ASSESSMENT REPORT FORMAT

DPO/DRT/CCRT/CBS Programmes

REHABILITATION COUNCIL OF INDIA
A Statutory Body of Department of Empowerment of Persons with Disabilities,
Ministry of Social Justice and Empowerment, Govt. of India
B-22, Qutab Institutional Area, New Delhi-110016
2025

JOINT ASSESSMENT REPORT
DPO/DRT/CCRT/CBS Programmes
(Fresh / Extension)

1.(General Information)

1.1. Name of the program being inspected: .... Online Proposal ID No: ……………………………………………………………… In case of Extension: Previous Approval Letter No. ……………………………………………………… Date: …………………………… Sanctioned seats:………………………………..

1.2. Date & time of Inspection:………………………………………………………………………………………………………..

1.3 Name, Address with longitude & latitude coordinated (<u>where inspection is carried out</u>): ……………………………… …………………………………………………………Dist:……………………State…………………………Pin code ……………………..

Longitude………………………………………….Lattitude…………………………………………………………………..

Email Id of the Institute…………………………………………………… Website of the Institute…………………………………..

1.4 .Name of the Head of the Institution: ………………………………………………………………………………………… Mobile No. ………………………….. E-mail(Write in Capital letter): ………………………………………………………………

1.5. Name of Course Coordinator:……………………………………………………………………. RCI CRR No. ………………………………….. CRR No. status: Active/Non-Active(Put √ mark), Rehab. Qualification:…………………………………………………………Mobile no.: ………………………………………….. e-mail: …………………………………………………

1.6 Name of contact person to provide information:………………………………………………………………………………… ……………………………………………………Designation:………………………………Mobile no. ……………………….. e-mail: …………………………………………………

1.7. Nature of Management: (Please tick)

Central Govt. : ☐   State Govt.: ☐   Govt. University: ☐   Pvt. University: ☐   Society/Trust : ☐

If Society/Trust: Registration No: ………………………………………………. Date of Registration:………………………………

………………………………………………Registration valid up to:………………………………………………………………..

1.8 NOC issued in the name of (Society/Trust/Pvt. University only): NOC issued for Course………………………………………….NOC No. ………………………………………. Date of Issue:……………………………… Valid up to ………………………………………………….

1.9. Registered underRPwD Act 2016 (for Society/Trust/Pvt. University only):   **YES / NO(Please put √ mark)**

If yes, Certificate issued in the name & address:………………………………………………………………………………… ………

Date of Registration ………………… Valid up to……………………………

1.10. Name(s) of the other RCI recognized courses being offered :……………………………………………………………… ………

approval valid up to the academic year: .... Sanctioned Intake………………………………………

1.11. Details of all other programs being offered at the same campus (other than RCI recognized course(s): ………

1.12. Registration number of UDISE (Unified District Information System for Education): ……………………………………………………

1.13. Registration in National Scholarship Portal with registration No. and Date(Applicable for extension of Program) ………

*NOC, RPwD Certificate and Geotagging are mandatory requirement.

(Signature of Visiting Expert 1)   (Signature of Visiting Expert 2)

A1. **Building** (Please refer norms as prescribed in the respective syllabus/Manual/Guidelines)										
A1.E	**Essential**									
Sl.no.	Items	Available as per norms (Mention size)	Available less than norms (Mention size & give remarks)							
	Land Area									
	Built up Area									
1.1	Classrooms*: (No. of Rooms required as per norms prescribed in the Syllabus/Manual/Guidelines of the respective programme)									
		If Available, mention size and No.	Points for Matching with the Norm					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%			
	Classroom									
	*Calculate average of the above between 0-4 and put under raw score (A)								5	
1.2	Office /Room for Course Coordinator								1	
	Office/Room for Administrative Staff								1	
1.3	Room for Teaching Staff								1	
	Library Room								1	
1.4	Toilet for Boys								1	
	Toilet for Girls									
	*Calculate average of the above between 0-4 and put under raw score (A)									
1.5*	Multipurpose/ Seminar hall/Common Room								1	
1.6	Barrier Free Environment (classroom, toilet, drinking water facility)		(4) Excellent	(3) Good	(2) Average	(1) Poor	(0) Absent		1	
1.7	Skill Development Room								5	
1.8	Soft Skill Room								5	
1.9	Overall impression of Building with respect to Space, Furniture, Fixture, Lighting, Ventilation		(4) Excellent	(3) Good	(2) Average	(1) Poor	(0) Unacceptable		3	
									Total	

