



# **ASSESSMENT REPORT FORMAT**

## **Bachelor in Prosthetics & Orthotics (BPO)**

### **REHABILITATION COUNCIL OF INDIA**

A Statutory Body of Ministry of Social Justice and Empowerment,  
DEPwD, Govt. of India  
B-22, Qutab Institutional Area, New Delhi-110016

**CONFIDENTIAL**

**ASSESSMENT REPORT  
BACHELOR IN PROSTHETICS & ORTHOTICS (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.

**Curricular Transaction included in the assessment/ inspection process of any extension proposal only**

**Section I (General Information)**

1. Name and Address of the Institution (where inspection is carried out):.....

.....  
.....

In case of Extension, enclose Previous Approval Status and intake.....

2. Date(s) of Inspection: ..... Time of Inspection: .....

3. Name of the proposed/ongoing Training Course: .....

4. Online Proposal ID No.:.....

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 till.....

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):.....

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

**Section II**  
**BACHELOR IN PROSTHETICS & ORTHOTICS**

<b>1. Building (Please refer attached check list-I)</b>											
<b>A. Essential</b>											
Sl.	Items	Required size	Available 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	<b>Classrooms*: AS PRESCRIBED IN SYLLABUS</b>										
PR	Classroom 1	300 Sq. feet									
	Classroom 2	300 Sq. feet									
	Classroom 3	300 Sq. feet									
	Classroom 4	300 Sq. feet									
	*Calculate average of the above between 0-4 and put under raw score (A)									8	
1.2	<b>Office &amp; Room for Administrative Staff</b>	200 Sq. feet								2	
1.3	<b>Room for Teaching Staff</b>	600 Sq. feet								3	
1.4	<b>Separate Toilet for Boys /Girls</b>									3	
1.5	<b>Multipurpose/Seminar hall/Room for Clinical Meeting</b>	600 Sq. feet								3	
1.6 PR	<b>Barrier Free Environment(classroom, toilet, drinking water facility)</b>									3	
1.7	<b>Overall impression of Building with respect to Space, Furniture, Fixture, Lighting, Ventilation</b>			(4)Excellent	(3)Good	(2)Average	(1)Poor			3	
<b>Total</b>											
<b>Note:</b> Classrooms/rooms include adequate furniture, fixtures lighting facility and ventilation as per requirement. If any inadequacy please make remark below:											
<b>B. Desirable</b>											
Sl.	Items	Required 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	<b>Space for Recreation and sports</b>								2		
1.9	<b>Hostel for trainees</b>								3		
<b>Total</b>											
<b>Remarks (specify Sl. No. for which the remark is made)</b>											
<b>Photographs to be Enclosed for: 1.1 &amp; 1.6</b>											

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

2. Human Resources (Please refer norms as prescribed in the syllabus)									
A. Essential									
Sl.	Name& designation	Required as per CHECK LIST	Availabl e	RCI CRR No. & validity	Scores		Raw Score (A)	Weightage (B)	Score (AxB)
					(4) (Eligible as per Norm)	(0) (Not Eligible)			
2.1 PR	<b>Full Time Core Faculty* _____ required as prescribed in the Syllabus:</b>								
	Professor (P & O)								
	Associate Professor (P & O)								
	Lecturer / Assistant Prof(P & O)								
	Prosthetist and Orthotist/ Demonstrator (P & O)								
	*Calculate average of the above between 0-4 and put under raw score (A)							20	
2.2 PR	<b>Guest Faculty* (GF) _____ required as prescribed in the Syllabus</b>								
	Anatomy								
	Physiology								
	Applied Mechanics & Strength of Material								
	Workshop Technology & Material Science								
	Basic Electronics								
	Pathology								
	Orthopaedics & Amputation Surgery& Imaging Sciences								
	Pharmacology								
	Psychology and Sociology								
	Computer Science & Graphical Communication								
	Research Methodology & Bio Statistics								
	Management and Administration								
	*Calculate average of the above between 0-4 and put under raw score (A)							6	
2.3 PR	<b>Clinical/Technical Staff: _____ required as prescribed in the Syllabus</b>								

