



भारतीय पुनर्वास परिषद्



सत्यमेव जयते

भारतीय पुनर्वास परिषद्

(सामाजिक न्याय और अधिकारिता मंत्रालय,
विकलांगजन सशक्तिकरण विभाग के अधीन एक सांविधिक निकाय)

REHABILITATION COUNCIL OF INDIA

(A Statutory Body under the Ministry of Social Justice and Empowerment,
Department of Empowerment of Persons with Disabilities)

F.No. 8-A/Policy(Recog.)/RCI

22nd February, 2018

Circular

Council has revised the Guidelines and Assessment Report format for new and extension of proposals with effect from academic session 2018-19. This revised manual as approved in 77th Executive Committee of RCI is being annexed as Annexure-I for information to all.

Assessment Report for the coming academic session onwards shall be obtained only on the revised format as per the revised guidelines (copy enclosed).

This issues with approval of the Competent Authority.

(Dr. Rajesh Kr. Verma)
Assistant Director(Prog.)

Encl: As above

- (i) To RCI approved institutions
- (ii) RCI Website

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MANUAL ON ASSESSMENT OF TRAINING INSTITUTIONS

(Revised Guidelines & Inspection Report for Assessment of New & Extension
Proposals w.e.f. 2018-19 Academic Session)



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(A Statutory Body Under the Ministry of Social Justice & Empowerment)

Department of Empowerment of Persons with Disabilities (Divyangjan)

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1.0 Purpose of Revision

Rehabilitation Council of India has been making continuous effort to improve standard of Rehabilitation and Special Education Professionals through quality curriculum delivered through training institutions approved by the Council. It is undoubted that the role of training institutions is immense. The quality of professionals those would serve the persons with disability depends on the quality of training institutions. Hence the Council looks forward for both qualitative as well as quantitative growth of training institutions in the country.

Maintaining the standard of training institutions is one of the major goals of the Council. Therefore for approving a course to any training institution, the Council ensures the feasibility of such institution in offering the required course having adequate faculty and resources. Hence the Council undertakes assessment and inspection of training institute in a systematic and scientific manner.

Over the years there have been several revisions to such procedure; however currently there was need to go for further revision to make the process more objective and scientific based. In case any course in an institution is not approved, it has been observed that in most of such cases, the management of such training institute demonstrates their dissatisfaction in the assessment done by the visiting experts-blames as well as puts up complaints to the Council. It becomes very difficult for the Council to verify the assessment done by the visiting experts unless fully objectivity is not achieved in the assessment procedure. Therefore, a committee was appointed by the RCI to review the assessment process. The team comprised of Prof. Amitav Mishra, Dr. S.K. Prasad, Dr. V.P. Shah, Dr. Swati Sanyal, Dr. Renu Malviya, Dr. Mousumi Bhaumik, Mr. Rajnish Sharma, Mrs. Niharika Nigam along with Mr. S.K. Srivastava, Member Secretary of RCI and his team: Dr. Sandeep Tambe and Dr. Rajesh Kumar Verma who participated and deliberated on required revision. The team realized that in many parameters, the decision of the visiting experts is difficult to review as such there is more scope for subjectivity and lacks the objectivity. Therefore, the team revised the assessment procedure which is presented in this Manual.

2.0 Objectives of Assessment

The objectives of assessment are:

- 2.1. To develop a procedure/process to assess the capabilities of training institutions those could offer a particular course in order to enrich the country with well trained professionals;
- 2.2. To consider all those parameters that are essential for a training institution to successfully offer a course as well as other parameters that are desirable to strengthen the quality of the training;
- 2.3. To minimize the subjectivity factors of the assessor such as giving undue favour or exhibiting bias or underestimating the capabilities of a training institution;
- 2.4. To strengthen objectivity in the assessment process so that the training institution is truly evaluated of their capabilities;
- 2.5. To consider the credibility, achievement, innovations and reputation of the institution in the assessment process.

In a nut shell, the effort of the Council would be to conduct a reliable and valid assessment which would ultimately support its objective of upholding standards across curriculum, training institutes and states.

3.0 Components of Assessment

Assessment is comprised of major three components:

- a. Essential Component (Part A): This includes all those sub-parameters which are considered to be essential for a course/training institution. For example, under building/physical infrastructure, the classrooms are taken as essential component whereas staff quarters or guest house as desirable component.
- b. Desirable Component (Part B): As mentioned above, the desirable components which are complimentary for any course/training institution are also assessed. Part A and Part B shall be assessed simultaneously under Section II of the Inspection Report.
- c. Credentials (Part C): The assessment also includes the background, achievements as well as experience of the institution in the field of disability rehabilitation and special education. For example, if the training institution has received an award from the state or central government, then this achievement would be appropriately scored and included in the assessment.

