

Rehabilitation Council of India

(A Statutory Body Under the Ministry of Social Justice & Empowerment , Govt. of India)
Department of Empowerment of Persons with Disabilities (Divyangjan)
B-22, Qutab Institutional Area, New Delhi-110016

File No. 8-A/Policy(Recog)/RCI

Date: 09.02.2021

Norms and guidelines for grant of approval to fresh proposal to conduct RCI approved training programme in field of special education and disability rehabilitation for the academic session 2021-22	
General Guidelines	
<p>1. No training programme in field of special education and disability rehabilitation shall be started by any Institute / Organization / University / National Institute / State Institute / Govt. Dept. without prior approval of this Council.</p> <p>2. Prospective institution are requested to go through the Norms, General Guidelines and syllabus of the proposed training programme carefully. Institutions must ensure that they fulfil the minimum criteria laid down for the specific training programme before applying.</p> <p>3. The NOC from the respective State Government is essential for all training programme. The NOC is required to be submitted on prescribed format as per Council's Circular No. 8-A/Policy(Recog.)/2009/RCI dated 17/10/2017 & 07/03/2018, available on the website of RCI.</p> <p>4. The Council will consider a maximum of two fresh proposals from any institution/organization/society, except National Institutes, CRCs, Universities, Central / State level Government institutions/organizations.</p> <p>5. As per Council's decision, institutions already running 10 (ten) or more training programme of RCI need not to apply for any fresh training programme for the academic session 2021-22.</p> <p>6. The management of the Institute shall adopt the standards of staff, space and equipment as prescribed by the Council and give an undertaking for their phased implementation within the stipulated period.</p> <p>7. The management of the Institute must ensure that they possess required training facilities to undertake the Degree / Master Degree/ P.G. Diploma/ M.Phil./ Diploma /Certificate level training programme(s) for smooth commencement of training programme throughout the academic session.</p>	
Norms for starting rehabilitation professional training programme	
I.	Separate fresh proposal for each training programme through online portal www.rciamas.nic.in or www.rehabcouncil.nic.in to be submitted on or before the last date 12.04.2021 .
II.	Institution desirous for seeking approval of the Council for any of its approved training programmes must ensure that they have requisite experience in disability in addition to the fulfilment of the following requirements:- <ol style="list-style-type: none">The institution must have its three(03) years (minimum) old own functional special school for teacher training programmes and laboratory/rehabilitation centre/clinical services for other training programmes such as Prosthetic & Orthotics, Speech & Hearing, Clinical Psychology, Rehabilitation Psychology etc. as prescribed in the respective syllabi.The special school must have minimum 60 children with special needs (CSWN) in the respective area of disability.Valid Registration Certificate issued by the respective State Commissioner (Disabilities) as per provisions of PwD Act, 1995/ RPwD Act, 2016 with effect from the date of commencement of the special school for children with special needs (CWSN).

- d. In case of University / Govt. organization, the condition of having own special school is exempted. However, an MOU duly signed with a special school for practice teaching & a copy of the same to be submitted to the Council along with proposal.
- e. Institution must ensure practice teaching in inclusive setup also. For this, it is preferred to have a Memorandum of Understanding (MoU) with a regular school. The institutions may also undergo MoU/permission in writing with inclusive school to ensure practice teaching in inclusive setup, if they do not have their own such school of general setup.
- f. The institution must ensure availability of minimum infrastructure and human resources viz: qualified & experienced full time Core faculty, provision to invite guest faculty, adequate space, library, equipment, furniture etc., to conduct the professional training programme in accordance with the Council's norms as prescribed in the respective syllabus.
- g. University affiliation is mandatory to conduct the Undergraduate/Post Graduate Diploma / Degree / Master level / M.Phil. level training programmes.

Note: The online proposal for any Master level training programme shall only be considered if the institution has successfully run three batches of degree level training programme in the same discipline / specialization approved by RCI.

III. Institution fulfilling the prescribed eligibility conditions may submit the proposal through online portal within the prescribed last date.

The proposal must be submitted through online portal along with the attachment as prescribed in the form such as:

- a. NOC from respective State Govt. is essential for each training programme in prescribed format of RCI.
- b. Valid Registration Certificate issued by the respective State Commissioner (Disabilities) as per provision of PwD Act, 1995/ RPwD Act, 2016 with effect from the date of commencement of the special school for children with special needs (CWSN).
- c. Documents / Paper related to evidence of having minimum three year old own functional special school and list of students of concerned disability, their age, disability percentage and disability certificate number / date of issuance in the prescribed format as follows:

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

- d. MOU from regular school for conducting practice teaching in inclusive setup.
- e. Processing fee of Rs. 10,000/- (ten thousand) is required to be remitted for each fresh proposal.
- f. An original undertaking on the non-judicial stamp paper valued Rs.50/- as prescribed in the application format.
- g. In case of fresh proposal, copies of consent and appointment letters of the faculty with RCI's registration number and other requisite staff with photograph.
- h. Other enclosures as prescribed in the online application form.

IV.	<p>Financial Requirement</p> <p>a. Reserve Fund: The Private institution should have reserve fund of rupees three lakhs deposited in the bank for each training programme and rupees one lakh for subsequent training programmes 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 to be submitted along with proposal. <u>A Pledge Certificate issued by the respective Bank as per the prescribed format on the letter head of the Nationalized / Scheduled Bank shall be submitted.</u> The University Dept. / 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 to conduct the training programme. It should have a adequate fund to meet at least three months advance salary of the staff and other miscellaneous expenditure.</p> <p>c. Salary of the faculties / teachers must be paid only in their bank account.</p>
V.	<p>Fee Structure</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 free scholarship for meritorious poor, socially and economically backward students and students with disabilities.</p>

Note:

- a. **Incomplete / Offline proposal will not be considered.**
- b. **Processing fee is not refundable.**
- c. **In addition to the norms mentioned above, Training Programme/Course Structure, Duration, Eligibility Criteria, Scheme of Examination etc. shall be determined in accordance with the provisions of the respective syllabus and shall be followed by the institution.**
- d. **The decision of the Council with regard to processing and grant of approval / regret shall be binding to the applicant institution.**
- e. **Any dispute arising out of the above decision / guidelines and also in the process of award / regret of approval, shall be dealt with in the Hon'ble Courts of Delhi / New Delhi jurisdiction only.**

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