ASSESSMENT REPORT
D.H.L.S. Program (New & Extension proposal)

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.

(A) The 'Faculty Development and Research' parameter is not applicable for Diploma Level Courses (B) Curricular Transaction included in the assessment/ inspection process of any 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 assessment: ……………………………………… Time of assessment: ……………………………………….

3. Name of the proposed/*ongoing* Training Course: …………………………………………………………………………

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

………

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………………………………………………………………..

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

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): ………………………….. ……

1. Building *(Please refer norms as prescribed in the respective syllabus)*

A. Essential

Sl.	Items	Required (Sq.ft)	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%			
1.1	**Classrooms*: (01 Room for every 20 students @10 square feet per student-220 sq.ft)**										
	Classroom 1	220									
	Calculate average of the above between 0-4 and put under raw score (A)									4	
1.2	**Audiometric room (2-room set up)-01**	10x10								3	
1.3	**Staff room/office-01**	10x15								2	
1.4	**Individual therapy rooms-04**	10x8								4	
1.5	**Group therapy rooms-01**	20x15								2	
1.6	**Ear mold & hearing aid repair lab-01**	20x15								1	
1.7	**Patient waiting hall-01**	20x15								1	
1.8	**Library-01**	20x15								2	
1.9	**Separate Toilet for Boys /Girls**									2	
1.10	**Barrier Free Environment (classroom, toilet, drinking water facility)**									2	
1.11	**Overall impression of Building with respect to Space, Furniture, Fixture, Lighting, Ventilation**			**(4)** Excellent	**(3)** Good	**(2)** Average	**(1)** Poor			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			
1.12	**Space for Recreation and sports**								2	
1.13	**Hostel for trainees**								2	
1.14	**Staff quarters**								1	
							Total			

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

Photographs to be Enclosed for: 1.1 & 1.6

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

	2. Human Resources

A.	**Essential**

Sl.	Name & designation	Required	Available	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 (02) and Clinical *(02) (core faculty and clinical staff strength should be increased in proportionate)**								
	Lecturer in Audiology-01								
	Lecturer in Speech – Language Pathology-01								
	Clinical Supervisor (Audiology)								
	Clinical Supervisor (Speech- Language Pathology)								
	*Calculate average of the above between 0-4 and put under raw score (A)							32	
2.2 PR	**Supporting Staff : 03 (CRR Not required)**								
	Administrative Assistant-01								
	Library Assistant-01								
	Attenders-02								
	*Calculate average of the above between 0-4 and put under raw score (A)							4	
2.3	Salary structure and designation of core human resources at par with the UGC norms	**Yes (4)**			**No (0)**			4	
							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)
2.4	Experience of the Core Faculty More than Prescribed years							4	
2.5	Additional Rehabilitation Qualification / Research Qualification of the Core Faculty (Ph.D)							3	
2.6	Provision for retention and promotional avenues for the Faculty & Staff through as per RCI norms.	Yes (4)		No (0)				3	
							Total		

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

3A. Clinical Services

A.	**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)**									7	
3.2 PR	**Therapy Cases/Follow up**									7	
3.3	**Clinical staff having valid RCI Registration**									8	
3.4 PR	**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) :

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)** Negli gible	**(0)** Not Available			
3.9	**Attached to Hospital/Medical College**								5	
3.10	**Implementing Agency of Govt. Schemes/ADIP/ Empanelled professional**								5	
					Total					

Remarks

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

4.Clinical Infrastructure											
A.	**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%			
4.1 PR	**Laboratory / Clinic (Min 300 sq.ft.) For detailed specifications, refer the respective syllabus**									7	
4.2 PR	**Tools & Equipments as prescribed in syllabus**									7	
4.3	**Test material/Raw Material as prescribed in syllabus**									8	
	* Score 4- As per Requirement, 3- Less then Requirement, 2- Few, 1- Negligible, 0- Not Available										
4.4	**Information, Communication, Technology**			(4) *	(3) *	(2) *	(1)*	(0) *		4	
4.5	**Accessibility**			(4) *	(3) *	(2) *	(1)*	(0) *		4	
									Total		

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

Photographs: Enclose 5 photographs of clinical infrastructure showing the facilities, activities etc.

B.	**Desirable**							
Sl.	Items	Actual Status	Points based on the Facility supporting the School			Raw Score (A)	Weighta ge (B)	Score (AxB)
			(4) Available & Used	**(2)** Available but not Used	**(0)** Not Available			
4.6	**Innovation in development own tools/equipment**						3	
4.7	**Clinical Infrastructure available for other disabilities**						2	
							Total	

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

5. Library Services *(at Diploma level)*

A.	Essential

Sl.N.	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%			
5.1 PR	**Textbooks (As Per Syllabus)**									12	
5.2	**Reference Books (As Per Syllabus)**									8	
5.3	**Computer with Internet**			**(4)** Available and Used		**(2)** 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 not Used		**(0)** Not Available		2	
5.5	**Accessibility**			**(4)** Available and Used		**(2)** Available but not Used		**(0)** Not Available		3	
										Total	

