

# Guideline for accreditation of Personnel Certification Body



## 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](mailto:ycb18-mdniy@nic.in) / [ceoycb18-mdniy@nic.in](mailto:ceoycb18-mdniy@nic.in)

Website: [yogacertificationboard.nic.in](http://yogacertificationboard.nic.in)

## **GUIDELINES FOR PERSONNEL CERTIFICATION BODY (PRCB)**

Yoga Certification Board approves such organisations that are willing to partner with YCB and fulfil the eligibility criteria, to work as implementation partner of YCB for conducting assessment of Yoga Professionals. Such organisations are termed as Personnel Certification Bodies for the Scheme for Certification of Yoga Professionals.

### **1. Role of PrCB:**

- To conduct assessment as per YCB guidelines for certification offered by the YCB for Yoga professionals under Yoga Education and Training category:
  - Yoga Protocol Instructor
  - Yoga Wellness Instructor and
  - Yoga Teacher & Evaluator
- Can conduct program for Yoga Volunteer.
- To associate / conduct CYE program for their candidates as per YCB guidelines.

### **2. Eligibility Criteria:** The organisations willing to get approved by YCB for implementation of Scheme for Certification of Yoga Professionals shall have to fulfill the following criteria.

**2.1 Legal status of the agency:** The agency should be a government organization or an autonomous organization under the government (registered under relevant Act) or a trust (registered under Indian Trusts Act, 1882 ) or a society (registered under Societies Act, 1860) or a corporate firm (registered under Companies Act, 2013). Besides other activities, the registration of the agency shall specify that the entity is registered to conduct assessment / certification of Yoga Professionals.

**2.2 Infrastructure and office space:** The organization shall have an office space (owned or rented) which shall be sufficient to house the personnel as required as per the prescribed minimum staffing structure given below. The organization shall have minimum of 1000 square feet of office space. The office space should have a suitable system and space to ensure confidentiality of the certification process like setting up of question papers, evaluation of answer sheets, etc.

### **2.3 Administrative, Management and Organisational requirements:**

**2.3.1 Policy documents:** The organization shall have its aim, objectives, vision & mission, a logo, an organogram, and documented policies & procedures.

**2.3.2 Organisation structure:** The organization shall have defined organisational structure describing authority of the management, personnel and its committees and their duties and responsibilities. The personnel responsible for the following shall be specified:

- a) Policies and procedures relating to the operation;
- b) Implementation of policies and procedures;
- c) Maintaining budget and accounts;
- d) Resource management- infrastructure, finance, man power etc.;
- e) Development and maintenance of scheme;
- f) Assessment activities;

- g) Decisions on certification, including granting, record keeping, re-certifying, grievance re-dressal, suspending or withdrawing of certification.

2.3.3 **Staffing:** The organization shall have defined process for staffing. The organisation shall have qualified and trained personnel with necessary competence to perform certification functions relating to the type, range and volume of work performed. The minimum staffing structure for operation/implementation of the programme for certification of Yoga Professionals is as follows:

- a) Head of the organization - one
- b) Manager/Secretary/Registrar etc - one
- c) Admin & Finance officer - one
- d) Communication & Documentation officer - one
- e) Coordinator for certification activities - one
- f) Yoga expert - one
- g) Empanelled question paper setters and examiners (as per volume of activity)
- h) Data entry operator/office assistant- two
- i) Multitasking staff - four

The organization shall define the competence required of all the personnel involved in the assessment and certification process. The organization shall maintain up-to-date personnel records, including relevant information, e.g. qualifications, training, experience, professional affiliations, professional status, competence and known conflicts of interest.

2.3.4 **Confidentiality and impartiality:** The organization shall have a system in place where its personnel are required to sign a document by which they commit themselves to comply with the rules defined by the certification body, including those relating to confidentiality, impartiality and conflict of interests. In case of outsourcing of services, the organization should have in place a system to ensure confidentiality and conflict of interests with each body that provides outsourced work related to the certification process as:

"The organisation shall not engage itself in any activity that may conflict with its impartiality. It shall not impart Yoga education and/or training within the same legal entity."

2.3.5 **Housekeeping services:** The organization should also have adequate housekeeping services.

3. **System for assessment process:** The documents of the organization shall define in detail the steps with timeline for taking up the assessment of candidates under different categories as authorized by the YCB. The organization to have a documented system for administration of exams like issuing of admit card, attendance sheet, answer and evaluation sheets, procedure for selection of examiners, observers, invigilators, etc.

