

## **Guidelines for Accreditation/ Recognition of Yoga Institutions under Yoga Certification Board**

Yoga is essentially a spiritual discipline based on an extremely subtle science, which focuses on bringing harmony between mind and body. It is an art and science of healthy living. The practice of Yoga is believed to have started with the very dawn of civilization. . In the Yogic lore, Shiva is seen as the first Yogi or Adiyogi, and the first Guru or Adi Guru. Though Yoga was being practiced in the pre-Vedic period, the great Sage Maharshi Patanjali systematized and codified the then existing practices of Yoga, its meaning and its related knowledge through his Yoga Sutras. After Patanjali, many Sages and Yoga Masters contributed greatly for the preservation and development of the field through their well documented practices and literature.

Present days, Yoga Education is being imparted by many eminent Yoga Institutions, Yoga Colleges, Yoga Universities, Yoga Departments in the Universities, Naturopathy colleges and Private trusts & societies. Many Yoga Clinics, Yoga Therapy and Training Centers, Preventive Health Care Units of Yoga, Yoga Research Centers etc. have been established in Hospitals, Dispensaries, Medical Institutions and Therapeutical setups.

Yoga Certification Board aims to promote Yoga as career skill and accordingly in its objectives included bring synergy, quality and uniformity in teaching of Yoga across the world. Yoga Certification Board accreditate Yoga Institutions/ Centres based on their scale of operation, capacity, years of experience. etc. under 4 categories as follows:

- Accreditation and recognition of Leading Yoga Institutions
- Accreditation / Recognition of Yoga Institutions
- Accreditation / Recognition of Yoga Training Centres
- Accreditation / Recognition of Yoga Therapy Centres (under preparation)

**Leading Yoga Institution:** The Yoga Institution which is in existence for minimum of 15 years following a legacy of Yoga Tradition (parampara) and have contributed to the body of knowledge in the field of Yoga education/ training/ therapy for atleast 10 years will be termed as Leading Yoga Institutions. The detailed eligibility criteria / parameters for accreditation / recognition as Leading Yoga Institutions is at **annexure A**.

**Yoga Institutions:** The Yoga Institution which has contributed to the body of knowledge in the field of Yoga education/ training/ therapy for atleast 5 years and has produced quality yoga professionals will be termed as Yoga Institutions. The detailed eligibility criteria / parameters for accreditation / recognition as Yoga Institutions is at **annexure B**.

**Yoga Training Centre:** The Yoga centres which are committed towards promotion of health and wellness through for atleast 2 years and has produced quality Yoga professionals will be termed as Yoga Training Centre. The detailed eligibility criteria / parameters for accreditation / recognition as Yoga Training Centre is at **annexure C**.

**Application Form for applying for Leading Yoga Institution, Yoga Institution and Yoga Training Centre is at Annexure D**

## **Application and Assessment Process for Accreditation/ Recognition:**

- The application of the Yoga Institutions are invited through Expression of Interest (print media and YCB website).
- The Yoga Institutions interested in YCB accreditation/ recognition as Leading Yoga Institution shall submit its application along with requisite documents on YCB website. The Institutions shall have to create their login id for the purpose. However, till the time this facility is available on YCB website, the process of submission of application will be carried out through post or emails.
- The fee for accreditation / recognition is in two parts – application fee and assessment fee. The applicant Yoga Institution shall have to deposit prescribed application fee through payment gateway available on the website or through NEFT in the designated Bank account or through Demand Draft. The fee, once paid, shall not be refunded under any circumstances. Fee to be paid through
  - NEFT to “**Yoga Certification Board**” Bank name: Punjab National Bank, Sansad Marg, New Delhi -110001, **Bank Account no. 0153002100573762 IFSC code : PUNB0015300**
  - Demand Draft in favour of “**Yoga Certification Board**” payable at **New Delhi**
- The YCB shall process the application on receipt of the application form and application fee. The YCB shall undertake scrutiny of the application data and the documents submitted to check their completeness. The process shall be completed within 1 month of receipt of the application. The applicant shall be informed about the future course of action – any deficiency in the application / document or further assessment plan.
- The applicant shall have to reply to the queries/ non-conformities/ gap as conveyed by the YCB within 1 month of receipt of the same. On completion of all these documentation submission, the Institution shall have to submit the assessing fee to the YCB.
- The YCB nominated team shall first undertake the offline (document) review on completion of all formalities of submission of documents.
- The findings of the document review by the assessment team shall be shared with the Yoga Institution within 15 working days of start of the assessment.
- The Yoga Institution shall reply to the non-conformities, if any.
- The Assessment team shall undertake onsite review on suo motto basis/ surprise visit and the onsite review will begin with opening meeting and will be followed by verification of the implementation of the system including the demonstration of the competence. A formal closing meeting will be organised at the end of the onsite review and the major nonconformities and concerns will be shared with the applicant.
- The applicant can reply to the conformities/ concerns within 15 days of completion of onsite review.
- The assessment team shall compile the offsite and onsite review and mark on defined parameter based on the competence/ conformity to the parameters.
- Based on the compiled report of the assessment team, decision shall be taken on granting accreditation/ recognition as Leading Yoga Institution. The Institutions securing 70 or more out of 100 marks shall be granted accreditation / recognition as Leading Yoga Institution. The Institutions securing less than 70 marks but not less than 50 marks out of 100 can reapply for re-assessment within one year.

## Fee Structure

- The fee for approval as LYI is mainly divided into 2 parts- Application fee and assessment fee. Application fee is to be paid along with submission of application form. Application form will not be accepted in the event of non-receipt of full application fee. The YCB will scrutinise the documents submitted along with the application fee for completeness. On confirmation about receipt of all required documents from YCB, the applicant shall have to pay assessment fee. On receipt of full assessment fee, the assessment process shall be initiated by the YCB.
- The application fee and assessment fee both are non-refundable. If an organisation does not fulfil the criteria for approval as LYI, the organisation can submit the required information and request for re-assessment within 2 years of its application. The organisation shall have to pay a reassessment fee.
- After completion of 1 year of approval, the LYI shall submit Annual Report including Audit Report and progress report for continuation of approval. The LYI shall have to pay annual fee and also assessment fee, if YCB decides to undertake assessment.
- Fee for onsite review will be part of assessment fee. The cost of such visit (travel, lodging and boarding of the experts, etc) will be paid by the organisation on actual basis.

