



सत्यमेव जयते



ASSESSMENT REPORT FORMAT

**Psy.D. / M. Phil. / Post Graduate Diploma /
Professional Diploma /
B.Sc. Clinical Psychology (Hons.) /
M.A. Clinical Psychology –
In Clinical Psychology / Rehabilitation Psychology**

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
(Fresh / Extension)**

Section- I

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 of Assessment: Time of Assessment:

1.3 Name, Address with longitude & latitude coordinated & Website of the institute:(where inspection is carried out)
.....

1.4 Name of the Head of the Institution: Mob. e-mail:

1.5. Name of the Principal/Course Coordinator (Informant should be from Clinical / Rehab Psychology discipline):
.....

..... Rehab. Qualification..... CRR

Number.....Mobile No.....Email.....

1.6. Nature of Management: (Please tick)

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

If Society/Trust Registration No:Date of Registration:Date of Renewal:

1.7 NOC issued in the name of {Society/Trust/Pvt. University (if applicable)}

NOC issued for Course..... NOC No.Date of IssueValid till.....

1.8 Registered under RPwD Act 2016: Yes/No

If yes, Certificate issued in the name & address.....

.....Date of RegistrationValid upto.....

1.9 Name(s) of the other RCI recognized programs being offered:.....
(attach a copy of the manpower submitted to RCI for each program)

.....Approval Status.....Sanctioned Intake.....

1.10 Details of all programs being offered at the same campus (other than RCI recognized)

1.11 Name of the affiliating University:

1.12 Registration in National Scholarship Portal with Registration No. and Date (Applicable for extension proposal):

1.13 AISHE Code (Applicable for extension proposal):.....

***NOC, RPwD Certificate and Geotagging are mandatory requirement.**

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

Assessment Information

Part-A

A1. Academic Infrastructure: Building (Please refer norms as prescribed in the respective Curriculum /Manual)											
A1.E	Essential										
S. No.	Items	Norms	Available (Mention size)	If less than norms, give remarks.							
A1.1	Land area	1000 Sq. Mt.									
A1.2	Built up area	500 Sq. Mt.									
A1.3	Classrooms*: (No. of Rooms required as per norms prescribed in the Curriculum/Manual/Guidelines of the respective program)										
		Norms	Available (Mention size)	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 ____									8	
	Classroom ____										
	Classroom ____										
	Classroom ____										
	Classroom ____										
Classroom ____											
*Calculate average of the above between 0-4 and put under raw score (A)											
A1.4	Office/Room for Administrative Staff								2		
A1.5	Room for Teaching Staff								2		
A1.6	Toilet for Boys								4		
	Toilet for Girls										
*Calculate the average of the above between 0-4 and put under raw score (A)											
A1.7	Multipurpose/Seminar hall								4		
A1.7	Barrier Free Environment (classroom, toilet, drinking water facility)		(4) Excellent	(3) Good	(2) Average	(1) Poor	(0) Absent		3		
A1.8	Overall impression of the Building with respect to Space, Furniture, Fixtures, Lighting, Ventilation		(4) Excellent	(3) Good	(2) Average	(1) Poor	(0) Unacceptable		2		
Total A1.E											
Note: Classrooms/rooms include adequate furniture, fixtures, lighting facility and ventilation as per prescribed in the Curriculum/Manual/Guidelines of the respective program. If any inadequacy VT Experts must give remark(s) below:											
A1.D	Desirable										
S.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				
A1.9	Space for Recreation and sports								2		
A1.10	Hostel for trainees (No. of rooms)								2		
A1.11	Staff quarters (No. of quarters)								1		
Total A1.D											
Remarks (specify S. No. for which the remark is made)											
During offline/on-site inspection photographs with Latitude & Longitude coordinate related to Point no. A1.3 & A1.7 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)

A 2. Library Resources & Services

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

A2.E		Essential									
S. No.	Items	Available as per Norm (Numbers)		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%			
A2.1	Textbooks									10	
A2.2	Reference Books									6	
A2.3	News Letters, Manuals & Magazines (Certificate/ Diploma Program)									4	
	Journals (Print & e-journals) (UG&PG Degree Program)										
A2.4	Computer with Internet		(4) Available and Used	(2) Available but Less Used		(1) Available but not Used		(0) Not Available		4	
A2.5	Professional Management of Library Services		(4) Available and Used	(2) Available but Less Used		(1) Available but not Used		(0) Not Available		2	
A2.6	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	
A2.7	Accessibility		(4) Available and Used	(2) Available but Less Used		(1) Available but not Used		(0) Not Available		2	
	Total A2.E										

