

GUIDELINES FOR ACCREDITATION/ RECOGNITION OF YOGA INSTITUTIONS



योग प्रमाणीकरण मंडल

YOGA CERTIFICATION BOARD

Ministry of AYUSH, Government of India

Indian Red Cross Society, Sansad Marg, 1,

Red Cross Road, New Delhi - 110001

Phone: 011- 23354634, 23354695

Email: ycb18-mdniy@nic.in / ceoycb18-mdniy@nic.in

Website: yogacertificationboard.nic.in

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

1. 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 Therapeutic 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:

- 1.1 **Leading Yoga Institution:** Yoga Institution which is in existence for minimum of 15 years following a legacy of Yoga Tradition (parampara) and have contributed the knowledge of Yoga 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 enclosed.
- 1.2 **Yoga Institutions:** Yoga Institution which has contributed to the body of knowledge in the field of Yoga education/training/therapy for atleast 5 years and have produced quality Yoga professionals will be termed as Yoga Institutions. The detailed eligibility criteria/parameters for accreditation/recognition as Yoga Institutions is enclosed.
- 1.3 **Yoga Training Centre:** The Yoga centre which is committed towards promotion of health and wellness through Yoga and have served 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 enclosed.
- 1.4 **Yoga Therapy Centre:** Yoga Therapy Centre who is committed to provide theraputic training and knowledge through Yoga and have served for at least 4 years and produced quality of Yoga theraputic professionals will termed as Yoga Therapy Centre. The detailed eligibility criteria / parameters for accreditation / recognition as Yoga Therapy Center is enclosed.

2. **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:

Sl. NO.	Categories of Accreditation	Scope of Work
1	Leading Yoga Institutions	<ul style="list-style-type: none"> To run courses equivalent to certifications offered by the YCB for Yoga professionals. To conduct assessment for all the certification offered by the YCB for its own candidates as per YCB guidelines. To conduct CYE program for renewal of certification for all eligible Yoga professionals as per YCB guidelines. To conduct workshops, seminars and conferences etc. for promotion and development of Yoga.
2	Yoga Institutions	<ul style="list-style-type: none"> To run courses equivalent to certifications offered by the YCB for Yoga professionals under these categories: <ul style="list-style-type: none"> - Yoga Protocol Instructor, - Yoga Wellness Instructor, - Yoga Teacher & Evaluator and - Yoga Volunteer To conduct assessment for its own candidates as per YCB guidelines.
3	Yoga Training Centres	<ul style="list-style-type: none"> To run courses equivalent to certifications offered by the YCB for Yoga professionals under these categories: <ul style="list-style-type: none"> - Yoga Protocol Instructor, - Yoga Wellness Instructor and - Yoga Volunteer. To conduct assessment for its own candidates as per YCB guidelines.
4	Yoga Therapy Centres	<ul style="list-style-type: none"> To run courses equivalent to certifications offered by the YCB for Yoga professionals under these categories <ul style="list-style-type: none"> - Assistant Yoga Therapist, - Yoga Therapist and - Yoga Volunteer To conduct assessment for its own candidates as per YCB guidelines.

3. Application and Assessment Process for Accreditation/ Recognition: The application of the Yoga Institutions is invited through Expression of Interest (print media and YCB website).

3.1 The Yoga Institutions interested in YCB accreditation/recognition as Leading Yoga Institution/Yoga Institution/Yoga Training Centre/Yoga Therapy Centre shall submit its application along with requisite documents on YCB website. The Institutions shall have to create their login ID for the purpose.

3.2 The fee for accreditation/recognition is in two parts-application fee and assessment fee. The applicant Yoga Institution/centre shall have to deposit prescribed application fee through payment gateway available on the website. The fee (Application fee and assessment fee), once paid, shall not be refunded under any circumstances. Fee to be paid online on YCB website 'www.yogacertificationboard.nic.in'

- 3.3 YCB shall process the application on receipt of application form and application fee. The YCB shall undertake scrutiny of application and 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.
- 3.4 The applicant shall have to reply to the queries/non-conformities/gap as conveyed by YCB within 1 month of receipt of the same. On completion of these documents submission, the Institution/Centre shall have to submit the assessing fee to YCB.
- 3.5 YCB nominated assessment team shall first undertake off side (document) review on completion of all formalities of submission of documents.
- 3.6 The findings of the document review by the assessment team shall be shared with the Yoga Institution within 15 working days from date of commencement of assessment.
- 3.7 The Yoga Institution/centre shall reply to the non-conformities, if any.
- 3.8 YCB shall inform proposed date of onsite visit of the Assessment team to the Yoga institution. The Assessment team shall undertake onsite review and the onsite review will begin with opening meeting with the officials of the institute. The Assessment team will start verification of the implementation of the system including the demonstration of the competence after the meeting. 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.
- 3.9 The applicant can reply to the conformities/ concerns raised within 15 days of completion of onsite review.
- 3.10 The assessment team shall compile onsite documents review report and give weightage mark on defined parameter based on the competence/ conformity to the parameters.
- 3.11 Based on the compiled report of the assessment team, decision shall be taken on granting accreditation/recognition as Leading Yoga Institution/Yoga Institution/ Yoga Training Centre/Yoga Therapy Centre. The Institutions/centres securing 70 or more out of 100 marks shall be granted accreditation/recognition. The Institutions securing less than 70 marks but not less than 50 marks out of 100 can reapply for re-assessment two year.

4. **Debarment/suspension/cancellation of LYI/YI/YC/YThC:** The accreditation/recognition of LYI/YI/YC/YTC/YThC shall be debarred/suspended under the following circumstances-

- a) If any false information is provided about the Yoga Certification Scheme by the LYI/YI/YC/YTC/YThC.
- b) If LYI/YI/YC/YTC/YThC 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/YI/YC/YTC/YThC is unable to conduct examination or activities as per YCB guidelines and syllabus in due time.
- e) If LYI/YI/YC/YTC/YThC 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/YI/YC/YTC/YThC shall not be eligible to conduct any examination for certification during the notice period.

5. **Fee Structure:**

- 5.1 The fee for approval as Accredited LYI/YI/YC/YTC/YThC is mainly divided into two 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. 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.
- 5.2 The application fee and assessment fee both are non-refundable. If an organisation does not fulfil the criteria for approval as LYI/YI/YC/YTC/YThC, 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.
- 5.3 After completion of 1 year of approval, the LYI/YI/YC shall submit annual report including audit report and progress report for continuation of approval. The LYI/YI/YC shall have to pay annual fee and also assessment fee, if YCB decides to undertake assessment.
- 5.4 Fee for onsite visit is not the part of assessment fee. The cost of such visit (honorarium, travel, lodging and boarding of experts, etc) is to be paid by the institution on actual basis.
- 5.5 Honorarium of Rs. 5,000/- (Rupees five thousand only) per expert per center per day shall be paid. Onsite visit should not be more than 3 days. Onsite assessment of Yoga Training Center and Yoga Therapy Center has been limited to complete in one day.