### Accreditation Fee for Yoga Institutions

in Rs.

S No.	Type of Yoga Institution	Enrolment Fee	Assessment Fee		Total	Annual renewal Fee
			Review Fee	Visit fee		
1	Leading Yoga Institutions	50,000	1,50,000	Actual (Travel, Boarding and Lodging)	2,00,000	50,000
2	Yoga Institutions	25,000	1,00,000	Actual (Travel, Boarding and Lodging)	1,25,000	25,000
3	Yoga Training Centres	10,000	50,000	Actual (Travel, Boarding and Lodging)	60,000	15,000
4	Yoga Therapy Centres	10,000	50,000	Actual (Travel, Boarding and Lodging)	60,000	15,000

Fee to be paid through

- NEFT to “**Yoga Certification Board**” Bank name: Punjab National Bank, Sansad Marg, New Delhi -110001, **Bank Account no. 0153002100573762 IFSC code : PUNB0015300**
- Demand Draft in favour of “**Yoga Certification Board**” payable at **New Delhi**

## Accreditation Fee for Foreign Yoga Institutions

(in Dollar \$)

S No.	Type of Yoga Institution	Enrolment Fee	Assessment Fee		Total	Annual renewal Fee
			Review Fee	Visit fee		
1	Leading Yoga Institutions	3000	10000	Actual (Travel, Boarding and Lodging)	13000	3000
2	Yoga Institutions	2000	8000	Actual (Travel, Boarding and Lodging)	10000	2000
3	Yoga Training Centres	700	3300	Actual (Travel, Boarding and Lodging)	4000	1000
4	Yoga Therapy Centres	700	3300	Actual (Travel, Boarding and Lodging)	4000	1000

### Debarment/ suspension/ cancellation of LYI

The accreditation / recognition of LYI shall be debarred / suspended under the following circumstances-

- a) If any false information is provided about the Yoga Certification Scheme by the LYI.
- b) If Leading Yoga Institution and its personnel make wrong commitment to qualify the candidate or get involved in unfair means in respect to examination and provide assistance to the candidate.
- c) If any unfair commitment is made to Yoga professional or other institutions on behalf of YCB.
- d) If LYI is unable to conduct examination or activities as per YCB guidelines and syllabus in due time.
- e) If LYI declares the results without approval of YCB.
- f) If any noncompliance to the requirement of the YCB is observed

The debarment/suspension/cancellation shall be with due notice of 15 days in the event of any of the above.

The LYI shall not be eligible to conduct any examination for certification during the notice period.

**Assessment team composition:** The team for assessment for accreditation/ recognition of Yoga Institutions will be as follows:

S. no.	Level of Accreditation	Team Composition
1	Leading Yoga Institutions	<ul style="list-style-type: none"> <li>• Yoga Expert</li> <li>• Assessment Expert/ Accreditation Expert</li> <li>• Administrative expert (optional)*</li> </ul>

2	Yoga Institutions	<ul style="list-style-type: none"> <li>• Yoga Expert</li> <li>• Assessment Expert/ Accreditation Expert</li> <li>• Administrative expert (optional)*</li> </ul>
3	Yoga Training Centres	<ul style="list-style-type: none"> <li>• Yoga Expert</li> <li>• Assessment Expert/ Accreditation Expert</li> <li>• Administrative expert (optional)*</li> </ul>

**Validity of accreditation:**

S. no.	Level of Accreditation	Validity period
1	Leading Yoga Institutions	Ten (10) years
2	Yoga Institutions	5 (Five) years
3	Yoga Training Centres	3 (Three) years

- The Accredited Leading Yoga Institution/ Yoga Institutions/ Yoga Training Centre shall submit the Annual Report including the audit report and progress report w.r.t the scheme in the format prescribed by YCB every year relating to the scheme. The report / progress shall be subjected to scrutiny by the YCB.
- The YCB shall have the right to conduct any mid-term assessment of the Institution as and when required.

**Role of accredited Yoga Institutions/ Centres:**

The accredited Yoga Institution/ Centres shall be playing major role in promotion of the scheme for certification of yoga professionals. These shall be authorized to:

S. no.	Level of Accreditation	Role
1	Leading Yoga Institutions	<ul style="list-style-type: none"> <li>• Run courses equivalent to certifications offered by the YCB for Yoga professionals.</li> <li>• Conduct Assessment for all the certification offered by the YCB for Yoga professionals.</li> <li>• Conduct CYE program for renewal of certification of Yoga professionals.</li> <li>• Conduct workshops and seminars for promotion of Yoga.</li> </ul>
2	Yoga Institutions	<ul style="list-style-type: none"> <li>• Run courses equivalent to certifications offered by the YCB for Yoga professionals.</li> <li>• Conduct assessment for level 1,2 &amp; 3 of the certification offered by the YCB for Yoga professionals.</li> </ul>
3	Yoga Training Centres	<ul style="list-style-type: none"> <li>• Run courses equivalent to certifications offered by the YCB for Yoga professionals.</li> <li>• Conduct assessment for level 1&amp;2 of the certification offered by the YCB for Yoga professionals.</li> </ul>

**Fee for the certification of students of the accredited Yoga Institutions / Centres:**

The candidates of these Institutions/ centres shall have to enroll with the YCB directly on its central registry portal. The enrolment fee shall be paid to the YCB which is one time fee and is valid for life long. The examination fee shall be charged by the accredited Yoga Institution/ centres. The Yoga Institution/ centres shall charge a minimum fee as prescribed by the YCB. The Yoga Institution/ centre may prescribe a higher fee with the approval of YCB. The successful candidates shall be issued Certificate and ID card with unique number by the YCB.



