

**INFORMATION HANDBOOK**  
**UNDER**  
**RIGHT OF INFORMATION ACT, 2005**



**Rehabilitation Council of India**  
B-22, Qutub Institutional Area,  
New Delhi – 110 016

# **Information Handbook under Right to Information Act**

## **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 handbook.**

- 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 handbook?**

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 handbook. Detailed, para wise.**

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

Abbreviation	Full Name
CPO	Certificate in Prosthetic & Orthotic
MRW	Multi Purpose Rehabilitation Worker
DSEMR	Diploma in Special Education (Mental Retardation)
DSEHI	Diploma in Special Education (Hearing Impairment)
DHLS	Diploma in Hearing, Language and Speech
DSE(VI) primary level	Diploma in Special Education (Visually Impairment) Primary Level
DSE(VI) Secondary level	Diploma in Special Education (Visually Impairment) Secondary Level
DVTE(MR)	Diploma in Vocational Training Employment (Mental Retardation)
DPO	Diploma in Prosthetic & Orthotics
DCBR	Diploma in Community Based Rehabilitation
DSE(ASD)	Diploma in Special Education (Autism Spectrum Disorder)
DSE(CP)	Diploma in Special Education (Cerebral Palsy)
PGDR	Post Graduate Diploma in Rehabilitation
DTY(HI)	Diploma in Teaching Young (Hearing Impairment)
BPO	Bachelor in Prosthetic & Orthotics
BASLP	Bachelor in Speech, Language & Pathology
MASLP	Master in Speech, Language & Pathology

HI: Hearing Impairment MR: Mental Retardation VI: Visually Impairment DSE: Diploma in Special Education

### **1.6 Contact person in case some body wants to get more information on topics covered in the handbook as well as other information also.**

Mr. Mahesh Chandra,  
Assistant Secretary & Public Information Officer,  
Rehabilitation Council of India  
B-22, Qutab Institutional Area, New Delhi -110016

## 1.7 Procedure and Fee Structure for getting information non available in the hand-book.

Any person who wishes to seek information under the Right to Information Act, 2005 can file an application in the Format given in Chapter 18 para 2, of this Handbook, to the Public Information Officer. Forms are available at free of cost in the RCI Office. It can also be downloaded from the website of RCI (<http://rehabcouncil.nic.in>).

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 or is aggrieved by the response received within the prescribed period, he/she may file an appeal to the following Appellate Authority:

Dr. S.K.Mishra  
Dy. Director (Programme),  
Rehabilitation Council of India,  
B-22, Qutab Institutional Area,  
New Delhi – 110 016,  
Tel. 011-26532408, 26532384, 26534287,  
Fax-011-2653 4291  
E-mail: [rehabstd@nde.vsnl.net.in](mailto:rehabstd@nde.vsnl.net.in) , [rehabstd@ndc.vsnl.net.in](mailto:rehabstd@ndc.vsnl.net.in) , [rehcouncil\\_delhi@bol.net.in](mailto:rehcouncil_delhi@bol.net.in)

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 categories of

- 1 Audiologist and Speech Therapists
- 2 Clinical Psychologists
- 3 Hearing Aid and Ear Mould Technicians
- 4 Rehabilitation Engineers and Technicians
- 5 Special Teachers for Education and Training the handicapped
- 6 Vocational Counsellors, Employment Officers and Placement Officers dealing with handicapped
- 7 Multipurpose 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
- 17 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 far 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.

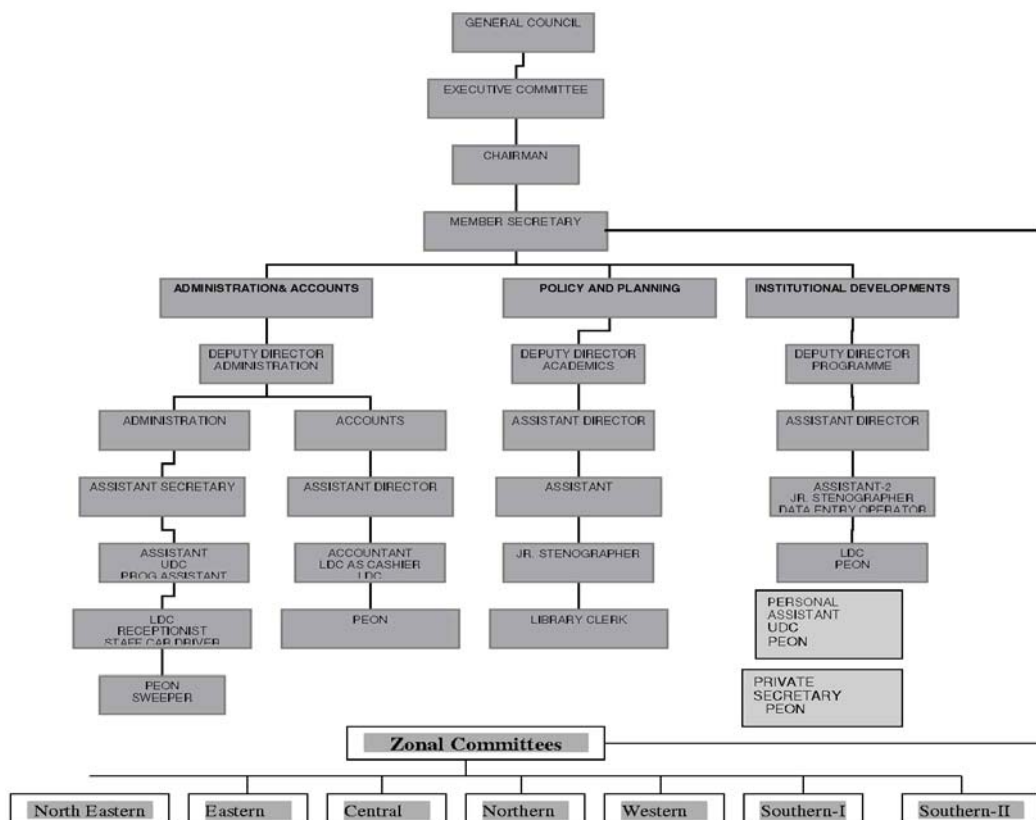
Maintenance of Central Rehabilitation Register for the categories of Professionals notified under the Act.

**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.
- (c) Registration: -The trained persons are registered with the Council 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.**  
Feed back on quality of training programmes and quality of services rendered by trained persons.
- 2.9 **Arrangements and methods made for seeking public participation/contribution.**  
Feed back form is displayed on the web site.
- 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 categorise 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.

**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	<b>Chairman</b>
Powers & Duties	The Chairperson shall, - <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>
Designation	<b>Member Secretary</b>
Powers & Duties	<ol style="list-style-type: none"> <li>1. Subject to the general control and directions of the Council, the Member Secretary shall exercise the powers of the head of the Administration.</li> <li>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.</li> <li>3. All contracts shall be executed on behalf of the Council by the Member Secretary after approval of the Chairperson.</li> <li>4. The Member Secretary shall be responsible to keep and maintain the Register.</li> </ol>
Designation	<b>Dy. Director (Admn.)</b>
Powers & Duties	<ol style="list-style-type: none"> <li>1. General administration</li> <li>2. Personnel administration</li> <li>3. Purchases</li> <li>4. Printing, publicity &amp; advt.</li> <li>5. Legal matters</li> <li>6. Security</li> <li>7. Implementation</li> <li>8. Dak, receipt &amp; dispatch</li> <li>9. Accounts / Finance</li> </ol>
Designation	<b>Dy. Director (Programme)</b>
Duties	<ol style="list-style-type: none"> <li>1. Development &amp; Standardization of training programs for the 16 categories of professionals / personnel allocated to the Council.</li> <li>2. Preparation and review of guidelines / norms in respect of different training programmes. .</li> <li>3. Compilation of relevant information about Training Programme in the field of rehabilitation and special education from other sources.</li> <li>4. Facilitate and promote the research activities in the field of special education and rehabilitation in accordance with the norms.</li> <li>5. Monitoring of the Continuing Rehabilitation Education (CRE) Programme as per the guidelines.</li> <li>6. Organization of workshops in the field of Special Education and rehabilitation and preparation of proceedings accordingly.</li> <li>7. Correspondence with the RCI approved institutions.</li> <li>8. Monitoring of Examinations</li> </ol>
Designation	<b>Dy. Director (Technical)</b>
Duties	<ol style="list-style-type: none"> <li>1. Recognition/De-recognition of Training Institutions.</li> <li>2. Review of guidelines for inspection of different categories of professionals.</li> <li>3. Gazette notification -preparation of list of Institutions of permanent nature and processing upto gazette notification after approval of the General Council.</li> <li>4. The appointment of inspection teams.</li> <li>5. Processing of application for recognition.</li> <li>6. Preparation of norms for inspection/ recognition.</li> <li>7. Specification of criteria for classifying the registration.</li> <li>8. Grant of Registration Certificates.</li> <li>9. Monitoring of the Register from time to time.</li> <li>10. Putting up all the cases where qualification/ training programmes not approved by the Council for assessment.</li> </ol>

