ASSESSMENT REPORT FORMAT
M.Phil Clinical Psychology

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
M.Phil Clinical Psychology (New & Extension proposal)

Note: The neatly handwritten / typed report must be completed jointly by the visiting experts and signed by them on each page. Additional sheets may be used, if required. Verification and Validation of the relevant documents and data must be thorough so that the entire evaluation processes enhance objectivity and transparency. The content of report including rating assigned must be robust and scalable.

Section I(General Information)

1. Name and Address of the Institution (<u>where inspection is carried out</u>):…………………………………..

…….

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. Prerequisites (1 – 10) as outlined in the Syllabus has been met/not met in case of new proposal: …………..

6. Name of the Head of the Institution: …………………………………………………………………………….

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

e-mail: ……………………………………………………… Website:…………………………………………………

7. Name of the informant……………………………………designation………………………Mobileno.: ………………………

8. Name of the Course Coordinator (with CRR Number)……………………………………………………………

9. Nature of Management: (Please tick)

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

10. Society/Trust Registration No: ………….…...Date of Registration: ………………Date of Renewal: ………………

11. 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)

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

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

Date of Registration ………………………………… Valid till…………………………………………………………….

13. Name of the affiliating University (applicable for UG, PG and above level courses):…………………………
……………………………………………………………………………………………(Please enclose copy)

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

(Signature of Visiting Expert 1)   **(Signature of Visiting Expert 2)**

1. Building								
A.	**Essential**							
Sl.	Items	Required size	Available Size	**Points for Matching with the Norm**			Raw Score (A)	Weightage (B)	Score (AxB)
				(2) Above 80%	(1) 40 – 80%	(0) Below 40%			
1.1	ICT-enabled Classroom	300 Sq.ft. X1						4	
1.2	ICT -enabled Seminar Hall	600 Sq.ft. X1						4	
1.3	Faculty room	100 Sq.ft. X No.ofFaculty						5	
1.4	Office	300 Sq.ft. X1						3	
1.5	Multipurpose Hall	400 Sq.ft. X1						3	
1.6	Departmental Library	400 Sq.ft. X1						3	
1.7	Psychological Testing Cubicle	100 Sq.ft. X No.of Trainees						4	
1.8	Psychotherapy Room	100 Sq.ft. X No. of Trainees						4	
1.9	Biofeedback Room	100 Sq.ft. X1						3	
1.10	Behavior Therapy/ Relaxation Room	100 Sq.ft. X1						3	
1.11	Play Therapy Room	100 Sq.ft. X1						2	
1.12	Psychology Lab/Stock Room	220 Sq.ft.X 1						3	
1.13	Restroom for Male/Female	No.1						2	
1.14	Accessibility	Barrier free						3	
1.15	Is building duly furnished with Signage, Notice, Direction, Fixture, Lighting, Furniture, Wheel chair and well ventilated/humidity controlled?							4	
								Total	

Remark (on qualitative aspect/s of the building and adequacy):

(Signature of Visiting Expert 1)   **(Signature of Visiting Expert 2)**

1 B.	**Desirable**								
Sl.	Items	Required size	Available Size	**Points is based on the extent to which the facility support the Training**			Raw Score (A)	Weightage (B)	Score (AxB)
				(2) Good/ Adequate	(1) Average	(0) Poor/ Inadequate			
1.16	Space for recreation & sports							1	
1.17	Hostel for trainees (M/F)							1	
1.18	Staff quarters							1	
1.19	CCTV surveillance at critical areas							1	
1.20	Cafeteria for staff & patients							1	
1.21	Auditorium for CRE/Conference							2	
1.22	Fire safety Measures							1	
1.23	Power backup							1	
1.24	Disabled-friendly washroom							1	
								Total	

Remark (on qualitative aspect/s of the building and adequacy):

Photographs to be Enclosed for: 1.1 to 1.12

(Signature of Visiting Expert 1)   **(Signature of Visiting Expert 2)**

2. Human Resources:

Refer Syllabus for required **Cadre Strength** (Norm) for the proposed/sanctionedintakeof_____seats/annum.

