

### General Guidelines for Visiting Experts

1. The visiting experts should do an on-site assessment based on the prescribed proforma. The experts must make sure that they actually see the infrastructure in physical form, as far as possible, and not go by what the institutes claim or promise. The visiting expert team should also verify all the relevant original documents and report all discrepancies to the Council.
2. The institutes that have an on-going program must obtain minimum 80% scores in each sub-parameters and 80% to 90% overall score for consideration to get approval of extension for 03 years (three batches) and 90% and above scores in each parameter for consideration to get approval of extension for 05 years (five batches).
3. The visiting expert team must verify original documents relating to financial resources like fixed deposits, bank accounts, receipts, among others. The experts shall report any discrepancy between the institute's claim and actual to the Council.
4. The visiting expert team must obtain Xerox copies of all documents in respect of specific claim made by the institution. For example, fixed deposits, appointment of personnel, approval of competent authorities to start the Course/Program (viz. State, University, Trust, etc), placement of orders for equipment, library books and journals and attach the same to their report. Copies of Annual Reports, newspaper clippings, etc. should not be attached with the report.
5. The visiting expert team should justify the scores awarded for any sub-parameter/parameter and enter the same under 'Remarks'. Accordingly, Council will consider grant of approval based on only scores awarded, and not based on 'remarks'. However, the Council may evaluate comments under 'Remarks' in instances where the expert team has given very high or very low scores for any sub-parameter / parameter.
6. Scores in respect of all the sub-parameters / parameters are to be given with reference to the norms of the Rehabilitation Council of India for a given training program. For example, if the RCI norm stipulates minimum faculty strength of 4 in the core area for starting a program and if the institution has 4 faculty members, then award full score. Decrease the awarded scores proportionately for any shortfall, if instead of Professor / Reader. If the available infrastructure is more than the stipulated, the institutes will get only the maximum score for that category.
7. Award of minimum required scores for minimum requirement stipulated by RCI and then proportionately increasing or decreasing the award scores applies to all parameters and sub parameters under them.
8. It is desirable that institutions have their own building. The building & the plot should ideally be in the name of Institution / Society / Trust. In case of rented building, the institution must have a rent agreement for a period extending up to the date of completion of the proposed training program (whenever the training program is proposed to be started). However, in either case, the institution should have minimum 1000 sq. meter area and shall consist of 500 sq. meter built up area for the first proposed training program. For each additional course, 300 sq. meter additional built up area is required. For example, for one course 500 sq. meter built up area, for two courses (500+300) sq. meter and so on.
9. The institution offering a training program should have its own full-fledged special school / clinical facility. MoU with any other institution will not be acceptable. However, if an institution wants to offer more than one course in special education at Diploma / Bachelor / Master level in different disability areas (say for example, in the area of visual impairment & mental retardation), then the institution should have own special / inclusive schools in each disability, having adequate number of children in each disability.
10. The visiting experts shall ensure that all the professional staff working in these institutions are registered with the RCI.

### Specific Guidelines

#### Diploma / Bachelor / Master programs – Ongoing program

#### INTRODUCTION:

The experts shall give full score if the participating institute has the minimum infrastructure as indicated in this document. In case of a shortfall, then decrease the score awarded proportionately. For example, assume that RCI has stipulated four members of the core faculty as essential for a given course, and a maximum score of 16 is marked for this category. Then, if the institute has four faculty members, it will get 16 score. However, if the institute has only three members of the core faculty, then it will get only 12 score. If the institute has more infrastructure/facility than stipulated, even then they will get only the maximum of 16 score. The visiting experts shall assess infrastructure for each training program separately. For example, if a given institute has proposed Diploma programs in the area of Hearing disability as well as in Mental retardation, then the visiting experts should assess each program independent of each other. The minimum requirements stipulated in the succeeding sections are for a program, and not for an institute.

#### GUIDELINES FOR SPECIFIC INFORMATION ARE AS FOLLOWS:

##### 1 : Building

The institute should have minimum 1000 sq. meter area and shall consist of 500 sq. meter built up area for the first proposed training program. For each additional course, 300 sq. meter additional built up area is required. For example, for one course, 500 sq. meter built up area is necessary, for two courses (500+300) sq. meter and so on. Classrooms size has to be 300 Sqft. up to 30 students with required furniture. However, the number of classrooms should be as per the duration of the course. For example, minimum two classrooms for two years course. Minimum four classrooms for four years courses. It will be applicable for each course separately. Minimum two rooms (Teaching Staff and administration) other facilities as mentioned in the prescribed parameter.

