



ASSESSMENT REPORT FORMAT

D.Ed. Special Education (Visual Impairment)

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

JOINT ASSESSMENT REPORT

D.Ed. Special Education (Visual Impairment) (Fresh & Extension)

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.

Assessment of Curricular Transaction shall be considered for extension proposal only and not for any New Proposal.

Section I (General Information)

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

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. 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.....

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)

15. Registration number of DISE (Unified District Information System for Education):

Section II

1. Building (Please refer norms as prescribed in the respective syllabus) Minimum 1000 Sq. Meters land area including 500 Sq. Meters built-up area for First Course and 300 Sq. Meters additional built-up area. (#1 Sq. Meter = 10.76 Sq. Feet)											
A. Essential											
Sl.	Items	Requirement as per Norms	Available (Size)	Available		Not Available		Raw Score (A)	Weightage (B)	Score (AxB)	
	Land Area	1000 Sq. Mtrs.									
	Built up Area	500 Sq. Mtrs.									
1.1 Classrooms*: (4 Rooms required as per norms prescribed in the Syllabus)											
		Requirement as per Norms	Available (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 1	40 Sq Mtrs								8	
	Classroom 2	40 Sq Mtrs									
	Classroom 3	25 Sq Mtrs									
	Classroom 4	25 Sq Mtrs									
	*Calculate average of the above between 0-4 and put under raw score (A)										
1.2	Office/Room for Administrative Staff	25 Sq Mtrs								2	
1.3	Room for Teaching Staff	40 Sq Mtrs								2	
1.4	Toilet for Boys	04 Sq Mtrs								4	
	Toilet for Girls	04 Sq Mtrs									
*Calculate average of the above between 0-4 and put under raw score (A)											
1.5	Multipurpose/ Seminar hall	60 Sq Mtrs								4	
1.6	Barrier Free Environment (classroom, toilet, drinking water facility)	As per Norms prescribed by CCPD		(4) Excellent	(3) Good	(2) Average	(1) Poor	(0) Absent		3	
1.7	Overall impression of Building with respect to Space, Furniture, Fixture, Lighting, Ventilation			(4) Excellent	(3) Good	(2) Average	(1) Poor	(0) Unacceptable		2	
Total											
Note: Classrooms/rooms include adequate furniture, fixtures lighting facility and ventilation as per requirement. If any inadequacy please make remark below:											
B. 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	500Sq Mtrs.							2		
1.9	Hostel for trainees								2		
1.10	Staff quarters								1		
Total											
Remarks (specify Sl. No. for which the remark is made)											
Photographs enclosed for: 1.1 (Yes/No), 1.6 (Yes/No)											

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

2. Human Resources (Please refer norms as prescribed in the respective syllabus)									
A. 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)			
2.1 PR	Full Time Core Faculty: 4 required as prescribed in the Syllabus: (Total 4 or, 2 Faculty per Year) (In case new proposal, at least 2 core faculty for first year must ensured)								
	Training Coordinator cum Lecturer Name:	(i) MA/M.Sc. with (ii) M.Ed. Spl. Ed. (VI) with 2yrs Classroom teaching and 2 years as faculty or B.Ed. Spl. Ed. (VI) with 3yrs Classroom teaching and 3 years as faculty							
	Lecturer cum Supervisor Name:	(i) MA/M.Sc. with (ii) M.Ed. Spl. Ed. (VI) or B.Ed. Spl. Ed. (VI) with 3yrs Classroom teaching							
	Lecturer cum Supervisor Name:	(i) MA/M.Sc. with (ii) M.Ed. Spl. Ed. (VI) or B.Ed. Spl. Ed. (VI) with 3yrs Classroom teaching							
	*Calculate average of the above between 0-4 and put under raw score (A)							20	
	** (i) If a faculty from Speech & Hearing appointed, then faculty from Clinical/Rehab Psychology must be engaged as visiting faculty and (ii) if a faculty from Clinical/Rehab Psychology appointed, then faculty from Speech & Hearing must be engaged as visiting faculty								
2.2 PR	Guest Faculty*								
	Lecturer in Clinical/Rehab Psychology	Same as core faculty			(4) Engaged	(0) Not Engaged			
	*Calculate average of the above between 0-4 and put under raw score (A)							6	
2.4 PR	Administrative Staff: 2 required as prescribed in the Syllabus								
	Computer Typist-cum-Accountant				(4) Engaged	(0) Not Engaged			
	Peon/Messenger				(4) Engaged	(0) Not Engaged			
	*Calculate average of the above between 0-4 and put under raw score (A)							5	
2.5	Overall impression of Faculty & Staff through Group Interaction and observation.	(4) Excellent	(3) Good	(2) Average	(1) Poor			3	
	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)	Weightage (B)	Score (AxB)
2.6	Experience of the Core Faculty More than Prescribed years							6	
2.7	Additional Rehabilitation Qualification / Research Qualification of the Core Faculty (M.Phil/Ph.D.)							4	
	Total								