	*Calculate average of the above between 0-4 and put under raw score (A)						6		
2.4 PR	<b>Administrative Staff: required as prescribed in the Syllabus</b>								
	*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	
	<b>Total</b>								
Remarks (specify Sl. No for which the remark is made) :									
<p><b>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></p>									
<b>B.</b>	<b>Desirable</b>								
Sl.	Items	(4)All Faculty	(3)75% of Faculty	(2)50% of Faculty	(1)25% of Faculty	(0) None	Raw Score (A)	Weig htage (B)	Score (AxB )
2.6	<b>Experience of the Core Faculty More than Prescribed years</b>							6	
2.7	<b>Research Activities of the Core Faculty</b>							4	
	<b>Total</b>								

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

3. Clinical Services											
A. 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%			
3.1	Number of Cases of the Institute in a year (New& follow up)	2000								7	
3.2 PR	Number of P & O Cases in a year (New& follow up)	1400								7	
3.3	Clinical staff having valid RCI Registration									8	
3.4 PR	Availability of Clinical Test Equipments in Institute	As per attached check list-III								4	
3.5	Variety of Clinical Population			(4) *	(3) *	(2) *	(1)*	(0)*		4	
3.6	Use of Clinical Test Equipments in the Institute			(4) *	(3) *	(2) *	(1)*	(0)*		4	
3.7	Accessibility in the Institute			(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	
										<b>Total</b>	
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)	Weightage (B)	Score (AxB)	
			(4) Well facilitated	(3) Facilitated	(2) Less Facilitated	(1) Negligible	(0) Not Available				
3.9	Attached to Hospital/Medical /Engg.College								5		
3.10	Multidisciplinary approach in clinical services/rehab.								5		
										<b>Total</b>	
Remarks											

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

4. Clinical Infrastructure											
A.		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%			
4.1 PR	Laboratory / Clinic as prescribed in the syllabus	As per attached check list								8	
4.2 PR	Machinery & Equipment's as prescribed in syllabus	As per attached check list								8	
4.3	Raw Material as prescribed in the syllabus	As per attached check list								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)*		3	
4.5	Accessibility			(4) *	(3) *	(2) *	(1)*	(0)*		3	
<b>Total</b>											
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 the development of own tools/equipment						3				
4.7	Clinical Infrastructure available for Assistive Technology						2				
<b>Total</b>											

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

5. Library Services											
A.		Essential									
Sl	Items	Required		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)	As per attached check list								15	
5.2 PR	Journals	As per attached check list								5	
5.3 PR	Computer with Internet			(4) Available and Used		(2) Available but not Used		(0) Not Available		4	
5.4	Professional Management of Library Services			(4) Available and Used		(2) Available but not Used		(0) Not Available		2	
5.5	Maintenance of Records Related to Use of Library Services			(4) Available and Used		(2) Available but not Used		(0) Not Available		2	
5.6	Accessibility			(4) Available and Used		(2) Available but not Used		(0) Not Available		2	
<b>Total</b>											
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						
5.7	Photocopy Services						2				
5.8	Reading Room Facility						3				
<b>Total</b>											
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									

7. Faculty Development and Research									
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	Publications (National & International) Indexed Journals 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
	<b>Total</b>								
B.	Desirable								
7.6	Participation by core faculty as Resource Person/ Coordinator		(4) Yes		(0) No			4	
7.7	Chapter / Books/Manuals/Articles Published by Core Faculties		(4) Yes		(0) No			3	
7.8	Projects undertaken by faculty and/or students		(4) Yes		(0) No			3	
	<b>Total</b>								
Remarks									

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

8. Curriculum 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								4	
8.2	Attendance of Students and Faculties								4	
8.3	Use of ICT in classroom teaching								4	
8.4	Supervision of practical components, Practical Records								8	
8.5	Field Visits & its report								5	
8.6	Assignments / projects / seminar/clinics								5	
8.7	Students Progression : Continuous Assessment, Results of students								5	
8.8	Overall impression of Curricular Transaction through interaction with students and faculty		(4) Excellent	(3) Good	(2) Average	(1) Poor			5	
									<b>Total</b>	
B.	Desirable									
8.8	Maintenance of Biometric attendance of student and faculty			(4) Yes	(0) No				5	
8.9	Development of A-V/Accessible lessons by the faculty			(4) Yes	(0) No				5	
									<b>Total</b>	
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.			2	
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			2	
8	International Collaboration			2	
Total = 15					
<b>Note: Maximum Score can be credited: 10 (not 15). If the training institution scores 10 or more, then total score shall be 10 only</b>					
<b>Remarks:</b>					

