learning Resources						1	
3.16	Adaptive Physical Education/Recreation						1	
3.17	Equipment, Assistive Devices as per students						1	
3.18	Accessibility Material as per students						1	
							Total	

Remarks (specify sl. No for which the remark is made) :

MoU- Yes
No

Enclosed MoU to be verified by the visiting experts with authority of Inclusive School

Signature of Authority of Inclusive School

Signature of Visiting Expert

Signature of Visiting Expert

Photographs: Enclose 5 photographs of Special/Inclusive school showing the facilities, activities etc.

3A. Clinical Services (Only for clinical/rehabilitation courses)											
A. Essential											
Sl.	Items	As per Norm	Actual Status	Points for Matching with the Norm					Raw Score (A)	Weight age (B)	Score (AxB)
				(4) 100% or above	(3) 80% or above	(2) 60% or above	(1) 40% or above	(0) Less than 40%			
3.19	Number of the Clinical Cases (New)									7	
3.20	Therapy Cases/Follow up									7	
3.21	Clinical staff having valid RCI Registration									8	
3.22	Availability of Clinical Test Material / Equipment									4	
3.23	Variety of Clinical Population			(4) *	(3) *	(2) *	(1)*	(0) *		4	
3.24	Use of Clinical Test Material / Equipment			(4) *	(3) *	(2) *	(1)*	(0) *		4	
3.25	Accessibility in Clinical Set Up			(4) *	(3) *	(2) *	(1)*	(0) *		3	
* Score 4- As per Requirement, 3- Less then Requirement, 2- Few, 1- Negligible, 0- Not Available											
3.26	Overall impression on Clinical Services				(4) Excellent	(3) Good	(2) Average	(1) Poor		3	
										Total	
Remarks (specify sl. No for which the remark is made) :											
Photographs: Enclose 5 photographs of clinical service set up showing the facilities, activities etc.											
B. Desirable											
Sl.	Items	Actual Status	Points based on the Facility supporting the Clinic					Raw Score (A)	Weight age (B)	Score (AxB)	
			(4) Well facilitated	(3) Facilitated	(2) Less Facilitated	(1) Negligible	(0) Not Available				
3.27	Attached to Hospital/Medical College								5		
3.28	Implementing Agency of Govt. Schemes/ADIP/ Empanelled professional								5		
										Total	
Remarks											

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

4. Clinical Infrastructure (Only for clinical/rehabilitation courses)											
A. Essential											
Sl.	Items	As per Norm	Actual Status	Points for Matching with the Norm					Raw Score (A)	Weightage (B)	Score (AxB)
				(4) 100% or above	(3) 80% or above	(2) 60% or above	(1) 40% or above	(0) Less than 40%			
4.1 PR	Laboratory / Clinic (Min 300 sq.ft.) For detailed specifications, refer the respective syllabus									7	
4.2 PR	Tools & Equipments as prescribed in syllabus									7	
4.3	Test material/Raw Material as prescribed in syllabus									8	
* Score 4- As per Requirement, 3- Less then Requirement, 2- Few, 1- Negligible, 0- Not Available											
4.4	Information, Communication, Technology			(4) *	(3) *	(2) *	(1)*	(0) *		4	
4.5	Accessibility			(4) *	(3) *	(2) *	(1)*	(0) *		4	
										Total	
Remarks (specify sl. No for which the remark is made) :											
Photographs: Enclose 5 photographs of clinical infrastructure showing the facilities, activities etc.											
B. Desirable											
Sl.	Items	Actual Status	Points based on the Facility supporting the School			Raw Score (A)	Weightage (B)	Score (AxB)			
			(4) Available & Used	(2) Available but not Used	(0) Not Available						
4.6	Innovation in development own tools/equipment						3				
4.7	Clinical Infrastructure available for other disabilities						2				
										Total	

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

4A. Resource Room											
A.	Essential										
Sl	Items	As per Norm	Actual Status	Points for Matching with the Norm					Raw Score (A)	Weightage (B)	Score (AxB)
				(4) 100% or above	(3) 80% or above	(2) 60% or above	(1) 40% or above	(0) Less than 40%			
4.8 PR	Resource Room									4	
4.9	Assessment Tools, Test Materials, equipments and devices as per course									8	
* Score 4- As per Requirement, 3- Less then Requirement, 2- Few, 1- Negligible, 0- Not Available											
4.10	Programming & Planning Tools / Forms as per course			(4) *	(3) *	(2) *	(1)*	(0) *		4	
4.11 PR	Learning Resources / TLM			(4) *	(3) *	(2) *	(1)*	(0) *		8	
4.12	Record & Documentation of Resource Support			(4) *	(3) *	(2) *	(1)*	(0) *		4	
4.13	Accessibility			(4) *	(3) *	(2) *	(1)*	(0) *		2	
										Total	
Remarks (specify sl. No for which the remark is made) :											
Photographs: Enclose 5 photographs of resource room showing the facilities, activities etc.											
B.	Desirable										
Sl.	Items	Actual Status	Points based on the Facility supporting the School			Raw Score (A)	Weightage (B)	Score (AxB)			
			(4) Available & Used	(2) Available but not Used	(0) Not Available						
4.14	ICT based support Learning Resources						2				
4.15	Material related to course co-curricular area						2				
4.16	Resource material related to other disabilities						1				
										Total	

