



# DISABILITY POLICY

## SHIA P. G. COLLEGE

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# **DISABILITY POLICY**

## **1. Introduction**

Shia P.G. College is committed to uphold the fundamental entitlements of people with disabilities and to develop an institutional culture that value and strives for standards of excellence in all areas of access, including premises, curriculum design, communication and technology.

## **2. Objectives**

In keeping with the mission, the college commits itself:

- a. To undertake the task of sensitizing the academic community consisting of staff and students and the general public to the problems and to give strength to different abilities.
- b. To make its total environments secure, accessible and friendly for the differently abled by encouraging its colleges, faculties, and departments to provide necessary infrastructure and academic support for the different abilities.
- c. To generate resources to provide tuition assistance and special equipment, educational counselling, and trained readers and writers.
- d. To fulfilling all statutory requirements for differently abled persons by providing equal opportunities in the teaching, learning, and employment process.

## **3. Principle of Access and Equity**

- a. Shia P.G. College is committed to provide access and equity for students with disabilities to enable them to participate fully and independently, to the greatest extent possible, in the academic, cultural and social life of the college. In particular, Shia P.G. College has the following objectives:
  - to provide opportunities for students with disabilities to realise their individual capabilities for intellectual, social, emotional and physical development through high level of participation in the college activities;
  - to ensure that people with disabilities are not discriminated against in admission to a college course or topic; the college will consider applications to vary the standard entry requirements for people with disabilities;

- to provide equipment and support services that prevent, minimise or overcome barriers to fuller participation in academics and other activities within the college;
  - to respect the rights of people with disabilities privacy and confidentiality and to ensure the delivery of services to the students with disabilities in a manner that respects and promotes their dignity, rights and opportunities;
  - to foster and encourage, among staff, students and the community, positive, informed and unprejudiced attitudes towards people with disabilities;
  - to cooperate with other universities, schools, government and community organisations to maximise use of resources available to the State for students with disabilities; and
  - to provide appropriate level of resources within available funds in order to reasonably accommodate the needs of students with disabilities.
- b. Shia P.G. College is committed to provide access and equity for staff with disabilities to enable them to participate fully and independently as employees of the college in all aspects associated with work, career development and employee relations at the college.

#### **4. Facilities and Services for Students and Staff with Disabilities**

- a. Upon application, students and staff with disabilities may be provided with facilities and services if they:
- have a documented disability; and
  - experience some disadvantage in their college-related studying or employment (as appropriate) as a result of that disability that can be ameliorated by the provision of such facilities or services.
- b. Shia P.G. College will endeavour to provide such facilities and services in a way that recognises the individual's needs, respects their right to privacy and confidentiality and provides a maximum degree of flexibility and autonomy.
- c. In assessing an applicant with a disability for employment against the selection criteria for the position, selection panels must consider whether, by applying the principle of reasonable adjustment, the applicant would be able to meet these criteria.
- d. Where an employee acquires a disability, the principle of reasonable adjustment will be applied.

## **5. Student Disclosure of Disability**

- a. The college encourages students with disabilities to:
  - Shia P. G. College committed to the provision of 100% reservation for the physically challenged students as very few applications of such persons were received.
  - Contact a Disability Advisor to seek support, advice and assistance in relevant areas including, if appropriate, the process of disclosure of their disability to teaching staff; and
  - Declare such disabilities prior to, or during, enrolment to appropriate staff of the Shia P.G. College.
- b. Shia P.G. College staff must treat as confidential and private any disclosure of information concerning a student's disability.

## **6. Implementation of Adjustments and Accommodations for Staff and Students**

- a. Cost Centre Heads are responsible for funding approved adjustments or accommodations for staff with disabilities in their areas.
- b. The Principal of Shia P.G. College may provide additional financial assistance to the Cost Centre, where the Cost Centre claims unjustifiable hardship in respect to providing reasonable accommodation or adjustment.
- c. The Disability Service is responsible for funding approved adjustments or accommodations for students with disabilities.

### **Students**

- d. Disability Advisors will provide advice and information regarding assistance for students with disabilities, advocacy on disability issues on behalf of students and coordination of specific services that enable students with disabilities to access and participate in college study.
- e. On the basis of the appropriate documentation of the student's disability, the Disability Advisor will determine whether assistance or an adjustment is necessary and may develop an Access Plan outlining recommended reasonable adjustments to assessment or teaching for that student. The student will use the access plan to negotiate their individual study requirements with relevant Faculty staff.
- f. Faculty Disability Academic Advisors (FDAA) are appointed in each Faculty by the Dean to act as a point of contact for:

- students with disabilities in their Faculty;
- Health, Counselling and Disability Service members in seeking to negotiate with academic staff in their Faculty;
- academic staff within the Faculty who may need to clarify issues in regard to reasonable adjustments to assessment and teaching methods for students with disabilities.

### **Staff**

- g.** The supervisor of a staff member with disabilities is responsible for negotiating and approving accommodations and adjustments for that staff member, in consultation with Human Resources and Disability Advisors.

Adjustment can be made either to the working arrangements of the position or to the work environment to ameliorate the effect of the disability. Reasonable adjustment may include the following:

- exchanging some duties between the person with a disability and other colleagues;
- adapting existing equipment or obtaining equipment which has been specially designed, for example to compensate for sensory impairment;
- rearranging the physical layout of the workplace, for example to allow for wheelchair access;
- providing information or training to people without disabilities; or
- adopting alternative ways of completing required tasks, for example through flexible work practices.

### **7. Disability Action Plan (DAP)**

- a.** In conjunction with this policy, the DAP sets out the approach of the college to meet its obligations and responsibilities.
- b.** The Principal of Shia P.G. College is the Responsible Officer for the implementation of the actions identified in the DAP.
- c.** The DAP will evaluate any claim in the event of a complaint being made against the college.



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