

INFORMATION HANDBOOK
UNDER RIGHT OF INFORMATION ACT, 2005



Rehabilitation Council of India
B-22, Qutub Institutional Area, New Delhi – 110 016

Information Handbook under Right to Information Act, 2005

Chapter – 1

Introduction

1.1 Please throw light on the background of this handbook (Right to Information Act – 2005).

This Information Handbook has been prepared in pursuance of Section 4 of the Right to Information Act, 2005 (RTI Act, 2005) to provide information in respect of objectives, role, functions of Rehabilitation Council of India set up under the RCI Act of 1992 and RCI Act (Amendment) of 2000.

1.2 Objective/purpose of this handbook.

To provide access to information pertaining to the functioning of Rehabilitation Council of India and the decisions thereof. Thus, promote transparency and accountability in the working.

To provide maximum information suo-motu or sources thereof so that people have minimum resort to use of the RTI Act.

1.3 Who are the intended users of this handbook?

This handbook is useful for any person who is interested in pursuing a career in rehabilitation of persons with disabilities, the persons with disabilities, their guardians, Voluntary Organizations and individuals working in the field of disability and Central/State Government Organizations.

1.3 Organization of the information in this handbook. Detailed, para wise.

1.5 Definitions (Please provide definitions of various terms used in the hand-book).

Abbreviation	Full Name
CPO	Certificate in Prosthetic & Orthotic
MRW	Multi-Purpose Rehabilitation Worker
DSE(MR)	Diploma in Special Education (Mental Retardation)
DSE(HI)	Diploma in Special Education (Hearing Impairment)
DHLS	Diploma in Hearing, Language and Speech
DSE(VI) Primary level	Diploma in Special Education (Visually Impairment) Primary Level
DSE(VI) Secondary level	Diploma in Special Education (Visually Impairment) Secondary Level
DVTE(MR)	Diploma in Vocational Training Employment (Mental Retardation)
DPO	Diploma in Prosthetic & Orthotics
DCBR	Diploma in Community Based Rehabilitation
DSE(ASD)	Diploma in Special Education (Autism Spectrum Disorder)
DSE(CP)	Diploma in Special Education (Cerebral Palsy)

PGDR	Post Graduate Diploma in Rehabilitation
DTY(HI)	Diploma in Teaching Young (Hearing Impairment)
BPO	Bachelor in Prosthetic & Othotics
BASLP	Bachelor in Speech, Language & Pathology
MASLP	Master in Speech, Language & Pathology

1.6 Contact person in case somebody wants to get information under RTI Act, 2005.

Mr. J. Gangadhara Rao, Assistant Director

Public Information Officer,

Rehabilitation Council of India, B-22, Qutab Institutional Area, New Delhi -110016.

Tel. 011-26532408, 26532384, 26534287, Fax-011-2653 4291

E-mail: rehabstd@nde.vsnl.net.in , rehcouncil_delhi@bol.net.in, Web: www.rehabcouncil.nic.in

1.7 Procedure and Fee Structure for getting information non available in the hand-book.

Any person who wishes to seek information under the Right to Information Act, 2005 can file an application as given in Chapter 18 para 2, of this Handbook, to the Public Information Officer.

A nominal application fee of Rs.10/-per application will be charged for supply of information other than the information relating to Tender Documents/Bids/Quotations/Business Documents in addition to the cost of documentor the photocopies of document/information, if any. A sum of Re. 2/-per page will be charged for supply of photocopy of document(s) under the control of RCI.

For inspection of records, no fee will be charged for the first hour, however, a fee of Rs.5/-(Rupees Five Only)willbe charged for each subsequent hour (or fraction hereof).

For information provided in diskette or floppy Rupees fifty per diskette or floppy; and for information provided inprinted form at the price fixed for such publication or Rupees two per page of photocopy for extracts from the publication will be charged.

No fee will be charged from the persons who are below poverty line on submission of photocopy of the BPL cardissued by the competent authority.

The Office will endeavor to provide the information in the shortest possible time subject to a maximum of 30 days.

In case, any person does not get a response from the PIO within 30 days of the submission of Application is aggrieved by the response received within the prescribed period, he/she may file an appeal to the following Appellate Authority:

Dr. Subodh Kumar

Dy. Director (Acads),

Rehabilitation Council of India, B-22, Qutab Institutional Area,

New Delhi – 110 016,

Tel. 011-26532408, 26532384, 26534287,

Fax-011-2653 4291E-mail: rehabstd@nde.vsnl.net.in , rehcouncil_delhi@bol.net.in

Web: www.rehabcouncil.nic.in

Chapter – 2

Particulars of Organization, Functions and Duties

Manual – 1

2.1 Objective/purpose of the public authority.

OBJECTIVES

- ✓ To regulate the training policies and programmes in the field of rehabilitation of persons with disabilities
- ✓ To bring about standardization of training courses for professionals dealing with persons with disabilities
- ✓ To prescribe minimum standards of education and training of various categories of professionals/ personnel dealing with people with disabilities
- ✓ To regulate these standards in all training institutions uniformly throughout the country
- ✓ To recognize institutions/ organizations/ universities running master's degree/ bachelor's degree/ P.G. Diploma/ Diploma/ Certificate courses in the field of rehabilitation of persons with disabilities
- ✓ To recognize degree/diploma/certificate awarded by foreign universities/ institutions on reciprocal basis
- ✓ To maintain Central Rehabilitation Register for registration of professionals/ personnel under the following categories:
 - i) Audiologist and Speech Therapists
 - ii) Clinical Psychologists
 - iii) Hearing Aid and Ear Mould Technicians
 - iv) Rehabilitation Engineers and Technicians
 - v) Special Teachers for Education and Training the handicapped
 - vi) Vocational Counsellors, Employment Officers and Placement Officers dealing with Handicapped
 - vii) Multipurpose Rehabilitation Therapists, Technicians
 - viii) Speech Pathologists
 - ix) Rehabilitation Psychologists
 - x) Rehabilitation Social Workers
 - xi) Rehabilitation Practitioners in Mental Retardation
 - xii) Orientation and Mobility Specialists
 - xiii) Community Based Rehabilitation Professionals
 - xiv) Rehabilitation Counsellors/Administrators
 - xv) Prosthetists and Orthotists
 - xvi) Rehabilitation Workshop Managers
 - xvii) Any other
- ✓ To collect information on a regular basis on education and training in the field of rehabilitation of people with disabilities from institutions in India and abroad
- ✓ To encourage continuing education in the field of rehabilitation and special education by way of collaboration with organizations working in the field of disability.
- ✓ To recognize Vocational Rehabilitation Centres as manpower development centres

- ✓ To register vocational instructors and other personnel working in the Vocational Rehabilitation Centres.
- ✓ To recognize the national institutes and apex institutions on disability as manpower development centres.
- ✓ To register personnel working in national institutes and apex institutions on disability under the Ministry of Social Justice & Empowerment.
- ✓ To promote research in the field of Rehabilitation and Special Education.

2.2 Mission/Vision Statement of the public authority.

To provide quality services to persons with disabilities, matching with the best in the World.

2.3 Brief history of the public authority and context of its formation.

The Rehabilitation Council of India was set up as a registered society in 1986. However, it was soon found that a Society could not ensure proper standardization and acceptance of the standards by other Organizations. The Parliament enacted Rehabilitation Council of India Act in 1992. The Rehabilitation Council of India became a Statutory Body on 22nd June 1993.

The RCI Act was amended by the Parliament in 2000 to make it more broad based. The Act casts onerous responsibility on the Council. It also prescribes that any one delivering services to people with disability, who does not possess qualifications recognized by RCI, could be prosecuted. Thus the Council has the twin responsibility of standardizing and regulating the training of personnel and professional in the field of Rehabilitation and Special Education.

2.4 Duties of the public authority.

The Rehabilitation Council of India has been set up as a Statutory Body under an Act of Parliament and its specific role is to develop, standardize and regulate training programmes/ courses at various levels in the field of Rehabilitation and Special Education. It also maintains the Central Rehabilitation Register for qualified Professionals/ Personnel in the area of Rehabilitation and Special Education and promotes Research in Special Education.

2.5 Main activities/functions of the public authority.

One of the main functions of the Council is to standardize the training courses for various categories of Professionals/Personnel for ensuring quality services to the people with disabilities. The Council keeps on modifying/revising the existing syllabi and adopt new training programmes incorporating new developments.

The Council has so far standardized over 120 Long Term/ Short Term Training Courses with the help of respective Expert Committees constituted by the Council. These Training Courses are being adopted from time to time by various Universities/Institutions.

Maintenance of Central Rehabilitation Register for the categories of Professionals notified under the Act.