Remarks

Remarks									
A2.D	Desirable								
S. No.	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			
A2.8	e-books. Open Educational Resources	(4) Available and Used	(2) Available but Lest Used	(1) Available		(0) Not Available		2	
A2.9	Reading Room Facility	(4) Available and Used	(2) Available but Lest Used	(1) Available		(0) Not Available		3	
TotalA2.D									

Remarks (specify S. 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)

A 3. Inclusive Community Development Programs

(Must be verified with documentary proof such as Reports, Photographs, News Clippings)

A3.E	Essential									
S. No.	Items	Points for Matching with the Norm					Raw Score (A)	Weightage (B)	Score (AxB)	
		(4) 100%	(3) 80%	(2) 50%	(1) 40%	(0)No Activity				
A3.1	Sensitization / Awareness program (04 Per Year)							8		
A3.2	Early identification program / Promotion of Inclusion (02 per Year)		X		X			4		
A3.3	Development of Audio-Visual/Resource Material for Public Education / Parent Empowerment (02 per Year)		X		X			4		
A3.4	Overall Impression on Quality of Activities as in A3.1 to A3.3	(4) Excellent	(3) Good	(2) Average	(1) Poor	X		2		
A3.5	Feedback from students and faculty on their participation and impact of Activities as in A3.1 to A3.3	(4) Excellent	(3) Good	(2) Average	(1) Poor	X		2		
Total A 3.E										
A 3.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)		
A3.4	Community Based Services as a long period out reach activities/CBR						5			
A3.5	Exhibition						5			
	Total A 3.D									
Remarks										

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

A 4. Faculty Development and Research

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

A4.E Essential (Please refer to manual/guidelines)

S. 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%				
A4.1	Participation in Workshop / Seminars / Conferences/ Symposium by Core Faculties							10		
A4.2	Paper Presentation in National Conferences / Seminars by Core Faculties							7		
A4.3	Chapter / Books/Manuals/Articles Published by Core Faculties							3		
A4.4	Seminars /Workshops /symposia/CRE Organized by Institute	(4) Organized			(0) Not Organized			7		
A4.5	Overall Impression on Institute Participation in Faculty Development and Research Activity	(4) Excellent		(3) Good		(2) Average		(1) Poor	3	
	Total A4.E									

A4.D Desirable (Please refer to manual/guidelines)

A4.6	Publications (National & International) Indexed Journals by Core Faculties	(4) Yes	(0) No		5	
A4.7	Writing/Translation of Course Related Materials in Hindi/ Regional Languages	(4) Yes	(0) No		3	
A4.8	Projects undertaken by faculty and/or students	(4) Yes	(0) No		2	
Total A4.D						

Remarks

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

A 5. Institutional achievement & Credentials (Desirable)

(Documentary evidence of all credentials shall be fetched from application/Self Appraisal report.)

S.No.		Yes	No	Weightage	Score Obtained
A5.1	Experience of the Institute in the area of Disability Rehabilitation more than ten years	4	0	2	
A5.2	Experience of the Institute conducting RCI approved courses more than ten years	4	0	2	
A5.3	Number of permanent approval (05 years) from RCI more than two consecutive times for a course	4	0	2	
A5.4	Achievement of the Institute – State level recognition by Govt.	4	0	2	
A5.5	Achievement of the Institute – National Level recognition by Govt.	4	0	2	
A5.6	State Level Govt. recognition to any of the Employee working not less than 05 years	4	0	2	
A5.7	National Level Govt. recognition to any of the Employee working not less than 05 years	4	0	2	
A5.8	International Collaboration	4	0	2	
A5.9	NAAC Accredited (B+ and above)			2	
A5.10	NIRF Ranking (100 or Less)			2	
				Total ASD	
No score to be given if documentary proof not available.					
Remarks:					

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

Part B

(For Psy.D. / M. Phil. / Post Graduate Diploma / Professional Diploma / B.Sc. Clinical Psychology (Hons.) / M.A. Clinical Psychology - In Clinical Psychology/Rehabilitation Psychology)

General Information

(i) Name of the Program being inspected:

(ii) Kindly ensure that the below prerequisites have been met or not met in case of a new proposal.

