

CONFIDENTIAL**ASSESSMENT REPORT**
Diploma / Bachelor / Master program (New & Extension proposal)

Note: The neatly handwritten / typed report must be completed jointly by the visiting experts and signed by them on each page. Separate Performa to be used for each course. Additional sheets may be used, if required.

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

Section I (General Information)

1. Online Proposal ID No.:
- In case of Extension, enclose Previous Approval Status and intake.....
2. Date(s) of Assessment: Time of Assessment:
3. Name of the proposed/*ongoing* Training Course:
4. Name and Address of the Institution (where Assessment is carried out):.....
.....
5. Name of the Head of the Institution:
- Ph. No: Mob. No.: Fax:
- e-mail: Website:.....
6. Name of the informant.....designation.....Mobile no.: 7.
Name of the Course Coordinator (with CRR Number).....
8. Nature of Management: (Please tick)
Central Govt.: State Govt.: Govt. University: Pvt. University: Society: Trust :
9. Society/Trust Registration No:Date of Registration:Date of Renewal:
10. State NOC issued in the name of
- State NOC issued for Course..... NOC No.Date of Issue
- Valid till.....(please attach the copy of State NOC)
11. Registered under PwD Act 1995 / RPwD Act 2016 : (copy enclose)
Certificate issued in the name of.....address.....
Date of Registration Valid upto.....
12. Name of the affiliating University, (applicable for UG, PG and above level courses) :.....
.....(Please enclose copy)
13. Details of the courses being offered (other than the above):
Name of the course Approval status..... Sanctioned Intake.....
14. Name of the other proposed course(s)
15. Registration number of DISE (Unified District Information System for Education):

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

Section II
Diploma / Bachelor / Master program

1. Building (Please refer norms as prescribed in the respective syllabus)											
A. Essential											
Sl.	Items	Mention size as per Norm	Actual Size	Points for Matching with the Norm					Raw Score (A)	Weightage (B)	Score (AxB)
				(4) 100% or above	(3) 80% or above	(2) 60% or above	(1) 40% or above	(0) Less than 40%			
1.1	Classrooms*: (___ Rooms required as per norms prescribed in the Syllabus)										
	Classroom 1										
	Classroom 2										
	Classroom 3										
	Classroom 4										
	Classroom 5										
	*Calculate average of the above between 0-4 and put under raw score (A)									8	
1.2	Office & Room for Administrative Staff									2	
1.3	Room for Teaching Staff									3	
1.4	Separate Toilet for Boys /Girls									3	
1.5	Multipurpose/Seminar hall									3	
1.6	Barrier Free Environment (classroom, toilet, drinking water facility)									3	
1.7	Overall impression of Building with respect to Space, Furniture, Fixture, Lighting, Ventilation			(4) Excellent	(3) Good	(2) Average	(1) Poor			3	
Total											
<p>Note: Classrooms/rooms include adequate furniture, fixtures lighting facility and ventilation as per requirement. If any inadequacy please make remark below:</p>											
B. Desirable											
Sl.	Items	Actual Size	Points based on the Facility supporting the Course					Raw Score (A)	Weightage (B)	Score (AxB)	
			(4) More than Requirement	(3) As per Requirement	(2) Less than Requirement	(1) Negligible	(0) Not Available				
1.8	Space for Recreation and sports								2		
1.9	Hostel for trainees								2		
1.10	Staff quarters								1		
Total											
Remarks (specify Sl. No. for which the remark is made)											
Photographs to be Enclosed for: 1.1 & 1.6											

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	*Calculate average of the above between 0-4 and put under raw score (A)							6		
2.4 PR	Administrative Staff : _____ required as prescribed in the Syllabus									
	*Calculate average of the above between 0-4 and put under raw score (A)							5		
2.5	Overall impression of Faculty & Staff through Group Interaction and observation.	(4) Excellent	(3) Good	(2) Average	(1) Poor			3		
Total										
Remarks (specify Sl. No for which the remark is made) :										
Photograph: Please take (a) group photo of core faculty with visiting experts; (b) group photo of guest faculty with visiting experts; (c) group photo of clinical/technical and admin staff with visiting experts										
B.	Desirable									
Sl.	Items	(4) All Faculty	(3) 75% of Faculty	(2) 50% of Faculty	(1) 25% of Faculty	(0) None	Raw Score (A)	Weightage (B)	Score (AxB)	
2.6	Experience of the Core Faculty More than Prescribed years							6		
2.7	Additional Rehabilitation Qualification / Research Qualification of the Core Faculty (M.Phil/Ph.D.)							4		
Total										