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	50,000	Actual (Travel, Boarding, Lodging and Honorarium,)	1,00,000	25,000
2	Yoga Institutions	25,000	25,000	Actual (Travel, Boarding, Lodging and Honorarium,)	50,000	15,000
3	Yoga Training Centres	10,000	10,000	Actual (Travel, Boarding, Lodging and Honorarium,)	20,000	10,000
4	Yoga Therapy Centres	10,000	10,000	Actual (Travel, Boarding, Lodging and Honorarium,)	20,000	10,000

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	1000	2000	Actual (Travel, Boarding, Lodging and Honorarium,)	3000	1000
2	Yoga Institutions	750	1500	Actual (Travel, Boarding, Lodging and Honorarium,)	2250	500
3	Yoga Training Centres	500	500	Actual (Travel, Boarding, Lodging and Honorarium,)	1000	250
4	Yoga Therapy Centres	500	500	Actual (Travel, Boarding, Lodging and Honorarium,)	1000	250

- Fee to be paid through YCB online payment gateway.
- The total amount is excluding from the visit fee. The institution will bear the expenditure towards Travel, Boarding & Lodging and Honorarium to the expert apart from total fee.
- Effective date of the implementation of revised fee may be 03.08.2019

6. **Assessment team composition:** The team for assessment for accreditation/recognition of Yoga Institutions/Centres is as follows:

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

7. **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
4	Yoga Therapy Centres	4 (Four) years

7.1 The Accredited Leading Yoga Institution/Yoga Institutions/Yoga Training Centre Yoga therapy centre shall submit the annual report including the audit report and progress report w.r.t the implementation of the YCB certification program in the format prescribed by YCB every year. The report / progress shall be subjected to scrutiny by the YCB.

7.2 The YCB reserves the right to conduct assessment(s) of the Institution/Centre as and when required during the period of accreditation.

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

The candidates of these Accredited Institutions/Centres shall have to enroll with YCB directly or through their accredited Yoga Institute/Centre on its central registry portal. The enrolment fee shall be paid to the YCB which is onetime fee per level and is valid for life long. The examination fee shall be charged by the accredited Yoga Institutions/Centres. The Yoga Institutions/Centres shall charge a minimum fee as prescribed by the YCB. The Yoga Institutions/Centres may prescribe their own examination fee for conducting YCB exam. 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 at least 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.

Yoga Therapy 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 four years of experience in conducting Yoga Therapy Courses.

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 15 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:

S. No.	Head	Standard required
A	Infrastructure and other facilities	
A.1	Space	<ul style="list-style-type: none"> • 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.
A.2	Infrastructure	<ul style="list-style-type: none"> • Class rooms – minimum six which can accommodate students with space of 6 sq feet per student. • Halls for demonstration and practice of Yoga with minimum of 18 sqft space per student. • Space for practice of Shat karma with required equipments with standard hygienic conditions. • A meditation hall. • The rooms should be properly ventilated. • Wash rooms, dressing rooms and drinking water facility. • Office of head of the institution. • An administrative block for managerial / support staff. • Adequate faculty / staff rooms. • Canteen facility in the campus. • A conference hall / auditorium. • Hostel / residential facility for residential programs.
A.3	Learning Resources	<ul style="list-style-type: none"> • The Institution should have a library with access to minimum 5000 books and journals. • Adequate and appropriate goods and equipments like mats, PA system, computers etc should be available.
A.4	Environment	<ul style="list-style-type: none"> • The environment of the campus of the Institution should be conducive for Yoga teaching and learning process. • Institution should preferably have provision for renewable energy and natural water harvesting.
A.5	Safety arrangement	<ul style="list-style-type: none"> • There should be a medical room with required staff for handling medical emergencies.

S. No.	Head	Standard required
		<ul style="list-style-type: none"> The building and all the civil construction should be inclusive.
B	Teaching faculty	
B.1	Teaching faculty / Instructors/ trainers and their qualification and competencies	<p>Minimum teaching faculty and qualifications:</p> <ul style="list-style-type: none"> Head of the Institution: 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 <p style="text-align: center;">OR</p> L-4 certified Yoga Professionals with minimum of 15 years of experience <p style="text-align: center;">OR</p> An eminent Yoga Professional with PhD in Yoga or topic related to Yoga with minimum 15 years of Teaching experience in Yoga Two L-3 certified Yoga Professionals with minimum of 8 years of experience in the field of Yoga or topic related to Yoga <p style="text-align: center;">OR</p> 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 Four L-3 certified Yoga Professionals with minimum of 5 years of experience in the field of Yoga or topic related to Yoga <p style="text-align: center;">OR</p> 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. Eight Yoga teachers/ instructors- L-2 certified Yoga Professionals with minimum of 3 years of experience in teaching yoga <p style="text-align: center;">OR</p> Graduate with diploma in Yoga of minimum 1 year duration. Two faculty for allied sciences like Anatomy & 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 at least 1 year duration.
B.2	System to upgrade the skill and competencies of	<ul style="list-style-type: none"> 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.

S. No.	Head	Standard required
	teachers/ instructors	
C	Curriculum and Syllabus	
C.1	Courses offered in the Institution	<ul style="list-style-type: none"> 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.
C.2	Syllabus and courses	<ul style="list-style-type: none"> The courses and the respective syllabus should be available in public domain – on its notice board and preferably on its website.
C.3	Work plan	<ul style="list-style-type: none"> The institution should have a work plan for delivery of syllabus covering training / demonstration/ practice.
C.4	Time table for dissemination of the course	<ul style="list-style-type: none"> There should be a time table for each course and record maintenance system.
D	Management structure and policies	
D.1	Communication process	<ul style="list-style-type: none"> The Institution should have its dedicated website to display all the information on its website for knowledge and information of the aspiring candidates. 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.
D.2	Admission process	<ul style="list-style-type: none"> There has to be fair and transparent admission process for the courses offered by the institution. This process should be well documented and also displayed on its website. The document regarding the process followed in the previous year should be available for audit.
D.3	Feedback process	<ul style="list-style-type: none"> 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.
D.4	Complaint handling procedure	<ul style="list-style-type: none"> The Institution should have established procedure for any person to lodge a complaint and its re-dressal by the competent authority. There should be an officer designated for the purpose.
D.5	Results of the institution and its review	<ul style="list-style-type: none"> The Institution should have a system for assessment and evaluation of its candidates, timely declaration of results, and system for remedial action, if needed.
D.6	Management, accounting and record keeping	<ul style="list-style-type: none"> There should be a dedicated head of the institution. The vision, values, philosophy, objectives and commitments of the organization should be well defined, approved and documented. There should be a management structure in place to execute vision, mission and goals of the Institution. There should be a separate administrative unit to take care of

S. No.	Head	Standard required
		<p>the implementation of statutory administrative decisions and other regulatory requirements of the institution.</p> <ul style="list-style-type: none"> • There should be well defined internal quality assurance and monitoring mechanism. • There should be a policy and procedures for retention and accounting of students' records. • There should be a system for book keeping and maintenance of accounts.
D.7	Financial resources stability	<ul style="list-style-type: none"> • The Yoga Institution should have records of the financial resources and there should be commitment about stability / continuing financial support for running the courses. • Records of details of the Grant-in-aid, if any and other funds received should be maintained. • Statutory Audit report of at least for last 3 years should be maintained.

