

Scheme for Certification of Yoga Schools



Certification Process (Level 1)



FOREWORD

Yoga is a holistic science and technology. It is also the way of living life oriented to spiritual goal of freedom from the bondage of life and birth, freedom from attraction and attachment to the world of three Gunas, and cultivating positive habits of the mind like, living life with acceptance increasing by the day, all behaviour in thought speech and action are done with reducing affliction and remaining calm and undisturbed by distractions around, enjoying sustained concentration on a single object for increasingly longer duration, channelizing one's energy to turn inward and remain there for longer and longer duration. It is also known that some individuals are born with accumulated aklista samskaaras and very little practice can aid them achieve higher states of Yoga. Similarly irrespective of the analytic assessment an institution may have very simple direct ways of aiding higher experiences and sustain the same is also possible.



1. OBJECTIVE

1.1 The Objective of the Scheme for Certification of Yoga Schools, hereinafter referred to as the Scheme is to provide a generic model for quality professional practice and performance and a common reference for the Yoga schools and the various stakeholders in the design, development and delivery of non-formal education. The scheme needs to have a set of requirements as criteria against which the yoga schools shall be evaluated in order to be certified.

1.2 The learning services provided by the Yoga Schools can be broadly classified as

- Teaching / training as per the competence standard developed by National Institutions like QCI
- Teaching / Training of the programmes developed by the Yoga Association
- Teaching / training programmes tailor made by the Individual Institution for specific customers like corporates, Governments and students at large

1.3 The Curriculum for the yoga association developed programmes will consist of some compulsory subjects to be taught and some optional subjects to be taught as per the curriculum of the respective yoga schools. However the objective of each programme will remain the same for all the schools irrespective of the optional subjects being taught

1.4 The need analysis for the first type of programmes as above will be carried out by the respective nodal agency and is implemented as is by the Yoga schools

1.5 The need analysis for the second type of programmes as above can be developed by the association of Yoga Schools either on their own or through the QCI.

1.6 The need analysis for the third type of programmes as above has to be carried out by the individual yoga school

1.7 There can be 3 types of tailor made programmes as follows

1. Short duration programmes
2. Medium duration programmes
3. Long term programmes

1.8 Short term programmes will be of duration less than 50 hours. The purpose of this programme is to create interest on Yoga among the students. However the students will not be permitted to teach yoga to others

1.9 Medium term programmes will be of duration 50 hours to less than 150 hours. The students of such programmes will be able to experiment whether they do have 0.10 interest in pursuing a career in yoga and can then take up advanced programmes and become a career yoga professional.



1.11 Long term programmes will be of duration 150 or more hours and the candidates, on successful completion are awarded a Certificate, a Diploma or Graduation. Such candidates will be permitted to teach Yoga to other students.

1.12 There will be a system of providing exemption from certain subjects as the yoga professional moves from one level programme to other levels

2. SCOPE

2.1 This document describes the certification process to be followed by the Certification Bodies approved under the Yoga School Certification Scheme operated by the Quality Council of India. The current document is applicable to only Level 1 – Yoga Schools. The requirements for other levels of yoga schools will be prescribed later

2.2 Level 1: Basic

The Yoga School shall have the capability to

- Impart yoga education to at least the first two levels of the Certification Scheme for Yoga professionals, mentored by AYUSH, owned and operated by QCI.

2.2 The scope of certification of a Yoga school will cover the level and the list of teaching / training courses.

2.3 Limitations : Any Institution imparting training / teaching of yoga in the formal sector can also apply for certification under this scheme but this certification will be only in addition (and not in lieu of) to the formal approval of the courses by the respective Government organisation.

2.4 The certification shall be granted for the Yoga School after due verification of compliance to the prescribed criteria as follows Scheme for Certification of Yoga Schools - Certification Criteria

3. Certification Process

1.3 Information for Applicants

1.3.1 The certification body shall maintain and make publicly available (on its web site and by other modes) accurate information describing its certification processes for granting, maintaining, extending, renewing, reducing, suspending or withdrawing certification, and geographical areas in which it operates. The information shall include:

- a) Reference to the Certification Criteria,
- b) Procedure for obtaining Yoga School Certification, a detailed description of the initial and continuing certification activity, including the application, initial evaluation, periodic surveillance evaluations, and the process for granting, maintaining, reducing, extending, suspending, withdrawing certification and re-certification .
- c) An Application form;
- d) List of documents required to be submitted along with the application.

