

Rehabilitation Council of India (RCI)
(A Statutory Body of Ministry of Social Justice & Empowerment , Govt. of India)
Department of empowerment of Persons with Disabilities (Divyangjan)
B-22, Qutab Institutional Area, New Delhi-110016

F.No.8-A/Policy(Recog)/2019/RCI

Date: 16th Aug, 2019

Norms and guidelines for grant of approval to conduct RCI approved courses in field of special education and disability rehabilitation for the academic session 2020-21

General Guidelines

1. No rehabilitation professional course approved by RCI shall be started by any Institute / Organization / University / National Institute / State Institute without prior approval of the Council.
2. Before applying for approval of the courses, prospective institution may go through the Norms, General Guidelines and syllabus of the proposed course carefully. Institutions must ensure that they fulfil the minimum criteria laid down for the specific course before applying.
3. For the academic session 2020-21, the NOC from the State Government is essential for fresh proposal. The NOC is required to be submitted on prescribed format as per Council's Circular No. 8-A/Policy(Recog.)/2009/RCI dated 17/10/2017 & 07/03/2018, available on the website of RCI (copy enclosed).

In case of extension of approval of course, a copy of previous NOC issued by the State Government is required to be submitted along with the proposal.

4. The Council will consider a maximum of two fresh proposals from any institution/organization/society, except National Institutes, CRCs, Universities, Central / State level Government institutions/organizations.
5. As per Council's decision, institutions already running 10 (ten) or more courses of RCI need not to apply for any fresh course from the academic session 2019-20 onwards.
6. The management of the Institute shall adopt the standards of staff, space and equipment as prescribed by the Council and give an undertaking for their phased implementation within the stipulated period.
7. The management of the Institute must ensure that they possess required training facilities to undertake the Degree / Master Degree/ P.G. Diploma/ M.Phil./ Diploma / Certificate level courses.

Norms for starting rehabilitation professional course

1. Separate proposal for each course through e-mail and followed by hardcopy along with requisite enclosures (self attested) to be submitted on or before the last date.

Fresh Proposal:

(i)	Last date of submission of fresh proposal through e-mail	16 th October, 2019
	Submission of Hard copy of e-mail along with requisite document (self attested)	26 th October, 2019
(ii)	Extended date of submission of fresh proposal through e-mail with late fee of Rs. 10000/-	31 st October, 2019
	Submission of Hard copy of e-mail along with requisite document (self attested)	07 th November, 2019

Extension of approval of courses:

(i)	Last date of submission of extension of approval of courses through e-mail	30 th September, 2019
	Submission of Hard copy of e-mail along with requisite document (self attested)	10 th October, 2019
(ii)	Extended date of submission of extension of approval of courses through e-mail with late fee of Rs. 10000/-	15 th October, 2019
	Submission of Hard copy of e-mail along with requisite document (self attested)	22 nd October, 2019

2. Institution desirous for seeking approval of the Council for any of its approved courses must ensure that they have sufficient experience in disability in addition to the fulfilment of the following requirements:-

- a. The institution must have its own three(03) years (minimum) old functional special school for teacher training courses and laboratory/rehabilitation centre/clinical services for other courses (such as Prosthetic & Orthotics, Speech & Hearing, Clinical Psychology, Rehabilitation Psychology etc.) as prescribed in the respective syllabi.
- b. The special school must have minimum number of 60 children with special needs (CSWN) in the respective area of disability.
- c. Valid Registration Certificate issued by the respective State Commissioner (Disabilities) as per the provision of PwD Act 1995/ RPwD Act 2016 with effect from the date of commencement of the special school for children with special needs (CWSN).
- d. In case of University / Govt. organization, the condition of having own special school is exempted, however, an MOU has to be signed with a special school for practice teaching & a copy of the same to be submitted to the Council along with proposal.
- e. Institution must ensure practice teaching in inclusive setup also. For this, it is preferred to have a Memorandum of Understanding (MoU) with a regular school. The institutions may also undergo MoU/permission in writing with inclusive school to ensure practice teaching in inclusive setup, if they do not have their own such school of general setup.
- f. The institution should be capable of conducting the course without the financial assistance of the Council.