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	Infrastructure and other facilities	
A.1	Space	<ul style="list-style-type: none"> • The institution should have minimum space including the built up area of atleast 1 acres
A.2	Infrastructure	<ul style="list-style-type: none"> • Class rooms – minimum four in number with space to accommodate the students with 6 sq feet of space per student. • Hall for demonstration and practice of Yoga with minimum of 18sq ft space per student. • Space for practice of Shat karma with required equipments with standard hygienic conditions. • A meditation hall. • The rooms should be properly ventilated. • Wash rooms, dressing rooms and drinking water facility. • Office of head of the institution. • An administrative block for managerial / support staff. • Adequate faculty / staff rooms.
A.3	Learning Resources	<ul style="list-style-type: none"> • The Institution should have a library with access to minimum 2000 books and journals. • Adequate and appropriate goods and equipments like mats, PA system, computers etc should be available.
A.4	Environment	<ul style="list-style-type: none"> • The environment of the campus of the institution should be conducive for the teaching and learning process. • The institution should preferably have provision for renewable energy and natural water harvesting.
A.5	Safety arrangement	<ul style="list-style-type: none"> • There should be a medical room with required staff for handling medical contingency. • The building and all the civil construction in the Yoga should be inclusive.
B	Teaching faculty	
B.1	Teaching faculty / Instructors/ trainers and their qualification and competencies	<p>Minimum teaching faculty and qualifications:</p> <ul style="list-style-type: none"> • Head of the Institution: 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

		<p>related to Yoga</p> <p style="text-align: center;">OR</p> <p>L-4 certified Yoga Professionals with minimum of 15 years of experience</p> <p style="text-align: center;">OR</p> <p>An eminent Yoga Professional with PhD in Yoga or topic related to Yoga with minimum 15 years of Teaching experience in Yoga</p> <ul style="list-style-type: none"> • One L-3 certified Yoga Professionals with minimum of 8 years of experience in the field of Yoga or topic related to Yoga <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 8 years in the field of Yoga</p> <ul style="list-style-type: none"> • Four L-3 certified Yoga Professionals with minimum of 5 years of experience in the field of Yoga or topic related to Yoga <p style="text-align: center;">OR</p> <p>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.</p> <ul style="list-style-type: none"> • Four Yoga teachers/ instructors – L-2 certified Yoga Professionals with minimum of 3 years of experience in teaching yoga <p style="text-align: center;">OR</p> <p>Graduate with diploma in Yoga of minimum 1 year duration.</p> <ul style="list-style-type: none"> • One faculty for allied sciences like Anatomy & 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.
B.2	System to upgrade the skill and competencies of teachers/ instructors	<ul style="list-style-type: none"> • The institution should have a system whereby the teaching staff is provided opportunity to upgrade their skill and keep updated with latest development in the field.
C	Curriculum and Syllabus	
C.1	Courses offered in the Institution	<ul style="list-style-type: none"> • 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.
C.2	Syllabus and courses	<ul style="list-style-type: none"> • The courses and the respective syllabus should be available in public domain – on its notice board and preferably on its website.
C.3	Work plan	<ul style="list-style-type: none"> • The Institution should have a work plan for delivery of syllabus covering training / demonstration/ practice.

C.4	Time table for dissemination of the course	<ul style="list-style-type: none"> • There should be a time table for each course, and a record maintenance system.
D	Management structure and policies	
D.1	Communication process	<ul style="list-style-type: none"> • The Institution should have its dedicated website to display all the information on its website for knowledge and information of the aspiring candidates. • 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.
D.2	Admission process	<ul style="list-style-type: none"> • There should be fair and transparent admission process for the courses offered by the institution. • This process should be well documented and also displayed on its website. • The document regarding the process followed in the previous year should be available for audit.
D.3	Feed back process	<ul style="list-style-type: none"> • 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.
D.4	Complaint Handling procedure	<ul style="list-style-type: none"> • The Institution should have established procedure for any person to lodge a complaint and its re-dressal by the competent authority. • There should be an officer designated for the purpose.
D.5	Results of the institution and its review	<ul style="list-style-type: none"> • The Institution should have a system for assessment and evaluation of its candidates, timely declaration of results, and system for remedial action, if needed.
D.6	Management, Accounting and Record keeping	<ul style="list-style-type: none"> • There should be a dedicated head of the institution. • The vision, values, philosophy, objectives and commitments of the organization should be well defined, approved and documented. • There should be a management structure in place to execute vision, mission and goals of the institution. • There should be a separate administrative unit to take care of the implementation of statutory administrative decisions and other regulatory requirements of the institution. • There should be well defined internal quality assurance and monitoring mechanism. • There should be a policy and procedures for retention and accounting of students' records. • There should be a system for book keeping and maintenance of accounts.
D.7	Financial resources Stability	<ul style="list-style-type: none"> • The Yoga Institution should have records of the financial resources and there should be commitment about stability / continuing financial support for running the courses. • Records of details of the Grant-in-aid, if any and other funds received should be maintained.

		<ul style="list-style-type: none"> • Statutory Audit report of at least for last 3 years should be maintained.
--	--	---

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
A	Infrastructure and Environment	
A.1	Infrastructure	<ul style="list-style-type: none"> • Minimum one hall for theory class and demonstration/ practice with minimum space of 18 sqft per student. • Space for practice of Shat karma with required equipments and standard hygienic conditions. • The room(s) should be properly ventilated. • Sufficient toilet and drinking water facility to be provided. • One room / space for Head of the Centre and for managerial / support staff.
A.2	Learning Resources	<ul style="list-style-type: none"> • The Centre should have a library with access to minimum 500 books and journals. • Adequate and appropriate goods and equipments like mats, PA system, computers etc should be available.
A32	Environment	<ul style="list-style-type: none"> • The environment of the campus of the centre should be conducive for Yoga teaching and learning process.
A.4	Safety arrangement	<ul style="list-style-type: none"> • There should be arrangement for handling medical contingency.
B	Teaching Staff	
B.1	Teaching faculty / Instructors/ trainers and their qualification & competencies	<p>Minimum teaching faculty and qualifications</p> <ul style="list-style-type: none"> • One L-3 certified Yoga Professionals with minimum of 5 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 5 years in the field of Yoga. • 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. • The staff should have sound knowledge of the syllabus and should have the skill to demonstrate the Yoga asanas and kriyas.

