



# **ASSESSMENT REPORT FORMAT**

## **Diploma in Hearing Aid and Ear Mold Technology(DHAEMT)**

### **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

**ASSESSMENT REPORT**  
**DHAEMT Program (New & Extension proposal)**

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

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

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**Section I (General Information)**

1. Online Proposal ID No.: .....

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

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

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

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

5. Name of the Head of the Institution: .....

Ph. No: ..... Mob. No.: ..... Fax: .....

e-mail: ..... Website:.....

6. Name of the informant.....designation.....Mobile no.: .....

7. Name of the Course Coordinator (with CRR Number).....

8. Nature of Management: (Please tick)

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

9. Society/Trust Registration No: .....Date of Registration: .....Date of Renewal: .....

10. State NOC issued in the name of .....

State NOC issued for Course..... NOC No. ....Date of Issue .....

Valid till.....(please attach the copy of State NOC)

11. Registered under PwD Act 1995 / RPwD Act 2016 : (copy enclose)

Certificate issued in the name of.....address.....

Date of Registration ..... Valid upto.....

12. Name of the affiliating University, (applicable for UG, PG and above level courses) :.....

.....(Please enclose copy)

13. Details of the courses being offered (other than the above):

Name of the course ..... Approval status..... Sanctioned Intake.....

14. Name of the other proposed course(s) .....

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

**Section II**  
**DHAEMT Program**

<b>1. Building (Please refer norms as prescribed in the respective syllabus)</b>											
<b>A. Essential</b>											
Sl.	Items	Required (Sq.ft)	Available	Points for Matching with the Norm					Raw Score <b>(A)</b>	Weightage <b>(B)</b>	Score (AxB)
				<b>(4)</b> 100% or above	<b>(3)</b> 80% or above	<b>(2)</b> 60% or above	<b>(1)</b> 40% or above	<b>(0)</b> Less than 40%			
1.1	<b>Classrooms*: (01 Room for every 20 students @10 square feet per student-220 sq.ft)</b>										
	Classroom 1	10x15									
*Calculate average of the above between 0-4 and put under raw score (A)										5	
1.2	<b>Ear lab (1-room)-01</b>	10x15								5	
1.3	<b>Hearing aid workshop-01</b>	10x15								4	
1.4	<b>Office room-01</b>	10x10								2	
1.5	<b>Library-01</b>	10x15								3	
1.6	<b>Separate Toilet for Boys /Girls</b>									2	
1.7	<b>Barrier Free Environment (classroom, toilet, drinking water facility)</b>									2	
1.8	<b>Overall impression of Building with respect to Space, Furniture, Fixture, Lighting, Ventilation</b>				<b>(4)</b> Excellent	<b>(3)</b> Good	<b>(2)</b> Average	<b>(1)</b> Poor		2	
<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	Actual Size	Points based on the Facility supporting the Course					Raw Score (A)	Weightage (B)	Score (AxB)	
			<b>(4)</b> More than Requirement	<b>(3)</b> As per Requirement	<b>(2)</b> Less than Requirement	<b>(1)</b> Negligible	<b>(0)</b> Not Available				
1.9	<b>Space for Recreation and sports</b>								2		
1.10	<b>Hostel for trainees</b>								2		
1.11	<b>Staff quarters</b>								1		
<b>Total</b>											
<b>Remarks (specify Sl. No. for which the remark is made)</b>											
<b>Photographs to be Enclosed for: 1.1 &amp; 1.7</b>											

