

Guideline of Personnel Certification Body

Yoga Certification Board

Morarji Desai National Institute of Yoga

Ministry of AYUSH, Govt. of India

68, Ashok Road, New Delhi – 110001

Phone: + 91 11 23354634 Email: ycb18-mdniy@nic.in

Guideline for approval for the Role of Personnel Certification Body (PrCB)

1. Role of PrCB:

- Approved Personnel Certification Bodies (PrCB) will be eligible to conduct assessment of Yoga Professionals for level-1, level-2 and level-3 under Yoga Education and Training category.
- The PrCBs shall associate in the process of conducting CYE program for their candidates.

2. Eligibility 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 also to conduct assessment / the 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 aims, objectives, vision & mission, a logo, an organogram, and documented policies & procedures.

2.3.2 Organisation structure: The organization shall have defined organisational structure describing authorities 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 the policies and procedures;
- c) Maintaining budget and accounts;
- d) Resource management- infrastructure, finance, man power etc.;
- e) Development and maintenance of schemes;
- f) Assessment activities;

- g) Decisions on certification, including granting, record keeping, recertifying, grievance redressal, suspending or withdrawing of the certification.

2.3.3 Staffing: The organization shall have defined process for staffing. The organisation shall have qualified and trained personnel with the 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.

“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.”

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 and be uploaded on YCB website. The critical components to be ensured are:

- a. Examiners and evaluators shall have knowledge of certification process of YCB;
- b. Examiners and evaluators shall have 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 the reliability of the examiners' judgments including corrective measures.

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

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

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

3.6 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 re-dressal by the competent authority. There should be an officer designated for the purpose.
5. **Financial stability:** The organisation 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 organisation 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, the process followed for enrollment, assessment, certification, suspending / withdrawal of the certificates, process for handling appeals and complaints, contact details, results, registry of certified yoga professionals etc.
9. **Accreditation from competent Board:** The 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 completions of 1 year of provisional approval.

APPLICATION AND ASSESSMENT PROCESS and FEE OF PRCB

Steps for submission of application and assessment are as follows:

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.
2. **Scrutiny of the application:** A team shall undertake scrutiny of the Application Form and documents to ensure the application is complete in all respects. This shall be completed maximum within 1 month from the date of online submission.
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.
4. **Offline review:** The assessing team formed by the YCB shall undertake the offline review of the document vis-a-vis the eligibility parameters.
5. **Intimation to the organization:** The organization shall be intimated about the findings of the 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 the assessment fee. Those found complete in all respects will be processed further.
6. **Onsite review:** The assessing team will undertake field visit to assess the organization w.r.t to the defined parameters with focus on physical verification of the details submitted in the application. Under normal circumstances, the assessment at the head office will be of 2 working days. Assessment shall be undertaken on suo motto / surprise visit to the organization and organization shall 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 the assessment. The onsite assessment shall end with a formal closing meeting preferably with the head of the organization where the non- conformities / concerns shall be conveyed by the assessing team.
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 the nonconformities / concerns raised.
8. **Granting approval:** 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 institution securing 70 or more out of 100 marks shall be approved as PrCB. 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.

9. **Renewal of approval:** PrCB shall submit its annual report for renewal of approval. The extension of period of validity 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. **Debarment/ suspension/ cancellation of PrCB**

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

- If any false information is provided about the Yoga certification scheme by the PrCB.
- 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.
- If any unfair commitment is made to Yoga professional or other institutions on behalf of YCB.
- If PrCB is unable to conduct examination or activities as per YCB guidelines and syllabus in due time.
- If PrCB declares the results without approval of YCB.
- 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).**

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

- The fee for approval as PrCB is mainly divided into 2 parts- Application fee and assessment fee. Application fee is to be paid along with submission of application form. Application form will not be accepted in the event of non-receipt of full application fee. The YCB will scrutinise the documents submitted along with the application fee for completeness. On confirmation about receipt of all required documents from YCB, the applicant shall have to pay assessment fee. On receipt of full assessment fee, the assessment process shall be initiated by the YCB.
- The application fee and assessment fee both are non-refundable.
- If an organisation does not fulfil the criteria for approval as PrCB, the organisation can submit the required information and request for re-assessment within 2 years of its application. The organisation shall have to pay a reassessment fee.
- After completion of 1 year of approval, the 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.

