



सत्यमेव जयते



भारतीय पुनर्वास परिषद्

ASSESSMENT REPORT FORMAT

Bachelor in Prosthetics and Orthotics (BPO) & Master in Prosthetics and Orthotics (MPO)

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
B.P.O. & M.P.O.
(Fresh / Extension)

General Information

1.1 Name of the program being inspected:.....Online Proposal ID No:

In case of Extension: Previous Approval Letter No. Date: Sanctioned seats:

1.2 Date & time of Inspection:

1.3 Name, Address with longitude & latitude coordinated & Website of the Institution:.....

(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):

Rehab. Qualification: CRR Number..... Mobile no.: e-mail:

1.6 Nature of Management: (Please tick)

Central Govt. : ☐ State Govt.: ☐ Pvt. University/Deemed: ☐ 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 only)

NOC issued for Course..... NoC No. Date of Issue: Valid till

1.8 Registered under RPwD Act 2016: **YES / NO**

If yes, Certificate issued in the name & address:

..... Date of Registration Valid up to.....

1.9 Name(s) of the other RCI recognized programs being offered:

..... Approval status Sanctioned Intake

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

.....

1.11 Name of affiliating University (for Degree Level programs only):

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

.....

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

Note: On-site assessment photographs and documents should be enclosed with report. Online assessment all photographs and documents should be shown online and to be recorded from remote location.

(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)	4	0	2	
A5.10	NIRF Ranking (100 or Less)	4	0	2	
Total A5D					
No score to be given if documentary proof not available.					
Remarks:					

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

Part B

B 1 Human Resources (Please refer norms as prescribed in the respective syllabus)

B1.E		Essential							
Sl.	Name & designation	Mention Eligibility/ Experience as per Norm	Actual Qualification/Experience	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- As per Curriculum/syllabus/Guidelines. The numbers are exclusive for one program, and faculty requirement for additional programs should be seen over and above these requirements.								
	*Calculate average of the above between 0-4 and put under raw score (A)							25	
	**Applicable only when assessment is undertaken for 40 seats.								
1.2	Allied Faculty (part time) As per Curriculum/syllabus/Guidelines. (CRR No. is not applicable for allied faculty)								
	*Calculate average of the above between 0-4 and put under raw score (A)							5	
1.3	Supporting Staff-Technical-As per Curriculum/syllabus/Guidelines.								
	*Calculate average of the above between 0-4 and put under raw score (A)							3	
1.4	Supporting Staff-Administrative (Full time or part-time). As per Curriculum/syllabus/Guidelines.								
	*Calculate average of the above between 0-4 and put under raw score (A)							3	
1.5	Salary structure and designation of core human resources at par with the UGC/Govt. norms		Yes (4)		No (0)			4	
	Total								
Remarks (specify Sl. No for which the remark is made and should not be kept blank) :									

B1.D	Desirable								
Sl.	Items	(4) All Faculty	(3) 75% of Faculty	(2) 50% of Faculty	(1) 25% of Faculty	(0) None	Raw Score (A)	Weightage (B)	Score (AxB)
1.6	Experience of the Core Faculty More than Prescribed years							5	
1.7	Additional Rehabilitation Qualification / Research Qualification of the Core Faculty (Ph.D.)							5	
1.8	Provision for retention and promotional avenues for the Faculty & Staff through as per RCI norms.	Yes (4)			No (0)			5	
	Total								

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

B 2 Clinical Infrastructure (As per Curriculum/syllabus/Guidelines of BPO)											
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	Clinical Meeting/OPD facility									1	
2.2	Prosthetics Laboratory									6	
2.3	Orthotics Laboratory									6	
2.4	Measurement/Casting Lab									1	
2.5	Positive Cast Modification Lab									1	
2.6	Gait Training facility									1	
2.7	Tools & Equipment									6	
2.8	Test material/Raw Material									4	
2.9	Information, Communication, Technology									1	
2.10	Accessibility									1	
2.11	Overall impression of Clinical Infrastructure with respect to Spacing, Lighting, Ventilation and safety									2	
Score 4- As per Requirement, 3- Less then Requirement, 2- Few, 1- Negligible, 0- Not Available											
										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						
2.14	Development of indigenous products such as tools/ tests/ protocol tools/ equipment						10				
2.15	Clinical Infrastructure available for other disabilities						5				
							Total				

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

B 3 Clinical Services (As per Curriculum/syllabus/Guidelines of BPO)											
B3.E		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)									8	
3.2	Number of P&O Cases in a year (New & followup)									8	
3.3	Clinical staff having valid RCI Registration									6	
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) :											
B3.E		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)										
B4.E	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								04	
4.2	Attendance of Students and Faculties based on Biometry								04	
4.3	Use of ICT in classroom teaching								04	
4.4	Supervision of practical components, Practical Records								08	
4.5	Field visits & its report								05	
4.6	Assignments / projects / seminar/case conference								04	
4.7	Students Progression: Continuous Assessment, Results of students								04	
4.8	Pre-CRR Status								02	
4.9	Overall impression of Curricular Transaction through interaction with students and faculty		(4) Excellent		(3) Good	(2) Average	(1) Poor		05	
									Total	
B4.D	Desirable									
4.10	Mentoring, Tutorial and Coaching Facilities			(4) Yes		(0) No			05	
4.11	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)

PART C

Summary of Scores for BPO/MPO (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	80			40	
A4	Faculty Development and Research	120			40	
A5	Institutional Achievement (Credential)				80	
		420			200	
Part-B						
B1	Human Resources	160			60	
B2	Clinical Infrastructure	120			60	
B3	Clinical Services	160			40	
		440			160	
Total(A+B)		860			360	

Summary of Scores for BPO/ MPO Program (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	80			40	
A4	Faculty Development and Research	120			40	
A5	Institutional Achievement (Credential)				80	
		420			200	
Part-B						
B1	Human Resources	160			60	
B2	Clinical Infrastructure	120			60	
B3	Clinical Services	160			40	
B4	Curriculum Transaction	160			40	
		600			200	
Total(A+B)		1020			400	
Sl.	Components	Weightage of Scores			Final Score	
1	Essential	70%				
2	Desirable	30%				
Total		100%				

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

Summary of Assessment

Summarize your observation by mentioning strengths and 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)

Declaration

1. We hereby declare that the assessment 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