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

## Section IV

Summary of Scores for Bachelor 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	Clinical Services	160			40		
4	Clinical Infrastructure	120			20		
5	Library Services	120			20		
6	Community Promotional Activities	80			40		
7	Faculty Development & Research	120			40		
	<b>Total</b>	<b>860</b>			<b>220</b>		

Summary of Scores for Bachelor 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	Clinical Services	160			40		
4	Clinical Infrastructure	120			20		
5	Library Services	120			20		
6	Community Promotional Activities	80			40		
7	Faculty Development & Research	120			40		
8	Curriculum Transaction	160			40		
	<b>Total</b>	<b>1020</b>			<b>260</b>		

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

## Section V

### Summary of Assessment

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

**Strengths**

**Weakness**

**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

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 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

## Check List

### Infrastructure requirements for BPO programs (Academic year 2017-18 onwards)

The following are the minimum requirements for starting/continuing a BPO program. This should be read and interpreted along with the guidelines of RCI for inspectors for inspection of new/existing programs for recognition.

#### HUMAN RESOURCE REQUIREMENT

Sl. No.	Core Faculty	Column I upto 20 seats	Column II 21-30 seats	Column III 31-40 seats	Available	Deficiency	Remarks
1	Professor & Head Department of Prosthetics & Orthotics	-----	01	01			
2	Associate Professors (Prosthetics & Orthotics)	01	02	03			
3	Assistant Professor / Lecturer (Prosthetics & Orthotics)	03	04	06			
4	Prosthetist & Orthotist/ Demonstrator (P & O)	06	06	08			

#### QUALIFICATION & EXPERIENCE OF THE CORE FACULTY

(Valid until the revision of curriculum)

S. N.	DESIGNATION	QUALIFICATION & EXPERIENCE	PUBLICATION	PAY SCALE
1.	Professor	Master in Prosthetics & Orthotics from an institution with a minimum of 10 years of teaching and research experience as Associate Professor (Prosthetic & Orthotic) Desirable: PhD in Prosthetics & Orthotics	Essential 05 publications	As per UGC norms
2.	Associate Professor Prosthetics & Orthotics	Master in Prosthetics & Orthotics & Orthotics with 05 years of teaching experience as an Assistant Professor / Lecturer (Prosthetics & Orthotics) in any recognized Prosthetic & Orthotic Institution Desirable: PhD in Prosthetics & Orthotics	Essential 03 publications	As per UGC norms



3.	Assistant Professor Prosthetics & Orthotics / Lecturer (Prosthetics & Orthotics)	Master in Prosthetics & Orthotics with 02 year experience in the field		As per UGC norms -
4.	Prosthetist & Orthotist/ Demonstrator (P &O)	Master in Prosthetics & Orthotics or Bachelor in Prosthetics and Orthotics) with 02 year experience in the field		

**NOTE:**

1. These qualifications are applicable for future recruitment. The case of teachers who are already holding teaching posts and have more than 10 years teaching experience will continue to hold their post in their respective institution.
2. Existing Experienced teachers having more than 10 years of teaching experience may be considered for promotion to Assistant Professor subject to fulfilment of essential qualification of Assistant Professor.
3. There shall be only three designations in respect of teachers in universities and colleges, namely, Assistant Professors, Associate Professors and Professors.
4. The pay of teachers and equivalent positions in Technical institutions shall be fixed according to their designations in two pay bands of Rs. 15600-39100 and Rs. 37400-67000 with appropriate " Grade Pay"
5. The ratio of Professors to Associate Professors to Assistant Professors in a UG College shall be in the ratio, ordinarily of 1:2:6. The ratio of Professors to Associate Professors or Assistant Professor in a PG College shall be in the ratio ordinarily of 1:2
6. Minimum qualification for Assistant Professor should be Master in Prosthetics and Orthotics.
7. Assistant Professors possessing Master's degree in prosthetics and orthotics shall be eligible for the GP of Rs. 7600 after completion of 5 years' service as Assistant Professor i.e. to the rank of Associate Professor.
8. Assistant Professors with completed service of 5 years at the GP of Rs. 7600 shall be eligible to move up to the GP of Rs. 8700/
9. Minimum of 2 teaching faculty members in core areas will be required for giving recognition for the first year.
10. Before the commencement of second academic year one more Faculty member must be appointed.
11. In case of Professor not being available, 1 Readers/Associate Professors (additional) should be appointed to accommodate teaching, research guidance and administrative work.