##### 2 : Human Resources

###### For Diploma level

- The participating institution should have the following to get maximum score:
- a) 4 qualified faculty members with RCI registration (Senior of them will be a course coordinator) refer RCI norms
  - b) The essential allied faculty, one in each area as necessary, should be visiting the institution for a minimum of five hours in a week for lecture, demonstration, practical work etc.
  - c) Two numbers of professional supporting staff
  - d) One number of administrative staff
  - e) 50 % of the core and allied faculty should have relevant experience of more than two years

###### For Bachelor level

The participating institute should have the following to get maximum score:

- a) There has to be required number of core faculty (Lecturer, Reader, Professor) with prescribed qualification & RCI registration as mentioned in the syllabus of the particular course. Please refer the syllabus of the particular course available on RCI website.
- b) There shall be as many guest lecturers as the number of papers in allied areas in each year. Furthermore, the allied faculty shall visit the institute for a minimum of five hours in a week for lecture, demonstration, practical work etc.

- c) Professional supporting staff shall be in the ratio of 1:10 (one staff for every 10 students).
- d) Administrative staff shall be in the ratio of 1:20 (one staff for every 20 students). This is excluding MTS.
- e) The qualification and experience of the faculty members shall be as per RCI syllabus. The lecturers shall have 2 years of experience of working in the relevant area while readers shall have 5 years of teaching/research experience.

**For Master level**

The participating institute should have the following to get maximum score:

- a) There has to be required number of core faculty (Lecturer, Reader, Professor) with prescribed qualification & RCI registration as mentioned in the syllabus of the particular course. Please refer the syllabus of the particular course available on RCI website.
- b) There shall be as many guest lecturers as the number of papers in allied areas in each year. Furthermore, the allied faculty shall visit the institution for a minimum of five hours in a week for lecture, demonstration, practical work etc. For teacher training course, alternately, the institute can enter into an MOU with a College of Education offering B.Ed./ M.Ed. in General Education for teaching common papers.
- c) Professional supporting staff shall be in the ratio of 1:10 (one staff for every 10 students).
- d) Administrative staff shall be in the ratio of 1:20 (one staff for every 20 students). This is excluding MTS.
- e) The qualification and experience of the faculty members shall be as per RCI syllabus. The lecturers shall have 2 years of experience of working in the relevant area while Readers shall have 5 and professors 10 years of teaching / research experience in the area.

**Note- Latest photograph of faculty appointed/identified to be attached in the prescribed format duly authenticated by the head of the institutions.**

**3: Special/Inclusive School for programs in the field of Education**

- a) Institution/Organizations should have own special/inclusive school with strength of minimum 60 children in respective area of disability. MoU with special/inclusive school is considered in case of programme run by the Universities/National Institutes/Govt. organizations.
- b) Student (trainee) and clinical population ratio should be 1:2 at pre-primary & primary level for Diploma and upper primary & secondary level for Bachelor / Master level courses.
- c) Teacher student ratio to be 1:10
- d) One classroom for every 10 students
- e) Requirement of equipment shall be as per RCI syllabus for a given course
- f) A minimum of 3 rooms for OT, PT, speech therapy/ sensory stimulation/ special intervention room
- g) Three numbers of TLMs (Diploma level courses) and five numbers of TLMs (Bachelor / Master level) each for a minimum of 10 concepts (relating to each subject)

**3A: Clinical Infrastructure for programs in other than Education courses**

**For Diploma level**

- a) 5 persons with a given impairment/disability for every student admitted each year
- b) 75% of the clinical population must be attending therapy / intervention program at the institute

- c) 50% of the children with sensori-neural hearing loss and the rest with other types of hearing loss.
- d) All varieties of clinical population with the number of persons in each clinical variety be not less than 10% of the total clinical population.
- e) Requirement of equipment shall be as per RCI manual for a given course
- f) A minimum of five rooms for therapy and other intervention programs

