INFORMATION HANDBOOK

UNDER RIGHT TO INFORMATION ACT, 2005

Rehabilitation Council of India
A Statutory Body under the Ministry of Social Justice and Empowerment
Department of Empowerment of Persons with Disabilities (Divyangjan)
B-22, Qutub Institutional Area
New Delhi – 110 016

Chapter – 1

Introduction

1.1 Please throw light on the background of this handbook (Right to Information Act – 2005)

This Information Handbook has been prepared in pursuance of Section 4 of the Right to Information Act, 2005 (RTI Act, 2005) to provide information in respect of objectives, role, functions of Rehabilitation Council of India set up under the RCI Act of 1992 and RCI Act (Amendment) of 2000.

1.2 Objective/ purpose of this hand-book

- To provide access to information pertaining to the functioning of Rehabilitation Council of India and the decisions thereof. Thus, promote transparency and accountability in the working.
- To provide maximum information suo-motu or sources thereof so that people have minimum resort to use of the RTI Act.

1.3 Who are the intended users of this hand-book?

This handbook is useful for any person who is interested in pursuing a career in rehabilitation of persons with disabilities, the persons with disabilities, their guardians, Voluntary Organizations and individuals working in the field of disability and Central/ State Government Organizations.

1.4 Organization of the information in this hand-book. Detailed, para wise.

1.5 Definitions (Please provide definitions of various terms used in the hand-book).

Sl. No.	Abbreviation	Programme
1.	M.Ed.Spl.Ed.(VI)	M.Ed. Special Education (Visual Impairment)
2.	B.Ed.Spl.Ed.(VI)	B.Ed. Special Education (Visual Impairment)
3.	B.M.Sc.	Bachelor in Mobility Science
4.	D.Ed.Spl.Ed.(VI)	D.Ed. Special Education (Visual Impairment)
5.	D.Ed.Spl.Ed.(Db)	D.Ed. Special Education (Deafblind)
6.	B.Ed.Spl.Ed.(Db)	B.Ed. Special Education (Deafblind) (on pilot basis)
7.	DCE(VI)	Diploma in Computer Education (Visual Impairment)
8.	M.Ed.Spl.Ed.(HI)	M.Ed. Special Education (Hearing Impairment)
9.	B.Ed.Spl.Ed.(HI)	B.Ed. Special Education (Hearing Impairment)
10.	D.Ed.Spl.Ed.(HI)	D.Ed. Special Education (Hearing Impairment)
11.	D.E.C.S.E.(HI)	Diploma in Early Childhood Special Education (Hearing Impairment)
12.	D.I.S.L.I.	Diploma in Indian Sign Language Interpretation
13.	D.T.I.S.L	Diploma in Teaching Indian Sign Language

14.	M.Ed.Spl.Ed.(ID)	M.Ed. Special Education (Intellectual Disability)
15.	B.Sc.(Spl.Ed.&.Reh.)	B.Sc. (Special Education and Rehabilitation)
16.	B.Ed.Spl.Ed.(ID)	B.Ed. Special Education (Intellectual Disability)
17.	P.G.D.E.I.	Post Graduate Diploma in Early Intervention
18.	D.Ed.Spl.Ed.(IDD)	D.Ed. Special Education (Intellectual and Developmental Disabilities)
19.	D.V.R.(ID)	Diploma in Vocational Rehabilitation (Intellectual Disability)
20.	D.E.C.S.E.(ID)	Diploma in Early Childhood Special Education (Intellectual Disability)
21.	Integrated B.Ed.-M.Ed.Spl.Ed. (ID)	Integrated Bachelor of Education-Master of Education-Special Education (Intellectual Disability)
22.	M.Ed.Spl.Ed.(LD)	M.Ed. Special Education (Learning Disability)
23.	B.Ed.Spl.Ed.(LD)	B.Ed. Special Education (Learning Disability)
24.	Integrated B.Ed.-M.Ed.Spl.Ed.(SLD)	Integrated Bachelor of Education-Master of Education Special Education (Specific Learning Disability)
25.	M.P.O.	Master in Prosthetics & Orthotics
26.	B.P.O.	Bachelor in Prosthetics and Orthotics
27.	D.P.O.	Diploma in Prosthetics and Orthotics
28.	C.P.O.	Certificate Course in Prosthetics & Orthotics
29.	D.C.B.R.	Diploma in Community Based Rehabilitation
30.	M.Phil.(R.P.)	M.Phil (Rehabilitation Psychology)
31.	P.G.D.R.P.	P.G. Diploma in Rehabilitation Psychology (Revised March, 2017)
32.	M.Phil.(Cl.Psy.)	M.Phil (Clinical Psychology)
33.	P.D. (Cl.Psy)	Professional Diploma in Clinical Psychology
34.	Psy.D (Cl.Psy)	Psy. D in Clinical Psychology
35.	M.Sc.(Aud.)	M.Sc. in Audiology
36.	M.Sc.(S.L.P.)	M.Sc. in Speech Language Pathology
37.	B.A.S.L.P.	Bachelor in Audiology and Speech-Language Pathology–Semester System
38.	D.H.L.S.	Diploma in Hearing Language and Speech
39.	D.H.A.R.E.M.T.	Diploma in Hearing Aid Repair and Ear Mould Technology
40.	PGDAVT	Post Graduate Diploma in Auditory Verbal Therapy
41.	PGDAAC	Post Graduate Diploma in Alternative and Augmentative Communication
42.	D.Ed.Spl.Ed.(MD)	D.Ed. Special Education (Multiple Disabilities) (on pilot basis)
43.	B.Ed.Spl.Ed.(MD)	B.Ed. Special Education (Multiple Disabilities)
44.	M.Ed.Spl.Ed.(MD)	M.Ed. Special Education (Multiple Disabilities) (on pilot basis)
45.	P.G.D.D.T. (MD:P&N)	Post Graduate Diploma in Developmental Therapy (Multiple Disabilities: Physical and Neurological)
46.	D.Ed.Spl.Ed.(CP)	D.Ed. Special Education (Cerebral Palsy)
47.	B.Ed.Spl.Ed. (ASD)	B.Ed. Special Education (Autism Spectrum Disorder)
48.	M.Ed.Spl.Ed. (ASD)	M.Ed. Special Education (Autism Spectrum Disorder) (on pilot basis)

49.	D.R.T.	Diploma in Rehabilitation Therapy
50.	C.C.R.T.	Certificate Course in Rehabilitation Therapy
51.	M.R.Sc.	Master in Rehabilitation Science
52.	M.Sc.(Psycho-Social Rehab)	M.Sc. (Psycho-Social Rehabilitation)
53.	M.D.R.A.	Master in Disability Rehabilitation Administration
54.	M.A. (SWDS)	Master of Arts Social Work in Disability Studies and Action
55.	B.R.Sc.	Bachelor in Rehabilitation Science
56.	P.G.D.D.R.M.	Post-Graduate Diploma in Disability Rehabilitation and Management
57.	ADCGC	Advance Diploma in Child Guidance and Counselling
58.	C.C.C.G.	Certificate Course in Care Giving
59.	B.A./B.Com./ B.Sc.B.Ed.Spl.Ed.	Bachelor of Art/Bachelor of Commerce/ Bachelor of Science Bachelor of Education Special Education
60.	FC-SE.DE	Foundation Course in Special Education Distance Education
61.	F.C.E.C.L.D	Foundation Course in Early Childhood with Learning Disabilities
62.	ODL	Open Distance Learning
63.	CRE	Continuous Rehabilitation Education
64.	CRR	Continuous Rehabilitation Register

1.6 Contact person in case somebody wants to get information under RTI Act, 2005.

Dr. Rajesh Kr. Verma
Deputy Director & Public Information Officer
Rehabilitation Council of India
B-22, Qutab Institutional Area
New Delhi -110016
Tel. 011-26532408, 26532384, 26534287, 26532816 Fax No. 011-26534291
E-mail: ddtrci-depwd@gov.in Website: www.rehabcouncil.nic.in

1.7 Procedure and Fee Structure for getting information which are not available in the hand-book.

Any person who wishes to seek information under the Right to Information Act, 2005 can file an application as given in Chapter 18 para 2, of this Handbook, to the Public Information Officer.

A nominal application fee of Rs.10/- per application will be charged for supply of information other than the information relating to Tender Documents/Bids/Quotations/Business Documents in addition to the cost of document or the photocopies of document/information, if any. A sum of Re. 2/- per page will be charged for supply of photocopy of document(s) under the control of RCI.

For inspection of records, no fee will be charged for the first hour, however, a fee of Rs.5/- (Rupees Five Only) will be charged for each subsequent hour (or fraction hereof).

For information provided in diskette or floppy Rupees fifty per diskette or floppy; and for information provided in printed form at the price fixed for such publication or Rupees two per page of photocopy for extracts from the publication will be charged.

No fee will be charged from the persons who are below poverty line on submission of photocopy of the BPL card issued by the competent authority.