C	Curriculum and Syllabus	
C.1	Syllabus and courses	<ul style="list-style-type: none"> 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.
C.2	Work plan	<ul style="list-style-type: none"> The centre should have a work plan for delivery of syllabus covering training / demonstration/ practice.
C.3	Time table for dissemination of the course	<ul style="list-style-type: none"> There should be a time table for each course and record maintenance system.
D	Management structure and policies	
D.1	Communication process	<ul style="list-style-type: none"> The centre should have its dedicated website to display all the information on its website for knowledge and information of the aspiring candidates. 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.
D.2	Admission process	<ul style="list-style-type: none"> There has to be fair and transparent admission process for the courses offered by the centre. This process should be well documented and also displayed on its website. The document regarding the process followed in the previous year should be available for audit.
D.3	Feed back process	<ul style="list-style-type: none"> 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.
D.4	Complaint handling procedure	<ul style="list-style-type: none"> The centre should have established procedure for any person to lodge a complaint and its re-dressal by the competent authority. There should be an officer designated for the purpose.
D.5	Results of the centre and its review	<ul style="list-style-type: none"> The centre should have a system for assessment and evaluation of its candidates, timely declaration of results, and system for remedial action, if needed.
D.6	Management, Accounting and Record keeping	<ul style="list-style-type: none"> There should be a designated head of the organization. There should be a person responsible to take care of the implementation of statutory administrative decisions and other regulatory requirements of the centre. The centre should have defined objectives and should strive to achieve those. There should be policy and procedures for retention and accounting of students' records. There should be a system for book keeping and maintenance of accounts.
D.7	Financial resources Stability	<ul style="list-style-type: none"> 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. Statutory Audit report of at least for last 2 years should be maintained.

ELIGIBILITY CRITERIA FOR ACCREDITATION OF YOGA THERAPY CENTRES

Scope: Yoga Therapy Centre should maintain proper hygienic standards for carrying out the therapeutic practice.

Eligibility:

- i. The Yoga Therapy Centre should be registered entity under Societies Act or Trust Act or the local Government act approved to establish Yoga Therapy Center.
- ii. The Centre should be conducting Yoga Therapy for at least 4 years.
- iii. The courses offered by the centre should be aligned to the syllabus of the Yoga Certification Board for Assistant Yoga Therapist and Yoga Therapist certification.
- iv. Should be maintaining standards with respect to Teaching staff, infrastructure, learning environment and management as prescribed below:

S. No	Head	Standard required
A	Infrastructure and Environment	
A.1	Infrastructure	<ul style="list-style-type: none"> • Atleast one hall for theory class and demonstration or practice with minimum space of 24 sqft. per student and sufficient equipments. The hall should have a capacity of atleast 10 students/ patients. • The rooms should either be properly ventilated or are fitted with AC • Clean and hygienic toilets and potable drinking water facility • One room / space for Head of the Centre and for managerial / support staff with learning resources.
A.2	Learning Resources	<ul style="list-style-type: none"> • The learning resources like reference book, guidebooks etc should be available in the centre. These facilities should be readily available for use by the students. • Sufficient and appropriate goods and equipments like mats, Public Addressing Systems like mike, etc should be available which are necessary for performing Yoga and related activities.
A.3	Environment	<ul style="list-style-type: none"> • The environment of the campus of the Centre should be conducive for Yoga teaching and learning process
A.4	Safety arrangement	<ul style="list-style-type: none"> • There should be system for handling medical contingency. Centre should have collaboration with nearby hospital having ICU and critical care. Should have availability of personal or on call Ambulance Service.
B	Teaching Staff	
B.1	Teaching staff / Instructors/ trainers	<ul style="list-style-type: none"> • There should be atleast 2 Yoga Therapist or Yoga Teacher with M.Sc. in Yoga Science.
B.2	Shat Karma Facility	<ul style="list-style-type: none"> • Temperature regulated R.O. System • Ventilated hall for Shat-karma practices • Clean and hygienic toilets attached with shat-karma hall (atleast one for 2 students for a batch) • There should be proper drainage system • Availability of shat-karma kit (plastics, rubber must be avoided and metal and porcelain should be used)
B.3	Qualification and competencies of teaching staff	<ul style="list-style-type: none"> • The teaching staff should be well qualified to teach the level they are responsible for. The Yoga teacher should be atleast Post Graduate in Yoga and certified as Therapist.

		<ul style="list-style-type: none"> The teaching staff may be working either on contract or regular basis.
C	Curriculum and Syllabus	
C.1	Syllabus and Courses	<ul style="list-style-type: none"> The Courses and the respective syllabus offered by the centre should be aligned with YCB syllabus and available in public domain displayed on its notice board and preferably on its website.
C.2	Work Plan	<ul style="list-style-type: none"> The centre should have a work plan for delivery of syllabus covering training, demonstration or practice
C.3	Time table for dissemination of the course	<ul style="list-style-type: none"> There should be a time table for the course, record and procedure for ensuring the same is followed
D	Management structure and policies	
D.1	Communication process	<ul style="list-style-type: none"> The centre should have its dedicated website to display all the information on its website for knowledge and information of the aspiring candidates. There should be personnel responsible for hosting the information on its website on timely basis and also to send mails as and when necessary.
D.2	Admission process	<ul style="list-style-type: none"> There has to be fair and transparent admission process for the courses offered by the Centre. This process should be well documented and also displayed on its website. The document on the process followed in the previous year should be available for audit. There should be some defined procedure and policy for admission process.
D.3	Feedback process	<ul style="list-style-type: none"> The Centre must have a well established system for getting feedback from the students and may need to produce document for the audit of the process available
D.4	Complaint Handling procedure	<ul style="list-style-type: none"> The Centre should have established a procedure for any person to lodge a complaint and its re-dressal by the competent authority. There should be officer designated for the purpose.
D.5	Results of the Centre and its review	<ul style="list-style-type: none"> The Centre should have a system where the results of each courses are reviewed and remedial action taken whenever is needed
D.6	Management, Accounting and Record keeping	<ul style="list-style-type: none"> There should be a designated head of the organization There should be person responsible to take care of the legislative, regulatory requirements of the centre The centre should have defined vision and mission There should be a procedure for retention and accounting of records since inception. There should be a system for record keeping and maintenance of all policies and procedures.
D.7	Financial resources Stability	<ul style="list-style-type: none"> The Yoga Centre should have records of the financial resources. They should have assurance for stability and continuous financing support for conducting the courses and running the centre.



सत्यमेव जयते
आयुष मंत्रालय, भारत सरकार
Ministry of AYUSH, Govt. of India



YOGA CERTIFICATION BOARD
Ministry of AYUSH, Govt. of India
68, Ashok Road, New Delhi - 110001

Application Form

For Accreditation/ recognition of Yoga Institution/ Centre

To apply for Accreditation/recognition of Yoga Certification Board, Ministry of AYUSH, Govt. of India, please complete this application form online on YCB portal.