**GUEST/PART TIME FACULTY REQUIREMENTS FOR THE FOLLOWING DISCIPLINES**

1. Anatomy 2. Physiology 3. Applied Mechanics & Strength of Material 4. Workshop Technology & Material Science 5. Pathology 6. Orthopaedics & Amputation Surgery& Imaging 7. Basic Electronics 8. Psychology and Sociology 9. Research Methodology & Bio Statistics 10. Computer science & Graphical Communication 11. Management and Administration 12. Pharmacology (Ministerial staff & others are not included)

## INFRASTRUCTURAL REQUIREMENTS

### PHYSICAL FACILITIES:

The Institute / College/ University should have separate department and academic block constructed in about 1000 square meters. Adequate hostel accommodation for students should be available in addition to the above mentioned built up area of the BPO course. Details of the constructed area given below are for the intake capacity up to 40 students:

PLEASE TICK ON APPROPRIATE COLUMN

Sl.No	Name	Minimum size in Sq.Ft.	Available	Not Available	Remarks
1.	Classrooms( 04 Numbers)with audio-visual facility	04 @ 300 = 1200			
2.	One room for clinical meeting	600			
3.	Two trial fitting rooms (One for men & one for women)	02@ 300 = 600			
4.	Two measurement rooms (One for men & one for women)	02@ 200 = 400			
5.	Prosthetic Lab	1050			
6.	Orthotic Lab	1050			
7.	Prosthetics & Orthotics faculty rooms ( Minimum 06)	06@ 100 = 600			
8.	Two students common room (One for male & one for female students)	1200			
9.	One Office Room	150			
10.	One course coordinator room	200			
11.	Computer Laboratory Room	600			
12.	Two Machinery Room	500			
13.	One Store room	1350			
14.	Gait training Laboratory	450			
15.	One Plaster room	400			
16.	Waiting room for the patients	1350			
17.	Adequate hostel facility				
18.	Reception & patient registration	400			
19.	Common Multi-Purpose Hall (optional)	2000			

The above mentioned space shall be used only for Prosthetics & Orthotics training only.

**Class rooms:** There should be at least four classrooms with the capacity of accommodating the number of students admitted in each class. The rooms should be well ventilated/ thermo conditioning facility with proper lighting system. There should be built in LCD projector/White Boards.

Also there should be a desk/a big table and a chair for the teacher and racks /cupboards for keeping teaching aids or any other equipment needed for the conduct of classes.

**Library:** There should be a separate library in the Institute / College/ University. It should be easily accessible to the teaching faculty and the students. It should have comfortable seating arrangements for half of the total strength of the students and teachers in the school.

There should be separate budget for the library. The library committee should meet regularly for keeping the library updated with current books, journals and other literature. Internet facility should be provided in the library and to the faculty.

The library should have proper lighting facilities and it should be well-ventilated. It should have a cabin for librarian with intercom phone facility.

There should be sufficient number of cupboards, books shelves and racks with glass doors for proper and safe storage of books, magazines, journals, news papers and other literature. There should be provision for catalogue-cabinets, racks for students bags, book display racks, bulletin boards and stationery items like index cards, borrowers cards, labels, registers etc..

### **Offices Requirements**

**Coordinator Room:** There should be a separate office for the Coordinator with attached toilet and provision for visitor's room. Independent telephone facility with internet connection is a must for the Coordinator office.