2.6 List of services being provided by the public authority with a brief write-up on them.

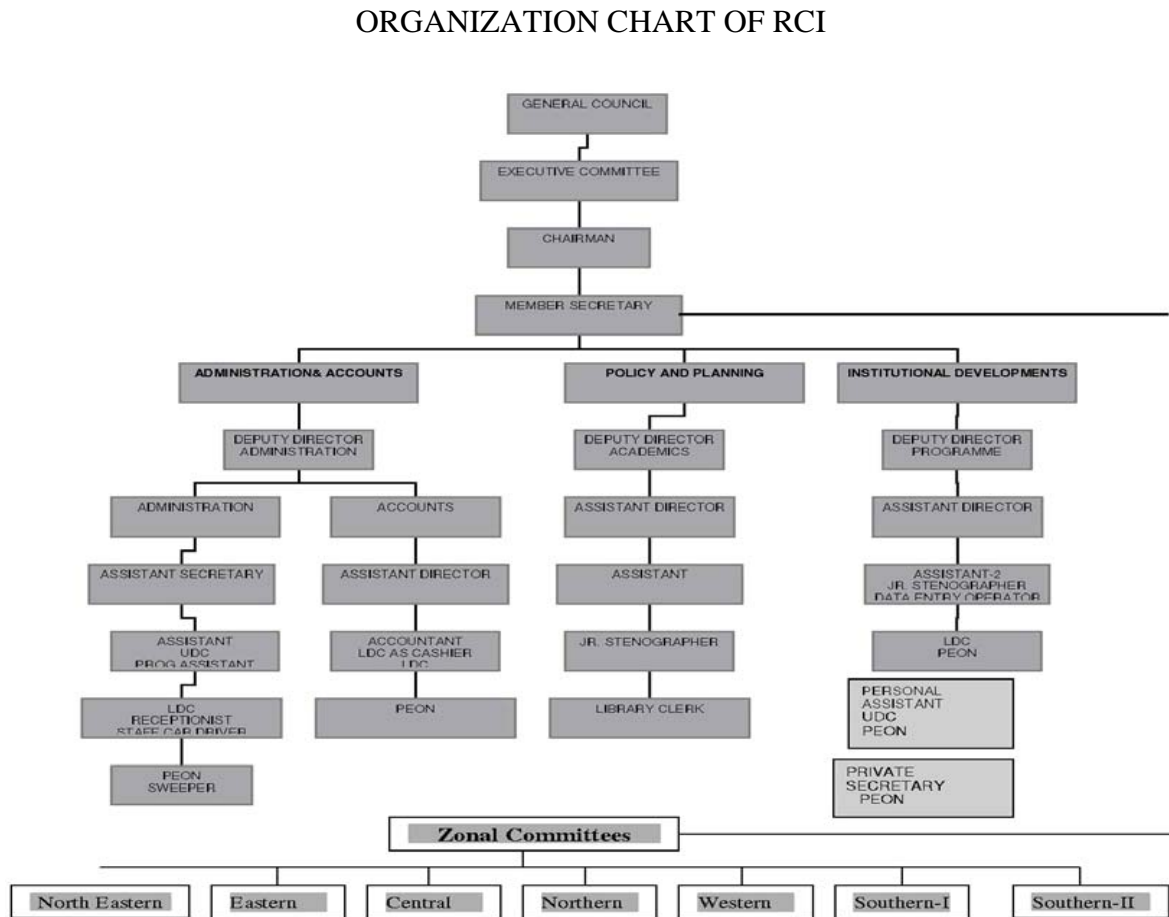
- (a) Standardization of courses: -development and standardization of training courses in the

field of rehabilitation and special education.

(b) Recognition of institutions: -RCI accords recognition to institutions / teaching department of universities for conducting training courses approved by it in the field of Rehabilitation and Special Education.

(c) Registration: -The trained professionals/personnel are registered in the Central Rehabilitation Register.

2.7 Organizational Structure Diagram at various levels namely State, Directorate, Region, District, Block etc. (whichever is applicable).



2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

Feedback on quality of training programmes and quality of services rendered by trained persons.

2.9 Arrangements and methods made for seeking public participation/contribution.

Feedback form is displayed on the web site.

2.10 Mechanism available for monitoring the services delivery and public grievance resolution.

Vigilance Officer has been designated by the Ministry for redressal of grievances.

2.11 Addresses of the main office and other offices at different levels. (Please categories the addresses district wise for facilitating the understanding by the user).

Main Address:

Rehabilitation Council of India,
B-22, Qutab Institutional Area,
New Delhi – 110016

To tackle the diversified and expanded activities of the RCI the following seven Zonal Committees have been set up throughout the country:

2.12 Morning hours of the office: 9:00 A.M, Closing hours of the office: 5:30P.M of all working days

Chapter – 3

Powers and Duties of Officers and Employees

Manual – 2

3.1 Please provide details of the powers and duties of officers and employees of the organization.

Designation	Chairman
Powers & Duties	The Chairperson shall, 1. Be responsible for the proper functioning of the Council and the Committees thereof and the implementation of the decisions arrived at by the Council or by the committee and the discharge of duties imposed on him by these regulations or under the provisions of the Act. 2. Exercise such supervisory and administrative control over all officers and employee of the Council as may be necessary for efficient discharge of functions under the Act.
Designation	Member Secretary
Powers & Duties	1. Subject to the general control and directions of the Council, the Member Secretary shall exercise the powers of the head of the Administration. 2. The Member Secretary shall be responsible for the safety of the property of the Council; the control and management of the office/accounts correspondence; shall allot and supervise the work of other employees of the Council and perform such other duties as may be required by the Council for the purpose of the Act. 3. All contracts shall be executed on behalf of the Council by the Member Secretary after approval of the Chairperson. 4. The Member Secretary shall be responsible to keep and maintain the Central rehabilitation Register.
Designation	Dy. Director (Admn.)
Powers & Duties	1. General Administration, Establishment, Co-ordination & Misc. matters 2. Supervision of Stores /Purchases/Printing/tenders & related work 3. Building /.Security/Maintenance 4. All financial matters/receipts and disbursement, reconciliation etc. 5 Audit, Report, Returns 6. Grant-in-aid / monitoring of funds / Pension /Retirement benefits etc. 7. Supervision of Books of Accounts/Audit/Report/Returns 8. Implementation RTI Act, supervision of dak/ receipt & dispatch.
Designation	Dy. Director (Programme)

Duties	<ol style="list-style-type: none"> 1. Development & Standardization of training programs for the 16 categories of professionals / personnel allocated to the Council. 2. Preparation and review of guidelines / norms in respect of different training programmes. 3. Compilation of relevant information about Training Programme in the field of rehabilitation and special education from other sources. 4. Facilitate and promote the research activities in the field of special education and rehabilitation in accordance with the norms. 5. Monitoring of the Continuing Rehabilitation Education (CRE) Programme as per the guidelines. 6. Organization of workshops in the field of Special Education and rehabilitation and preparation of proceedings accordingly. 7. Correspondence with the RCI approved institutions. 8. Monitoring of Examinations
--------	--

Designation **Dy. Director (Technical)**

Duties

- 1 Recognition/De-recognition of Training Institutions.
- 2 Review of guidelines for inspection of different categories of professionals.
- 3 Gazette notification -preparation of list of Institutions of permanent nature and processing up to gazette notification after approval of the General Council.
- 4 The appointment of inspection teams.
- 5 Processing of application for recognition.
- 6 Preparation of norms for inspection/ recognition.
- 7 Specification of criteria for classifying the registration.
- 8 Grant of Registration Certificates.
- 9 Monitoring of the Register from time to time.
- 10 Putting up all the cases where qualification/ training programmes not approved by the Council for assessment.

Designation	Assistant Director (Programme)
Duties	<ol style="list-style-type: none"> 1. Coordination with 11 expert committees constituted for standardization, development & reviewing the training programmes pertaining to 16 categories allocated under the RCI Act. 2. Continuing Rehabilitation Education (CRE) programmes 3. Seminar/ Workshop/ Symposium. 4. Preparation of Agenda and Minutes of 11 Expert Committees and Core committee meetings. 5. Follow up action on Expert Committee meetings. 6. Preparation of revised syllabi. Forwarding the approved syllabi to the concerned institutions/ Universities for adoption.
Designation	Assistant Director (Technical)

Duties	<ol style="list-style-type: none"> 1. Recognition to training institutions 2. Criteria for appointment of Inspectors as per RCI Act. 3. Follow up and coordination for the inspection team already deputed. 4. Preparation of list of institutions that have been recognized including details of when the institution was last inspected type of recognition and due date for next inspection. 5. Obtaining inspection and other fee from institutions for recognition. 6. Processing of applications of recognition. 7. Assessment and Accreditation of institutions.
Designation	Assistant Secretary
Duties	<ol style="list-style-type: none"> 1. General Administration/ Establishment, 2. Purchases/Printing/tenders & related work 3. Maint. of accounts /Receipts and payment, reconciliation . 4. Grant / monitoring of funds / Pension /Retirement benefits etc. 5. Supervision of Books of Accounts 6.Audit/TDS/Report/Return

Chapter – 4

Rules, Regulations, Instructions, Manual and Records for Discharging Functions

Manual – 3

4.1 Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

Name/title of the document: RCI Act of 1992 Type of the document: Act
Choose one of the types given below.
(Rules, Regulations, Instructions, Manual, Records, Others)

Brief Write-up on the Document

The RCI Act is passed by the Parliament in 1992 and came into effect in 1993 after the assent of President of India. The Act deals with standardization, monitoring and regulation of rehabilitation training programmes.