Prerequisite I: Independent Department

- Is there an independent Department of Clinical Psychology/ Rehabilitation Psychology for mental health services and academic training?
- Attach: Documents proving establishment of the department.

Prerequisite II: Faculty Strength

- Does the department have at least two permanent full-time Clinical Psychology / Rehabilitation Psychology faculty members?
- Is at least one faculty member an Associate Professor or above, serving as the in-charge?
- Attach: Qualification & experience details, appointment orders, and joining reports.

Prerequisite III: Faculty Registration with RCI

- Are all faculty members registered with the Council under the Clinical Psychology/ Rehabilitation Psychology category?
- Do they have a valid CRR number?
- Attach: Copies of RCI registration certificates & recent passport photographs.

Prerequisite IV: Clinical Case Turnover

- Does the department have a minimum turnover of 250 mental health cases (old & new) per month?
- Attach: Extracts of the last 6 months' outpatient/inpatient register with a monthly case breakdown.

Prerequisite V: Psychological Testing & Equipment

- Is the department equipped with standard psychological tests, equipment, and scales for assessing mental disorders?
- Attach: A comprehensive list of materials available.

Prerequisite VI: Library Resources

- Does the department have an adequate library with books, journals, and other resources related to mental health, assessments, and therapy?
- Attach: A list of books, journals, educational CDs, e-books, and online journal access.

Prerequisite VII: Information & Communication Technology (ICT) Access

- Does the department have adequate ICT access and usage for training purposes?
- Attach: A list of available ICT facilities in the department/campus.

Prerequisite VIII: No Objection Certificate (NOC)

- Has the State Government Authority issued an NOC for the program?
- Attach: A copy of the NOC document.

Prerequisite IX: University Affiliation

- Has the affiliating university registrar or competent authority provided an affiliation letter for the program?
- Attach: A copy of the affiliation letter.

Prerequisite X: Financial Stability

- Is the institute's financial status strong enough to cover additional program costs and establish an Endowment/Reserve Fund as per RCI norms?
- Attach: Statement of Accounts or Audited Report from the previous financial year.

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

B 1 Human Resources (Please refer to the prescribed Syllabus/Manual/Guidelines of the respective program for minimum number of faculty required and their qualifications)									
B1.E Essential (E)									
S. No.	RCI CRR No. & validity	Designation in the training institute	Additional qualification other than mentioned with CRR	Post qualification Experience in years	Scores		Raw Score (A)	Weightage (B)	Score (AxB)
					(4) (Eligible as per Norm)	(0) (Not Eligible)			
B 1.1	Full Time Core Faculty								
								25	
*Calculate average of the above between 0-4 and put under raw score (A)									
Regarding the Core faculty required as per norms.									
B 1.2	Guest Faculty*								
	Name	Qualifications	Topics to be allocated	Aadhaar number	(4) Engaged	(0) Not Engaged		6	
*Calculate average of the above between 0-4 and put under raw score (A)									
B 1.3.	Administrative/Technical/Support Staff: 2 required as prescribed in the Syllabus/Manual/Guidelines.								
	Name	Designation	CRR, if any					5	
				(4) Engaged	(0) Not Engaged				
				(4) Engaged	(0) Not Engaged				
*Calculate average of the above between 0-4 and put under raw score (A)									
B 1.4	Overall impression of Faculty & Staff through Group Interaction and observation.		(4) Excellent	(3) Good	(2) Average	(1) Poor		4	
								Total B1 E	
Remarks (specify S. No. for which the remark is made) :									
Photograph: Photographs to be fetched from application form / Self Appraisal Report.									
B1.D Desirable (D)									
Sl.no.	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)
B 1.5	Experience of the Core Faculty more than Prescribed years							7	
B 1.6	Additional Rehabilitation Qualification / Research Qualification of the Core Faculty (M.Phil/Ph.D.)							8	
								Total B1 D	

