

Norms and Guidelines (as updated / revised on 01/08/2018) to conduct RCI approved training programmes in field of disability rehabilitation and special education for the academic session 2019-20

General Guidelines

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

2. Before applying for approval of the Programmes in Disability Rehabilitation & Special Education, applicant may kindly go through the Norms, General Guidelines and syllabus of the proposed programme carefully. The institutions must ensure that they fulfil the minimum criteria laid down for the specific professional course and apply with factual information available at the time of submission of application. Any information submitted, if found to be unavailable or wrong during inspection, will result in debarring the institute from getting approval.

3. To obtain approval of Council, the institution desirous to start the Degree / Master's Degree/ P.G. Diploma/ M.Phil./ Psy. D./ Diploma /Certificate courses etc. shall approach the Council and apply online.

For the academic session 2019-20, the State NOC is not required at initial stage while submitting online proposal. The State NOC shall be asked by the Council once the Scrutiny Committee of RCI, recommends the proposal. As such the institutions applying for new Course(s) should not obtain State NOC, unless informed by RCI. All the screened and accepted proposal shall be communicated to initiate the process of obtaining State NOC. Also RCI will intimate concerned State Government to issue NOC in respect of proposals accepted by RCI.

The State Govt. / U.T. Administration shall also be requested by the applicant institution to issue No Objection Certificate (NOC) assessing the requirements of various professionals in the proposed area. Also it must indicate in clear terms that the State Government is in favour of starting a college / institution managed by the Non-Government Institutions.

The State NOC is to be submitted on prescribed format as per Council's Circular No. 8-A/Policy(Recog.)/2009/RCI dated 17/10/2017 & 07/03/2018, available on the website of RCI.

4a. The Council **will consider a maximum of only two fresh proposals from any institution/organization/society complete in all respects**, except National Institutes and CRCs of Govt. of India and Universities.

4b. As per Council's decision from the academic session 2019-20 onwards, **the institutions already running 10 (ten) or more programmes/Courses of RCI need not to apply for any fresh programmes/Courses.**

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

6. The management of the Institute must satisfy the Council about possessing enough training facilities to undertake the Degree / Master's Degree/ P.G. Diploma/ M.Phil./ Psy. D./ Diploma /Certificate courses.
7. The management must provide adequate facilities of administrative and teaching staff required for the Degree / Master's Degree/ P.G. Diploma/ M.Phil./ Psy. D./ Diploma / Certificate courses as per the recommendations of the Council.

NORMS FOR STARTING A REHABILITATION PROFESSIONAL COURSE

1. Separate online application for each programme, not more than two, fresh proposals, is required to be submitted. **No offline proposal or any enclosure shall be entertained.** Any offline document in this regard shall be returned in original to the applicant institution.
2. Institution desirous for seeking approval of the Council in any of its approved programme in the field of disability rehabilitation and special education must ensure that they have sufficient experience in disability rehabilitation activities in addition to the fulfilment of the following requirements:-
 - a. The institution must have its **own functional special school** for courses in special education **and lab/rehabilitation centre/clinical centre for other courses as prescribed in the respective syllabi.**
 - b. The institutions must have minimum **valid registration certificate under PwD Act, 1995/RPWD Act, 2016 on or before the last date of submission of online proposal.**
 - c. In case of University / Govt. organization, the condition of having own special school is exempted, however, an MOU has to be signed with a special school for practice teaching & a copy of the same to be submitted to the Council alongwith online proposal.
 - d. Institution must ensure practice teaching in inclusive setup also. For this, it is preferred to have a school of general setup upto 10th Std and having children with disabilities in inclusive setup for Diploma level programme in special education and upto 10+2 / Intermediate level with inclusive setup for Degree and above level courses in special education programmes. The institutions may also undergo MOU / permission in writing with similar other schools as mentioned above to ensure practice teaching in inclusive setup, if they do not have their own such school of general setup.
 - e. **The special school must have minimum number of special children in the respective area of disability as prescribed in the syllabus.**
 - f. The institute must have fully equipped resource room.
 - g. The institution should be capable of conducting the programme without the financial assistance of the Council.
 - h. The institution must ensure availability of minimum infrastructure and human resources viz: qualified & experienced full time Core faculty, provision to invite