Note: Classrooms/rooms include adequate furniture, fixtures, lighting facility and ventilation as per prescribed in the Syllabus/Manual/Guidelines of the respective programme. If any inadequacy VT Experts must give remark(s) below:

A1.D.	**Desirable**									

Sl.no.	Items	Actual Size/ No. of rooms/ Quarters	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			
1.10	Space for Recreation and sports								2	
1.11	Hostel for trainees (No. of rooms)								2	
1.12	Staff quarters (No. of quarters)								1	
									Total	

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

During offline/on-site inspection photographs with Latitude & Longitude coordinates related to Point no. 1.3 in General Information to be fetched from application/Self-appraisal report and during online inspection these parameters should be shown and recorded.

(Signature of Visiting Expert 1)   (Signature of Visiting Expert 2)

	2. Human Resources (Please refer to the prescribed Syllabus/Manual/Guidelines of the respective programme for minimum number of faculty required and their qualifications)											

A2.E Essential

Sl.	Designation	Required as per syllabus (No.) (R)	Available In the Institute (No.)	RCI CRR No. &validity	Scores (4) (3) (2) (1) (0) Put √ mark in appropriate score					Raw Score(A)	Weightage (B)	Score (AxB)
2.1 PR	**Full Time Core Faculty***				(4)	(3)	(2)	(1)	(0)			
	*Calculate average of the above between 0-4 and put under raw score(A). The Full score should be given if fulfilling required designation or else next lower score may be given if designation is lower than required Sum of (A)/R= Average raw score										25	

2.2 PR	**Guest Faculty*(GF)** (Please refer to the prescribed Syllabus/Manual/Guidelines of the respective programme for minimum number of faculty required and their qualifications)						
	Subject	Required as per syllabus (No.) (R)	Available (No.)	Scores (4) (0)	Raw Score(A)	Weightage (B)	Score (AxB)
				(4) (0)			
	*Calculate average of the above between 0-4 and put under raw score (A) Sum of (A)/R= Average raw score					7	

2.3 PR	Administrative/Technical/Clinical/Support Staff: required as prescribed in the Syllabus/Manual/Guidelines.							

*Calculate average of the above between 0-4 and put under raw score (A)						5	
2.4	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

A2.D 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)
2.5	**Experience of the Core Faculty More than Prescribed years**							6	
2.6	**Research Activities of the Core Faculty**							4	
	Total								

(Signature of Visiting Expert 1)   (Signature of Visiting Expert 2)

3. Library Services

(Please refer to the prescribed Syllabus/Manual/Guidelines for number of books/journals/other resources and their copies)

A3.E	**Essential**									
Sl.no.	Items	Available as per Norm	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	Textbooks								10	
3.2	Reference Books								6	
3.3	Open Access journals (Certificate/ Diploma Programme)								4	
	Journals (UG & PG Degree Programme)									
3.4	Computer with Internet	(4) Available and Used	(2) Available but Less Used		(1) Available but not Used	(0) Not Available			4	
3.5	Professional Management of Library Services	(4) Available and Used	(2) Available but Less Used		(1) Available but not Used	(0) Not Available			2	
3.6	Maintenance of Records Related to Use of Library Services	(4) Available and Used	(2) Available but Less Used		(1) Available but not Used	(0) Not Available			2	
3.7	Accessibility	(4) Available and Used	(2) Available but Less Used		(1) Available but not Used	(0) Not Available			2	
	Total									

Remarks

A3.D	**Desirable**									
Sl.	Items		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			
3.8	e-publications		(4) Available and Used	(2) Available but Lest Used		(1) Available	(0) Not Available		2	
3.9	Reading Room Facility		(4) Available and Used	(2) Available but Lest Used		(1) Available	(0) Not Available		3	
Total										

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

During offline/on-site inspection photographs with Latitude & Longitude coordinates related to the library resources room showing the facilities to be fetched from application/Self-appraisal report and during online inspection these parameters should be shown and recorded.