From where one can get a copy of rules, regulations, instructions, manual and records

Address: Rehabilitation Council of India
B-22, Qutab Institutional Area,
New Delhi -110016
Telephone No.: 011-2653 2408, 2685 6892 2653 2384, 2653 4287
Fax: 011-2653 4291
E-mail: rehabstd@nde.vnsi.net.in , rehcouncil_delhi@bol.net.in

Fee charged by the department for a copy of rules, regulations, and instructions, manual and records (if any): Rs. 1/-per page. Name/title of the document: Type of the document: Regulations
RCI Regulations 1997 & 98 Choose one of the types given below.
(Rules, Regulations, Instructions, Manual, Records, Others)

Brief Write-up on the Document Regulations for the functioning of RCI office for the implementation of RCI Act. From where one can get a copy of rules, regulations, Instructions, manual and records

Address: Rehabilitation Council of India
B-22, Qutab Institutional Area,
New Delhi -110016
Telephone No.: 011-2653 2408, 2685 6892 2653 2384, 2653 4287
Fax: 011-2653 4291
E-Mail: rehabstd@nde.vnsi.net.in , rehcouncil_delhi@bol.net.in

Fee charged by the department for a copy of rules, Regulations, instructions, manual and records (if any) Rs. 1/-per page.

Chapter – 5

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

Manual 4

Formulation of Policy

5.1 Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.

Public representatives (Members of Lok Sabha and Rajya Sabha) are represented in the Governing Council of RCI. To invite suggestions from the public, a page has been displayed on the web site.

Sr.No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
1.	Policy matters	No	Through Workshops /Seminars/ Governing Council Meeting
2	Routine work	No	Website

Implementation of Policy

5.2 Whether there is any provision to seek consultation/participation of public or its representatives for implementation of policies? If there is, please provide details of provision in following format:

Sr.No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements seeking participation	for public
1.	Policy matters	No	Through Meeting	G.C.
2	Routine work	No	Website	

Chapter – 6

Statement of the categories of documents that are held by it or under its Control

Manual 5

6.1 Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, other (Please mention the level in place of writing 'Others').

Sr.No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1	Files	Official files – Records of each institute recognized, subjects dealt, files dealing with administrative matters	By application	Member Secretary / Dy. Directors / Assistant Directors
2.	Publications	Books, reports, newsletters, journals, annual reports, published from time to time.	Most of the documents are provided free of cost by filling up requisition slip, subject to availability of stock.	Member Secretary / Dy. Directors / Assistant Directors
3.	Accounts related documents	Accounts Ledger books, cash books, vouchers related to accounts matter	By making request through application	Member Secretary / Dy. Director (Admn.) / Assistant Secretary
4.	Legal documents	Act, regulations, matter pertaining to court cases	Through application	Member Secretary / Dy. Director (Admn.)

Chapter – 7

A Statement of boards, council, committees and other bodies constituted as its part

Manual – 6

7.1 Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:

Name and address of the Affiliated Body

Rehabilitation Council of India B-22, Qutab Institutional Area, New Delhi - 110016

Type of Affiliated Body (Board, Council, Committees, Other Bodies)

Council (Statutory Body)

Brief Introduction of the Affiliated Body (Establishment Year, Objective/ Main Activities)

The Rehabilitation Council of India was set up as a registered society in 1986. However, it was soon found that a Society could not ensure proper standardization and acceptance of the standards by other organizations. The Parliament enacted Rehabilitation Council of India Act in 1992. The Rehabilitation Council of India became a Statutory Body on 22nd June 1993.

The RCI Act was amended by the Parliament in 2000 to make it more broad based. The Act casts onerous responsibility on the Council. It also prescribes that anyone delivering services to people with disability, who does not possess qualifications, recognized by RCI, and could be prosecuted. Thus, the Council has the twin responsibility of standardizing and regulating the training of personnel and professional in the field of Rehabilitation and Special Education.

The specific role of the Council is to develop, standardize and regulate training programmes / courses at various levels in the field of Rehabilitation and Special Education. It also maintains the Central Rehabilitation Register for qualified Professionals / Personnel in the area of Rehabilitation and Special Education and promotes research in Rehabilitation and Special Education.

One of the main functions of the Council is to standardize the training courses for various categories of Professionals/Personnel for ensuring quality services to the people with disabilities. The Council keeps on modifying/revising the existing syllabi and adopts new training programmes incorporating new developments.

At present 81 (60 regular mode and 21 distance mode) Long Term/ Short Term Training Courses developed with the help of respective Expert Committees are operational in the area of disabilities adopted by various Universities/Institutions.

Role of the Affiliated Body (Advisory/Managing/Executive/others)

Statutory Body

Structure and Member Composition of General Council

LIST OF GENERAL COUNCIL MEMBERS
--

1.	Dr. Vinod Agarwal, Chairperson, RCI & Secretary, DoEPwD, MSJ&E, Govt. of India, Rehabilitation Council of India, B-22, Qutab Institutional Area, New Delhi – 110016	Chairperson
2.	Joint Secretary (DoEPwD, MSJ&E, Govt. of India, Paryavaran Bhawan, C.G.O Complex, New Delhi – 110001	Member
3.	Additional Director General Health Services M/o Health & Family Welfare, Nirman Bhawan, New Delhi – 110001	Member
4.	Joint Secretary, Ministry of Rural Development, Krishi Bhawan, New Delhi-110001	Member

5.	Joint Secretary and Financial Advisor, Ministry of Social Justice and Empowerment, Room No.637, A-Wing, Shastri Bhawan, New Delhi 110001	Member
6.	Scientist 'G' Ministry of Science & Technology, Technology Bhawan, New Mehrauli Road, New Delhi 110016	Member
7.	The Joint Secretary (Secondary Education) Department of Secondary and Higher Education, Ministry of Human Resource Development, Shastri Bhavan, New Delhi -110001	Member
8.	The Joint Secretary Ministry of Labour and Employment, Shram Shakti Bhavan, New Delhi	Member
9.	The Secretary University Grant Commission, Bahadur Shah Zafar Marg, New Delhi	Member
10.	Representative Indian Council of Medical Research, V. Ramalingaswami Bhavan, Ansari Nagar, New Delhi	Member
11.	The Director, Social Welfare Social Welfare Department, Govt. of Goa, Panaji	Member
12.	Secretary, Social Justice & Empowerment Department, Government of Gujarat Sardar Patel Bhavan, Sachivalaya, Gandhinagar	Member
13.	Shri Sukara Sreenivas Vice Chairman, Human Resource Development Society, F.No.-402, MBR Residency, St. No.-5, Lane No.-4, Bharkatpura, Hyderabad-27	Member
14.	Smt. Shirleen Sawkhie, President, Bethany Society, Arai Mile, New Tura, West Garo Hills, Meghalaya – 794101	Member
15.	Shri. Mahendra G. Mehta, Trustee, Ratna Nidhi Charitable Trust, 5th Floor, Vasant Vilas, 31, Dr. D. D. Sathye marg, Mumbai – 400004	Member
16.	Dr. (Smt.) Divya Jalan, Chairperson, Action for Ability Development and Inclusion (AADI), 2, Balbir Saxena Marg, Hauz Khas, New Delhi – 110016	Member
17.	Shri Sambhu Nath Das, Vill. + P.O. Kamarkundu Distt. Hooghly West Bengal – 712407	Member

18.	Dr. (Mrs.) Shyama Chona Founder, Tamanna, Principal Residence of Delhi Public School, RK Puram, Sector 12, New Delhi	Member
19.	Dr. Manisha Aggarwal, House No.-10, Sector-1, Ambala City, Haryana-134003	Member
20.	Dr. Dhulipala Samba Siva Rao, Plot No.-95-III, Road No.-72, Jubilee Hills, Hyderabad-500033	Member
21.	Dr. Shiv Prasad Gautam, Z-23, Sarojini Nagar, New Delhi – 110023	Member
22.	Dr. Asis Mukherjee, D-817, New Friends Colony, New Delhi – 110065	Member
23.	Representative, Member of Parliament (House of People), New Delhi 110001	Member
24.	Representative, Member of Parliament (House of People), New Delhi 110001	Member
25.	Dr. Gyan Prakash Pilania, Member of Parliament (Rajya Sabha), C-403, Swarna Jayanti Sadan, Dr. B.D. Marg, New Delhi – 110001	Member
26.	Dr. Saroj Thapa, Educational Development Specialist, Universal Learn Today, No.-5, President Estate, Talkatora Road, New Delhi-110004	Member
27.	Amb. Satnam Jit Singh, IFS (Retd.) B5-502, The World Spa, Sector 30/41 Gurgaon (Haryana) 1220001	Member
28.	Dr. K. Rayar 379, Jeya Illam, TPTC Nagar, Trichy Main Road, Salamedu, Villupuram	Member

605401		
29.	Member Secretary, Rehabilitation Council of India, B-22, Qutab Institutional Area, New Delhi – 16	Member Secretary (Ex-officio)

Structure and Member Composition of Executive Committee

LIST OF EXECUTIVE COMMITTEE MEMBERS		
1.	Dr. Vinod Agarwal, Chairperson, RCI & Secretary, DoEPwD, MSJ& E, Govt. of India, Rehabilitation Council of India, B-22, Qutab Institutional Area, New Delhi – 110016	Chairperson
2.	Joint Secretary (DoEPwD, MSJ&E, Govt. of India, CGO Complex, Paryavarn Bhawan, New Delhi – 110001	Member
3.	Additional Director General Health Services M/o Health & Family Welfare, Nirman Bhawan, New Delhi – 110001	Member
4.	Joint Secretary and Financial Advisor, Ministry of Social Justice and Empowerment, Room No.637, A-Wing, Shastri Bhawan, New	Member

	Delhi-110001	
5.	Dr. (Smt.) Divya Jalan, Chairperson, Action for Ability Development and Inclusion (AADI), 2, Balbir Saxena Marg, Hauz Khas, New Delhi – 110016	Member
6.	Shri Sambhu Nath Das, Vill. + P.O. Kamarkundu Distt. Hooghly, West Bengal – 712407	Member
7.	Member Secretary, Rehabilitation Council of India, B-22, Qutab Institutional Area, New Delhi - 110016	Member Secretary (Exofficio)

Head of the Body

Chairperson, RCI

Address of Main office and its Branches

Rehabilitation Council of India B-22, Qutab Institutional Area, New Delhi -110016

Frequency of Meetings

At least once in a year

Can public participate in the meetings?