Before completing this application form Yoga Institution/ Centre should study the accreditation / recognition guidelines of Yoga Institutions carefully. If any clarification is needed, please contact YCB at asmt-ycb18@nic.in / ycb18-mdniy@nic.in

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

PART – I		General Information			
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>GST No./TAN No.</i>			
		<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	Related to Objective of the institution	
8.1	Name/s of the Yoga tradition/s followed at the Institution	
8.2	Salient and Outstanding features of the Tradition/s.	
8.3	Provide list of the Authentic and Authoritative Yoga texts of the tradition/s along with the details of these texts in respect of the Language, Commentaries and Translations in other languages, Availability of the original texts and other useful information such as publisher, critical editions, etc.	
8.4	Ultimate Aims and Objectives of Yoga according to these Texts and Traditions followed by the Institution.	
8.5	Steps and Stages described or suggested on way to reach or attain the ultimate and highest aims and objectives of Yoga as per the tradition.	
9	Related to Teaching Process	
9.1	How is the periodic progress and achievements by the students on the path of Yoga is judged and measured qualitatively and quantitatively and how the records of the progress is maintained?	
9.2	How the Total (100%) Yoga knowledge is	

	imparted to the students, in case the Institute is running various Yoga courses based on these Texts and Traditions?				
10	Details of courses offered, students enrolled and certified till date.	Under Yoga Education and Training			
		<i>Name of the Course</i>	<i>No. of candidates enrolled</i>	<i>No. of qualified candidates</i>	<i>Year</i>
		Under Yoga Therapy			
11.	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>
12	Objective of the Institution				
13	Details of activities carried out in the Institution				
14	Whether register in India or abroad.				
15	Country/s of operation				
16	Head of the Institution (Managing trustee / executive trustee etc.)	<i>Name</i>			
		<i>Designation</i>			
		<i>Contact details</i>			
		<i>Email</i>			
17	Primary Contact Person	<i>Name</i>			
		<i>Designation</i>			
		<i>Phone</i>		<i>Mobile</i>	
		<i>E-mail</i>			
18	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>			

19	Locations / branches which requires accreditation	Address and phone No.:
20	Details of the constitution and managing body/board / trust / council (Present status)	
21	Accredited by any certified institution	<i>Name of the Accrediting Body:</i> <i>Activities for:</i> <i>Cert. No.:</i> <i>Validity Period:</i>
21	Other Approval(s) from Govt. or Regulatory Bodies, if any	
22	Whether the premise is being used for any other activities? (If yes, Pl. specify)	
23	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.

1	Head of the Institution		Name: Designation: Office Phone: Mobile No.: Email ID:						
2	Teaching / technical staff details								
	Name	Educational Qualification	Experience	Designation	Year of experience	Office Phone	Mobile	Email ID	Nature of employment
2.1									
2.2									
2.3									
3.	Nonteaching / nontechnical staff								
	Name	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 st 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 of YCB (<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>)

DOCUMENTATION and VERIFICATION REVIEW REPORT
Onsite Assessment Form (LYI)

Date:.....

Name of Company/Organization: _____

Sl. No.	Documentation check list and verification	Reference document name / No.	Remarks
1.	Legal Status of the firm		
	<ul style="list-style-type: none"> Legal entity: Entity as govt. organization or autonomous body , Trust, society, corporate or partnership firm registered under relevant Trust Act/ Societies Act/ Companies Act 		
	<ul style="list-style-type: none"> Entity has legacy of Yoga tradition 		
	<ul style="list-style-type: none"> Entity is registered to provide education and conduct the certification / assessment of Yoga Professionals 		
	<ul style="list-style-type: none"> In case the entity has multiple activities, the entity is registered to conduct certification/ assessment of yoga Professionals 		
2.	Infrastructure and office space		
	<ul style="list-style-type: none"> Office space (rented or owned) – Covered area and build up area 		
	<ul style="list-style-type: none"> Is the buildup area sufficient to house the personnel/staff and teaching faculties? 		
	<ul style="list-style-type: none"> Is the infrastructure sufficient to house the staff and carry out the activities of assessment and certification? 		
	<ul style="list-style-type: none"> Is there a secure and safe space for certification process like setting up of question papers, evaluation of answer sheets etc. 		

Sl. No.	Documentation check list and verification	Reference document name / No.	Remarks
	Conducive environment for teaching and Safety arrangement		
	Teaching facilities - <ul style="list-style-type: none"> • Class rooms – minimum six which can accommodate students with space of 6 sq feet per student. • Halls for demonstration and practice of Yoga with minimum of 18 sqft space per student. • Space for practice of Shat karma with required equipment with standard hygienic conditions. • A meditation hall. • The rooms should be properly ventilated. • Wash rooms, dressing rooms and drinking water facility. • Office of head of the institution. • An administrative block for managerial / support staff. • Adequate faculty / staff rooms. • Canteen facility in the campus. • A conference hall / auditorium. • Learning resources – Library, PA system • Hostel / residential facility for residential programs. 		
4.	Administrative, Management and Organisational Requirements <ul style="list-style-type: none"> • Policy documents: logo, its mission, vision, goal and policy document / objective of its activities. Organisation structure: <ul style="list-style-type: none"> • Defined duties, responsibilities and authorities of management, certification 		

Sl. No.	Documentation check list and verification	Reference document name / No.	Remarks
	<p>personnel and any committee</p> <ul style="list-style-type: none"> • Personnel responsible for following are specified: <ul style="list-style-type: none"> ○ Policies and procedures relating to the operation ○ Implementation of the policies and procedures; ○ Maintaining budget and accounts ○ Resource Management - infrastructure, finance, man power ; ○ Assessment activities; ○ Decisions on certification, including the granting, record keeping, recertifying, grievance redressal, suspending or withdrawing of the certification; 		
	<p>Minimum staff as prescribed in place and are aware of their role</p> <ul style="list-style-type: none"> • Professor or its equivalent - 1, • Associate Professors or its equivalent - 2, • Assistant Professors or its equivalent - 4, • Yoga teachers/ instructors - 8, • Assistant Professors or its equivalent for allied sciences like anatomy, physiology, psychology, diet and nutrition etc - 2 • Hiring process with competence is well defined • Personnel records are maintained and updated • System in place to ensure no conflict of interest in assessment process. 		
	<p>Confidentiality and impartiality:</p> <ul style="list-style-type: none"> • The organization has defined policy on 		

Sl. No.	Documentation check list and verification	Reference document name / No.	Remarks
	confidentiality, impartiality, conflict of interest <ul style="list-style-type: none"> • The process defined are followed in practice (any evidence for the same) • Confidentiality and impartiality clause is included in the out sourcing of services Sufficient housekeeping services available		
5.	Curriculum and syllabus <ul style="list-style-type: none"> • Courses offered in the Institution • Syllabus and courses • Work plan • Time table for dissemination of the course 		
6.	System for Assessment process <ul style="list-style-type: none"> • The agency has a system - defined steps with timeline for taking up the assessment and the same has been followed • System for administration of exams - issuing of Admit card, attendance sheet, answer sheet management, selection of examiner, observer, Invigilator, evaluation of sheets etc is in accordance with YCB guidelines Nomination of Invigilators: <ul style="list-style-type: none"> • Defined policy on engagement of invigilators, defined responsibilities, and qualifications of invigilators • Policy regarding conflict of interest in selection of invigilator Empanelment / nomination of Examiners: <ul style="list-style-type: none"> • Selection and approval processes for empanelment of examiners as per guidelines of YCB • Selection of examiner is keeping in view the languages of examination 		

