



सत्यमेव जयते

27/05/2025

Video Inspection

A.D.C.G.C.



भारतीय पुनर्वास परिषद्

Process

Jamia Millia University, New Delhi

27/5/25

ASSESSMENT REPORT FORMAT

**B.R.Sc., M.R.Sc., M.S.W.(DS), M.D.R.A.,
P.G.D.D.R.M., A.D.C.G.C., D.C.B.R.,
P.G.D.C.B.R., C.C.C.G.
and Other Related Programs**

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

Assessment Information Part-A

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.	873513 sq. mt.								
A1.2	Built up area	500 Sq. Mt.	250000 sq. mt.								
Classrooms*: (No. of Rooms required as per norms prescribed in the Curriculum/Manual/Guidelines of the respective program)											
A1.3		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%			
	Classroom 1	As per the norm	30' x 30"	✓					4	8	32
	Classroom 2			✓							
	Classroom 3										
	Classroom										
	Classroom										
	Classroom										
*Calculate average of the above between 0-4 and put under raw score (A)											
A1.4	Office/Room for Administrative Staff	10 x 12"		✓					4	2	8
A1.5	Room for Teaching Staff	Yes		✓					4	2	8
A1.6	Toilet for Boys	Yes		✓					4	4	16
	Toilet for Girls										
*Calculate the average of the above between 0-4 and put under raw score (A)											
A1.7	Multipurpose/ Seminar hall	Yes		✓					4	4	16
A1.7	Barrier Free Environment (classroom, toilet, drinking water facility)	Yes		(4) Excellent ✓	(3) Good	(2) Average	(1) Poor	(0) Absent	4	3	12
A1.8	Overall impression of the Building with respect to Space, Furniture, Fixtures, Lighting, Ventilation			(4) Excellent ✓	(3) Good ✓	(2) Average	(1) Poor	(0) Unacceptable	3	2	6
Total A1.E										98	
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	10,000 sq. m	✓					4	2	8	

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A1.10	Hostel for trainees (No. of rooms)	15 rooms						4	2	8
A1.11	Staff quarters (No. of quarters)	200						4	1	4

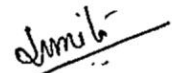
Total A1.D 20

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

(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	Textbooks	Available						4	10	40
A2.2	Reference Books	as per the norm						4	6	24
A2.3	News Letters, Manuals & Magazines (Certificate/Diploma Program)	4974						4	4	16
	Journals (Print & e-journals) (UG&PG Degree Program)									
A2.4	Computer with Internet	90	(4) Available and Used	(2) Available but Less Used	(1) Available but not Used	(0) Not Available	4	4	16	
A2.5	Professional Management of Library Services	(4) Available and Used	(2) Available but Less Used	(1) Available but not Used	(0) Not Available	4	2	8		
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	4	2	8		
A2.7	Accessibility	(4) Available and Used	(2) Available but Less Used	(1) Available but not Used	(0) Not Available	4	2	8		
Total A2.E										120

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 (731 in Psy)	(4) Available and Used	(2) Available but Less Used	(1) Available	(0) Not Available	4	2	8		
A2.9	Reading Room Facility	(4) Available and Used	(2) Available but Less Used	(1) Available	(0) Not Available	4	3	12		
Total A2.D										20

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)

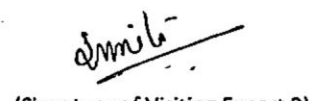
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A 3. Inclusive Community Development Programs

(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)	✓					4	8	32
A3.2	Early identification program / Promotion of Inclusion (02 per Year)	✓	X		X		4	4	16
A3.3	Development of Audio-Visual/Resource Material for Public Education / Parent Empowerment (02 per Year)	✓	X		X		4	4	16
A3.4	Overall Impression on Quality of Activities as in A3.1 to A3.3	✓(4) Excellent	(3) Good	(2) Average	(1) Poor	X	4	2	8
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	4	2	8
								Total A 3.E	80
A 3.D									
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)	
A3.4	Community Based Services as a long period out reach activities/CBR	✓				4	5	20	
A3.5	Exhibition	✓				4	5	20	
								Total A 3.D	40
Remarks									


(Signature of Visiting Expert 1)


(Signature of Visiting Expert 2)

A 4. Faculty Development and Research

(Please refer to the prescribed Curriculum/Manual/Guidelines for the number of books/journals/other resources and their copies)