No, however, public representative are nominated by the Government in the General Council.

Are minutes of the meetings prepared?

Yes

Are minutes of the meetings available to the public? If yes please provide information about the procedure to obtain them.

No

Chapter – 8

The names, designations and other particulars of the Public Information Officers

Manual 7

8.1 *Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format*

Name of the Public Authority:

Assistant Public Information Officers:

Yet to Designate

Public Information Officer:

Mr. J. Gangadhara Rao, Assistant Director,
Rehabilitation Council of India
B-22, Qutub Institutional Area,
New Delhi -110 016
Tel. 91-011-26532408/26532384/26534287
Fax 91-011-26534291
E-mail rehabstd@nde.vsnl.net.in ; rehcouncil_delhi@bol.net.in

Appellate Authority:

Dr. Subodh Kumar, Deputy Director (Acad)
Rehabilitation Council of India
B-22, Qutub Institutional Area,
New Delhi -110 016
Tel. 91-011-26532408/26532384/26534287
Fax 91-011-26534291
E-mail rehabstd@nde.vsnl.net.in ; rehcouncil_delhi@bol.net.in

Chapter -9

Procedure followed in Decision Making Process

Manual 8

9.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and rule of Business Manual, and other rules/regulations etc. can be made).

RCI regulations

9.2 What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

RCI regulations. Decision on day to day matters is taken by the Member Secretary (Head of the office) and Chairperson of the Council. For policy matters, the Expert Committee makes recommendations which are placed before the Executive Committee and the General Council.

9.3 What are the arrangements to communicate the decision to the public? Through website, brochure, quarterly newsletters

9.4 Who are the officers at various levels whose opinions are sought for the process of decision making? Assistant Directors, Dy. Directors, Member Secretary, and Chairperson.

9.5 Who is the final authority that vets the decision? Member Secretary and Chairperson

9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl.No.1

Subject on which the decision is to be taken	Recognition of institution
Guidelines /Direction, if any	As per laid down norms
Process of Execution	Through recommendation of inspection team of experts depute by the Council
Designation of the Officers involved in decision making	Assistant Director (Technical), Dy. Director (Programme), Member Secretary
Contact information of above mentioned officers	91-011-26532408/26532384/26534287 Fax 91-011-26534291
If not satisfied by the decision, where and how to appeal.	Chairperson / Member of General Council, RCI through application

Sl. No. 2

Subject on which the decision is to be taken	Registration
Guidelines /Direction, if any	As per laid down norms
Process of Execution	Through prescribed applications
Designation of the Officers involved in decision making	Assistant Director (Technical), Dy. Director (Programme), Member Secretary, Chairperson
Contact information of above mentioned officers	91-011-26532408/26532384/26534287 Fax 91-011-26534291
If not satisfied by the decision, where and how to appeal.	Through Assessment and Accreditation Committee, Secretary, Ministry of Social Justice and Empowerment Through application

Sl. No. 3

Subject on which the decision is to be taken	Standardization of Curriculum
Guidelines /Direction, if any	As per directions of experts committee
Process of Execution	Through meetings, workshop and approval of the General Council
Designation of the Officers involved in decision making	Assistant Director (Programme), Dy. Director (Programme), Member Secretary, Chairperson
Contact information of above mentioned officers	91-011-26532408/26532384/26534287 Fax 91-011-26534291
If not satisfied by the decision, where and how to appeal.	General Council through applications

Sl. No. 4

Subject on which the decision is to be taken	Purchase and placing orders
Guidelines /Direction, if any	As per GFR, Central Govt. Rules
Process of Execution	Through purchase committee consisting of Assistant Secretary, Assistant Director, Dy. Director (Admin), Dy. Director (Acad) constituted by the Member Secretary
Designation of the Officers involved in decision making	Assistant Secretary, Dy. Director(Admn), Member Secretary
Contact information of above mentioned officers	91-011-26532408/26532384/26534287 Fax 91-011-26534291
If not satisfied by the decision, where and how to appeal.	Chairperson, RCI through application

Chapter – 10

Directory of Officers and Employees

Manual- 9

10.1 Tele: PBX: 011-26532408, 26532384, 26534287, 26532816 Fax No: 011-26534291

Note: - **Presently on deputation

S. No.		Designation	Phone no.	Office Address	E-mail
1.	Dr. Vinod Agarwal	Chairperson	011-26532381	RCI, B-22, Qutub Institutional Area, New Delhi-110011	rehabstd@nde.vsnl.net.in rehcouncil_delhi@bol.net.in
2.	Shri. S. K. Srivastava	Member Secretary	011-26532387	-do-	-do
3.	Shri. Vikas Kumar Chauhan	Deputy Director (Admn.)	011-26851012 & all PBX Extn- 116	-do-	-do-
4.	Dr. Subodh Kumar	Deputy Director (Acad)	011-26532378 & all PBX Extn- 121	-do-	-do-
5.	Mr. Suman Kumar	Deputy Director (Prog.)	011-26511613 & all PBX Extn- 148	-do-	-do-
6.	Mr. Santosh Pal **	Assistant Secretary	All PBX Extn- 120	-do-	-do-
7.	Mr. Sandeep P Tambe	Assistant Director (Acad)	-do-Extn- 132	-do-	-do
8.	Mr. J. Gangadhara Rao	Assistant Director (Prog.)	-do- Extn- 122	-do-	-do-
9.	Mr. S.P.Parashar	Private Secretary	011-26532387 All PBX Extn- 133	-do-	-do-
10.	Mr. Rishi Prakash	Accountant	Extn 123	-do-	-do
11.	Mrs Neeta Malhotra	Assistant	All PBX Extn- 138	-do-	-do-
12.	Mrs. Anita Agarwal	Assistant	All PBX Extn- 128	-do-	-do-
13.	Mr.	Assitant	All PBX	-do-	-do-

	Satyajeet Prakash		Extn- 129		
14.	Mr. Laxmi Kant	Assitant	All PBX Extn- 117	-do-	-do-
15.	Mrs. Veena Choudhary	Personal Assistant	011- 2653 381 All PBX Extn- 119	-do-	-do-
16.	**Mr. M.P. Gupta	Programme Assistant		-do-	-do-
17.	Mr. Rajinder Sati	Data Entry Operator	All PBX Extn- 137	-do-	-do-
18.	Mr. Rajinder Kumar	Junior Stenographer	- All PBX Extn- 129	-do-	-do-
19.	Mrs. .Navita Sharma	Junior Stenographer	-	-do-	-do-
20.	Mrs. Sapna	Junior Stenographer	All PBX Extn- 136	-do-	-do-
22.	Mr. Sanjay Jha	UDC	All PBX Extn- 139	-do-	-do-

23.	Mrs. Shalini Raizada	LDC	All PBX Extn- 142	-do-	-do-
24.	Mr. Krishan Dutt	LDC	-	-do-	-do-
25.	Mr. Devender Singh	LDC	- All PBX Extn- 124	-do-	-do-
26.	Mr. Lalit Kumar	LDC	All PBX Extn- 149	-do-	-do-
27.	Mr. Vijay P. Bhandre	Receptionist		-do-	
28.	Mr. Ramesh Kumar	Staff Car Driver	-	-do-	
29.	Mr. C.J. Zode	Despatch Rider	All PBX Extn- 126	-do-	
30.	Mr. Sewa Ram	Photo Copy Operator	-	-do-	
31.	Mr. Sanjay	MTS	-	-do-	
32.	Mr. Sushil Kumar	MTS	-	-do-	
33.	**Mr. D.K. Pandey	MTS	-	-do-	
34.	Mr. Laxmikant	MTS	-	-do-	
35.	Mr. Mohd. Bashir	MTS	-	-do-	
36.	Mrs. Sheela	Sweeper	-	-do-	

Chapter – 11

The Monthly Remuneration Received by each of its Officers and Employees, Including the system of compensation as provided in Regulations