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

B 2. Educational/Clinical Infrastructure

B2.E Essential (E)											
Sl.	Items	As per Norms	Actual Status	Point is for Matching with the Norm and Professional Requirements					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%			
B 2.1	Psychology Lab/Stock Room									2	
B 2.2	Psychotherapy/Counselling room									3	
B.2.3	Behavior Therapy/Relaxation Room									3	
B 2.4	Biofeedback Room									2	
B 2.5	Play Therapy Room									1	
B 2.6	Psychological Testing room									3	
B 2.7	Service delivery and integration	Different services are divided into separate section and clinical training is co-located & integrated								1	
B 2.8	Appropriate Services for distinct Population	Many Inter-disciplinary special Clinics exist								1	
B 2.9	Psychological Tests,	Soft & Hardcopies of Clinical Tests with local norms, Computer-based Diagnostic & Therapy Manuals, Therapy/test Apparatus as per Norms, in working Condition								3	
B 2.10	Equipments	Test materials, instruments, and apparatus should comply with norms and be in proper working								1	

		condition									
B 2.11	Infrastructure for laboratory-based learning	Facility for Demo, Audio-visual, ICT enabled lab for acquiring assessment and therapy related soft skills								1	
Sl.	Items		Point is based on the Availability and support to the professional training								
			(4) Excellent	(3) Good	(2) Average	(1) Poor	(0) Absent	Raw Score (A)	Weightage (B)	Score (AxB)	
B 2.12	Psychosocial clinical services are easily accessible/ reachable to all patients/family/professionals of other disciplines/organizations/schools/NGOs etc.								1		
B 2.13	A reception center exists for coordinating self, inter and intra dept. referrals and record maintenance								1		
B 2.14	A system for follow-up care exists and continuity of Services are ensured								1		
B 2.15	Infrastructure for community-based learning such as extension clinic ,outreach services and collaboration with PHC/PHU exists								1		
B 2.16	Separate case-file for Behavior therapy work & record room exists								1		
B 2.17	Standard procedure for retention, transfer, accessibility And disposal of case records is followed as per the law								1		
B 2.18	Basic amenities for Patients attending services such as toilets, drinking water, fans, cafeteria/ wheel chair etc.								1		
B 2.19	Display of Faculty & Trainees names, qualifications, services available, charges(Fee) for services, organogram, Specific notices etc.								1		
B 2.20	Helpline contact No., Grievances redressal system for patients/ caregivers available and displayed								1		
	Total B2 E										
Remarks (specify Sl .No for which the remark is made):											
Photographs:5 photographs of clinical infrastructure showing the facilities and activities											

B2.D		Desirable (D)							
Sl. No.	Item	Point is based on the Facility Supporting Service activities							
				(2) Availab le and efficient	(1) Avail able but not effici ent	(0) Not at all	Raw Score (A)	Weigh t age (B)	Score (AxB)
B 2.21	Innovation in clinical services such as residential PMT for families, Special Aids/ appliances, skill training, develop of New assessment tools etc.							4	
B 2.22	Infrastructure available for Rehab. Of other disabilities such as ID, SLD, ASD etc. for cross-disciplinary learning							4	
B 2.23	Affordable facilities for overnight stay for patients &family Such as dormitory, rooms etc. are available within Center							4	
B 2.24	Easy reach of Bank, ATM, Post-office, Public/private transport, Parking facility, Lockers, Cloakroom, Emergency Medical Services etc.							3	
	Total B2 D								
Remarks (specify Sl. No for which the remark is made):									

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

B 3. Educational/ Clinical Services

B3.E Essential (E)

Sl.	Items	Norm	Actual Status	Points for Matching with the Norm or Professional Requirements					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%			
B 3.1	Clinical services for Mental Health and well-being	Separate Dept. must be functioning at least for past 6 month with average of 250 cases/month								4	
B 3.2	Liaison with other disciplines and part of inter disciplinary Services	Active liaison / collaboration with Psychiatry, Pediatrics, Neurology, Medicine, Surgery, Oncology, Obstetrics & Gynecology, De-addiction centers, Disaster management e.t.c								2	
B 3.3	Volume of Therapy Cases	75% of the total turn over								2	
B 3.4	Variety of Clinical Population	Cases for psychological intervention, including counseling, psychotherapy, behavior therapy, biofeedback, marital, family, sex, and group therapy, as well as psychological assessment.								4	
B 3.5	Psychological Tests and their accessibility	Updated tests/ battery/scales of all domains available & Easily accessible/Indian adaptation tests								3	
B 3.6	Equipments/ Apparatus	Available in Working condition and Easily								2	