Remarks

B.	Desirable

Sl.	Items	Actual Status	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	**Peer Reviewed Journals subscribed**								1	
5.7	**Photocopy Services**		**(4)** Available and Used		**(2)** Available but not Used		**(0)** Not Available		1	
5.8	**Professional Management of Library Services**		**(4)** Available and Used		**(2)** Available but not Used		**(0)** Not Available		1	
5.9	**Reading Room Facility**		**(4)** Available and Used		**(2)** Available but not Used		**(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**		X		X			10	
6.2	**Early identification program / Promotion of Inclusion**		X	X	X			5	
6.3	**Development of Audio-Visual/Resource Material for Public Education / Parent Empowerment**		X	X	X			5	
								Total	
B.	**Desirable**								
	Items (Must be verified with documentary proof such as Reports, Photographs, News Clippings)								
6.4	**Community Based Services**							5	
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**								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	**Maintenance of Biometric attendance of student and faculty**			**(4)** Yes		**(0)** No			05	
7.10	**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)

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 consecutive permanent approval (05 years) from RCI more than two 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	
9	Professor Emeritus positions for core faculty			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

<table>
<tr><td colspan="9" align="center">Summary of Scores for Diploma level (New Proposal)</td></tr>
<tr><td rowspan="2">SL</td><td rowspan="2">Parameters</td><td colspan="3" align="center">Essential (Part A)</td><td colspan="2" align="center">Desirable (Part B)</td><td align="center">Credentials (Part C)</td></tr>
<tr><td align="center">Max. Score</td><td align="center">Obtained Score</td><td align="center">%</td><td align="center">Max. Score</td><td align="center">Obtained Score</td><td align="center">Obtained Score (out of 10)</td></tr>
<tr><td>1</td><td>Building</td><td align="center">100</td><td></td><td></td><td align="center">20</td><td></td><td></td></tr>
<tr><td>2</td><td>Human Resources</td><td align="center">160</td><td></td><td></td><td align="center">40</td><td></td><td></td></tr>
<tr><td>3</td><td>Clinical Services</td><td align="center">160</td><td></td><td></td><td align="center">40</td><td></td><td></td></tr>
<tr><td>4</td><td>Clinical Infrastructure/ Resource Room</td><td align="center">120</td><td></td><td></td><td align="center">20</td><td></td><td></td></tr>
<tr><td>5</td><td>Library Resources</td><td align="center">120</td><td></td><td></td><td align="center">20</td><td></td><td></td></tr>
<tr><td>6</td><td>Community Promotional Activities</td><td align="center">80</td><td></td><td></td><td align="center">40</td><td></td><td></td></tr>
<tr><td colspan="2" align="center">Total</td><td align="center">740</td><td></td><td></td><td align="center">180</td><td></td><td></td></tr>
</table>

<table>
<tr><td colspan="9" align="center">Summary of Scores for Diploma level (Extension Proposal)</td></tr>
<tr><td rowspan="2">SL</td><td rowspan="2">Parameters</td><td colspan="3" align="center">Essential (Part A)</td><td colspan="2" align="center">Desirable (Part B)</td><td align="center">Credentials (Part C)</td></tr>
<tr><td align="center">Max. Score</td><td align="center">Obtained Score</td><td align="center">%</td><td align="center">Max. Score</td><td align="center">Obtained Score</td><td align="center">Obtained Score (out of 10)</td></tr>
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<tr><td>6</td><td>Community Promotional Activities</td><td align="center">80</td><td></td><td></td><td align="center">40</td><td></td><td></td></tr>
<tr><td>7</td><td>Curricular Transaction</td><td align="center">160</td><td></td><td></td><td align="center">40</td><td></td><td></td></tr>
<tr><td colspan="2" align="center">Total</td><td align="center">900</td><td></td><td></td><td align="center">220</td><td></td><td></td></tr>
</table>

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

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. We hereby declare that the assessment/inspection 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

CHECK LIST

Diploma in Hearing, Language and Speech (DHLS)

The following are the minimum requirements for starting/continuing a DHLS program. This should be read and interpreted along with the guidelines of RCI for inspectors for inspection of new/existing programs for recognition.

	Yes/No	Remarks
Whether department is an independent		
Whether department is headed by ASLP Faculty		
Whether core staff are full-time		
Salary structure at par with UGC guidelines		
Staff welfare measures adhered (such as PF/NPs / ESC), if applicable		
Filling of ITR in respect of faculty and clinical staff (form 16/Trace 26)		

Infrastructure

The following infrastructure is a must for a batch of 20 students.

1.0 Staff

1.1 Core faculty
a) Lecturer in Audiology   1
M. Sc. (Audiology) or M.Sc (Sp. & Hg.) /
or an equivalent qualification with 2 years' experience

b) Lecturer in Speech – Language Pathology   1
M. Sc. (Speech- Language Pathology) or M.Sc (Sp. & Hg.)
or an equivalent qualification with 2 years' experience

c) Guest faculty (as required)

1.2 Supporting Professional Staff

a) Clinical Supervisor (Audiology)   1

M. Sc (Speech – Language Pathology) or M.Sc (Sp. & Hg.)

b) Clinical Supervisor (Speech- Language Pathology)   1

M. Sc (Speech- Language Pathology) or M.Sc (Sp. & Hg.)

1.3 Supporting Staff
a) Aministrative Assistant   1
b) Library Assistant   1
c) Attenders   2

2.0   Equipment
a)   Clinical audiometer
b)   Hearing aids (all makes & models)
c)   Ear mold and hearing aid repair Lab
d)   Speech trainer
e)   Hearing aid repair kit
f)   Group hearing aids
g)   Sound recorder
h)   Therapy material
i)   Material for auditory training
j)   Models of the ear, larynx, brain etc.