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

2. Human Resources									
A. Essential									
Sl.	Name & designation	Required	Available	RCI CRR No. & validity	Scores		Raw Score (A)	Weighta ge (B)	Score (AxB)
					(4) (Eligible as per Norm)	(0) (Not Eligible)			
2.1 PR	<b>Full Time Core Faculty (02) and Clinical *(02) (core faculty and clinical staff strength should be increased in proportionate)</b>								
	Ear Mold technician-01								
	ITI instructor-01								
	*Calculate average of the above between 0-4 and put under raw score (A)								
								24	
2.2 PR	<b>Supporting Faculty-02</b>								
	Lecturer in Audiology- 1								
	Lecturer in Electronics- 1								
								8	
2.3 PR	<b>Supporting Staff : 03 (CRR Not required)</b>								
	Administrative Assistant-01								
	Library Assistant-01								
	Attenders-02								
	*Calculate average of the above between 0-4 and put under raw score (A)							4	
2.4	Salary structure and designation of core human resources in par with the UGC norms	Yes (4)			No (0)			4	
	Total								
Remarks (specify Sl. No for which the remark is made) :									
Photograph: Please take (a) group photo of core faculty with visiting experts; (b) group photo of guest faculty with visiting experts; (c) group photo of clinical/technical and admin staff with visiting experts									
B. Desirable									
Sl.	Items	(4) All Faculty	(3) 75% of Faculty	(2) 50% of Faculty	(1) 25% of Faculty	(0) None	Raw Score (A)	Weig htage (B)	Score (AxB)
2.5	Experience of the Core Faculty More than Prescribed years							4	
2.6	Additional Rehabilitation Qualification / Research Qualification of the Core Faculty (Ph.D)							3	
2.7	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)

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

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

4.Clinical Infrastructure											
A.		Essential									
Sl.	Items	As per Norm	Actual Status	Points for Matching with the Norm					Raw Score (A)	Weightage (B)	Score (AxB)
				(4) 100% or above	(3) 80% or above	(2) 60% or above	(1) 40% or above	(0) Less than 40%			
4.1 PR	Laboratory / Clinic (Min 300 sq.ft.) For detailed specifications, refer the respective syllabus									7	
4.2 PR	Tools & Equipments as prescribed in syllabus									7	
4.3	Test material/Raw Material as prescribed in syllabus									8	
* Score 4- As per Requirement, 3- Less then Requirement, 2- Few, 1- Negligible, 0- Not Available											
4.4	Information, Communication, Technology			(4) *	(3) *	(2) *	(1)*	(0) *		4	
4.5	Accessibility			(4) *	(3) *	(2) *	(1)*	(0) *		4	
<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 development own tools/equipment						3				
4.7	Clinical Infrastructure available for other disabilities						2				
<b>Total</b>											

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

5. Library Services											
A.		Essential									
Sl.N.	Items	As per Norm	Actual Status	Points for Matching with the Norm					Raw Score (A)	Weightage (B)	Score (AxB)
				(4) 100% or above	(3) 80% or above	(2) 60% or above	(1) 40% or above	(0) Less than 40%			
5.1 PR	Textbooks (As Per Syllabus)									20	
5.2	Computer with Internet			(4) Available and Used		(2) Available but not Used		(0) Not Available		5	
5.3	Maintenance of Records Related to Use of Library Services			(4) Available and Used		(2) Available but not Used		(0) Not Available		2	
5.4	Accessibility			(4) Available and Used		(2) Available but not Used		(0) Not Available		3	
										Total	
Remarks											
B.		Desirable									
Sl.	Items	Actual Status	Points based on the Facility supporting the Library					Raw Score (A)	Weightage (B)	Score (AxB)	
			(4) As per Requirement	(3) Less than Requirement	(2) Few	(1) Negligible	(0) Not Available				
5.5	Peer Reviewed Journals subscribed								1		
5.6	Photocopy Services		(4) Available and Used		(2) Available but not Used		(0) Not Available		1		
5.7	Professional Management of Library Services		(4) Available and Used		(2) Available but not Used		(0) Not Available		1		
5.9	Reading Room Facility		(4) Available and Used		(2) Available but not Used		(0) Not Available		2		
										Total	
Remarks (specify sl. No for which the remark is made) :											
Photographs: Enclose 5 photographs of library resources room showing the facilities, etc.											