A4.E Essential (Please refer to manual/guidelines)									
S. No.	Items (Must be verified with documentary proof such as Reports, Photographs, News Clippings, etc.)	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%			
A4.1	Participation in Workshop / Seminars / Conferences/ Symposium by Core Faculties	✓					4	10	40
A4.2	Paper Presentation in National Conferences / Seminars by Core Faculties	✓					4	7	28
A4.3	Chapter / Books/Manuals/Articles Published by Core Faculties	✓					4	3	12
A4.4	Seminars /Workshops /symposia/CRE Organized by Institute	✓ (4) Organized			(0) Not Organized		4	7	28
A4.5	Overall Impression on Institute Participation in Faculty Development and Research Activity	(4) Excellent ✓	(3) Good	(2) Average		1) Poor		4x 3	12
Total A4.E									120
A4.D Desirable (Please refer to manual/guidelines)									
A4.6	Publications (National & International) Indexed Journals by Core Faculties	(4) Yes ✓	(0) No				4	5	20
A4.7	Writing/Translation of Course Related Materials in Hindi/ Regional Languages	(4) Yes ✓	(0) No				4	3	12
A4.8	Projects undertaken by faculty and/or students	(4) Yes ✓	(0) No				4	2	8
Total A4.D									40
Remarks									

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(Signature of Visiting Expert 1)

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(Signature of Visiting Expert 2)

A 5. Institutional achievement & Credentials (Desirable)

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

S.No.		Yes	No	Weightage	Score Obtained
A5.1	Experience of the Institute in the area of Disability Rehabilitation more than ten years	4 ✓	0	2	8
A5.2	Experience of the Institute conducting RCI-approved courses for more than ten years	4 ✓	0	2	8
A5.3	Number of permanent approvals (05 years) from RCI more than two consecutive times for a course	4 ✓	0	2	8
A5.4	Achievement of the Institute – State-level recognition by Govt.	4 ✓	0	2	8
A5.5	Achievement of the Institute – National Level Recognition by Govt.	4 ✓	0	2	8
A5.6	State Level Govt. recognition to any of the Employees working not less than 05 years	4 ✓	0	2	8
A5.7	National Level Govt. recognition to any of the Employees working not less than 05 years	4 ✓	0	2	8
A5.8	International Collaboration	4 ✓	0	2	8
A5.9	NAAC Accredited (B+ and above)	4 ✓		2	8
A5.10	NIRF Ranking (100 or Less)	4 ✓		2	8
				Total A5.D	80
No score to be given if documentary proof not available.					
Remarks:					


(Signature of Visiting Expert 1)


(Signature of Visiting Expert 2)

Part B

(For B.R.Sc., M.R.Sc., M.S.W.(DS), M.D.R.A., P.G.D.D.R.M., A.D.C.G.C., D.C.B.R., P.G.D.C.B.R., C.C.C.G. and Other Related Programs)

(i) Name of the Program being inspected: ADCGC

(ii) Kindly ensure that the above prerequisites have been met or not met in case of a new proposal.

Prerequisite I: Independent Department

- Is there an independent Department for the above course?
- Attach: Documents approving the establishment of the department.

Prerequisite II: Faculty Strength

- Does the department have at least THREE permanent full-time Teachers in the respective area of the Program as per the Syllabus as faculty members?
- Is at least one faculty member an Associate Professor or above, serving as the in-charge?
- Attach: Qualification & experience details, appointment orders, and joining reports.

Prerequisite III: Faculty Registration with RCI

- Are all faculty members registered with the Council under the Clinical Psychology category?
- Do they have a valid CRR number?
- Attach: Copies of RCI registration certificates & recent passport photographs.
- If CRR Number is not available, Give reasons.

Prerequisite IV: Field Work & Networking with other organizations working for pwd

- Does the department have MOUs with a minimum of 15 organizations?
- Check with the MOUs

Prerequisite VI: Library Resources

- Does the department have an adequate library with books, journals, and other resources related to Vocational Rehabilitation, Social Work, CBR and Management in addition to books on disabilities & therapy/special education?
- Attach: A list of books, journals, educational CDs, e-books, and online journal access.

Prerequisite VII: Information & Communication Technology (ICT) Access

- Does the department have adequate ICT access and usage for training purposes including for Students with Visual Impairment?
- Attach: A list of available ICT facilities in the department/campus.

Prerequisite VIII: No Objection Certificate (NOC)

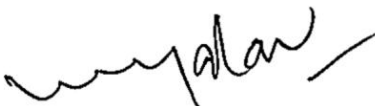
- Has the State Government Authority issued an NOC for the program?
- Attach: A copy of the NOC document.

Prerequisite IX: University Affiliation

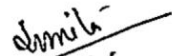
- Has the affiliating university registrar or competent authority provided an affiliation letter for the program?
- Attach: A copy of the affiliation letter.

Prerequisite X: Financial Stability

- Is the institute's financial status strong enough to cover additional program costs and establish an Endowment/Reserve Fund as per RCI norms?
- Attach: Statement of Accounts or Audited Report from the previous financial year.