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- e) Information about the fees for application, initial certification and continuing certification and policy for the fee
- f) Documents describing the rights and duties of certified Yoga Schools, and
- g) Information on procedures for handling complaints, feedbacks and appeals

1.4 Registration of Application

1.4.1 The prospective applicant Yoga School shall apply to any of the approved Certification Bodies on the Application format prescribed by the CB, and provide the information as mentioned in previous clauses and any other information the CB may consider relevant to the certification process.

1.4.2 The applicant shall indicate the level of certification it is applying for. The applicant shall specify, in the application form, the coverage of the Yoga School to be audited and certified clearly indicating the activities and whether these are covered at single or more than one location.

1.4.3 List of Documents: The applicant Yoga School shall provide the following documents to the Certification Body (CB):

Documentation	Yoga School Level 1 Certification*
Teaching manual	√
Quality Manual	√
List of Courses for certification	√
Course material for each course	√
Self-assessment check list of syllabus*	√

1.4.4. *The self-assessment check list shall contain sub topic wise confirmation that their syllabus for the various training / teaching programme corresponding to the QCI scheme for certification of yoga professionals and the teaching hours prescribed for each course.

1.4.5 The prospective applicant Yoga School shall along with the application declare any judicial proceedings relating to its operations, any proceedings by any Regulatory body or suspension / cancellation / withdrawal of any certification / approvals under any Regulations or otherwise. Such declaration shall be a part of the undertaking mentioned in 1.4.3.

1.4.4 Only applications found to be completely filled and supported with all documents sought shall be accepted and registered in order of receipt with a unique identification number, acknowledged and records maintained. Registration shall be done within 7 days of receipt of application or information in response to the deficiencies communicated as per 1.4.6. In case the applicant discloses any proceedings, suspensions etc. as per 1.4.2 above, the applicant shall not be entertained for a period of one year from the date of conviction, suspension, withdrawal, deregistration etc.



1.4.5 The prospective Yoga School shall declare (in the form of an undertaking) whether it has been an applicant / certified under this Scheme with or by any other certification body, and if yes then shall provide the previous evaluation reports to the new certification body. The certification body may verify the information provided by contacting the earlier certification body.

1.4.5 Certification is granted only against the current relevant certification criteria. The certification body shall review all applications for the above and ensure the same.

1.4.6 All applications for certification shall be reviewed by the certification body for adequacy and deficiencies observed, if any, shall be informed to applicant Yoga School within 7 days of receipt of application. Review of applications shall be done by a competent person. Records of review shall be maintained.

1.4.8 If the Yoga School Certification has been suspended / cancelled by any approved CB, the application from such a Yoga School shall not be accepted till suspension is lifted by the concerned CB or for one year from the date cancellation of certification.

1.4.9 If yoga school certification of the applicant is under suspension, the application for Yoga School Certification shall not be entertained till the suspension of certification is revoked. In case certification of a Yoga School is cancelled by any CB, the application for Yoga School Certification shall not be accepted for a period of one year from the cancellation.

1.4.10 The antecedents of the applicants shall be checked in relation to the Scheme. Applications from Yoga School who have earlier either misused the Yoga School Certification, or whose earlier certificate was cancelled because of violation of terms & conditions / misuse of certification or have been implicated / convicted by the court, in relation to their Yoga training activities, shall not be entertained for a period of 3 years of conviction / strictures by the court / cancellation of the certificate by any CB.

1.4.11 Applications from Yoga School found to be misusing the Yoga School Certification while their application is being processed for grant of certificate, shall not be processed any further, and rejected after a due notice of 15 days. Fresh applications from them shall be treated as per clause 1.4.10 given above.

1.4.12 Requests for grant of certification from previous applicants shall be processed like a fresh application and the entire procedure for grant of certification shall be adhered to subject to clauses 1.4.8 to 1.4.11 above.

1.4.13 The Certification Bodies shall reject or close an application under the following conditions;

- a) if Initial Evaluation is not carried out within 3 months of registration of application
- b) if the entire certification process is not completed within 6 months of registration of application.
- c) If the applicant shows no progress towards completion of corrective actions within 3 months of Initial Evaluation and 6 months of Registration of application.
- d) Misuse of Yoga School Certification
- e) Evidence of any malpractice
- f) Voluntary withdrawal of application.



