ASSESSMENT REPORT FORMAT

D.I.S.L.I. and D.T.I.S.L.

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
(Fresh / Extension)

Section- I
1. General Information

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

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

1.2 Date of Assessment: …………………………………………… Time of Assessment: ………………………………………………….

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

(where inspection is carried out) ……..

1.4 Name of the Head of the Institution: …………………………………………… Mob. ………………… e-mail: ……………………..

1.5. Name of the Principal/Head/Course Coordinator: …………………………………………………………………………………………

Rehab. Qualification…………………………………………… CRR Number………………… Mobile No……………………………………….

Email………………………………………………………………………………

1.6. Nature of Management: (Please tick)

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

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

1.7 NOC issued in the name of {Society/Trust/Pvt. University (if applicable)} ……………………………………………………………

NOC issued for Course................................. NOC No. ……………………………Date of Issue .....……………..Valid till………………

1.8 Registered under RPwD Act 2016: Yes/No

If yes, Certificate issued in the name & address………………………………………………………………………………………………………

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

1.9 Name(s) of the other RCI recognized programs being offered: ………………………………………………………………………………
(attach a copy of the manpower submitted to RCI for each program)
…………………………………Approval Status………………………………………………………Sanctioned Intake…………………………………

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

1.11 Registration in National Scholarship Portal with Registration No. and Date (Applicable for extension proposal):

1.12 AISHE Code (Applicable for extension proposal): …………………………………………………………………………………………

*NOC, RPwD Certificate and Geotagging are mandatory requirement.

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

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.		

Classrooms*: (No. of Rooms required as per norms prescribed in the Curriculum/Manual/Guidelines of the respective program)

S. No.	Items	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%			
A1.3	Classroom ___										
	Classroom ___										
	*Calculate average of the above between 0-4 and put under raw score (A)									8	
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 (**as mentioned in the syllabus**)			(4) Excellent	(3) Good	(2) Average	(1) Poor	(0) Unaccep table		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

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	Reference Books								12	
A.2.2	Journal								4	
A2.3	News Letters, Manuals & Magazines								4	
A2.4	Computer with Internet, Audiobooks, braille materials, accessible e-learning platforms	(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/ Regular cataloguing, maintenance, and accessibility-related documentation	(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

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	
							Total **A2.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 **A3.E**	

A 3.D — Desirable

Items (Must be verified with documentary proof such as Reports, Photographs, News Clippings)

S. No.	Items	(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 outreach activities/CBR						5	
A3.5	Exhibition, Participation in Disability Inclusion Projects, Partnerships with NGOs & Government Bodies						5	
							Total **A3.D**	

Remarks

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

A 4. Institutional achievement & Credentials (Desirable)

(Documentary evidence of all credentials shall be fetched from application/Self Appraisal report.)

S.No.		Yes	No	Weightage	Score Obtained
A4.1	Experience of the Institute in the area of Disability Rehabilitation more than ten years	4	0	2	
A4.2	Experience of the Institute conducting RCI approved courses more than ten years	4	0	2	
A4.3	Number of permanent approval (05 years) from RCI more than two consecutive times for a course	4	0	2	
A4.4	Achievement of the Institute – State level recognition by Govt.	4	0	2	
A4.5	Achievement of the Institute – National Level recognition by Govt.	4	0	2	
A4.6	State Level Govt. recognition to any of the Employee working not less than 05 years	4	0	2	
A4.7	National Level Govt. recognition to any of the Employee working not less than 05 years	4	0	2	
A4.8	International Collaboration	4	0	2	
A4.9	NAAC Accredited (B+ and above)	4	0	2	
A4.10	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

B1. Human Resources (Please refer to the prescribed Curriculum/Manual of the respective programme for minimum number of faculty required and their qualifications& experience)

B1.E	**Essential**								
S.No.	RCI CRR No. & validity	Designation in the training institute	Additional qualification other than mentioned with CRR	Post qualification Experience in years	Scores		Raw Score (A)	Weightage (B)	Score (AxB)
					(4) (Eligible as per Norm)	(0) (Not Eligible)			
B1.1	**Full Time Core Faculty (DISLI & DTISL Area)**								
								28	
	*Calculate average of the above between 0-4 and put under raw score (A)								
	Regarding the Guest faculty the guidelines refer to the curriculum/syllabus and manual on assessment.								
B1.2	**Non-Teaching Staff***								
B1.2	Administrative/Technical/Support Staff: as prescribed in the Curriculum/Manual/Guidelines.								