There should be adequate number of office rooms as per the norms and in proportion to the number of teaching faculty with telephone and internet connection.

**Record Room (Optional):** There should be a separate record room with steel racks, built-in shelves and racks, cupboards and filing cabinets for proper storage of records and other important papers/ documents belonging to the college.

**Other Facilities:** Safe drinking water and adequate sanitary/toilet facilities should be available for both men and women separately in the college. Toilet facility to the students should be there along with washbasin/ hand washing facilities.

**Fire Extinguisher:** Adequate provision for extinguishing fire should be available as per the local byelaws.

**Playground:** Playground should be spacious for outdoor sports like Volleyball, football, badminton etc.

**Recreation:** There should be facilities for indoor and outdoor games for the students

## **LIST OF TOOLS AND EQUIPMENT REQUIRED FOR BPO TRAINING**

### **A. LIST OF COMMON EQUIPMENTS**

Sl. No	Name of Equipment	Minimum Requirement	Available	Not Available	Remarks
1.	HOT AIR OVEN, HEATING CHAMBER SIZE-36" WX24"DX30"H, WITH DOUBLE LAYER TOUGHENED FRONT VISIBLE GLASS WITH INSIDE LIGHT ARRANGEMENT, MAX TEMP. 350DEGREE C 12 KW RATING AND 1 HP3 PHASE MOTOR FOR FAN WITH DIGITAL TIMER THERMOSTAT TEMP CONTROLLER.	1 no.			
2.	POLISHER CONVERTED TO CONE	1 no.			

	SANDING, 2 HP 3 PHASE MOTOR				
3.	INFRA RED OVEN ( optional)	1no.			
4.	BENCH GRINDER CUM SANDER, 0.5 HP SINGLE PHASE MOTOR, ABRASIVE WHEEL SIZE 10" X 1"	1 no.			
5.	PILLAR DRILLING MACHINE, DRILLING CAPACITY 25MM, PILLAR DIA 87MM MAX. DISTANCE SPINDLE TO TABLE 600MM, TABLE WORKING SURFACE DIA 400MM WITH 1HP 3 PHASE MOTOR	1 no.			
6.	BENCH DRILLING MACHINE WITH SAND, CAPACITY ½"	1 no.			
7.	INDUSTRIAL LEATHER AND CANVAS SEWING MACHINE WITH ¼" HP MOTOR	1 no.			
8.	ADJUSTABLE CIRCULAR SAW, CIRCULAR SAW DIA 18", WORKING TABLE SIZE 24"X36", MAX DEPTH OF CUT 5 ½" WITH 3HP 3 PHASE MOTOR	1 no.			
9.	BELT AND DISC SANDER, DISC DIA. 10", BELT SIZE 6"X 48" WITH 1 HP 3 PHASE MOTOR	1 no.			
10.	ALL-PURPOSE SAW , TEMPERATURE RANGE 100-600 DEGREES C, POWER INPUT 2000W	1 no.			
11.	HOT AIR GUN , TEMPERATURE RANGE 100-600 DEGREE C, POWER INPUT 2000W	1 no.			
12.	JIG SAW MACHINE, SAWING DEPTH IN WOOD 54MM, RATED 350W	1 no.			
13.	HIGH VACUUM MACHINE WITH ¼" HP MOTOR	1 no.			
14.	REMOVABLE MANDRILLS	3 no.			
15.	MANDRILL FOR AIR SUCTION MOUNTING AND DRAPING FOR SOCKETS	3 no.			
17.	HOT WATER BATH FOR SOFTENING LOW TEMPERATURE THERMOPLASTIC SHEETS	1 no.			
18.	DRAPING FRAME SIZE (Small)	2 no.			
19.	DRAPING FRAME SIZE (Large)	2 no.			
20.	ADJUSTABLE / FIXED GRINDING AND MILLING MACHINE WITH DUST COLLECTOR	1no.			
21.	SANDING ROLL	02			
22.	SANDING SLEEVE	02			
23.	SANDING DRUM	02			
24.	TOOL HOLDER	05			
25.	DEEP DRAWING TOOL SET	02			
26.	RASP HEAD	01			
27.	HOT SEALING IRON	02			
28.	STAPLE GUN	02			
29.	HAND DRILL MACHINE	04			
30.	CORD LESS HAND DRILL MACHINE	02			