The distribution of weightage across various components is given below:

Sl.No.	Components	Part	Weightage of Scores
1	Essential	A	70%
2	Desirable	B	20%
3	Credentials	C	10%
Total		A+B+C	100%

Further, the assessment has three stages:

- a. Self–assessment/self-appraisal of training facilities, resources by the training institutions;
- b. Assessment by the visiting team (In case of extension proposal, then the visit can be done without prior information to the training institution);
- c. Verification & validation of assessed information by the Council and decision on approving or disapproving any institution.

The visiting experts are required to go through the self-assessment/self-appraisal report of the training institution prior to undertaking any assessment/inspection. The Council is entrusted with responsibility to verify and validate the assessment data based on the report submitted by the visiting experts deputed by the Council.

4.0 Guidelines for Maintaining Minimum Standards

The visiting experts deputed by the Council are entrusted with responsibility to conduct a fair assessment/inspection without any bias or favoritism and help the Council to maintain the minimum standards across courses/training institutions in the country.

It is very important for all visiting experts to go through the complete curriculum/syllabus of RCI for the course they are being deputed by the Council. The latest curriculum/syllabus can be downloaded from RCI website. The syllabus of the Council has clearly mentioned about the norms in terms of faculty, classrooms, laboratories, equipments, etc. which becomes a base for the visiting team to conduct assessment. The Council generally prescribes the following norms which the visiting team needs to go through:

a. Building

The institute should have minimum 1000 sq. meter area consisting of 500 sq. meters built up area for the first proposed training program. For each additional course, 300 sq. meters 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. meters and so on. Classrooms size has to be 300 Sq.ft. 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 are required for a two year course. Similarly, a training institution should have minimum four classrooms for a four year course. It will be applicable for each course separately. Minimum two rooms (faculty and administration) and other facilities as mentioned in the prescribed syllabus should have been available.

b. Human Resources

For Diploma level:

The training institution should have the following:

- i. Four (04) qualified full time faculty members with valid RCI registration (Senior of them will be a course coordinator) refer syllabus of the particular course
- ii. 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.
- iii. Two numbers of professionals as supporting staff
- iv. One administrative staff
- v. 50 % of the core and allied faculty should have relevant experience of more than two years

For Bachelor level:

The training institution should have the following:

- i. There has to be required number of core faculty (Asst. Professor/Lecturer, Associate Professor/ Reader, Professor) with prescribed qualifications & valid RCI registration as mentioned in the syllabus of the particular course. Please refer the syllabus of the particular course available on RCI website.
- ii. 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.
- iii. Professional supporting staff shall be in the ratio of 1:10 (one staff for every 10 students).
- iv. Administrative staff shall be in the ratio of 1:20 (one staff for every 20 students). This is excluding Multi Tasking Staff.
- vi. The qualifications and experience of the faculty members shall be as per RCI syllabus and affiliating university. 50 % of the core and allied faculty should have relevant experience of more than five years.

For Master level:

The training institution should have the following:

- i. There has to be required number of core faculty (Asst. Professor/Lecturer, Associate Professor/ Reader, Professor) with prescribed qualification & valid RCI registration as mentioned in the syllabus of the particular course. Please refer the syllabus of the particular course available on RCI website.

- ii. 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.
- iii. Professional supporting staff shall be in the ratio of 1:10 (one staff for every 10 students).
- iv. Administrative staff shall be in the ratio of 1:20 (one staff for every 20 students). This is excluding Multi Tasking Staff.
- vii. The qualifications and experience of the faculty members shall be as per RCI syllabus and affiliating university. 50% of the core and allied faculty should have relevant experience of more than five years

c. Special/Inclusive School

Training institutions applying for special education/inclusive education related courses should have the facility of Special/Inclusive school (s) as per the following:

Special School

- i. Should have own special school with strength of minimum 60 children in respective area of disability. MOU with a nearby/local special school may be considered in case the course is run by the Universities/National Institutes/Govt. organizations. The MOU needs to be renewed after every two years. Also in case of new courses, MOU with a local special school may be considered for the first two years only subject to credentials of the training institution. Training institution has to submit an affidavit stating that they would have their own special school with required number of students with disabilities within a time period of 2 years and in-case fail to do so that they would have no objection to the Council to close the course.
- ii. Student (trainee) and student with disability ratio should be 1:2.
- iii. The ratio between qualified special education teacher and student with disabilities should not be more than 1:10.
- iv. One classroom for every 10 students with required TLMs, etc. as per the need.
- v. Requirement of equipment shall be as per RCI syllabus for a given course
- vi. A minimum of 3 rooms for therapy/ sensory stimulation/ special intervention room.