		accessible									
B 3.7	Clinical Supervision	Professor/Associate Professor 1:4 Assistant Professor 1:2								4	
B 3.8	Turn over of Cases per month and Intake ratio	50:1								3	
B 3.9	Core Tests/Equipment And intake ratio	1:2								2	
Sl.	Items		Point is on the availability and contributing To the professional training								
			(4) Excellent	(3) Good	(2) Average	(1) Poor	(0) Absent				
B 3.10	Quality of Clinical Services	Services are effective, high quality, patient friendly, accessible, affordable, acceptable, Confidential and timely								2	
B 3.11	Clinical approach	Follow standard clinical practice guidelines in All interventions								2	
B 3.12	Quality improvement system	Monitor quality & effectiveness of clinical services								2	
B 3.13	Record Keeping	Maintain case record for the continuity of care & legal purposes								2	
B 3.14	Rights and Confidentiality	Consent/Assent/ Advance Directives are obtained and Confidentiality protected								2	
B 3.15	Benchmark Services	Implement evidence- based interventions and Universal practice								2	
B 3.16	Code of Conduct and Professional	Code of conduct and professional ethics as outlined								2	

	Ethics	by RCI are implemented and patients' safety is Ensured								
	Total B3 E									

Photographs:5 Photographs of clinical services showing the facilities, activities, tests/equipment's and record keeping

B3.D Desirable (D)									
Point is based on involvement in rendering or supporting the service activities									
Sl.	Items	Actual Status	Raw Score (A)			Weight Score	Score (AxB)		
			(2) Yes	(1) Some Degree	(0) No				
B 3.17	Dept. is a part of Mental Hospital/ Medical College/Multi-disciplinary Health set-up/ Rehabilitation Set-up					5			
B 3.18	Implementing Schemes for MI/ID/SLD and Certifying for Govt. Assistance/Aids					5			
B 3.19	Day care services for developmental disability/chronic psychotic/elderly/ Substance use etc.					3			
B 3.20	Advocacy for professional services& regular meeting with staff at key Referral for feedback					3			
B 3.21	Coordination with national/state Disability Rehabilitation Programs & referral networking with child and woman rehabilitation dept.					4			
	Total B3 D								

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

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

B 4. Curricular Transaction (Only for Extension Proposal) (To be assessed based on Observation and interaction with students and faculty members as well as by verifying records) (E)								
B4.E	Essential (E)							
Sl.	Items	Actual Status	Point is given for extent to which the Dept. meet the Professional Requirements & Norms			Raw Score (A)	Weight age (B)	Score (AxB)
			(2) Yes and Adequate	(1) Yes but inadequate	(0) No or Inadequate			
B 4.1	Academic governance matches the Institutional vision and mission						4	
B 4.2	Annual framework of teaching, learning, research, clinical training, postings, submissions, evaluation and administrative events are published/circulated on opening day of the program						4	
B 4.3	Evaluation of attainment of learning outcome (knowledge, skill and attitude) based on the program Objectives as defined in the syllabus						2	
B 4.4	Periodic assessment of quality of involvement of trainees in clinical Activities & patients' care						2	
B 4.5	Strategies in place to cater to diverse needs/ career plan of trainees						2	
B 4.6	Supervised clinical experience: Each trainee shall have Min. 3200 hr. of direct patient contact over 2 year period with at least 4 hr. of face-to-face supervision/ week by qualified Clinical faculty Syllabus or PG Diploma Reh. Psychology – 1600 hours per one year						10	
B 4.7	Diversity of clinical exposure: Adult, Child, Family/ Marital, Sexual, Substance Use, Psycho-diagnostics, Neuropsych., Rehabilitation, Medical Diseases/ Disaster Management/Prevention Suicide/ Drug-addiction						10	
B 4.8	Didactic lectures in specific areas: Approx. 320 hr. of instruction over 2 year period on units outlined in the Syllabus or PG Diploma Reh. Psychology – 160 hours per one year						4	
B 4.9	Lecture schedule for each theory paper is published in the beginning of The academic year						2	
B 4.10	Academic presentation by trainee: Each trainee shall present/ discussion topics as allotted for total 320 hr. Min., over 2 year period at least on Min. 16 academic events						4	
B 4.11	Clinical research dissertation by trainees: Each trainee shall submit in II yr. a prospective research work of Approx. 15,000 words length putting Min. 150 hr. of work for data Collection and analysis						4	