31.	Instrumented GAIT ANALYZER AND TRAINER ( optional for BPO program)	01			
32.	SHOE FINISHING MACHINE	01			
33.	WORKING TABLE WITH PEG BOARD ( minimum 10 tables are required for 10 students)	10			
34.	OVER LOCKING MACHINE	01			
35.	LASER ALIGNER	01			
36.	Lathe Machine	01			
37	Inter locking machine	01			
TOTAL					

## B. Lists of common Tools and Material

Sl.No.	Name of Equipment / tool	Minimum Requirements	Available	Not Available	Remarks
1.	Flat file bastard 2 <sup>nd</sup> cut 10", 2 <sup>nd</sup> cut 12"	10 no. each			
2.	Aluminium Flat File 10" & 12"	10 no. each			
3.	Round file 6", 8", 2 <sup>nd</sup> cut	10 no. each			
4.	Flat file 10" round 2 <sup>nd</sup> cut	10 no each			
5.	Triangular file 6", 10" 2 <sup>nd</sup> cut	10 no each			
6.	Rasp file half round 10", 12", 8"	10 no. each			
7.	Rasp file flat 10", 12"	10 no. each			
8.	Rasp file round 6", 10"	10 no. each			
9.	Screw driver 150x6mm, 200x8mm, 250x8mm	10 no. each			
10.	Flat chisel 12mm, 20mm, 25mm	2no. each			
11.	Cold chisel 12mm, 20mm	2no. each			
12.	Half round chisel 12mm, 20mm	2 no. each			
13.	Ruler steel 600mm, 300mm	2no. each			
14.	Steel square with leg 200mm	2 no. each			
15.	Caliper inside/outside 200mm	2no. each			
16.	Compass/ Driver 200mm Outside/inside caliper	2 no. each			
17.	Hammer ball peen 500 gms, 250gms	10 no. each			
18.	Mallet hammer with handle	2no. each			
19.	Hammer seaming plier (pincer) 10", 12"	4 no. each			
20.	Nipper 150mm, 200mm	2 no. each			
21.	Plier 200mm	10 no. each			
22.	Long nose plier 150 mm	10 no. each			
23.	Revolving Hole punch 250gms	10 no. each			
24.	Centre punch	10 no. each			
25.	Hole punch 2mm, 3mm	3 no. each			
26.	Hole punch set	2 no.			
27.	Scissor 10" & 12 "	10 no.each			
28.	Hacksaw Frame 300 mm	10 no.			
29.	Hacksaw blades 300 mm	1 pkt of 144 pc			
30.	Tap set 3, 4, 5, 6, 7, .....mm	2 no. each			
31.	Tap handle	2 no. each			
32.	Grip plier	10 no.			
33.	Die set 3, 4, 5, 6, 7, .....mm	2 no. each			
34.	Cross pein hammer	10 no.			
35.	wire cutter	10 no.			
36.	Measuring tape	10 no.			
37.	Shoe maker hammer	5 no.			
38.	Anvil	2no.			
39.	Half round leather Knife (Rapi)	5 no.			
40.	Nipper shoe maker 8"	5 no.			