The Office will endeavor to provide the information in the shortest possible time subject to a maximum of 30 days.

In case, any person does not get a response from the PIO within 30 days of the submission of Application is aggrieved by the response received within the prescribed period, he/she may file an appeal to the following **First Appellate Authority**:

Dr. Sandeep Tambe
Deputy Director & First Appellate Authority
Rehabilitation Council of India
B-22, Qutab Institutional Area
New Delhi – 110 016
Tel. 011-26532408, 26532384, 26534287, 011-2653816
Fax No. 011-26534291
E-mail: rci-depwd@gov.in Website: www.rehabcouncil.nic.in

Chapter –2

Particulars of Organization, Functions and Duties

Manual – 1

2.1 Objective/purpose of the public authority.

OBJECTIVES

- ✓ To regulate the training policies and programmes in the field of rehabilitation of persons with disabilities
- ✓ To bring about standardization of training courses for professionals dealing with persons with disabilities
- ✓ To prescribe minimum standards of education and training of various categories of professionals/ personnel dealing with people with disabilities
- ✓ To regulate these standards in all training institutions uniformly throughout the country
- ✓ To recognize institutions/ organizations/ universities running master's degree/ bachelor's degree/ P.G. Diploma/ Diploma/ Certificate courses in the field of rehabilitation of persons with disabilities
- ✓ To recognize degree/diploma/certificate awarded by foreign universities/ institutions on reciprocal basis
- ✓ To maintain Central Rehabilitation Register for registration of professionals/ personnel under the following categories:

i) Audiologist and Speech Therapists
ii) Clinical Psychologists
iii) Hearing Aid and Ear Mould Technicians
iv) Rehabilitation Engineers and Technicians
v) Special Teachers for Education and Training the handicapped
vi) Vocational Counsellors, Employment Officers and Placement Officers dealing with Handicapped
vii) Multipurpose Rehabilitation Therapists, Technicians
viii) Speech Pathologists
ix) Rehabilitation Psychologists
x) Rehabilitation Social Workers
xi) Rehabilitation Practitioners in Mental Retardation
xii) Orientation and Mobility Specialists
xiii) Community Based Rehabilitation Professionals
xiv) Rehabilitation Counsellors/Administrators
xv) Prosthetists and Orthotists
xvi) Rehabilitation Workshop Managers
xvii) Any other

- ✓ To collect information on a regular basis on education and training in the field of rehabilitation of people with disabilities from institutions in India and abroad.
- ✓ To encourage continuing education in the field of rehabilitation and special education by way of collaboration with organizations working in the field of disability.
- ✓ To recognize Vocational Rehabilitation Centres as manpower development centres.

- ✓ To register vocational instructors and other personnel working in the Vocational Rehabilitation Centres.
- ✓ To recognize the national institutes and apex institutions on disability as manpower development centres.
- ✓ To register personnel working in national institutes and apex institutions on disability under the Ministry of Social Justice &Empowerment.
- ✓ To promote research in the field of Rehabilitation and Special Education.

2.2 Mission/Vision Statement of the public authority.

To provide quality services to persons with disabilities, matching with the best in the World.

2.3 Brief history of the public authority and context of its formation.

The Rehabilitation Council of India was set up as a registered society in 1986. However, it was soon found that a Society could not ensure proper standardization and acceptance of the standards by other Organizations. The Parliament enacted Rehabilitation Council of India Act in 1992. The Rehabilitation Council of India became a Statutory Body on 22nd June 1993.

The RCI Act was amended by the Parliament in 2000 to make it more broad based. The Act casts onerous responsibility on the Council. It also prescribes that any one delivering services to people with disability, who does not possess qualifications recognized by RCI, could be prosecuted. Thus the Council has the twin responsibility of standardizing and regulating the training of personnel and professional in the field of Rehabilitation and Special Education.

2.4 Duties of the public authority.

The Rehabilitation Council of India has been set up as a Statutory Body under an Act of Parliament and its specific role is to develop, standardize and regulate training programmes/ courses at various levels in the field of Rehabilitation and Special Education. It also maintains the Central Rehabilitation Register for qualified Professionals/ Personnel in the area of Rehabilitation and Special Education and promotes Research in Special Education.

2.5 Main activities/ functions of the public authority.

One of the main functions of the Council is to standardize the training courses for various categories of Professionals/Personnel for ensuring quality services to the people with disabilities. The Council keeps on modifying/revising the existing syllabi and adopt new training programmes incorporating new developments.

The Council has so for standardized over 120 Long Term/ Short Term Training Courses with the help of respective Expert Committees constituted by the Council. These Training Courses are being adopted from time to time by various Universities/Institutions.

Maintenance of Central Rehabilitation Register for the categories of Professionals notified under the Act.

2.6 List of services being provided by the public authority with a brief write-up on them.

(a) Standardization of courses:- Development and standardization of training courses in the

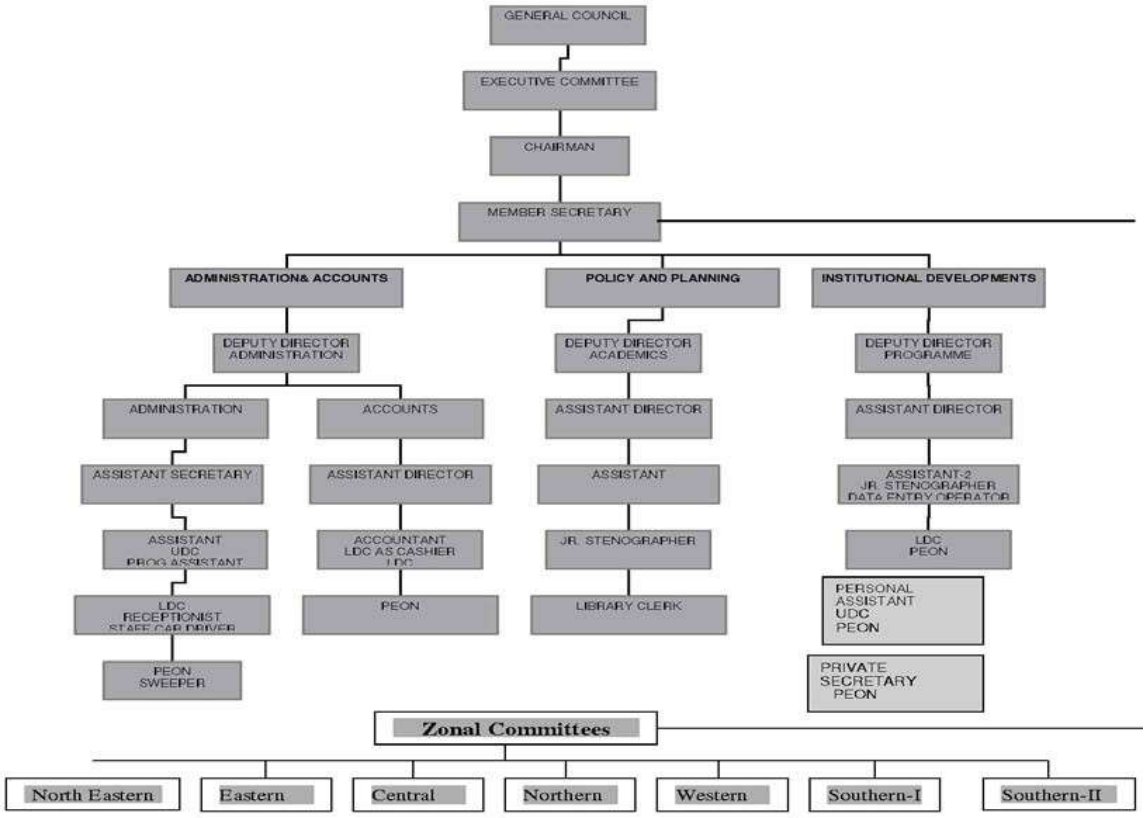
field of rehabilitation and special education.

(b) Recognition of institutions:- RCI accords recognition to institutions/ teaching department of universities for conducting training courses approved by it in the field of Rehabilitation and Special Education.

(b) Registration:- The trained professionals/personnel are registered in the Central Rehabilitation Register.

2.7 Organizational Structure Diagram at various levels namely State, Directorate, Region, District, Block etc. (whichever is applicable).

ORGANIZATION CHART OF RCI



2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

Feedback on quality of training programmes and quality of services rendered by trained persons.

2.9 Arrangements and methods made for seeking public participation/ contribution.

Feedback form is displayed on the website.

2.10 Mechanism available for monitoring the services delivery and public grievance resolution.

Vigilance Officer has been designated by the Ministry for redressal of grievances.

2.11 Addresses of the main office and other offices at different levels. (Please categories the addresses district wise for facilitating the understanding by the user).