	<p>g. The institution must ensure availability of minimum infrastructure and human resources viz: qualified & experienced full time Core faculty, provision to invite guest faculty, adequate space, library, equipment, furniture etc., to conduct the professional course in accordance with the Council's norms as prescribed in the respective syllabus.</p> <p>h. University affiliation is mandatory to conduct the Undergraduate /Post Graduate Diploma / Degree / Master level / M.Phil. level courses.</p> <p>i. The application for any Master level course shall only be considered if the institution has successfully run three batches of degree course in the same discipline / specialization approved by RCI.</p>																													
3.	<p>Institute fulfilling the prescribed eligibility conditions may submit the proposal through e-mail and followed by hardcopy along with enclosures within the last dates.</p> <p>The proposal must be submitted through e-mail (rciproposals2020@gmail.com) along with the attachment of the following documents and as mentioned in the checklist (copy enclosed):</p> <p>a. Separate Course wise NOC from respective State Govt. (in prescribed format) for the respective course applied for the academic session 2020-21.</p> <p>b. Valid Registration Certificate issued by the respective State Commissioner (Disabilities) as per the provision of PwD Act 1995/ RPwD Act 2016 with effect from the date of commencement of the special school for children with special needs (CWSN).</p> <p>c. Documents / Paper related to evidence of having minimum three year old own functional special school and list of students of concerned disability, their age, disability percentage and disability certificate number / date of issuance in the prescribed format as follows:</p> <table border="1" data-bbox="359 1137 1426 1252"> <thead> <tr> <th>Sl. No</th> <th>Name of the child with special needs</th> <th>Age and Gender</th> <th>Disability Certificate Number, date of issuance and Percentage of disability</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> </tbody> </table> <p>d. MOU from regular school for conducting practice teaching in inclusive setup.</p> <p>e. Submission of fee along with proposal for each course as per details given below:</p> <table border="1" data-bbox="359 1361 1426 1682"> <thead> <tr> <th></th> <th>Processing Fee</th> <th>Assessment Fee</th> </tr> </thead> <tbody> <tr> <td>Fresh proposal</td> <td>Rs.10,000/-</td> <td>To be submitted once asked by the Council</td> </tr> <tr> <td>Extension proposal</td> <td>Rs.10,000/-</td> <td>a. Certificate & Diploma Level course : Rs.20,000/- b. Degree & Post Graduate Level course : Rs.30,000/- c. Master's & above level course : Rs.40,000/-</td> </tr> </tbody> </table> <p>The above fee to be remitted through NEFT as per details given details:</p> <table border="1" data-bbox="359 1760 1426 1995"> <thead> <tr> <th>Sl. No</th> <th>Nature of Deposit</th> <th>Fee towards processing of proposal, inspection/assessment</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Name of Account Holder</td> <td>Rehabilitation Council of India</td> </tr> <tr> <td>2.</td> <td>Name of Bank</td> <td>Canara Bank</td> </tr> <tr> <td>3.</td> <td>Address of Bank</td> <td>Jit Singh Marg, New Delhi - 110067</td> </tr> </tbody> </table>	Sl. No	Name of the child with special needs	Age and Gender	Disability Certificate Number, date of issuance and Percentage of disability	1	2	3	4		Processing Fee	Assessment Fee	Fresh proposal	Rs.10,000/-	To be submitted once asked by the Council	Extension proposal	Rs.10,000/-	a. Certificate & Diploma Level course : Rs.20,000/- b. Degree & Post Graduate Level course : Rs.30,000/- c. Master's & above level course : Rs.40,000/-	Sl. No	Nature of Deposit	Fee towards processing of proposal, inspection/assessment	1.	Name of Account Holder	Rehabilitation Council of India	2.	Name of Bank	Canara Bank	3.	Address of Bank	Jit Singh Marg, New Delhi - 110067
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	4.	Account Number	1484101026701
	5.	Type of Account	Saving Bank Account
	6.	IFSC Code	CNRB0001484
	<p>f. An original undertaking on the non-judicial stamp paper valued Rs.50/- as prescribed in the application format.</p> <p>g. In case of fresh proposal, copies of consent and appointment letters of the faculty with RCI's registration number and other requisite staff with photograph.</p> <p>h. Other enclosures as prescribed in the application form.</p>		
4.	<p><u>Financial Requirement</u></p> <p>a. Reserve Fund: The institution under private management should have reserve fund of rupees three lakhs deposited in the bank for each course and rupees one lakh for subsequent courses or an amount decided by the Council from time to time depending upon the level of the training course. Copy of deposit receipt of the reserve fund to be submitted along with proposal. <u>A Pledge Certificate issued by the respective Bank as per the prescribed format on the letter head of the respective Bank shall be submitted only on approval of the course.</u> The University Deptt. / Govt. institutions are exempted from this stipulation.</p> <p>b. Salary Structure : The institution should adopt the salary structure prescribed by the State Govt. / UGC for its teaching and non-teaching staff appointed for the training course. It should have a sufficient fund to meet at least three months advance salary of the staff and other miscellaneous expenditure.</p> <p>c. Salary of the faculties / teachers shall be paid only in the bank account of the respective teacher</p>		
5.	<p><u>Fee Structure</u></p> <p>Tuition and other fees structure followed by the institution should correspond to the norms prescribed by the Central/State Government/ University/RCI from time to time. It is desirable to provide some free scholarship for meritorious poor, socially and economically backward students and students with disabilities.</p>		

Note:

- (i.) In addition to the norms mentioned above, Course Structure, Duration, Eligibility Criteria, Scheme of Examination etc. shall be determined as per the respective syllabus and shall be followed by the applicant institution.
- (ii.) The instructions of the Council, with regard to processing and granting approval / regretting, shall be binding to the applicant institution.
- (iii.) Any dispute arising out of the above instructions / guidelines and also in the process of award / regret of recognition, shall be dealt with in the judicature of Hon'ble High Court of Delhi.

For any other information, please visit www.rehabcouncil.nic.in
