



सत्यमेव जयते



भारतीय पुनर्वास परिषद्

ASSESSMENT REPORT FORMAT

Diploma in Hearing Language & Speech (D.H.L.S)

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

**ASSESSMENT REPORT
New & Extension proposal**

**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/Head/Course Coordinator (Informant should be from Audiology and Speech Language Pathology discipline):.....Rehab. Qualification.....

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

1.6. Nature of Management: (Please tick)

Central Govt.: ☐ State Govt.: ☐ Govt. University: ☐ 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 PwD Act 1995 / 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 Registration in National Scholarship Portal with Registration No. and Date (Applicable for extension proposal):

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

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

Section II
DHLS program
Part-A

A 1 Academic Infrastructure (Building) <i>(Please refer norms as prescribed in the respective syllabus)</i>											
Essential											
Sl.	Items	Required (Sq.ft)	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	Classrooms*: (01 Room for every 20 students @10 square feet per student-220 sq.ft)										
	Classroom 1	220									
	*Calculate average of the above between 0-4 and put under raw score (A)									4	
1.2	Audiometric room (2-room set up)-01	10x10								3	
1.3	Staff room/office-01	10x15								2	
1.4	Individual therapy rooms-04	10x8								4	
1.5	Group therapy rooms-01	20x15								2	
1.6	Ear mold& hearing aid repair lab-01	20x15								1	
1.7	Patient waiting hall-01	20x15								1	
1.8	Library-01	20x15								2	
1.9	Separate Toilet for Boys /Girls									2	
1.10	Barrier Free Environment (classroom, toilet, drinking water facility)									2	
1.11	Overall impression of Building with respect to Space, Furniture, Fixture, Lighting, Ventilation				(4) Excellent	(3) Good	(2) Average	(1) Poor		2	
										Total	
Note: Classrooms/rooms include adequate furniture, fixtures lighting facility and ventilation as per requirement. If any inadequacy please make remark below:											
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				
1.12	Space for Recreation and sports								2		
1.13	Hostel for trainees								2		
1.14	Staff quarters								1		
										Total	
Remarks (specify Sl. No. for which the remark is made) 											

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

A 2. Library Infrastructure and Services											
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%			
2.1	Reference Books (As per Syllabus)									20	
2.2	Computer with Internet			(4) Available and Used	(2) Available but not Used	(0) Not Available				4	
2.3	Professional Management of Library Services			(4) Available and Used	(2) Available but not Used	(0) Not Available				2	
2.4	Maintenance/ Provision of Records Related to Use of Library Services			(4) Available and Used	(2) Available but not Used	(0) Not Available				2	
2.5	Accessibility			(4) Available and Used	(2) Available but not Used	(0) Not Available				2	
Total											
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						
2.6	E-publications						2				
2.7	Reading Room Facility						3				
Total											
Remarks (specify Sl. No for which the remark is made):											
<p>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.</p>											

(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)									
A.	Essential								
Sl	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			
3.1	Sensitization / Awareness program (02 Per Year)							8	
3.2	Early identification program / Promotion of Inclusion (01 per Year)							4	
3.3	Development of Audio-Visual/Resource Material for Public Education / Parent Empowerment (01 per Year)							3	
								Total	
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)	(4) Having Own
3.4	Community Based Services							5	
3.5	Exhibition							5	
								Total	
Remarks									

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

A 4 Institutional Achievement

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

Sl. No	Credentials (Desirable)	Yes	No	Maximum Score	Score Obtained
1	Experience of the Institute in the area of Disability Rehabilitation more than ten years			5	
2	Experience of the Institute conducting RCI approved courses more than ten years			5	
3	Number of consecutive permanent approval (05 years) from RCI more than two times for a course			5	
4	Achievement of the Institute – State level recognition by Govt.			5	
5	Achievement of the Institute – National Level recognition by Govt.			5	
6	State Level Govt. recognition to any of the Employee working not less than 05 years			10	
7	National Level Govt. recognition to any of the Employee working not less than 05 years			10	
8	International Collaboration			10	
9	NAAC Accreditation (A and above)			10	
10	NIRF Ranking (1 to 100)			15	
Total					
Remarks:					