Inclusive School

- i. Should have own inclusive school with strength of minimum 10 children in respective area of disability. MOU with a nearby/local inclusive school may be considered. The MOU needs to be renewed after every two years.
- ii. The ratio between qualified resource teacher/special education teacher and student with disabilities should not be more than 1:10.
- iii. Classrooms having students with disability should have required TLMs, Assistive Devices, etc. as per the need.
- iv. A minimum of one room for resource support, counseling, remediation, aids-appliances, learning resources, ICT, etc. must be available.

d. Clinical Infrastructure (for courses other than Special/Inclusive Education)

Training institutions applying for courses other than education should have the facility of clinical services with required infrastructure as per the following:

For Diploma level:

- i. 5 persons with a given impairment/disability for every student admitted each year
- ii. 75% of the clinical population must be attending therapy / intervention program at the institute
- iii. All varieties of clinical population with the number of persons in each clinical variety be not less than 10% of the total clinical population.
- iv. Requirement of equipment shall be as per RCI syllabus for a given course
- v. A minimum of five rooms for therapy and other intervention programs

For Bachelor level/Master level:

- i. 10 persons with a given impairment for every student admitted each year
- ii. 75% of the clinical population must be attending therapy / intervention program at the institute
- iii. 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%).
- iv. Requirement of equipment shall be as per RCI syllabus for a given course
- v. Rooms - students ratio should be 1 : 10 for therapy and other intervention programs

e. Laboratory Infrastructure / Resource Room

- i. 80% of equipment as stipulated in the syllabus.
- ii. One number each of the tests and tools stipulated in the syllabus for every 15 students.
- iii. At least one laboratory / workshop / classroom with special infrastructure for each course.

f. Library Resources

For Diploma level:

- i. Five copies of each title per paper in the core subjects
- ii. Three copies of each title per paper in the allied areas
- iii. At least one scientific journal in the core area (Indian or international)
- iv. Computer to be available in ratio of 1:8 (1 computer for 8 students) with internet facility
- v. In house facility for photocopy

For Bachelor/Master level

- i. 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
- ii. 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

- iii. Two journals in the particular disability area - 50% international. It should be different from those shown for fresh programs
- iv. Two journals in the allied areas - 50% international. It should be different from those shown for fresh programs
- v. Computer to be available in ratio of 1:5 (1 computer for 5 students) with internet facility
- vi. In house facility for photocopy

g. Barrier Free Environment

- i. Built environment having ramps/lifts so that has easy access to classrooms, toilets, drinking water
- ii. Signage including tactile path, lights, display boards, signposts
- iii. Assistive Technology: accessible website, screen-reading software, mechanized equipment
- iv. Enquiry & Information: human assistance, reader, scribe, softcopies of reading material, screen reading software)

h. Community Promotional Activity

The training institution must have conducted prior to the date of application for starting/extension of the course/training program:

- i. 2 camps including early identification camps,
- ii. 1 participation in public exhibition, or three public education programs or published 3 public education pamphlets/ handbooks /books
- i. Research & Development (Essential for Bachelor /Master Level)
- i. Two publication in an ISSN journal each year for Bachelor level & Four publications in an ISSN journal in the previous year for Master level national/international journals in the last 4 years
- ii. A minimum of 1 project completed or in hand
- iii. Two numbers of scientific presentations/lectures outside the institute
- iv. At least 2 presentations by faculty in seminars/symposia/conference held outside the institute. In addition, attendance at a minimum of three seminars/ symposia/ conference outside the institute is required.
- v. At least one seminar/conference/symposium/workshop/CRE conducted each year

5.0 Norms for Appointment of Visiting Experts

The norms for appointment of visiting experts are given here:

- a. For Certificate & Diploma level of courses
 - i. Professional having RCI prescribed qualification and five years experience in the respective course/area of disability as Faculty / Researchers / Academic Administrator.

Or

Faculties at Bachelor and Master Level courses with three years of teaching experience in the respective discipline.

- ii. Faculty must possess the valid RCI registration number.

b. For Undergraduate & Degree level of courses

- i. Teaching faculties as prescribed in the syllabi for Undergraduate/Degree level courses with minimum of five years of teaching experience in the respective discipline at RCI approved training institute/university department /national institute/hospital department.
- ii. Faculty must possess the valid RCI Registration number.

c. For Master and M.Phil. level courses

- i. Teaching Faculties as defined with minimum of five years of teaching experience at Master Level & above courses in the respective area of specialization at RCI approved training institute/university departments /national institute/hospital department.
- ii. Faculty must possess the valid RCI registration number.