Designation	<b>Assistant Director (Programme)</b>
Duties	<ol style="list-style-type: none"> <li>1. Coordination with 11 expert committees constituted for standardization, development &amp; reviewing the training programmes pertaining to 16 categories allocated under the RCI Act.</li> <li>2. Continuing Rehabilitation Education (CRE) programmes</li> <li>3. Seminar/ Workshop/ Symposium.</li> <li>4. Preparation of Agenda and Minutes of 11 Expert Committees and Core committee meetings.</li> <li>5. Follow up action on Expert Committee meetings.</li> <li>6. Preparation of revised syllabi. Forwarding the approved syllabi to the concerned institutions/ Universities for adoption.</li> <li>7. Vigilance</li> </ol>
Designation	<b>Assistant Director (Technical)</b>
Duties	<ol style="list-style-type: none"> <li>1. Recognition to training institutions</li> <li>2. Criteria for appointment of Inspectors as per RCI Act.</li> <li>3. Follow up and coordination for the inspection team already deputed.</li> <li>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.</li> <li>5. Obtaining inspection and other fee from institutions for recognition.</li> <li>6. Processing of applications of recognition.</li> <li>7. Assessment and Accreditation of institutions.</li> </ol>
Designation	<b>Assistant Secretary</b>
Duties	<ol style="list-style-type: none"> <li>1. General Administration</li> <li>2. Personnel Administration</li> <li>3. Purchases .</li> <li>4. Supervision of RCI Building</li> <li>5. Dak &amp; Despatches .</li> <li>6. Reference to Employment Exchange and Advertisement in Employment News.</li> <li>7. Accounts/Finance</li> </ol>

**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  
Choose one of the types given below.  
(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.: 011-2653 2408, 2685 6892 2653 2384, 2653 4287  
Fax: 011-2653 4291  
E-mail: [rehabstd@nde.vsnl.net.in](mailto:rehabstd@nde.vsnl.net.in); [rehabstd@ndc.vsnl.net.in](mailto:rehabstd@ndc.vsnl.net.in)  
[Rehcouncil\\_delhi@bol.net.in](mailto:Rehcouncil_delhi@bol.net.in)

Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any): Rs. 1/-per page.

Name/title of the document: RCI Regulations 1997 & 98 Type of the document: Regulations  
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.: 011-2653 2408, 2685 6892 2653 2384, 2653 4287 Fax :  
011-2653 4291  
E-mail : [rehabstd@nde.vsnl.net.in](mailto:rehabstd@nde.vsnl.net.in); [rehabstd@ndc.vsnl.net.in](mailto:rehabstd@ndc.vsnl.net.in)

Fee charged by the department for a copy of rules, Regulations, instructions, manual and records (if any) Rs. 1/-per page.

## Chapter – 5

### 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 4

#### 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	G.C.
2	Routine work	No	Meeting	

## Chapter – 6

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

Manual 5

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').

6.2

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 – 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  
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.

The Council has so far standardized over 100 Long Term/ Short Term Training Courses, which include 11 Courses developed during the current year, 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.

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

##### **Statutory Body**

### **Structure and Member Composition of General Council**

#### **Chairperson**

- 1 Major Gen. I (Retd.) Ian Cardozo, AVSM, SM  
Chairperson  
Rehabilitation Council of India, B-22, Qutab Institutional Area, New Delhi – 110016

#### **Member**

- 2 Joint Secretary (Disability Division)  
Ministry of Social Justice and Empowerment, Shastri Bhawan, New Delhi 110001
- 3 Additional Director General, Director General Health Service, Ministry of Health & Family Welfare, Nirman Bhawan New Delhi – 110 001
- 4 Financial Advisor,  
Ministry of Social Justice and Empowerment, Shastri Bhawan, New Delhi-110001.

- 5 Joint Secretary, Ministry of Labour & Employment, Shram Shakthi Bhavan, New Delhi 110001
- 6 Joint Secretary, (Secondary Education), Department of Secondary and Higher Education, Ministry of Human Resource Development, Shastri Bhavan, New Delhi –110001
- 7 Scientist ‘G’, Ministry of Science and Technology, Technology Bhawan, New Mehrauli Road, New Delhi 110016
- 8 Joint Secretary, Ministry of Rural Development, Krishi Bhavan New Delhi 110001
- 9 Officiating Secretary, University Grant Commission, Bahadur Shah Zafar Marg, New Delhi - 110001
- 10 Representative of Indian Council of Medical Research (ICMR), V. Ramalingaswami Bhavan, Ansari Nagar, New Delhi
- 11 The Director, Social Welfare, Social Welfare Department, Government of Goa, Panji
- 12 The Secretary, Social Justice & Empowerment Department, Government of Gujrat, Sardar Patel Bhawan, Sachivalaya, Gandhinagar.
- 13 Smt. Beroz N. Vacha, Director, Helen Keller Institute of Deaf and Dumb, Near “S” Bridge, N.M. Joshi Marg, Byculla (West), Mumbai – 400011
- 14 Smt. Shirleen Sawkhie, President, Bethany Society, Arai Mile, New Tura, West Garo Hills, Meghalaya – 794101
- 15 Shri Mahendra G. Mehta, Trustee, Ratna Nidhi Charitable Trust, 5<sup>th</sup> floor, Vasant Vilas, 31 Dr. D.D. Sathye Marg, Mumbai – 400004
- 16 Dr ( Smt) Divya Jalan, Chairperson, Action for Ability Development and Inclusion (ADDI) 2, Balbir Saxena Marg, Hauz Khas, New Delhi – 110016
- 17 Shri Sambhu Nath Das, Village & Post Office- Kamarkundu, District Hooghly, West Bengal – 212407
- 18 Dr. (Mrs) Shyama Chona, Founder, Tamanna, Principal Residence of Delhi Public School, R. K. Puram, Sector 12, New Delhi – 110022
- 19 Dr. Yogesh Kr. Trikha, 52/115, Ground Floor, Chitranjan Park, New Delhi – 110019
- 20 Dr. Kripa Ram Arya, Arya Estate, Una Nangal Highway, Mehatpur, Distt. Una, Himachal Pradesh
- 21 Dr. Shiv Prasad Gautam, Z- 23, Sarojini Nagar, New Delhi – 110023
- 22 Dr. Asis Mukherjee, D – 817 New Friends Colony, New Delhi – 110065
- 23 Representative, Member of Parliament (House of People), New Delhi
- 24 Representative, Member of Parliament (House of People), New Delhi
- 25 Representative, Member of Parliament (Council of States), New Delhi
- 26 Shri Suresh Sharma, 18/46 E, Vasant Nagar, Kishan Ganj, New Delhi - 110007
- 27 Shri Satman Jit Singh, B-4, Geetanjali Enclave, New Delhi – 110017
- 28 Dr. K. Rayar, 379, Jeya Illam, TPTC Nagar, Trichy Main Road, Salamedu, Villupuram – 605401

**Ex-officio**

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

## **Structure and Member Composition of Executive Committee**

### **Chairperson**

1. Major Gen. (Retd.) Ian Cardozo, AVSM, SM  
Chairperson Rehabilitation Council of India, B-22, Qutab Institutional Area, New Delhi – 110016

### **Member**

2. Joint Secretary (Disability Division) Ministry of Social Justice and Empowerment, Shastri Bhawan, New Delhi 110001
3. Additional Director General, Director General of Health Services, Nirman Bhawan, New Delhi - 110001
4. Financial Advisor, Ministry of Social Justice and Empowerment, Shastri Bhawan, New Delhi-110001
5. Dr ( Smt) Divya Jalan, Chairperson, Action for Ability Development and Inclusion (ADDI)2, Balbir Saxena Marg, Hauz Khas, New Delhi – 110016
6. Shri Sambhu Nath Das, Village & Post Office- Kamarkundu, District Hooghly, West Bengal – 212407
7. Dr. Yogesh Kr. Trikha, 52/115, Ground Floor, Chitranjan Park, New Delhi – 110019
8. Dr. Kripa Ram Arya, Arya Estate, Una Nangal Highway, Mehatpur, Distt. Una, Himachal Pradesh
9. Shri Suresh Sharma, 18/46 E, Vasant Nagar, Kishan Ganj, New Delhi - 110007
10. Dr. J.P. Singh, Member Secretary, Rehabilitation Council of India, B-22, Qutub Institutional Area, New Delhi – 110016