1.4.14 In the event of a closure/rejection of an Application, the application fee submitted with the application may be refunded as per the policy of the certification body.

2. Audit Programme

2.1 Certification audit

Considering the type of the certification sought, the following program shall be followed:

Certification activity	Yoga School Level 1 certification
Certification Audit – Stage 1	√
Certification Audit – Stage 2	√
Surveillance – Annually	√

The CB shall carry out stage 1 assessment by competent Yoga professional and to submit a report to the Yoga School indicating the conformity or other wise of the documents submitted for review

2.2 Sampling of location of Yoga Schools to be audited

2.2.1 Each Yoga School applying for certification shall be audited as per the certification criteria under the Scheme

2.2.2 Multi location yoga schools: If the yoga school conducts teaching / training though multiple locations, the number of locations to be audited shall be as per IAF- MD1, IAF Mandatory Document for the Certification of Multiple Sites Based on Sampling.

2.3 Audit Team

The CB shall appoint an Audit Team having the necessary competences and skills required to conduct the audit.

Audit Type	Audit Team composition
Certification Audit	1 Auditor + 1 Yoga Expert (if auditor is not qualified for yoga sector)
Surveillance	As above

3. Audit Man days

3.1 The man days required to conduct an effective audit shall be calculated in accordance with the following Table:

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	Audit Man days
Certification activity	Level 1 certification
Certification Audit	4 MD min. per location
Surveillance	2 MD min. per location

3.2 The certification audit man-days shall be a minimum of 2 MDs and the surveillance audit man-days shall be of minimum 1 MDs if the auditor is qualified for the Yoga Sector.

3.3 The audit time shall be a minimum of 8 hrs. per day on-site audit. Audit preparation and report preparation time shall be additional and shall be at least one man-day.

4. Certification Audit Planning

4.1 Audit Plan

4.1.1. The CB shall ensure that the audit is conducted during the days in which the teaching programmes are in session

4.1.2 The Auditors, if more than one, may conduct part of the audit in parallel being focused on specific processes.

5.1 Certification Audit

5.1.1 Initial certification audit (stage 1) is performed to:

- a) audit the Yoga School's documentation;
- b) review the Yoga School's status and understanding regarding requirements of the scheme, in particular with respect to the identification of key performance or significant aspects, processes, objectives and operation of the management system;
- c) collect necessary information regarding the scope of the management system, processes and location(s) of the Yoga School, and related statutory and regulatory aspects and compliance (e.g. quality, environmental, legal aspects of the Yoga School's operation, associated risks, etc.);
- d) evaluate the Yoga School's location and site-specific conditions
- e) plan the date of second stage audit to maximise the number of teachers who can be witnessed as they take the theory (knowledge) and practical (skill) class
- f) Identify a minimum of two teachers to be witnessed during stage 2 audit and identify twice the number of topics on knowledge that would be witnessed and inform the yoga school
- g) review the allocation of resources for stage 2 audit and agree with the Yoga School on the details of the stage 2 audit;

5.1.2 The document review shall be carried out off site to assess the adequacy of the system to meet requirements of level 1 Yoga School certification Criteria. It shall result in a formal document review report.



5.1.3 The stage 1 audit during the initial certification shall be carried out at the Yoga School's premises in order to achieve the objectives stated above. It may be carried out on site should there be significant changes in the management systems or when the applicant switches from one certification body to another. The CB shall have a defined guideline for the same.

5.2 Audit (Stage 2) at Yoga School

5.2.1 Objective: Verifying the effective implementation of the Certification Criteria for Yoga Schools

5.2.2 Opening Meeting

During the opening meeting, the Team leader shall collect information on the situation and on changes concerning Yoga School teaching staff, infrastructure, courses being taught and any other relevant information

5.2.3 WITNESS

5.2.3.1 CBs shall witness at least one teaching programme from Level 1 – Yoga Instructor and Level 2 – Yoga Teacher.

5.2.3.2 The CB shall time the audit towards the end of the teaching / training programme and shall carry out witness of a minimum 4 topics identified during stage 1 audit, of minimum 1 hour duration each, being taught by the yoga teachers who have been identified during stage 1 audit.