3.0   Space
a)	Class room	1	20' x 15'
b)	Audiometric room (2-room set up)	1	10' x 10'
c)	Staff room/office	1	10' x 15'
d)	Individual therapy rooms	4	10' x 8'
e)	Group therapy rooms	1	20' x 15'
f)	Ear mold & hearing aid repair lab	1	20' x 15'
g)	Patient waiting hall	1	20' x 15'
h)	Library	1	20' x 15'

i)   Play area (Indoor/outdoor)
j)   Hostel (as required)
k)   Disabled friendly toilets (as required)

4. Clinical

The institution should have facility for diagnosis, management and rehabilitation of all types of speech, language, and hearing disorders in clinical population across life span.

Size of clinical population: The participating institution must have a clinical load of a minimum of 1280 new and 2560 follow up therapy cases.

5.0 Library

The following books are minimum

- Dhingra, P.L. (1992). Diseases of Ear, Nose & Throat. Churchill Livingstone, New Delhi.
- Martin, F.N. (1994). Introduction to Audiology. V ed. NJ: Prentice Hall
- Newby, H.A. & Popelka, G.R. (1992). Audiology. VI ed. NY: Appleton CenturyCrofts
- Rajeshwari, G., Animesh, B . & Yeshoda, K. (2014). Self-Learning Material for Diploma in Hearing, Language and Speech. Course III. Basic Medical Sciences, Mysore; AIISH
- Savithri, S.R. & Shyamala, K.C. (2014). Self-Learning Material for Diploma in Hearing, Language and Speech.
- Shipley, K. G. & McAfee, J. G. (2008). Assessment in Speech-Language Pathology: A Resource Manual . Cengage Learning; 4th edition
- Van Riper, C. (1978). Speech Correction: Principles and Methods. Prentice Hall; 6th edition
- Yathiraj, A. & Vanaja, C.S. (2014). Self-Learning Material for Diploma in Hearing, Language and Speech. Course I. Introduction to Audiology, Mysore; All India Institute of Speech and Hearing.
- Zemlin, W.R. (1981). Speech and Hearing Science: Anatomy and Physiology, (2nd Ed.). Englewood Cliffs, New Jersey: Prentice Hall.

References

1- Introduction to Audiology
- Dhingra, P.L. (1992). Diseases of Ear, Nose & Throat. Churchill Livingstone, New Delhi.
- Martin, F.N. (1994). Introduction to Audiology. V ed. NJ: Prentice Hall
- Rajeshwari, G., Animesh, B .&Yeshoda, K. (2014). Self-Learning Material for Diploma in Hearing, Language and Speech. Course III. Basic Medical Sciences, Mysore; All India Institute of Speech and Hearing
- Yathiraj, A. & C.S. Vanaja (2014). Self-Learning Material for Diploma in Hearing, Language and Speech. Course I. Introduction to Audiology, Mysore; All India Institute of Speech and Hearing.

2 - Introduction to Speech & Language Pathology
- Dhingra, P.L. (1992). Diseases of Ear, Nose & Throat. Churchill Livingstone, New Delhi
- Rajeshwari, G., Animesh, B. & Yeshoda, K. (2014). Self-Learning Material for Diploma in Hearing, Language and Speech. Course III. Basic Medical Sciences, Mysore; All India Institute of Speech and Hearing
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- Shipley, K. G. & McAfee, J. G. (2008). Assessment in Speech-Language Pathology: A Resource Manual. Cengage Learning; 4th edition
- Van Riper, C. (1978). Speech Correction: Principles and Methods. Prentice Hall; 6th edition
- Zemlin, W.R. (1981). Speech and Hearing Science: Anatomy and Physiology, (2nd Ed.). Englewood Cliffs, New Jersey: Prentice Hall.

3 - Management of Communication Disorders- I
- Martin, F.N. (1994). Introduction to Audiology. V ed. NJ: Prentice Hall
- Newby, H.A. & Popelka, G.R. (1992). Audiology. VI ed. NY: Appleton Century crofts
- Yathiraj, A. & C.S. Vanaja (2014). Self-Learning Material for Diploma in Hearing, Language and Speech. Course I. Introduction to Audiology, Mysore; All India Institute of Speech and Hearing.

4- Management of Communication Disorders- II
- Savithri S.R.&Shyamala, K.C. (2014). Self-Learning Material for Diploma in Hearing, Language and Speech. Course II. Introduction to Speech-language pathology, Mysore; All India Institute of Speech and Hearing
- Van Riper, C. (1978). Speech Correction: Principles and Methods. Prentice Hall; 6th edition