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3. Special and Inclusive Schools (only for programs in Education)											
(I) Special School (Please refer norms as prescribed in the respective syllabus)											
A. Essential											
Sl	Items	As per Norm	Actual Status	Points for Matching with the Norm					Raw Score (A)	Weightage (B)	Score (AxB)
				(4) 100% or above	(3) 80% or above	(2) 60% or above	(1) 40% or above	(0) Less than 40%			
3.1 PR	Number of Students with specific disability in school									8	
3.2	Course wise Number of Students with Disabilities as per course norms (Elementary / Secondary)									6	
3.3 PR	Special educators having valid RCI Registration as per norms									8	
3.4	Equipment and/or Assistive Devices as per students			(4) *	(3) *	(2) *	(1)*	(0) *		3	
3.5	Teaching Learning Material as per students			(4) *	(3) *	(2) *	(1)*	(0) *		4	
3.6	Accessibility Material as per Students			(4) *	(3) *	(2) *	(1)*	(0) *		3	
* Score 4- As per Requirement, 3- Less then Requirement, 2- Few, 1- Negligible, 0- Not Available											
3.7	Overall impression of learning and teaching in the special school through interaction and observation			(4) Excellent	(3) Good	(2) Average	(1) Poor			3	
										Total	
Remarks (specify Sl. No for which the remark is made) :											
B. Desirable											
Sl.	Items	Actual	Points based on the Facility supporting the School			Raw Score (A)	Weightage (B)	Score (AxB)			
			(4) Available & Used	(2) Available but not Used	(0) Not Available						
3.8	ICT based Learning Resources						3				
3.9	Adaptive Physical Education/Recreation						3				
										Total (3)	

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(I) Inclusive School (Optional but needs to be filled) (Please refer norms as prescribed in the respective syllabus)								
MOU must be signed with inclusive school and copy of the same to be enclosed with this report)								
A. Essential								
Sl	Items	Actual Status	Points as per followings			Raw Score (A)	Weightage (B)	Score (AxB)
			(4) Available	(2) Available but limited	(0) Negligible /Not Available			
3.10	Does the school have children with disability, if yes - Number of Students with Disabilities in School						1	
3.11	Course wise Number of Students with Disabilities (Elementary / Secondary)						1	
3.12	Availability of Resource Teacher with valid CRR						1	
3.13	Teaching Learning Material as per students						1	
3.14	Overall impression on inclusive practices in the school						1	
							Total	
B. Desirable								
Sl.	Items	Actual Status	Points based on the Facility supporting the School			Raw Score (A)	Weightage (B)	Score (AxB)
			(4) Available & Used	(2) Available but not Used	(0) Not Available			
3.15	ICT based Learning Resources						1	
3.16	Adaptive Physical Education/Recreation						1	
3.17	Equipment, Assistive Devices as per students						1	
3.18	Accessibility Material as per students						1	
							Total	
Remarks (specify sl. No for which the remark is made) :								
Photographs: Enclose 5 photographs of Special/Inclusive school showing the facilities, activities etc.								