3.1 **Empanelment of invigilators:** The organization shall have a documented description of the responsibilities and qualifications of invigilators involved in the assessment process. There should not be any conflict of interest in the process of examination and evaluation.

**3.2 Empanelment of examiners:** The selection and approval process for empanelment of examiners should be in line with the process as defined by the YCB from time to time. The critical components to be ensured are:

- a) Examiners and evaluators shall have knowledge of certification process of YCB;
- b) Examiners and evaluators shall possess defined technical competence in the field;
- c) Examiners and evaluators shall have written and oral fluency in the language of examination;
- d) The organization shall have a system to monitor the performance of the examiners and evaluators, and reliability of the examiners' judgments including corrective measures.

**3.3 Selection of exam centres:** The organization should have defined criteria for the selection of exam centres. Some of the required parameters are as under:

- a) Centres to be identified well in advance and should be easily accessible.
- b) Centres should have sufficient space to accommodate the registered candidates for both theory and practicum.
- c) Centres should have adequate facilities like toilet, drinking water, furniture, first aid etc.
- d) Centres should have a separate room for invigilator /exam superintendent.
- e) Centres should have adequate security facilities in the premise.
- f) Any criteria as prescribed by YCB from time to time .

**3.4 Rules and Regulations:** The rules and regulations regarding conducting exams shall be well documented detailing each and every step.

**3.5 System for ensuring transparency in declaration of results:** The organization should lay down the rules for evaluation of answer sheets, compilation of theory and practical exam, and declaration of results within given timelines. These should be in line with the guidelines issued by the YCB. The procedure for revaluation of results should be clearly specified.

4. **System for handling Complaints:** The organisation should have established procedure for any person to lodge a complaint and its redressal by the competent authority. There should be an officer designated for the purpose.

5. **Financial stability:** The organization should be financially stable and shall have the financial resources necessary for the operation of a certification process and have adequate arrangements (e.g. insurance or reserves) to cover associated liabilities.

6. **Internal Audit and control:** The organization shall have in place internal control mechanism to keep a check on the processes followed.

7. **Control of records:** The organization shall establish procedures to define the controls needed for the identification, storage, protection, retrieval, retention time and disposition of its records. The organization shall establish procedures for retaining records for a period consistent with its contractual and legal obligations. Access to these records shall be consistent with the confidentiality arrangements.

8. **Website:** The organization should maintain its dedicated website for providing information about the scheme and its role in implementation of the programme, process followed for enrollment, assessment, certification, suspending / withdrawal of certificates, process for

handling appeals and complaints, contact details, results, registry of certified Yoga professionals etc.

9. **Accreditation from competent Board:** Organisation should be accredited by NABCB or any other Accreditation bodies recognised by YCB. The organisations already accredited by such Board shall not be required to go through any further assessment. The organisations willing to be approved as PrCBs for assessment and certification of Yoga Professionals will be given provisional approval by YCB for 1 year. Such organisations shall have to seek accreditation from NABCB or any other Board recognised by YCB for the purpose before completion of 1 year of provisional approval.
10. **Application and Assessment Process: Steps for submission of application and assessment are as follows:**
  - 10.1 **Online submission of application form:** The interested organization shall apply online at YCB website and submit all the required documents along with the application fee through web portal /online.
  - 10.2 **Scrutiny of the application:** A team shall undertake scrutiny of Application Form and documents to ensure application is complete in all respects. This shall be completed maximum within 1 month from the date of online submission.
  - 10.3 **Submission of Assessment fee:** The applicant shall have to deposit the assessment fee through the YCB portal /online. The assessment process will be initiated only on receipt of the complete assessment fee.
  - 10.4 **Offline review:** The assessing team formed by YCB shall undertake offline review of documents vis-a-vis the eligibility parameters.
  - 10.5 **Intimation to organization:** The organization shall be intimated about the findings of offline review (any deficiency/any additional information required or future course of action) through telephonic message and mail. This shall be done within 1 month of submission of assessment fee. Those found complete in all respects will be processed further.
  - 10.6 **Onsite review:** The assessing team will undertake field visit to assess the organization w.r.t to defined parameters with focus on physical verification of the details submitted in application. Under normal circumstances, assessment at the head office will be of 1 working days. Assessment will be undertaken on the basis of informed visit to the organization and organization will not be intimated about the date of the visit in advance. The onsite assessment shall begin with opening meeting for explaining the purpose and scope of assessment. The onsite assessment shall end with a formal closing meeting preferably with the head of the organization where non-conformities/concerns shall be conveyed by the assessing team.
  - 10.7 **Feedback report:** A formal feedback report shall be sent to the applicant within 15 working days of the visit of the team and the applicant will be given 1 month time to respond to non-conformities/ concerns raised.
  - 10.8 **Granting approval:** The assessment of the organisations shall be marked under Weightage chart. Based on the report of assessment team and action taken by the applicant on the non-conformity/concerns, on recommendation of Assessment Committee (AC), the YCB shall decide on granting approval to the applicant as Personnel