### **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**

Atleast 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:**

Mr. Mahesh Chandra  
Assistant Secretary,  
Rehabilitation Council of India  
B-22, Qutub Institutional Area,  
New Delhi -110 016  
Tel. 91-011-26532408/26532384/26534287  
Fax 91-011-26534291  
E-mail [rehabstd@nde.vsnl.net.in](mailto:rehabstd@nde.vsnl.net.in) ; [rehabstd@nde.vsnl.net.in](mailto:rehabstd@nde.vsnl.net.in) ; [rehcouncil\\_delhi@bol.net.in](mailto:rehcouncil_delhi@bol.net.in)

**Department Appellate Authority:**

.....  
Deputy Director (Admn)  
Rehabilitation Council of India  
B-22, Qutub Institutional Area,  
New Delhi -110 016  
Tel. 91-011-26532408/26532384/26534287  
Fax 91-011-26534291  
E-mail [rehabstd@nde.vsnl.net.in](mailto:rehabstd@nde.vsnl.net.in) ; [rehabstd@nde.vsnl.net.in](mailto:rehabstd@nde.vsnl.net.in) ; [rehcouncil\\_delhi@bol.net.in](mailto:rehcouncil_delhi@bol.net.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.**

Subject on which the decision is to be taken
Guideline/Direction, if any
Process of Execution
Designation of the Officers involved in decision making
Contact information of above mentioned officers
If not satisfied by the decision, where and how to appeal.

**1**

Recognition of institution
As per laid down norms
Through recommendation of inspection team of experts depute by the Council
Assistant Director (Technical), Dy. Director (Programme), Member Secretary
91-011-26532408/26532384/2653 4287 Fax 91-011-26534291
Chairperson/Member of General Council, RCI through application

**Sl.No.**

Subject on which the decision is to be taken
Guideline/Direction, if any
Process of Execution
Designation of the Officers involved in decision making
Contact information of above mentioned officers
If not satisfied by the decision, where and how to appeal.

**2**

Registration
As per laid down norms
Through prescribed applications
Assistant Director (Technical), Dy. Director (Programme), Member Secretary, Chairperson
91-011-26532408/26532384/2653 4287 Fax 91-011-26534291
Through Assessment and Accreditation Committee, Secretary, Ministry of Social Justice & Empowerment through application

**Sl.No.**

Subject on which the decision is to be taken
Guideline/Direction, if any
Process of Execution
Designation of the Officers involved in decision making
Contact information of above mentioned officers

**3**

Standardization of Curriculum
As per directions of expert committee
Through meetings, workshops and approval of the General Council
Assistant Director (Programme), Dy. Director (Programme), Member Secretary, Chairperson
91-011-26532408/26532384/2653 4287

If not satisfied by the decision, where and how to appeal.

Fax 91-011-26534291
General Council through application.

**Sl.No.**

Subject on which the decision is to be taken
Guideline/Direction, if any
Process of Execution
Designation of the Officers involved in decision making
Contact information of above mentioned officers
If not satisfied by the decision, where and how to appeal.

**4**

Purchase and placing orders
As per GFR, Central Govt. Rules
Through purchase committee consisting of Assistant Secretary, Dy. Director(Admn), DD(Acad) constituted by the Member Secretary
Assistant Secretary, Dy. Directors, Member Secretary
91-011-26532408/26532384/2653 4287
Fax 91-011-26534291
Chairperson through application.

**Chapter – 10**  
**Directory of Officers and Employees**  
**Manual 9**

10.1 Please provide information district wise in following format

S. No.		Designation	Phone no.	Office Address	E-mail
1.	Major General (Retd.) Ian Cardozo	Chairperson,	011-26532408 26534287 26532384 Fax226534291	RCI, B-22, Qutub Institutional Area, New Delhi-110011	<a href="mailto:rehabstd@nde.vsnl.net.in">rehabstd@nde.vsnl.net.in</a> <a href="mailto:rehabstd@nde.vsnl.net.in">rehabstd@nde.vsnl.net.in</a>
2.	Dr. J.P. Singh	Member Secretary	-do-	-do-	-do-
3.	<b>Vaccant</b>	Deputy Director (Administration)	-do-	-do-	-do-
4.	<b>**Dr. Subodh Kumar</b>	Deputy Director (Academics)	-do-	-do-	-do-
5.	Dr. S K Mishra	Deputy Director (Academics)	-do-	-do-	-do-
6.	Mr. Mahesh Chandra	Assistant Secretary	-do-	-do-	-do-
7.	Mr. Sandeep P Tambe	Assistant Director (Academics)	-do-	-do-	-do-
8.	Mr. Rajesh Kumar. Verma	Assistant Director (Academics)	-do-	-do-	-do-
9.	Mr. S.P.Parashar	Private Secretary	-do-	-do-	-do-
10.	<b>**Mr. Santosh Pal</b>	Accountant	-do-	-do-	-do-
11.	Mr. M.S.Chhikara	Assistant	-do-	-do-	-do-
12.	Mrs. Neeta Malhotra	Assistant	-do-	-do-	-do-
13.	Mrs. Veena Choudhary	Personal Assistant	-do-	-do-	-do-
14.	Mr. M.P. Gupta	Programme Assistant	-do-	-do-	-do-
15.	Mr. Rajinder Sati	Data Entry Operator	-do-	-do-	-do-
16.	Mr. Rajinder Kumar	Junior Stenographer	-do-	-do-	-do-
17.	<b>**Mr. Nandan Singh</b>	Junior Stenographer	-do-	-do-	-do-
18.	Mrs. Navita Sharma	Junior Stenographer	-do-	-do-	-do-
19.	Mr. Anita Aggarwal	UDC	-do-	-do-	-do-
20.	Mr. Rishi Prakash	UDC	-do-	-do-	-do-
21.	Mrs. Shalini Raizada	LDC	-do-	-do-	-do-
22.	Mr. Krishan Dutt	LDC	-do-	-do-	-do-
23.	Mr. Sanjay Jha	LDC	-do-	-do-	-do-
24.	Mr. Devender Singh	LDC	-do-	-do-	-do-
25.	Mr. Lalit Kumar	LDC	-do-	-do-	-do-
26.	Mrs. Ritu Gusain	Receptionist	-do-	-do-	-do-
27.	Mr. Ramesh Kumar	Staff Car Driver	-do-	-do-	-do-
28.	Mr. C.J. Zode	Despatch Rider	-do-	-do-	-do-
29.	Mr. Sewa Ram	Photo Copy Operator	-do-	-do-	-do-
30.	Mr. Sanjay	Peon	-do-	-do-	-do-

31.	Mr. Sushil Kumar	Peon	-do-	-do-	-do-
32.	Mr. D.K. Pandey	Peon	-do-	-do-	-do-
33.	Mr. Laxmikant	Peon	-do-	-do-	-do-
34.	Mr. Mohd. Bashir	Peon	-do-	-do-	-do-
35.	Mrs. Sheela	Sweeper	-do-	-do-	-do-

\*\* Note: - Presently on deputation

#### RCI PROJECT STAFF

SL. No.		Designation	Phone no.	Office Address	E-mail
38.	Mr. Ajay Singh	Asst. Prog. Officer	011-26511618 Fax 26851379	B-133, Katwaria Sarai, New Delhi - 16	<a href="mailto:rcioutreachdivision@gmail.com">rcioutreachdivision@gmail.com</a>
39	Mr. Sandeep Thakur	Asst. Prog. Officer	-do-	-do-	-do-