Manual 10

11.1 Please provide information in following format

Non-Plan

Sl	Name	Designation	Pay-Scale	Allowance	The Procedure to determine the remuneration as given in the regulation
1.	Shri. S . K. Srivastava	Member Secretary	37400-67000	As per Central Govt. Rules	As per Central Govt. Rules
2.	Sh Santosh Pal **	Assistant Secretary	9300-34800	--Do	--Do
3.	Mr. Rishi Prakash	Accountant	9300-34800	--Do-	--Do
4.	Sh Rajender Kumar	Jr. Stenographer	9300.34800	--Do-	--Do
5.	Mrs. Sapna	Jr. Stenographer	5200-20200	--Do	--Do
6.	Sh. Kishan Dutt	LDC	5200-20200	--Do-	--Do
7.	Sh Lalit Kumar	LDC	5200-20200		
8.	Sh Ramesh Kumar	Staff Car Driver	5200-20200	--Do-	--Do
9.	Sh C J Zode	Despatch Rider	5200-20200	--Do-	--Do
10.	Sh Laxmi Kant	MTS	5200-20200	--Do	--Do
11.	**Sh D K Pandey	MTS	5200-20200	--Do	--Do
12.	Smt Sheela	Sweeper	5200-20200	--Do-	--Do

Plan:

1.	Shri. Vikash Kumar Chauhan	Dy Director (Admn.)	15600-39100	--Do	--Do
2.	Dr. Subodh Kumar	Dy. Director (Acad.)	15600-39100	--Do-	--Do

3.	Sh Suman Kumar	Dy Director (Prog)	15600-39100	--Do-	--Do
4.	Mr. Sandeep P Tambe	Asstt. Director (T)	9300-34800	--Do-	--Do
5.	Mr. J. Gangadhara Rao	Asstt. Director (P)	9300-34800	--Do-	--Do
6.	Mr. S P Parasher	Private Secretary	9300-34800	--Do-	--Do
7.	Smt Anita Aggarwal	Assistant	9300-34800	--Do-	--Do
8.	Smt. Neeta Malhotra	Assistant	9300-34800	--Do-	--Do
9.	Smt Veena Chaudhary	PA	9300-34800	--Do	--Do
10.	**Mr. M P Gupta	Prog. Assistant	9300-34800	--Do	--Do
11.	Sh Rajinder Sati	Data Entry Operator	5200-20200	--Do	--Do
12.	Smt Navita Sharma	Jr Stenographer	5200-20200	--Do-	--Do
13.	Sh. Sanjay Jha	UDC	5200-20200	--Do----	--Do--
14.	Smt Shalini Raizada	LDC	5200-20200	--Do-	--Do
15.	Sh Devender Singh	LDC	5200-20200		
16.	Ms. Neha Dabral	Lib Clerk	5200-20200	--Do-	--Do
17.	Vacant	Receptionist	5200-20200		
18.	Sh Sewa Ram	Photocopy operator	5200-20200	--Do-	--Do
19.	Sh Mohd. Bashier	MTS	5200-20200	--Do	--Do
20.	Sh Sanjay	MTS	5200-20200	--Do	--Do
21.	Sh Sushil Kumar	MTS	5200-20200	--Do-	--Do

** Note: - Presently on deputation

Chapter – 12 The Budget Allocated to each Agency

(Particulars of all plans, proposed expenditures and reports on disbursement made)

Manual – 11

12.1 Please provide information about the details of the budget for different activities under different schemes in the given format

The Public Authorities is responsible for regulating & monitoring the training of professionals & personnel, maintenance of Central Rehabilitation Register and promoting research in rehabilitation & special education and connected matters.

Sl	Name of the Scheme/ Head	Activity	Starting date of the Activity	Planned & date of the activity	Amount proposed	Amount Release d/disbu rsed (No. of Installm ents) (Rs.In Lakhs)	Actual expen ses for the last year	Responsible officer for the quality and the complete execution of the work
NIL								

For Public Authorities Year 2012-2013:

Sl	Head	Proposed Budget (Rs. In Lakhs)	Sanctioned Budget (Rs. In Lakhs)	Amount Released/disbursed (No. of Installments) (Rs. In Lakhs)	Total Expenditure (Rs. In Lakhs)
1	Non-Plan	199.50	155.00	137.00	187.84
2	Plan	496.00	300.00	268.50	230.24

Chapter – 13

The Manner of Execution of Subsidy Programmes

Manual – 12

13.1 Please provide the information as per the following format:

- Name of Programme/Scheme
- Duration of the Programme/Scheme
- Objective of the programme
- Physical and financial targets of the programme (for the last year)
- Eligibility of Beneficiary
- Pre-requisites for the benefit
- Procedure to avail the benefits of the programme
- Criteria for deciding eligibility
- Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)
- Procedure for the distribution of the subsidy
- Where to apply or whom to contact in the office for applying
- Application Fee (where applicable)
- Other Fees (where applicable)
- Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)
- List of attachments (certificates/documents)
- Format of Attachments
- Where to contact in case of process related complaints
- Details of the available fund (At various levels like District Level, Block Level etc.)
- List of beneficiaries in the format given below

Serial Number/ Code	Beneficiary Name	Amount of subsidy	Parent/ Guardians	Criteria of selection	Address								
										District	City	Town / Village	House No.

Not applicable as RCI does not extend any financial grants under any scheme.

Chapter – 14

Particulars of Recipients of Concessions, permits or authorization granted by it

Manual – 13

14.1 Please provide the information as per the following format:

- Name of Programme Recognition of Institutions / Universities for conducting training programmes at Certificate, Diploma, PG Diploma, Bachelor, Master and M.Phil levels.

Type (Concession/Permits/Authorization) Permanent recognition and provisional approval.

Objective Regulation and monitoring of training programmes

Targets set No physical targets are fixed.

Eligibility As per the norms fixed by the RCI for each training programme given in each curriculum. Apart from these norms the institution must comply with the guidelines and other requirements such as NOC from the State Government for Diploma level programme and affiliation with University for PG Diploma, Bachelor and Master level programmes.

Criteria for the eligibility The Institute must have ample experience in training of professionals and service delivery in the field of Rehabilitation and Special Education.

Pre-requisites Should have sufficient experience and infrastructure for providing services and training in the field of rehabilitation and special education.

Procedure to avail the benefits By applying to the Council for norms and guidelines for conducting training programme. Filling up the application format with requisite document and inspection fees. After scrutiny of application, inspection team is deputed to carry out inspection. On the basis of inspection report, recognition is accorded.

Time limit for the concession/Permits/Authorizations The provisional approval is given for a period of one or two years. Further extension is given subject to the fulfillment and removal of shortcomings verified by the inspection team on subsequent inspection. Permanent recognition is accorded for a period of 5 years. After the expiry of this period, inspection team is deputed again for renewal of recognition. The Council, if not satisfied with the quality and standards of training, on the recommendations of the Inspection team may withdraw the recognition.

- Application Fee (where applicable) as on 31.3.2009)

Application/processing fee for norms & guidelines = 2300

Inspection fee for Certificate and Diploma = Rs. 5000/

Recognition fee for Certificate and Diploma = Rs. 5000/

Inspection fee for PG Diploma and Bachelor level programme is Rs.10,000/

Recognition fee for PG Diploma and Bachelor level programme is Rs.10,000/

Inspection fee for Master level and above is Rs.15,000/

Recognition fee for Master level and above is Rs.15,000/ To be paid by demand draft in favour of RCI payable at New Delhi.

- Application format (where applicable)

NORMS, GENERAL GUIDELINES AND APPLICATION FORM AT FOR
EVALUATION OF TRAINING PROGRAMMES IN THE FIELD OF SPECIAL
EDUCATION & REHABILITATION

NORMS FOR STARTING A REHABILITATION

**PROFESSIONAL COURSE (u/s 24 OF THE RCI'S
REGULATION of 1997)**

- 1 No Institute of rehabilitation professional course shall be started without the prior approval of Council / the Central Government.
- 2 To obtain approval of Council, the institution desirous to start the Degree / Diploma / Certificate courses shall approach the Council, through the respective State Govt. / Union Territory Administration. The State Govt./ U.T. Administration shall be requested to assess the requirements of various professionals.
- 3 The State Government/ Union Territory Administration must indicate in clear terms whether they are or not in favour of starting a college/or institutions managed a non governmental organisation.
4. The management of the Institute shall adopt the standards of staff, space and equipment as recommended by
the Council and given an undertaking for their phased implementation within the stipulated period.
- 4 The management of the Institute must submit in writing, the willingness of University/Board which can grant affiliation if the Council permits the Degree/Diploma Course to be started.
- 5 The management of the Institute must satisfy the Council about possessing enough training facilities to undertake the Degree/ Diploma courses.
- 6 The management must provide adequate facilities of administrative and teaching staff required for the Degree/Diploma course as per the recommendations of the Council.
- 7 The management of the Institute must submit a plan for the construction of full-fledged division and appoint competent personnel to manage the same.
- 8 On receipt of an application from an organisation for permission to start new rehabilitation professional course, the Council shall call for if not done by the Organisation, the recommendations/views of the State Govt. In case the recommendations/views of the State Govt. are not received within a reasonable period of 90 days, the Council shall be entitled to process the application on its own with the support of its Committees and thereafter take such decision as it deem necessary.

