ASSESSMENT REPORT FORMAT

Post Graduate Diploma Course in Auditory Verbal Therapy (PGDAVT)

ASSESSMENT REPORT
PGDAVT program (New & Extension proposal)

Section-I

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 (Informant should be from Audiology and Speech Language Pathology discipline):……………………………………………………………….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 Name of the affiliating University.:………………………………………………………………………………………………..

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

1.13   AISHE Code (Applicable for extension proposal):

*NOC, RPwD Certificate and Geotagging are mandatory requirement.

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

A 1 Academic Infrastructure (Building)*(Please refer norms as prescribed in the respective syllabus)*

	Essential										
Sl.	Items	Mention size as per Norm	Actual 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	**Classrooms*: (01 Room for 10 students)**										
	Classroom 1										
	*Calculate average of the above between 0-4 and put under raw score (A)									8	
1.2	Office & Room for Administrative Staff									2	
1.3	Room for Teaching Staff									3	
1.4	Separate Toilet for Boys /Girls									3	
1.5	Multipurpose/ *Seminar* hall									3	
1.6	Barrier Free Environment (classroom, toilet, drinking water facility)									3	
1.7	Overall impression of Building with respect to Space, Furniture, Fixture, Lighting, Ventilation			**(4)** Excellent	**(3)** Good	**(2)** Average	**(1)** Poor			3	
									Total		

Note: Classrooms/rooms include adequate furniture, fixtures lighting facility and ventilation as per requirement.
If any inadequacy please make remark below:

A1	**Desirable**								
Sl.	Items	Actual 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	Space for Recreation and sports								2	
1.9	Hostel for trainees								2	
1.10	Staff quarters								1	
								Total		

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

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

A 2. Library Infrastructure and Services											
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	Reference Books (As per Syllabus)									20	
2.2	Computer with Internet			**(4)** Available and Used		**(2)** Available but not Used		**(0)** Not Available		4	
2.3	Professional Management of Library Services			**(4)** Available and Used		**(2)** Available but not Used		**(0)** Not Available		2	
2.4	Maintenance/ Provision of Records Related to Use of Library Services			**(4)** Available and Used		**(2)** Available but not Used		**(0)** Not Available		2	
2.5	Accessibility			**(4)** Available and Used		**(2)** Available but not Used		**(0)** Not Available		2	
								Total			

	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			
2.6	E-publications						2	
2.7	Reading Room Facility						3	
					Total			

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

(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)

A.	Essential								
Sl	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			
3.1	Sensitization / Awareness program (02 Per Year)							8	
3.2	Early identification program / Promotion of Inclusion (01 per Year)							4	
3.3	Development of Audio-Visual/Resource Material for Public Education / Parent Empowerment (01 per Year)							3	
								Total	

	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)	(4) Having Own
3.4	Community Based Services							5	
3.5	Exhibition							5	
								Total	

Remarks

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

A 4 Faculty Development and Research (Please refer syllabus/ Assessment Manual)

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

Essential

Sl	Items	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%			
4.1	Paper Presentation in Workshop/ National Conferences / Seminars by Core Faculties (one by each faculty per year)							10	
4.2	Participation in Workshop / Seminars / Conferences/ Symposium by core faculty (one by each faculty per year)							5	
4.3	Chapter / Books/Manuals/Articles Published by Core Faculties (one in two years by any faculty)							6	
4.4	Publications (National & International) Indexed Journals by Core Faculties (one in two years by any faculty)							6	
4.5	Overall Impression on Institute Participation in Faculty Development and Research Activity	**(4)** Excellent	**(3)** Good	**(2)** Average	**(1)** Poor			3	
						Total			

Desirable

Sl	Items				Raw Score (A)	Weightage (B)	Score (AxB)
4.6	Seminars /Workshops /symposia/ CRE /Pre-CRR Organized by Institute (at least one per year)		(4) Yes	(0) No		4	
4.7	Development of Digital Learning Resources/Web-based learning resources		(4) Yes	(0) No		3	
4.8	Writing/ Translation of Course Related Materials in Hindi/ Regional Language (one in five years by any faculty)		(4) Yes	(0) No		2	
4.9	Projects undertaken by faculty and/or students		(4) Yes	(0) No		1	
				Total			

Remarks

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

A 5 Institutional Achievement

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

Sl. No	Credentials (Desirable)	Yes	No	Maximum Score	Score Obtained
1	Experience of the Institute in the area of Disability Rehabilitation more than ten years			**5**	
2	Experience of the Institute conducting RCI approved courses more than ten years			**5**	
3	Number of consecutive permanent approval (05 years) from RCI more than two times for a course			**5**	
4	Achievement of the Institute – State level recognition by Govt.			**5**	
5	Achievement of the Institute – National Level recognition by Govt.			**5**	
6	State Level Govt. recognition to any of the Employee working not less than 05 years			**10**	
7	National Level Govt. recognition to any of the Employee working not less than 05 years			**10**	
8	International Collaboration			**10**	
9	NAAC Accreditation (A and above)			**10**	
10	NIRF Ranking (1 to 100)			**15**	
				Total	