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

Part-B

B 1 Human Resources									
Essential									
Sl.	Name & designation	Required	Available	RCI CRR No. & validity	Scores		Raw Score (A)	Weightage (B)	Score (AxB)
					(4) (Eligible as per Norm)	(0) (Not Eligible)			
1.1	Full Time Core Faculty (02) and Clinical *(02) (core faculty and clinical staff strength should be increased in proportionate)								
	Assistant Professor in Audiology or Tutor (Audiology)- 01								
	Assistant Professor in Speech – Language Pathology or Tutor (Speech & Language Pathology)-1								
	Clinical Supervisor Grade II (Audiology)-1								
	Clinical Supervisor Grade II (Speech- Language Pathology)-1								
	*Calculate average of the above between 0-4 and put under raw score (A)							32	
1.2	Supporting Staff : 04 (CRR Not required)								
	Administrative Assistant-01								
	Library Assistant-01								
	Attenders-02								
	*Calculate average of the above between 0-4 and put under raw score (A)							4	
1.3	Salary structure and designation of core human resources at par with the UGC or Statutory norms	Yes (4)			No (0)			4	
	Total								
Remarks (specify Sl. No for which the remark is made) :									
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)
1.4	Experience of the Core Faculty More than Prescribed years							4	
1.5	Additional Rehabilitation Qualification / Research Qualification of the Core Faculty (Ph.D)							8	
1.6	Provision for retention and promotional avenues for the Faculty & Staff through as per RCI norms.	Yes (4)		No (0)				3	
	Total								

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

B 2 Clinical Infrastructure											
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%			
2.1	Laboratory / Clinic (Min 300 sq.ft.) For detailed specifications, refer the respective syllabus									7	
2.2	Tools & Equipments as prescribed in syllabus									7	
2.3	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											
2.4	Information, Communication, Technology			(4) *	(3) *	(2) *	(1)*	(0) *		4	
2.5	Accessibility			(4) *	(3) *	(2) *	(1)*	(0) *		4	
										Total	
Remarks (specify sl. No for which the remark is made) :											
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						
2.6	Innovation in development own tools/equipment						8				
2.7	Clinical Infrastructure available for other disabilities						7				
								Total			

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

3B Clinical Services											
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%			
3.1	Number of the Clinical Cases (New)									7	
3.2	Therapy Cases/Follow up									7	
3.3	Clinical staff having valid RCI Registration									8	
3.4	Availability of Clinical Test Material / Equipment									4	
3.5	Variety of Clinical Population			(4) *	(3) *	(2) *	(1) *	(0) *		4	
3.6	Use of Clinical Test Material / Equipment			(4) *	(3) *	(2) *	(1) *	(0) *		4	
3.7	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											
3.8	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) :											
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				
3.9	Attached to Hospital/Medical College								5		
3.10	Implementing Agency of Govt. Schemes/ADIP/ Empaneled professional								5		
										Total	
Remarks											

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

B 4 Curricular Transaction (Only for Extension Proposal)										
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			
4.1	Academic calendar and time table								4	
4.2	Attendance of Students and Faculties								4	
4.3	Use of ICT in classroom teaching								4	
4.4	Supervision of practical components, Practical Records								8	
4.5	Field visits & its report								5	
4.6	Assignments / projects / seminar/case conference								5	
4.7	Students Progression : Continuous Assessment, Results (University/NBER) of students								5	
4.8	Overall impression of Curricular Transaction through interaction with students and faculty		(4) Excellent		(3) Good	(2) Average	(1) Poor		5	
									Total	
Desirable										
4.9	Maintenance of Biometric attendance of student and faculty			(4) Yes	(0) No				05	
4.10	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 C

Summary of Scores for DHLS Programme(New Proposal)						
Sl.No.	Parameters	Essential			Desirable	
		Max. Score	Obtained Score	%	Max. Score	Obtained Score
Part-A						
A1	Academic Infrastructure (Building)	100			20	
A2	Library Infrastructure and Services	120			20	
A3	Inclusive Community Development Programs	60			40	
A4	Institutional Achievement (Credential)				80	
		280			160	
Part-B						
B1	Human Resources	160			60	
B2	Clinical Infrastructure	120			60	
B3	Clinical Services	160			40	
		440			160	

Summary of Scores for DHLS Programme(Extension Proposal)						
Sl.No.	Parameters	Essential			Desirable	
		Max. Score	Obtained Score	%	Max. Score	Obtained Score
Part-A						
A1	Academic Infrastructure -Building	100			20	
A2	Library Infrastructure and Services	120			20	
A3	Inclusive Community Development Programs	60			40	
A4	Institutional Achievement (Credential)				80	
		280			160	
Part-B						
B1	Human Resources	160			60	
B2	Clinical Infrastructure	120			60	
B3	Clinical Services	160			40	
B4	Curriculum Transaction	160			40	
		600			200	

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

Section D
Summary of Assessment

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

Strengths

Weakness

Any other point :

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

Section E
Declaration

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

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