Norm:Professor/Addl.Professor:___,   AssociateProfessor:_____,   AssistantProfessor:_____

Actual:Professor/Addl.Professor:_____,   AssociateProfessor:_____,   AssistantProfessor:_____

A.	Essential							
Sl. 2.1	Name of the faculty* & Designation	Qualification and Experience	CRRNo. and its validity	**Number of intake proposed in his/her name**		**Raw Score (A)****	**Weightage (B)**	**Score (AxB)**
				(2) Eligible as per Norms for the proposed Intake	(0) Not Eligible			
	* Attach PAN copy and last 6 month salary statement from the bank authority ** Calculate average score (between 0 & 2) and enter under raw score (A). (Total score obtained from all faculty divided by number of core faculty required as per Norms for the intake proposed is the average. Existing but not eligible as per Norms shall be NOT counted while calculating average. Score AxB range from 0 to 80.)						40	
2.2	**Administrative Staff ***			(2) Yes	(0) No			
	1.Dept. Secretary (Receptionist) cum System Operator							
	2.Lab technician/assistant							
	3.Trained librarian							
							10	
2.3	**Teacher Profile and Quality**		**Based on key indicators such as trainees' progress and faculty profile**					
	Faculty members strive for ethical behavior, follow professional code of conduct and fulfill their professional responsibility, continuously seek improvement and try best for institutional excellence		(2) Above 80% of faculty	(1) 40 – 80% of faculty	(0) Below 40% of faculty		10	
2.4	Faculty members have credibility as professionals and has NOT been charged for violation of any ethical principles or for professional misconduct						10	
2.5	Competency of faculty & staff (gained through group interaction with trainees and their evaluation of each member, stakeholders' feedback and visiting team's observation)						10	
							Total	

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

| Photograph: a) group photo of core faculty with visiting experts; b) group photo of non-teaching staff with visiting experts |

| B. | **Desirable** |

SI.	Items	Points based on the No. and contributions to the professional training			Raw Score (A)	Weigh tage (B)	Score (AxB)
		(2) Above 75% of Cadre strength	(1) 25-75% of Cadre strength	(0) Below 25% of Cadre strength			
2.6	Experience of the Core Faculty more than Prescribed years					5	
2.7	Additional Qualification such as national & international fellowship, visiting professorship, advisory to State/Central Govt. etc.					5	
2.8	Guest faculty is being appointed for teaching interdisciplinary topics eg. Neurologist/Physician/ Psychiatrist/Pediatrician/Statistician	(2) Yes and adequate	(1) Yes but inadequate	(0) No		10	
						Total	

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

(Signature of Visiting Expert 1)   (Signature of Visiting Expert 2)

3. Clinical Services

A. Essential

Sl.	Items	Norm	Actual Status	Points for Matching with the Norm or Professional Requirements			Raw Score (A)	Weightage (B)	Score (AxB)
				(2) Above 80%	(1) 40 – 80%	(0) Below 40%			
3.1	Clinical services for Mental Health problems/ Issues	Separate Dept. must be functioning atleast for past 6 month with average of 250 cases/month						8	
3.2	Liaison with other disciplines andpart ofinterdisciplinaryServices	Active liaison/ Collaborationwith Psychiatry.Pediatrics, Neurology, Medicine, Surgery, Cancer, OBG etc.						4	
3.3	Volume of Therapy Cases	75% of the total turnover						4	
3.4	Variety of Clinical Population	Cases for Psychotherapy, BT, Biofeedback, Marital/Family/ Sex/ Group therapy& for variety ofAssessment						6	
3.5	Psychological Tests and their accessibility	Updated tests/ battery/scales of all domains available & easily accessible						6	
3.6	Equipments/ Apparatus and their accessibility	Available in Workingcondition andEasilyaccessible						6	
3.7	Clinical Faculty (with valid CRR) and intake ratio	Professor/ Associate Professor 1:4 Assistant Professor 1:2						6	
3.8	Turnover of Cases per month and intake ratio	50:1						6	
3.9	Core Tests/ Equipment and intake ratio	1:2						2	

Sl.	Items		Point is on the availability and contributing to the professional training					
			(2) Yesand Efficient	(1) To some Degree	(0) Not at all			
3.10	Quality of Clinical Services	Services are effective, high quality, patient friendly, accessible, affordable, acceptable, confidential and timely					5	
3.11	Clinical approach	Follow standard clinical practice guidelines in all interventions					5	
3.12	Quality improvement system	Monitor quality & effectiveness of clinical services					4	
3.13	Record Keeping	Maintain case record for the continuity of care & legal purposes					2	
3.14	Rights and Confidentiality	Consent/Assent/ Advance Directives are					4	