d. Other Provisions

- i. Generally, the Council deposes two members of team of those who are working /worked as core faculties on regular basis for inspection/assessment purpose. In special circumstances, a qualified senior rehabilitation professionals with Bachelor or Master Degree or equivalent qualification as per the level of the course to be assessed in the respective specialization with minimum ten years of experience in special school/rehabilitation service centre run by Government or reputed NGO or a private practitioner with minimum ten years of experience in special school/rehabilitation service centre run by Government or reputed NGO may be deputed as one of the visiting expert.
- ii. The Chairperson of Council reserves the right to depute EC/GC Members of the Council and the members of various expert committees of RCI having required qualifications and experience.
- iii. The Chairperson of Council reserves the right to depute eminent professional working prior to RCI Act for inspection/assessment along with other co- experts.
- iv. Generally, the Council does not nominate any of the members of the team within the same state in order to avoid any kind of favoritism/biasness. In case of any complaint received against any training institute, experts from the national institutes / Central Government Institute / Central or State University (Government) from the same state. Representative from Zonal Coordination Committee of RCI of the respective zone having required qualifications and experience may be deputed to verify the facts.
- v. Professionals deputed for inspection by the Council may be considered as official work/on duty and no leaves should be deducted by his/her employer for being absent from his/her regular duty.
- vi. In case member as visiting expert does not visit the institution as requested by RCI within the specified time or refuses to visit without cause, then his/her empanelment may be discontinued for future visits.

6.0 Code and Conduct for Visiting Experts

Visiting experts shall:

- i. act in the interest of the Council with utmost integrity and professional ethics
- ii. read thoroughly the syllabus of the course that to be assessed

- iii. must give the required time for assessment with sincerity
- iv. avoid strictly taking any kind of undue favour / valuables .
- v. use respectful language and behaviour at all times
- vi. be unbiased / impartial while conducting the inspection / assessment
- vii. not build pressure on training institute for any reason
- viii. not to be influenced by the other expert to provide undue credit/benefit to the inspecting institute
- ix. not to give any assurance / commitment regarding outcome of the assessment / inspection to the training institute

In case of any hindrance / resistance / eventuality while conducting inspection / assessment the Council should be kept informed by the expert(s) in writing at the earliest. In case of visiting expert(s) submit false information regarding the institution he/she visits, or if found violation of code of conduct as entailed for the visiting expert, his/her empanelment will be cancelled for ever. The visiting expert(s) may also be liable on the grounds of code of conduct as per u/s 21 of RCI Act 1992.

7.0 Guidelines for Assessment (New & Extension Proposal)

- i. The visiting experts should do an on-site assessment based on the prescribed Performa. 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.
- ii. The visiting experts 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.
- iii. The visiting experts must obtain and attach the photo-copies of all documents in respect of specific claim made by the institution such as fixed deposits, appointment of personnel, and approval of competent authorities (Competent Authority of State/Central Government/ University) to start the Course/Program, bills/invoices of equipments purchased/procured, library books and journals. Copies of Annual Reports, newspaper clippings, etc. should not be attached to the inspection/assessment report.
- iv. The visiting expert team should justify the scores awarded by mentioning the norm and actual facts in respect of that sub-parameter/parameter. Anything, if significant must be entered in the 'Remarks' column.
- v. 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 the available infrastructure is more than the stipulated, the institutes will get only the maximum score for that category. 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.

- vi. It is desirable that institutions have their own building. The building and 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. meters additional built up area is required. For example, for one course 500 sq. meters built up area, for two courses (500+300) sq. meter and so on.
- vii. The visiting experts shall ensure that all the professional staff working in these institutions is registered with the RCI.
- viii. It is compulsory to take photographs during assessment as mentioned in the Performa and enclose them with the report. The bills/vouchers related to photography may be submitted along with TA/DA form for the reimbursement.
- ix. 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 as independent of each other. The minimum requirements stipulated in the succeeding sections are for a program, and not for an institute.
- x. Convener of the visiting expert must sent inspection report within two days from inspection to the Council so as to reach within seven days.
- xi. Assessment of the institute may be conducted on any working day without informing the institute (in the case of extension proposal)

8.0 Format for Inspection Report

The revised format for assessment of new and extension proposals is the same. While assessing a new proposal, the 'Research and Development' parameter is not included in the assessment/inspection process; however it is included in an extension proposal. The Format is given in the next page.



REHABILITATION COUNCIL OF INDIA
(A Statutory Body Under the Ministry of Social Justice & Empowerment)
Department of Empowerment of Persons with Disabilities (Divyangjan)

CONFIDENTIAL

JOINT ASSESSMENT REPORT
Diploma / Bachelor / Master program (New & 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.

(A) The 'Research and Development' parameter is not applicable for Diploma Level Courses (B) Curricular Transaction included in the assessment/ inspection process of any extension proposal only and not for any New Proposal.

Section I (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.:

Name of the Course Coordinator (with CRR Number).....