certification Body for Yoga Professionals for levels as decided by the YCB. The organization securing 70 or more out of 100 marks shall be approved as PrCBs. The institution securing less than 70 marks but not less than 50 out of 100 can reapply for re-assessment within 2 years. The approval shall be valid for 1 year.

The approval shall be subject to suspension/withdrawal with due notice of 15 days in the event of any noncompliance to the requirement prescribed by YCB.

**10.9 Renewal of approval:** PrCB shall submit its annual report for renewal of approval. The extension of validity period of the PrCB will be based on the request of the PrCB and review/assessment of previous cycle report and recommendation of assessment team.

**10.10 Debarment/suspension/cancellation of PrCB**

The approval of PrCB shall be debarred / suspended under following circumstances-

- a) If any false information is provided about the Yoga certification scheme by the PrCB.
- b) If PrCB and its personnel make wrong commitment to qualify the candidate or involve in unfair means in respect to examination and provide assistance to the candidate.
- c) If any unfair commitment is made to Yoga professional(s) or other institution(s) on behalf of YCB.
- d) If PrCB is unable to conduct examination or activities as per YCB guidelines and syllabus in due time.
- e) If PrCB 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 PrCB shall not be eligible to conduct any examination for certification during the notice period.

**11. Fee for approval of Personnel Certification Bodies (PrCBs).**

11.1 The organizations aspiring to work as PrCB shall have to apply to the YCB and submit the fee in two parts:

- a) Application fee
- b) Assessment fee.

Application fee is to be paid along with 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 YCB.

11.2 The application fee and assessment fee both are non-refundable.

11.3 If an organisation does not qualify during first assessment, the organisation can submit the required information and request for re-assessment within 2 years of its application. The organization shall have to pay reassessment fee.

11.4 After completion of 1 year of approval, the PrCB can request for renewal of its validity. The PrCB shall have to pay annual renewal fee and also assessment fee, if YCB decides to undertake assessment.

11.5 Payment shall be made online through YCB website 'www.yogacertificationboard.nic.in'

	<b>PrCBs in India</b>	PrCBs outside India
Enrolment fee	Rs 25, 000	\$1,500
Assessment fee	Rs. 50,000+ Visit charges (Actual Boarding, Lodging and Honorarium)	\$3000+ Visit charges (Actual Boarding, Lodging and Honorarium)
<b>Total</b>	<b>Rs. 75,000+ Visit charges</b>	<b>\$ 4500 + Visit charges</b>
Annual Renewal fee	Rs. 25,000	\$1,500

- a) Fee/expenses for onsite assessment is not the part of assessment fee. The Yoga institution will pay the cost of such visit (honorarium, travel, lodging and boarding of the experts, etc) directly to the visiting experts on actual basis.
- b) Institution shall pay honorarium of Rs. 5,000/- (Rupees five thousand only) per expert per center per day to the visiting experts directly. Onsite visit will not be more than 3 days.

# YOGA CERTIFICATION BOARD

Ministry of AYUSH, Govt. of India  
68, Ashok Road, New Delhi – 110001

## APPLICATION FORM

For approval of Personnel Certification Body (PrCB)

To apply for YCB approval as certification body for Certification of Yoga Professionals, please complete this application form online on YCB portal.