## Weightage Chart for Assessment of Yoga Institutions

### **Qualifying Criteria:**

#### **Leading Yoga Institutions:**

The organization needs to meet the following criteria to be taken up for assessment under the head of Leading Yoga Institution

- the Yoga Institution is a legal entity
- The Yoga Institution should have the legacy of Yoga tradition
- minimum 15 years of existence in the field of Yoga
- minimum 10 years of experience in conducting Yoga education / training/ therapy courses
- Should have produced minimum 500 institutionally qualified yoga professionals at the time of applying.
- willing to conduct Continuing Yoga Education program of Yoga Certification Board, after it is recognised by the YCB.

#### **Yoga Institution**

The organization needs to meet the following criteria to be taken up for assessment under the head of Yoga Institution

- The Yoga Institution is a legal entity
- The Yoga institution should have minimum 5 years of experience in conducting Yoga education / training courses.
- The Yoga institution should have produced atleast 100 institutionally certified Yoga professionals/ teachers at the time of applying.

#### **Yoga Training Centre**

The organization needs to meet the following criteria to be taken up for assessment under the head of Yoga Training Centre

- The Yoga centre is a legal entity
- The centre should have minimum two years of experience in conducting Yoga training courses.

### Weightage Chart for Parameter for Accreditation/ recognition as Yoga Institution

S No.	Criteria	Weightage (w)	Maximum Marks	Marks awarded (m)	Weighted marks (wxm)	Remarks
1	Years of existence in the field of Yoga	5%	10			
2	Years of experience in conducting Yoga education / training/ therapy courses	5%	10			
3	No. of institutionally qualified yoga professionals at the time of applying.	5%	10			
4	<b>Infrastructure and other facilities</b>					
4.1	Space	5%	10			
4.2	Infrastructure	10%	10			
4.3	Learning Resources	5%	10			
4.4	Environment	2%	10			
4.5	Safety arrangement	3%	10			
5	<b>Teaching Staff</b>					
5.1	No. of Teaching staff / Instructors/ trainers	10%	10			
5.2	Qualification and competencies of teaching staff	10%	10			
6	<b>Curriculum and Syllabus</b>					
6.1	Compatibility of courses offered in the Institution to YCB certificates	10%	10			
6.2	Dissemination of information on courses in public domain	3%	10			
6.3	Work Plan & time table	5%	10			
6.4	Communication process	2%	10			
6.5	Admission process	4%	10			
6.6	Feed back process	2%	10			
6.7	Complaint handling procedure	2%	10			
6.8	Results of the institute and its review	2%	10			
7	<b>Management structure and policies</b>					



S No.	Criteria	Weightage (w)	Maximum Marks	Marks awarded (m)	Weighted marks (wxm)	Remarks
7.1	Management, accounting and record keeping – management structure, policy documentation, defining of vision, values, philosophy, objectives and commitments of the institution, document retention, maintenance of accounts etc	6%	10			
7.2	Financial resources stability	4%	10			
	<b>Total</b>	<b>100%</b>	<b>200</b>			

$T$  (Total weighted marks) = [Sum of (w X m) / 10]

**Marks on any parameter should be awarded as follows:**

- Fulfilling 100% to 90% of criteria - 10-9 marks
- Fulfilling 90% to 75% of criteria – 8-6 marks
- Fulfilling 75% to 50% of criteria – 5-4 marks
- Fulfilling 50% to 30% of criteria – 3-2 marks
- Fulfilling 30% to 10% of criteria - 1 mark
- Fulfilling 10% to 0% of criteria – 0 mark

**Criteria for Accreditation/ recognition of Leading Yoga Institutions**

**Eligibility criteria:**

- The Yoga institution should have the legacy of Yoga tradition (parampara).
- The Yoga institution should be registered under Societies Act, 1860 or Trusts Act, 1882 or central/ state legislative acts.
- The Yoga institution should have minimum 20 years of existence in the field of Yoga.
- The institution should have minimum 10 years of experience in conducting Yoga education / training/ therapy courses.
- The Yoga institution should have produced minimum 500 institutionally qualified yoga professionals at the time of applying.
- The Yoga institution should be willing to conduct Continuing Yoga Education program of Yoga Certification Board, after it is accredited by the YCB.
- The Yoga institution should have sufficient infrastructure facilities, faculty and staff for conducting different yoga courses and examination for different levels as proposed by YCB from time to time as listed below:

<b>S. No.</b>	<b>Head</b>	<b>Standard required</b>
A	<b>Infrastructure and other facilities</b>	
A.1	Space	<ul style="list-style-type: none"><li>• The Institution should have minimum 2 acres of land and built up area of minimum 15000 sq ft. However the area criterion may be relaxed for institutions located in metros and hilly areas.</li></ul>
A.2	Infrastructure	<ul style="list-style-type: none"><li>• Class rooms – minimum six which can accommodate students with space of 6 sq feet per student.</li><li>• Halls for demonstration and practice of Yoga with minimum of 18 sqft space per student.</li><li>• Space for practice of Shat karma with required equipments with standard hygienic conditions.</li><li>• A meditation hall.</li><li>• The rooms should be properly ventilated.</li><li>• Wash rooms, dressing rooms and drinking water facility.</li><li>• Office of head of the institution.</li><li>• An administrative block for managerial / support staff.</li><li>• Adequate faculty / staff rooms.</li><li>• Canteen facility in the campus.</li><li>• A conference hall / auditorium.</li><li>• Hostel / residential facility for residential programs.</li></ul>
A.3	Learning Resources	<ul style="list-style-type: none"><li>• The Institution should have a library with access to minimum 5000 books and journals.</li><li>• Adequate and appropriate goods and equipments like mats, PA system, computers etc should be available.</li></ul>