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

5. Library Resources											
A. Essential											
Sl	Items	As per Norm	Actual Status	Points for Matching with the Norm					Raw Score (A)	Weightage (B)	Score (AxB)
				(4) 100% or above	(3) 80% or above	(2) 60% or above	(1) 40% or above	(0) Less than 40%			
5.1	Textbooks (As Per Syllabus)									12	
5.2	Reference Books (As Per Syllabus)									8	
5.3	Computer with Internet			(4) Available and Used		(2) Available but not Used		(0) Not Available		5	
5.4	Maintenance of Records Related to Use of Library Services			(4) Available and Used		(2) Available but not Used		(0) Not Available		2	
5.5	Accessibility			(4) Available and Used		(2) Available but not Used		(0) Not Available		3	
										Total	
Remarks											
B. Desirable											
Sl.	Items	Actual Status	Points based on the Facility supporting the Library					Raw Score (A)	Weightage (B)	Score (AxB)	
			(4) As per Requirement	(3) Less than Requirement	(2) Few	(1) Negligible	(0) Not Available				
5.6	Peer Reviewed Journals subscribed									1	
5.7	Photocopy Services			(4) Available and Used		(2) Available but not Used		(0) Not Available		1	
5.8	Professional Management of Library Services			(4) Available and Used		(2) Available but not Used		(0) Not Available		1	
5.9	Reading Room Facility			(4) Available and Used		(2) Available but not Used		(0) Not Available		2	
										Total	
Remarks (specify sl. No for which the remark is made) :											
Photographs: Enclose 5 photographs of library resources room showing the facilities, etc.											

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

6. Community Promotional Activities									
A.	Essential								
Sl.	Items (Must be verified with documentary proof such as Reports, Photographs, News Clippings)	Points for Matching with the Norm					Raw Score (A)	Weightage (B)	Score (AxB)
		(4) 100%	(3) 80%	(2) 50%	(1) 40%	(0) No Activity			
6.1	Sensitization / Awareness program		X		X			10	
6.2	Early identification program / Promotion of Inclusion		X	X	X			5	
6.3	Development of Audio-Visual/Resource Material for Public Education / Parent Empowerment		X	X	X			5	
								Total	
B.	Desirable								
Items (Must be verified with documentary proof such as Reports, Photographs, News Clippings)									
6.4	Community Based Services							5	
6.5	Exhibition							5	
								Total	
Remarks									

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

7. Curricular Transaction										
A.	Essential									
Sl.	Items (To be assessed based on observation and interaction with students and faculty members as well as verification of records)	Actual Status	Points as per observation & interaction					Raw Score (A)	Weight age (B)	Score (AxB)
			(4) Good	(3) Satisfactory	(2) Poor	(1) Very poor	(0) Not Available			
7.1	Academic calendar and time table								04	
7.2	Attendance of Students and Faculty								04	
7.3	Use of ICT in classroom teaching								04	
7.4	Supervision of practical components, Practical Records								08	
7.5	Field visits & its report								05	
7.6	Assignments / projects / seminar/case conference								05	
7.7	Students Progression : Continuous Assessment, Results (University/NBER) of students								05	
7.8	Overall impression of Curricular Transaction through interaction with students and faculty		(4) Excellent	(3) Good	(2) Average	(1) Poor			05	
									Total	
B.	Desirable									
7.9	Maintenance of Biometric attendance of student and faculty			(4) Yes		(0) No			05	
7.10	Development of A-V/Accessible lessons by the faculty			(4) Yes		(0) No			05	
									Total	
Remarks (specify sl. No for which the remark is made) :										

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

Section III

Verification of Credentials of Training Institution

(Documentary evidences of all above parameters shall be enclosed. Do not give score in case of documentary proof not available)

Sl. No	Credentials	Yes	No	Maximum Score	Score Obtained
1	Experience of the Institute in the area of Disability Rehabilitation more than ten years			2	
2	Experience of the Institute conducting RCI approved courses more than ten years			2	
3	Number of permanent approval (05 years) from RCI more than two times for a course			3	
4	Achievement of the Institute – State level recognition by Govt.			1	
5	Achievement of the Institute – National Level recognition by Govt.			2	
6	State Level Govt. recognition to any of the Employee working not less than 05 years			1	
7	National Level Govt. recognition to any of the Employee working not less than 05 years			2	
8	International Collaboration			2	
9	More than 60% students passed with distinction for last two years			2	
Total					
<p>Note: Maximum Score can be credited: 10 (not 17). If the training institution scores 10 or more, then total score shall be 10 only</p>					
<p>Remarks:</p>					

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

Section IV

Summary of Scores for Diploma level							
SL	Parameters	Essential (Part A)			Desirable (Part B)		Credentials (Part C)
		Max. Score	Obtained Score	%	Max. Score	Obtained Score	Obtained Score (out of 10)
1	Building	100			20		
2	Human Resources	160			40		
3	Special & Inclusive School	140			40		
4	Resource Room	120			20		
5	Library Resources	120			20		
6	Community Promotional Activities	80			40		
7	Curricular Transaction	160			40		
Total		880			220		

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

Section V
Summary of Assessment

**Summarize your observation by mentioning 2 strengths and 2 weakness (if has) of the Training Institution.
(Max 250 words)**

Total Number of Photographs enclosed (Please sign at the backside of each photograph):
Details of Enclosures:

Any other point :

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

Section VI

Declaration

Name of the Institute:

Name of the Course:

Academic Session:

Date of Assessment:

1. I/We hereby declare that the assessment undertaken by us/me is as per the guidelines and the format. The format is duly filled and complete in all respect.
2. I/We have followed the code and conducts as mentioned by the Council.
3. I/We undertake that if anything is found incomplete or incorrectly filled, then I/we may be removed from the panel of visiting expert or debarred.

Name	Designation & Full Address with Email ID & Contact Numbers	Signature with date