Nature of Management: (Please tick)

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

Society Registration No: Date of Registration: Date of Renewal:

State NOC issued in the name of

State NOC issued for Course Date of Issuance

Valid till (please attach the copy of State NOC)

Registered under PwD Act 1995 / RPwD Act 2016: Yes/No (if yes, copy enclose)

Date of Registration Valid till

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.....

(Signature of Visit Expert 1)

(Signature of Visit Expert 2)

Section II
Diploma / Bachelor / Master program in Education

1. Building (Please refer norms and specific guidelines)											
A. Essential											
SI	Items	Size as per Norm	Actual Size	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%			
1.1	Classrooms: (Rooms required as per norms prescribed in the Syllabus									8	
	Classroom 1										
	Classroom 2										
	Classroom 3										
	Classroom 4										
	Classroom 5										
Average											
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 hall									3	
1.6	Barrier Free Environment (classroom, toilet, drinking water facility)									3	
1.7	Quality of Building (Space, Furniture, Fixture, Lighting, Ventilation)					(4) Good	(2) Average	(0) Poor		3	
										Total	
<p>Note: Classrooms/rooms include adequate furniture, fixtures lighting facility and ventilation as per requirement. If any inadequacy please make remark below:</p>											
B. Desirable											
SI	Items	Actual Size	Points for Matching with the Norm					Raw Score (A)	Weightage (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		
<p>Remarks (specify sl. No for which the remark is made) :</p>											
<p>Photographs to be Enclosed for: 1.1 & 1.6</p>											

(Signature of Visit Expert 1)

(Signature of Visit Expert 2)

2. Human Resources (Please refer norms and specific guidelines of the course and IR guidelines)										
A. Essential										
SI	Items	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:							20		
	Faculty 1 (Name)									
	Faculty 2 (Name)									
	Faculty 3 (Name)									
	Faculty 4 (Name)									
	Faculty 5 (Name)									
	Faculty 6 (Name)									
	Faculty 7 (Name)									
Average										
2.2 PR	Guest Faculty (GF) _____ required as prescribed in the Syllabus							6		
	GF1 (Name)									
	GF2 (Name)									
	GF3 (Name)									
	GF4 (Name)									
	GF5 (Name)									
	GF6 (Name)									
	GF7 (Name)									
Average										
2.3 PR	Clinical/Supporting Staff – Professional _____ required as prescribed in the Syllabus							6		
	Staff 1 (Name)									
	Staff 2 (Name)									
	Staff 3 (Name)									
	Staff 4 (Name)									
	Staff 5 (Name)									
	Staff 6 (Name)									
	Staff 7 (Name)									
Average										
2.4	Supporting Staff – Administrative _____ required as prescribed in the Syllabus							5		
	Staff 1 (Name)									
	Staff 2 (Name)									
	Staff 3 (Name)									
Average										
2.5	Quality of Faculty & Professional Staff (Through Focus Group Interview)		(4) Good	(2) Average	(0) Poor		3			
Total										
Remarks (specify sl. No for which the remark is made) :										

PR : Photograph Required

(Signature of Visit Expert 1)

(Signature of Visit Expert 2)

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 supporting professionals and admin staff with visiting experts

B. Desirable										
Sl	Items	No. of Faculty/ Total Faculty	Points based on the Percentage/Number of Faculty Possessing					Raw Score (A)	Weightage (B)	Score (AxB)
			(4) 100% of All Faculty	(3) 50% of All Faculty	(2) 25% of All Faculty	(1) At least 1 Faculty	(0) Nil			
2.6	Experience of the Core Faculty More than Prescribed years								6	
2.7	Additional Rehabilitation Qualification / Research Qualification of the Faculty (Ph.D.)								4	

3. Special and Inclusive Schools (only for programs in the field of Education)											
(I) Special School											
A. Essential											
Sl	Items	As per Norm	Actual Status	Points based on the Percentage/Number of Faculty Possessing					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)									4	
3.3 PR	Special educators having valid RCI Registration as per norms (minimum 1:8)									6	
	As prescribed in the syllabus			(4) As per Requirement	(3) Less than	(2) Few	(1) Negligible	(0) Not Available			
3.5	Equipment and/or Assistive Devices as per students									3	
3.6	Teaching Learning Material as per students									3	

PR : Photograph Required

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3.7	Accessibility Material as per Students							3	
3.8	Quality of learning and teaching in the school			(4) Good	(2) Average	(0) Poor		3	
								Total	
Remarks (specify sl. No for which the remark is made) :									

B. Desirable								
Sl	Items	Actual	Points based on the Faculty supporting the School			Raw Score (A)	Weightage (B)	Score (AxB)
			(4) Available & Used	(2) Available but not Used	(0) Not Available			
3.9	ICT based Learning Resources						3	
3.10	Adaptive Physical Education/Recreation						3	