**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**

Non-Plan

Sl	Name	Designation	Pay-Scale	Allowance	The Procedure to determine the remuneration as given in the regulation
1.	Dr. J. P. Singh	Member Secretary	37400-67000	As per Central Govt. Rules	As per Central Govt. Rules
2.	Sh Mahesh Chandra	Assistant Secretary	9300-34800	--Do-	--Do-
3.	**Sh Santosh Pal	Accountant	9300-34800	--Do-	--Do-
4.	Sh Rajender Kumar	Jr Stenographer	9300.34800	--Do-	--Do-
5.	**Sh Nandan Singh	Jr Stenographer	5200-20200	--Do-	--Do-
6.	Smt Anita Aggarwal	U D C	5200-20200	--Do-	--Do-
7.	Sh Rishi Prakash	UDC	5200-20200	--Do-	--Do-
8.	**Sh Kishan Dutt	LDC	5200-20200	--Do-	--Do-
9.	Sh Ramesh Kumar	Staff Car Driver	5200-20200	--Do-	--Do-
10.	Sh C J Zode	Despatch Rider	5200-20200	--Do-	--Do-
11.	Sh Laxmi Kant	Peon	5200-20200	--Do-	--Do-
12.	Sh D K Pandey	Peon	5200-20200	--Do-	--Do-
13.	Smt Sheela	Sweeper	5200-20200	--Do-	--Do-

Plan:

14.	<b>Vaccant</b>	Dy Director (Admn)	15600-39100	--Do-	--Do-
15.	Dr. S K Mishra	Dy Director (Prog)	15600-39100	--Do-	--Do-
16.	**Dr. Subodh Kumar	Dy Director (Tech)	15600-39100	--Do-	--Do-
17.	Mr. Sandeep P Tambe	Asstt. Director (T)	9300-34800	--Do-	--Do-
18.	Mr. Rajesh Kr Verma	Asstt. Director (P)	9300-34800	--Do-	--Do-
19.	Mr. S P Parasher	PS	9300-34800	--Do-	--Do-
20.	Mr. M S Chhikara	Assistant	9300-34800	--Do-	--Do-
21.	Smt. Neeta Malhotra	Assistant	9300-34800	--Do-	--Do-
22.	Smt Veena Chaudhary	PA	9300-34800	--Do-	--Do-
23.	Mr. M P Gupta	Prog. Assistant	9300-34800	--Do-	--Do-
24.	Sh Rajinder Sati	Data Entry Operator	5200-20200	--Do-	--Do-
25.	Smt Navita Sharma	Jr Stenographer	5200-20200	--Do-	--Do-
26.	Smt Shalini Raizada	LDC	5200-20200	--Do-	--Do-
27.	Sh Sanjay Jha	LDC	5200-20200	--Do-	--Do-
28.	Sh Devender Singh	LDC	5200-20200		
29.	Sh Lalit Kumar	LDC	5200-20200	--Do-	--Do-
30.	Smt Ritu Gosain	Receptionist	5200-20200	--Do-	--Do-
31.	Sh Sewa Ram	Photocopy operator	5200-20200	--Do-	--Do-
32.	Sh Mohd. Bashier	Peon	5200-20200	--Do-	--Do-
33.	Sh Sanjay	Peon	5200-20200	--Do-	--Do-
34.	Sh Sushil Kumar	Peon	5200-20200	--Do-	--Do-

\*\* Note: - Presently on deputation

37.	Mr. Ajay Singh	Asst. Prog. Officer	Consolidated Rs.18,000	-Do-	-Do-
38.	Mr. Sandeep Thakur	Asst. Prog. Officer	Consolidated Rs.18,000	-Do-	-Do-

**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

Year 2009-10 For Public Authorities responsible for developmental, construction, technical works

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								

For Other Public Authorities Year 2008-2009:

Sl	Head	Proposed Budget (Rs. In Lakhs)	Sanctioned Budget (Rs. In Lakhs)	Amount Released/disbursed (No. of Installments) (Rs. In Lakhs)	Total Expenditure (Rs. In Lakhs)
1	Non-Plan	105.00	105.00	105.00	
2	Plan	300.00	300.00	300.00	

**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.

**Note:** 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 31.3.2009
    1. Application/processing fee for norms & guidelines = 2300
    2. Inspection fee for Certificate and Diploma = Rs. 5000/-
    3. Recognition fee for Certificate and Diploma = Rs. 5000/
    4. Inspection fee for PG Diploma and Bachelor level programme is Rs.10,000/
    5. Recognition fee for PG Diploma and Bachelor level programme is Rs.10,000/
    6. Inspection fee for Master level and above is Rs.15,000/
    7. Recognition fee for Master level and above is Rs.15,000/  
To be paid by demand draft in favour of RCI payable at New Delhi.
  - Application format (where applicable)

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

NORMS FOR STARTING A REHABILITATION PROFESSIONAL COURSE  
(u/s 24 OF THE RCI'S REGULATION of 1997)

1. No Institute of rehabilitation professional course shall be started without the prior approval of Council / the Central Government.
2. To obtain approval of Council, the institution desirous to start 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.
3. The State Government/ Union Territory Administration must indicate in clear terms whether they are or not in favour of starting a college/or institutions managed a non governmental organisation.
4. The management of the Institute shall adopt the standards of staff, space and equipment as recommended by the Council and given an undertaking for their phased implementation within the stipulated period.
5. The management of the Institute must submit in writing, the willingness of University/Board which can grant affiliation if the Council permits the Degree/Diploma Course to be started.
6. The management of the Institute must satisfy the Council 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 recommendations 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 an organisation for permission to start new rehabilitation professional course, the Council shall call for if not done by the Organisation, 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.

## General Guidelines

**Note: - Before filling up the application format for approval of the Rehabilitation Professional Course, applicant may kindly go through the General Instructions and the Norms carefully and must ensure that they fulfill the minimum criteria laid down for the specific professional course.**

1. Separate application neatly typed and properly binded with proper referencing of the enclosures Must be submitted for each course proposed by the applicant organisation.
2. Institution desirous for seeking recognition of the Council in any of its recognized programme in the field of special Education and disability rehabilitation 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 (03 years old-Minimum) functional special school / practice lab / rehabilitation centre. The Special school should have minimum 60 special children in the respective area of disability. For the university, the Condition of model school is exempted. However, an MOU signed with a special school for practice teaching should be produced.*
  - (b) *Fully equipped resource room.*
  - (c) *It should be capable of conducting the programme without the financial assistance of the Council.*
  - (d) *Availability of minimum infrastructure viz: qualified Core faculty, provision to invite guest faculty, adequate space, library, equipment, furniture etc., to conduct the professional course in accordance with the Council's norms as prescribed in the respective syllabus.*
  - (e) *University affiliation is mandatory to conduct the Post Graduate Diploma/Degree level programme.*
3. Proposal(s) in the prescribed format containing following information and documents should be submitted to the Council on or before 31st October of the current year. (If space given in the application is not sufficient, additional sheets may be used.)
  - a)
    - *Recommendation of the Directorate of Social Welfare/Commissioner Disability or equivalent authority of the respective State / Union Territory as per norms u/s 24 of RCI Regulation.*
    - *University Affiliation in case of P.G.Diploma/Degree level course.*
    - *An original undertaking on the non-judicial stamp paper valued Rs 50/= as prescribed in the application format.*
    - *Copy of audited balance sheet of the last 2 financial years.*
    - *A brief report on activities of the organization along with evidentiary documents (Photographs, Information Brochure, Newsletters and any other relevant documents).*
    - *Copy of appointment letters of the faculty with RCI's registration number.*
  - b) Processing fees of Rs Two thousand three hundred ( non – refundable) in form of Demand Draft favouring Rehabilitation Council of India.

*The proposal (s) neatly binded should be prepared. The three copy should be sent to the Council as an advance-copy. The other two copies should be sent to the Directorate of Social Welfare/Commissioner of Disability or equivalent authority of the respective State Government / Union Territory Administration for onward submission of the proposal along with their recommendation to the Council. The fourth copy should be submitted to the University for Affiliation of the proposed course.*
  - c) **The last date of submission of No Objection Certificate from State Government and /or University Affiliation is 31st December as per the prescribed norms.**
4. 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 norms.
5. The Council will inform the applicant organisation about the status of their case before 31<sup>st</sup> March of the following year. On event of grant of permission by the Council to start the proposed training programme, the admission and other related formalities must be completed well in advance prior to the commencement of the training programme.
6. The following inspection fees to be deposited on receipt of in the Council inspection order :-

a) Certificate & Diploma Level course	Rs 5,000/=
b) Degree & Post Graduate Level course	Rs 10,000/=
c) Master's & above level course	Rs 15,000/=

## 7. **Financial Requirement**

### A- *Reserve Fund:*

The institution under private management should have reserve fund of rupees three lakhs deposited in the bank for each programme or an amount decided by the Council from time to time depending upon the level of the training programme. Copy of deposit receipt of the reserve fund should be submitted to the Council with an undertaking that it would not be withdrawn till the validity of the recognition. *The University / Government institutions are exempted from this stipulation.*

### B- *Financial Management*

Adequate financial provision should be made available for smooth functioning of the professional course in the annual budget of the institution. The institution must carry out the financial transactions as per the prescribed procedure of the Central/State Government concerned.