#### **For Bachelor/Master level**

- a) 10 persons with a given impairment for every student admitted each year
- b) 75% of the clinical population must be attending therapy / intervention program at the institute
- c) The size of the clinical population should be as in (a) above. All clinical varieties, in a given disability area, must be represented with the number of persons in each clinical variety being not less than 5% of the total clinical population. For example, if the size of the speech and hearing clinical population attending the institute (including all clinical problems) is 200, then the number of persons with stuttering, or adult language disorders etc. should not be less than 10 (not <5%).
- d) Requirement of equipment shall be as per RCI syllabus for a given course
- e) Rooms - students ratio should be 1 : 10 for therapy and other intervention programs

#### **4: Laboratory Infrastructure / Resource Room**

- a) 80% of equipment as stipulated in the syllabus.
- b) One number each of the tests and tools stipulated in the syllabus for every 15 students
- c) Computer to be available in 1:5 ratio (1 computer for 5 students) with internet facility
- d) At least one laboratory / workshop / classroom with special infrastructure for each course

#### **5: Library Resources (at Diploma level)**

- a) Five copies of each title per paper in the core subjects
- b) Three copies of each title per paper in the allied areas
- c) At least one scientific journal in the core area (Indian or international)
- c) Minimum two computers with internet for students
- d) Facility for photocopy.

#### **5A: Library Resources (at Bachelor/Master level)**

- a) Five copies of each paper in the core subjects of each year. None of these titles should be the same as shown for fresh programs in previous years.
- b) Three copies of each paper in the allied areas of each year. None of these titles should be the same as shown for fresh programs in previous years.
- c) Two journals in the particular disability area - 50% international. It should be different from those shown for fresh programs.
- d) Two journals in the allied areas - 50% international. It should be different from those shown for fresh programs.
- e) Two computers with internet for students
- f) Facility for photocopy.

#### **6: Curriculum Transaction**

- a) Defining teaching methodology with points (use of audio visual demonstration etc)
- b) A minimum of two field visits and reports

- c) Internal evaluation apart from the examinations
- d) A minimum of two assignments/projects/seminars
- e) Well defined calendar of events and utilization of time
- f) Each student must have been supervised in their clinical work / practice teaching at least for 5 sessions of 30 minutes each in a week. The institute must provide records to substantiate their claim

**7: Research and development (at Diploma level)**

- a) One number of scientific presentation/lectures outside the institute
- b) At least 2 presentations by faculty and students at seminars/symposia/conference held outside the institute. In addition, attendance at a minimum of 2 seminars/ symposia/ conference outside the institute is required.
- c) At least one seminar/conference/symposium/workshop conducted each year
- d) A minimum of one program each year as faculty/staff improvement program

**7A: Research and development (at Bachelor/Master level)**

- a) One publication in a standard journal each year for Bachelor level and two publications in a standard journal in the previous year for Master level.
- b) A minimum of 1 project initiated/completed
- c) Two numbers of scientific presentations/lectures outside the institute
- d) At least 2 presentations by faculty and students at seminars/symposia/conference held outside the institute. In addition, attendance at a minimum of three seminars/ symposia/ conference outside the institute is required.
- e) At least one seminar/conference/symposium/workshop conducted each year
- f) A minimum of one program each year as faculty/staff improvement program

**8: Barrier Free Environment**

Award points based on the presence or absence of each of the facilities.

Consider the following as guideline:

- a) Built environment: presence or absence of ramps/lifts, accessible toilets/classrooms
- b) Signage : tactile path, lights, physical assistance, signposts
- c) Technology: accessible website, screen-reading software, mechanized equipment
- d) Enquiry & Information: human assistance, reader, scribe, softcopies of reading material, screen reading software)

**9: Community Promotional Activity**

The participating institute must have conducted at least 2 camps, 2 early identification programs, 1 exhibition, and either two public education programs or published two public education pamphlets/ handbooks /books prior to the date of application for starting the training program.

**CONFIDENTIAL**

**JOINT ASSESSMENT REPORT**  
Diploma / Bachelor / Master program - Ongoing

**Note:**

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

Proper justification with regard to allocation of weightage points for the domains mentioned under the respective parameter must be given by the experts in the Remark column.

**Part A (General Information)**

Date(s) of Inspection: ..... Time of Inspection: .....

Name of the proposed Training Course: .....

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

Name of the Head of the Institution: .....

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

e-mail: ..... Website:.....

Name of the informant: ..... Designation.....

Mobile no.....

Nature of Management: (Please tick)

Trust:  Registered Society:  University Deptt.:  Any other:

Society Registration No: ..... Date of Registration: .....