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

3A. Clinical Services (Only for clinical/rehabilitation courses)											
A.	Essential										
Sl.	Items	As per Norm	Actual Status	Points for Matching with the Norm					Raw Score (A)	Weight age (B)	Score (AxB)
				(4) 100% or above	(3) 80% or above	(2) 60% or above	(1) 40% or above	(0) Less than 40%			
3.19	Number of the Clinical Cases (New)									7	
3.20 PR	Therapy Cases/Follow up									7	
3.21	Clinical staff having valid RCI Registration									8	
3.22 PR	Availability of Clinical Test Material / Equipment									4	
3.23	Variety of Clinical Population			(4) *	(3) *	(2) *	(1)*	(0) *		4	
3.24	Use of Clinical Test Material / Equipment			(4) *	(3) *	(2) *	(1)*	(0) *		4	
3.25	Accessibility in Clinical Set Up			(4) *	(3) *	(2) *	(1)*	(0) *		3	
* Score 4- As per Requirement, 3- Less then Requirement, 2- Few, 1- Negligible, 0- Not Available											
3.26	Overall impression on Clinical Services			(4) Excellent	(3) Good	(2) Average	(1) Poor			3	
										Total	
Remarks (specify sl. No for which the remark is made) :											
Photographs: Enclose 5 photographs of clinical service set up showing the facilities, activities etc.											
B.	Desirable										
Sl.	Items	Actual Status	Points based on the Facility supporting the Clinic					Raw Score (A)	Weight age (B)	Score (AxB)	
			(4) Well facilitated	(3) Facilitated	(2) Less Facilitated	(1) Negligible	(0) Not Available				
3.27	Attached to Hospital/Medical College								5		
3.28	Implementing Agency of Govt. Schemes/ADIP/ Empanelled professional								5		
										Total	
Remarks											

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(Signature of Visiting Expert 2)

4. Clinical Infrastructure (Only for clinical/rehabilitation courses)											
A.	Essential										
Sl.	Items	As per Norm	Actual Status	Points for Matching with the Norm					Raw Score (A)	Weightage (B)	Score (AxB)
				(4) 100% or above	(3) 80% or above	(2) 60% or above	(1) 40% or above	(0) Less than 40%			
4.1 PR	Laboratory / Clinic (Min 300 sq.ft.) For detailed specifications, refer the respective syllabus									7	
4.2 PR	Tools & Equipments as prescribed in syllabus									7	
4.3	Test material/Raw Material as prescribed in syllabus									8	
* Score 4- As per Requirement, 3- Less then Requirement, 2- Few, 1- Negligible, 0- Not Available											
4.4	Information, Communication, Technology			(4) *	(3) *	(2) *	(1)*	(0) *		4	
4.5	Accessibility			(4) *	(3) *	(2) *	(1)*	(0) *		4	
										Total	
Remarks (specify sl. No for which the remark is made) :											
Photographs: Enclose 5 photographs of clinical infrastructure showing the facilities, activities etc.											
B.	Desirable										
Sl.	Items	Actual Status	Points based on the Facility supporting the School			Raw Score (A)	Weightage (B)	Score (AxB)			
			(4) Available & Used	(2) Available but not Used	(0) Not Available						
4.6	Innovation in development own tools/equipment						3				
4.7	Clinical Infrastructure available for other disabilities						2				
										Total	

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

4A. Resource Room (Only for educational courses)											
A.	Essential										
Sl	Items	As per Norm	Actual Status	Points for Matching with the Norm					Raw Score (A)	Weightage (B)	Score (AxB)
				(4) 100% or above	(3) 80% or above	(2) 60% or above	(1) 40% or above	(0) Less than 40%			
4.8 PR	Resource Room									4	
4.9	Assessment Tools, Test Materials, equipments and devices as per course									8	
* Score 4- As per Requirement, 3- Less then Requirement, 2- Few, 1- Negligible, 0- Not Available											
4.10	Programming & Planning Tools / Forms as per course			(4) *	(3) *	(2) *	(1)*	(0) *		4	
4.11 PR	Learning Resources / TLM			(4) *	(3) *	(2) *	(1)*	(0) *		8	
4.12	Record & Documentation of Resource Support			(4) *	(3) *	(2) *	(1)*	(0) *		4	
4.13	Accessibility			(4) *	(3) *	(2) *	(1)*	(0) *		2	
										Total	
Remarks (specify sl. No for which the remark is made) :											
Photographs: Enclose 5 photographs of resource room showing the facilities, activities etc.											
B.	Desirable										
Sl.	Items	Actual Status	Points based on the Facility supporting the School			Raw Score (A)	Weightage (B)	Score (AxB)			
			(4) Available & Used	(2) Available but not Used	(0) Not Available						
4.14	ICT based support Learning Resources						2				
4.15	Material related to course co-curricular area						2				
4.16	Resource material related to other disabilities						1				
										Total	

