

**Foundation Course for Education of Children with Disabilities (FCECD) &
Foundation Course on Education for Children with Learning Disabilities (FCECLD)**

FCECD & FCECLD courses aims to develop the basic competencies, knowledge, understanding attitudes and skills in in-service teachers and enable them to cater to the specific educational need of children with special needs in regular classes.

Objective of the FCECD & FCECLD

The objectives of the courses are

- ❖ *To develop required competencies of in-service teachers and enable them*
- ❖ *To effectively understand the various educational needs of children with disabilities*
- ❖ *To undertake appropriate classroom management for children with disabilities*
- ❖ *To undertake remedial or dual teaching of differently abled and Children with learning disabilities*

Duration of the Foundation Courses

Courses	Mode	Duration	Skill Training Programme at Study Centre
FCECD	Online / Distance	90 days	12 days
FCECLD	-- do --	-- do --	07 days

General guidelines & norms for submission of Self Assessment Form cum Application (SAFA)
(FCECD / FCECLD online / distance mode courses)

Note: - Before filling up the Self Assessment Form cum Application, institutions must go through the general guidelines and the norms carefully and ensure that they fulfil the minimum criteria laid down for the course.

General guidelines:

1. No institute shall start the course without the prior approval of the Council.
2. The management of the institute shall ensure the standards of staff, space and equipments as prescribed by the Council. Separate Self Assessment Form cum Application (SAFA) neatly typed and properly bound with proper referencing of the enclosures must be submitted for each programme alongwith the following:
 - a. Approval fee of Rs.10,000/- in the form of demand draft favouring Member Secretary, RCI , payable at New Delhi.
 - b. Consent letters of the faculty possessing RCI registration
 - c. Copy of the MoUs signed with Special school / Inclusive school for other area of disability
3. Please note that documents mentioned in the guidelines only should be enclosed. No extra papers should be enclosed.
4. The Council will inform the applicant organisation about the status of their case, In the event of grant of permission by the Council to start the proposed courses, admission and other related formalities must be completed well in advance prior to its commencement of the training programme.

Norms:

Institutes desirous of seeking permission to run FCECD / FCECLD courses through Online / Distance mode must ensure that they possess sufficient experience in disability sector in addition to the fulfilment of the following pre-requisites pertaining to the said courses:

1. The institute must have its own functional Special school / Resource centre to do the practicals. An MoU with another Special school / inclusive school for other area of disability is essential.
2. Two qualified faculty with following qualifications:
 - i. Preferably any graduate with B.Ed.Spl.Ed.(HI/VI/MR/LD/MD) with minimum of two years of experience in teaching persons with disabilities.
 - ii. In case of not available, any graduate with D.Ed.Spl.Ed.(HI/VI/MR) with minimum of three years of experience in teaching persons with disabilities.
 - iii. The faculty must be registered with RCI.
(A person with Foundation Course is not eligible to work as a special educator or any other rehabilitation category under RCI Act.)
3. Senior faculty should be the Course Coordinator to coordinate the course.
4. Guest faculty:
 - i. Occupational Therapist
 - ii. Speech Therapist/Audiologist
 - iii. Physiotherapist
 - iv. Occupational therapist
 - v. Social Worker
 - vi. Medical Practitioners

- vii. Psychologist
 - viii. O & M Instructor
 - ix. Rehab Therapist
 - x. Special Educators in the following disability area: MR / HI / VI / ASD / Autism / LD / CP / MD / DB
 - xi. CBR workers
5. Collaboration with other NGO / GO / Special School / Rehabilitation Centre / National Institutes of handicapped is essential for providing practical exposure for other disabilities which are not available in the Skill training Centre.

6. Minimum Requirement of Furniture and Equipment for the course:

Sl.No.	Infrastructure facility available with the centre: (Please mention the number wherever applicable)	Required Quantity
1.	Computers with Internet facility	05 preferably one with screen reading software.
2.	Books (A) FCECD/FCECLD modules (B) DSE manuals	01 set 01 set
3.	Lecture Hall with furniture	01
4.	Classroom for practice teaching (Special / Inclusive classroom) (to Collaborate with other schools)	03
5.	Special School / Resource Centre	01
6.	Black board / White board and Montessori / Kindergarten / Nursery set	01 (each)
7.	Play Therapy equipment	01 set

7. Equipments/ Devices required in the resource room in the field of Visual Impairment:

Sl. No.	Name of the Equipment	Required Quantity
1.	Braille slate and stylus	05
2.	Braille's (Taj or Perkins)	01
3.	Mathematical devices (Abacus, Taylor frame etc.)	05
4.	Tactile aids (including the use of relief papers for preparing geometrical figures)	05
5.	Reading readiness material.	05
6.	An embossed political map of World with the use of threads	02
7.	A physical feature map of Asia	02
8.	Mobility map of the City or Village where the trainee studies.	01
9.	Inch and Centimeter graph sheets using the Braille.	02
10.	Kit to develop the visual efficiency of a low vision child	02
11.	Kit for low vision assessment	01
12.	Mobility canes.	05
13.	Materials for adopted physical education	01 set
14.	Mobility canes	05
15.	Optical and non-optical devices for low vision.	05