### C- *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.

## 8. **Fee Structure**

### (A) *Admission fee / Monthly fee /amalgamated fee /any other.*

The fee charged for the admission test, if any, should be in consonance with the

estimated expenditure involved in conducting the same. Any surplus amount saved out of such fee must be used to promote academic and professional activities in teacher education institutions and for the welfare of the students.

### (B) *Tuition and other fees*

The fee 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 studentship for meritorious poor and socially backward student.

In addition to the norms mentioned above, Course Structure, Duration, Eligibility Criteria, Scheme of Examination etc. shall be determined as per the respective syllabus.

**Part – A**

*(Common for all the programmes)*  
**General Information**

PROFILE OF THE INSTITUTION

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact details:

Name of contact person	S.T.D Code	Telephone No.		Fax No.
		Office	Res.	

E-mail :  
Web site (if any) :

2. Name and Address of the organization /Society/Trust/University/Hospital,etc

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Year of Establishment :

4. Name of the Head of the /Society/Trust/University/Hospital,etc  
Contact details:

Name of contact person	S.T.D Code	Telephone No.		Fax No.
		Office	Res.	

E-mail:

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)
- (iv) Department of a large Hospital
- (v) Govt. Aided  Non Govt. Aided
- (vii) Department of Government Hospital
- (viii) University Department
- (ix) Deemed University

6. If Govt. Aided/Unaided, nature of the supervisory body (please tick)

- Management Committee  Board of Trustees
- Any other (Please specify)  \_\_\_\_\_

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

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

8. Financial Provisions

Endowment / Reserve Fund as per RCI's norms (*Please mention*):

(copy of the deposit receipt of the reserve fund to be attached along with an undertaking that the same will not be withdrawn till the validity of the training course)

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9. Financial category of the institution: (please tick). *Attached documentary evidence.*

(A) - **Grant-in-aid**

State Govt. aided

Central Govt. aided

Foreign Agency aided

(B) - **Self-Financing-**

Through Donations

Through Tuition Fee

Through Fund raising

10. Estimate of the Course:

(A) Non Recurring Expenses (*In Rupees*)

Building : \_\_\_\_\_  
Equipment : \_\_\_\_\_  
Furniture : \_\_\_\_\_

(B) Recurring Expenses (*In Rupees*)

Salary and Allowances (*Teaching Staff*) : \_\_\_\_\_  
Salary and Allowances (*Non-Teaching Staff*): \_\_\_\_\_  
Honorarium to Guest Faculty : \_\_\_\_\_  
Library : \_\_\_\_\_  
Training Cost : \_\_\_\_\_  
Contingencies : \_\_\_\_\_  
Any Other : \_\_\_\_\_  
Total Annual Budget/Estimate : \_\_\_\_\_

(C) Details of Fee structure of the proposed course :

Tuition Fee : \_\_\_\_\_  
Capitation Fee : \_\_\_\_\_  
Any other (Specify) : \_\_\_\_\_

(D) Give documentary evidence (verifiable) of your capability to start the programme to meet the above expenses..

Annual Report of the organisation : \_\_\_\_\_  
Audited Accounts for last 2 years : \_\_\_\_\_

11. Campus area of the Organisation (in acres) : \_\_\_\_\_

12. Were you involved in the field of Rehabilitation and Special  Yes      No   
Education in the past? If yes, give details of the rehabilitation work done by you

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Location of the institution (Pleas tick)

Urban       Semi-urban       Rural   
Tribal       Any other

14. Nearest railway station to the Institute and its distance:

\_\_\_\_\_

15. How many institutions in your State/District are catering to the needs of the disabled persons (category i.e MR/HH/VH / LH) whom you serve/propose to serve?

In State:       In District:

Note: *Kindly provide the list of institutions known to you.*

16. Any other information, the institution would like to mention which is not listed above.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **PART - B**

*(Infrastructure Norms)*

### **1. DETAILS OF THE PROPOSED PROGRAMME :**

1.1 Name of Programme

*(Pl. refer the list of operational courses of RCI)*

--

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


1.3 Level of the Programme (Please tick) :

1.4 Duration of the Programme :

- Certificate	<input type="checkbox"/>	- Degree	<input type="checkbox"/>
- Diploma	<input type="checkbox"/>	Masters	<input type="checkbox"/>
- P.G. Diploma	<input type="checkbox"/>	- Any other,	<input type="checkbox"/>
<i>(please specify)</i>			

1.5 Have you already obtained NOC / Affiliation from any of the following (tick) (Refer norms, given in the annexure for starting the programme).

		Yes		No		
Yes	No			Yes	No	
- University Affiliation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- State Government NOC	<input type="checkbox"/>	<input type="checkbox"/>
- Any other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Note: *In case of Yes, a original copy of the NOC / Affiliation letter may be attached).*

*In case of No, have you applied to the State Govt for No Objection/University for the Affiliation. Please mention.*

1.6 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	Level of Prog.	University Affiliation	NOC from State Govt.	Duration	Intake Capacity	Source of funding

### **2 HUMAN RESOURCES**

2.1 (a) Details of Teaching Staff at Training Centre for the ongoing training course of RCI, if any. (Enclose Service Certificates)

Sl. No	Designation	No.	Academic Qualification	Rehab. Qualifications	Exp.	Salary per month	RCI Reg. No.	Remarks (if any)

2.1.1 (b) Details of Teaching Staff at Training Centre for the proposed training course of RCI. (Enclose Service Certificates)

Core Faculty (Available as per RCI Norms)

(Details of the Core faculty i.e. Coordinator/Lecturer/Reader, etc., to be mentioned as per the norms of the proposed programme)- Please refer norms of the Proposed programme

Sl. No	Designation	No.	Academic Qualification	Rehab. Qualifications	Exp.	Salary per month	RCI Reg. No.	Remarks (if any)

**Note:** The core faculty shall be appointed on full time and regular basis. Supporting academic, administrative and technical staff may be appointed as per Govt/University/Institutional/RCI-norms.

(c) Guest Faculty available at Training Centre (Enclose Acceptance Certificates)

Sl. No.	Subject to be taught	Qualification (General/Special / Rehabilitation)	Teaching Experience	No. of Session per month	Hon. per Session

2.2 Teaching Staff

Teacher-Student ratio ( For ongoing programme )

:

Note: Principal / Head of the Institution not to be included for calculating the Teacher-Pupil ratio.

2.3 Technical Support Staff (Enclose Service Certificates)

S. No.	Designation	Number	Qualification	Experience	Salary per month	Full time/ part time

2.4 Administrative Staff (Enclose Services Certificates)

S. No.	Designations	Number	Qualifications	Experience	Salary per month	Remarks, if any

### 3 PHYSICAL INFRASTRUCTURE (PLEASE TICK)

	Yes	No
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"/>

3.1 Built-in Space/Area (for training course only)

For a unit of 25 students, building space consisting of class rooms, library, laboratory and administrative wing, as follows:

**Infrastructure availability**

S. No.	Type of Facilities	Area	Yes	No	Number
1.	Classroom	40 sq.m. each	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Multipurpose room/Hall	60 sq.m.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Work Experience Room	60 sq m.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Principal's room	25 sq.m.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Staff Room	60 sq.m.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Office Room	40 sq.m.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Store Room	25 sq.m.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Separate laboratories for Psychology, Educational Technology, etc.	75 sq.m.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Separate Hostel for Boys and Girls *		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. A	Playground for Outdoor games likes - football, cricket etc.  If not then collaboration with Institute/University	1000 sq.m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Small open place for indoor games	200 Sq. m.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* In case of No, what arrangements have been made for outstation candidates.