(Signature of Visiting Expert 1)



(Signature of Visiting Expert 2)

Part B

(B.R.Sc., M.R.Sc., M.S.W.(DS), M.D.R.A., P.G.D.D.R.M., A.D.C.G.C., D.C.B.R., P.G.D.C.B.R., C.C.C.G. and Other Related Programs)

B 1 Human Resources										
(Please refer to the prescribed Syllabus/Manual/Guidelines of the respective program for the minimum number of faculty required and their qualifications. Where the Syllabus does not specify the details of faculty, it would be in the ratio of ONE for TEN Students). Faculty has the Qualifications as per the Syllabus. Where it is not mentioned in the Syllabus – it would be Post Graduate in the Relevant Subject with experience as per the University Norms)										
A. Essential										
S. No.	Name, RCI CRR No. & validity	Designation in the training institute	Additional qualifications other than the mentioned, with CRR	Post qualification Experience in years	Scores		Raw Score (A)	Weightage (B)	Score (AxB)	
					(4) (Eligible as per Norm)	(0) (Not Eligible)				
B 1.1 Full-Time Core Faculty										
1.	Dr. Fazulla Khan (A31674)	Associate Prof.	M.ed. (SLD)	10 yrs.						
2.	Sheema Aleem	Prof.	M.A. M.Phil Ph.D (Psy)	27 yrs.			4	20	80	
								AxB		
B 1.2 Guest Faculty* (Focus on different therapies, special education, vocational rehabilitation and others)										
	Name	Qualifications	Topics allocated	Aadhaar number	(4) Engaged	(0) Not Engaged				
1.	Mir Shahad Ali	M.Phil. clinical Psych	-	-	✓		4	10	40	
2.	Sumaiya Khan	M.Phil. clinical psych.	-	-	✓					
*Calculate the average of the above between 0-4 and put it under raw score (A)								AxB	40	
B 1.3. Administrative/Technical/Support Staff: 2 or, as prescribed in the Syllabus/Manual/Guidelines.										
0	Name	Designation	CRR, if any		(4) Engaged	(0) Not Engaged				
	Mohd. A. S. Khan	LDC	-		✓		4	5	20	
	Mohd. M. H. Khan	Lab. Assist.	-		✓					
*Calculate the average of the above between 0-4 and put under raw score (A)										
B 1.4	Overall impression of Faculty & Staff through Group Interaction and observation.			(4) ✓ Excellent	(3) Good	(2) Average	(1) Poor	4	5	20
								Total B1. E	160	
Remarks (specify S. No. for which the remark is made):										

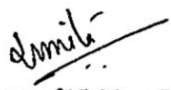
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B.		Desirable (D)							
Sl.no.	Items	(4) All Faculty	(3) 75% of Faculty	(2) 50% of Faculty	(1) 25% of Faculty	(0) None	Raw Score (A)	Weightage (B)	Score (AxB)
B 1.5	Experience of the Core Faculty of more than 5 years in addition to the Prescribed years	✓					4	7	28
B 1.6	Additional Rehabilitation Qualification / Research Qualification of the Core Faculty (M.Phil/Ph.D.)	✓					4	8	32
								Total B1.D	60


(Signature of Visiting Expert 1)


(Signature of Visiting Expert 2)

B 2 Clinical/Educational/Field Work Infrastructure

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%			
B 2.1	Networking with Implementing Agency of Govt. Schemes/ADIP/ Empaneled Professionals as per curriculum			✓					4	4	16
B 2.2	Networking with NGOs/ NPOs and others for rehabilitation of pwd as per curriculum			✓					4	4	16
B 2.3	All type of services for all types of disabilities covered by the Institution in Networking			✓					4	4	16
B 2.4	Has required labs as per the curriculum								4	4	16
B 2.5	Availability and involvement of multidisciplinary rehabilitation/ clinical staff in the network organisations			(4) Excellent	(3) Good	(2) Average	(1) Poor	(0) Not Available	4	4	16
B 2.6	Disability specific assessment and rehabilitation services offered by the training institute			(4) Excellent	(3) Good	(2) Average	(1) Poor	(0) Not Available	4	4	16
B 2.7	Training institution and labs are accessible for students as well as persons with disabilities				(4) Excellent	(3) Good	(2) Average	(1) Poor	4	3	12
B 2.8	Overall impression on quality of practical/field work infrastructure and networking of the training institution				(4) Excellent	(3) Good	(2) Average	(1) Poor	4	3	12
Total B2. E											

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

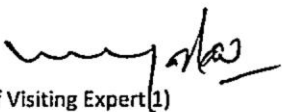
B. Desirable											
Sl.	Items	Actual	Points based on the Facilities available with the Institute			Raw Score (A)	Weightage (B)	Score (AxB)			
			(4) Available & Used	(2) Available but not Used	(0) Not Available						
B 2.9	Training institution has adopted villages/slums/ community for community based rehabilitation program		✓			4	8	32			
B 2.10	Availability of qualified persons with disabilities as faculty/supervisor/mentors		✓			4	7	28			
Total B 2D									60		