(I) Inclusive School											
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%			
3.11	Number of Students with Disabilities in School								3		
3.12	Course wise Number of Students with Disabilities (Elementary/ Secondary)								1		
3.13	Availability of Resource Teacher with valid CRR (minimum 1:10)								2		
	As prescribed in the syllabus			(4) As per Requirement	(3) Less than	(2) Few	(1) Negligible	(0) Not Available			
3.14	Equipment &/or Assistive Devices as per students								1		
3.15	Teaching Learning Material as per students								1		
3.16	Accessibility Material as per students								1		
3.17	Quality of learning and teaching in the school					(4) Good	(2) Average	(0) Poor	1		

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(Signature of Visit Expert 2)

B. Desirable								
SI	Items	Actual	Points based on the Faculty supporting the School			Raw Score (A)	Weightage (B)	Score (AxB)
			(4) Available & Used	(2) Available but not Used	(0) Not Available			
3.18	ICT based Learning Resources						2	
3.19	Adaptive Physical Education/Recreation						2	
Total								
Remarks (specify sl. No for which the remark is made) :								
Photographs: Enclose 5 photographs of Special/Inclusive school showing the facilities, activities etc.								

3A. Clinical Services (Only for programs other than Education)											
A. Essential											
SI	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%			
3.20	Number of the Clinical Cases (New)									7	
3.21	Therapy Cases/ PR Follow up									7	
3.22	Clinical staff having valid RCI Registration									8	
3.23	Availability of Clinical Test Material/Equipment									4	
	As prescribed in the syllabus			(4) As per Requirement	(3) Less than	(2) Few	(1) Negligible	(0) Not Available			
3.24	Variety of Clinical Population									4	
3.25	Use of Clinical Test Material/Equipment									4	
3.26	Accessibility in Clinical Set Up									3	
3.27	Quality of Clinical Services					(4) Good	(2) Average	(0) Poor		3	
Total											
Remarks (specify sl. No for which the remark is made) :											
Photographs: Enclose 5 photographs of Special/Inclusive school showing the facilities, activities etc.											

PR : Photograph Required

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B. Desirable										
SI	Items	Actual Status	Points based on the Facility supporting the Clinic					Raw Score (A)	Weightage (B)	Score (AxB)
			(4) Well facilitated	(3) Facilitated	(2) Less Facilitated	(1) Negligible	(0) Not Available			
3.28	Attached to Hospital/Medical College								5	
3.29	Implementing Agency of Govt. Schemes/ADIP/Empanelled professional								5	
Total										
Remarks										

4 Clinical Infrastructure (Only for programs other than Education)											
A. Essential											
SI	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 (Minimum 300 sq.ft.) However, for detailed specification, please refer the respective syllabus									7	
4.2 PR	Tools & Equipments as prescribed in syllabus									7	
4.3	Test material as prescribed in syllabus									8	
				(4) As per Requirement	(3) Less than	(2) Few	(1) Negligible	(0) Not Available			
4.4	Information, Communication, Technology									4	
4.5	Accessibility									4	
Remarks (specify sl. No for which the remark is made) :											
Photographs: Enclose 5 photographs of Special/Inclusive school showing the facilities, activities etc.											

PR : Photograph Required

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4A. Clinical Infrastructure (Only for programs other than Education)											
A. Essential											
SI	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%			
4.6 PR	Resource Room (minimum 150 Sq ft)									4	
4.7	Assessment Tools / Test Materials									8	
				(4) As per Requirement	(3) Less than	(2) Few	(1) Negligible	(0) Not Available			
4.8	Programming & Planning Tools/Forms									6	
4.9 PR	Learning Resources / TLM									5	
4.10	Record & Documentation of Resource Support									4	
4.11	Accessibility									3	
Total											
Remarks (specify sl. No for which the remark is made) :											
Photographs: Enclose 5 photographs of Special/Inclusive school showing the facilities, activities etc.											

5. Library Services (at Diploma level)											
A. Essential											
SI	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 PR	Textbooks (As per Syllabus)									12	
5.2	Reference Books / (As per Syllabus)									8	
				(4) Available and Used	(2) Available but not Used	(0) Not Available					
5.3	Computer with Internet									5	
5.4	Maintenance of Records Related to Use of Library Services									2	
5.5	Accessibility									3	
Total											
Remarks											

PR : Photograph Required

(Signature of Visit Expert 1)

(Signature of Visit Expert 2)

B. Desirable										
SI	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	Journals subscribed							1		
			(4) Available and Used		(2) Available but not Used		(0) Not Available			
5.7	Photocopy Services							1		
5.8	Professional Management of Library Services							1		
5.9	Reading Room Facility							2		
								Total		
Remarks (specify sl. No for which the remark is made) :										
Photographs: Enclose 5 photographs of library resources room showing the facilities, etc.										