Main Address:

Rehabilitation Council of India, B-22, Qutab Institutional Area, New Delhi – 110016

To tackle the diversified and expanded activities of the RCI the following seven Zonal Committees have been set up throughout the country:

2.12 Morning hours of the office: 9:00 A.M., Closing hours of the office: 5:30 P.M. of all working days.

Chapter – 3

Powers and Duties of Officers and Employees

Manual – 2

3.1 Please provide details of the powers and duties of officers and employees of the organization.

Designation	**Chairman**
Powers & Duties	The Chairperson shall, 1. Be responsible for the proper functioning of the Council and the Committees thereof and the implementation of the decisions arrived at by the Council or by the committee and the discharge of duties imposed on him by these regulations or under the provisions of the Act. 2. Exercise such supervisory and administrative control over all officers and employee of the Council as may be necessary for efficient discharge of functions under the Act.
Designation	**Member Secretary**
Powers & Duties	1. Subject to the general control and directions of the Council, the Member Secretary shall exercise the powers of the head of the Administration. 2. The Member Secretary shall be responsible for the safety of the property of the Council; the control and management of the office/accounts correspondence; shall allot and supervise the work of other employees of the Council and perform such other duties as may be required by the Council for the purpose of the Act. 3. All contracts shall be executed on behalf of the Council by the Member Secretary after approval of the Chairperson. 4. The Member Secretary shall be responsible to keep and maintain the Central rehabilitation Register.
Designation	**Dy. Director (Admn.)**
Powers & Duties	1. General Administration, Establishment, Co-ordination & Misc. matters 2. Supervision of Stores /Purchase /Printing/ Tenders & related work 3. Building/ Security/ Maintenance 4. All financial matters/receipts and disbursement, reconciliation etc. 5. Audit, Report, Returns 6. Grant-in-aid / monitoring of funds / Pension/ Retirement benefits etc. 7. Supervision of Books of Accounts/ Audit/ Report/ Returns

Designation	**Dy. Director (Programme)**
Duties	1. Development & Standardization of training programs for the 16 categories of professionals/ personnel allocated to the Council. 2. Preparation and review of guidelines/ norms in respect of different training programmes. 3. Coordination with 13 expert committees constituted for standardization, development & reviewing the training programmes pertaining to 16 categories allocated under the RCI Act. 4. Follow up action on Expert Committee meetings. 5. Preparation of revised syllabi. Forwarding the approved syllabi to the concerned institutions/ Universities for adoption 6. Digitization relating to Programme Division 7. Distance Education Cell 8. Any other work assigned by the Chairperson and Member Secretary from time to time.
Designation	**Dy. Director (Technical)**
Duties	1. Recognition/De-recognition of Training Institutions. 2. Review of guidelines for inspection of different categories of professionals. 3. Gazette notification -preparation of list of Institutions of permanent nature and processing up to gazette notification after approval of the General Council. 4. The appointment of inspection teams. 5. Processing of application for recognition. 6. Preparation of norms for inspection/recognition. 7. Specification of criteria for classifying the registration. 8. Grant of Registration Certificates. 9. Monitoring of the Register from time to time. 10. Putting up all the cases where qualification/ training programmes not approved by the Council for assessment.
Designation	**Assistant Director**
Duties	1. Coordination with 11 expert committees constituted for standardization, development & reviewing the training programmes pertaining to 16 categories allocated under the RCI Act. 2. Continuing Rehabilitation Education (CRE) programmes 3. Seminar/ Workshop/Symposium. 4. Preparation of Agenda and Minutes of 11 Expert Committees and Core committee meetings. 5. Follow up action on Expert Committee meetings. 6. Preparation of revised syllabi. Forwarding the approved syllabi to the concerned institutions/ Universities for adoption.

Designation	**Assistant Director**
Duties	1. Recognition to training institutions 2. Criteria for appointment of Inspectors as per RCI Act. 3. Follow up and coordination for the inspection team already deputed. 4. Preparation of list of institutions that have been recognized including details of when the institution was last inspected type of recognition and due date for next inspection. 5. Obtaining inspection and other fee from institutions for recognition. 6. Processing of applications of recognition. 7. Assessment and Accreditation of institutions. 8. Implementation RTI Act, supervision of dak/ receipt & dispatch.
Designation	**Assistant Secretary**
Duties	1. General Administration/Establishment 2. Purchases/ Printing/ Tenders & related work 3. Maintenance of accounts/ Receipts and payment, reconciliation. 4. Grant/ monitoring of funds/ Pension/ Retirement benefits etc. 5. Supervision of Books of Accounts 6. Audit/ TDS/ Report/ Return

Chapter – 4

Rules, Regulations, Instructions, Manual and Records for Discharging Functions

Manual – 3

4.1 **Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.**

Name/title of the document: RCI Act of 1992 Type of the document: Act
(Rules, Regulations, Instructions, Manual, Records, Others)

Brief Write-up on the Document

The RCI Act is passed by the Parliament in 1992 and came into effect in 1993 after the assent of President of India. The Act deals with standardization, monitoring and regulation of rehabilitation training programmes.

From where one can get a copy of rules, regulations, instructions, manual and records

Address: Rehabilitation Council of India
B-22, Qutab Institutional Area
New Delhi – 110016
Telephone No.: 011-26532408, 26532384, 26534287, 26532816
Fax No. 011- 2653 4291
E-mail: rci-depwd@gov.in

Fee charged by the department for a copy of rules, regulations, and instructions, manual and records (if any): Rs. 2/- per page. Name/title of the document: Type of the document: Regulations RCI **Regulations 1997 & 98** Choose one of the types given below.
(Rules, Regulations, Instructions, Manual, Records, Others)

Brief Write-up on the Document Regulations for the functioning of RCI office for the implementation of RCI Act. From where one can get a copy of rules, regulations, instructions, manual and records

Address: Rehabilitation Council of India
B-22, Qutab Institutional Area
New Delhi –110016
Telephone No.: 011-26532408, 26532384, 26534287, 26532816
Fax No. 011- 2653 4291
E-mail: rci-depwd@gov.in

Fee charged by the department for a copy of rules, Regulations, instructions, manual and records (if any) Rs. 2/- per page.

Chapter – 5

Statement of the categories of documents that are held by it or under its Control

Manual – 4

6.1 Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, other (Please mention the level in place of writing 'Others').

Sr. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1	Files	Official files – Records of each institute recognized, subjects dealt, files dealing with administrative matters	By application	Member Secretary / Dy. Directors / Assistant Directors
2.	Publications	Books, reports, newsletters, journals, annual reports, published from time to time.	Most of the documents are provided free of cost by filling up requisition slip, subject to availability of stock.	Member Secretary / Dy. Directors / Assistant Directors
3.	Accounts related documents	Accounts Ledger books, cash books, vouchers related to accounts matter	By making request through application	Member Secretary / Dy. Director (Admn.) / Assistant Secretary
4.	Legal documents	Act, regulations, matter pertaining to court cases	Through application	Member Secretary / Dy. Director (Admn.)

Chapter – 6

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

Manual – 5

Formulation of Policy

5.1 Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.

Public representatives (Members of Lok Sabha and Rajya Sabha) are represented in the Governing Council of RCI. To invite suggestions from the public, a page has been displayed on the web site.

Sr. No.	Subject/ Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
1.	Policy matters	No	Through Workshops/ Seminars/ Governing Council Meeting
2.	Routine work	No	Website

Implementation of Policy

5.2 Whether there is any provision to seek consultation/participation of public or its representatives for implementation of policies? If there is, please provide details of provision in following format:

Sr. No.	Subject/ Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements seeking participation	for public
1.	Policy matters	No	Through Meeting	G.C.
2.	Routine work	No	Website	

Chapter – 7

A Statement of boards, council, committees and other bodies constituted as its part

Manual – 6

7.1 **Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:**

Name and address of the Affiliated Body
Rehabilitation Council of India B-22, Qutab Institutional Area, New Delhi – 110016

Type of Affiliated Body (Board, Council, Committees, Other Bodies)

Council (Statutory Body)
Brief Introduction of the Affiliated Body (Establishment Year, Objective/ Main Activities)

The Rehabilitation Council of India was set up as a registered society in 1986. However, it was soon found that a Society could not ensure proper standardization and acceptance of the standards by other organizations. The Parliament enacted Rehabilitation Council of India Act in 1992. The Rehabilitation Council of India became a Statutory Body on 22nd June 1993.

The RCI Act was amended by the Parliament in 2000 to make it more broad based. The Act casts onerous responsibility on the Council. It also prescribes that anyone delivering services to people with disability, who does not possess qualifications, recognized by RCI, and could be prosecuted. Thus, the Council has the twin responsibility of standardizing and regulating the training of personnel and professional in the field of Rehabilitation and Special Education.

The specific role of the Council is to develop, standardize and regulate training programmes / courses at various levels in the field of Rehabilitation and Special Education. It also maintains the Central Rehabilitation Register for qualified Professionals / Personnel in the area of Rehabilitation and Special Education and promotes research in Rehabilitation and Special Education.