Before completing this application form Personnel Certification Bodies (PrCB) 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), [ceoycb18-mdniy@nic.in](mailto:ceoycb18-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 agency/ organisation		
2.	Date of establishment	DD/MM/YYYY	
3.	Legal Registration Details	Registered under	
		Regn. No.	
		Date of Regn.	
		Regn. Authority	
		Place of Regn	
		PAN No. GST No. / TAN No.	
4.	Address of Head / Main Office		
		City	Pin
		State	
5.	Contact Details	Phone	Fax
		Email	Website
6.	Nature of actives / objective of the organization (Pl. attach document like Memorandum of Association / constitution)		
7.	Whether register in India or abroad?		
8.	Country/s of operation		
9.	Head of the organisation (Managing trustee / executive trustee etc.)	Name	
		Designation	
		Contact details	
		Email	
10.	Primary Contact Person	Name	
		Designation	



		Contact details		Mobile:
		Email		
11.	Branch office addresses with activities (Mention all branches)	Branch address: Name of contact person: Designation: Contact details: Email:		
12.	Locations of the entity which requires assessment	Address and phone No.:		
13.	Details of the constitution and managing body/board / trust / council (Present status)			
14.	Accredited by any certified institution	Name of the Accrediting Body: Activities for: Cert. No.: Validity Period:		
15.	Other Approval(s) from Govt. or Regulatory Bodies, if any			
16.	Whether the organisation is doing other activities? (If yes, Pl. specify)			
17.	No. of candidates certified (under any other Certification)			

## **Part II - Staff Details**

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

1	<b>Head of the organisation</b>	Name: Designation: Office Phone: Mobile No.: Email ID:							
2.	<b>Managerial / technical staff details</b>								
	<b>Name</b>	<b>Educational Qualification</b>	<b>Experience</b>	<b>Designation</b>	<b>Year of experience</b>	<b>Office Phone</b>	<b>Mobile</b>	<b>Email ID</b>	<b>Nature of employment</b>
2.1									
2.2									
2.3									
3.	<b>Nontechnical staff</b>								
	<b>Name</b>	<b>Educational Qualification</b>	<b>Experience</b>	<b>Designation</b>	<b>Year of experience</b>	<b>Office Phone</b>	<b>Mobile</b>	<b>Email ID</b>	<b>Nature of employment</b>

3.1									
3.2									
3.3									

### DECLARATION

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

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

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

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

#### Attached documents as annex:

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

A	Legal Status of the agency- Copy of Registration Certificate with details of activities for which the organisation is registered. <i>(Annexure to marked as A.1, A.2...)</i>
B	Infrastructure and office space – Ownership document for self owned office space/ rent agreement/ lease deed for rented office space <i>(Annexure to marked as B.1, B.2...)</i>
C	Administrative, Management and Organisational Requirements – <i>(Annexure to marked as C.1, C.2...)</i> <ul style="list-style-type: none"> <li>• Memorandum of Association / constitution</li> <li>• Policy documents specifying aim, objectives, vision &amp; mission, a logo, an organogram etc and other policy related documents</li> <li>• Organisation documents defining organisational structure, duties, responsibilities and authorities of the management, personnel and its committees</li> <li>• Documentary evidence / declaration of staff hired with their details like qualification, experience, role</li> <li>• Documentary evidence / declaration of arrangement made for ensuring confidentiality and impartiality</li> <li>• Documentary evidence / declaration of housekeeping services for the office</li> </ul>
D	Policy documents of the organization for administration of exams - Selection process for Invigilator, Examiner, exam centres etc. <i>(Annexure to marked as D.1,D.2...)</i>
E	Details of structure for handling complaints with name of the person <i>(Annexure to marked as E.1E.D.2...)</i>
F	Annual report along with audited report for last 3 years <i>(Annexure to marked as F.1,F.2...)</i>
G	Set up of the Internal Audit with sample audit report and action taken in the past <i>(Annexure to marked as G.1,G.2...)</i>
H	Documents of the procedures established for retaining records <i>(Annexure to marked as H.1,H.2...)</i>
I	Copy of the Accreditation received from any other Board, if any <i>(Annexure to marked as I.1,I.2...)</i>
J	Manuals developed for implementation of the Scheme <i>(Annexure to marked as J.1,J.2...)</i>
K	Application Fee <i>(Annexure to marked as K.1,K.2...)</i>
L	Any other document <i>(Annexure to marked as L.1,L.2...)</i>

**DOCUMENTATION and VERIFICATION REVIEW REPORT (PrCB)**  
**Onsite Assessment Form**

Date:.....