Date of Renewal: .....

NOC from the respective State Govt.( please attach the copy): .....

Name of the University applied for affiliation, if any (applicable for University Level Programme):  
.....

Name of courses being offered and applied for new courses by the Institute.....  
.....

**Part B**  
(Specific Information about the existing program)  
Diploma / Bachelor / Master program - Ongoing

<b>1 Building (Please refer specific guidelines)</b>				
	<i>Minimum built up area 500 sq. meters for one course and additional 300 sq. meters built up area for each additional course is required.</i>	<b>Maximum Score</b>	<b>Obtained Score</b>	<b>Obtained %</b>
(a)	Classroom with adequate furniture	6		
(b)	Office / administration room	5		
(c)	Room for teaching staff	5		
(d)	Laboratories (minimum 300 sqft) However, for more specification, please refer the respective syllabus	5		
(e)	Recreation / playground	4		
(f)	Library / reading hall (minimum 600 sqft)	4		
(g)	Multipurpose hall (minimum 600 sqft)	4		
(h)	Disabled friendly toilets	3		
(i)	Hostel / staff quarters	2		
(j)	Visitors room (minimum 150 sqft)	2		
<b>Total</b>		40		
<b>Remarks</b>				

<b>2 Human Resources (Please refer specific guidelines)</b>				
		<b>Maximum Score</b>	<b>Obtained Score</b>	<b>Obtained %</b>
(a)	Core Faculty *(full time as prescribed in the syllabus)	16		
(b)	Guest faculty	8		
(c)	Clinical/Supporting staff – professional	6		
(d)	Supporting staff – administrative	6		
(e)	Experience of core faculty	4		
<b>Total</b>		40		
<b>Remarks: * Information may please be provided in the attached prescribed format.</b>				

3 Special / Inclusive Schools				
		Maximum Score	Obtained Score	Obtained %
(a)	Level wise strength of schools	10		
(b)	Special educators / teachers qualified	10		
(c)	Number of classrooms	5		
(d)	Equipment	5		
(e)	Therapy room	5		
(f)	TLM	5		
<b>Total</b>		40		
<b>Remarks:</b>				

OR

3A Clinical Infrastructure				
		Maximum Score	Obtained Score	Obtained %
(a)	Size of the clinical population (new)	8		
(b)	Therapy/Clinical cases	10		
(c)	Variety of clinical population	10		
(d)	Clinical test material / equipment	6		
(e)	Therapy rooms	6		
<b>Total</b>		40		
<b>Remarks:</b>				



4 Laboratory Infrastructure / Resource Room				
		Maximum Score	Obtained Score	Obtained %
(a)	Equipment (number & variety) + audio-visual material	20		
(b)	Test material and tools	10		
(c)	Information, Communication, Technology	5		
(d)	Special laboratory space	5		
<b>Total</b>		<b>40</b>		
Remarks				

5 Library Resources (at Diploma level)				
		Maximum Score	Obtained Score	Obtained %
(a)	Number of textbooks (core)	8		
(b)	Number of textbooks (allied)	6		
(c)	Number of journals (core)	2		
(d)	Computer with internet	2		
(e)	Facility for Photocopy	2		
<b>Total</b>		<b>20</b>		
Remarks				

5 A Library Resources (at Bachelor / Master level)				
		Maximum Score	Obtained Score	Obtained %
(a)	Number of textbooks (core)	6		
(b)	Number of textbooks (allied)	4		
(c)	Number of journals (core)	4		
(d)	Number of journals (allied)	2		
(e)	Computer with internet	2		
(f)	Facility for Photocopy	2		
<b>Total</b>		<b>20</b>		
Remarks				

6 Curriculum Transaction				
		Maximum Score	Obtained Score	Obtained %
(a)	Teaching methods	5		
(b)	Field visits & its report	5		
(c)	Student evaluation / examination	5		
(d)	Assignments / projects / seminar	10		
(e)	Academic calendar & time table	5		
(f)	Clinical teaching / supervision or Practical & practice teaching	10		
<b>Total</b>		40		
Remarks:				

7 Research and Development (at Diploma level)				
		Maximum Score	Obtained Score	Obtained %
(a)	Scientific presentation / lectures	5		
(b)	Participation in seminars / workshops / symposia	5		
(c)	Seminars / workshops / symposia conducted	5		
(d)	In-house training programs conducted	5		
<b>Total</b>		20		
Remarks				