Sl.	Items						Weightage	
		obtained and Confidentiality protected						
3.15	Benchmark Services	Implement evidence-based interventions and universal practice					6	
3.16	Code of Conduct and Professional Ethics	Code of conduct and professional ethics as outlined by RCI are implemented and patients' safety is ensured					6	
						Total		

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

Photographs: 5 Photographs of clinical service set-up showing the facilities, activities, tests/equipments and record keeping

B	**Desirable**							

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

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

Signature of Visiting Expert 1)   **(Signature of Visiting Expert**

4.Clinical Infrastructure									
A.	**Essential**								

Sl.	Items	As per Norm	Actual Status	Point is for Matching with the Norm and Professional requirements			Raw Score (A)	Weight age (B)	Score (AxB)
				(2) Yes and Efficient	(1) Yes but Inefficient	(0) Not at all			
4.1	Physical	Adequately furnished room for every faculty & trainee to maintain confidentiality						6	
4.2	Service delivery and integration	Different services are divided into separate section and clinical training is co-located & integrated						4	
4.3	Appropriate Services for distinct population	Many Inter-disciplinary special clinics exist						6	
4.4	Psychological Tests	Soft & Hard copies of Clinical Tests with local norms, Computer- based Diagnostic & Therapy Manuals						6	
4.5	Equipments	Therapy/test Apparatus as per Norms, in working condition						6	
4.6	Infrastructure for laboratory-based learning	Facility for Demo, Audio- visual, ICT enabled lab for acquiring assessment and therapy related soft skills						6	

Sl.	Items		Point is based on the availability and support to the professional training					
			(2) Yes and Adequate	(1) To some Degree	(0) Not at all	Raw Score (A)	Weightage (B)	Score (AxB)
4.7	Psychosocial clinical services are easily accessible/ reachable to all patients/family/professionals of other disciplines/organizations/schools/NGOs etc.						3	
4.8	A reception center exists for coordinating self, inter and intra dept. referrals and record maintenance						2	
4.9	A system for follow-up care exists and continuity of services are ensured						2	
4.10	Infrastructure for community-based learning such as extension clinic, outreach services and collaboration with PHC/PHU exists						5	
4.11	Separate case-file for psychotherapy work & record room exists						3	
4.12	Standard procedure for retention, transfer, accessibility and disposal of case records is followed as per the law						3	
4.13	Basic amenities for Patients attending services such as toilets, drinking water, fans, cafeteria/wheel chair etc.						3	

4.14	Display of Faculty & Trainees names, qualifications, services available, charges (Fee) for services, organogram, specific notices etc.						3	
4.15	Helpline contact No., Grievances redressal system for patients/caregivers available and displayed						2	
						Total		

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

Photographs: 5 photographs of clinical infrastructure showing the facilities and activities

B	**Desirable**							
Sl.No.	**Item**	**Point is based on the Facility supportingService activities**						
		(2) Available and efficient	(1) Available butnotefficient	(0) Not at all	**Raw Score (A)**	**Weight age (B)**	**Score (AxB)**	
4.16	Innovation in Clinical services such as residential PMT for families, Special Aids/ appliances, skill training, develop. of new assessment tools etc.					4		
4.17	Infrastructure available for Rehab. of other disabilities such as ID, SLD,ASD etc. for cross-disciplinarylearning					4		
4.18	Affordable facilities for overnight stay for patients & family such as dormitory, rooms etc. are available within Center					1		
4.19	Easy reach of Bank, ATM, Post-office, Public/private transport, Parking facility, Lockers, Cloakroom, Emergency Medical Services etc.					1		
						Total		