One of the main functions of the Council is to standardize the training courses for various categories of Professionals/Personnel for ensuring quality services to the people with disabilities. The Council keeps on modifying/revising the existing syllabi and adopts new training programmes incorporating new developments.

At present 81 (60 regular mode and 21 distance mode) Long Term/ Short Term Training Courses developed with the help of respective Expert Committees are operational in the area of disabilities adopted by various Universities/Institutions.

Role of the Affiliated Body (Advisory/ Managing/ Executive/ others)

Statutory Body

Structure and Member Composition of General Council

http://rehabcouncil.nic.in/forms/Sublink1.aspx?lid=883

Structure and Member Composition of Executive Committee

http://rehabcouncil.nic.in/forms/Sublink1.aspx?lid=800

Head of the Body

Chairperson, RCI

Address of Main office and its Branches

Rehabilitation Council of India B-22, Qutab Institutional Area, New Delhi -110016

Frequency of Meetings

At least once in a year

Can public participate in the meetings?

No, however, public representative are nominated by the Government in the General Council.

Are minutes of the meetings prepared?

Yes

Are minutes of the meetings available to the public? If yes please provide information about the procedure to obtain them.

No

Chapter – 8

The names, designations and other particulars of the Public Information Officers

Manual – 7

8.1 Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format

Name of the Public Authority:
Assistant Public Information Officers:

Yet to Designate

Public Information Officer:
Dr. Rajesh Kr. Verma
Deputy Director & Public Information Officer
Rehabilitation Council of India
B-22, Qutub Institutional Area
New Delhi – 110 016
Tel. 011- 26851609, Fax No. 011-26534291
E-mail: ddtrci-depwd@gov.in

First Appellate Authority:
Dr. Sandeep Tambe
Deputy Director & First Appellate Authority
Rehabilitation Council of India
B-22, Qutub Institutional Area
New Delhi – 110 016
Tel. 011-26532378, Fax 011-26534291
E-mail: ddprci-depwd@gov.in

Chapter – 9

Procedure followed in Decision Making Process

Manual – 8

9.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and rule of Business Manual, and other rules/ regulations etc. can be made).
RCI regulations

9.2 What are the documented procedures/ laid down procedures/ Defined Criteria/ Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?
RCI regulations. Decision on day to day matters is taken by the Member Secretary (Head of the office) and Chairperson of the Council. For policy matters, the Expert Committee makes recommendations which are placed before the Executive Committee and the General Council.

9.3 What are the arrangements to communicate the decision to the public?
Through website, brochure, quarterly newsletters

9.4 Who are the officers at various levels whose opinions are sought for the process of decision making?
Assistant Directors, Dy. Directors, Member Secretary and Chairperson.

9.5 Who is the final authority that vets the decision?
Member Secretary and Chairperson

9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl. No. 1

Subject on which the decision is to be taken		Recognition of institution
Guidelines/ Direction, if any		As per laid down norms
Process of Execution		Through recommendation of inspection team of experts depute by the Council
Designation of the Officers involved in decision making		Assistant Director, Member Secretary
Contact information of above mentioned officers		91-011-26532408/ 26532384/ 26534287/ 26532816 Fax No. 011-26534291
If not satisfied by the decision, where and how to appeal		Chairperson/ Member of General Council, RCI through application

Sl. No. 2

Subject on which the decision is to be taken		Registration
Guidelines/ Direction, if any		As per laid down norms
Process of Execution		Through prescribed applications
Designation of the Officers involved in decision making		Assistant Director, Member Secretary, Chairperson
Contact information of above mentioned officers		91-011-26532408/ 26532384/ 26534287/ 26532816 Fax No. 011-26534291
If not satisfied by the decision, where and how to appeal		Through Assessment and Accreditation Committee, Secretary, Ministry of Social Justice and Empowerment Through application

Sl. No. 3

Subject on which the decision is to be taken		Standardization of Curriculum
Guidelines/ Direction, if any		As per directions of experts committee
Process of Execution		Through meetings, workshop and approval of the General Council
Designation of the Officers involved in decision making		Assistant Director (Programme), Dy. Director (Programme), Member Secretary, Chairperson
Contact information of above mentioned officers		91-011-26532408/ 26532384/ 26534287/ 26532816 Fax No. 011-26534291
If not satisfied by the decision, where and how to appeal		General Council through applications

Sl. No. 4

Subject on which the decision is to be taken		Purchase and placing orders
Guidelines/ Direction, if any		As per GFR, Central Govt. Rules
Process of Execution		As per provision of GFR 2017
Designation of the Officers involved in decision making		Assistant Secretary, Dy. Director (Admn), Member Secretary, Chairperson
Contact information of above mentioned officers		91-011-26532408/ 26532384/ 26534287/ 26532816 Fax No. 011-26534291
If not satisfied by the decision, where and how to appeal		Chairperson, RCI through application

Chapter – 10

Directory of Officers and Employees

Manual – 9

10.1Tele: PBX: 011-26532408, 26532384, 26534287, 26532816 Fax No: 011-26534291

Sl.No.	Name	Designation	Phone No.	Office Address	E-mail
1.	**Ms. V. Vidyavathi (IAS)**	Chairperson	011-26532381 & all PBX Extn- 102	RCI, B-22, Qutub Institutional Area, New Delhi - 110011	cprci-depwd@gov.in rci-depwd@gov.in
2.	**Shri Ashish Thakare, IAS**	Member Secretary	011-26532387 & all PBX Extn- 125	-do-	msrci-msje@nic.in rci-depwd@gov.in
3.	Shri Santosh Pal	Deputy Director (Admn.) on deputation	011-26851012 & all PBX Extn- 116	-do-	ddarci-depwd@gov.in
4.	Dr. Sandeep P. Tambe	Deputy Director	011-26511613 Extn- 132	-do-	ddprci-depwd@gov.in regrci-depwd@gov.in
5.	Dr. Rajesh Kr. Verma	Deputy Director	011-26511609 Extn- 122	-do-	ddtrci-depwd@gov.in adprci-depwd@gov.in recogrci-depwd@gov.in
6.	Vacant	Assistant Secretary	011-26532387 Extn- 133	-do-	
7.	Shri Rishi Prakash	Accountant	All PBX Extn- 120	-do-	accts-depwd@gov.in
8.	* Shri Satyajeet Prakash	Assistant Section Officer on deputation	All PBX Extn- 128	-do-	
9.	* Shri Laxmikant	Assistant Section Officer on deputation	All PBX Extn- 122	-do-	
10.	Shri Sanjay Jha	Assistant Section Officer	All PBX Extn- 141	-do-	-do-
11.	Shri M. P. Gupta	Programme Assistant	All PBX Extn- 137	-do-	rci-depwd@gov.in
12.	Shri Rajinder Sati	Data Entry Operator	All PBX Extn- 137	-do-	-do-
13.	Smt. Navita Sharma	Personal Assistant	All PBX Extn- 116	-do-	-do-
14.	Smt. Sapna	Junior Stenographer	-	-do-	-do-
15.	Smt. Shalini Raizada	Assistant Section Officer	All PBX Extn- 132	-do-	-do-
16.	Shri Devender Singh	Sr. Secretariat Assistant	All PBX Extn- 129	-do-	-do-
17.	Shri Lalit Kumar	Sr. Secretariat	All PBX	-do-	-do-

		Assistant	Extn- 149		
18.	Shri D. K. Pandey	Jr. Secretariat Assistant	All PBX Extn- 138	-do-	-do-
19.	Ms. Neha Dabral	Library Clerk	All PBX Extn- 115	-do-	-do-
20.	Shri Vijay P. Bhadre	Receptionist – cum–Tel. Operator	All PBX Extn- 140	-do-	-do-
21.	Shri Sushil Kumar	Photocopy Operator	-	-do-	-do-
22.	Shri Sanjay	MTS	-	-do-	-do-
23.	Shri Laxmikant	Dispatch Rider	-	-do-	-do-
24.	Smt. Sheela	MTS	-	-do-	-do-

Note :- * Presently on deputation to other organization.