Name of Company/Organization: \_\_\_\_\_

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

Sl. No.	Documentation check list and verification	Reference document name / No.	Remarks
3.	<p><b>Administrative, Management and Organisational Requirements</b></p> <ul style="list-style-type: none"> <li>• Policy documents: logo, its mission, vision, goal and policy document / objective of its activities.</li> </ul> <p>Organisation structure:</p> <ul style="list-style-type: none"> <li>• Defined duties, responsibilities and authorities of management, certification personnel and any committee</li> <li>• Personnel responsible for following are specified: <ul style="list-style-type: none"> <li>○ Policies and procedures relating to the operation</li> <li>○ Implementation of the policies and procedures;</li> <li>○ Maintaining budget and accounts</li> <li>○ Resource Management - infrastructure, finance, man power ;</li> <li>○ Assessment activities;</li> <li>○ Decisions on certification, including the granting, record keeping, recertifying, grievance redressal, suspending or withdrawing of the certification;</li> </ul> </li> </ul> <p>Minimum staff as prescribed in place and are aware of their role</p> <ul style="list-style-type: none"> <li>• Head of the organization – 1 no. (full time or part time)</li> <li>• Manager – 1 no. (full time)</li> <li>• Admin &amp; Finance officer – 1 no. (full time)</li> <li>• Documentation officer / Assistant – 1 no.</li> <li>• Coordinator - 1 no. (full time)</li> </ul>		

Sl. No.	Documentation check list and verification	Reference document name / No.	Remarks
	<ul style="list-style-type: none"> <li>• Yoga Experts – 1 nos. (full time)</li> <li>• Empanelment of Examiners – 10 nos.</li> <li>• Empanelment of Yoga experts for setting up of Question papers – 6 nos.</li> <li>• Multitasking staff – 1no.</li> <li>• Hiring process with competence is well defined</li> <li>• Hiring process followed is as defined</li> <li>• Personnel records are maintained and updated</li> <li>• System in place to ensure no conflict of interest in assessment process.</li> </ul>		
	<p>Confidentiality and impartiality:</p> <ul style="list-style-type: none"> <li>• The organization has defined policy on confidentiality, impartiality, conflict of interest</li> <li>• The process defined are followed in practice (any evidence for the same)</li> <li>• Confidentiality and impartiality clause is included in the out sourcing of services</li> </ul>		
	Sufficient housekeeping services available		
4.	<p><b>System for Assessment process</b></p> <ul style="list-style-type: none"> <li>• The agency has a system - defined steps with timeline for taking up the assessment and the same has been followed</li> <li>• 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</li> </ul>		
	Empanelment of Invigilators:		

Sl. No.	Documentation check list and verification	Reference document name / No.	Remarks
	<ul style="list-style-type: none"> <li>Defined policy on engagement of invigilators, defined responsibilities, and qualifications of invigilators</li> <li>Policy regarding conflict of interest in selection of invigilator</li> </ul>		
	<p>Empanelment of Examiners:</p> <ul style="list-style-type: none"> <li>Selection and approval processes for empanelment of examiners as per guidelines of YCB</li> <li>Selection of examiner is keeping in view the languages of examination</li> <li>System for monitoring the performance, reliability of judgment of the examiners</li> <li>System in place of corrective action if deficiencies are found.</li> <li>Policy of conflict of interest of examiner</li> </ul>		
	<p>Selection of exam centres:</p> <ul style="list-style-type: none"> <li>Selection criteria for exam centers is as per the guidelines of the YCB and the same is followed</li> </ul>		
	<p>Rules and Regulations regarding conducting exams:</p> <ul style="list-style-type: none"> <li>The Rules and Regulations regarding conducting exams shall be well documented detailing each and every step and proof of it being followed</li> </ul>		
	<p><b>System for ensuring transparency in declaration of results:</b></p> <ul style="list-style-type: none"> <li>Defined rules and regulations for evaluation</li> </ul>		

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

**Assessment Team:**

1. Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PrCB representative:**

3. Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Weightage Chart for Assessment of Personnel Certification Bodies (PrCBs)

If the organization is not a legal entity, the assessment of the organization will not be taken up

S No.	Criteria	Weightage (w)	Maximum Marks	Marks awarded (m)	Weighted marks (wxm)	Remarks
1	Infrastructure and office space	20	10			
2	Administrative, Management and Organisational Requirements Policy Document Organisation Structure Confidentiality and impartiality House keeping services	10	10			
3	Staffing	10	10			
4	System for Assessment process Empanelment of invigilators Empanelment of examiner Selection of exam centres Rules and Regulations for administering exams System for ensuring transparency in declaration of results	20	10			
5	System for handling Complaints	10	10			
6	Financial Stability	10	10			
7	Internal Audit and control	5	10			
8	Control of records	5	10			
9	Website	5	10			
10	Accreditation from competent Board	5	10			
	<b>Total</b>	<b>100</b>	<b>100</b>		(T)	

$T$  (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