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

Signature of Visiting Expert 1)   **(Signature of Visiting Expert**

5. Library Services (Verify and attach documentary evidence where required)

A.	Essential								
Sl.No.	Items	As per Norm	Actual Status	Point is for Matching with the Norm and how well it supports the Training			Raw Score (A)	Weight age (B)	Score (AxB)
				(2) Above 80%	(1) 40 – 80%	(0) Below 40%			
5.1	TextBooks and Reference Books	Syllabus specific primary content and specialty areas such as Neuropsy., Biofeedback, Beh. Med.etc. (hard or softcopy)						18	
5.2	Journals in Core subject areas	Natl./Intl. peer-reviewed/ indexed Jrl. (hard/soft-copy)						8	
5.3	Computers	With Internet + Printer + Statistical software(SPSS) 1:4 Intakeratio						6	
5.4	Departmental Library	Quick Reference books, Therapy manuals, Diagnostic tools such as ICD, DSM, Interview schedule etc. as indicated in syllabus						6	
5.5	Professional Management of library services			Point is based on the availability andsupport to professional training				2	
				(2) Yesand effective	(1) Yes but not effective	(0) Not at all			
5.6	Maintenance of Record related to extent of use of library services			(2) Yes and used efficiently	(1) Available but not used	(0) Not Available		2	
5.7	Library infrastructure/services are made available, on demand, for max. utilization by staff & trainees			(2) Yes and efficiently	(1) Available but not used	(0) Not Available		2	
5.8	Audio-visual facilities for development, review and screen educational materials for purpose of learning			(2) Yes and used efficiently	(1) Available but not used	(0) Not Available		2	
5.9	Digital resources – membership/ subscription to e- journals and e-book consortia, Shodhganga, discipline- specific database etc.			(2) Available & adequate	(1) Available butgrossly inadequate	(0) Not Available		4	
5.10	Reading room facility for individual and group learning			(2) Available and adequate	(1) Available but inadequate	(0) Not Available		4	
5.11	Library holdings & acquisition register or digital data			(2) Yes and adequate	(1) Available but Inadequate	(0) Not Available		2	

Sl.No.	Items	Point is based on the availability and support to professional training			Raw Score (A)	Weigh tage (B)	Score (AxB)
5.12	Photocopy/print/photo/video recording/stenciling services etc. at affordable charges	(2) Yes and used Efficiently	(1) Available but not used	(0) Not Available		4	
						Total	

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

B. Desirable

Sl.No.	Items	Point is based on the availability and support to professional training			Raw Score (A)	Weigh tage (B)	Score (AxB)
5.13	Average annual expenditure for purchase of books and journals (including e-resources)	(2) Available and adequate	(1) Available but inadequate	(0) Not available		2	
5.14	Automation of library using the ILMS providing remote access to e-resources in the library	(2) Fully Automated	(1) Partial Automation	(0) Not undertaken		2	
5.15	Arrangements for sharing of facilities with other Lib. for interdisciplinary and multi-disciplinary research	(2) Available and Used	(1) Available but not Used	(0) Not Available		2	
5.16	Organize and/or support educational programs to develop trainees' skills in locating and using information	(2) Yes and adequate	(1) Yes but not adequate	(0) No Activity		4	
						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 (Verify with documentary proof such as Reports, Photographs, and News Clippings)

A.	Essential						

Sl.No.	Items	Point is given for matching with the Professional Requirements/Training			Raw Score (A)	Weight age (B)	Score (AxB)
		(2) Yes and Efficient	(1) Yes but not Efficient	(0) Not Undert aken			
6.1	Extension and/or outreach clinical services either own or in collaboration					8	
6.2	Community education programs on sensitization, awareness etc. and health camps					6	
6.3	Collaborations with School/NGO/Industry for primary prevention, promotion of mental health and early identification					8	
6.4	Development and distribution of resource material such as audio visual/ brochure/ handbills etc. for public education and empowerment					6	
6.5	Conduct of screening/assessment for at risk population such as highway drivers, CSWs, abused, vulnerable,street children, elderly etc.					6	
6.6	Offering Tele-counseling, Help-line, Crisis intervention, Running AA group etc.					6	
						Total	

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

B	Desirable (Verify with documentary proof such as Reports, Photographs, and News Clippings)						

	Items	Point is based on, initiatives are supporting service activities & enhancing the coverage			Raw Score (A)	Weight age (B)	Score (AxB)
		(2) Yes & Adequate	(1) Yes but Inadequate	(0) Nil activity			
6.7	Periodically organize exhibition/street play/ skit for awareness/education					4	
6.8	Consultation/counseling services to family court, juvenile court, destitute home, prison, war veterans etc.					8	
6.9	Capacity building – training & involvement of staff, health workers, recovered clients and their families in MH services					4	
6.10	Advocacy to increase clinical networking, service coverage and policies					4	
						Total	