Sl. No.	Documentation check list and verification	Reference document name / No.	Remarks
	<ul style="list-style-type: none"> • System for monitoring the performance, reliability of judgment of the examiners • System in place of corrective action if deficiencies are found. • Policy of conflict of interest of examiner 		
	Rules and Regulations regarding conducting exams: <ul style="list-style-type: none"> • The Rules and Regulations regarding conducting exams shall be well documented detailing each and every step and proof of it being followed 		
	System for ensuring transparency in declaration of results: <ul style="list-style-type: none"> • Defined rules and regulations for evaluation of answer sheets, compilation of theory and practical marks and proof of same being followed • Guideline, rules and time lines for declaration of results and the gaps observed, if any • Remedial action taken, if any • Sample re-checking • Procedure for rechecking of results 		
7.	System for handling Complaints <ul style="list-style-type: none"> • Ease in lodging a complaint • Reliability on complaint handling system • Competency or awareness of the designated officer in handling the complaint 		
8.	Financial Stability <ul style="list-style-type: none"> • Financial resource management – timeliness in making payments, banking arrangement • Adequate arrangements (e.g. insurance or 		

Sl. No.	Documentation check list and verification	Reference document name / No.	Remarks
	reserves) to cover associated liabilities		
1.	Internal Audit and control <ul style="list-style-type: none"> • Shall have in place internal control mechanism to keep a check on the process followed vis a viz the rules and regulations 		
2.	Control of records <ul style="list-style-type: none"> • Sufficient infrastructure for storage and keeping the records • Provision for back up of data and software 		

Assessment Team:

1. Name: _____ Signature: _____ Date: _____

1. Name: _____ Signature: _____ Date: _____

LYI representative:

Name: _____ Signature: _____ Date: _____

DOCUMENTATION and VERIFICATION REVIEW REPORT (YI)

Onsite Assessment Form

Date:.....

Name of Company/Organization: _____

Sl. No.	Documentation check list and verification	Reference document name / No.	Remarks
	Legal Status of the firm		
	<ul style="list-style-type: none"> Legal entity: Entity as govt. organization or autonomous body , Trust, society, corporate or partnership firm registered under relevant Trust Act/ Societies Act/ Companies Act 		
	<ul style="list-style-type: none"> Entity is registered to provide education and conduct the certification / assessment of Yoga Professionals 		
	<ul style="list-style-type: none"> In case the entity has multiple activities, the entity is registered to conduct certification/ assessment of yoga Professionals 		
2.	Infrastructure and office space		
	<ul style="list-style-type: none"> Office space (rented or owned) – Covered area and build up area 		
	<ul style="list-style-type: none"> Is the buildup area sufficient to house the personnel/staff and teaching faculties? 		
	<ul style="list-style-type: none"> Is the infrastructure sufficient to house the staff and carry out the activities of assessment and certification? 		
	<ul style="list-style-type: none"> Is there a secure and safe space for certification process like setting up of question papers, evaluation of answer sheets etc. 		
	Is the institute have conducive environment for teaching and safety arrangement?		
	Teaching facilities - <ul style="list-style-type: none"> Class rooms – minimum four which can 		

Sl. No.	Documentation check list and verification	Reference document name / No.	Remarks
	<p>accommodate students with space of 6 sq feet per student.</p> <ul style="list-style-type: none"> • Halls for demonstration and practice of Yoga with minimum of 18 sqft space per student. • Space for practice of Shat karma with required equipment with standard hygienic conditions. • A meditation hall. • The rooms should be properly ventilated. • Wash rooms, dressing rooms and drinking water facility. • Office of head of the institution. • An administrative block for managerial / support staff. • Adequate faculty / staff rooms. • Canteen facility in the campus. • A conference hall / auditorium. • Learning resources – Library, PA system • Hostel / residential facility for residential programs. 		
3.	<p>Administrative, Management and Organisational Requirements</p>		
	<ul style="list-style-type: none"> • Policy documents: logo, its mission, vision, goal and policy document / objective of its activities. 		
	<p>Organisation structure:</p> <ul style="list-style-type: none"> • Defined duties, responsibilities and authorities of management, certification personnel and any committee • Personnel responsible for following are specified: <ul style="list-style-type: none"> ○ Policies and procedures relating to the operation ○ Implementation of the policies and procedures; ○ Maintaining budget and accounts 		

Sl. No.	Documentation check list and verification	Reference document name / No.	Remarks
	<ul style="list-style-type: none"> ○ Resource Management - infrastructure, finance, man power ; ○ Assessment activities; ○ Decisions on certification, including the granting, record keeping, recertifying, grievance redressal, suspending or withdrawing of the certification; 		
	<p>Minimum staff as prescribed in place and are aware of their role</p> <ul style="list-style-type: none"> ● Professor or its equivalent - 1, ● Associate Professors or its equivalent - 1, ● Assistant Professors or its equivalent - 4, ● Assistant Professors or its equivalent for allied sciences like anatomy, physiology, psychology, diet and nutrition etc - 1 ● Hiring process with competence is well defined ● Personnel records are maintained and updated ● System in place to ensure no conflict of interest in assessment process. 		
	<p>Confidentiality and impartiality:</p> <ul style="list-style-type: none"> ● The organization has defined policy on confidentiality, impartiality, conflict of interest ● The process defined are followed in practice (any evidence for the same ● Confidentiality and impartiality clause is included in the out sourcing of services 		
	Sufficient housekeeping services available		
4.	<p>Curriculum and syllabus</p> <ul style="list-style-type: none"> ● Courses offered in the Institution ● Syllabus and courses ● Work plan ● Time table for dissemination of the course 		

Sl. No.	Documentation check list and verification	Reference document name / No.	Remarks
	<p>System for Assessment process</p> <ul style="list-style-type: none"> • The agency has a system - defined steps with timeline for taking up the assessment and the same has been followed • System for administration of exams - issuing of Admit card, attendance sheet, answer sheet management, selection of examiner, observer, Invigilator, evaluation of sheets etc is in accordance with YCB guidelines 		
	<p>Empanelment / Nomination of Invigilators:</p> <ul style="list-style-type: none"> • Defined policy on engagement of invigilators, defined responsibilities, and qualifications of invigilators • Policy regarding conflict of interest in selection of invigilator 		
	<p>Empanelment / nomination of Examiners:</p> <ul style="list-style-type: none"> • Selection and approval processes for empanelment of examiners as per guidelines of YCB • Selection of examiner is keeping in view the languages of examination • System for monitoring the performance, reliability of judgment of the examiners • System in place of corrective action if deficiencies are found. • Policy of conflict of interest of examiner 		
	<p>Rules and Regulations regarding conducting exams:</p> <ul style="list-style-type: none"> • The Rules and Regulations regarding conducting exams shall be well documented detailing each and every step and proof of it being followed 		
	<p>System for ensuring transparency in declaration of results:</p> <ul style="list-style-type: none"> • Defined rules and regulations for evaluation of 		