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

- Payment shall be made through online or Demand Draft or NEFT in favour of Yoga Certification Board” Punjab National Bank, Sansad Marg, New Delhi – 11001 Account No.: 0153002100573762, IFSC Code: PUNB0015300, Swift Code: PUNBINBBDPS

GUIDELINES FOR CONDUCTING EXAMINATION AND ASSESSMENT

1. The theory exam will comprise of Multiple Choice questions. There shall be 4 sets of question paper with same questions shuffled in sequence.
2. Questions shall be divided into easy, medium, difficult and very difficult levels
3. Answer sheet shall be in Optical Mark Reader (OMR) format.
4. There will be no negative marks in the written examination.
5. Theory exam paper of Yoga Professionals shall be bilingual – English & Hindi. For exam in other language, the question paper shall be in English and other language of exam.
6. If some error is observed in the question paper, it shall be referred to the competent authority and competent authority shall take a view on it and decide on grace marks.
7. If error is observed in the question in Hindi or other language, the question in English languages shall be considered the correct question.
8. The accessing agency (invigilator/centre in charge) shall collect both question paper and OMR sheet from the candidates after completing the paper or after the examination time.
9. During Practical assessment, the lead examiner shall ask the questions and two examiners shall mark the candidate base on his/her response in their evaluation sheets. Total marks shall be average of marks given by both the examiners. If total marks given by the examiners differ by 10% of the practical marks, it shall be referred to the lead examiner. The decision taken by the lead examiner shall be considered final.
10. The candidates' seating arrangement should preferably be such that candidates of different levels are seated next to each other with sufficient distance. In case other levels of candidate are not available minimum distance of 5 feet should be maintained between the candidates.
11. Assessment of both theory and practical shall be video recorded in full for further reference. The concerned institutions shall keep complete documentation including video recording of all the candidates for reference in case of any grievance.
12. Evaluation of OMR sheet shall be examined under the supervision of approved examiner. OMR sheet shall be checked electronically. OMR sheets of 5 candidates selected randomly shall be rechecked manually to cross verify the total marks. OMR sheets shall be retained by the respective institutions.
13. For practicum, each candidate shall be assessed for not more than one hour. Duration of the practical assessment will however be at the discretion of the assessor within the maximum time as mentioned above.
14. Assessing agency shall conduct practical exam by a team of one Lead Examiner and 2 Examiners. All the lead examiners and examiners shall be appointed from the YCB approved empanelled list of lead examiners and examiner resp. The assessing agency shall have to take prior approval of the YCB, if and when the lead examiner / examiners are not selected from the empanelled list citing the reason for the same.
15. In case of conflict between 2 examiners, the issue will be referred to the Lead examiner and his / her decision will be treated as final.

16. The YCB will nominate an observer in all the exams conducted by Accredited Yoga Institutions and PrCBs. However it will be at the discretion of the YCB to nominate or not nominate an observer. YCB shall empanel and maintain a database of observers.
17. The process for submission of application, depositing of fee, declaration of result, online certificate, mark sheet etc will be digitized and available on YCB portal through role based login.
18. The assessing agency shall seek approval of the YCB before declaration of the result. YCB may undertake sample testing of the evaluation done by the assessing agency. Any result declared by the assessing agency without the approval of the YCB, shall not be considered and it deemed abolished.
19. The application process and other rules and regulations to be followed while enrolling for any level and processing the application.
20. Application Form to be filled online by the Yoga Professionals for enrolling for assessment is enclosed.

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 | <ul style="list-style-type: none"> Administrative, Management and Organisational Requirements Policy Document Organisation Structure Confidentiality and impartiality Housekeeping services | 10 | 10 | | | |
| 3 | Staffing | 10 | 10 | | | |
| 4 | <ul style="list-style-type: none"> 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 | | | |
| | Total | 100 | 100 | | (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**

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

Application Form
For approval of Personnel Certification Bodies (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.

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 | |
| | | E-mail | | Web | |
| 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.) | <i>Name</i> | | | |
| | | <i>Designation</i> | | | |
| | | <i>Contact details</i> | | | |
| | | <i>Email</i> | | | |
| 10. | Primary Contact Person | <i>Name</i> | | | |
| | | <i>Designation</i> | | | |
| | | <i>Phone</i> | | <i>Mobile</i> | |
| | | <i>E-mail</i> | | | |
| 11. | Branch office addresses 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> | | | |
| 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 | <i>Name of the Accrediting Body:</i> <i>Activities for:</i> <i>Cert. No.:</i> <i>Validity Period:</i> | | | |
| 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 | Head of the organisation | | | Name: Designation: Office Phone: Mobile No.: Email ID: | | | | | |
| 2 | Managerial / 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. | 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 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, A.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">• Memorandum of Association / constitution• Policy documents specifying aim, objectives, vision & mission, a logo, an organogram etc and other policy related documents• Organisation documents defining organisational structure, duties, responsibilities and authorities of the management, personnel and its committees• Documentary evidence / declaration of staff hired with their details like qualification, experience, role• Documentary evidence / declaration of arrangement made for ensuring confidentiality and impartiality• Documentary evidence / declaration of housekeeping services for the office |
| 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.1, E.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> |