S. No.	Head	Standard required
A.4	Environment	<ul style="list-style-type: none"> <li>The environment of the campus of the Institution should be conducive for Yoga teaching and learning process.</li> <li>Institution should preferably have provision for renewable energy and natural water harvesting.</li> </ul>
A.5	Safety arrangement	<ul style="list-style-type: none"> <li>There should be a medical room with required staff for handling medical emergencies.</li> <li>The building and all the civil construction should be inclusive.</li> </ul>
B	<b>Teaching faculty</b>	
B.1	Teaching faculty / Instructors/ trainers and their qualification and competencies	<p>Minimum teaching faculty and qualifications:</p> <ul style="list-style-type: none"> <li><b>Head of the Institution:</b> An eminent Yoga Guru/ master having contributed for the promotion and development of Yoga under Guru Shishya parampara (substantiated by documentary evidence) with minimum 15 years of experience in the field of Yoga or topic related to Yoga OR L-4 certified Yoga Professionals with minimum of 15 years of experience OR An eminent Yoga Professional with PhD in Yoga or topic related to Yoga with minimum 15 years of Teaching experience in Yoga</li> <li>Two L-3 certified Yoga Professionals with minimum of 8 years of experience in the field of Yoga or topic related to Yoga OR Two Yoga Professional with post graduate degree with diploma in Yoga of minimum 1 year duration from recognized university or from an Institute of national repute or recognized by YCB with minimum experience of 8 years in the field of Yoga</li> <li>Four L-3 certified Yoga Professionals with minimum of 5 years of experience in the field of Yoga or topic related to Yoga OR Four Yoga professional with post graduate degree with diploma in Yoga of minimum 1 year duration from recognized university or from an Institute of national repute or recognized by YCB with minimum experience of 5 years in the field of Yoga.</li> <li>Eight Yoga teachers/ instructors-</li> </ul>

S. No.	Head	Standard required
		<p>L-2 certified Yoga Professionals with minimum of 3 years of experience in teaching yoga OR Graduate with diploma in Yoga of minimum 1 year duration.</p> <ul style="list-style-type: none"> <li>Two faculty for allied sciences like Anatomy &amp; Physiology, psychology, diet and nutrition, Ayurveda, Education etc. with a post graduate with PhD in related subject or Post graduate and diploma in related subject of atleast 1 year duration.</li> </ul>
B.2	System to upgrade the skill and competencies of teachers/ instructors	<ul style="list-style-type: none"> <li>The Institution should have a system whereby the teaching staff is provided opportunity to upgrade their skill and keep updated with latest developments in the field.</li> </ul>
C	<b>Curriculum and Syllabus</b>	
C.1	Courses offered in the Institution	<ul style="list-style-type: none"> <li>The Institution may offer courses in Yoga for different duration and level but the Institution aspiring to be certified through YCB should be running courses equivalent to any or some or all of the levels / types of certification undertaken by the Yoga Certification Board.</li> </ul>
C.2	Syllabus and courses	<ul style="list-style-type: none"> <li>The courses and the respective syllabus should be available in public domain – on its notice board and preferably on its website.</li> </ul>
C.3	Work plan	<ul style="list-style-type: none"> <li>The institution should have a work plan for delivery of syllabus covering training / demonstration/ practice.</li> </ul>
C.4	Time table for dissemination of the course	<ul style="list-style-type: none"> <li>There should be a time table for each course and record maintenance system.</li> </ul>
D	<b>Management structure and policies</b>	
D.1	Communication process	<ul style="list-style-type: none"> <li>The Institution should have its dedicated website to display all the information on its website for knowledge and information of the aspiring candidates.</li> <li>There should be personnel responsible for hosting the information on its website on timely basis and also for electronic communication like emails and sms as and when necessary.</li> </ul>
D.2	Admission process	<ul style="list-style-type: none"> <li>There has to be fair and transparent admission process for the courses offered by the institution.</li> <li>This process should be well documented and also displayed on its website.</li> <li>The document regarding the process followed in the previous year should be available for audit.</li> </ul>
D.3	Feedback process	<ul style="list-style-type: none"> <li>The Institution must have a well established system for getting feedback from the students and other</li> </ul>

S. No.	Head	Standard required
		stakeholders, and may need to produce documents when requested.
D.4	Complaint handling procedure	<ul style="list-style-type: none"> <li>• The Institution should have established procedure for any person to lodge a complaint and its re-dressal by the competent authority.</li> <li>• There should be an officer designated for the purpose.</li> </ul>
D.5	Results of the institution and its review	<ul style="list-style-type: none"> <li>• The Institution should have a system for assessment and evaluation of its candidates, timely declaration of results, and system for remedial action, if needed.</li> </ul>
D.6	Management, accounting and record keeping	<ul style="list-style-type: none"> <li>• There should be a dedicated head of the institution.</li> <li>• The vision, values, philosophy, objectives and commitments of the organization should be well defined, approved and documented.</li> <li>• There should be a management structure in place to execute vision, mission and goals of the Institution.</li> <li>• There should be a separate administrative unit to take care of the implementation of statutory administrative decisions and other regulatory requirements of the institution.</li> <li>• There should be well defined internal quality assurance and monitoring mechanism.</li> <li>• There should be a policy and procedures for retention and accounting of students' records.</li> <li>• There should be a system for book keeping and maintenance of accounts.</li> </ul>
D.7	Financial resources stability	<ul style="list-style-type: none"> <li>• The Yoga Institution should have records of the financial resources and there should be commitment about stability / continuing financial support for running the courses.</li> <li>• Records of details of the Grant-in-aid, if any and other funds received should be maintained.</li> <li>• Statutory Audit report of at least for last 3 years should be maintained.</li> </ul>

### Eligibility Criteria for Accreditation/ recognition of Yoga Institution

- The Yoga institution should be registered under Societies Act, 1860 or Trusts Act, 1882 or central/ state Legislative Acts.
- The Yoga institution should have minimum 5 years of experience in conducting Yoga education / training courses.
- The Yoga institution should have produced atleast 100 institutionally certified Yoga professionals/ teachers at the time of applying.
- The Yoga institution should have sufficient infrastructure facilities, faculty and staff as listed below:

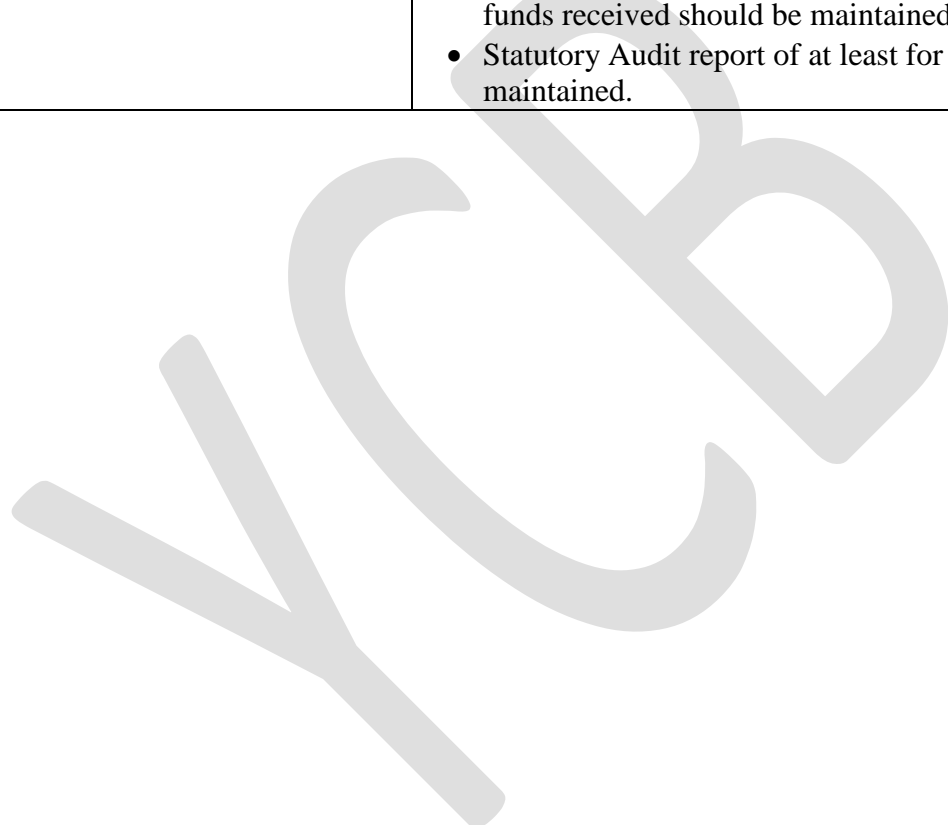
S. No.	Head	Standard required
A	<b>Infrastructure and other facilities</b>	
A.1	Space	<ul style="list-style-type: none"> <li>• The institution should have minimum space including the built up area of atleast 1 acres</li> </ul>
A.2	Infrastructure	<ul style="list-style-type: none"> <li>• Class rooms – minimum four in number with space to accommodate the students with 6 sq feet of space per student.</li> <li>• Hall for demonstration and practice of Yoga with minimum of 18sq ft space per student.</li> <li>• Space for practice of Shat karma with required equipments with standard hygienic conditions.</li> <li>• A meditation hall.</li> <li>• The rooms should be properly ventilated.</li> <li>• Wash rooms, dressing rooms and drinking water facility.</li> <li>• Office of head of the institution.</li> <li>• An administrative block for managerial / support staff.</li> <li>• Adequate faculty / staff rooms.</li> </ul>
A.3	Learning Resources	<ul style="list-style-type: none"> <li>• The Institution should have a library with access to minimum 2000 books and journals.</li> <li>• Adequate and appropriate goods and equipments like mats, PA system, computers etc should be available.</li> </ul>
A.4	Environment	<ul style="list-style-type: none"> <li>• The environment of the campus of the institution should be conducive for the teaching and learning process.</li> <li>• The institution should preferably have provision for renewable energy and natural water harvesting.</li> </ul>
A.5	Safety arrangement	<ul style="list-style-type: none"> <li>• There should be a medical room with required staff for handling medical contingency.</li> <li>• The building and all the civil construction in the Yoga should be inclusive.</li> </ul>
B	<b>Teaching faculty</b>	
B.1	Teaching faculty / Instructors/	Minimum teaching faculty and qualifications:

	<p>trainers and their qualification and competencies</p>	<ul style="list-style-type: none"> <li>• <b>Head of the Institution:</b> An eminent Yoga Guru/ master having contributed for the promotion and development of Yoga under Guru-shishya parampara (substantiated by documentary evidence) with minimum 15 years of experience in the field of Yoga or topic related to Yoga OR L-4 certified Yoga Professionals with minimum of 15 years of experience OR An eminent Yoga Professional with PhD in Yoga or topic related to Yoga with minimum 15 years of Teaching experience in Yoga</li> <li>• One L-3 certified Yoga Professionals with minimum of 8 years of experience in the field of Yoga or topic related to Yoga OR One Yoga Professional with post graduate degree with diploma in Yoga of minimum 1 year duration from recognized university or from an Institute of national repute or recognized by YCB with minimum experience of 8 years in the field of Yoga</li> <li>• Four L-3 certified Yoga Professionals with minimum of 5 years of experience in the field of Yoga or topic related to Yoga OR Four Yoga professional with post graduate degree with diploma in Yoga of minimum 1 year duration from recognized university or from an Institute of national repute or recognized by YCB with minimum experience of 5 years in the field of Yoga.</li> <li>• Four Yoga teachers/ instructors – L-2 certified Yoga Professionals with minimum of 3 years of experience in teaching yoga OR Graduate with diploma in Yoga of minimum 1 year duration.</li> <li>• One faculty for allied sciences like Anatomy &amp; Physiology, psychology, diet and nutrition, Ayurveda, Education etc. with a post graduate with PhD in related subject or Post graduate and diploma in related subject of minimum 1 year duration.</li> </ul>
B.2	System to upgrade the skill and competencies of teachers/	<ul style="list-style-type: none"> <li>• The institution should have a system whereby the teaching staff is provided opportunity to upgrade their skill and</li> </ul>