	<p>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.</p> <p>i. University affiliation is mandatory to conduct the Post Graduate Diploma / Degree / Masters level programme.</p> <p>j. The application for any Master's programme shall only be considered if the institution has successfully run three batches / 3years the degree programme in the same discipline / specialization approved by RCI.</p>																															
3.	<p>Institute fulfilling the prescribed eligibility conditions may submit the proposal Online latest by 31st August, 2018, alongwith the following documents as an attachment in scanned format:</p> <p>a. Separate Course wise NOC from respective State Govt. for the respective course applied on format of the Council as prescribed by Council's Circular No. 8-A/Policy(Recog.)/2009/RCI dated 17/10/2017 & 07/03/2018 after their proposal is scrutinised and accepted by the Council.</p> <p>b. Documents / Paper related to evidence of having own special school duly functional and running on or before the date of submission of application and list of students of concerned disability, their age, disability percentage and disability certificate Number / date of issuance in the prescribed format as follows:</p> <table border="1"> <thead> <tr> <th>Sl. No</th> <th>Name of the Divyang Child</th> <th>Age and Gender</th> <th>Disability Certificate Number, date of issuance and Percentage of disability</th> <th>Aadhar Number of the Divyang Child (Optional)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </tbody> </table> <p>c. Valid Registration Certificate under section 52 of PWD Act 1995/RPWD Act, 2016 on or before submission of online proposal.</p> <p>d. MOU/Written permission from inclusive school for conducting practice teaching in inclusive setup or evidence of own such school.</p> <p>e. Payment of processing fee Rs.10000/- (non – refundable) and the prescribed Inspection/assessment fee in case of extension cases separately for each course through NEFT as per details given below:</p> <table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Nature of Deposit</th> <th>Fee towards processing of proposal, inspection/assessment and approval fee for granting recognition</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Name of Account Holder</td> <td>Rehabilitation Council of India</td> </tr> <tr> <td>2.</td> <td>Name of Bank</td> <td>Canara Bank</td> </tr> <tr> <td>3.</td> <td>Address of Bank</td> <td>Jit Singh Marg, New Delhi - 110067</td> </tr> <tr> <td>4.</td> <td>Account Number</td> <td>1484101026701</td> </tr> <tr> <td>5.</td> <td>Type of Account</td> <td>Saving Bank Account</td> </tr> <tr> <td>6.</td> <td>IFSC Code</td> <td>CNRB0001484</td> </tr> </tbody> </table>	Sl. No	Name of the Divyang Child	Age and Gender	Disability Certificate Number, date of issuance and Percentage of disability	Aadhar Number of the Divyang Child (Optional)	1	2	3	4	5	Sl. No.	Nature of Deposit	Fee towards processing of proposal, inspection/assessment and approval fee for granting recognition	1.	Name of Account Holder	Rehabilitation Council of India	2.	Name of Bank	Canara Bank	3.	Address of Bank	Jit Singh Marg, New Delhi - 110067	4.	Account Number	1484101026701	5.	Type of Account	Saving Bank Account	6.	IFSC Code	CNRB0001484
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	<p>f. An original undertaking on the non-judicial stamp paper valued Rs.50/- as prescribed in the application format (scanned copy).</p> <p>g. In case of fresh proposal, copies of consent and appointment letters of the faculty with RCI's registration number and other requisite staff with photograph.</p> <p>h. Other enclosures as prescribed in the application form.</p>
4.	<p>The following inspection/assessment fees is to be deposited as per details of bank account provided at point 3(e) above, immediately only on receipt of Council's order:-</p> <p>a. Certificate & Diploma Level course : Rs.20,000/=</p> <p>b. Degree & Post Graduate Level course : Rs.30,000/=</p> <p>c. Master's & above level course : Rs.40,000/=</p>
5.	<p><u>Financial Requirement</u></p> <p>a. Reserve Fund: The institution under private management should have reserve fund of rupees three lakhs deposited in the bank for each course and rupees one lakh for subsequent courses or an amount decided by the Council from time to time depending upon the level of the training course. Copy of deposit receipt of the reserve fund should be submitted to the Council alongwith the proposal. A Pledge Certificate issued by the respective Bank as per the prescribed format on the letter head of the respective Bank shall be submitted only on approval. The University Deptt. / Govt. institutions are exempted from this stipulation.</p> <p>b. Salary Structure : The institution should adopt the salary structure prescribed by the State Govt. / UGC for its teaching and non-teaching staff appointed for the training course. It should have a sufficient fund to meet at least three months advance salary of the staff and other miscellaneous expenditure.</p> <p>c. Salary of the faculties / teachers shall be paid only in the bank account of the respective teacher</p>
6.	<p><u>Fee Structure</u></p> <p>Tuition and other fees structure followed by the institution should correspond to the norms prescribed by the Central/State Government/ University/RCI from time to time. It is desirable to provide some free scholarship for meritorious poor, socially and economically backward students and students with disabilities.</p>