B 4.12	Psycho-diagnostic and Psychotherapy/counselling records are submitted by I & II yr. Trainees as outlined in the syllabus						4	
B 4.13	Trainees maintain a log book for clinical work carried out under supervision for the entire 2-yr duration with sufficient Details as outlined in the syllabus						2	
B 4.14	Progression of clinical training is periodically evaluated through theory & practical exams at least twice a year						4	
B 4.15	Periodically trainees evaluate the faculty members involved in teaching & training, anonymously						2	
B 4.16	Department follows objective system of evaluation of academic presentations such as seminar, case conference, psychotherapy meeting, journal review, topic discussion by Trainees & give feedback/guide						2	
B 4.17	Psycho-diagnostic, psychotherapy and dissertation submissions are evaluated objectively and the trainees are made known of the criteria & weightage Before hand						2	
B 4.18	Posting for extra- Institutional learning in specialty area has been worked out And practiced as given in syllabus						2	
B 4.19	Trainees are taught in Clinical Practice Guidelines and keep updating Standard of Practice for each disorder/condition						5	
B 4.20	Therapy outcome is assessed by patients/family/caregivers attending The services						2	
B 4.21	Use of ICT in all Academic events and Classroom teaching						1	
B 4.22	Maintenance of Biometric attendance of Students, Faculties &Staffs						2	
B 4.23	Overall impression of Curricular Transaction through interaction with students and faculty	(2) Efficient	(1) Average e	(0) Inefficient			4	
	Total B4 E							
Remarks (specify Sl. No. for which the remark is made)								

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

B4.D Desirable (D)							
Sl.No.	Items	Points based on availability and extent Of support to academic transaction			Raw Score (A)	Weight age (B)	Score (AxB)
		(2) Yes/ Adequate	(1) Average	(0) No or Inadequate			
B 4.24	Development of A-V/ Accessible lessons by the Faculty					4	
B 4.25	Interview of the exiting (retired/resigned) faculty is conducted by a third party and action taken on the Feedback					2	
B 4.26	Road map for growth, quality assurance and enhancement over next 5 year is prepared and Widely publicized					4	
B 4.27	Atleast 3quality benchmark has been identified by the department in mental health service and training					4	
B 4.28	Registered & functional Alumni Association exists and support/ contribute to development and services					6	
	Total B4 D						
Remarks (specify Sl .No for which the remark is made)							

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

Part C

Summary of Scores (New Proposal)							
Sl.no.	Parameters	Essential			Desirable		Remark
		Max. Score	Obtained Score	%	Max. Score	Obtained Score	
	Part A						
1	Academic Infrastructure (Building)	A1E=100			A1D=20		
2	Library Resources & Services	A2E=120			A2D=20		
3.	Inclusive Community Development Programs	A3E=80			A3D=40		
4.	Institutional Achievements & Credentials	00			A5D=80		
	Part B						
6.	Human Resources	B1E=160			B1D=60		
7.	Educational/Clinical Infrastructure	B2E=120			B2D=60		
8.	Educational/Clinical Services	B3E=160			B3D=80		
Total		720			360		

Summary of Scores Extension Proposal)							
Sl.no.	Parameters	Essential			Desirable		Remark
		Max. Score	Obtained Score	%	Max. Score	Obtained Score	
	Part A						
1	Academic Infrastructure (Building)	A1E=100			A1D=20		
2	Library Resources & Services	A2E=120			A2D=20		
3.	Inclusive Community Development Programs	A3E=80			A3D=40		
4.	Faculty development & Research	A4E=120			A4D=40		
5.	Institutional Achievements & Credentials	00			A5D=80		
	Part B						
6.	Human Resources	B1E=160			B1D=60		
7.	Educational/Clinical Infrastructure	B2E=120			B2D=60		
8.	Educational/Clinical Services	B3E=160			B3D=80		
9.	Curricular Transactions	B4E=160			B4D=80		
Total		1000			480		

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

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