

**Norms, General Guidelines and Application Format for
Evaluation of Training Course in Care Giving
Approved by Rehabilitation Council of India
(Sponsored by the National Trust)
September 2006**

General Instructions and Norms

1. No Institute of rehabilitation professional course shall be started without the prior approval of Council / the Central Government.
2. Organizations registered with the National Trust shall be eligible for applying to the RCI for conducting the course. Such organizations may seek financial assistance from the National Trust after the approval of the Council for conducting the course.
3. The management of the Institute shall adopt the standards of staff, space and equipment as recommended by the Council and give an undertaking on Non-judicial Stamp Paper of Rs.50/- (Rs. Fifty only) for their phased implementation within the stipulated period.
4. Institution desirous for seeking recognition of the Council must ensure that they should have sufficient experience in disability rehabilitation activities in addition to the fulfilment of the following :-
 - (a) *It should have its own functional special school for children with disabilities/practice lab/rehabilitation centre with a resource room.*
 - (b) *Availability of minimum infrastructure viz, qualified core faculty, provision to invite guest faculty, adequate space, library, equipment, furniture etc., to conduct course in accordance with the Council's norms as prescribed in the syllabus.*
5. The proposal neatly bound should be prepared in **triplicate** in the prescribed format containing following information and documents. The same should be submitted to the Council on or before 31st December of the current year.

(If space given in the application is not sufficient, additional sheets may be used.)

 - *Copy of audited balance sheet of the last 2 financial years.*
 - *A brief report on activities of the organization along with evidentiary documents (Photographs of the institute, class-rooms, activities room, etc., Information Brochure, Newsletter, Annual Report, and other relevant documents).*
 - *Copy of appointment letters of the faculty with RCI's registration number.*
6. An amount of Rs.5000/- (Rs. Five thousand) (non – refundable) for processing of application, inspection and recognition in the form of Demand Draft favouring Rehabilitation Council of India, New Delhi. Before applying to the Council, please ensure that all conditions satisfying the requirements of the course are fulfilled so that the non-refundable amount of Rs.5000/- is not forfeited once it is remitted to the Council.
7. Proposal(s) submitted without the enclosures mentioned above will be deemed as *incomplete applications and liable for rejection*. Inspection team will be deputed after processing the case, if found suitable as per RCI's norms.
8. The Council will inform the applicant organisation about the status of their case before 31st March of the following year. In the event of grant of permission by the Council to start the proposed training course, the admission and other related formalities must be completed well in advance prior to the commencement of the training course.
9. In addition to the norms mentioned above, Course Structure, Duration, Eligibility Criteria for admission to the course shall be determined as per the syllabus. Final examinations will be conducted by the Council. For the past batches, as jointly agreed by RCI and National Trust, 2½ months duration compulsory Basic Module will be conducted through the registered organizations of National Trust within 3 years from the date of registration of such Care Givers with the Council i.e., up to December 2009 failing which the registration will be treated as cancelled.
10. The trained personnel will have to submit the application for registration to the Council individually supported with relevant documents along with the Registration fee of Rs.250/- in the form of Demand Draft in favour of Rehabilitation Council of India, New Delhi.
11. Trained Care Givers will be registered with RCI as: *'CBR Personnel in Care Giving (Autism, Cerebral Palsy, Mental Retardation & Multiple Disabilities)*. However, those who wish to pursue Certificate course of 10 months duration will have to complete two (2) more modules out of the remaining four (4). After the successful completion of the 10 month course, candidates will be registered as *'CBR Personnel in Care Giving'*.

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I. Profile of the Institution

1. Name and Address of the Institution (where proposed course to be conducted)

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2. Year of Establishment :

3. Name of the Head of the Institution with contact details :

Name
 Designation
 Tel. Fax
 E-mail Website

5. Legal status of the Institution: *(Please tick at appropriate column)*

- (i) A Registered Charitable Trust
- (ii) A Registered Society
- (iii) Registration under appropriate sections of the Income Tax Act, 1961 (from 12-A)
- (v) Govt. Aided Non Govt. Aided
- (viii) Any other