(Signature of Visiting Expert 1)

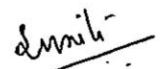
(Signature of Visiting Expert 2)

B. 3: Clinical/Educational/Field Work Services											
A. Essential											
Sl.	Items			Points for Matching with the Norm					Raw Score (A)	Weight age(B)	Score (AxB)
				(4) Excellent	(3) Good	(2) Average	(1) Poor	(0) Not Available			
B 3.1	Quality of Services available for all types of disabilities by the training institution			✓					4	5	20
B 3.2	Service delivery: Procuring UDID/ Ability Aids/other rehabilitation programs during last year			✓					4	5	20
B 3.3	Vocational rehabilitation services – assisting in getting admission to Skill Training Institutes/ economic activity during last year							✓	0	5	0
B 3.4	Referral to other institutes/organizations for required Services				✓				3	5	15
B 3.5	Counseling services offered			✓					4	5	20
B 3.6	Skill Development or Economic rehabilitation organized by Students (number)				✓				3	5	15
B 3.7	Services/activities undertaken to generate awareness among PwDs & their family members				✓				3	5	15
B 3.8	Overall impression on Rehabilitation Services by the Institute through its staff, faculty and students				✓				3	5	15
Total B 3.E										120	
Remarks (specify sl. No for which the remark is made):											
Photographs: Enclose 5 photographs of Field Work/ Community Involvement showing facilities, activities etc.											

B. Desirable										
Sl.	Items	Actual Status	Points based on the Number with Evidence					Raw Score (A)	Weight age (B)	Score (AxB)
			4							
B 3.9	Quality of services in the adopted villages/slums/ community for community based rehabilitation program		/					4	5	20
B 3.10	Services undertaken in generating employment for persons with disabilities		/					4	5	20
Total B 3.D										40
Remarks										



(Signature of Visiting Expert 1)



(Signature of Visiting Expert 2)

B4. Curricular Transaction (Only for Extension Proposal)

(Please refer to the prescribed Curriculum/Manual for number of books/journals/other resources and their copies)

B4.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			
B4.1	Academic calendar and time table as per needs of the programme								04	
B4.2	Attendance of Students and Faculties based on Biometry								04	
B4.3	Engaging students by teaching in the classroom by using ICT, group activities and group presentations, student seminars								04	
B4.4	Diversity of Filed exposure to rehabilitation programs of Child, Adult, , Family, Community								04	
B4.5	Monitoring and Supervision of students' visits, field work and practicum								05	
B4.6	Quality of reports submitted by the students for various activities such as visits, field work, practicum, awareness materials								05	
B4.7	Quality of records submitted by the students on assignments, projects, dissertation, seminar, case conference								05	
B4.8	Periodic assessment of quality of involvement of trainees in field work activities and client service								05	
Overall impression of Curricular Transaction through interaction with students and faculty			(4) Excellent	(3) Good	(2) Average	(1) Poor			04	
									Total B4.E	

B. Desirable										
B4.9	Mentoring, Tutorial and Coaching Facilities*		(4) Yes	(0) No					05	
B4.10	Development of A-V/Accessible lessons by the faculty		(4) Yes	(0) No					05	
									Total B4.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

Summary of Scores (New Proposal)							
Sl.no	Parameters	Essential			Desirable		Remark
		Max. Score	Obtained Score	%	Max. Score	Obtained Score	
Part A							
1	Academic Infrastructure (Building)	A1E=100	98	98%	A1D=20	20	
2	Library Resources & Services	A2E=120	120	100%	A2D=20	20	
3.	Inclusive Community Development Programs	A3E=80	80	100%	A3D=40	40	
4.	Institutional Achievements & Credentials	00	120	—	A5D=80	80	
Part B							
6.	Human Resources	B1E=160	160	100%	B1D=60	60	
7.	Educational Infrastructure	B2E=120	120	100%	B2D=60	60	
8.	Educational/Field Work Services	B3E=160	120	75%	B3D=40	40	
Total		740	698	94%	320		

Summary of Scores (Extension Proposal)							
Si.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.	Faculty Development & Research	A4E=120			A4D=40		
5.	Institutional Achievements & Credentials	00			A5D=80		
Part B							
6.	Human Resources	B1E=160			B1D=60		
7.	Educational/Clinical Infrastructure	B2E=120			B2D=60		
8.	Educational/Clinical Services	B3E=160			B3D=40		
9.	Curricular Transactions	B4E=160			B4D=40		
Total		1020			400		


(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)

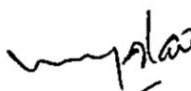
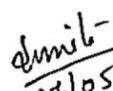
Strengths - Good barrier free infrastructure

Weakness : Do not have sufficient RCI registered staff as of now.



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
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