General Guidelines

Note: -Before filling up the application format for approval of the Rehabilitation Professional Course, applicant may kindly go through the General Instructions and the Norms carefully and must ensure that they fulfill the minimum criteria laid down for the specific professional course.

- 1 Separate application neatly typed and properly binded with proper referencing of the enclosures Must be submitted for each course proposed by the applicant organisation.
- 2 Institution desirous for seeking recognition of the Council in any of its recognized programme in the field of special Education and disability rehabilitation must ensure that they should have sufficient experience in disability Rehabilitation activities in addition to the fulfilment of the following:-

(a) It should have its, own (03 years old-Minimum) functional special school /

practice lab / rehabilitation centre. The Special school should have minimum 60 special children in the respective area of disability. For the university, the Condition of model school is exempted. However, an MOU signed with a special school for practice teaching should be produced.

(b) Fully equipped resource room.

(c) It should be capable of conducting the programme without the financial assistance of the Council.

(d) Availability of minimum infrastructure viz: qualified 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.

(e) University affiliation is mandatory to conduct the Post Graduate Diploma/Degree level programme.

3. Proposal(s) in the prescribed format containing following information and documents should be submitted to the Council on or before 31st October of the current year. (If space given in the application is not sufficient, additional sheets may be used.)

a) .

Recommendation of the Directorate of Social Welfare/Commissioner Disability or equivalent authority of the respective State / Union Territory as per norms u/s 24 of RCI Regulation.

University Affiliation in case of P.G.Diploma/Degree level course.

An original undertaking on the non-judicial stamp paper valued Rs 50/= as prescribed in the application format.

Copy of audited balance sheet of the last 2 financial years.

A brief report on activities of the organization along with evidentiary documents (Photographs, Information Brochure, Newsletters and any other relevant documents).

Copy of appointment letters of the faculty with RCI's registration number.

b) Processing fees of Rs Two thousand three hundred (non – refundable) in form of Demand Draft favouring Rehabilitation Council of India.

The proposal (s) neatly binded should be prepared. The three copy should be sent to the Council as an advance copy. The other two copies should be sent to the Directorate of Social Welfare/Commissioner of Disability or equivalent authority of the respective State Government / Union Territory Administration for onward submission of the proposal along with their recommendation to the Council. The fourth copy should be submitted to the University for Affiliation of the proposed course.

c) The last date of submission of No Objection Certificate from State Government and /or University Affiliation is 31st August, as per the prescribed norms.

1 Proposal(s) submitted without the enclosures mentioned above will be deemed as *incomplete applications and liable for rejection*. Inspection team will be deputed after processing the case, if found suitable as per RCI norms.

2 The Council will inform the applicant organisation about the status of their case before

st 31 March of the following year. On event of grant of permission by the Council to start the proposed training programme, the admission and other related formalities must be completed well in advance prior to the commencement of the training programme.

3. The following inspection fees to be deposited on receipt of in the Council inspection order :

FEES	TRAINING PROGRAMME		
	Certificate/Diploma	Degree/P.G. Diploma	Masters & above
Processing fee	Rs.7,500/-	Rs.7,500/-	Rs.7,500/-
Inspection fee	Rs.15,000/-	Rs.22500/-	Rs.30,000/-
Approval fee	Rs.15,000/-	Rs.22,500/-	Rs.30,000/-

7. Financial Requirement

A- Reserve Fund:

The institution under private management should have reserve fund of rupees three lakhs deposited in the bank for each programme or an amount decided by the Council from time to time depending upon the level of the training programme. Copy of deposit receipt of the reserve fund should be submitted to the Council with an undertaking that it would not be withdrawn till the validity of the recognition. *The University / Government institutions are exempted from this stipulation.*

B -Financial Management

Adequate financial provision should be made available for smooth functioning of the professional course in the annual budget of the institution. The institution must carry out the financial transactions as per the prescribed procedure of the Central/State Government concerned.

C-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.

8. Fee Structure

(A) Admission fee / Monthly fee /amalgamated fee /any other.

The fee charged for the admission test, if any, should be in consonance with the estimated expenditure involved in conducting the same. Any surplus amount saved out of such fee must be used to promote academic and professional activities in teacher education institutions and for the welfare of the students.

(B) Tuition and other fees

The fee 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 studentship for meritorious poor and socially backward student.

In addition to the norms mentioned above, Course Structure, Duration, Eligibility Criteria,

Scheme of Examination etc. shall be determined as per the respective syllabus.

PART-A, PART-B & PART-C, Common for all the programme format is available on website <http://rehabcouncil.nic.in>

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 / establishment / changing intake capacity of seats 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.

1 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.

2 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.

3 That the teaching and other staff shall be selected according to procedures, qualifications and experience prescribed by Council from time to time.

4 That the Management shall strictly follow any further conditions as may be specified by the Council from time to time.

5 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 to 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 from the Council or State Government for the Institute or for recurring expenditure etc.

5 The matter within brackets shall need to be filled up as relevant.

5 It should be ascertained that the stamp-paper and the undertaking are properly authenticated. List of attachments (certificate documents)

Place: (Name of the legally responsible person

Date : giving undertaking alongwith his/her official position)

Note: (SEAL)

(i) NOC from the Directorate of Welfare, State Government of Certificate and Diploma level programme.

(ii) Affiliation letter from Universities for PG Diploma, Bachelors, Master and above programmes.

(iii) Memorandum of Association of the Society.

(iv) Endowment fund of Rs.3 lakhs from NGOs

(v) List of staff (both teaching & non-teaching)

(vi) RCI registration number for rehabilitation professionals/personnel

(vii) List of infrastructure facilities available

(viii) Inspection fee

(ix) Recognition fee, if recognition given.

(x) List of books and publications available in the library

(xi) List of equipment available in the lab

(xii) Turn out of persons with disabilities at the service centre.

Format of Attachments

As per the evaluation format given above

No financial grants are disbursed by the RCI. The following institutes have been accorded recognition by the RCI

RCI approved Operational Training Programme

Regular Mode: <http://rehabcouncil.nic.in/programmes/crregular.htm> **Distance Mode:**
<http://rehabcouncil.nic.in/programmes/crdistance.htm>

List of Training Institutions recognised by RCI Fresh Registration Application to registered with RCI

14.2 Please provide the information as per the follow format:

Name of Programme :-Registration in Central Rehabilitation Register

Type (Concession/Permits/Authorization)

Type of Authorization (Registration) : Professionals and Personnel

Objective:- Authorization to practice or take up the job in the field of rehabilitation and special education.

Targets set (For the last year) Since, the Public Authority is a statutory body for standardization, regulations and monitoring of training programmes, no physical targets are fixed.

Eligibility:- Must have RCI approved qualification

Criteria for the eligibility Must have RCI approved qualifications from recognized institutions

Pre-requisites :-As per the entry qualification prescribed in the curricula approved by RCI

Procedure to avail the benefits By applying on prescribed application format along with supporting documents.

Time limit for the concession/Permits/Authorizations The registration certificate is valid for a period of 7 years from the date of registration. Thereafter the registered Professionals / Personnel has to apply for renewal.

Application Fee (where applicable) Rs. 250/- in the form of Demand Draft in favour of RCI payable at New Delhi.

Beneficiaries -More than 73877 Professional/Personnel are registered as on August, 2012

Chapter-15

Norms set by it for the discharge of its functions

Manual -14

15.1 Please provide the details of the Norms/Standards set by the department for execution of various activities/programmes General Guidelines

Note: *-Before filling up the application format for approval of the Rehabilitation Professional Course, applicants may kindly go through the General Instructions and the Norms carefully and must ensure that they fulfill the minimum criteria laid down for the specific professional course.*

1 Separate application should be submitted for each course proposed by the applicant organization neatly bound with proper referencing of the enclosures.

2 Institution desirous for seeking recognition of the Council in any of the recognized programme in the field of Special Education and Rehabilitation must ensure that they possess sufficient experience in disability Rehabilitation activities in addition to the fulfillment of the following prerequisite pertaining to the training programme(s).

(a) It must have its own functional Model / Special School / Practice Lab / Rehabilitation Centre. The special school must have minimum 60 special children in the respective area of disability. In case of university/ college, the condition of model school is not applicable. However, an MOU signed with a special school should be produced at the time of recognition.

(b) It must be capable of conducting the programme without the financial assistance of the Council.

(c) Availability of minimum infrastructure viz: qualified Core faculty, provision to invite guest faculty, adequate space, library, equipment, furniture etc., to conduct the professional course in accordance with the prescribed norms.

(d) University affiliation is compulsory to conduct the P.G. Diploma/Degree level programme.

1 Application must be submitted before 30th October of the year to the Directorate of Social Welfare of the respective State / Union Territory. The Directorate must submit its recommendations / comments before 31st December of the same year.

2 The Council will inform the applicant organization about the status of their case before 31st March of the following year. In case, permission is granted by the Council to start the training programme, the admission formalities must be fulfilled well in advance prior to the commencement of the training programme.