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5. Library Services (at Diploma level)											
A.	Essential										
Sl	Items	As per Norm	Actual Status	Points for Matching with the Norm					Raw Score (A)	Weightage (B)	Score (AxB)
				(4) 100% or above	(3) 80% or above	(2) 60% or above	(1) 40% or above	(0) Less than 40%			
5.1 PR	Textbooks (As Per Syllabus)									12	
5.2	Reference Books (As Per Syllabus)									8	
5.3	Computer with Internet			(4) Available and Used		(2) Available but not Used		(0) Not Available		5	
5.4	Maintenance of Records Related to Use of Library Services			(4) Available and Used		(2) Available but not Used		(0) Not Available		2	
5.5	Accessibility			(4) Available and Used		(2) Available but not Used		(0) Not Available		3	
										Total	
Remarks											
B.	Desirable										
Sl.	Items	Actual Status	Points based on the Facility supporting the Library					Raw Score (A)	Weightage (B)	Score (AxB)	
			(4) As per Requirement	(3) Less than Requirement	(2) Few	(1) Negligible	(0) Not Available				
5.6	Peer Reviewed Journals subscribed									1	
5.7	Photocopy Services			(4) Available and Used		(2) Available but not Used		(0) Not Available		1	
5.8	Professional Management of Library Services			(4) Available and Used		(2) Available but not Used		(0) Not Available		1	
5.9	Reading Room Facility			(4) Available and Used		(2) Available but not Used		(0) Not Available		2	
										Total	
Remarks (specify sl. No for which the remark is made) :											
Photographs: Enclose 5 photographs of library resources room showing the facilities, etc.											

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

5A. Library Services (at Bachelor/Master's level)											
A.	Essential										
Sl	Items	As per Norm	Actual Status	Points for Matching with the Norm					Raw Score (A)	Weightage (B)	Score (AxB)
				(4) 100% or above	(3) 80% or above	(2) 60% or above	(1) 40% or above	(0) Less than 40%			
5.10 PR	Textbooks (As per Syllabus)									10	
5.11 PR	Reference Books (As per Syllabus)									5	
5.12 PR	Journals									5	
5.13 PR	Computer with Internet			(4) Available and Used		(2) Available but not Used		(0) Not Available		4	
5.14	Professional Management of Library Services			(4) Available and Used		(2) Available but not Used		(0) Not Available		2	
5.15	Maintenance of Records Related to Use of Library Services			(4) Available and Used		(2) Available but not Used		(0) Not Available		2	
5.16	Accessibility			(4) Available and Used		(2) Available but not Used		(0) Not Available		2	
Total											
B.	Desirable										
Sl	Items	Actual Status	Points based on the Facility supporting the Library			Raw Score (A)	Weightage (B)	Score (AxB)			
			(4) Available and Used	(2) Available but not Used	(0) Not Available						
5.17	Photocopy Services						2				
5.18	Reading Room Facility						3				
Total											
Remarks (specify sl. No for which the remark is made) :											
Photographs: Enclose 5 photographs of library resources room showing the facilities, etc.											

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

6. Community Promotional Activities									
A.	Essential								
Sl	Items (Must be verified with documentary proof such as Reports, Photographs, News Clippings)	Points for Matching with the Norm					Raw Score (A)	Weightage (B)	Score (AxB)
		(4) 100%	(3) 80%	(2) 50%	(1) 40%	(0) No Activity			
6.1	Sensitization / Awareness program		X		X			10	
6.2	Early identification program / Promotion of Inclusion		X	X	X			5	
6.3	Development of Audio-Visual/Resource Material for Public Education / Parent Empowerment		X	X	X			5	
								Total	
B.	Desirable								
Items (Must be verified with documentary proof such as Reports, Photographs, News Clippings)									
6.4	Community Based Services							5	
6.5	Exhibition							5	
								Total	
Remarks									