41.	Leather knife	2 no.			
42.	Bender brace 5.5 mm	1 no.			
43.	Bender brace 6.5 mm	1no.			
44.	cone sander fine, medium, coarse	10 no. each			
45.	Plaster knife 150x200mm, 2000x750x350mm	10 no.			
46.	Upper Limb Prosthetic Kit ( B/E, A/E, S.D) body powered	2 no. each			
47.	Externally powered kit ( B/E & A/E)	1 each			
48.	Vice limb maker (modified)	1 no.			
49.	Bending fork (Set of two pieces)	2 no.			
50.	Caliper A-P measurement above knee	2 no.			
51.	Ear Protector	05 no.			
52.	Nut replacement tool 7mm, 9mm	2 no. each			
53.	Heat proof gloves	4 pairs			
54.	Copper rivets ¼”, ½”	1 kg each			
55.	Aluminium rivets ¼”, ½”	1 kg each			
56.	Eyelet punch	10 no.			
57.	Rivet head finishing punch	10 no.			
58.	Plastic D-rings 1”, 1 ½”, & 2”	5 pkts each			
59.	Buckles 1”, 1 ½’ & 2”	5 pktseach			
60.	Micrometer	2 no.			
61.	Ritz scale for M-L diameter/ALIMCO B.K. caliper	2 no.			
62.	Allen keys / T-handheld Allen keys ( 1mm-10mm)	10 set			
63.	Press button	5 pkts			
64.	Evathene foam 4mm, 6mm, 8mm thickness	5 sheets each			
65.	Polypropylene and co polymer sheets ( white) 3mm, 4mm & 5mm thickness	5 sheets each			
66.	Dendrite solution	5 ltr ( 5 tin)			
67.	Velcro straps ( hook & loop) ¾”, 1” and 2”	2 roll each			
68.	Nappa leather	5000 d/m			
68.	Low temperature thermo plastic sheets 3.2mm/4.2 mm thickness	5 sheets each			
69.	Aluminum strips (4mm ) thickness	5 kg.			
70.	Aluminium sheet (4mm thicknes), 1 mm=18 gauge (BSW)	2 sheet			
71.	Drill bits, Full Set Max diameter (7/64”, 1/8”, 9/64”, 5/32”, 3/16”, 11/64”, ¼”, 3/8”, ½”)	1 set			
72.	Different modular system for lower limb prostheses	5 set each			
73.	Torque wrench	01			
74.	Bench Vice	10			
75.	Vernier Caliper (adjustable digital)	10			
76.	V-BOX	02			

### C. LIST OF TOOLS AND EQUIPMENT REQUIRED FOR PATIENT

## EXAMINATION AND CASTING ROOM

Sl.No	Name of Equipment	Minimum Requirement	Available	Not Available	Remarks
1.	MEASURING TAPE	10			
2.	FLEXIBLE STEEL RULE	10			
3.	ALUMINIUM TRIPOD	02			
4.	CASTING APPARATUS UNDER WEIGHT BEARING	02			
5.	CASTING APPARATUS FOR ABOVE KNEE AMPUTEE	01			
6.	PLASTER BANDAGE TROLLEY	01			
7.	FOOT MEASURING DEVICE	01			
8.	OSCILLATING SAW – MULTIMASTER	02			
9.	SPINAL CASTING APPARATUS	02			
10.	HOOK KNIFE	05			
11.	PLASTER CUTTING SCISSORS	04			
12.	EXAMINATION COUCH	02			
13.	X-RAY IMAGE VIEWER	02			
14.	GONIOMETER	05			
15.	PEDOBAROGRAPHY MACHINE	01			

## D. PLASTER MODIFICATION ROOM

Sl.No	Name of Equipment	Minimum Requirement	Available	Not Available	Remarks
1.	PLASTER WORK TABLE	02			
2.	PLASTER CAST SHELF	01			
3.	PIPE VICE	05			
4.	PLASTER BUCKET	05			
5.	MIXING BOWL	20			
6.	PLASTER STIRRER	20			
7.	SURFORM FILE FLAT	20			
8.	SURFORM FILE ROUND (Blade only)	15			
9.	SURFORM FILE HALF ROUND (Blade only)	15			
10.	PLASTER SPATULA	15			
11.	TAPE MEASURE	10			
12.	GONIOMETER	05			
13.	SPECIAL PLASTER KNIFE	05			
14.	DRAW KNIFE	02			
15.	Plaster Cutting Scissors	04			
16.	MANDRILLS	20			
17.	PLASTER SEPARATION SINK	01			



## E. PATIENT TRIAL AREA

Sl.No.	Name of Equipment	Minimum Requirement	Available	Not Available	Remarks
1.	PARALLEL BAR WITH MIRROR ON BOTH SIDE	01			
2.	PORTABLE HEAT GUN	01			
3.	CHORDLESS HAND DRILL MACHINE	01			
4.	REVOLVING CENTRE PUNCH	05			

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