5.2.3.3 The yoga teachers shall be evaluated on the following five 5 criteria

1. Knowledge of the Teacher
2. Communication Skills
3. Time Management
4. Capacity to handle difficulties of students
5. Capacity to create a conducive learning environment.

5.2.3.4 The CB shall witness the demonstration of all the yoga practices taught during the course. The CB shall evaluate the teacher's capability to assess the students

5.2.3.5 The CB shall interview a minimum of 4 candidates undergoing the teaching / training programme and evaluate their level of learning including their instruction / teaching practice. However, if a particular location of the Yoga School is not offering the specific type of learning service it can be excluded.

5.2.4 Safety during audits

5.2.4.1 The CB shall require the Yoga School to ensure necessary precaution by the candidates to ensure their safety during the audit



5.2.5 Use of the Check List

5.2.5.1 The audit shall be conducted with the help of the check list prepared by the CB on the basis of the certification criteria. The auditor shall fill in the entire check list along with remarks giving objective evidence of compliance/non compliance

5.2.5.2 The check list used by CBs shall be verified by the Accreditation Body to ensure the compliance with the reference documents.

5.3 Non conformities

5.3.1 Objective: To establish criteria for determining the relevance of evidences considered as NCs to reduce variation among auditors and CBs.

5.3.2 Classification and Closure: The CB shall establish a procedure and communicate to the yoga school the classification of the Non conformities as major and minor and the time lines for correcting the nonconformities. Major nonconformities shall require a follow up visit unless the certification body can justify it can be closed off site.

Any non-compliance observed during audit, for which corrective actions are taken on-site during audit and not raised as non-conformity, shall however be reported in the report findings.

The Non Conformities shall be:

- a) Prepared by the Team leader before the Closing Meeting
- b) Discussed with the Yoga school
- c) Countersigned by the Team leader and the yoga schools' representative
- d) Sent to the CB for records and follow up

5.4 Audit Report

5.4.1 The CBs shall send the Audit Report within 7 days from the date of the completion of the audit to the Yoga School.

5.4.2 Irrespective of the Scope of the Certification (Single location or multiple location), the Audit report shall:

- a) describe the structure of the audited Yoga School
- b) specify the part of the Yoga School to which each NC is addressed
- c) the processes excluded by the Scope of the certification, if any,



6. Certification Decision

The CB shall grant certification when all the following conditions are met with:

- a) All NCs raised are closed –major after onsite verification and minor after off-site verification
- b) payment of outstanding dues
- c) there is no other adverse feedback or outstanding issue

7. Surveillance

7.1 Type

Two types of surveillance audits shall be carried out:

- a) Planned Surveillance Audits
- b) Surprise Audits (with a short notice of 1 day)

7.2 Frequency

7.2.1 Planned Surveillance Audit: Surveillance Audit shall be conducted within 12 months from the date of certification decision. Surveillance shall normally be held within the defined period and a delay of maximum one month beyond the due date shall only be allowed in exceptional circumstances. Any further failure to conduct surveillance shall result in suspension of the certificate.

7.2.2 Surprise Surveillance Audit: Surprise surveillance audit can be carried out in addition to planned surveillance if there are any adverse remarks on the operation of the certified yoga school

8. Certificate

8.1 Certificate: The CB shall issue a certificate to the yoga schools on grant of certification.

8.2 Information

The certificate shall contain the following information:

- Name of the yoga school (the legal entity)
- Unique Certificate number
- Certification Scheme name (and/or logo)
- Logo of QCI
- Logo of NABCB, if accredited certificate is issued
- Logo of the CB

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- Reference to certification criteria
- Level of certification
- List of training / teaching programmes covered under certification
- Locations with addresses covered under the scope of certification
- Accreditation number of the CB if accredited for the Scheme
- Date of certification and next surveillance
- Expiry date
- Signature of the CB's legal representative

Note : The information regarding courses and locations covered under the scope of certification can be given as an annexure to the certificate

8.3 Validity

The certificate shall be valid for 3 years from the date of issue.