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

7. Faculty Development and Research (applicable for Bachelor level courses)									
A.	Essential								
Sl	Items (Must be verified with documentary proof such as Reports, Photographs, News Clippings, etc.)	Points for Matching with the Percentage of faculty involved					Raw Score (A)	Weightage (B)	Score (AxB)
		(4) 100%	(3) 80% or above	(2) 60% or above	(1) 40% or above	(0) Less than 40%			
7.1	Paper Presentation in National Conferences / Seminars by Core Faculties							10	
7.2	Chapter / Books/Manuals/Articles Published by Core Faculties							5	
7.3	Participation in Workshop / Seminars / Conferences/ Symposium by Core Faculties							6	
7.4	Seminars /Workshops /symposia/CRE Organized by Institute	(4) Organized			(0) Not Organized			6	
7.5	Overall Impression on Institute Participation in Faculty Development and Research Activity	(4) Excellent	(3) Good	(2) Average	(1) Poor			3	
Total									
B.	Desirable								
7.6	Publications (National & International) Indexed Journals by Core Faculties		(4) Yes	(0) No				4	
7.7	Writing/Translation of Course Related Materials in Hindi/ Regional Languages		(4) Yes	(0) No				3	
7.8	Projects undertaken by faculty and/or students		(4) Yes	(0) No				3	
Total									
Remarks									

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

7A. Faculty Development and Research (Applicable for Master' level courses)									
A.	Essential								
Sl	Items (Must be verified with documentary proof such as Reports, Photographs, News Clippings, etc.)	Points for Matching with the Percentage of faculty involved					Raw Score (A)	Weightage (B)	Score (AxB)
		(4) 100%	(3) 80% or above	(2) 60% or above	(1) 40% or above	(0) Less than 40%			
7.9	Paper Presentation in National Conferences / Seminars by Core Faculties							8	
7.10	Publications (National & International) Indexed Journals by Core Faculties							6	
7.11	Chapter / Books/Manuals /Articles Published by Core Faculties							5	
7.12	Participation in Workshop / Seminars / Conferences/ Symposium by Core Faculties							4	
7.13	Seminars /Workshops /symposia/CRE Organized by Institute	(4) Organized			(0) Not Organized			4	
7.14	Quality of Institute Participation in Research and Development Activity	(4) Excellent	(3) Good	(2) Average	(1) Poor			3	
								Total	
B.	Desirable								
7.15	Projects undertaken (Externally Funded)		(4) Yes		(0) No			2	
7.16	Projects undertaken (Internally Funded)		(4) Yes		(0) No			2	
7.17	Research Guidance by the Faculty at PG/M.Phil Level		(4) Yes		(0) No			2	
7.18	Research Guidance by the Faculty at Ph.D. Level		(4) Yes		(0) No			2	
7.19	Research / Scientific Award		(4) Yes		(0) No			2	
								Total	
Remarks									

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

8. Curricular Transaction (Only for Extension Proposal)										
A.	Essential									
Sl.	Items (To be assessed based on observation and interaction with students and faculty members as well as verification of records)	Actual Status	Points as per observation & interaction					Raw Score (A)	Weight age (B)	Score (AxB)
			(4) Good	(3) Satisfactory	(2) Poor	(1) Very poor	(0) Not Available			
8.1	Academic calendar and time table								04	
8.2	Attendance of Students and Faculties								04	
8.3	Use of ICT in classroom teaching								04	
8.4	Supervision of practical components, Practical Records								08	
8.5	Field visits & its report								05	
8.6	Assignments / projects / seminar/case conference								05	
8.7	Students Progression : Continuous Assessment, Results (University/NBER) of students								05	
8.8	Overall impression of Curricular Transaction through interaction with students and faculty		(4) Excellent	(3) Good	(2) Average	(1) Poor			05	
									Total	
B.	Desirable									
8.9	Maintenance of Biometric attendance of student and faculty			(4) Yes	(0) No				05	
8.10	Development of A-V/Accessible lessons by the faculty			(4) Yes	(0) No				05	
									Total	
Remarks (specify sl. No for which the remark is made) :										