7(A). Equipments/ Devices required in the resource room in the field of Hearing Impairment:

Sl. No.	Name of the Equipment	Required Quantity
1.	Different types of Hearing Aids	05
2.	Group Hearing aids	01Set for demonstration
3.	Picture Articulation test	01
4.	Materials for language development	20
5.	Language Profile Test	05
6.	Different types of Ear moulds	05
7.	TLM	20
8.	Mirror	02
9.	Portable Audiometer	01
10.	Speech Trainer	01

7(B). Equipments Devices required in the filed of Mental Retardation:

Sl. No.	Name of the Equipment	Required Quantity
1.	Assessment tool MDPS	05
2.	Assessment tool Basic MR	05
3.	Assessment tool FACP	05
4.	Assessment tool Glad	05
5.	Assessment tool portage	05
6.	Assessment tool Upanayan	05
7.	Assessment tool VAPS	05
8.	Assessment tool BASAL MR	05
9.	Assessment kit	01 set
10.	Teaching Learning Material	20

7(C). Equipments Devices required in the field of Cerebral Palsy/Locomotor:

Sl. No.	Name of the Equipment	Required Quantity
1.	Adapted Furniture/Chair	02
2.	Splint, calipers, braces, wheelchairs, artificial hoe etc.	02 (each)
3.	Commode chair	01
4.	Modified chair	01
5.	Tricycle	01
6.	TLM (Need Based and subject wise)	20
7.	Physiotherapy equipments	10
8.	Sensory integration therapy materials	05
9.	Social Skill training materials	05
10.	Modified activity devices for ADL/ready reading/ writing eating ADL	20
11.	Occupational therapy Equipment	10

8. Details of Guest Faculty:

S.No.	Area of Expertise	Name	Qualification	Experience (if any)	RCI Registration (if applicable)
	Occupational Therapist (OT)				
	Speech Therapist (ST) / Audiologist				
	Physiotherapist (PT)				
	Social Worker				
	Medical Practitioners				
	Psychologist				
	O & M Instructor				
	Rehab therapist				
	Special Educators in MR / HI / VI / ASD / LD / CP / MD / DB				
	CBR workers				

9. Availability of SPECIAL SCHOOL in other areas of disability: Yes No

In case of Yes following details to be provided. In case of No an MoU with other special school to be attached :

A) Name of the Special School: _____

B) Number of Children (MR/HI/VI/LH) in special School: _____

C) Number of Special Educators available in school & details:

S. No.	Name	Rehab Qualification	Disability area	Experience	RCI Registration No.

10. Availability of Resource Centre (Applicable for BRC/DIET/SCERT only): Yes No

If Yes, information to be provided:

A) Disability wise load of Clinical cases per week in Resource Room:

MR HI VI LH CP

B) Number of Special Educators available in Resource Centre & details:

S. No.	Name	Rehab Qualification	Disability area	Experience	RCI Registration No.

11. Details of basic infrastructure available for FCECD/FCECLD as Per the Norms :

Sl. No.	Name of the Equipment	Required Quantity	Available
1.	Computer with Internet Facility	05	
2.	General Books		
3.	Books on special education		
4.	FCECD Modules	01	
5.	DSE Manuals	01	
6.	Lecture hall with Audio-Video facilities	01	
7.	Classroom for practice teaching	03	

12. Equipments/ Devices available in the resource room in the field of Visual Impairment: (Any five)

Sl. No.	Name of the Equipment	Required Quantity	Available
1.	Braille slate and stylus	05	
2.	Braille's (Taj or Perkins)	01	
3.	Mathematical devices (Abacus, Taylor frame etc.)	05	
4.	Tactile aids (including the use of relief papers for preparing geometrical figures)	05	
5.	Reading readiness material.	05	
6.	An embossed political map of the World with the use of threads.	02	
7.	A Physical feature map of Asia.	02	
8.	Mobility map of the City or Village where the trainee studies.	01	
9.	Inch and Centimetre graph sheets using the Braille.	02	
10.	kit to develop the visual efficiency of a low vision child.	02	
11.	kit for low vision assessment	01	
12.	Materials for adopted physical education.	05	
13.	Teaching learning materials for teaching various subjects.	01 set	
14.	Mobility canes.	05	
15.	Optical and non-optical devices for low vision.	05	

13. Equipments/ Devices available in the resource room in the field of Hearing Impairment: (Any five)

Sl. No.	Name of the Equipment	Required Quantity	Available
1.	Different types of Hearing Aids	05	
2.	Group Hearing aids	01 set for demonstration	
3.	Picture Articulation test	01	
4.	Materials for language development	20	
5.	Language profile test	05	
6.	Ear moulds	05	
7.	TLM	20	
8.	Mirror	02	
9.	Portable Audiometer	01	
10.	Speech trainer	01	