5A. Library Services (at Bachelor / Master's Level)											
A. Essential											
SI	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%			
5.10 PR	Textbooks (As Per Syllabus)								12		
5.11 PR	Reference Books (As Per Syllabus)								8		
5.12 PR	Journals										
				(4) Available and Used		(2) Available but not Used		(0) Not Available			
5.13 PR	Computer with Internet								5		
5.14	Professional Management of Library Services										
5.15	Maintenance of Records Related to Use of Library Services							(0) Not Available	02		
5.16	Accessibility							(0) Not Available	03		

PR : Photograph Required

(Signature of Visit Expert 1)

(Signature of Visit Expert 2)

B. Desirable								
SI	Items	Actual Status	Points based on the Facility supporting the Library			Raw Score (A)	Weightage (B)	Score (AxB)
			(4) Available and Used	(2) Available but not Used	(0) Not Available			
5.17	Photocopy Services						2	
5.18	Reading Room Facility						3	
							Total	

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

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

6. Community Promotional Activities									
A. Essential									
SI	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% or above	(3) 80% or above	(2) 60% or above	(1) 40% or above	(0) Less than 40%			
6.1	Sensitization / Awareness program (Minimum 4 per year)							10	
6.2	Early identification program / Promotion of Inclusion (Minimum 2 per year)							5	
6.3	Development of a-v/print material for public education / parent empowerment (Minimum 2 per year)							5	
B. Desirable									
Items (Must be verified with documentary proof such as Reports, Photographs, News Clippings)									
6.4	Community Based Services (01 per year)							5	
6.5	Exhibition (01 per year)							5	
Remarks									

(Signature of Visit Expert 1)

(Signature of Visit Expert 2)

7. Research and Development (Applicable for Bachelor & Above level courses)									
A. Essential									
SI	Items (Must be verified with documentary proof such as Reports, Photographs, News Clippings, etc.)	Points for Matching with the Percentage of faculty involved					Raw Score (A)	Weightage (B)	Score (AxB)
		(4) 100%	(3) 80% or above	(2) 60% or above	(1) 40% or above	(0) Less than 40%			
7.1	Paper Presentation in National Conferences / Seminars by Core Faculties							8	
7.2	Publications (National & International) Indexed Journals by Core Faculties							6	
7.3	Chapter / Books Published by Core Faculties							5	
7.4	Participation in Workshop / Seminars / Conferences/ Symposium by Core Faculties							4	
		(4) Organised			(0) Not Organised				
7.5	Seminars /Workshops /symposia Organized by Institute							4	
7.6	CRE Programmes Conducted by Institute							3	
		(4) Good		(2) Average		(0) Poor			
7.7	Quality of Institute Participation in Research and Development Activity							3	

B. Desirable									
			(4) Yes	(0) No					
7.8	Projects undertaken (Externally Funded)							2	
7.9	Projects undertaken (Internally Funded)							2	
7.10	Research Guidance by the Faculty at PG/M.Phil Level							2	
7.11	Research Guidance by the Faculty at Ph.D. Level							2	
7.12	Research / Scientific Award							2	
Total									
Remarks									

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(Signature of Visit Expert 2)

8. Curricular Transaction (Only for Extension Proposal)										
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)	Weightage (B)	Score (AxB)
			(4) Good	(3) Satisfactory	(2) Poor	(1) Very poor	(0) Not Available			
8.1	Academic calendar and time table								04	
8.2	Attendance of Students and Faculties								04	
8.3	Use of ICT in classroom teaching								04	
8.4	Demonstration and Supervision of practical components								08	
8.5	Field visits & its report								05	
8.6	Assignments / projects / seminar								05	
8.7	Evaluation students learning activity Student evaluation and feedback								05	
8.8	Quality of teaching and practical supervision				(4) Good	(2) Average	(0) Poor		05	
B. Desirable										
8.9	Maintenance of Biometric attendance of student and faculty								05	
8.10	Development of A-V lessons by the faculty								05	
Remarks (specify sl. No for which the remark is made) :										

(Signature of Visit Expert 1)

(Signature of Visit 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	
Total					
Note: Maximum Score can be credited: 10 (not 15). If the training institution scores 10 or more, then total score shall be 10 only					
Remarks:					

Section-IV

Summary of Scores for Diploma level (New Proposal)							
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 OR Clinical Services	160			40		
4	Clinical Infrastructure/ Resource Room	120			xx	xx	
5	Library Resources	120			20		
6	Community Promotional Activities	80			40		
Total		740			160		

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Summary of Scores for Bachelor/Master's level (New Proposal)							
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 OR Clinical Services	160			40		
4	Clinical Infrastructure/ Resource Room	120			xx	xx	
5	Library Resources	120			20		
6	Community Promotional Activities	80			40		
7	Research and Development	120			40		
	Total	860			200		

