

## NON FINANCIAL ACCREDITATION OF CRE

### A. CRE – ACCREDITATION NORMS & GUIDELINES FOR SUBMISSION OF PROPOSAL, CONDUCTION OF PROGRAMME & REPORTING – NIEPMD (Ref:RCI letter No.5-14/2016-RCI/144145-53/21/11/2016)

### B. OBJECTIVE:

1. Upgrade the knowledge & skill of in-service & practising rehabilitation Professionals/personnel; registered with the RCI U/S/ of RCI act of 1992.
2. To update professional knowledge & skills of matter. Trainers working in the field of disability rehabilitation & special education.

### C. ELIGIBILITY

- a) Organisation having five (5) years of experience in offering RCI approved courses (only Diploma & Certificate courses).

#### *Note:*

- i. Condition may be relaxed for Jammu & Kashmir & North Eastern states.
- ii. An organisation can conduct a maximum of 3 CRE programme in a financial year with a gap of 3 months between every CRE.

### D. Processing of proposal: Clause

- a) Submission of reports of previous CRE conducted.
- b) Institutes undertaking to follow RCI norm with regard to CRE.
- c) Submission of undertaking for meeting additional expenditure from own resources.

### E. How to Apply

Proposal in prescribed format (Annexed) to be submitted with requisite documents 60 days in advance & sent to:

#### *a) Hard Copy:-*

The Director,  
National Institute for Empowerment of Persons with Multiple Disabilities  
Department of Empowerment of Persons with Disabilities (Divyangian)  
Ministry of Social Justice & Empowerment, Govt of India  
East Cost Road, Muttukadu, Kovalam Post, Chennai – 603 112  
Tell: 044-27472113, 27472046 Fax:044-27472389  
E-mail:niepmd@gmail.com Website:www.niepmd.tn.nic.in  
Toll Free No: 1800 425 0345

#### *b) Soft Copy to*

- i. [niepmdhrd@gmail.com](mailto:niepmdhrd@gmail.com)

#### *c) Application fee of Rs-1000/- (One Thousand only) per CRE to be submitted with application:-*

1. For Demand Draft(DD)
  - a. In favour of The Director,NIEPMD
  - b. Payable at Chennai
2. For NEFT
  - a. Name:NIEPMD-Internal Accural
  - b. A/C No:6332687300
  - c. Branch:Kovalam
  - d. IFSC:IDIB000K122

This fee through NEFT process may be deposited in any computerized branch of the concerned banks throughout India. Once the money is deposited please send the copy of transaction details provided by the bank.

**Note:**

For each CRE, separate form & requisite fee has to be submitted

**F. Status of Approval**

Status of approval will be intimated by email from [niepmdhrd@gmail.com](mailto:niepmdhrd@gmail.com) e mail address within two weeks of receipt of proposal.

In case, no communication is received within two weeks; please intimate the concerned Department of NIEPMD immediately.

(Contact: Mrs. Deepa.S, Academic Section-NIEPMD, E. Mail ID [niepmdhrd@gmail.com](mailto:niepmdhrd@gmail.com). Phone No: 044-27472113, 27472046 EXT: 410

**G. Program Execution**

Programme to be executed as per approved proposal only & all norms of RCI for CRE conduction in reference to target group, number of beneficiaries, topics and eligibility of resource persons to be strictly followed.

NIEPMD reserves the right to supervise/inspect the CRE programme. If reported to be substandard; CRE will not be granted to such organization for subsequent 2 years.

**REPORTING:**

Reports as per reporting format (Annexed) with all enclosures/annexed in required formats/annexed to be submitted within 7 days of completion of programme in both hard & soft copy.

**H. Topics & Duration of CRE's**

1. Topics & duration of CRE's must be as per RCI approved topics/Titles & Duration (Annexed).

2. New topics as such cannot be approved by NIEPMD & such proposals for approval of topics/theme to be sent to NIEPMD as per RCI norms in prescribed format at least 90 days in advance for onward processing by RCI.

**I. Norms**

Target: - RCI registered professional/personnel are only eligible.

Against different topics, target groups have been identified & listed with RCI approved topics/list of topic/titles for CRE.

**J. Participants**

- i. 30 only (No request for any extra seats will be entertained)
- ii. Organisations seeking approval for more than 30 participants/National, International seminar/ conferences/workshops/ must apply to RCI directly.

- iii. NIEPMD will not entertain any proposal for CRE accreditation beyond 30 seats/National/International conferences/seminars/workshop.