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

(Signature of Visiting Expert 1)   **(Signature of Visiting Expert 2)**

7. Faculty Development and Research (verify with official documents, reprints and certificate of participations etc)

A. Essential

Sl.No.	Items	Point is given depending on the Percentage of Faculty involved			Raw Score (A)	Weight age (B)	Score (AxB)
		(2) Above 80%	(1) 40 – 80%	(0) Below 40%			
7.1	Paper Presentation in National/ International Meet/Conf./Seminars					4	
7.2	Publications in National/International) Indexed Journals					7	
7.3	Authored Chapter/Book/Manual with ISBN number					7	
7.4	Invited participation in Workshop/Seminar/Conference/Symposium etc.					4	
7.5	Research/development collaborations with other agencies of professional & social relevance					8	
7.6	Faculty engagement in interdisciplinary and inter-departmental research activities and resource sharing					8	
7.7	Faculty organizing Seminars/ Symposia/ Workshops/CRE events					6	
7.8	Specific objectives and expectedLearning Outcome of Seminar/Workshop/CRE etc. are defined, measured andanalyzed					4	
7.9	Research/Scientific Award has been won by faculty members/trainees for innovation					6	
7.10	Research Guidance by the Faculty at Ph.D. level					6	
						Total	

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

B. Desirable

Sl. No.	Items	Point is given depending on the Initiatives and infrastructure exists			Raw Score (A)	Weight age (B)	Score (AxB)
		(2) Yes and Adequate	(1) Yes but inadequate	(0) Nil facility			
7.11	Projects are undertaken - Externally Funded					4	
7.12	Projects are undertaken - Internally Funded					3	
7.13	Administration is responsive and supportive in utilizing grants and resources available					2	
7.14	Infrastructure in terms of space and equipment, and seed money are made available for research					4	
7.15	Department conducts workshops/seminars for external agency for which the expertise of faculty is the major input					2	
7.16	Faculty development programs (FDPs) are organized by the department					3	
7.17	Resource mobilized by the Dept. (through donation, CSR, consultancy, sponsorship etc.) for research					2	
						Total	

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

(Signature of Visiting Expert 1)　　　　　　　　　　　　　　　　**(Signature of Visiting Expert 2)**

8. 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)

A	**Desirable**							
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			
8.1	Academic governance matches the institutional vision and mission						4	
8.2	Annual framework of teaching, learning, research, clinical training, postings, submissions, evaluation and administrative events are published/circulated on opening day of the program						4	
8.3	Evaluation of attainment of learning outcome (knowledge, skill and attitude) based on the program objectives as defined in the syllabus						2	
8.4	Periodic assessment of quality of involvement of trainees in clinical activities & patients' care						2	
8.5	Strategies in place to cater to diverse needs/career plan of trainees						2	
8.6	Supervised clinical experience: Each trainee shall have Min. 3600 hr. of direct patient contact over 2 year period with at least 4 hr. of face-to-face supervision/ week by qualified clinical faculty						10	
8.7	Diversity of clinical exposure: Adult, Child, Family/ Marital, Sexual, Substance Use, Psychodiagnostics, Neuropsych., Rehabilitation, Medical Diseases						10	
8.8	Didactic lectures in specific areas: Approx. 360 hr. of instruction over 2 year period on units outlined in the syllabus						4	
8.9	Lecture schedule for each theory paper is published in the beginning of the academic year						2	
8.10	Academic presentation by trainee: Each trainee shall present/discuss on topics as allotted for total 320 hr. Min., over 2 year period at least on Min.16 academic events						4	
8.11	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	