3.2 Furniture (Please tick)

Sl. No.	Items	Yes	No	Essential	Desirable
(i)	Students desks with seats	<input type="checkbox"/>	<input type="checkbox"/>	One each	Some extra
(ii)	Hall with Dais Chairs	<input type="checkbox"/>	<input type="checkbox"/>	1 60	2 100
(iii)	Work tables for Laboratory	<input type="checkbox"/>	<input type="checkbox"/>	2 big size (1.25 x .09) sqm. Each	3 bigger size
(iv)	Book shelves	<input type="checkbox"/>	<input type="checkbox"/>	For 300 books + Journals	500
(v)	Black boards for class rooms and laboratory	<input type="checkbox"/>	<input type="checkbox"/>	1 each (2.5 x 1) sqm.	1 additional board in each class (3.5 x2) mt. each

- |        |                                   |                          |                          |                      |   |
|--------|-----------------------------------|--------------------------|--------------------------|----------------------|---|
| (vi)   | Notice boards and bulletin boards | <input type="checkbox"/> | <input type="checkbox"/> | 1 each (2.5 x 1) mts | 1 additional board in each class (3.5 x 1) mt. 2 each |
| (vii)  | Steel Almirah/cabinet             | <input type="checkbox"/> | <input type="checkbox"/> | One for each teacher | A central long Table, in addition                     |
| (viii) | Storage racks                     | <input type="checkbox"/> | <input type="checkbox"/> | As needed            |   |

### 3.3 Laboratory Essential

(as per the proposed programme, please refer respective syllabus)

#### 3.3.1 Equipment available at present (give details)

S. No.	Name of Equipment

Note: If space is less, please add a separate sheet.

#### 3.4 Instructional Hardware (Please tick)

- |   |                           |                          |
|---|---------------------------|--------------------------|
| 1 | Audio Cassette Recorder-1 | <input type="checkbox"/> |
| 2 | Overhead Projector -1     | <input type="checkbox"/> |
| 3 | VCR                       | <input type="checkbox"/> |
| 4 | Computer                  | <input type="checkbox"/> |
| 5 | Camera (Still)/Digital    | <input type="checkbox"/> |
| 6 | Television                | <input type="checkbox"/> |

#### 3.5 Books and Journals (Please tick)

- |  |     | Essential                |     | Desirable                |
|--|-----|--------------------------|-----|--------------------------|
| (a) Books including text and reference Books | 300 | <input type="checkbox"/> | 500 | <input type="checkbox"/> |
| (b) Professional Journals                    | 3   | <input type="checkbox"/> | 10  | <input type="checkbox"/> |

(At least 200 books shall be added every year. This may include additional and multiple copies of text books.)

**4 CLINICAL FACILITIES (Diagnostic & Therapeutics) :**

**For the proposed course ( Pl. refer syllabus for detail )**

4.1 Available : Yes ( ) No ( )

Log books maintained for the following :

- Equipments : Yes ( ) No ( )
- Case Register for Diagnostic : Yes ( ) No ( )
- Case Register for Therapy : Yes ( ) No ( )
- Ear Mould : Yes ( ) No ( )
- Hearing Aid Repaired : Yes ( ) No ( )
- Student Record of Clinical work : Yes ( ) No ( )
- Student Record of Class Assignment : Yes ( ) No ( )
- Prosthetic & Orthotic Workshop : Yes ( ) No ( )
- Psychological Laboratory : Yes ( ) No ( )
- Low vision laboratory : Yes ( ) No ( )
- Resource room : Yes ( ) No ( )

4.2 Practice Lab / Speech & Language Lab / Rehabilitation Centre/Prosthetic & Orthotic Laboratory/Workshop : if any. (please mention).

---

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Yes No

4.2.1 Attachment with any of the Medical Centre/

Rehabilitation/Educational Centre

Facility of OPD

4.2.2 Number of cases diagnosed every month : \_\_\_\_\_

4.2.3 Number of new cases diagnosed every day : \_\_\_\_\_

**5 SPECIAL SCHOOL ( for running a teacher training course)**

5.1 Special school / practice lab / rehabilitation centres (*Managed by your own management*), if any.

Yes  No

(*Not applicable for university dept.*)

**Note:** In case of University, please furnish the **Memorandum Of Understanding (MOU)** with any local Special School / Practice Lab / Rehabilitation Centres alongwith details of the special school..

5.2 In case of Yes, please furnish the details.

- a) Name of the Special School : \_\_\_\_\_
- b) Number of children (MR/HI/VI/LH) in Special School : \_\_\_\_\_
- c) Number of Special Educators/Teaching faculty in school : \_\_\_\_\_
- d) Day or Residential school or both : \_\_\_\_\_
- e) Funded by the State Government : Yes / No

*Note: List of special children, photographs of special school, classrooms, vocational section and any other relevant information may be attached.*

5.3 Details of the teaching staff (Permanent and Temporary) at present in the Special School.

Sl. No.	Name of Teaching Staff	Academic Qualifications	Rehab. Qualification	Year of Experience	RCI Reg. Number
Permanent					
Temporary					

*(Please add a separate sheet if necessary)*

5.4 Details of the Non Teaching Staff at present in the special school.

S. No.	Name	Qualifications	Experience (in year)

5.5 Facilities available at special School.

	Availability (Yes/No)		Unit	Space in Sq. Mts. <i>(Wherever applicable)</i>
	Yes	No		
- Classrooms	<input type="checkbox"/>	<input type="checkbox"/>	-----	-----
- Office Room	<input type="checkbox"/>	<input type="checkbox"/>	-----	-----
- Principal Room	<input type="checkbox"/>	<input type="checkbox"/>	-----	-----
- Staff Room	<input type="checkbox"/>	<input type="checkbox"/>	-----	-----
- Play Ground	<input type="checkbox"/>	<input type="checkbox"/>	-----	-----
- Toilets	<input type="checkbox"/>	<input type="checkbox"/>	-----	-----
- Hostel for Student Trainees	<input type="checkbox"/>	<input type="checkbox"/>	-----	-----
- Counselling Section	<input type="checkbox"/>	<input type="checkbox"/>	-----	-----
- Physiotherapy Unit	<input type="checkbox"/>	<input type="checkbox"/>	-----	-----
- Occupational Therapy Unit	<input type="checkbox"/>	<input type="checkbox"/>	-----	-----
- Audiology & Speech Therapy Unit	<input type="checkbox"/>	<input type="checkbox"/>	-----	-----
- Social Work Unit	<input type="checkbox"/>	<input type="checkbox"/>	-----	-----
- Psychological Unit	<input type="checkbox"/>	<input type="checkbox"/>	-----	-----
- Vocational Section	<input type="checkbox"/>	<input type="checkbox"/>	-----	-----
- Resource Room	<input type="checkbox"/>	<input type="checkbox"/>	-----	-----
- Laboratory	<input type="checkbox"/>	<input type="checkbox"/>	-----	-----
- Audio Visual Room	<input type="checkbox"/>	<input type="checkbox"/>	-----	-----
- Computer Room	<input type="checkbox"/>	<input type="checkbox"/>	-----	-----

5.6 Vocational Unit used for Vocational Training for Special Children, if any.  
(please tick.)

		<b>Yes</b>	<b>No</b>
1.	Wood Work	<input type="checkbox"/>	<input type="checkbox"/>
2.	Handloom	<input type="checkbox"/>	<input type="checkbox"/>
3.	Weaving	<input type="checkbox"/>	<input type="checkbox"/>
4.	Knitting	<input type="checkbox"/>	<input type="checkbox"/>
5.	Embroidery	<input type="checkbox"/>	<input type="checkbox"/>
6.	Art & Craft	<input type="checkbox"/>	<input type="checkbox"/>
7.	Chalk making	<input type="checkbox"/>	<input type="checkbox"/>
8.	Candle making	<input type="checkbox"/>	<input type="checkbox"/>
9.	Tailoring & Cutting	<input type="checkbox"/>	<input type="checkbox"/>
10.	Block Printing	<input type="checkbox"/>	<input type="checkbox"/>
11.	Xeroxing	<input type="checkbox"/>	<input type="checkbox"/>
12.	Printing Press	<input type="checkbox"/>	<input type="checkbox"/>
13.	Envelope making	<input type="checkbox"/>	<input type="checkbox"/>
14.	If any other units, please specify		



Sl. No	Name of the Training Programme	Level of Prog.	Affiliation / Permission	Duration	Intake Capacity	Source of funding

## 2 HUMAN RESOURCES

### 2.1 Details of Teaching Staff at Training Centre (Enclose Service Certificates)

#### (a) Core Faculty – Full time (*Available as per RCI Norms*)

*(Details of the Core faculty to be mentioned as per the norms of the proposed programme)*

Sl. No	Name & Designation	Academic Qualification	Professional Qualification	Teach/ Clinical Exp. in years	Salary per month	Reg. No.