(Signature of Visiting Expert 1)   (Signature of Visiting Expert 2)

4. Faculty Development and Research
(Please refer to the prescribed Syllabus/Manual/Guidelines for number of books/journals/other resources and their copies)

A4.E.	**Essential**								

Sl.no.	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%			
4.1	Participation in Workshop / Seminars / Conferences/ Symposium by Core Faculties (One by each faculty per year)							10	
4.2	Paper Presentation in National Conferences / Seminars by Core Faculties (One by each faculty per year)							7	
4.3	Chapter / Books/Manuals/Articles Published by Core Faculties (One per two year by any faculty)							3	
4.4	Seminars /Workshops /symposia/CRE Organized by Institute (At least once per year)	(4) Organized			(0) Not Organized			7	
4.5	Overall Impression on Institute Participation in Faculty Development and Research Activity	(4) Excellent	(3) Good		(2) Average		(1) Poor	3	
								Total	

A4.D	**Desirable**								
4.6	Publications (National & International) Indexed Journals by Core Faculties (One in two year by any faculty)	(4) Yes			(0) No			5	
4.7	Writing/Translation of Course Related Materials in Hindi/ Regional Languages (One in five year by any faculty)	(4) Yes			(0) No			3	
4.8	Projects undertaken by faculty and/or students	(4) Yes			(0) No			2	
	Total								
Remarks									

5.Curricular Transaction (Only for Extension Proposal)

(Please refer to the prescribed Syllabus/Manual/Guidelines for number of books/journals/other resources and their copies)

A5.E	**Essential**									
Sl.no.	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)	Weigh tage (B)	Score (AxB)
			(4) Good	(3) Satisfac tory	(2) Poor	(1) Very poor	(0) Not Available			
5.1	Academic calendar and time table								04	
5.2	Attendance of Students and Faculties based on Biometry								04	
5.3	Use of ICT in classroom teaching								04	
5.4	Supervision of practical components, Practical Records								08	
5.5	Field visits & its report								05	
5.6	Assignments / projects / seminar/case conference								05	
5.7	Students Progression : Continuous Assessment, Results (University/NBER) of students								05	
5.8	Overall impression of Curricular Transaction through interaction with students and faculty		(4) Excellent	(3) Good	(2) Average	(1) Poor			05	
Total										
A5.D	**Desirable**									
5.9	Mentoring, Tutorial and Coaching Facilities*			(4) Yes		(0) No			05	
5.10	Development of A-V/Accessible lessons by the faculty			(4) Yes		(0) No			05	
Total										

*The training institute is also expected to organize tutorials, additional support to poor performers through coaching as per needs of the students

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

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

6.Inclusive community development programmes									
A6.E.	**Essential**								
Sl.no.	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 (04 Per Year)							10	
6.2	Early identification program / Promotion of Inclusion (04 per Year)							5	
6.3	Development of Audio-Visual/Resource Material for Public Education / Parent Empowerment (04 per Year)							5	
Total									
A6.D	**Desirable**								
	Items (Must be verified with documentary proof such as Reports, Photographs, News Clippings)								
		(4) Having Own	(2) In Collaboration	(1) Participated when other organize	(0) No Activities	Raw Score (A)	Weightage (B)	Score (AxB)	
6.4	Community Based Services							5	
6.5	Exhibition							5	
	Total								
Remarks									

(Signature of Visiting Expert 1)   (Signature of Visiting Expert 2)

7. Institutional Achievements & Credentials

(Documentary evidence of all credentials shall be fetched from application/Self Appraisal report. No score to be given if documentary proof not available)

Sl. no	Credentials	Yes	No	Maximum Score	Score Obtained
7.1	Experience of the Institute in the area of Disability Rehabilitation more than ten years	4	0	2	
7.2	Experience of the Institute conducting RCI approved courses more than ten years	4	0	2	
7.3	Number of permanent approval (05 years) from RCI more than two consecutive times for a course	4	0	3	
7.4	Achievement of the Institute – State level recognition by Govt.	4	0	1	
7.5	Achievement of the Institute – National Level recognition by Govt.	4	0	2	
7.6	State Level Govt. recognition to any of the Employee working not less than 05 years	4	0	2	
7.7	National Level Govt. recognition to any of the Employee working not less than 05 years	4	0	2	
7.8	International Collaboration	4	0	2	
7.9	NAAC Accreditation (A and above)	4	0	**2**	
7.10	NIRF Ranking (1 to 50)	4	0	**2**	
			Total	**A7.D**	