Chapter – 11

The Monthly Remuneration Received by each of its Officers and Employees, Including the system of compensation as provided in Regulations

Manual – 10

11.1 Please provide information in following format

Sl. No.	Name	Designation	Pay-Matrix (Level) As per 7th CPC	Allowances	The Procedure to determine the remuneration as given in the regulation
1.	Shri Santosh Pal *	Deputy Director (Admin.)	L-11	-do-	-do-
2.	Dr. Sandeep P. Tambe	Deputy Director	L-11	-do-	-do-
3.	Dr. Rajesh Kr. Verma	Deputy Director	L-11	-do-	-do-
4.	Shri Rishi Prakash	Accountant	L-6	-do-	-do-
5.	Shri Satyajeet Prakash *	Assistant Section Officer	L-6	-do-	-do-
6.	Shri Laxmikant *	Assistant Section Officer	L-6	-do-	-do-
7.	Shri Sanjay Jha	Assistant Section Officer	L-6	-do-	-do-
8.	Shri M. P. Gupta	Programme Assistant	L-7	-do-	-do-
9.	Shri Rajinder Sati	Data Entry Operator	L-6	-do-	-do-
10.	Smt. Navita Sharma	Personal Assistant	L-5	-do-	-do-
11.	Smt. Sapna	Junior Stenographer	L-5	-do-	-do-
12.	Smt. Shalini Raizada	Sr. Secretariat Assistant	L-4	-do-	-do-
13.	Shri Devender Singh	Sr. Secretariat Assistant	L-4	-do-	-do-
14.	Shri Lalit Kumar	Sr. Secretariat Assistant	L-3	-do-	-do-
15.	Shri D. K. Pandey	Jr. Secretariat Assistant	L-3	-do-	-do-
16.	Ms. Neha Dabral	Library Clerk	L-3	-do-	-do-
17.	Shri Vijay P. Bhadre	Receptionist –cum–Tel. Operator	L-2	-do-	-do-
18.	Shri Sushil Kumar	Photocopy Operator	L-3	-do-	-do-
19.	Shri Sanjay	MTS	L-3	-do-	-do-
20.	Shri Laxmikant	Dispatch Rider	L-3	-do-	-do-
21.	Smt. Sheela	MTS	L-3	-do-	-do-

Note :- * Presently on deputation to other organization.

Chapter – 12 The Budget Allocated to each Agency

(Particulars of all plans, proposed expenditures and reports on disbursement made)

Manual – 11

12.1 Please provide information about the details of the budget for different activities under different schemes in the given format

The Public Authorities is responsible for regulating & monitoring the training of professionals & personnel, maintenance of Central Rehabilitation Register and promoting research in rehabilitation & special education and connected matters.

Sl	Name of the Scheme/ Head	Activity	Starting date of the Activity	Planned & date of the activity	Amount proposed	Amount Released/disbursed (No. of Installments) (Rs.In Lakhs)	Actual expenses for the last year	Responsible officer for the quality and the complete execution of the work
NIL								

Budget Estimates/ Revised Estimates (RE–BE), Grant-in-Aid (GIA) received and expenditure for the Year 2021-22

(Rs. in Lakhs)

Sl	**Head**	**BE 2022-23**	**RE 2022-23**	**GIA Allocated by DEPwD 2022-23**	**Opening Balance as on 01.04.2022**	**GIA Recd. from DEPwD 2022-23 (up to Oct. 2022)**	**Expenditure from April 2022 to Oct., 2022**
1	Salaries	400.00	400.00	285.00	-	142.50	201.55
2	General	540.00	620.00	355.00	-	177.50	186.15
3	CBID Programme	-	80.00	-	45.06	-	63.80
	Total	940.00	1100.00	640.00	45.06	320.00	451.50

Note: Excess expenditure met out from internal receipts.

Chapter – 13

The Manner of Execution of Subsidy Programmes

Manual – 12

13.1 Please provide the information as per the following format:

- Name of Programme/ Scheme
- Duration of the Programme/ Scheme
- Objective of the programme
- Physical and financial targets of the programme (for the last year)
- Eligibility of Beneficiary
- Pre-requisites for the benefit
- Procedure to avail the benefits of the programme Criteria for deciding eligibility
- Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)
- Procedure for the distribution of the subsidy
- Where to apply or whom to contact in the office for applying Application Fee (where applicable)
- Other Fees (where applicable)
- Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application
- List of attachments (certificates/ documents)
- Format of Attachments
- Where to contact in case of process related complaints
- Details of the available fund (At various levels like District Level, Block Level etc.) List of beneficiaries in the format given below

Serial Number/ Code	Beneficiary Name	Amount of subsidy	Parent/ Guardians	Criteria of selection	Address								
										District	City	Town / Village	House No.

Not applicable as RCI does not extend any financial grants under any scheme.

Chapter – 14

Particulars of Recipients of Concessions, permits or authorization granted by it

Manual – 13

14.1 Please provide the information as per the following format:

- Name of Programme:- Recognition of Institutions/ Universities for conducting training programmes at Certificate, Diploma, PG Diploma, Bachelor, Master and M.Phil levels.
  Type (Concession/ Permits/ Authorization):- Permanent recognition and provisional approval.
  Objective:- Regulation and monitoring of training programmes
  Targets set:- No physical targets are fixed.
  Eligibility:- As per the norms fixed by the RCI for each training programme given in each curriculum. Apart from these norms the institution must comply with the guidelines and other requirements such as NOC from the State Government for Diploma level programme and affiliation with University for PG Diploma, Bachelor and Master level programmes.
  Criteria for the eligibility:- The Institute must have ample experience in training of professionals and service delivery in the field of Rehabilitation and Special Education.
  Pre-requisites:- Should have sufficient experience and infrastructure for providing services and training in the field of rehabilitation and special education.
  Procedure:- to avail the benefits By applying to the Council for norms and guidelines for conducting training programme. Filling up the application format with requisite document and inspection fees. After scrutiny of application, inspection team is deputed to carry out inspection. On the basis of inspection report, recognition is accorded.
  Time limit for the Concession/ Permits/ Authorizations:- The provisional approval is given for a period of one or two years. Further extension is given subject to the fulfillment and removal of shortcomings verified by the inspection team on subsequent inspection. Permanent recognition is accorded for a period of 5 years. After the expiry of this period, inspection team is deputed again for renewal of recognition. The Council, if not satisfied with the quality and standards of training, on the recommendations of the Inspection team may withdraw the recognition.

- Application Fee (where applicable) as on 03/06/2022

Sl. No.	Head	Fee
1	**PROCESSING FEE** (for each programme applied for fresh/ extension)	15,000/-
2	**INSPECTION FEE** (a) Certificate/ Diploma (b) Degree/ PG Diploma (c) Master & Above	 (a) Rs. 30,000/- (b) Rs. 40,000/- (c) Rs. 50,000/-
3	**APPROVAL FEE** (a) Certificate/ Diploma (b) Degree course(s) in Special Education (c) Master course(s) in Special Education	 (a) Rs. 30,000/- for one year/batch and Rs. 5,000/- for each additional year/batch (b) Rs. 40,000/- for one year/batch and Rs. 7,000/- for each additional year/batch (c) Rs. 50,000/- for one year/batch and Rs. 8,000/- for each additional year/batch

	(d) Degree / PG Diploma (such as BASLP, BPO, PD (Cl. Psy.)) (e) Master & above (such as M.Sc.(SLP), M.Sc. (Audiology). MPO, M. Phil. (Cl.Psy.), M. Phil. (Rehab. Psy.), Psy. D. (Cl.Psy.)	(d) Rs. 60,000/- for one year/batch and Rs. 8,000/- for each additional year/batch (e) Rs. 80,000/- for one year/batch and Rs. 10,000/- for each additional year/batch

- Application format (where applicable)

NORMS, GENERAL GUIDELINES AND APPLICATION FORM AT FOR EVALUATION OF TRAINING PROGRAMMES IN THE FIELD OF SPECIAL EDUCATION & REHABILITATION

Norms and Guidelines for the academic session 2023-24

General Guidelines

1. No rehabilitation professional course approved by RCI shall be started by any Institute / Organization / University / National Institute / State Institute without prior approval of the Council.

2. Before applying for approval of the courses, prospective institution may go through the Norms, General Guidelines and syllabus of the proposed course carefully. Institutions must ensure that they fulfil the minimum criteria laid down for the specific course before applying.

3. For the academic session 2022-23, the NOC from the State Government is essential for fresh proposal. The NOC is required to be submitted on prescribed format as per Council's Circular No. 8-A/Policy(Recog.)/2009/RCI dated 17/10/2017 & 07/03/2018, available on the website of RCI.

4. The Council will consider a maximum of two fresh proposals from any institution/ organization/ society, except National Institutes, CRCs, Universities, Central / State level Government institutions/ organizations.

5. As per Council's decision, institutions already running 10 (ten) or more courses/ Courses of RCI need not to apply for any fresh course from the academic session 2019-20 onwards.

6. The management of the Institute shall adopt the standards of staff, space and equipment as prescribed by the Council and give an undertaking for their phased implementation within the stipulated period.

7. The management of the Institute must ensure that they possess required training facilities to undertake the Degree/ Master Degree/ P.G. Diploma/ M.Phil./ Diploma/ Certificate level courses.

NORMS FOR STARTING REHABILITATION PROFESSIONAL COURSE

1) Separate proposal for each course through e-mail and followed by hardcopy along with requisite enclosures to be submitted on or before the last date.