### 2.2 Details of Non-teaching Core faculty to be provided in separate sheets.

#### (a) Guest Faculty available at Training Centre (*Enclose Acceptance Certificates*)

Sl No	Name & Designation	Aacd. Qual.	Prof. Qual.	Teach/ Clinical Exp	Subject taught	Hon. Per session

### 2.3 Teaching Staff

Faculty-Student ratio



(Please mention the teacher student ratio of the proposed programme)

### 2.4 Administrative Staff (Enclose Services Certificates)

S. No.	Name & Designations	Qualifications	Experience	Salary per month	Remarks, if any

**Note:** *The core faculty shall be appointed on full time and regular basis. Supporting academic, administrative and technical staff may be appointed as per Govt/University/Institutional/RCI-norms.*

### 3. PHYSICAL INFRASTRUCTURE (PLEASE TICK)

(3.1)

S. No.	Type of Facilities	Area To be mentioned	Availability		Number
			Yes	No	
1.	Classroom		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Conference Hall		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Principal's room		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	HOD Room		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Office Room		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Testing Room		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Separate Hostel for Boys and Girls *		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Playground for Outdoor games likes - football, cricket etc.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Convention Centre		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* In case of No, what arrangements have been made for outstation candidate

(3.2) Furniture (Please tick)

Sl. No.	Items	Yes	No	Essential	Desirable
(i)	Students desks with seats	<input type="checkbox"/>	<input type="checkbox"/>	One each	Some extra
(ii)	Conference Hall with Dais Chairs	<input type="checkbox"/>	<input type="checkbox"/>	1 60	2 100
(iii)	Work tables for Testing	<input type="checkbox"/>	<input type="checkbox"/>	2 big size (1.25 x .09) sqm. Each	3 bigger size
(iv)	Black boards for class rooms	<input type="checkbox"/>	<input type="checkbox"/>	1 each (2.5 x 1) sqm.	1 additional board in each class (3.5 x2) mt. each
(v)	Notice boards and bulletin boards	<input type="checkbox"/>	<input type="checkbox"/>	1 each (2.5 x 1) mts	1 additional board in each class (3.5 x 1) mt. 2 each
(vi)	Steel Almirah/cabinet	<input type="checkbox"/>	<input type="checkbox"/>	One for each teacher	A central long Table, in addition
(vii)	Storage racks	<input type="checkbox"/>	<input type="checkbox"/>	As needed	

3.3 Psychological Tests materials available at present (*Enclose list of various tests questionnaires, rating scales, inventories, etc.,*)

S. No.	Name of Equipment

*Note: If the equipment is more than 15, please add a separate sheet.*

3.4 Apparatus (enclose list of Behavior therapy apparatus, Biofeedback equipments, Stop watches and other relevant materials available with details).

3.5 Instructional Hardware (Please tick)

- |    |                           |                          |
|----|---------------------------|--------------------------|
| 1  | Audio Cassette Recorder-1 | <input type="checkbox"/> |
| 2  | Overhead Projector -1     | <input type="checkbox"/> |
| 3  | VCR                       | <input type="checkbox"/> |
| 4  | Computer                  | <input type="checkbox"/> |
| 5  | Camera (Still)            | <input type="checkbox"/> |
| 6. | LCD                       | <input type="checkbox"/> |
| 7. | PA System                 | <input type="checkbox"/> |
| 8. | CCTV System               | <input type="checkbox"/> |

3.6 Books and Journals (Please mention)

- |   |  |
|---|--|
| (a) No. of relevant books in the field          | <input style="width: 80%;" type="text"/> |
| (b) No. of Professional Journals (Core Journal) | <input style="width: 80%;" type="text"/> |
| (c) No. of Video/Audio tapes and CDs :          | <input style="width: 80%;" type="text"/> |

- Relevant books in the field and No. of volumes available (enclose list with details such as Title, Author, Year of Publication, etc.)

- Professional Journals in the field both National and International (Enclosed list with details)

**4. Clinical and Academic Training**

4.1 Patients Turnover –

- |  | Outpatient<br>(Monthly average) | Inpatient<br>(Monthly average) |
|--|---------------------------------|--------------------------------|
| (a) Total no. of patients<br>(old and new) | <input type="checkbox"/>        | <input type="checkbox"/>       |
| (b) No. of New patients                    | <input type="checkbox"/>        | <input type="checkbox"/>       |
| (c) No. of Old patents<br>(follow up)      | <input type="checkbox"/>        | <input type="checkbox"/>       |

4.2 Number of patients taken up  
For Psychological assessment

(a) IQ Assessment

(b) Diagnostic assessment

(c) Assessment for Learning Disability

(d) Personality assessment

(e) Neuropsychological assessment

(f) Other (specify)

4.3 No. of patients taken up for  
Psychological Therapies :

(a) Psychotherapy

(b) Behaviour therapy

(c) Biofeedback

(d) Marital Therapy

(e) Sex Therapy

(f) Family Therapy

(g) Hypnosis

(h) Counselling for special

group (such as HIV/AIDS, Cancer,

Alcohol/Drug abused, Parents/ Caregivers,etc.)

(i) Group Therapy

(j) Retraining/Remedial training/Rehabilitation

(k) Other (specify)

4.4 Enclose details of other service activities (weekly/monthly) conducted and/or participated at the community level such as outreach camps, extension clinics, school visits, etc.

4.5 Source of Referrals (such as Psychiatry, Neurology, Neurosurgery, Pediatrics, Practioner, NGOs etc. Specify percentage of such referrals with respect each source)

Source

% (On the basis of monthly statistics)

(a)

(b)

(c)

(d)

(e)

4.6 Facilities for Clinical postings of the trainees (Specify departments and the duration)

	Department	Duration
(a)		
(b)		
(c)		
(d)		

4.7 Facilities for bed-side teaching : Present / Absent

4.8 Academic activities conducted over a month (enclose schedules of previous 2 years with respect to each of the following)

Number of theory classes –

Number of practical/demonstration classes –

Number of case conferences –

Number of Joint case conferences ( in collaboration with other departments) –

Number of Seminars –

Number of Joint Seminars –

Number of Journal Clubs –

Number of Tutorials –

Number of Psychotherapy meetings / role play, etc. –

4.9 Mention any other teaching assignments carried out by the faculty.

Course	Number of hours (per month)	Subject taught
-----	-----	-----
-----	-----	-----

4.10 Faculty participation

(a) Participation in national/Regional/State level academic programs such as Conferences/ Seminars/ Workshops/Teaching program, etc.

By the faculty (enclose list for previous 2 years)

By the trainees (enclose list for previous 2 years)

(b) Any other accomplishments (Award conferred, Prizes won, Nominated, Elected to professional bodies, National/International affiliations with professional bodies, etc.) by the faculties and the trainees (enclosed details)

4.11 Research Activities

Research Projects (in the previous 2 years)

- (a) Undertaken
- (b) Completed
- (c) On-going

(Enclose details such as title, investigators name, clinical / non-clinical, collaborating departments, duration of the projects, funded/not-funded, if funded amount and name of the funding agency, etc.)

4.12 Publication ;

Enclose details such as number of scientific articles published in indexed/non-indexed journals and chapters/books written by the faculty, etc.)

4.13 Other

How often the faculty meetings are held ?

How often feedback from trainees is obtained ?

Do the trainees maintain a log book of the work done ? (enclose a specimen copy)

Are the trainees provided with a programme manual ? (enclose a specimen copy)

**Facilities available at Training Institution for training**

	Availability (Yes/No)		Unit	Space in Sq. Mts. <i>(Wherever applicable)</i>
	Yes	No		
- Classrooms	<input type="checkbox"/>	<input type="checkbox"/>	-----	-----
- Office Room	<input type="checkbox"/>	<input type="checkbox"/>	-----	-----
- Principal Room	<input type="checkbox"/>	<input type="checkbox"/>	-----	-----
- Staff Room	<input type="checkbox"/>	<input type="checkbox"/>	-----	-----
Play Ground	<input type="checkbox"/>	<input type="checkbox"/>	-----	-----
- Toilets	<input type="checkbox"/>	<input type="checkbox"/>	-----	-----
- Hostel for Student	<input type="checkbox"/>	<input type="checkbox"/>	-----	-----
Trainees			-----	-----
- Counselling Section	<input type="checkbox"/>	<input type="checkbox"/>	-----	-----

- Laboratory   -----
- Audio Visual Room   -----
- Computer Room   -----
- Psychiatric Dept.   -----
- Neuro. Dept.   -----
- Paeditric Dept.   -----
- Psychological Unit   -----

**DECLARATION / CERTIFICATION**

*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*

*Place:*

*the Organisation*

**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 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 to 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 from the Council or State Government for the Institute or for recurring expenditure etc.