Sl. No.	Documentation check list and verification	Reference document name / No.	Remarks
	answer sheets, compilation of theory and practical marks and proof of same being followed <ul style="list-style-type: none"> • Guideline, rules and time lines for declaration of results and the gaps observed , if any • Remedial action taken, if any • Sample re-checking • Procedure for rechecking of results 		
	System for handling Complaints		
	<ul style="list-style-type: none"> • Ease in lodging a complaint 		
	<ul style="list-style-type: none"> • Reliability on complaint handling system • Competency or awareness of the designated officer in handling the complaint 		
	Financial Stability		
	<ul style="list-style-type: none"> • Financial resource management – timeliness in making payments, banking arrangement 		
	<ul style="list-style-type: none"> • Adequate arrangements (e.g. insurance or reserves) to cover associated liabilities 		
	Internal Audit and control		
	<ul style="list-style-type: none"> • Shall have in place internal control mechanism to keep a check on the process followed viz a viz the rules and regulations 		
	Control of records		
	<ul style="list-style-type: none"> • Sufficient infrastructure for storage and keeping the records 		
	<ul style="list-style-type: none"> • Provision for back up of data and software 		

Assessment Team:

1. Name: _____ Signature: _____ Date: _____

2. Name: _____ Signature: _____ Date: _____

YI representative:

Name: _____ **Signature:** _____ **Date:** _____

DOCUMENTATION and VERIFICATION REVIEW REPORT (Yoga Training Center)

Onsite Assessment Form

Date:.....

Name of Company/Organization: _____ Type of Accreditation: _____

Sl. No.	Documentation check list and verification	Reference document name / No.	Remarks
1.	Legal Status of the firm		
	<ul style="list-style-type: none">• Legal entity: Entity as govt. organization or autonomous body , Trust, society, corporate or partnership firm registered under relevant Trust Act/ Societies Act/ Companies Act		
	<ul style="list-style-type: none">• Entity is registered to provide education and conduct the certification / assessment of Yoga Professionals		
	<ul style="list-style-type: none">• In case the entity has multiple activities, the entity is registered to conduct certification/ assessment of yoga Professionals		
1.	Infrastructure and office space		
	<ul style="list-style-type: none">• Office space (rented or owned) – Covered area and build up area		
	<ul style="list-style-type: none">• Is the buildup area sufficient to house the personnel/staff and teaching faculties?		
	<ul style="list-style-type: none">• Is the infrastructure sufficient to house the staff and carry out the activities of assessment and certification?		
	<ul style="list-style-type: none">• Is there a secure and safe space for certification process like setting up of question papers, evaluation of answer sheets etc.		
	Is the institute have conducive environment for teaching and safety arrangement?		
	Teaching facilities - <ul style="list-style-type: none">• Is minimum one hall for theory class and demonstration/ practice with minimum space of 18 sqft per student?• Is space for practice of Shat karma with required equipments and standard hygienic conditions?• Is the room(s) properly ventilated.• Is sufficient toilet and drinking water facility available?• One room / space for Head of the Centre and for managerial / support staff.• Wash rooms, dressing rooms and drinking water facility.• Office of head of the institution.		

Sl. No.	Documentation check list and verification	Reference document name / No.	Remarks
	<ul style="list-style-type: none"> • Adequate faculty / staff rooms. • Learning resources – Library, PA system 		
2.	<p>Administrative, Management and Organisational Requirements</p> <ul style="list-style-type: none"> • Policy documents: logo, its mission, vision, goal and policy document / objective of its activities. <p>Organisation structure:</p> <ul style="list-style-type: none"> • Defined duties, responsibilities and authorities of management, certification personnel and any committee • Personnel responsible for following are specified: <ul style="list-style-type: none"> ○ Policies and procedures relating to the operation ○ Implementation of the policies and procedures; ○ Maintaining budget and accounts ○ Resource Management - infrastructure, finance, man power ; ○ Assessment activities; ○ Decisions on certification, including the granting, record keeping, recertifying, grievance redressal, suspending or withdrawing of the certification; <p>Minimum staff as prescribed in place and are aware of their role</p> <ul style="list-style-type: none"> • Minimum staff: 1 main Yoga teacher and 1 instructor for each batch of the course. • Hiring process with competence is well defined • Personnel records are maintained and updated • System in place to ensure no conflict of interest in assessment process. <p>Confidentiality and impartiality:</p> <ul style="list-style-type: none"> • The organization has defined policy on confidentiality, impartiality, conflict of interest • The process defined are followed in practice (any evidence for the same) • Confidentiality and impartiality clause is included in the out sourcing of services <p>Sufficient housekeeping services available</p>		
3.	<p>Curriculum and syllabus</p> <ul style="list-style-type: none"> • Courses offered in the Institution • Syllabus and courses • Work plan 		

Sl. No.	Documentation check list and verification	Reference document name / No.	Remarks
	<ul style="list-style-type: none"> • Time table for dissemination of the course 		
4.	<p>System for Assessment process</p> <ul style="list-style-type: none"> • The agency has a system - defined steps with timeline for taking up the assessment and the same has been followed • System for administration of exams - issuing of Admit card, attendance sheet, answer sheet management, selection of examiner, observer, Invigilator, evaluation of sheets etc is in accordance with YCB guidelines <p>Nomination of Invigilators:</p> <ul style="list-style-type: none"> • Defined policy on engagement of invigilators, defined responsibilities, and qualifications of invigilators • Policy regarding conflict of interest in selection of invigilator <p>Empanelment / nomination of Examiners:</p> <ul style="list-style-type: none"> • Selection and approval processes for empanelment of examiners as per guidelines of YCB • Selection of examiner is keeping in view the languages of examination • System for monitoring the performance, reliability of judgment of the examiners • System in place of corrective action if deficiencies are found. • Policy of conflict of interest of examiner <p>Rules and Regulations regarding conducting exams:</p> <ul style="list-style-type: none"> • The Rules and Regulations regarding conducting exams shall be well documented detailing each and every step and proof of it being followed <p>System for ensuring transparency in declaration of results:</p> <ul style="list-style-type: none"> • Defined rules and regulations for evaluation of answer sheets, compilation of theory and practical marks and proof of same being followed • Guideline, rules and time lines for declaration of results and the gaps observed , if any • Remedial action taken, if any • Sample re-checking • Procedure for rechecking of results 		
5.	<p>System for handling Complaints</p> <ul style="list-style-type: none"> • Ease in lodging a complaint • Reliability on complaint handling system 		

Sl. No.	Documentation check list and verification	Reference document name / No.	Remarks
	<ul style="list-style-type: none"> Competency or awareness of the designated officer in handling the complaint 		
6.	Financial Stability <ul style="list-style-type: none"> Financial resource management – timeliness in making payments, banking arrangement Adequate arrangements (e.g. insurance or reserves) to cover associated liabilities 		
7.	Internal Audit and control <ul style="list-style-type: none"> Shall have in place internal control mechanism to keep a check on the process followed vis a viz the rules and regulations 		
8.	Control of records <ul style="list-style-type: none"> Sufficient infrastructure for storage and keeping the records Provision for back up of data and software 		

Assessment Team:

1. Name: _____ Signature: _____ Date: _____

2. Name: _____ Signature: _____ Date: _____

YC representative:

Name: _____ Signature: _____ Date: _____

DOCUMENTATION and VERIFICATION REVIEW REPORT (Yoga Therapy Center)

Onsite Assessment Form

Date:.....