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

Section III

Verification of Credentials of Training Institution

(Documentary evidences of all above parameters shall be enclosed. Do not give score in case of documentary proof not available)

Sl. No	Credentials	Yes	No	Maximum Score	Score Obtained
1	Experience of the Institute in the area of Disability Rehabilitation more than ten years			2	
2	Experience of the Institute conducting RCI approved courses more than ten years			2	
3	Number of permanent approval (05 years) from RCI more than two times for a course			3	
4	Achievement of the Institute – State level recognition by Govt.			1	
5	Achievement of the Institute – National Level recognition by Govt.			1	
6	State Level Govt. recognition to any of the Employee working not less than 05 years			1	
7	National Level Govt. recognition to any of the Employee working not less than 05 years			1	
8	International Collaboration			2	
9	More than 60% students passed with distinction for last two years			2	
Total					
Note: Maximum Score can be credited: 10 (not 15). If the training institution scores 10 or more, then total score shall be 10 only					
Remarks:					

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(Signature of Visiting Expert 2)

Section IV

Summary of Scores for Diploma level (New Proposal)							
SL	Parameters	Essential (Part A)			Desirable (Part B)		Credentials (Part C)
		Max. Score	Obtained Score	%	Max. Score	Obtained Score	Obtained Score (out of 10)
1	Building	100			20		
2	Human Resources	160			40		
3	Special School OR Clinical Services	140			40		
4	Clinical Infrastructure/ Resource Room	120			20		
5	Library Resources	120			20		
6	Community Promotional Activities	80			40		
Total		720			180		

Summary of Scores for Bachelor/Master's level (New Proposal)							
SL	Parameters	Essential (Part A)			Desirable (Part B)		Credentials (Part C)
		Max. Score	Obtained Score	%	Max. Score	Obtained Score	Obtained Score (out of 10)
1	Building	100			20		
2	Human Resources	160			40		
3	Special School OR Clinical Services	140			40		
4	Clinical Infrastructure/ Resource Room	120			20		
5	Library Resources	120			20		
6	Community Promotional Activities	80			40		
7	Faculty Development & Research	120			40		
Total		840			220		

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

Summary of Scores for Diploma level (Extension Proposal)							
SL	Parameters	Essential (Part A)			Desirable (Part B)		Credentials (Part C)
		Max. Score	Obtained Score	%	Max. Score	Obtained Score	Obtained Score (out of 10)
1	Building	100			20		
2	Human Resources	160			40		
3	Special School OR Clinical Services	140			40		
4	Clinical Infrastructure/ Resource Room	120			20		
5	Library Resources	120			20		
6	Community Promotional Activities	80			40		
7	Curricular Transaction	160			40		
Total		880			220		

Summary of Scores for Bachelor/Master's level (Extension Proposal)							
SL	Parameters	Essential (Part A)			Desirable (Part B)		Credentials (Part C)
		Max. Score	Obtained Score	%	Max. Score	Obtained Score	Obtained Score (out of 10)
1	Building	100			20		
2	Human Resources	160			40		
3	Special School OR Clinical Services	140			40		
4	Clinical Infrastructure/ Resource Room	120			20		
5	Library Resources	120			20		
6	Community Promotional Activities	80			40		
7	Faculty Development & Research	120			40		
8	Curricular Transaction	160			40		
Total		1000			260		

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

Section V

Summary of Assessment

**Summarize your observation by mentioning 2 strengths and 2 weakness (if has) of the Training Institution.
(Max 250 words)**

**Total Number of Photographs enclosed (Please sign at the backside of each photograph):
Details of Enclosures:**

Any other point :

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

Section VI

Declaration

Name of the Institute :

Name of the Course :

Academic Session :

Date of Assessment :

1. I/We hereby declare that the assessment undertaken by us/me is as per the guidelines and the format. The format is duly filled and complete in all respect.
2. I/We have followed the code and conducts as mentioned by the Council.
3. I/We undertake that if anything is found incomplete or incorrectly filled, then I/we may be removed from the panel of visiting expert or debarred.

Name	Designation & Full Address with Email ID & Contact Numbers	Signature with date