3 Part A & B of the application are to be filled in by the applicant organization (If space given in the application is not sufficient, additional sheets may be used.)

4 The application must be prepared in **quadruplicate**. The first copy should be sent to the Council as an advance-copy. The other two copies should be sent to the Directorate of Social Welfare of the respective State Government / Union Territory Administration for onwards submission of the proposal alongwith its recommendation to the Council. The fourth copy should be retained by the applicant organization.

7. The following documents should be enclosed along with the proposal submitted to the

Council:

Copy of audited balance sheet of the last 2 financial years.

A Brief Report on activities of the organization alongwith evidentiary documents (Photographs, Information Brochure, Newsletters and any other relevant documents).

Copy of appointment letters of the faculty members and their RCI Reg. No.

4 Applications submitted without the enclosures specifically indicated in the application form will be deemed as incomplete applications. Such applications will not be taken up for evaluation.

4 **Financial Provisions**

A. *Endowment and Reserve Fund:* The institutions under private management should have an endowment fund of Rupees Three Lakhs or an amount as per the norms. Besides these they should have a reserve fund adequate to meet three months salary of all the staff).

B. *Financial Management:* Adequate financial provision should be made available for smooth functioning of the professional course in the annual budget of the institution. The funds of the institution should be deposited in a Nationalised Bank. The institution must carry out the financial transactions as per the prescribed procedure of the Central/State Government concerned.

C. *Salary Structure:* The institution should adopt the salary structure prescribed by the State Govt. or as the case may be for its teaching and non-teaching staff appointed for the training course

10. **Fee Structure**

A. *Admission fee/Monthly fee/amalgamated fee/any other:* he fee charged for the Admission Test, if any, should be in consonance with the estimated expenditure involved in conducting the same. Any surplus amount saved out of such fee must be sed to promote academic and professional activities in teacher education institutions and for the welfare of the students.

B. *Tuition and other fees:* The fee structure followed by the institution should correspond to the norms prescribed by the Central/State Government/University/RCI from time to time. In any case, the total annual receipts from student should not exceed the total recurring expenditure of the institution for the course. It is desirable to provide some free studentship for meritorious poor and socially backward students

C. *More than one course run by the same institution please specify if* one or more courses in teacher education are run by the same institution in the same building/complex, the facilities in terms of building, hall, library, hostels, equipment, play fields etc. may be shared in a reasonable manner. However, the core faculty should be as per the prescribed norms.

In addition to the norms mentioned above, Syllabus, Course Structure, Duration, Eligibility Criteria, Scheme of Examination etc. shall be determined as per the RCI/University regulation.

NORMS FOR STARTING A REHABILITATION PROFESSIONAL COURSE

1 No Institute of Rehabilitation Professional Course shall be started without the prior approval of Rehabilitation Council of India / The Central Government.

2 To obtain approval of Rehabilitation Council of India, (Govt. or Non-Govt. Organisation) desirous of starting the Degree / Diploma / Certificate courses shall approach the Council, through the respective State Govt. / Union Territory administration. The State Govt./ U.T. administration shall be requested to assess the requirements of various professionals both in the voluntary and Govt. sector and thus would be able to provide employment opportunities for various categories of personnel who would be qualified.

3 The State Government / Union Territory administration must indicate in clear terms whether they are or not in favour of starting of a college / or Institution managed by a Non-Governmental Organization.

4 The management of the Institute, (Govt. or Non-Govt. Organization) shall adopt the standards of staff, space and equipments as recommended by the Rehabilitation Council of India and given an under taking for their phased implementation within the stipulated period.

5 The management of the Institute, (Govt. or Non-Govt. Organization) must submit in writing, the willingness of an University / Board who can grant affiliation if the Council permits the Degree/Diploma Course to be started.

6 The management of the Institute (Govt. or NGO) must satisfy Rehabilitation Council of India about possessing enough training facilities to undertake the Degree/ Diploma courses.

7 The management must provide adequate facilities of administrative and teaching staff required for the Degree/Diploma course as per the recommendation of the Council.

8 The management of the Institute must submit a plan for the construction of full-fledged division and appoint competent personnel to manage the same.

9 On receipt of an application from NGO for permission to start new Rehabilitation Professional Course, the Council shall call for, if not done by the Organization, the recommendations/views of the State Govt. In case the recommendations/views of the State Govt. are not received within a reasonable period of 90 days, the Council shall be entitled to process the application on its own with the support of its Committees and thereafter take such decision as it deem necessary.

15.1.1 **Standardization of courses** Training programmes are developed and standardized by the Expert Committee constituted every 2 years. The training courses developed and standardized are approved the operational courses are reviewed every 5 years.

15.1.2 Recognition of training courses: Norms and standard for conducting training programme are as per the course curriculum.

Chapter – 16

Information available in an electronic form

Manual – 15

16.1 Please provide the details of the information related to the various schemes which are available in the electronic format.

- (a) Role, functions and activities of RCI
- (b) Course curriculum
- (c) The database of registered professionals / personnel with their names, addresses, qualification and professional categories under which the person is registered.
- (d) List of recognized institutions.

Chapter – 17

Particulars of the facilities available to citizens for obtaining information

Manual – 16

17.1.1 Means, methods or facilitation available to the public which are adopted by the department for dissemination of information. Like

Office Library Meant for office use for reference and records. Certain publications Manual/Journal/News letter

Drama and shows-

Live programmes on discussions on various topics are beamed through teleconferencing using the DRS system of Uplinking station and EDUSAT Studio established at RCI campus.

Through Newspaper Advertisement of recognized training centres are published every year in leading national newspapers.

Exhibition :- Not a regular feature.

Notice Board : - Available.

Inspection of Records in the Office Photocopy by paying Rs. 1/- per page

- System of issuing of copies of documents

Brochure are provided free of cost. Some publications are available on payment basis. List of publication are available on website.

Website of the Public Authority www.rehabcouncil.nic.in and <http://rciregistration.nic.in>

Chapter – 18

Other Useful Information

Manual – 17

18.1 Frequently asked questions and their answers by public

Q. What is the specific role of the Rehabilitation Council of India?

Ans. The Rehabilitation Council of India has been set up as a Statutory Body under an Act of Parliament and its specific role is to develop, standardize and regulate training programmes/ courses at various levels in the field of Rehabilitation and Special Education. It also maintains the Central Rehabilitation Register for qualified Professionals/ Personnel in the area of Rehabilitation and Special Education and promotes Research in Special Education.

Q. Is the approval of RCI necessary before starting any programme in the area of Rehabilitation & Special Education?

Ans. Yes, as per provisions of RCI Act, prior approval of RCI is a must for all universities/ institutions/ organisations -government and non-government, etc. to start any training course in the field of Rehabilitation & Special Education.

Q. What formalities have to be completed for seeking RCI recognition to start any training programme?

Ans. Prescribed norms for each training programme have to be fulfilled to be eligible to run a course, are as follows:

- 1 To obtain approval of Rehabilitation Council of India/ Govt. of India, the organization/ institute/ centre/ university desirous of starting the Master's Degree/ Degree/ PG Diploma/

Diploma/ Certificate course should approach RCI, through the respective State Govt./ Union Territory to assess the infrastructural facilities before starting the course.

2 The competent authority of State Government/ Union Territory Administration must indicate in clear terms whether they are or not in favour of starting a College or institution managed by a non-governmental organization.

3 The institute should adopt the standards of staff, space and equipment, etc. as recommended by the Rehabilitation Council of India and give an undertaking for their phased implementation within the stipulated period.

4 The institute must submit in writing, the willingness of University/ Board who can grant affiliation, if the Rehabilitation Council of India permits the Master's Degree/ Degree/ PG Diploma/ Diploma course to be started.

5 The institute must satisfy Rehabilitation Council of India about possessing enough training facilities to undertake the Master's Degree/ Degree/ PG Diploma/ Diploma course.

6 The management must provide adequate facilities administrative and teaching staff required for Master's Degree/ Degree/ PG Diploma/ Diploma courses as per the recommendation of the Council.

7 The management of the institute must submit a plan for the construction of full-fledged division and appoint competent personnel to man the same.

Q. Which are the categories of professionals covered under the RCI Act?

Ans. 16 Categories of Professionals/ Personnel have been covered under the RCI Act as given below.

- 1 Audiologists and Speech Therapists
- 2 Clinical Psychologists
- 3 Hearing and Ear Mould Technicians
- 4 Rehabilitation Engineers and Technicians
- 5 Special Teachers for Educating and Training the Handicapped
- 6 Vocational Counsellors, Employment Officers and Placement Officers
- 7 Multi-purpose Rehabilitation Therapists, Technicians
- 8 Speech Pathologists
- 9 Rehabilitation Psychologists
- 10 Rehabilitation Social Workers
- 11 Rehabilitation Practitioners in Mental Retardation
- 12 Orientation and Mobility Specialists
- 13 Community Based Rehabilitation Professionals
- 14 Rehabilitation Counsellors, Administrators
- 15 Prosthetists and Orthotists
- 16 Rehabilitation Workshop Managers However, Professionals like Physiotherapists & Occupational

Therapists are not covered under the RCI Act.