14. Equipments Devices available in the Psychology Lab: (Any five)

Sl. No.	Name of the Equipment	Required Quantity	Available
1.	DST	01	
2.	VSMS	01	
3.	Bhatia's Battery Performance Test	01	
4.	Binet-Kamath's Test of Intelligence	01	
5.	Seguin Form Board	01	
6.	Draw-A-Man Test	01	
7.	Denver's Developmental Screening Test	01	
8.	Chatterjee's Non-Language Preference Record	01	
9.	Benton's Visual Retention Test	01	
10.	Minnesota Multi-phasic Personality Inventory	01	

15. Assessment Tools available in the filed of Mental Retardation: (Any five)

Sl. No.	Name of the Equipment	Required Quantity	Available
1.	MDPS	05	
2.	Basic MR	05	
3.	FACP	05	
4.	Glad	05	
5.	Portage	05	
6.	Upanayan	05	
7.	VAPS	05	
8.	BASAL MR	05	
9.	Kit	01 set	
10.	Teaching Learning Material	20	

16. Equipments Devices available in the field of Cerebral Palsy / Locomotor: (Any five)

Sl. No.	Name of the Equipment	Required Quantity	Available
1.	Adapted Furniture/Chair	02	
2.	Splint, calipers, braces, wheelchairs, artificial hoe etc.	02 (each)	
3.	Commode chair	01	
4.	Modified chair	01	
5.	Tricycle	01	
6.	TLM (Need Based and subject wise)	20	
7.	Physiotherapy equipments	10	
8.	Sensory integration therapy materials	05	
9.	Social Skill training materials	05	
10.	Modified activity devices for ADL/ready reading/ writing eating ADL	20	
11.	Occupational Therapy Equipment	10	

DECLARATION / CERTIFICATION

I _____ (designation & address)_____

hereby declare & certify that all particulars / information given in the self assessment form cum application is true and valid. In the event of any information found wrong, misinterpreted or suppressed willfully, the Council shall reject the application without assigning any reason. The shortcomings if any as per the norms of the programme shall be fulfilled within three months from the date of application. I hereby accept the responsibility of the same.

Place:

Date:

Seal

Name & Signature of the Legal
Responsible Person for the Organisation

UNDERTAKING ON NON-JUDICIAL STAMP PAPER SHOULD BE SUBMITTED AND REGISTERED WITH THE SUB-REGISTERAR OR ANY OTHER EQUIVALENT COMPETENT AUTHORITY

I / we, the (Names of the Trustee/Chairman/Principal/Director of the (Name of the College / Institution / Mandal / Trust /Society, etc.)) hereby undertake to comply with the following in connection with my/our application for starting of (Name of Course./ College) from the Session

- 1 That the Management including the Governing Body of the Institute/College shall be constituted and the Chairman of the Governing Body shall be appointed as per the guidelines of Council.
- 2 That the Management shall provide funds, if required for investment in developed land and in providing the related infrastructural, instructional and other facilities as per the norms and standards laid down by the Council from time to time and for meeting the recurring expenditure.
- 3 That the courses or programme shall be conducted as per the assessed manpower demands.
- 4 (a) That the admission shall be made according to the regulation and directions of the Council for such admission in the respective institutions.
 (b) That the admission to the courses shall be made only after the minimum requisite / prescribed facilities are created and the affiliating university / competent authority has given permission to start the course.
 (c) That the Institution shall not cause or allow either closure of the Institution or discontinuation of the courses (s) or start any new courses (s) or alter the intake capacity or seats without the prior concurrence of the Council.
- 5 That the tuition and other fees shall be charged as prescribed within the overall criteria prescribed by the Council / Government from time to time. No capitation fee shall be charged from the students / guardians of the students in any form.
- 6 That the accounts of the Institution shall be audited annually by a Chartered Accountant and shall be open for inspection by the Council or any board or person authorised by it.
- 7 That the teaching and other staff shall be selected according to procedures, qualifications and experience prescribed by Council from time to time.
- 8 That the Management shall strictly follow any further conditions as may be specified by the Council from time to time.
- 9 In the event of non-compliance by the (name of Society / Trust / Mandal / College/ Institution etc.) with regard to guidelines, norms and conditions laid, prescribed by the Council from time to time, the Council or a body or person authorised by it shall be free of take measures for withdrawal or its approval or recognition, without consideration of any related issues and that all liabilities arising out of such a withdrawal would solely be that of the (Society / Institute / College).
10. The (College/Institute) by virtue of the approval given by Council shall not automatically become claimant to any grant-in-aid form the Council or State Government for the Institute or for recurring expenditure etc.

Place: (Name of the legally responsible person giving undertaking alongwith his/her official position)

Date : (SEAL)

- 1 The matter within brackets shall need to be filled up as relevant.
- 2 It should be ascertained that the stamp-paper and the undertaking are properly authenticated.

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