#### **K.CRE Points**

Resource Person – 10 points per session; maximum of 30 points per CRE

Co-ordinator - 5 per day

Participants - 6 per day

(North East Regions – 10 points per day; maximum of 30 points per CRE

#### **L.Eligibility of resource person**

Must fulfil the eligibility norms as faculty / guest faculty for RCI courses.

#### **M.Eligibility of Co-ordinator**

Must fulfil the eligibility norms as faculty / guest faculty for RCI courses.

#### **N.Fees:**

Registration fee maximum of Rs-600/- per day per participant

(Additional expenditure must be met by host organization for own resource)

NO GRANT/FINANCIAL ASSISTANCE FROM NIEPMD will be provided

#### **O. Note:-**

Host organisations are requested to give exemption/fee concession for CRE participants under PwD category having valid PwD certificate.

#### ***Norms of Expenditure***

Remuneration to Co- coordinator	-	Rs-1000/- per day
Remuneration to resource person /faculty	-	Rs-800/- per session/hour
Stationary/photocopy/Printing/Typing	-	Rs-800/- per day (Approximate)
Tea/Lunch/Snacks	-	Rs-200/- per person per day
Proceedings & Report	-	Rs-600/-
Travel allowance (T/A) for resource persons Persons)	-	Rs-3000/- (Total for all Resource
Contingencies / Audit reports & Utilization		
Certificate	-	Rs-1800/- per day

Additional expense must be met from institutional internal resources.

#### ***Contacts:-***

Mrs.Deepa.S NIEPMD, Training &Academic Section.

[niepmdhrd@gmail.com](mailto:niepmdhrd@gmail.com) Phone No: 044-27472113, 27472046 EXT:410

***Annexure:***

1. CRE Proposal form
2. Organisational data
3. Report submission form
4. Individual Registration form
5. Participant Particular form
6. Resource Person Particulars form
7. Participant attendance form
8. Resource Person attendance form
9. Approved topics & Duration by RCI
10. Undertaking for norms of RCI for CRE
11. Undertaking for meeting additional expenses for own recourses.
12. New topic /title approval format.

**NOTE:**

CRE proposal form &organisational data to be submitted with request for CRE Accreditation -  
reg

**CRE Proposal Formats** to be submitted with Sl.No.2, 10, 11 &12 for new topics /titles.  
Report submission in prescribed format (Sl.No.3) to be submitted with Sl.No.5, 6, 7, 8 (Sl.no.4 not  
to be submitted)

**National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD).  
Department of Empowerment of Persons with Disabilities,  
Ministry of Social Justice & Empowerment, Govt. of India, Chennai**

**FORMAT FOR CRE PROPOSAL**

Name of the Organization :

As per approved list of CRE (Topic/Theme) of RCI :

Area of Disability :

Duration :

Dates Proposed :

Co-ordinator

Name	
Email	
Mobile	

Proposed venue :

Target Group :

No. Participants (Not Exceeding 30) :

a) Signature of Proposed coordinator

b) Signature of Head of organisation/office with seal:

Name of HOD:

Seal :

**Table**

S.No.	Name	Educational Qualification (EQ)	Professional Qualification (PQ)	Years of Experience	CRR No.	E-mail	Phone No & Aadhaar number

## Annexure - 2

**]National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD).  
Department of Empowerment of Persons with Disabilities,  
Ministry of Social Justice & Empowerment, Govt. of India, Chennai**

### ORGANIZATIONAL DATA FORMAT

Name of Organization	Address	Website	Head of Institution Name: Mobile: Email:	Courses offered under RCI			
				S. No	Course	Year of approval	Valid upto
				1			
				2			
				3			
				4			
				5			
				6			

Sign of co-ordinator with seal & date:

Sign of Head of Organization/Head of Institution with seal & date

Enclosure :-( Application received without requisite enclosure shall not be processed)

1. Society / Trust registration Certificate
2. Renewal of Registration Certificate
3. National Trust Act Registration Certificate ( If applicable)
4. Details of Activities undertaken
5. List of Equipments

**REPORT SUBMISSION FORM**

Name of Organization :  
 Address :  
 E-mail :  
 Phone :  
 Title/ Theme of CRE :  
 Name of Co-ordinator :  
 Email :  
 Phone :

**Inaugural Function**

Day/Date	Time	Visit of dignitaries	Total footfalls

**Brief Details:**

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**Valedictory Function**

Day/Date	Time	Visit of dignitaries	Total footfalls

**Brief Details:**

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**Programme Itinerary**

Day/Date	Session	Time	Resource Person	Topic

**Participants**

GEN		SC		ST		OBC		PWD		North East		Total	
M	F	M	F	M	F	M	F	M	F	M	F	M	F

**Outcome:**

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**Feedback of Participants**