	Name	Designation				
			(4) Engaged	(0) Not Engaged		
			(4) Engaged	(0) Not Engaged		
			(4) Engaged	(0) Not Engaged		
	*Calculate average of the above between 0-4 and put under raw score (A)				8	

B1.3	Overall impression of Faculty & Staff through Group Interaction and observation.	(4) Excellent	(3) Good	(2) Average	(1) Poor		4	
						Total B1.E		

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

B1.D	**Desirable**								
S.No.	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)
B1.5	Experience of the Core Faculty more than Prescribed years							9	
B1.6	Additional Rehabilitation Qualification / Research Qualification of the Core Faculty (M.Phil/Ph.D.)							6	
							Total B1 D		

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

B2: Infrastructure for lab

	(Please refer norms as prescribed in the respective Curriculum/Manual/Guidelines).								
B2 E	**Essential**								
S. No.	Items	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%			
B2.1	Full HD- Video camera		(4) *	(3) *	(2) *	(1)*	(0)*		06	
B2.2	Handy camera		(4) *	(3) *	(2) *	(1)*	(0)*		07	
B2.3	Office furniture & equipment		(4) *	(3) *	(2) *	(1)*	(0)*		06	
B2.4	Computer for graphics and editing with webcam and internet		(4) *	(3) *	(2) *	(1)*	(0)*		07	
B2.5	Accessibility		(4) *	(3) *	(2) *	(1)*	(0)*		04	
	* Score 4- As per Requirement, 3- Less then Requirement, 2- Few, 1- Negligible, 0- Not Available									
								Total **B2 E**		

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

B1.D	**Desirable**							
S.No.	Items	(4) Available & Used	(2) Available but less used	(1) Available but not used	(0) Not available	Raw Score (A)	Weightage (B)	Score (AxB)
B2.6	Equipment available for laboratory						9	
B2.7	Equipment available for office & classroom						6	
							Total B1 D	

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

B3. Curricular Transaction (Only for Extension Proposal)

(Please refer to the prescribed Curriculum/Manual for number of books/journals/other resources and their copies)										
B3.E	Essential									
Sl.no.	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			
B3.1	Academic calendar and time table								04	
B3.2	Attendance of Students and Faculties based on Biometry								04	
B3.3	Use of ICT in classroom teaching								04	
B3.4	Supervision of practical components, Practical Records								08	
B3.5	Field visits & its report								05	
B3.6	Assignments / projects / seminar/case conference								05	
B3.7	Students Progression: Continuous Assessment, Results (University/NBER) of students								05	
B3.8	Overall impression of Curricular Transaction through interaction with students and faculty		(4) Excellent	(3) Good	(2) Average	(1) Poor			05	
								Total **B3.E**		
B.	Desirable									
B3.9	Mentoring, Tutorial and Coaching Facilities*			(4) Yes		(0) No			05	
B3.10	Development of A-V/Accessible lessons by the faculty			(4) Yes		(0) No			05	
								Total **B3.D**		

*The training institute is also expected to organize tutorials, additional support to poor performers through coaching as per needs of the students

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

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

Part C

Sl.no.	Parameters	Essential			Desirable		Remark
		Max. Score	Obtained Score	%	Max. Score	Obtained Score	
	Part A						
1	Academic Infrastructure (Building)	A1E=100			A1D=20		
2	Library Resources & Services	A2E=120			A2D=20		
3.	Inclusive Community Development Programs	A3E=80			A3D=40		
4.	Institutional Achievements & Credentials	00			A4D=80		
	Part B						
5.	Human Resources	B1E=160			B1D=60		
6.	Infrastructure for Lab	B2E=120			B2D=60		
	Total	**580**			**280**		

Sl.no.	Parameters	Essential			Desirable		Remark
		Max. Score	Obtained Score	%	Max. Score	Obtained Score	
	Part A						
1	Academic Infrastructure (Building)	A1E=100			A1D=20		
2	Library Resources & Services	A2E=120			A2D=20		
3.	Inclusive Community Development Programs	A3E=80			A3D=40		
4.	Institutional Achievements & Credentials	00			A4D=80		
	Part B						
5.	Human Resources	B1E=160			B1D=60		
6.	Infrastructure for Lab	B2E=120			B2D=60		
7.	Curricular Transactions	B3E=160			B3D=40		
	Total	**740**			**320**		

Summary of Scores (Extension Proposal)

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

Summary of Assessment

Summarize your observation by mentioning 2 strengths and 2 weaknesses (if has) of the Training Institution. (Max 250 words)
Strengths:
Weakness:

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 respects.
2. I/We have followed the code and conduct 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 experts or debarred.

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