Note:

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

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

List of Enclosures to be scanned and sent on RCI email by mailing zip file with the proposals for recognition in case of New proposal :-

PART – A

Sl. No.	Name of Enclosure	Details of Enclosures
1.	Proposal ID	Print out of valid proposal ID obtained from RCI website after filling complete form Part 'A' and Part 'B' both.
2.	Society Registration	Valid Registration Certificate of Society Register Act, 1860
3.	PWD Registration	Valid Registration Certificate of Society Register Act, 1860 and PWD Act/RPD Act, 2016
4.	By-laws	Copy of by-laws and Memorandum of Association of the Institution
5.	Endowment Fund	Proof of endowment fund
6.	Annual Report	Covering page of Annual Report for last two years
7.	Audit Certificate	Certificate for last two years
8.	Building photograph	One photograph from the front of the building.
9.	Undertaking	Undertaking on non-judicial stamp paper as given in application form.
10.	Declaration	Original declaration as given in the application form.
11.	Fee Details	Processing fee details paid through NEFT. UTR No. and amount alongwith date of payment.

PART – B (For Special Education Courses)

Sl. No.	Name of Enclosure	Details of Enclosures
1.	List of faculty	List of faculty alongwith their qualification and valid CRR No.
2.	Special School	A. List of children with disabilities alongwith Name of Divyang child, Age, Gender, Disability Certificate Number, Date of issuance of certificate, Percentage of Disability. Aadhar Number (Optional) also may be added. For details see the para-3.b of Norms for Starting a rehabilitation professional course. B. List of special educators alongwith their qualification and valid CRR No.

3.	Inclusive school	Details of the inclusive school, if done MoU, copy of MoU to be attached.
4.	TLM	List of TLM to be attached.
5.	Barrier free	Photograph of ramp, assessable toilet, assessable classroom to be attached.
6.	Library	List of books as prescribed in the respective syllabi (paper-wise to be attached.)
7.	ICT	List of ICT equipments and photographs to be attached.
8.	Resource Room	List and photograph of resource room and material to be attached.
9.	Community Promotional Activity	List of activities alongwith one or two photographs to be attached.

PART – C (For Clinical Courses other than Special Education)

SI. No.	Name of Enclosure	Details of Enclosures
1.	University affiliation	Copy of latest or valid university affiliation certificate.
2.	Faculty	List of faculty alongwith their qualification and valid CRR No.
3.	Clinical Services	List of new and follow-up cases alongwith one or two photographs of evidence to be attached.
4.	Clinical infrastructure	List of clinical equipment as prescribed to be attached.
5.	Library resources	List of books as prescribed in the syllabus (paper-wise to be attached).
6.	Research and development	List of publication/project undertaken to be attached.
7.	Community promotional activity	List of activities alongwith one or two photographs to be attached.

List of Enclosures to be scanned and sent on RCI email by mailing zip file with the proposals for recognition in case of extension proposal : -

Sl. No.	Name of Enclosure	Details of Enclosures
1.	PWD Certificate	Valid PWD certificate to be attached.
2.	State Govt. NOC	To be sent only when demanded by RCI.
3.	University affiliation	Copy attached.
4.	Fee details	Processing fee, details paid through NEFT. UTR No. and amount alongwith date of payment.
5.	Previous approval certificate with intake	Copy attached.
6.	Human resource	List of faculty members as prescribed by syllabus alongwith their qualification and valid CRR No.
7.	Pledge certificate	Valid pledge certificate.
8.	Building	One photograph from the front of the building.
9.	Special school	A. List of children with disabilities alongwith their age and level disability. B. List of special educators alongwith their qualification and valid CRR No.
10.	Inclusive school	Details of the inclusive school if done MoU, copy of MoU to be attached.
11.	ICT	List of ICT equipments and photographs to be attached.
12.	Resource room	List and photograph of resource room and material to be attached.
13.	Library resources	List of books as prescribed in the syllabus (paper-wise to be attached).
14.	Community promotional activity	List of activities alongwith one or two photographs to be attached.
15.	Research and development	List of publication/project undertaken to be attached.
16.	Compliance report	Covering letter of compliance on shortcomings mentioned in the previous approval letter.