

SXCS/P-19

Applying to Students with Disability

The Persons with Disabilities Act 1995 and the National Policy for Persons with Disabilities, 2006 indicates that differently abled persons should have access to education at all levels. In the higher education sector, the University Grants Commission (UGC) is supporting universities and colleges in the country to involve in special education activities to empower differently abled persons.

Keeping these guidelines of UGC, St. SXCS is committed to support equal educational opportunities to differently abled students by helping them reach their full potential through a structured Students with Disability (SwD) Policy and Procedures. While the institution follows the Persons with Disabilities Act and other legal provisions, the intent of this policy is to go beyond the legal requirements to provide a truly supportive environment to students with disabilities.

The institution provides a comprehensive support system for students with disabilities. To enrich higher education learning experiences of differently abled students, the institution ensures total inclusion of all individuals, with, full and equal access to the academic programmes, co-curricular and extra-curricular activities. None of the students will be subjected to discrimination under any programmes or activities offered by SXCS. SXCS, ensures that students with disabilities have the right to develop with dignity and equality by creating an enabling environment where students can exercise, enjoy equal opportunities, and participate with the rest of the student community.

Objectives

- To provide equal educational opportunities to differently abled students in higher education
- To promote and foster an environment which encourages positive, informed, and unprejudiced attitudes towards people with a Disability.
- To employ all reasonable and appropriate teaching strategies and

methods without compromising the essential content of a course or the require mentor demonstrate essential skills and competencies

- To equip the institution with the facilities that are aptly required by the differently abled students in relation to the physical environment of the campus and facilities whilst supporting online accessibility of educational resources
- To encourage disabled students of the Institution to voice out and claim their rights and sensitize all relevant stakeholders to the needs and challenges of students with disabilities through various workshops and campaigns.
- To implement all existing and future legislations and policies which are pertaining to higher education of differently abled students.

Scope of the Policy

The principle of individual rights and responsibilities being the prime objective for all pertinent activities involving the Institution's students, the policy applies to all campus activities including but not limited to admissions, academic Programmes, financial aid, mentoring, counselling, student health, and placement opportunities. Each Programme or activity, when viewed in its entirety, shall be accessible to otherwise eligible students with disabilities.

The policy is subject to the implementing legal and mandatory regulations of UGC. The guidelines of the policy are designed to be consistent with the Acts. However, it is possible that these statutes may be amended in the future, and, in such instances, the most current applicable laws shall represent Institution policy as it applies to non- discrimination based on disability.

Enabling Environment

As per the PwD Act, the enabling environment of the Institution premises where persons with disabilities have no barrier in entering it and using all the facilities therein:

- Entry gates,
- Ramps in the building
- Emergency exits
- Parking
- Adaptation of toilets for wheelchair users.
- Braille symbols and auditory signals in elevators or lifts.

- Curb cuts and slopes in pavement inside the Institution premises.

The following facilities are also made available for the SWDs:

- Special admission window is applicable for students with disability and the process of admission is simplified on priority basis.
- Students may avail necessary auxiliary aids, services, including but are not limited to interpreters (sign or oral), readers, scribes, adaptive equipment, and other appropriate services or equipment necessary for course or Programme accessibility
- The Institution is responsible for ensuring that no qualified disabled student is denied the benefits of or excluded from participation in any Programme because of the absence of auxiliary aids & services.
- All Programmes, services, and activities would be conducted in the most integrated setting appropriate to a disabled student's needs and to encourage, as appropriate, interaction among all students, including SwDs.
- Reasonable classroom accommodations will be provided to otherwise eligible students with disabilities who have self- identified and provided satisfactory documentation in compliance with Legal mandates.
- Academic requirements should be modified, as necessary and appropriate, to ensure that they do not discriminate or have the effect of discriminating, based on disability, against SwDs.
- Modifications may include changes in the length of time permitted for the completion of degree requirements, substitution or waiver of specific courses required for the completion of the requirements, and adaptation of the way in which specific courses are conducted.
- The Institution may administer or assist in the administration of scholarships, fellowships, or other forms of financial assistance established under Management, trusts, or similar associations/corporate that require awards to be made
- When assisting outside agencies, organizations, or persons in providing placement opportunities for students, the Institution would assure them that such opportunities are available to SwDs.
- Personal, academic, or career counselling, guidance, and placement services would be provided without discrimination based on disability

Procedure

The Head of the Equal Opportunity Cell of the institution is the

Coordinator for SwDs. The following procedure can be followed by SwDs to enjoy maximum access to the privileges and facilities offered by the institution.

Documentation Procedure

All students seeking disability-related entitlement must disclose the presence of a specific disability to the Principal of the Institution in writing.

Students are accountable to self-identify and provide current and adequate documentation of a disability to the Institution. The students wherever necessary, may be required to provide additional documentation. All documentation related to an applicant or student's disability shall be kept confidential and retained by the Institution.

Examination Procedure

Subject to the norms fixed by the SXCS, candidates who are eligible to avail of the services of scribes, the Controller of Examinations is authorized to appoint scribes according to the following conditions:

- No separate criteria for regular examinations.
- The disability certificate issued by the competent medical authority at any place is accepted.
- The facility of Scribe is allowed to any SwD.
- The SwD can have the discretion of opting for his own Scribe with prior information.
- The person appointed as scribe shall not be an employee of the college
- He/ she shall not be a relative of the candidates who is appearing for the examination
- The educational qualification of the scribe shall be less than those of the candidates
- A proforma with declaration shall be obtained from the scribe
- The proforma signed by the scribe shall be forwarded to the office of the COE
- The procedure of availing the facility of scribe is simple with the necessary details recorded at the time of filling up of the form.
- The examination centre makes available suitable seating arrangement for giving examination.
- The examination for SwD is held at the computer centre and the examination centres is accessible for SwDs

- Compensatory time of examination is to be given for persons who are allowed use of scribe as per concessions mentioned below.
- The decision of the Chief Officer of examination will be final.
- Differently abled candidates who appear for examination are allowed concessions such as services of scribes at the examination, extra time to complete the examination, depending on the degree and nature of disability of the candidate's subject to such norms as prescribed by SXCS.

Grievance Procedure

Any discrimination against students with disabilities or rude/insensitive behaviour will be taken seriously by the management. The Institution has established various grievance procedures for students to deal with complaints and allegations of noncompliance with Institutional Guidelines. Information concerning the Institution's grievance procedures and redressal policy as they apply to SwD may be obtained from Campus office or Institutional website or student handbooks.