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

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

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)



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

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

### Section III

## Verification of Credentials of Training Institution

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

Sl. No	Credentials	Yes	No	Maximum Score	Score Obtained
1	Experience of the Institute in the area of Disability Rehabilitation more than ten years			2	
2	Experience of the Institute conducting RCI approved courses more than ten years			2	
3	Number of consecutive 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	
9	Professor Emeritus positions for core faculty			2	
Total					
<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>					
Remarks:					

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

#### Section IV

Summary of Scores for Diploma level (New Proposal)							
SL	Parameters	Essential (Part A)			Desirable (Part B)		Credentials (Part C)
		Max. Score	Obtained Score	%	Max. Score	Obtained Score	Obtained Score (out of 10)
1	Building	100			20		
2	Human Resources	160			40		
3	Clinical Services	160			40		
4	Clinical Infrastructure/ Resource Room	120			20		
5	Library Resources	120			20		
6	Community Promotional Activities	80			40		
<b>Total</b>		<b>740</b>			<b>180</b>		

Summary of Scores for Diploma level (Extension Proposal)							
SL	Parameters	Essential (Part A)			Desirable (Part B)		Credentials (Part C)
		Max. Score	Obtained Score	%	Max. Score	Obtained Score	Obtained Score (out of 10)
1	Building	100			20		
2	Human Resources	160			40		
3	Clinical Services	120			20		
5	Clinical Infrastructure	120			20		
6	Library Resources	80			40		
7	Community Promotional Activities	160			40		
	Curricular Transaction						
<b>Total</b>		<b>740</b>			<b>180</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 weakness (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. 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

# CHECK LIST

## Diploma in Hearing Aid and Ear Mold Technology

The following are the specific requirements for starting a Diploma in Hearing, Language and Speech with an intake of 20 students in addition to the general requirements documented by RCI.

### Infrastructure

The following infrastructure is a must for a batch of 20 students.

#### 1.0 Staff

##### 1.1 Core faculty

- |    |                     |   |
|----|---------------------|---|
| a) | Ear Mold technician | 1 |
| b) | ITI instructor      | 1 |

##### 1.2 Supporting Faculty / Staff

- |    |  |   |
|----|--|---|
| a) | Lecturer in Audiology<br>(with M.Sc-Aud. Or M.Sc (Sp. & Hg).or MASLP)    | 1 |
| b) | Lecturer in Electronics<br>(with B.E- Electronics or M.Sc - Electronics) | 1 |

#### 1.3 Supporting Staff

- |    |                          |   |
|----|--------------------------|---|
| a) | Administrative Assistant | 1 |
| b) | Library Assistant        | 1 |
| c) | Attenders                | 2 |

#### 2.0 Equipment

- Hydraulic Press
- Polishing Unit
- Thermal / Hot Oven
- Micro Motor
- UV light pistol
- UV Cure Unit
- Duplicating Device
- Wax immersion kit
- Ultra sonic cleaner
- Plaster dispenser
- Work bench with Suction Unit
- Dental Lathe
- Vacuum mixer
- Vibrator
- Pressure pot
- Air compressor
- Hearing aid analyzer.
- Illuminating magnifying lens 3 x for BTE aids
- Multi meter digital