	instructors	keep updated with latest development in the field.
<b>C</b>	<b>Curriculum and Syllabus</b>	
C.1	Courses offered in the Institution	<ul style="list-style-type: none"> <li>The institution may offer courses in Yoga for different duration and level but the Institution aspiring to be certified through YCB should be running courses equivalent to any or some of the levels / types of certification undertaken by the Yoga Certification Board.</li> </ul>
C.2	Syllabus and courses	<ul style="list-style-type: none"> <li>The courses and the respective syllabus should be available in public domain – on its notice board and preferably on its website.</li> </ul>
C.3	Work plan	<ul style="list-style-type: none"> <li>The Institution should have a work plan for delivery of syllabus covering training / demonstration/ practice.</li> </ul>
C.4	Time table for dissemination of the course	<ul style="list-style-type: none"> <li>There should be a time table for each course, and a record maintenance system.</li> </ul>
<b>D</b>	<b>Management structure and policies</b>	
D.1	Communication process	<ul style="list-style-type: none"> <li>The Institution should have its dedicated website to display all the information on its website for knowledge and information of the aspiring candidates.</li> <li>There should be personnel responsible for hosting the information on its website on timely basis and also for electronic communication like emails and sms as and when necessary.</li> </ul>
D.2	Admission process	<ul style="list-style-type: none"> <li>There should be fair and transparent admission process for the courses offered by the institution.</li> <li>This process should be well documented and also displayed on its website.</li> <li>The document regarding the process followed in the previous year should be available for audit.</li> </ul>
D.3	Feed back process	<ul style="list-style-type: none"> <li>The Institution must have a well established system for getting feedback from the students and other stakeholders and may need to produce documents when requested.</li> </ul>
D.4	Complaint Handling procedure	<ul style="list-style-type: none"> <li>The Institution should have established procedure for any person to lodge a complaint and its re-dressal by the competent authority.</li> <li>There should be an officer designated for the purpose.</li> </ul>
D.5	Results of the institution and its review	<ul style="list-style-type: none"> <li>The Institution should have a system for assessment and evaluation of its candidates, timely declaration of results, and system for remedial action, if needed.</li> </ul>
D.6	Management, Accounting and Record keeping	<ul style="list-style-type: none"> <li>There should be a dedicated head of the institution.</li> <li>The vision, values, philosophy, objectives and commitments of the organization should be well defined, approved and documented.</li> <li>There should be a management structure in place to execute vision, mission and goals of the institution.</li> <li>There should be a separate administrative unit to take care of the implementation of statutory administrative</li> </ul>



		<p>decisions and other regulatory requirements of the institution.</p> <ul style="list-style-type: none"> <li>• There should be well defined internal quality assurance and monitoring mechanism.</li> <li>• There should be a policy and procedures for retention and accounting of students' records.</li> <li>• There should be a system for book keeping and maintenance of accounts.</li> </ul>
D.7	Financial resources Stability	<ul style="list-style-type: none"> <li>• The Yoga Institution should have records of the financial resources and there should be commitment about stability / continuing financial support for running the courses.</li> <li>• Records of details of the Grant-in-aid, if any and other funds received should be maintained.</li> <li>• Statutory Audit report of at least for last 3 years should be maintained.</li> </ul>



### Eligibility Criteria for accreditation/ recognition of Yoga Training centres

- The Yoga training centre should be registered under Societies Act, 1860 or Trusts Act, 1882 or central/ state Legislative Acts.
- The centre should have minimum two years of experience in conducting Yoga training courses.
- One of the courses offered by the centre should be aligned to the level-1 syllabus of the Yoga Certification Board.
- The centre should be maintaining standards with respect to teaching staff, infrastructure, learning environment and management as prescribed below:

S. No.	Head	Standard required
<b>A</b>	<b>Infrastructure and Environment</b>	
A.1	Infrastructure	<ul style="list-style-type: none"> <li>• Minimum one hall for theory class and demonstration/ practice with minimum space of 18 sqft per student.</li> <li>• Space for practice of Shat karma with required equipments and standard hygienic conditions.</li> <li>• The room(s) should be properly ventilated.</li> <li>• Sufficient toilet and drinking water facility to be provided.</li> <li>• One room / space for Head of the Centre and for managerial / support staff.</li> </ul>
A.2	Learning Resources	<ul style="list-style-type: none"> <li>• The Centre should have a library with access to minimum 500 books and journals.</li> <li>• Adequate and appropriate goods and equipments like mats, PA system, computers etc should be available.</li> </ul>
A32	Environment	<ul style="list-style-type: none"> <li>• The environment of the campus of the centre should be conducive for Yoga teaching and learning process.</li> </ul>
A.4	Safety arrangement	<ul style="list-style-type: none"> <li>• There should be arrangement for handling medical contingency.</li> </ul>
<b>B</b>	<b>Teaching Staff</b>	
B.1	Teaching faculty / Instructors/ trainers and their qualification & competencies	<p>Minimum teaching faculty and qualifications</p> <ul style="list-style-type: none"> <li>• One L-3 certified Yoga Professionals with minimum of 5 years of experience in the field of Yoga or topic related to Yoga</li> </ul> <p style="text-align: center;">OR</p> <p>One Yoga professional with post graduate degree with diploma in Yoga of minimum 1 year duration from recognized university or from an Institute of national repute or recognized by YCB with minimum experience of 5 years in the field of Yoga.</p>