Note: Maximum Score can be credited: 10 (not 20). If the training institution scores 10 or more, then total score shall be 10 only

Remarks:

Part B

1. Clinical Services (Please refer norms as prescribed in the respective syllabus/Manual/Guidelines)

B1. E Essential

Sl.	Items	Required	Available	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	Number of patients in a year in the Institute (New& follow up)									20	
1.2	**Variety of Patients**			(4)*	(3)*	(2)*	(1)*	(0)*		7	
1.3	**Accessibility in the Institute**			(4)*	(3)*	(2)*	(1)*	(0)*		7	
	*Score4-AsperRequirement,3-LessthenRequirement,2-Few,1-Negligible,0-NotAvailable										
1.4	**Overall impression on Services**			(4) Excellent	(3) Good	(2) Average	(1) Poor			6	
	Total										

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

Photographs: Enclose 5 photographs of clinical service setup showing the facilities, activities etc.

B1.D Desirable

Sl.	Items	Actual Status	Points based on the Facility supporting the Clinic					Raw Score (A)	Weightage(B)	Score (AxB)
			(4) Well facilitated	(3) Facilitated	(2) Less Facilitated	(1) Negligible	(0) Not Available			
1.5	Attached Rehabilitation Centre								5	
1.6	Multidisciplinary approach in Patient services								5	
	Total									

Remarks

(Signature of Visiting Expert 1)   (Signature of Visiting Expert 2)

2.Clinical Infrastructure (Please refer norms as prescribed in the respective syllabus/Manual/Guidelines)

B2.E Essential

Sl.	Items	Required	Available	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 than40%			
2.1	Machinery & Equipment's as prescribed in syllabus									12	
2.2	Raw Material as prescribed in the syllabus									12	
	*Score4-AsperRequirement,3-LessthenRequirement,2-Few,1-Negligible,0-NotAvailable										
2.3	Information, Communication, Technology			**(4)***	**(3)***	**(2)***	**(1)***	**(0)***		6	
Total											

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

Photographs: Enclose 5 photographs of clinical infrastructure showing the facilities, activities etc.

B2.D 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			
2.4	Development of own tools/ equipment/ therapeutic instruments						5	
Total								

(Signature of Visiting Expert 1)   (Signature of Visiting Expert 2)

Summary of Scores for Diploma/Certificate level (New Proposal)

SL	Parameters	Essential (Part A)			Desirable (Part B)		Remark
		Max. Score	Obtained Score	%	Max. Score	Obtained Score	
1	Building	A1.E=100			A1.D=20		
2	Human Resources	A2.E=160			A2.D=40		
3	Library Services	A3.E=120			A3.D=20		
4	Faculty Development & Research	A4.E=120			A4.D=40		
5	Community Promotional Activities	A6.E=80			A6.D=40		
6	Institutional Achievements & Credentials	00			A7.D=80		
7	Clinical Services	B1.E=160			B1.D=40		
8	Clinical Infrastructure	B2.E=120			B2.D=20		
	Total	**860**			**300**		

Summary of Scores for Diploma/ Certificate level (Extension Proposal)

SL	Parameters	Essential (Part A)			Desirable (Part B)		Remark
		Max. Score	Obtained Score	%	Max. Score	Obtained Score	
1	Building	A1.E=100			A1.D=20		
2	Human Resources	A2.E=160			A2.D=40		
3	Library Services	A3.E=120			A3.D=20		
4	Faculty Development & Research	A4.E=120			A4.D=40		
5	Curriculum Transaction	A5.E=160			A5.D=40		
6	Community Promotional Activities	A6.E=80			A6.D=40		
7	Institutional Achievements & Credentials	00			A7.D=80		
8	Clinical Services	B1.E=160			B1.D=40		
9	Clinical Infrastructure	B2.E=120			B2.D=20		
	Total	**1020**			**340**		

(Signature of Visiting Expert 1)   (Signature of Visiting Expert 2)

Section V

Summary of Assessment

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

Declaration

1. I/We hereby declare that the assessment/inspection undertaken by us/me is as per the guidelines and the format. The format is duly filled and complete in all respects.
2. I/We have followed the code and conduct 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 experts or debarred.

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