Q. What type of courses are being offered by RCI recognized institutions/ training centres?

Ans. Following type of courses are being offered by the RCI recognized institutions, list of which is published through newspapers every year in the month of March/ April :

- a. Certificate Courses
- b. Diploma Courses

- c. PG Diploma Courses
- d. Degree Courses
- e. Post-graduate Degree Courses/ Master's level courses & above
- f. Short-term/ refresher courses under the Continuing Rehabilitation Education programme

Q. What is the procedure for admission to various courses?

Ans. Admission to various courses is done directly by the respective institutions as per prescribed norms of affiliated University/ College/ Institutions. The academic session starts every year sometime in May/ June and the process of admission starts in April every year. Therefore, for admission to any course the concerned institution may be contacted directly.

Q. What is the scope of these Courses for job career option?

Ans. All the courses have very good job opportunities in the Government sector like National Institutes, Hospitals, Rehabilitation Centres, etc., NGOs sector and private sector to practice as a qualified professional with bright future prospects.

Q. Which organization(s) is/ are to be contacted for admission into different programme?

Ans. Check the website for name of the institution & the training programme being conducted.

Q. Are admission forms of various courses recognized by the RCI, available in the RCI office?

Ans. No. Admission forms for any of the courses recognised by the RCI are not available in the RCI office. The Council does not deal with any matter related to admission to any course. For details regarding admissions etc. all concerned are requested to contact the RCI recognized institutions directly. The lists of courses and recognised institutions all over the country are available on the RCI website : www.rehabcouncil.org

Q. Does RCI collaborate with any individual for any rehabilitation programme?

Ans. No. RCI does not deal with rehabilitation services. Individual are free to give suggestion of improving the quality of educational programme.

Q. Does RCI deal with direct services to the Disabled?

Ans. No. The RCI is a regulatory body responsible for standardization of curriculum, research and development, training and manpower development, recognition of institutions offering various courses on rehabilitation of the disabled and registration of rehabilitation professionals/ personnel. It has nothing to do with any other kind of rehabilitation services like the rehabilitation of displaced persons due construction of a project or a dam, housing projects, earthquake, etc.

Q. Does RCI deal with rehabilitation of the disabled?

Ans. RCI trains master trainers, rehabilitation professionals and personnel for creating better service delivery facilities for the persons with disability. However, it does not offer any direct benefit, financial or material help to the persons with disability.

Q. Does RCI offer any employment facilities to the persons with disability?

Ans. No. RCI does not provide any help to the persons with disabilities for their employment. Nor does it perform any intermediary role between various organizations offering employment to the disabled. The Council is also not responsible to maintain any employment register or co-ordination with various special employment exchanges.

Q. Whom can one contact to avail rehabilitation services for any person with disability?

Ans. For any such kind of help, the individuals may contact the Ministry of Social Welfare or Ministry of Disability Welfare/ Commissioner of Disability in their respective states or the Secretary, Ministry of Social Justice & Empowerment, Government of India, Shastri Bhavan, New Delhi-110 001.

Q. In case of any grievance of any kind relating to persons with disability, where can one seek?

redress? Ans. The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, provides for seeking of redressal of grievances by the office of the State Commissioner of Disability or Chief Commissioner of Disabilities, Govt. of India.

Q. Does RCI facilitate any training to persons not possessing any recognized rehabilitation qualification?

Ans. Yes. The RCI has facilitated a National Bridge Course through a network of selected institutions for persons not possessing any recognized rehabilitation qualification who have been working in the field of disability and rehabilitation of the disabled before June 1993, i.e. before the RCI came into the existence. Such persons must be 10th pass or above qualification and must produce conclusive proof of working in the field of disability and rehabilitation of the disabled prior to June 1993, in order to be trained under the Bridge Course. All persons trained under the Bridge Course are registered by the Council as Rehabilitation Personnel.

Q. Is there any training programme being conducted by the RCI in the Health Sector?

Ans. Yes. The RCI has launched a PG Diploma in Disability Management.

Q. Whom can one contact in case of any difficulty in the process of registration of rehabilitation Professionals / personnel?

Ans. In case of any difficulty, all concerned are requested to contact to the Member Secretary, Rehabilitation Council of India, B -22, Qutub Institutional Area, New Delhi -110 016.

The contact numbers of RCI are:

Tel.No. 011-26532408, 26534287, 26532384, 26532387

E-mail : rehabstd@nde.vsnl.net.in; rehabstd@ndc.vsnl.net.in ; rehcouncil_delhi@bol.net.in

Website-www.rehabcouncil.nic.in and <http://rciregistration.nic.in>

Application format for seeking information under RIT Act:

- (i) Name of the persons seeking information
- (ii) Address
- (iii) Type of information required
 - (iv) The mode in which the information required.
 - (v) Mode through which the document to be sent i.e. by ordinary post / registered post / by hand etc.
 - (vi) Date by which the information is required
- (vii) Are you ready to pay the fees for providing the information? Yes / No

18.2 Related to seeking Information

Fee

A nominal application fee of Rs 10/-(Ten) per application will be charged for supply of information other than the information relating to tender documents/bids/quotations/business documents in addition to the cost of documents or photocopies of the document/ information if any. A sum of Rs 2/-per page will be charged for supply of photocopy of documents under the control of RCI. Fee (DD/IPO to be remitted in the name of ***Rehabilitation Council of India*** or ***cash at the counter of the RCI***.

For inspection of records, no fee will be charged for the first hour, however, a fee of Rs. 5/-(Five) will be charged for each subsequent hour (or fraction thereof).

For information provided in diskette or floppy Rs. 50/- (Fifty) per diskette or floppy, and for information provided in printed form at the price fixed for such publication or Rs. 2/- (Two) per page of photocopy for extracts from the publication will be charged.

- How to write precise information request
 - (i) The information must be pertaining to activities of RCI.
 - (ii) The purpose must be mentioned clearly.
- Right of the Citizen in case of denial of information and procedure to appeal Appeal to the Appellate Authority, RCI B-22, Qutub Institutional Area, New Delhi-110016

18.3 With relation to training imparted to public by Public Authority

The training courses standardized and being imparted by the recognized training institutions is already provided in part of training courses.

Physical Targets:

Since, the Public Authority is a statutory body for standardization, regulations and monitoring of training programmes, no physical targets are fixed.

Financial Targets:

No financial targets are fixed for as the Council is not a business enterprise.

- Eligibility for training As prescribed in the curriculum
- Prerequisite for training (if any) As prescribed in the curriculum
- Financial and other form of help (If any)

NIL

Description of help (Mention the amount of financial help, if any)

NIL

Procedure of giving help Not applicable

Contact Information for applying List of institutes already provided.

Application Fee (Wherever applicable) As prescribed by each institute.

Other Fees (Wherever applicable) As prescribed by each institute.

Application Form (in case the application is made on plain paper, please mention the details which the applicant has to provide) The application forms can be had from the training institutes.

List of enclosures/documents As per the requirement of institute

Format of enclosures/documents As prescribed by the training institute.
Procedure of application As per the procedure attached by the institute
Selection Procedure As per the procedure attached by the training institute
Time table of training programme (In case available) Available with the training institute
Process to inform the trainee about the training schedule Through advertisement released by the institute
Arrangement made by the Public Authority for creating public awareness about the training programmes Through website and advertisement and newsletter
List of Beneficiary of the training Programme at various levels like district level, block level etc. Persons with disabilities

18.4 With relation to Certificate, No Objection Certificate etc. issued by the Public Authority not included in Manual – 13

Name and description of the certificates and NOCs
Eligibility for applying
Contact Information for applying
Application Fee (Wherever applicable)
Other Fees (Wherever applicable)
Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
List of enclosures/documents
Format of enclosures/documents
Procedure of application
Process followed in the Public Authority after the receipt of application
Normal time taken for issuance of certificate
Validity period of certificate (If applicable)
Process of renewal (If any)
Already provided in manual 13

18.5 With relation to registration process

Objective
Eligibility for registration
Pre-requisites (If any)
Contact Information for applying
Application Fee (Wherever applicable)
Other Fees (Wherever applicable)
Other Fees (Wherever applicable)
Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
List of enclosures/documents
Format of enclosures/documents
Procedure of application
Process followed in the Public Authority after the receipt of application
Validity period of registration (If applicable)
Process of renewal (If any)
Already provided in manual 13

18.6 With relation to collection of tax by Public Authority (Municipal Corporation, Trade Tax, Entertainment Tax etc.)

- Name and description of tax
- Purpose of tax collection
- Procedure and criteria for determination of tax rates
- List of major defaulters

N.A.

18.7 With relation to Collection of Tax by Public Authority (Municipal Corporation, Trade Tax, Entertainment Tax, etc.)

- Eligibility for connection
- Pre-requisites (if any)
- Contact Information for applying
- Applying Fee (Wherever applicable)
- Other Fees / Charges (Whereapplicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application
- Brief description of terms used in the bills
- Contact information in case of problems regarding bills or service
- Tariff and Other Charges

N.A.

18.8 Details of Any Other Public Services Provided by the Public Authority

N.A.