## 2.1 Tools

Street noseplayer 5"	<b>Basic Material for UV Cure Mold Making</b>
Steel outtr 4"	Silicon Impression Material
Screwdrivers 3",4",5"	Impression Syringe
Brush	Bayonet Tweezers
Forceps	Impression Wax Green
Knife	Dipping Sieve
Round file Jewellers	Investment form Transparent
Flat file Jewellers	Duplicating Gel Agar
Cuttingplier 6"	LP cleaner
Benchvice	LP/H Transparent (Hard UV Polymer)
Small Hacksaw	Flex AB 40 (Soft UV Polymer)
Hand drill with bits 0.8 mm to 2mm	Pump Dispenser for UV polymer
Watch mechanic screwdriver set	UV Safety Goggles
Soldering Iron (Soldron or Tony make) 25 watts with different tips	Glue for tubing
Soldering Iron stand	Glue Primer
Soldering paste	Metal snap ring
Soldering lead 100 gins 60-40	Place maker for snap ring
Battery compartment or battery bolder	Snap ring for soft ear mould
Signal injector	Connecting Spring for soft ear mould
Cello tape	Lacquer for UV Hard
Bonefix	Lacquer for UV Soft
Flexible wire 7 stand	Transparent container for Cleaning liquid
Disposable syringe	Pre Bend PVC soft tube
Stethoscope without diaphragm	Ear light
Spare hearing aid cords 2 pin single cord, 2 pin v cord, 3 pin single cord	
Cord tester and cell tester or multimeter	<b>Basic Materials for Soft Mold Making</b>
Desoldering pump	Silicon Impression Material
Bee wax	Impression Syringe
Table lamp and 2 tube lights.	Flask and clamp
	Rubber Bowl
<b>Basic Materials for Hard Mold &amp; Hard Shell Making</b>	Plaster Spatula
	Plaster of Paris
Flask & Clamp	Stone plaster
Glass Bowl	Bayonet Tweezers
Cotton Buff	Scooping Instrument (Probe)
Soldering Gun	Could Mould Seal
Silicon Impression Material/Alginate	Silicon Packing Material
Impression Syringe	Silicon Injector
Rubber bowl	Mixing Canula
Spatula	Canula tip
Plastic sheet	Lacquer
Impression Lids	Pre Bend PVC soft tube (1.5x2.5mm)
Plaster of Paris	Pre Bend PVC soft tube (2.0x3.1mm)
Stone Plaster	Ear light

Could Mould Seal 3.5 lt	
Heat Cure Polymer 3kgs	
Heat Cure Monomer 4lt	
Self Cure Monomer & Polymer	
Pumice 1kg	
Snap rings	
L- Connector	
PVC Soft Tube 1 roll	
Ear light	

### 3.0 Space

- |                                 |       |
|---------------------------------|-------|
| a) 10x15' Classroom             | 1 No. |
| b) 10x15' Ear lab               | 1 No. |
| c) 10x 15' Hearing aid workshop | 1 No. |
| d) 10x10' Office room           | 1 No. |
| e) 10' x 15' Library            | 1 No. |

### 4.0 Furniture

- Furniture for storing finished products
- Chairs and work benches (4 each)
- Wooden table measuring 2' x 4' with 2' height (4)
- Chairs (4) and steel almirahs (2)
- 5 amps multisoocket with switch (2)

### 5.0 Library

The following books are minimum

- Floyd, T.L. (1986). Digital fundamentals. Universal Book Stall, New Delhi.
- Hersh M. A. & Johnson M.A. (2003). Assistive technology for the hearing impaired deaf and deaf blind. Springer, London.
- Johnson, G. H. (2002). Impression materials. In R.G. Craig and J. M. Powers (Ed.). Restorative dental materials 11th India Private Limited.
- Katz, J. (1978). Handbook of clinical audiology, 2 ed. Chapter on Ear moulds, Vol I, Williams and Wilkins, Baltimore.
- Leavitt. R. (1981): Ear moulds: Acoustic and structural consideration. In Hodgson W. R. And Skinner P. H (Eds). Hearing aid assessment and use in audiological habilitation
- Loavenbruk, A. M., & Madell, A. I. (1981). Hearing aid dispensing for audiologist. A guide for clinical service. New York: Grune and Stratton.
- Mehta, V.K. (1994). Principles of Electronics. S Chand & Co., New Delhi.
- Pollack, M. C., & Morgan, R. (1980). Ear mould technology and acoustics. Pollack M. C. (Ed). Amplification for the hearing impaired. 2nd Grune and Stratton, 111 – 113.
- Sandlin, R. E. (1995). Hand book of hearing aid amplification. Singular Publications, San Diego.
- Tucker, I., & Nolan, M. (1984). 'The Ear mould' in Educational Audiology, Great London, Croom Helm Ltd., 172 – 199). Baltimore, Williams and Wilkins,
- Vonlanthen, M. (2000). Hearing instrument technology. San Diego, San Diego.