(i)	Last date of submission of fresh proposal through e-mail	20/08/2022
	Submission of Hard copy of e-mail along with requisite document (self attested)	30/08/2022
(ii)	Last date of submission of fresh proposal through e-mail with late fee of Rs. 10000/-	30/08/2022
	Submission of Hard copy of e-mail along with requisite document (self attested)	10/09/2022

2) Institution desirous for seeking approval of the Council for any of its approved training programmes must ensure that they have requisite experience in disability in addition to the fulfilment of the following requirements:-

a. The institution must have its three (03) years (minimum) old own functional special school for teacher training programmes and laboratory/ rehabilitation centre/ clinical services for other training programmes such as Prosthetic & Orthotics, Speech & Hearing, Clinical Psychology, Rehabilitation Psychology etc. as prescribed in the respective syllabi.

b. The special school must have minimum 60 children with special needs (CSWN) in the respective area of disability.

c. Valid Registration Certificate issued by the respective State Commissioner (Disabilities) as per provisions of PwD Act, 1995/ RPwD Act, 2016 with effect from the date of commencement of the special school for children with special needs (CWSN).

d. In case of University/ Govt. organization, the condition of having own special school is exempted. However, an MOU duly signed with a special school for practice teaching & a copy of the same to be submitted to the Council along with proposal.

e. Institution must ensure practice teaching in inclusive setup also. For this, it is preferred to have a Memorandum of Understanding (MoU) with a regular school. The institutions may also undergo MoU/ permission in writing with inclusive school to ensure practice teaching in inclusive setup, if they do not have their own such school of general setup.

f. The institution must ensure availability of minimum infrastructure and human resources viz: qualified & experienced full time Core faculty, provision to invite guest faculty, adequate space, library, equipment, furniture etc., to conduct the professional training programme in accordance with the Council's norms as prescribed in the respective syllabus.

g. University affiliation is mandatory to conduct the Undergraduate/ Post Graduate Diploma / Degree / Master level / M.Phil. level training programmes.

3) Institute fulfilling the prescribed eligibility conditions may submit the proposal through e-mail and followed by hardcopy along with enclosures within the last dates.

The proposal must be submitted through e-mail (rciproposals2020@gmail.com) along with the attachment of the following documents and as mentioned in the checklist (copy enclosed):

a. Separate Course wise NOC from respective State Govt. (in prescribed format) for the respective course applied for the academic session 2022-23.

b. Valid Registration Certificate under issued by Commissioner (Disabilities) as per the provision of PwD Act / RPwD Act.

c. Documents / Paper related to evidence of having minimum three year old own functional special school and list of students of concerned disability, their age, disability percentage and disability certificate number / date of issuance in the prescribed format as follows:

Sl. No.	Name of the child with special needs	Age and Gender	Disability Certificate Number, date of issuance and Percentage of disability
1	2	3	4

d. MOU from regular school for conducting practice teaching in inclusive setup.

e. Submission of fee along with proposal for each course as per details given below:

	Processing Fee	Assessment Fee
Fresh Proposal	Rs.15,000/-	To be submitted once asked by the Council

The above fee to be remitted through NEFT as per details given details:

Sl. No.	**Nature of Deposit**	**Fee towards processing of proposal, inspection and approval fee for granting recognition**
1.	Name of Account Holder	Rehabilitation Council of India
2.	Name of Bank	Canara Bank
3.	Address of Bank	Jit Singh Marg, New Delhi – 110067
4.	Account Number	1484101026701
5.	Type of Account	Saving Bank Account
6.	IFSC Code	CNRB0001484

f. An original undertaking on the non-judicial stamp paper valued Rs.50/- as prescribed in the application format.

g. In case of fresh proposal, copies of **consent and appointment letters** of the faculty with RCI's registration number and other requisite staff with photograph.

h. Other enclosures as prescribed in the application form.

4)	**Financial Requirement** a. Endowment Fund: The institution under private management should have endowment fund of rupees three lakhs deposited in the bank for each course and rupees one lakh for subsequent courses or an amount decided by the Council from time to time depending upon the level of the training course. Copy of deposit receipt of the reserve fund to be submitted along with proposal. A Pledge Certificate issued by the respective Bank as per the prescribed format on the letter head of the respective Bank shall be submitted only on approval of the course. The University Deptt. / Govt. institutions are exempted from this stipulation. b. Salary Structure: The institution should adopt the salary structure prescribed by the State Govt. / UGC for its teaching and non-teaching staff appointed for the training course. It should have a sufficient fund to meet at least three months advance salary of the staff and other miscellaneous expenditure. c. Salary of the faculties / teachers shall be paid only in the bank account of the respective teacher**.**
5)	**Fee Structure** Tuition and other fees structure followed by the institution should correspond to the norms prescribed by the Central/State Government/ University/RCI from time to time. It is desirable to provide some free scholarship for meritorious poor, socially and economically backward students and students with disabilities.

Note:

1. **In addition to the norms mentioned above, Course Structure, Duration, Eligibility Criteria, Scheme of Examination etc. shall be determined as per the respective syllabus and shall be followed by the applicant institution.**
2. **The instructions of the Council, with regard to processing and granting approval / regretting, shall be binding to the applicant institution.**
3. **Any dispute arising out of the above institutions/ guidelines and also in the process of award / regret of recognition, shall be dealt with in the judicature of Hon'ble High Court of Delhi.**

For any other information, please visit www.rehabcouncil.nic.in

PART-A, PART-B & PART-C, Common for all the programme format is available on website http://rehabcouncil.nic.in

UNDERTAKING ON NON-JUDICIAL STAMP PAPER SHOULD BE SUBMITTED AND REGISTERED WITH THE SUB-REGISTERAR OR ANY OTHER EQUIVALENT COMPETENT AUTHORITY

I/ we, the (Names of the Trustee/ Chairman/ Principal/ Director of the (Name of the College / Institution / Mandal / Trust / Society, etc.) hereby undertake to comply with the following in connection with my/our application for starting / establishment / changing intake capacity of seats of (Name of Course/ College) from the Session

……

1. That the Management including the Governing Body of the Institute/College shall be constituted and the Chairman of the Governing Body shall be appointed as per the guidelines of Council.
2. That the Management shall provide funds, if required for investment in developed land and in providing the related infrastructural, instructional and other facilities as per the norms and standards laid down by the Council from time to time and for meeting the recurring expenditure.
3. That the courses or programme shall be conducted as per the assessed manpower demands.
4. (a) That the admission shall be made according to the regulation and directions of the Council for such admission in the respective institutions.

   (b) That the admission to the courses shall be made only after the minimum requisite / prescribed facilities are created and the affiliating university / competent authority has given permission to start the course.

   (c) That the Institution shall not cause or allow either closure of the Institution or discontinuation of the courses(s) or start any new courses(s) or alter the intake capacity or seats without the prior concurrence of the Council.
5. That the tuition and other fees shall be charged as prescribed within the overall criteria prescribed by the Council / Government from time to time. No capitation fee shall be charged from the students / guardians of the students in any form.
6. That the accounts of the Institution shall be audited annually by a Chartered Accountant and shall be open for inspection by the Council or any board or person authorized by it.
7. That the teaching and other staff shall be selected according to procedures, qualifications and experience prescribed by Council from time to time.
8. That the Management shall strictly follow any further conditions as may be specified by the Council from time to time.
9. In the event of non-compliance by the (name of Society / Trust / Mandal / College/ Institution etc.) with regard to guidelines, norms and conditions laid, prescribed by the Council from time to time, the Council or a body or person authorized by it shall be free of take measures for withdrawal or its approval or recognition, without consideration of any related issues and that all liabilities arising out of such a withdrawal would solely be that of the (Society / Institute / College).
10. The (College/ Institute) by virtue of the approval given by Council shall not automatically become claimant to any grant-in-aid form the Council or State Government for the Institute or for recurring expenditure etc.
11. The matter within brackets shall need to be filled up as relevant.
12. It should be ascertained that the stamp-paper and the undertaking are properly authenticated. List of attachments (certificate documents)

Place: (Name of the legally responsible person giving undertaking alongwith his/ her official)

Date:

(SEAL)

Note:

(i) NOC from the Directorate of Welfare, State Government of Certificate and Diploma level programme.

(ii) Affiliation letter from Universities for PG Diploma, Bachelors, Master and above Programmes.

(iii) Memorandum of Association of the Society.

(iv) Endowment fund of Rs.3 lakhs from NGOs.
(v) List of staff (both teaching & non-teaching).
(vi) RCI registration number for rehabilitation professionals/ personnel
(vii) List of infrastructure facilities available
(viii) Inspection fee
(ix) Recognition fee, if recognition given.
(x) List of books and publications available in the library
(xi) List of equipment available in the lab
(xii) Turn out of persons with disabilities at the service centre.

Format of Attachments
As per the evaluation format given above.

No financial grants are disbursed by the RCI. The following institutes have been accorded recognition by the RCI.

