


**SIR C R REDDY COLLEGE FOR WOMEN**  
 (Affiliated to ADIKAVI NANNAYA UNIVERSITY, Rajamahendravaram)  
 An ISO - 9001:2015, 14001:2015, 50001:2018 Certified Institution  
 Included under section 2(f) of UGC  
 Vatluru, Eluru - 534007



e-mail : [sircrrwomen.principal@gmail.com](mailto:sircrrwomen.principal@gmail.com) Website : [www.sircrrwomen.ac.in](http://www.sircrrwomen.ac.in) Phone : 08812-231192

## STUDENTS WITH DISABILITY POLICY

### Preamble

Sir C R Reddycollege for Women is committed to supporting student diversity by helping the students reach their full potential. There exists a comprehensive support system for students with disabilities in the Institution. With full and total inclusion of all individuals, the Students with Disability (SwD) policy and procedure ensure that students with disability will not, because of a particular disability, be denied full and equal access to the academic programs and co-curricular activities or be subject to discrimination under programs or activities offered by Sir CRRCW. Sir CRRCW 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.

### 1. Scope of the Policy

The principle of individual rights and responsibilities of being the prime objective, for all pertinent activities involving the Institution's students, the policy applies to all campus activities, placement activities & placement organizations and students, subject to the implementing legal and mandatory regulations of UGC.

### 2. Policy Summary

The policies applying to campus activities, organizations and students are a compendium of Institution-wide policies relating to student life. The policy describes the Institution's guidelines applying to non-discrimination based on disability.

### 3. Introduction

In compliance with the National Policy for Persons with Disabilities of February 2006 and Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 which prohibits unlawful discrimination based on disability in its programs, services, and activities, the Institution has framed its policy applying to students with disability (SwD). The guidelines of the policy are designed to be consistent with the above 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 on the basis of disability.

#### **4. Objective**

Sir CR Reddy College for Women encourages disabled students of the Institution to discuss their requirements. Keeping this foremost in thought, this policy is developed to enable equal access for students with disability (SwD) and to ensure that Sir CRR is fully compliant with all pertinent legislations.

#### **5. Definitions**

The term "Individual with a Disability" means any person who has a physical or mental impairment which substantially limits one or more major life activities, who has been cured of such impairment, or who is regarded as having such impairment.

#### **6. Applicability**

This policy shall apply to all programs, services, and activities of the Institution, including but not limited to, admissions, registration, financial aid, academic programs, advising, counseling, student health, and placement opportunities. Each program or activity, when viewed in its entirety, shall be accessible to otherwise eligible students with disabilities.

#### **7. Discriminations Prohibited**

In providing any aid, benefit, or service, the Institution may not, directly or through contractual, licensing, or other arrangements, discriminate based on disability to:

- Qualified individuals with disabilities may not, based on disability, be denied admission or enrolment in Institution's classes or participation in its programs, services, or activities, or be subjected to discrimination in the admissions process or in placement procedures.
- Pre-admission inquiries as to whether applicants for admission are with disabilities may not be made, except for the purpose of admission. Post-admission inquiries may be made on a confidential basis regarding disabilities that may require special considerations if any.
- Special admission window is applicable for students with disability and the process of admission is simplified on priority basis.
- Deny a qualified prospective student/student with a disability the opportunity to participate in, or benefit from, any aid, benefit, or service which the Institution provides.
- Provide any qualified prospective student/student with a disability, an opportunity to participate in, or benefit from, any aid, benefits, or services that are not equal to those afforded to individuals who do not have

disabilities.

- However, the Institution will afford qualified prospective student/student with disabilities an equal opportunity to obtain the same result or level of achievement in the most integrated settings appropriate to his/her needs and encourage, as appropriate, interaction among all users, including individuals with disabilities.
- Deny a qualified prospective student/student with a disability, the opportunity to participate as a member of student council/ boards; or any other such student bodies constituted in the Institution.
- Otherwise limit a qualified prospective student/student with a disability, in the enjoyment of any Institution's right, privilege, advantage or opportunity enjoyed by individuals who are not disabled.

### **Coordination for SWDs**

- The Head of the Equal opportunity Cell will help in coordination for SwDs.
- All students seeking disability-related entitlement must disclose the presence of a specific disability to Institution to the Principal in writing.
- It is the student's responsibility to self-identify, to 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.
- It is the student's responsibility to avail necessary auxiliary aids, services, include but are not limited to interpreters (sign or oral), readers, scribes, adaptive equipment, and other appropriate services or equipment necessary for course or program accessibility.
- The Institution is responsible for ensuring that no qualified disabled student is denied the benefits of or excluded from participation in any program because of the absence of auxiliary aids & services.
- All programs, services, and activities would be conducted in the most integrated setting appropriate to a disabled students needs to encourage, appropriate, interaction among all students, including SWDs.
- Reasonable classroom accommodation 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 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.

### **Whom to Contact**

The Head of Equal Opportunity Cell is the coordinator for SWDs. The coordinator offers confidential advice to the students to avail support opportunities that assists them during their stay at Sir CRRCW. The examination Centre provides academic support for the SWDs during the tests and exam time like extra time management, individual tutorials from peer students, and teachers alike.

### **8. 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

### **Examination Guidelines**

Subject to the norms fixed by the Sir CRR college for Women candidates who are eligible to avail of the services of scribes, the Chief Superintendent of Examination 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 the scribe 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 center makes available suitable seating arrangement for giving examination.
- The examination for SWD is held at the computer center and the examination centers 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 the following 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 candidates subject to such norms as prescribed by St Joseph's College of Commerce.

### 9. Concessions to differently abled Candidates in Examinations

Sl.No.	Category	Concession / Benefit	Conditions
1	Differently abled candidates with a permanent nature of physical disability who are unable to move their hands freely and write with normal speed	Extra time of 15 minutes per hour for all the examinations of the entire programme Provision of a Scribe.	Application in the prescribed form along with medical certificate and photograph
2	Partially blind candidates having visual standards	Extra time of 45 minutes to answer each paper of 3 hours duration with proportionate reduction for papers of shorter duration	Application in the prescribed format with certificate in original from a specialist concerned regarding visual standards/visual disability
3	Blind candidates	Extra time of 45 minutes to answer each paper of 3 hours duration with proportionate reduction for papers of shorter duration Benefit of a scribe write the examination	Application in the prescribed format with certificate in original from a specialist concerned regarding visual standards / visual disability
4	Mentally challenged candidates	Extra time of 45 minutes to answer each paper of 3 hours duration with proportionate reduction for papers of shorter duration Service of an Interpreter	Application in the prescribed form along with certificate from a competent medical board specifying the disability

5	Complete Deaf and dumb candidates	Exemption from writing the second language exam. Extra time of 45 minutes for a three-hour duration of exam	Application in the prescribed format along with certificate from a competent medical board specifying the disability
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### 3. Grievance Procedures

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.



*Kalaja*  
Principal  
Sir C.R.Reddy College for Women  
ELURU