7. Do you have approved bye-laws of the organisation? Yes No

If yes, Copies of the Registration Certificate, (duly attested) Memorandum of Association, bye-laws, latest minutes of the annual meeting and Annual Report may be submitted with this application

8. Were you involved in the field of Rehabilitation and Special Education in the past? If yes, give details of the rehabilitation work done by you. Attach a separate sheet if necessary. Yes No

Sr. No.	Specialization (Disability area)	Target group (e.g. children/ adolescents/parents)	Services provided to the target group (e.g. education/training/vocational training/counselling)

9. Nearest railway station to the Institute and its distance

10. Briefly describe the nature of services provided and the activities of the organization in the field of disability. (Attach a separate sheet if necessary)

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11. Why do you want to run the training programme, please justify:

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12. Describe the current training programme in the area of Special Education and Rehabilitation (if any) offered at the institute, its affiliation / recognition from University / RCI / State Govt. to be mentioned.

Sl. No	Name of the Training Programme	University Affiliation	NOC from State Govt.	Duration	Intake	Source of funding

II. Human Resources

1. Details of Teaching Staff at Training Centre for the proposed training course of RCI. (Enclose copies of appointment order). If available, give details. If no, an undertaking for appointing core faculty on full time basis as per RCI norms may be submitted by the organization before the commencement of the course.

Sl. No	Designation	Academic Qualification	Rehab. Qualifications	Area of Experience	Salary per month	RCI Reg. No.

2. Guest Faculty available at Training

g Centre (Enclose Acceptance Certificates)

Sl. No.	Subject to be taught	Qualification	Teaching Experience	No. of session per month	Hon. per Session

III. Details of Special School

- a) Name of the Special School
(attach photograph of the special school)
- b) Number of children (Autism/CP/MR/Multiple Disabilities) in Special School (attach photographs of special children while classes are on)
- c) Number of Special Educators in the special school
- d) Day or Residential school or both
- e) Funded by the State Government : Yes / No (If yes, attach documentary evidence)
- f) Details of regular teaching staff at present in the Special School.

Sl. No.	Name of Teaching Staff	Academic Qualifications	Rehab. Qualification	No. of years of experience	RCI Reg. Number

(Please add a separate sheet if necessary)

IV. Physical Infrastructure (Please Tick)

- | | Yes | No |
|------------------------------------|--------------------------|--------------------------|
| (a) Transport facility available | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) Toilets – (Disabled friendly) | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) Common /Rest Room for Teachers | <input type="checkbox"/> | <input type="checkbox"/> |
| (d) Class room | <input type="checkbox"/> | <input type="checkbox"/> |

- (e) Vocational section (including equipments)
- (f) Physiotherapy section (including equipments)
- (g) Occupational Therapy section (including equipments)
- (h) Speech Therapy section (including equipments)
- (i) Laboratories (including Psychological Tests)
- (j) Resource room
- (k) Conference/Seminar Hall
- (l) Built-in Space/Area in sq. ft. (for training course only)
- (m) Give details of equipment available at present for Sr. No. e, f, g, h, & i

S. No.	Name of Equipment

Note: Attach additional sheet.

- (n) Instructional Hardware (Please tick, if Yes)
 - 1 Audio Cassette Recorder
 - 2 Overhead Projector
 - 3 VCR
 - 4 Computer
 - 5 Camera (Still)/Digital
 - 6 Television

- (o) Books and Journals
 - (a) Books including text and reference Books (attach list)
 - (b) Professional Journals (attach list)

(p) Attachment with any of the Medical Centre/Rehabilitation/Educational Centre Facility of OPD, if Yes, attach latest copy of consent/agreement letter.

Any other information that you would like to provide

DECLARATION

Certified that all particulars / information given in sections A & B and sub-points therein are correct and authentic to the best of my belief and knowledge. In the event of any information found wrong, misinterpreted or suppressed wilfully, the Council shall reject the application without assigning any reason.

Date: _____ Name & Signature of the Legal Responsible Person for the Organisation

Place: _____

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 representative of RCI 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 authorised 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 authorised 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.

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

Date :

(SEAL)

1. The matter within brackets shall need to be filled up as relevant.
2. It should be ascertained that the stamp-paper and the undertaking are properly authenticated.