RCI approved Operational Training Programme

Regular Mode: http://rehabcouncil.nic.in/forms/Sublink2.aspx?lid=847
Distance Mode: http://rehabcouncil.nic.in/forms/Sublink2.aspx?lid=844

List of Training Institutions recognized by RCI (Fresh Registration Application to registered with RCI)

http://rehabcouncil.nic.in/writereaddata/approved_inst.pdf **Regular mode**
http://rehabcouncil.nic.in/forms/Sublink2.aspx?lid=1029 **Distance mode**

14.2 Please provide the information as per the follow format:

Name of Programme:- Registration in Central Rehabilitation Register
Type of Authorization (Registration):- Professionals and Personnel
Objective:- Authorization to practice or take up the job in the field of disability, rehabilitation and special education.
Targets set (For the last year):- Since, the Public Authority is a statutory body for standardization, regulations and monitoring of training programmes, no physical targets are fixed.
Eligibility:- Must have RCI approved qualification
Criteria for the eligibility:- Must have RCI approved qualifications from RCI recognized institutions
Pre-requisites:- As per the entry qualification prescribed in the curricula approved by RCI
Procedure to avail the benefits:- By applying online on prescribed application format along with supporting documents.
Time limit:- The registration certificate is valid for a period of 5 years from the date of registration. Thereafter the registered Professionals / Personnel have to apply for renewal or additional qualification.
Fees for registration in CRE through online mode are as under:

1. Application for Fresh Application (Fees Rs.1000/-)

2. Application for Additional Qualification(s) (Rs. 1000/-)

3.Application for Renewal of Registration (Fee Rs.500/-)

4. Application for Good standing (Fee Rs.1500/-)

5. Penalty (Fee Rs.1500/-)

List of registered Professionals / Personnel are available on the Council website: http://rehabcouncil.nic.in

Citizen Charter

Registration in Central Rehabilitation Register (CRR)

Sl. No.	Description	Timeline
A	**Fresh Registration in CRR u/s 19 of RCI Act, 1992**	
1	Submission of online application	Throughout the year
2	Acknowledgement of online application	Immediately after submission of online application along with payment
3	Processing and acceptance of online application (provided all essential documents are submitted as per norms)	15 Working Days
4	Approval of online application after acceptance	07 Working Days
5	Certificate Publish /ready for Download after approval	07 Working Days
6	In case of incomplete application, submission of compliance by the applicant	07 Working Days
7	Total Registration process after submission of compliance	30 working days
B	**Renewal of Registration**	
1	Submission of online application	Throughout the year
2	Acknowledgement of online application	Immediately after submission of online application along with payment
3	Processing and acceptance of online application (provided all essential documents are submitted as per norms)	15 Working Days
4	Approval of online application after acceptance	07 Working Days
5	Certificate Publish /ready for Download after approval	07 Working Days
6	In case of incomplete application, submission of compliance by the applicant	07 Working Days
7	Total Registration process after submission of compliance	30 working days
C	**Addition of Rehabilitation Qualification**	
1	Submission of online application	Throughout the year
2	Acknowledgement of online application	Immediately after submission of online application along with payment
3	Processing and acceptance of online application (provided all essential documents are submitted as per norms)	15 Working Days
4	Approval of online application after acceptance	07 Working Days
5	Certificate Publish /ready for Download after approval	07 Working Days
6	In case of incomplete application, submission of	07 Working Days

	compliance by the applicant	
7	Total Registration process after submission of compliance	30 working days
D	**Certificate of Good Standing**	
1	Submission of online application	Throughout the year
2	Acknowledgement of online application	Immediately after submission of online application along with payment
3	Submission of Hard copies as per norms to the Council	Within 10 days after online application
4	Approval process of application after receipt of hardcopies (provided all essential documents are submitted as per norms)	15 working days
5	Issuance of Good Standing Certificate	Immediately after approval
E	**Verification of Registration in CRR**	
1	Submission of application in hardcopy / through email	Throughout the year
2	Verification process of application after receipt of application (provided all essential documents are submitted as per norms)	15 working days
3	Issuance of Verification Certificate	Immediately after approval
F	**Request for Correction / Modification in CRR**	
1	Application for correction / modification through email / hardcopy alongwith all essential documents	Throughout the year
2	Process for correction / modification	07 Working Days
G	**Replies to Email**	2-5 Working days

Chapter – 15
Norms set by it for the discharge of its functions

Manual – 14

As per Section 24 of Rehabilitation Council of India (RCI) Regulation, 1997, the norms for starting a Rehabilitation Professional Course

1 No Institute of Rehabilitation Professional Course shall be started without the prior approval of Rehabilitation Council of India / the Central Government.

2 To obtain approval of Rehabilitation Council of India, (Govt. or Non-Govt. Organisation) desirous of starting the Degree / Diploma / Certificate courses shall approach the Council, through the respective State Govt. / Union Territory administration. The State Govt./ U.T. administration shall be requested to assess the requirements of various professionals both in the voluntary and Govt. sector and thus would be able to provide employment opportunities for various categories of personnel who would be qualified.

3 The State Government / Union Territory administration must indicate in clear terms whether they are or not in favour of starting of a college / or Institution managed by a Non-Governmental Organization.

4 The management of the Institute, (Govt. or Non-Govt. Organization) shall adopt the standards of staff, space and equipments as recommended by the Rehabilitation Council of India and given an under taking for their phased implementation within the stipulated period.

5 The management of the Institute, (Govt. or Non-Govt. Organization) must submit in writing, the willingness of an University / Board who can grant affiliation if the Council permits the Degree/Diploma Course to be started.

6 The management of the Institute (Govt. or NGO) must satisfy Rehabilitation Council of India about possessing enough training facilities to undertake the Degree/ Diploma courses.

7 The management must provide adequate facilities of administrative and teaching staff required for the Degree/Diploma course as per the recommendation of the Council.

8 The management of the Institute must submit a plan for the construction of full-fledged division and appoint competent personnel to manage the same.

9 On receipt of an application from NGO for permission to start new Rehabilitation Professional Course, the Council shall call for, if not done by the Organization, the recommendations/views of the State Govt. In case the recommendations/views of the State Govt. are not received within a reasonable period of 90 days, the Council shall be entitled to process the application on its own with the support of its Committees and thereafter take such decision as it deem necessary.

15.1.1 **Standardization of courses:-** Training programmes are developed and standardized by the Expert Committee constituted every 2 years. The training courses developed and standardized are approved the operational courses are reviewed every 5years.

15.1.2 **Recognition of training courses**:- Norms and standard for conducting training programme are as per the course curriculum.

Chapter – 16
Information available in an electronic form

Manual – 15

16.1 Please provide the details of the information related to the various schemes which are available in the electronic format.

(a) Role, functions and activities of RCI
(b) Course curriculum
(c) The database of registered professionals / personnel with their names, addresses, qualification and professional categories under which the person is registered.
(d) List of recognized institutions.

Chapter – 17
Particulars of the facilities available to citizens for obtaining information

Manual – 16

17.1.1 Means, methods or facilitation available to the public which are adopted by the department for dissemination of information. Like

- Office Library Meant for office use for reference and records. Certain publications Manual/Journal/Newsletter
- Drama and shows
- Live programmes on discussions on various topics are beamed through teleconferencing using virtual mode.
- Through Newspaper Advertisement of recognized training centres are published every year in leading national newspapers.
- Exhibition:- Not a regular feature.
- Notice Board: - Available.
- Inspection of Records in the Office Photocopy by paying Rs. 2/- per page
- System of issuing of copies of documents
- Brochure are provided free of cost. Some publications are available on payment basis. List of publication are available on website.
- Website of the Public Authority www.rehabcouncil.nic.in and http://rciregistration.nic.in

Chapter – 18
Other Useful Information

Manual – 17

18.1 Frequently asked questions and their answers by public

Q. What is the specific role of the Rehabilitation Council of India?
Ans. The Rehabilitation Council of India has been set up as a Statutory Body under an Act of Parliament and its specific role is to develop, standardize and regulate training programmes/ courses at various levels in the field of Rehabilitation and Special Education. It also maintains the Central Rehabilitation Register for qualified Professionals/ Personnel in the area of Rehabilitation and Special Education and promotes Research in Special Education.

Q. Is the approval of RCI necessary before starting any programme in the area of Rehabilitation & Special Education?
Ans. Yes, as per provisions of RCI Act, prior approval of RCI is a must for all universities/ institutions/ organisations government and non-government, etc. to start any training course in the field of Rehabilitation & Special Education.

Q. What formalities have to be completed for seeking RCI recognition to start any training programme?
Ans. Prescribed norms for each training programme have to be fulfilled to be eligible to run a course, are as follows:
1 To obtain approval of Rehabilitation Council of India/ Govt. of India, the organization/ institute/ centre/ university desirous of starting the Master's Degree/ Degree/ PG Diploma/Diploma/ Certificate course should approach RCI, through the respective State Govt./ Union Territory to assess the infrastructural facilities before starting the course.
2 The competent authority of State Government/ Union Territory Administration must indicate in clear terms whether they are or not in favour of starting a College or institution managed by a non-governmental organization.
3 The institute should adopt the standards of staff, space and equipment, etc. as recommended by the Rehabilitation Council of India and give an undertaking for their phased implementation within the stipulated period.
4 The institute must submit in writing, the willingness of University/ Board who can grant affiliation, if the Rehabilitation Council of India permits the Master's Degree/ Degree/ PG Diploma/ Diploma course to be started.
5 The institute must satisfy Rehabilitation Council of India about possessing enough training facilities to undertake the Master's Degree/ Degree/ PG Diploma/ Diploma course.
6 The management must provide adequate facilities administrative and teaching staff required for Master's Degree/ Degree/ PG Diploma/ Diploma courses as per the recommendation of the Council.
7 The management of the institute must submit a plan for the construction of full-fledged division and appoint competent personnel to man the same.