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

Date :

(SEAL)

Note:

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.
- List of attachments (certificate documents)
  - (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/programmes/crregular.htm>  
**Distance Mode:** <http://rehabcouncil.nic.in/programmes/crdistance.htm>

### **List of Training Institutions recognised by RCI**

### **Fresh Registration Application to registered with RCI**

14.2 **Please provide the information as per the follow format:**

- Name of Programme :-Registration in Central Rehabilitation Register
- Type (Concession/Permits/Authorization)
- Type of Authorization (Registration) : Professionals and Personnel
- Objective:- Authorization to practice or take up the job in the field of 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 recognized institutions
- Pre-requisites :-As per the entry qualification prescribed in the curricula approved by RCI
- Procedure to avail the benefits  
By applying on prescribed application format along with supporting documents.
- Time limit for the concession/Permits/Authorizations  
The registration certificate is valid for a period of 7 years from the date of registration. Thereafter the registered Professionals / Personnel has to apply for renewal.
- Application Fee (where applicable)  
Rs. 250/- in the form of Demand Draft in favour of RCI payable at New Delhi.
- Beneficiaries - More than 48315 Professional/Personnel are registered as on Dec, 2009

**Chapter – 15**  
**Norms set by it for the discharge of its functions**  
**Manual – 14**

**15.1 Please provide the details of the Norms/Standards set by the department for execution of various activities/programmes**

**General Guidelines**

**Note: -** *Before filling up the application format for approval of the Rehabilitation Professional Course, applicants may kindly go through the General Instructions and the Norms carefully and must ensure that they fulfill the minimum criteria laid down for the specific professional course.*

1. Separate application should be submitted for each course proposed by the applicant organization neatly bound with proper referencing of the enclosures.
2. Institution desirous for seeking recognition of the Council in any of the recognized programme in the field of Special Education and Rehabilitation must ensure that they possess sufficient experience in disability Rehabilitation activities in addition to the fulfillment of the following prerequisite pertaining to the training programme(s).
  - (a) It must have its own functional Model / Special School / Practice Lab / Rehabilitation Centre. The special school must have minimum 60 special children in the respective area of disability. In case of university/college, the condition of model school is not applicable. However, an MOU signed with a special school should be produced at the time of recognition.
  - (b) It must be capable of conducting the programme without the financial assistance of the Council.
  - (c) Availability of minimum infrastructure viz: qualified Core faculty, provision to invite guest faculty, adequate space, library, equipment, furniture etc., to conduct the professional course in accordance with the prescribed norms.
  - (d) University affiliation is compulsory to conduct the P.G. Diploma/Degree level programme.
3. Application must be submitted before 30th October of the year to the Directorate of Social Welfare of the respective State / Union Territory. The Directorate must submit its recommendations / comments before 31st December of the same year.
4. The Council will inform the applicant organization about the status of their case before 31st March of the following year. In case, permission is granted by the Council to start the training programme, the admission formalities must be fulfilled well in advance prior to the commencement of the training programme.
5. Part A & B of the application are to be filled in by the applicant organization (If space given in the application is not sufficient, additional sheets may be used.)
6. The application must be prepared in **quadruplicate**. The first copy should be sent to the Council as an advance-copy. The other two copies should be sent to the Directorate of Social Welfare of the respective State Government / Union Territory Administration for onwards submission of the proposal alongwith its recommendation to the Council. The fourth copy should be retained by the applicant organization.
7. The following documents should be enclosed along with the proposal submitted to the Council:
  - Copy of audited balance sheet of the last 2 financial years.
  - A Brief Report on activities of the organization alongwith evidentiary documents (Photographs, Information Brochure, Newsletters and any other relevant documents).
  - Copy of appointment letters of the faculty members and their RCI Reg. No.
8. Applications submitted without the enclosures specifically indicated in the application form will be deemed as incomplete applications. Such applications will not be taken up for evaluation.
9. **Financial Provisions**
  - A. *Endowment and Reserve Fund:* The institutions under private management should have an endowment fund of Rupees Three Lakhs or an amount as per the norms. Besides these they should have a reserve fund adequate to meet three months salary of all the staff).
  - B. *Financial Management:* Adequate financial provision should be made available for smooth functioning of the professional course in the annual budget of the institution. The funds of the institution should be deposited in a Nationalised Bank. The institution must carry out the financial transactions as per the prescribed procedure of the Central/State Government concerned.
  - C. *Salary Structure:* The institution should adopt the salary structure prescribed by the State Govt. or as the case may be for its teaching and non-teaching staff appointed for the training course

**10. Fee Structure**

- A. *Admission fee/Monthly fee/amalgamated fee/any other:* the fee charged for the Admission Test, if any, should be in consonance with the estimated expenditure involved in conducting the same. Any surplus amount saved out of such fee must be used to promote academic and professional activities in teacher education institutions and for the welfare of the students.

- B.** *Tuition and other fees:* The fee structure followed by the institution should correspond to the norms prescribed by the Central/State Government/University/RCI from time to time. In any case, the total annual receipts from student should not exceed the total recurring expenditure of the institution for the course. It is desirable to provide some free studentship for meritorious poor and socially backward students
- C.** *More than one course run by the same institution please specify* **if** one or more courses in teacher education are run by the same institution in the same building/complex, the facilities in terms of building, hall, library, hostels, equipment, play fields etc. may be shared in a reasonable manner. However, the core faculty should be as per the prescribed norms.

In addition to the norms mentioned above, Syllabus, Course Structure, Duration, Eligibility Criteria, Scheme of Examination etc. shall be determined as per the RCI/University regulation.

## **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 5 years.

### **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/News letter
- Drama and shows-  
Live programmes on discussions on various topics are beamed through teleconferencing using the DRS system of Uplinking station and EDUSAT Studio established at RCI campus.
- 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. 1/- 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](http://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
- 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.** No. Admission forms for any of the courses recognised by the RCI are not available in the RCI office. The Council does not deal with any matter related to admission to any course. For details regarding admissions etc. all concerned are requested to contact the RCI recognized institutions directly. The lists of courses and recognised institutions all over the country are available on the RCI website : [www.rehabcouncil.org](http://www.rehabcouncil.org)

**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. Does RCI facilitate any training to persons not possessing any recognized rehabilitation qualification?**

**Ans.** Yes. The RCI has facilitated a National Bridge Course through a network of selected institutions for persons not possessing any recognized rehabilitation qualification who have been working in the field of disability and rehabilitation of the disabled before June 1993, i.e. before the RCI came into the existence. Such persons must be 10th pass or above qualification and must produce conclusive proof of working in the field of disability and rehabilitation of the disabled prior to June 1993, in order to be trained under the Bridge Course. All persons trained under the Bridge Course are registered by the Council as Rehabilitation Personnel.

**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 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.No. 011-26532408, 26534287, 26532384, 26532387

E-mail : [rehabstd@nde.vsnl.net.in](mailto:rehabstd@nde.vsnl.net.in); [rehabstd@ndc.vsnl.net.in](mailto:rehabstd@ndc.vsnl.net.in); [rehabstd@ndc.vsnl.net.in](mailto:rehabstd@ndc.vsnl.net.in)

Website- [www.rehabcouncil.nic.in](http://www.rehabcouncil.nic.in) and <http://rciregistration.nic.in>

Application format for seeking information under RIT 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 appeal  
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

**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)
- 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 With relation to collection of tax by Public Authority (Municipal Corporation, Trade Tax, Entertainment Tax etc.)**

- Name and description of tax
- Purpose of tax collection
- Procedure and criteria for determination of tax rates
- List of major defaulters  
N.A.

**18.7 With relation to Collection of Tax by Public Authority (Municipal Corporation, Trade Tax, Entertainment Tax, etc.)**

- Eligibility for connection
- Pre-requisites (if any)
- Contact Information for applying
- Applying Fee (Wherever applicable)
- Other Fees / Charges (Whereapplicable)
- 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
- Brief description of terms used in the bills
- Contact information in case of problems regarding bills or service
- Tariff and Other Charges  
N.A.

**18.8 Details of Any Other Public Services Provided by the Public Authority**

N.A.