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

3 Special & Inclusive Schools											
(I) Special School											
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%			
3.1 PR	Number of Students with specific disability in school	75								6	
3.2	Class wise (Up to class 8 th) Number of Students with Disabilities	60								6	
3.3 PR	Number of Special educators having valid RCI Registration as per norms	D.Ed./B. Ed. Spl. Ed. (VI)		(4) *	(3) *	(2) *	(1)*	(0)*		8	
3.4	Equipment and/or Assistive Devices as per students' need			(4) *	(3) *	(2) *	(1)*	(0)*		5	
3.5	Teaching Learning Material as per students' need			(4) *	(3) *	(2) *	(1)*	(0)*		5	
3.6	Accessibility Material as per Students			(4) *	(3) *	(2) *	(1)*	(0)*		4	
* Score 4- As per Requirement, 3- Less then Requirement, 2- Few, 1- Negligible, 0- Not Available											
3.7	Overall impression of curricular transaction in the special school through interaction and observation				(4) Excellent	(3) Good	(2) Average	(1) Poor		3	
										Total 3(I)A	
Remarks (specify Sl. No for which the remark is made) :											
B. Desirable											
Sl.	Items	Actual	Points based on the Facility supporting the School				Raw Score (A)	Weightage (B)	Score (AxB)		
			(4) Available & Used	(2) Available but less Used	(1) Available but not Used	(0) Not Available					
3.8	ICT based Learning Resources							3			
3.9	Adaptive Physical Education/Recreation							3			
										Total: 3(I)B	

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

	3 (II) Inclusive School (Optional, however, institute must have MOU with inclusive school and copy of MOU to be enclosed with this report) (Please refer norms as prescribed in the respective syllabus).								
A.	Desirable								
Sl	Items	Actual Status	Points as per followings			Raw Score (A)	Weight age (B)	Score (AxB)	
			(4) Available	(2) Available but limited	(0) Negligible/Not Available				
3.10	Does the school have children with disability? if yes - Number of Students with Disabilities in School						1		
3.11	Does the school have class wise (Up to 8 th Class) Students with Disabilities? if yes -Number of Students with disabilities						1		
3.12	Availability of Resource Teacher with valid CRR						1		
3.13	Teaching Learning Material as per students' need						1		
3.14	Overall impression on inclusive practices in the school						1		
	Total 3 (II)A								
B.	Desirable								
Sl.	Items	Actual Status	Points based on the Facility supporting the School				Raw Score (A)	Weight age (B)	Score (AxB)
			(4) Available & Used	(2) Available but less Used	(1) Available but not Used	(0) Not Available			
3.15	ICT based Learning Resources							1	
3.16	Adaptive Physical Education/Recreation							1	
3.17	Equipment, Assistive Devices as per students							1	
3.18	Accessibility Material as per students							1	
	Total 3(II)B								
	Remarks (specify sl. No for which the remark is made) :								
	Photographs: Enclose 5 photographs of Special/Inclusive school showing the facilities, activities etc.								