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)*

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* 02 required as prescribed in the Syllabus:**								
	Lecturer in Special Education	M.Ed.Spl.Ed. (HI)							
	Audiologist / Speech Language Pathologist	MASLP or MSc. (Audi) or M.Sc. (SLP)							
	Calculate average of the above between 0-4 and put under raw score (A)							25	
1.2	**Guest Faculty* (GF) 02 required as prescribed in the Syllabus**								
	Lecturer in Auditory Verbal Therapy	M.Ed.Spl.Ed. (HI) /MASLP or MSc. (Audi) or M.Sc. (SLP)							
	Lecturer in Clinical Psychology	M.Phil. in Clinical Psychology							
	Calculate average of the above between 0-4 and put under raw score (A)							10	
1.3	Salary structure and designation of core human resources in par with the UGC norms				**Yes (4)**	**No (0)**		5	
						Total			

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

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)
1.4	Experience of the Core Faculty More than Prescribed years							7	
1.5	Additional Rehabilitation Qualification / Research Qualification of the Core Faculty (M.Phil/Ph.D.)							4	
1.6	Provision for retention and promotional avenues for the Faculty & Staff as per RCI norms.	Yes (4)			No (0)			4	
								Total	

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

B2 Clinical Infrastructure										
	Essential									
Sl.	Items	As per Norm	Actual Status	Points for Matching with the Norm					Raw Score (A)	Weigh tage (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	Laboratory (For detailed specifications, refer the respective syllabus-01)	200sft								7	
2.2	Tools & Equipment as prescribed in syllabus									7	
2.3	Therapy rooms- 5 rooms (8' x 8' each)									4	
2.4	Test material/Raw Material as prescribed in syllabus									4	
	* Score 4- As per Requirement, 3- Less then Requirement, 2- Few, 1- Negligible, 0- Not Available										
2.5	Information, Communication, Technology			**(4) ***	**(3) ***	**(2) ***	**(1)***	**(0) ***		4	
2.6	Accessibility			**(4) ***	**(3) ***	**(2) ***	**(1)***	**(0) ***		4	
								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			
2.7	Innovation in development own tools/equipment						10	
2.8	Clinical Infrastructure available for other disabilities						5	
					Total			

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

B 3 Clinical Services	Teacher: Children with cochlear implants 1 : 5 Teacher: Children with hearing aids 1 : 5									

	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)									10	
3.2	Therapy Cases/Follow up									10	
3.3	Clinical staff having valid RCI Registration									7	
3.4	Availability of Clinical Test Material / Equipment									4	
3.5	Use of Clinical Test Material / Equipment			**(4) ***	**(3) ***	**(2) ***	**(1)***	**(0) ***		3	
3.6	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										
3.7	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			
3.8	Attached to Hospital/Medical College								5	
3.9	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)

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			
4.1	Academic calendar and time table								4	
4.2	Attendance of Students and Faculties								4	
4.3	Use of ICT in classroom teaching								4	
4.4	Supervision of practical components, Practical Records								8	
4.5	Field visits & its report								5	
4.6	Assignments / projects / seminar/case conference								5	
4.7	Students Progression: Continuous Assessment, Results of students								5	
4.8	Overall impression of Curricular Transaction through interaction with students and faculty		**(4)** Excellent	**(3)** Good	**(2)** Average	**(1)** Poor			5	
							Total			

B.	Desirable									
4.9	Maintenance of Biometric attendance of student and faculty			**(4)** Yes		**(0)** No			5	
4.10	Development of A-V/Accessible lessons by the faculty			**(4)** Yes		**(0)** No			5	
							Total			

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

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

Sl.No.	Parameters	Essential			Desirable	
		Max. Score	Obtained Score	%	Max. Score	Obtained Score
	Summary of Scores for PGDAVT Programme(New Proposal)					
	Part-A					
A1	Academic Infrastructure (Building)	100			20	
A2	Library Infrastructure and Services	120			20	
A3	Inclusive Community Development Programs	60			40	
A4	Faculty Development and Research	120			40	
A5	Institutional Achievement (Credential)				80	
		400			200	
	Part-B					
B1	Human Resources	160			60	
B2	Clinical Infrastructure	120			60	
B3	Clinical Services	160			40	
		440			160	

Sl.No.	Parameters	Essential			Desirable	
		Max. Score	Obtained Score	%	Max. Score	Obtained Score
	Summary of Scores for PGDAVT Programme(Extension Proposal)					
	Part-A					
A1	Academic Infrastructure (Building)	100			20	
A2	Library Infrastructure and Services	120			20	
A3	Inclusive Community Development Programs	60			40	
A4	Faculty Development and Research	120			40	
A5	Institutional Achievement (Credential)				80	
		400			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	

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

Section D
Summary of Assessment

Summarize your observation by mentioning 2 strengths and 2 weakness (if has) of the Training Institution. (Max 250 words)
Strengths   **Weakness**
Any other point :

Section E
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