9. Suspension and Withdrawal of Certificate

9.1 Suspension

9.1.1 The certification body shall issue instructions to the certified Yoga School for suspension of certification when

- a) The major NCs issued are not closed in timelines prescribed
- b) Repeated major NCs are raised in consecutive surveillance assessments
- c) There is failure to organize a surveillance audit within the specified time period
- d) There is non- payment of outstanding dues
- e) Any other reason which may have a significant bearing on the delivery of training / teaching as per prescribed criteria
- f) any major changes have taken place in the legal status, ownership, name etc. without prior information to the CB
- g) any wilful misuse of the logo of the Scheme is detected
- h) any wilful false declaration in the application form or otherwise is detected
- i) excessive or serious complaints against the Yoga School are received and are found to be valid
- j) The Yoga School voluntarily requests a suspension. Such request must be submitted in writing to the CB along with the reasons. The CB may decide to accept the request but may not allow the Yoga School to revoke suspension on its own.

9.1.2 The certification body shall issue due notice of at least one week for suspension of certification to the Yoga School.

9.1.3 On receipt of instructions for suspension of certification, the certified yoga school shall suspend claiming Yoga School certification with immediate

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effect.

9.1.4 The certification body shall revoke suspension only when Corrective actions have been taken and verified by the certification body.

9.1.5 Suspension shall not exceed a period of six months. The Yoga School's inability to resolve issues relating to suspension within this period shall lead to withdrawal of certification after due notice of 15 days is given.

9.2 Withdrawal

9.2.1 Certification body shall withdraw the certificate when

- a) Certified yoga school contravenes the terms and conditions of certification and provisions of the Yoga School certification scheme
- b) Yoga School is not conforming to the requirements of the Certification Criteria and the corrective actions taken are not ensuring compliance,
- c) the proposed plan for corrective actions will take a considerable time beyond 6 months for implementation;
- d) Any wilful misuse of certification or unethical practice in relation to training covered under the scope of certification

9.2.2 The Certification body shall withdraw the certificate at the request of the certified yoga school, if the operation(s) in the certified Yoga School can no longer be carried due to reasons of natural calamities such as flood, fire, earthquake, lock out declared by the School management, or closure of academic operations etc.

10. Change of Location / Ownership / Name

10.1 Duty of Information

10.1.1. The certified Yoga School shall inform the CB of any change:

- a. in the location of the school
- b. in the ownership;
- c. in the name

10.1.2 Treatment of information

10.1.2.1 On receipt of information at 10.1.1a above, the certification body shall suspend certification of the yoga school with immediate effect. The certified yoga school shall be subject to an evaluation at the new location like certification audit of an applicant. However, the evaluation of competence of the teacher by a witness is not required if the teacher is the same as in the certified location. If the evaluation is satisfactory, the CB shall transfer the Certificate to the new location and the suspension of the Yoga School shall be revoked. The CB shall endorse the change of premises on the Certificate.

10.1.2.2 In the event of 10.1.1b above, the yoga school shall provide

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necessary documentary evidence to the CB. The new management of the yoga school shall submit its acceptance of the agreement for certification with the CB. The same process shall be followed as and when an existing applicant undergoes a change in management. This shall not call for a visit to the yoga school

10.1.2.3. In the event of 10.1.1c above, the applicant/certified Yoga School shall inform the change in the name to the CB supported with documentary evidence, and if satisfied the CB shall endorse the Certificate in the new name.

11. Fee

11.1 A fee to be charged to the organization for various activities of the certification scheme.

11.2 The CBs fee structure shall be publicly accessible and also be provided on request.

11.3 The CB shall notify and obtain consent to its fee structure from the organizations prior to grant of certification.

11.4 As and when the fee undergoes a change, the same shall be communicated to all applicants and certified Yoga School's

13. Use of Certification Mark

- i) The Yoga School Certification Mark, hereinafter referred as the Mark, is a protected Mark owned by the Scheme Owner (SO).
- ii) There may be more than one Mark(s) approved by SO depending on whether some or all levels are used as the criteria to certify the Yoga School.
- iii) The Mark may be distinct for each level used by SO for certification of the Yoga School.
- iv) The Yoga school signs the legally enforceable standard agreement copy of the SO and submit to the CB.
- v) The Mark(s) shall be used in such a manner as to imply that the Yoga School has been certified for the specific level and specific programme. It shall not be used to imply that the students themselves are certified.
- vi) The Mark shall not be provided in the certificate issued to the students.
- vii) SO shall frame the rules for use of certification Mark (the Mark).