Summary of Scores under Section 3 (I & II)

Area	Essential	Score	Desirable	Score
Special & Inclusive School	Special School: 3 (I) A		Special School: 3 (I) B	
	Inclusive School: 3 (II) A		Inclusive School: 3 (II) B	
	Total		Total	

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

4.	4. Resource Room										
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%			
4.8 PR	Resource Room									4	
4.9	Assessment Tools, Test Materials, equipments and devices as per Annexure 1	See Annexure 1								6	
4.10	Programming & Planning Tools / Forms as Annexure 2	See Annexure 2								6	
* Score 4- As per Requirement, 3- Less then Requirement, 2- Few, 1- Negligible, 0- Not Available											
4.11 PR	Learning Resources & ICT			(4) *	(3) *	(2) *	(1) *	(0) *		8	
4.12	Record & Documentation of Resource Support			(4) *	(3) *	(2) *	(1) *	(0) *		4	
4.13	Accessibility			(4) *	(3) *	(2) *	(1) *	(0) *		2	
										Total	
Remarks (specify sl. No for which the remark is made) :											
Photographs: Enclose 5 photographs of resource room 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 Less Used	(1) Available	(0) Not Available					
4.14	UDL based Learning Resources							2			
4.15	Resources related to co-curricular area							1			
4.16	Resource material related to other disabilities							1			
4.17	Development & use of Indigenous resources							1			
										Total	

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

5. Library Services											
A. Essential											
Sl	Items	As per Norm	Available	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)	50 Titles								12	
5.2	Reference Books (As Per Syllabus)	150 Titles								8	
5.3	Computer with Internet	02	(4) Available and Used	(2) Available but Less Used		(1) Available but not Used		(0) Not Available		5	
5.4	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	
5.5	Accessibility		(4) Available and Used	(2) Available but Less Used		(1) Available but not Used		(0) Not Available		3	
										Total	
Remarks											
B. Desirable											
Sl.	Items	Available	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				
5.6	Journals subscribed	2							1		
5.7	Photocopy Services (Norms 01 Photocopier)		(4) Available and Used	(2) Available but Less Used	(1) Available		(0) Not Available		1		
5.8	Professional Management of Library Services		(4) Available and Used	(2) Available but Less Used	(1) Available		(0) Not Available		1		
5.9	Reading Room Facility		(4) Available and Used	(2) Available but Less Used	(1) Available		(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 (02 Per Year)		X		X			10	
6.2	Early identification program / Promotion of Inclusion (01 per Year)		X	X	X			5	
6.3	Development of Audio-Visual/Resource Material for Public Education / Parent Empowerment (01 per Year)		X	X	X			5	
								Total	
B.	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)	
6.4	Community Based Services								
6.5	Exhibition						5		
								Total	
Remarks									

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

7. 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			
7.1	Academic calendar and time table								04	
7.2	Attendance of Students and Faculties based on Biometry								04	
7.3	Use of ICT in classroom teaching								04	
7.4	Supervision of practical components, Practical Records								08	
7.5	Field visits & its report								05	
7.6	Assignments / projects / seminar/case conference								05	
7.7	Students Progression : Continuous Assessment, Results (University/NBER) of students								05	
7.8	Overall impression of Curricular Transaction through interaction with students and faculty		(4) Excellent		(3) Good	(2)Average	(1) Poor		05	
									Total	
B.	Desirable									
7.9	Mentoring, Tutorial and Coaching Facilities*			(4) Yes		(0) No			05	
7.10	Development of A-V/Accessible lessons by the faculty			(4) Yes		(0) No			05	
									Total	
*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)

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 permanent approval (05 years) from RCI more than two consecutive 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	
Total					
Note: Maximum Score can be credited: 10 (not 15). If the training institution scores 10 or more, then total score shall be 10 only					
Remarks:					

(Signature of Visiting Expert 1)

(Signature of Visiting Expert 2)

Section IV

Summary of Scores for D.Ed. Special Education (VI) 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	Special & Inclusive School	160			40		
4	Resource Room	120			20		
5	Library Resources	120			20		
6	Community Promotion	80			40		
Total		740			180		

Summary of Scores for D.Ed. Special Education (VI) (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	Special & Inclusive School	160			40		
4	Resource Room	120			20		
5	Library Resources	120			20		
6	Community Promotion	80			40		
7	Curricular Transaction	160			40		
Total		900			200		

(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. 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