Sl. No.	Description						
8.12	Psychodiagnostic and Psychotherapy records are submitted by I & II yr. trainees as outlined in the syllabus					4	
8.13	Trainees maintain a logbook for clinical work carried out under supervision for the entire 2-yr duration with sufficient details as outlined in the syllabus					2	
8.14	Progression of clinical training is periodically evaluated through theory & practical exams at least twice a year					4	
8.15	Periodically trainees evaluate the faculty members involved in teaching & training, anonymously					2	
8.16	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	
8.17	Psychodiagnostic, psychotherapy and dissertation submissions are evaluated objectively and the trainees are made known of the criteria & weightage before hand					2	
8.18	Posting for extra-institutional learning in specialty area has been worked out and practiced as given in syllabus					2	
8.19	Trainees are taught in Clinical Practice Guidelines and keep updating Standard of Practice for each disorder/condition					5	
8.20	Therapy outcome is assessed by patients/family/caregivers attending the services					2	
8.21	Use of ICT in all Academic events and classroom teaching					1	
8.22	Maintenance of Biometric attendance of Students, Faculties & Staffs					2	
8.23	**Overall impression of Curricular Transaction through interaction with students and faculty**	(2) Efficient	(1) Average	(0) Inefficient		4	
					Total		

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

(Signature of Visiting Expert 1)   **(Signature of Visiting Expert 2)**

B.	**Desirable**						
Sl. No.	**Items**	**Point is 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			
8.24	Development of A-V/Accessible lessons by the faculty					4	
8.25	Interview of the exiting (retired/resigned) faculty is conducted by a third party and action taken on the feedback					2	
8.26	Road map for growth, quality assurance and enhancement over next 5 year is prepared and widely publicized					4	
8.27	At least 3 quality benchmark has been identified by the department in mental health service and training					4	
8.28	Registered & functional Alumni Association exists and support/ contribute to development and services					6	
					Total		

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

(Signature of Visiting Expert 1)   **(Signature of Visiting Expert 2)**

Credentials of Training Institution

(Documentary evidence in respect of each credential shall be enclosed. Do not score if evidence is not available)

Sl. No	Credentials	Yes	No	Maximum Score	Score Obtained
1	Experience of the Institute/university in the area of Disability Rehabilitation more than ten years			2	
2	Experience of the Institute/university conducting RCI approved courses more than ten years			2	
3	Number of permanent approval (05 years) from RCI more than two times for any program being conducted at the institute/university			2	
4	Achievement of the Institute/university – State level recognition by Govt. (Eg. outstanding performance in sports, culture, academic, service etc.)			1	
5	Achievement of the Institute/university – National Level recognition by Govt. (Eg. outstanding performance in sports, culture, academic, service etc.)			2	
6	State Level Govt. recognition to any of the Employee of the institute or university working for not less than 05 years			1	
7	National Level Govt. recognition to any of the Employee of the institute or university working for not less than 05 years			2	
8	Institute or university has several research collaborations and funding by major Science & Technology Organizations at National & International level (Eg.DST, CSIR, ICMR, DRDOetc.)			2	
9	Many Patents are awarded/filed by faculty members and/or technology has been transferred for application by the institute or university			2	
10	Accreditation by International bodies such as ASIC, WASC, QS, CIS etc. at institute or university level			2	
11	Subject experts/authority visit on regular basis under International faculty exchange program for the purposes of facilitating educational andcultural exchanges			2	
12	Institute/university follows a set of organizational ethics according to universal practice in health care delivery and demonstrates it through acts of setting up patients' welfare fund, free admission, free clinic, and scholarshipfor BPL, award for meritorious students, CSR fund etc.			2	
				Total	

Note: Maximum Score can be credited is ONLY 10 (Not 22). If the training institution scores 10 or more, then total score shall be only 10.

Remarks:

(Signature of Visiting Expert 1)   **(Signature of Visiting Expert 2)**

Section IV

		Essential (Part A)			**Desirable (Part B)**		**Credentials (Part C)**

Summary of Scores (New Proposal)

SL	Parameters	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		
	Total	**860**			**220**		

Summary of Scores (Extension Proposal)

SL	Parameters	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		
	Total	**1020**			**260**		

(Signature of Visiting Expert 1)   **(Signature of Visiting Expert 2)**

Section V

Summary of Assessment

Summarize your observation by stating 2 Strengths and 2 Opportunities for Improvement, if any, of the Training Institute. (Max 250 words)
STRENGTHS
OPPORTUNITIES FOR IMPROVEMENT
*Total Number of Photographs enclosed (Please sign at the backside of each photograph): *Details of all the 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 conduct as specified by the Council during my/our assessment/inspection.
3. I/We undertake that if anything is left incomplete or filled incorrect,consciously/intentionally or stated in contrary to the existing facts, 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