OR

7 A Research and Development (at Bachelor/Master level)				
		Maximum Score	Obtained Score	Obtained %
(a)	Publications (national & international)	10		
(b)	Projects undertaken (funded / not funded)	4		
(c)	Scientific presentation / lectures	8		
(d)	Participation in seminars / workshops / symposia	6		
(e)	Seminars / workshops / symposia conducted	6		
(f)	In-house training programs conducted	6		
<b>Total</b>		<b>40</b>		
Remarks				

8 Barrier Free Environment				
		Maximum Score	Obtained Score	Obtained %
(a)	Accessibility - built environment	6		
(b)	Signage	1		
(c)	Technology	1		
(d)	Enquiry & information	2		
<b>Total</b>		<b>10</b>		
Remarks				

9 Community Promotional Activities				
		Maximum Score	Obtained Score	Obtained %
(a)	Camps	3		
(b)	Early identification programs	3		
(c)	Exhibition	2		
(d)	Public education programs / material	2		
<b>Total</b>		<b>10</b>		
Remarks				

**Part C****Summary for Diploma level**

	Parameters	Max. Score	Required Score**	Obtained	
				Score	%
1	Building	40	32		
2	Human Resources	40	32		
3	Special / Inclusive School OR Clinical Infrastructure	40	32		
4	Laboratory / Resource Room	40	32		
5	Library Resources	20	16		
6	Curriculum Transaction	40	32		
7	Research & Development	20	16		
8	Barrier Free Environment	10	8		
9	Community Promotion	10	8		
	Total	260	208		

\*\* Minimum score should be 80% in each parameter for recommendation

**Summary (for Bachelor / Master level)**

	Parameters	Max. Score	Required Score**	Obtained	
				Score	%
1	Building	40	32		
2	Human resources	40	32		
3	Special / inclusive school OR Clinical Infrastructure	40	32		
4	Laboratory / Resource Room	40	32		
5	Library Resources	20	16		
6	Curriculum transaction	40	32		
7	Research & development	40	32		
8	Barrier free environment	10	8		
9	Community promotion	10	8		
	Total	280	224		

\*\* Minimum score should be 80% in each parameter for recommendation

Part D

Overall Recommendations of the Visiting Experts

Key Strengths: (if any)

- A) .....
- B) .....
- C) .....
- D) .....

Key Limitations: (if any)

- A) .....
- B) .....
- C) .....
- D) .....

CONCLUSION

Based on the assessment by the team of visiting experts and overall obtained scores \_\_\_\_\_ and their percentage \_\_\_\_\_ in respect of prescribed parameters for the proposed course, the institution is hereby recommended / not recommended.

Enclosures to be attached as mentioned under:

1. Pledge Certificate / Proof of Endowment Fund for each program.
2. Copy of NOC from State Govt. for the proposed course.
3. Copy of University affiliation (for Bachelor / Master level)
4. List of faculty with details like Professional Qualification, CRR no., Contact no., etc. on the attached sheet.
5. On the spot Photographs of Institute, Special school/Clinic, Library, Laboratory, Classrooms, OT/PT/ST room, playground, etc. alongwith head of the institute and visiting expert.
6. List of Special educators and CWSN (*applicable for programs in the field of Education*).

Note: No documents other than the above to be attached.

**UNDERTAKING**

We, the following visiting experts hereby endorse that we have personally carried out the physical verification of the infrastructure available at the said institute namely \_\_\_\_\_ for the proposed course \_\_\_\_\_ and accordingly recommendations are made.

Signature of the visiting Experts (Name, Designation & Address)

Sl. NO.	Name	Designation	Address	Mobile no. & email	Signature

On the spot suggestions given to the institution to improve the infrastructure if, not recommended to start the proposed course.

.....  
 .....  
 .....  
 .....  
 .....

Date of Appointment of the Inspection Team: .....

Date of Inspection: .....

Date of Submission of the Inspection Report\*: .....

***\*Inspection Report has to be dispatched within 02 days to reach Council within 07 days.***

**Details of Core Faculty (course wise)**

Name of the Course:.....

Sl. No.	Name	Designation	Rehab Qualification	Registration No.	Years of Experience	Mobile no. & Email ID	Latest passport size Photograph
1							
2							
3							
4							
5							

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