Q. Which are the categories of professionals covered under the RCI Act?
Ans. 16 Categories of Professionals/ Personnel have been covered under the RCI Act as given below:

1 Audiologists and Speech Therapists
2 Clinical Psychologists

3 Hearing and Ear Mould Technicians
4 Rehabilitation Engineers and Technicians
5 Special Teachers for Educating and Training the Handicapped
6 Vocational Counsellors, Employment Officers and Placement Officers
7 Multi-purpose Rehabilitation Therapists, Technicians
8 Speech Pathologists
9 Rehabilitation Psychologists
10 Rehabilitation Social Workers
11 Rehabilitation Practitioners in Mental Retardation
12 Orientation and Mobility Specialists
13 Community Based Rehabilitation Professionals
14 Rehabilitation Counsellors, Administrators
15 Prosthetists and Orthotists
16 Rehabilitation Workshop Managers However, Professionals like Physiotherapists & Occupational Therapists are not covered under the RCI Act.

Q. What type of courses are being offered by RCI recognized institutions/ training centres?
Ans. Following type of courses are being offered by the RCI recognized institutions, list of which is published through newspapers every year in the month of March/ April :

a. Certificate Courses
b. Diploma Courses
c. PG Diploma Courses
d. Degree Courses
e. Post-graduate Degree Courses/ Master's level courses & above
f. Short-term/ refresher courses under the Continuing Rehabilitation Education programme

Q. What is the procedure for admission to various courses?
Ans. Admission to various courses is done directly by the respective institutions as per prescribed norms of affiliated University/ College/ Institutions. The academic session starts every year sometime in May/ June and the process of admission starts in April every year. Therefore, for admission to any course the concerned institution may be contacted directly.

Q. What is the scope of these Courses for job career option?
Ans. All the courses have very good job opportunities in the Government sector like National Institutes, Hospitals, Rehabilitation Centres, etc., NGOs sector and private sector to practice as a qualified professional with bright future prospects.

Q. Which organization(s) is/ are to be contacted for admission into different programme?
Ans. Check the website for name of the institution & the training programme being conducted.

Q. Are admission forms of various courses recognized by the RCI, available in the RCI office?
Ans. (a) For Certificate and Diploma level courses: Admission and examination comes under the purview of NBER, RCI.
(b) For Degree and above level courses: Admission and examination comes under the purview of University provided/ granted affiliation to the said course.

Q. Does RCI collaborate with any individual for any rehabilitation programme?
Ans. No. RCI does not deal with rehabilitation services. Individual are free to give suggestion of improving the quality of educational programme.

Q. Does RCI deal with direct services to the Disabled?

Ans. No. The RCI is a regulatory body responsible for standardization of curriculum, research and development, training and manpower development, recognition of institutions offering various courses on rehabilitation of the disabled and registration of rehabilitation professionals/ personnel. It has nothing to do with any other kind of rehabilitation services like the rehabilitation of displaced persons due construction of a project or a dam, housing projects, earthquake, etc.

Q. Does RCI deal with rehabilitation of the disabled?

Ans. RCI trains master trainers, rehabilitation professionals and personnel for creating better service delivery facilities for the persons with disability. However, it does not offer any direct benefit, financial or material help to the persons with disability.

Q. Does RCI offer any employment facilities to the persons with disability?

Ans. No. RCI does not provide any help to the persons with disabilities for their employment. Nor does it perform any intermediary role between various organizations offering employment to the disabled. The Council is also not responsible to maintain any employment register or co-ordination with various special employment exchanges.

Q. Whom can one contact to avail rehabilitation services for any person with disability?

Ans. For any such kind of help, the individuals may contact the Ministry of Social Welfare or Ministry of Disability Welfare/ Commissioner of Disability in their respective states or the Secretary, Ministry of Social Justice & Empowerment, Government of India, Shastri Bhavan, New Delhi-110 001.

Q. In case of any grievance of any kind relating to persons with disability, where can one seek redress?

Ans. The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, provides for seeking of redressal of grievances by the office of the State Commissioner of Disability or Chief Commissioner of Disabilities, Govt. of India**.**

Q. Is there any training programme being conducted by the RCI in the Health Sector?

Ans. Yes. The RCI has launched a PG Diploma in Disability Rehabilitation Management.

Q. Whom can one contact in case of any difficulty in the process of registration of Rehabilitation Professionals / Personnel?

Ans. In case of any difficulty, all concerned are requested to contact to the Member Secretary, Rehabilitation Council of India, B-22, Qutub Institutional Area, New Delhi -110 016.
The contact numbers of RCI are:
Tel. 011-26532408, 26532384, 26534287, 26532816 Fax No. 011-26534291
E-mail: ddprci-depwd@gov.in
Website: www.rehabcouncil.nic.in and http://rciregistration.nic.in

Application format for seeking information under RTI Act:

(i) Name of the persons seeking information
(ii) Address
(iii) Type of information required
(iv) The mode in which the information required.
(v) Mode through which the document to be sent i.e. by ordinary post/ registered post/ by hand etc.
(vi) Date by which the information is required

(vii) Are you ready to pay the fees for providing the information? Yes /No

18.2 Related to seeking Information

Fee

A nominal application fee of Rs 10/- (Ten) per application will be charged for supply of information other than the information relating to tender documents/bids/quotations/business documents in addition to the cost of documents or photocopies of the document/ information if any. A sum of Rs 2/- per page will be charged for supply of photocopy of documents under the control of RCI. Fee (DD/IPO) to be remitted in the name of ***Rehabilitation Council of India*** or ***cash at the counter of the RCI.***

For inspection of records, no fee will be charged for the first hour, however, a fee of Rs. 5/- (Five) will be charged for each subsequent hour (or fraction thereof).

For information provided in diskette or floppy Rs. 50/- (Fifty) per diskette or floppy, and for information provided in printed form at the price fixed for such publication or Rs. 2/- (Two) per page of photocopy for extracts from the publication will be charged.

- How to write precise information request
  (i) The information must be pertaining to activities of RCI.
  (ii) The purpose must be mentioned clearly.

- Right of the Citizen in case of denial of information and procedure to first appeal to the Appellate Authority, RCI B-22, Qutub Institutional Area, New Delhi - 110016

18.3 With relation to training imparted to public by Public Authority

The training courses standardized and being imparted by the recognized training institutions is already provided in part of training courses.

Physical Targets:

Since, the Public Authority is a statutory body for standardization, regulations and monitoring of training programmes, no physical targets are fixed.

Financial Targets:

No financial targets are fixed for as the Council is not a business enterprise.

- Eligibility for training As prescribed in the curriculum Perquisite for training (if any):- As prescribed in the curriculum Financial and other form of help (if any) NIL
- Description of help (Mention the amount of financial help, if any) NIL
- Procedure of giving help:- Not applicable
- Contact Information for applying:- List of institutes already provided.
- Application Fee (Wherever applicable):- As prescribed by each institute.
- Other Fees (Wherever applicable):- As prescribed by each institute.
- Application Form (in case the application is made on plain paper, please mention the details which the applicant has to provide):- The application forms can be had from the training institutes.
- List of enclosures/documents:- As per the requirement of institute.
- Format of enclosures/documents:- As prescribed by the training institute.
- Procedure of application:- As per the procedure attached by the institute.

- Selection Procedure:- As per the procedure attached by the training institute.
- Time table of training programme (In case available):- Available with the training institute
- Process to inform the trainee about the training schedule:- Through advertisement released by the institute.
- Arrangement made by the Public Authority for creating public awareness about the training programmes:- Through website and advertisement and newsletter.
- List of Beneficiary of the training programme at various levels like district level, block level etc. Persons with Disabilities (Divyangjan).

18.4 With relation to Certificate, No Objection Certificate etc. issued by the Public Authority not included in Manual – 13

- Name and description of the certificates and NOCs
- Eligibility for applying
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures/documents
- Format of enclosures/documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application
- Normal time taken for issuance of certificate
- Validity period of certificate (If applicable)
- Process of renewal (If any)
- Already provided in manual 13

18.5 With relation to registration process

- Objective
- Eligibility for registration
- Pre-requisites (If any)
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures/documents
- Format of enclosures/documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application
- Validity period of registration (If applicable)
- Process of renewal (If any)
- Already provided in manual 13

18.6 Details of Any Other Public Services Provided by the Public Authority

N.A.