Summary of Scores for Diploma level (Extension Proposal)							
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 OR Clinical Services	160			40		
4	Clinical Infrastructure/ Resource Room	120			xx	xx	
5	Library Resources	120			20		
6	Community Promotional Activities	80			40		
7	Curricular Transaction	160			40		
	Total	900			200		

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(Signature of Visit Expert 2)

Summary of Scores for Bachelor/Master's level (Extension Proposal)							
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 OR Clinical Services	160			40		
4	Clinical Infrastructure/ Resource Room	120			xx	xx	
5	Library Resources	120			20		
6	Community Promotional Activities	80			40		
7	Research and Development	120			40		
8	Curricular Transaction	160			40		
	Total	1020			240		

Section V
Summary of Assessment

<p>Summarize your observation by mentioning 2 strengths and 2 weakness (if has) of the Training Institution. (Max 250 words)</p>
<p>Total Number of Photographs enclosed (Please sign at the backside of each photograph): Details of Enclosures:</p>

(Signature of Visit Expert 1)

(Signature of Visit Expert 2)

**Section-VI
Declaration**

1. I/We hereby declare that the assessment/inspection 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

✂

Any other point the experts would like to mention about the Institute:

(Signature of Visit Expert 1)

(Signature of Visit Expert 2)

9.0 Scoring System & Score Required for Approval

Scoring System

The distribution of weightage across various components has been mentioned earlier as given below.

Sl.	Components	Part	Weightage of Scores
1	Essential	A	70%
2	Desirable	B	20%
3	Credentials	C	10%
Total		A+B+C	100%

How to prepare the score sheet for a training institution after conducting assessment/inspection is discussed here. Please note that under section IV, the scores have been summarized. The percentage of scores for each parameter of essential components has been already calculated. However, the table given below is to get the overall score out of 100.

Part A of IR (70 Marks)	Part B of IR (20 Marks)	Part C of IR (10 Marks)
Obtained total score under essential parameters (%) X .70= (A)	Obtained Total Score (%) X .20= (B)	Obtained Total Score = (C)
Overall Score : A+B+C		

Score Required for Approval

Minimum score and conditions for granting approval with duration for New/Fresh Proposal:

New Proposal

Score in Part A (In Each Parameter)	Overall (A+B+C)	Conditions of Approval
75% or above	70 or above	5 years / batches
70% or above	60 or above	3 years / batches
65% or above	50 or above	2 years / batches
Less than 65%	Less than 50	Rejected

Note:

- i. No relaxation shall be given in any parameter.
- ii. There is no provision of re-inspection.

Extension Proposal

Score in Part A (In Each Parameter)	Overall (A+B+C)	Conditions of Approval
85% or above	80 or above	5 years / batches
80% or above	70 or above	3 years / batches
75% or above	60 or above	2 years / batches
Less than 75%	Less than 60	Rejected

Note:

- i. 10% relaxation may be given in maximum of three parameters except Human Resource, Special School/Clinical Infrastructure and Library.
- ii. In case of discrepancy reported in the Joint Assessment Report of the visiting experts, on the discretion of Chairperson, RCI, a temporary approval may be granted for one year on conditional basis and Council will enquire the matter within three months for further decision.
- iii. **Provision for Appeal:** In case the institution has not secured the minimum prescribed score for approval, the institution may make appeal to this Council within 15 days receipt of regret letter with Rs. 5000/- as appeal fee. The re-inspection system has been discontinued. On receiving of appeal(s), the Council shall appoint a committee for further action.

Discretion Power of the Council/Chair Person in case of Rejection

In case of rejection, on reasonable ground, the Chairperson of the Council may award upto 5 more marks on the overall score. However, the minimum requirement in each essential parameter shall remain unchanged.

Type of Proposal	Score in Part A (In Each Parameter)	Overall Score	Under Discretion Power	Conditions of Approval
New	60-65%	45 or above	Add upto 5 Marks	1 Year/ 1batch
Extension	70-75%	55 or above	Add upto 5 Marks	1 Year/ 1batch

Examples of Reasonable Grounds: Unrepresentative areas (such as UTs, J&K, North-Eastern States); Unavailability of Courses in Particular Location/Region (Level wise/Disability wise); Courses applied by National Institutes, State/Central Government Departments, State/Central Universities (Government); Institutions run by Disabled People Organizations/Minority Communities etc; or any other reasonable grounds deemed to be appropriate to the Council.

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भारतीय पुनर्वास परिषद्

REHABILITATION COUNCIL OF INDIA

(A Statutory Body Under the Ministry of Social Justice & Empowerment)

Department of Empowerment of Persons with Disabilities (Divyangjan)

Website: www.rehabcouncil.nic.in