Name of Company/Organization: _____ Type of Accreditation: _____

Sl. No.	Documentation check list and verification	Reference document name / No.	Remarks
2.	Legal Status of the firm		
	<ul style="list-style-type: none">• Legal entity: Entity as govt. organization or autonomous body , Trust, society, corporate or partnership firm registered under relevant Trust Act/ Societies Act/ Companies Act		
	<ul style="list-style-type: none">• Entity is registered to provide education and conduct the certification / assessment of Yoga Professionals		
	<ul style="list-style-type: none">• In case the entity has multiple activities, the entity is registered to conduct certification/ assessment of yoga Professionals		
9.	Infrastructure and office space		
	<ul style="list-style-type: none">• Office space (rented or owned) – Covered area and build up area		
	<ul style="list-style-type: none">• Is the buildup area sufficient to house the personnel/staff and teaching faculties?		
	<ul style="list-style-type: none">• Is the infrastructure sufficient to house the staff and carry out the activities of assessment and certification?		
	<ul style="list-style-type: none">• Is there a secure and safe space for certification process like setting up of question papers, evaluation of answer sheets etc.		
	Is the institute having conducive environment for teaching and safety arrangement?		
	Teaching facilities - <ul style="list-style-type: none">• Is minimum one hall for theory class and demonstration/ practice with minimum space of 24 sqft per student?• Is space for practice of Shat karma with required equipments and standard hygienic conditions?• Is the room(s) properly ventilated.• Is sufficient toilet and drinking water facility available?• One room / space for Head of the Centre and for managerial / support staff.• Wash rooms, dressing rooms and drinking water facility.• Office of head of the institution.		

Sl. No.	Documentation check list and verification	Reference document name / No.	Remarks
	<ul style="list-style-type: none"> • Adequate faculty / staff rooms. • Learning resources – Library, appropriate goods and equipments like mats, Public Addressing Systems like mike, etc 		
10.	<p>Administrative, Management and Organisational Requirements</p> <ul style="list-style-type: none"> • Policy documents: logo, its mission, vision, goal and policy document / objective of its activities. <p>Organisation structure:</p> <ul style="list-style-type: none"> • Defined duties, responsibilities and authorities of management, certification personnel and any committee • Personnel responsible for following are specified: <ul style="list-style-type: none"> ○ Policies and procedures relating to the operation ○ Implementation of the policies and procedures; ○ Maintaining budget and accounts ○ Resource Management - infrastructure, finance, man power ; ○ Assessment activities; ○ Decisions on certification, including the granting, record keeping, recertifying, grievance redressal, suspending or withdrawing of the certification; <p>Minimum staff as prescribed in place and are aware of their role</p> <ul style="list-style-type: none"> • Minimum staff: 1 main Yoga teacher and 1 instructor for each batch of the course. • Hiring process with competence is well defined • Personnel records are maintained and updated • System in place to ensure no conflict of interest in assessment process. <p>Confidentiality and impartiality:</p> <ul style="list-style-type: none"> • The organization has defined policy on confidentiality, impartiality, conflict of interest • The process defined are followed in practice (any evidence for the same) • Confidentiality and impartiality clause is included in the out sourcing of services <p>Sufficient housekeeping services available</p>		
11.	<p>Curriculum and syllabus</p> <ul style="list-style-type: none"> • Courses offered in the Institution • Syllabus and courses 		

Sl. No.	Documentation check list and verification	Reference document name / No.	Remarks
	<ul style="list-style-type: none"> • Work plan • Time table for dissemination of the course 		
12.	<p>System for Assessment process</p> <ul style="list-style-type: none"> • The agency has a system - defined steps with timeline for taking up the assessment and the same has been followed • System for administration of exams - issuing of Admit card, attendance sheet, answer sheet management, selection of examiner, observer, Invigilator, evaluation of sheets etc is in accordance with YCB guidelines <p>Nomination of Invigilators:</p> <ul style="list-style-type: none"> • Defined policy on engagement of invigilators, defined responsibilities, and qualifications of invigilators • Policy regarding conflict of interest in selection of invigilator <p>Empanelment / nomination of Examiners:</p> <ul style="list-style-type: none"> • Selection and approval processes for empanelment of examiners as per guidelines of YCB • Selection of examiner is keeping in view the languages of examination • System for monitoring the performance, reliability of judgment of the examiners • System in place of corrective action if deficiencies are found. • Policy of conflict of interest of examiner <p>Rules and Regulations regarding conducting exams:</p> <ul style="list-style-type: none"> • The Rules and Regulations regarding conducting exams shall be well documented detailing each and every step and proof of it being followed <p>System for ensuring transparency in declaration of results:</p> <ul style="list-style-type: none"> • Defined rules and regulations for evaluation of answer sheets, compilation of theory and practical marks and proof of same being followed • Guideline, rules and time lines for declaration of results and the gaps observed , if any • Remedial action taken, if any • Sample re-checking • Procedure for rechecking of results 		
13.	<p>System for handling Complaints</p> <ul style="list-style-type: none"> • Ease in lodging a complaint 		

Sl. No.	Documentation check list and verification	Reference document name / No.	Remarks
	<ul style="list-style-type: none"> Reliability on complaint handling system Competency or awareness of the designated officer in handling the complaint 		
14.	Financial Stability		
	<ul style="list-style-type: none"> Financial resource management – timeliness in making payments, banking arrangement 		
	<ul style="list-style-type: none"> Adequate arrangements (e.g. insurance or reserves) to cover associated liabilities 		
15.	Internal Audit and control <ul style="list-style-type: none"> Shall have in place internal control mechanism to keep a check on the process followed vis a viz the rules and regulations 		
16.	Control of records		
	<ul style="list-style-type: none"> Sufficient infrastructure for storage and keeping the records 		
	<ul style="list-style-type: none"> Provision for back up of data and software 		

Assessment Team:

3. Name: _____ Signature: _____ Date: _____

4. Name: _____ Signature: _____ Date: _____

YC representative:

Name: _____ Signature: _____ Date: _____

Weightage Chart for Parameter for Accreditation/ recognitions Yoga Institution

Name of the Institute: _____

Type of Accreditation: _____

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	Infrastructure and other facilities					
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	Teaching Staff					
5.1	No. of Teaching staff / Instructors/ trainers	10	10			
5.2	Qualification and competencies of teaching staff	10	10			
6	Curriculum and Syllabus					
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	2	10			

	procedure					
6.8	Results of the institute and its review	2	10			
7	Management structure and policies					
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			
	Total	100	200			

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

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

Name of Expert:

Signature & Date

Name of Expert:

Signature & Date