



भारतीय पुनर्वास परिषद्

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(सामाजिक न्याय और अधिकारिता मंत्रालय, भारत सरकार के अधीन एक सांविधिक निकाय)  
**REHABILITATION COUNCIL OF INDIA**  
(A Statutory Body under the Ministry of Social Justice and Empowerment)  
Department of Disability Affairs

18<sup>th</sup> Oct.2013

**CIRCULAR**

To all concerned,

**Sub:** Preparation of Joint Inspection Report – reg.

Madam/Sir,

While examining the Joint Inspection Report submitted by the visiting experts, for the academic session 2013-14, in many cases, the following was observed:

- Inspections were not conducted in time.
- Delayed submission of Inspection reports.
- The reports were self contradictory
- The reports were prepared in a very casual manner
- The reports were prepared without understanding the parameters
- The marks given for each parameter/sub-parameter were not supported by documents or statements in remarks column for example: the name, contact details, appointment/joining reports of the faculty were not enclosed nor were the concerned faculty contacted on telephone.
- Inappropriate calculation of essential score, desirable score, 20% weightage points, etc.
- Inappropriate marks assigned to various parameters without proper assessment.

2. Because of some serious lacunae in the reports, the Council was constrained to convey its displeasure to 55 visiting experts. Some of them would have to be kept away from Inspections in the forthcoming session. On the other hand, some of the visiting experts have done quality inspections and prepared the reports very well and the Council has appreciated the work of such experts.

3. Based on the feedback from some of the experts and our own experience, the Council has revised the format for the Joint Inspection Report for the academic session 2014-15 with a view to making it more objective and transparent. All visiting experts are requested to take note of the above observations and prepare Joint Inspection Reports accordingly so that it serves its purpose.

4. We will also organize orientation programmes for visiting experts/coordinators in near future who should make every effort to attend these workshops as it would help them understand the new system better.

  
(T. D. Dhariyal)  
Member Secretary

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