		<ul style="list-style-type: none"> <li>One instructor for each batch of the course- L-2 certified Yoga Professionals with minimum of 3 years of experience in teaching yoga OR Graduate with diploma in Yoga of minimum 1 year duration.</li> <li>The staff should have sound knowledge of the syllabus and should have the skill to demonstrate the Yoga asanas and kriyas.</li> </ul>
<b>C</b>	<b>Curriculum and Syllabus</b>	
C.1	Syllabus and courses	<ul style="list-style-type: none"> <li>The courses and the respective syllabus offered by the centre should be available in public domain – on its notice board and preferably on its website.</li> </ul>
C.2	Work plan	<ul style="list-style-type: none"> <li>The centre should have a work plan for delivery of syllabus covering training / demonstration/ practice.</li> </ul>
C.3	Time table for dissemination of the course	<ul style="list-style-type: none"> <li>There should be a time table for each course and record maintenance system.</li> </ul>
<b>D</b>	<b>Management structure and policies</b>	
D.1	Communication process	<ul style="list-style-type: none"> <li>The centre should have its dedicated website to display all the information on its website for knowledge and information of the aspiring candidates.</li> <li>There should be personnel responsible for hosting the information on its website on timely basis and also for electronic communication like emails and sms as and when necessary.</li> </ul>
D.2	Admission process	<ul style="list-style-type: none"> <li>There has to be fair and transparent admission process for the courses offered by the centre.</li> <li>This process should be well documented and also displayed on its website.</li> <li>The document regarding the process followed in the previous year should be available for audit.</li> </ul>
D.3	Feed back process	<ul style="list-style-type: none"> <li>The centre must have a well established system for getting feedback from the students and other stakeholders and may need to produce documents when requested.</li> </ul>
D.4	Complaint handling procedure	<ul style="list-style-type: none"> <li>The centre should have established procedure for any person to lodge a complaint and its re-dressal by the competent authority.</li> <li>There should be an officer designated for the purpose.</li> </ul>
D.5	Results of the centre and its review	<ul style="list-style-type: none"> <li>The centre should have a system for assessment and evaluation of its candidates, timely declaration of results, and system for remedial action, if needed.</li> </ul>
D.6	Management, Accounting and Record keeping	<ul style="list-style-type: none"> <li>There should be a designated head of the organization.</li> <li>There should be a person responsible to take care of the implementation of statutory administrative decisions and other regulatory requirements of the centre.</li> </ul>

		<ul style="list-style-type: none"> <li>• The centre should have defined objectives and should strive to achieve those.</li> <li>• There should be policy and procedures for retention and accounting of students' records.</li> <li>• There should be a system for book keeping and maintenance of accounts.</li> </ul>
D.7	Financial resources Stability	<ul style="list-style-type: none"> <li>• The Yoga centre should have records of the financial resources and there should be a assurance about stability / continuing financial support for running the courses.</li> <li>• Statutory Audit report of at least for last 3 years should be maintained.</li> </ul>

YCSB



**YOGA CERTIFICATION BOARD**  
**Morarji Desai National Institute of Yoga**  
**Ministry of AYUSH, Govt. of India**  
**68, Ashok Road, New Delhi - 110001**

**Application Form**

For Accreditation/ recognition of Yoga Institution/ Centre

*To apply for YCB Approval under the Scheme for of Yoga Institute/ Centre, please complete this application form online on YCB portal*

*Before completing this application form Yoga Institution/ Centre should study the certification scheme guidelines carefully. If any clarification is needed, please contact YCB at [asmt-ycb18@nic.in](mailto:asmt-ycb18@nic.in) / [ycb18-mdniy@nic.in](mailto:ycb18-mdniy@nic.in)*

*If additional information is required to be submitted it can be attached at the end.*

<b>PART – I</b>		<b>General Information</b>			
1	Name of the Institution				
2	Date and Year of establishment	DD/MM/YYYY			
3	Legal Registration Details	<i>Registered under</i>			
		<i>Regn. No.</i>			
		<i>Date of Regn.</i>			
		<i>Regn. Authority</i>			
		<i>Place of Regn</i>			
		<i>PAN No.</i>			
4	Address of Head / Main Office				
		<i>City</i>		<i>PIN</i>	
		<i>State</i>			
5	Contact Details	<i>Phone</i>			

		<i>E-mail</i>		<i>Web</i>	
6	Details of the Legacy of Yoga Tradition followed (Applicable for LYI)				
7	Is the Institution willing to conduct Continuing Yoga Education program of Yoga Certification Board? (Yes/ No) (Applicable for LYI)				
8	Details of courses offered, students enrolled and certified till date.	<b>Under Yoga Education and Training</b>			
		<i>Name of the Course</i>	<i>No. of candidates enrolled</i>	<i>No. of qualified candidates</i>	<i>Year</i>
		<b>Under Yoga Therapy</b>			
9.	Details of courses offered under any other nomenclatures.	<i>Name of the Course</i>	<i>No. of candidates enrolled</i>	<i>No. of qualified candidates</i>	<i>Year</i>
10	Objective of the Institution				
11	Details of activities carried out in the Institution				
12	Whether register in India or abroad.				
13	Country/s of operation				
14	Head of the Institution (Managing trustee / executive trustee etc.)	<i>Name</i>			
		<i>Designation</i>			
		<i>Contact details</i>			

		<i>Email</i>	
15	Primary Contact Person	<i>Name</i>	
		<i>Designation</i>	
		<i>Phone</i>	<i>Mobile</i>
		<i>E-mail</i>	
16	Branch Office address with activities (Mention all branches)	<i>Branch address:</i> <i>Name of contact person:</i> <i>Designation:</i> <i>Contact details:</i> <i>Email:</i> <i>Activities carried out :</i>	
17	Locations / branches which requires accreditation	Address and phone No.:	
18	Details of the constitution and managing body/board / trust / council (Present status)		
19	Accredited by any certified institution	<i>Name of the Accrediting Body:</i> <i>Activities for:</i> <i>Cert. No.:</i> <i>Validity Period:</i>	
20	Other Approval(s) from Govt. or Regulatory Bodies, if any		
21	Whether the premise is being used for any other activities? (If yes, Pl. specify)		
22	Are any of the programs conducted in temporary location/s? If yes, provide the details		