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**Feedback of Resource Person**

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**Proceedings/session wise report/ recommendation**

**Sign of Co-ordinator / Seal**

**Annexure**

1. Participant particular in prescribed form duly signed & stamped
2. Resource person particular in prescribed form duly signed & stamped
3. Participant attendance in prescribed form duly signed & stamped
4. Resource person attendance in prescribed form duly signed & stamped
5. Media reports
6. Photograph of inauguration – 2 Nos “5x7”
7. Photograph of valedictory – 2 Nos “5x7”
8. Photograph of session – 10 Nos “8x10”
9. Group Photograph – 2 Nos “8x10”

**Note:-**

- Soft copy of the report & all annexure to be sent to [niepmdhrd@gmail.com](mailto:niepmdhrd@gmail.com) .
- S.No: 1 & 2 to be emailed in MS Excel format only.

**INDIVIDUAL REGISTRATION ANNUEXURE - 4**

**CRE Programme on “**

**”**

**Date :**

**Venue :**

**Name of the organization:.....**

**Name of the candidate/Staff Sponsored:.....**

**RCI Registration Number:.....**

**Address:.....**

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**Phone No: ..... Mob.No:.....**

**E.Mail ID:.....**

**Aadhaar**

**No:.....**

**Category:**

<b>GEN</b>	<b>SC</b>	<b>ST</b>	<b>OBC</b>	<b>PWD</b>	<b>Other</b>

**Gender:**

<b>Male</b>	<b>Female</b>	<b>Other</b>

**Amount of Cheque/Demand Draft:.....DD No.....**

**Name of the issuing bank .....**

**Note:** A Cheque/DD must be made in favour of \_\_\_\_\_, payable at \_\_\_\_\_.  
As the seats are limited the registration is subject to receipt of registration fees on first come first serve basis. Host organization can depute maximum of 08 participants only.



# NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH MULTIPLE DISABILITIES



Department of Empowerment of Persons with Disabilities (*Divyangjan*)

(*Ministry of Social Justice and Empowerment, Govt. of India*)

ECR, Muttukadu, Kovalam Post, Chennai 603 112, Tamil Nadu

Fax: 044-27472389 Tel: 044-27472104, 27472113, 27472046

Website: [www.niepmd.tn.nic.in](http://www.niepmd.tn.nic.in) E-mail: [niepmd@gmail.com](mailto:niepmd@gmail.com)

ANNEXURE - 7

## PARTICIPANT ATTENDANCE FORM

TOPIC :

DATE :

VENUE :

CO-ORDINATOR :

S.No.	Name of the Participant	Day/Date Signature (IN TIME)	Day/Date Signature (OUT TIME)	Sign of co-ordinator

# Separate sheet to be used for each date

# NATIONAL INSTITUTE FOR EMPOWERMENT PERSONS WITH MULTIPLE DISABILITIES

Department of Empowerment of Persons with Disabilities (*Divyangjan*)

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ECR, Muttukadu, Kovalam Post, Chennai 603 112, Tamil Nadu

Fax: 044-27472389 Tel: 044-27472104, 27472113, 27472046

Website: [www.niepmd.tn.nic.in](http://www.niepmd.tn.nic.in) E-mail: [niepmd@gmail.com](mailto:niepmd@gmail.com)



ANNEXURE - 8

## RESOURCE PERSON ATTENDANCE FORM

TOPIC :

DATE :

VENUE :

CO-ORDINATOR :

S.No.	Name of the Resource Persons	Day/Date Signature (IN TIME)	Day/Date Signature (OUT TIME)	Sign of co-ordinator

# Separate sheet to be used for each date

**APPROVED TOPICS & DURATION BY RCI:**

**The detail list of approved topics of RCI is available in the following website:**

[www.rehabcouncil.nic.in](http://www.rehabcouncil.nic.in)

**Undertaking for conduct of CRE**

I/we hereby undertake to conduct CRE by strictly following the norms of Rehabilitation Council India (RCI).

Further, we undertake that the additional expenditure if any will be met from our own resources without charging any additional fee from the participants.

**Name of the organization**

**Date**

**Seal**

**Format for New Topic  
(Not listed or not approved of RCI)**

1. Name of the topic
  
2. Background and theme of the programme
  
3. Aim
  
4. Content of the programme duration (in days)
  
5. Names of the resource persons –topic/ content wise:Internal&External
  
6. Category of professionals who can participate
  
7. Expected outcome
  
8. Proposed Budget/grants if required