**Part-II: Infrastructure and facilities details**

1	Ownership Details – land / infrastructure (Own / rented/lease).		
2	Total area of land		
3	Total build up area		
4	Room for head of the centre with WC	No.	Total area
5	Reception room	Total area	
6	Waiting room	Total area	
7	Room for managerial staff with WC	No.	Total area
8	Room for Teaching staff		
9	Room for administrative & support staff with WC	No.	Total area

10	Number of class room	No.		Total area	
11	Number of halls for practical	No.		Total area	
12	Space for Shat Karma	No.		Total Area	
13	Meditation Hall	No.		Total Area	
14	Library and details of facilities in the library (Digital resources, no. of books and journals etc)				
15	Cleansing area	No.		Total area	
16	Changing room	No.		Total area	
17	Library	No.		Total area	
18	Drinking Water facility	No.		Total area	
19	Washroom	No.		Total area	
20	Generator room	No.		Total area	
21	Store room	No.		Total area	
22	Garden / green area	No.		Total area	
23	Meeting room (if more, mention separately )	No.		Total area	
24	Conference room(if more, mention separately )	No.		Total area	
25	Canteen	No.		Total area/ capacity	
26	Teaching aids available	Bench/mat/chair/table White board / Black board / Smart Board PA system / audio visual system / projector			
27	Hostel / Residential facility	Mode – Hostel in campus/ tie up with nearby hostel/ hotels		Type	Capacity
28	Provision of renewal energy in the campus				
29	Provision of Rain water harvesting				
30	Is the building inclusive (disabled friendly) ?				
31	CCTV Camera Surveillance	Locations covered			
32	Medical emergency room	No.		Total area	
33	Vehicle	No.		Type / Model	

\* Applicant should add more column or attach separate sheet if required.

### **Part III - Staff Details**

Give details of key Managerial Personnel, all Auditors & Technical / Teaching Experts at the Main Office as well as Branch Office locations.

<b>1</b>	<b>Head of the Institution</b>				Name: Designation: Office Phone: Mobile No.: Email ID:				
<b>2</b>	<b>Teaching / technical staff details</b>								
	<b>Name</b>	Educational Qualification	Experience	Designation	Year of experience	Office Phone	Mobile	Email ID	Nature of employment
2.1									



2.2									
2.3									
3.	<b>Nonteaching / nontechnical staff</b>								
	<b>Name</b>	Educational Qualification	Experience	Designation	Year of experience	Office Phone	Mobile	Email ID	Nature of employment
3.1									
3.2									
3.3									

## DECLARATION

I, ----- the Authorized Representative on behalf of -----(Name of institution), hereby agree to follow the Terms & Conditions of Yoga Certification Board (YCB) as well as Rules and Regulations of the Scheme for Certification of Yoga Professionals and Accreditation of Yoga Institutions as laid by YCB and amended from time to time.

Signature and seal of authorised signatory: \_\_\_\_\_

Name of the authorised signatory: \_\_\_\_\_

Date: \_\_\_\_\_

### **Attach documents as annex:**

*(All the Annexure should be marked as serial head followed by number under the head like A.1,A.2....., B.1,B.2 ....)*

A	Document relating to the Legacy of Yoga tradition followed ( <i>Annexure to be marked as A.1, A.2...</i> )
B	Registration Certificate ( <i>Annexure to be marked as B.1, B.2...</i> )
C	Documentary proof of year of establishment of the Institution. ( <i>Annexure to be marked as C.1, C.2...</i> )
D	Memorandum of Association / constitution ( <i>Annexure to be marked as D.1, D.2...</i> )
E	Policy documents specifying aim, objectives, vision & mission, a logo, an organogram etc and other policy related documents( <i>Annexure to be marked as E.1, E.2...</i> )
F	Organisation documents defining organisational structure, duties, responsibilities and authorities of the management, personnel and its committees ( <i>Annexure to be marked as F.1, F.2...</i> )
G	Details of the 1 <sup>st</sup> Yoga course conducted by the Institutions ( <i>Annexure to be marked as G.1, G.2...</i> )
H	Document of ownership of the land/ lease deed/ rent agreement ( <i>Annexure to be marked as H.1, H.2...</i> )
I	Campus plan / Building layout ( <i>Annexure to be marked as I.1, I.2...</i> )
J	Photographs of rooms, canteen facility, conference room and other infrastructure facilities ( <i>Annexure to be marked as J.1, J.2...</i> )
K	Documentary evidence of staff hired with their details like qualification, experience, role ( <i>Annexure to be marked as K.1, K.2...</i> )
L	Details of the teaching staff ( <i>Annexure to be marked as L.1, L.2...</i> )

M	Details of non teaching staff ( <i>Annexure to be marked as M.1, M.2...</i> )
N	Details of courses offered ( Brochure, work plan, time table and other details) ( <i>Annexure to be marked as N.1, N.2...</i> )
O	Details of management / administrative staff ( <i>Annexure to be marked as O.1, O.2...</i> )
P	Details of feed back receiving process ( <i>Annexure to be marked as P.1, P.2...</i> )
Q	Details of Compliant handling mechanism ( <i>Annexure to be marked as Q.1, Q.2...</i> )
R	Policy documents regarding conducting assessment, evaluation and declaration of results ( <i>Annexure to be marked as R.1, R.2...</i> )
S	Policy documents regarding retention and accounting of students' records ( <i>Annexure to be marked as S.1, S.2...</i> )
T	Application Fee ( <i>Annexure to be marked as T.1, T.2...</i> )
U	Annual report including audit report for last 3 years ( <i>Annexure to be marked as U.1, U.2...</i> )
V	Any other document( <i>Annexure to be marked as V.1, V.2...</i> )