



# **POLICY FOR THE SPECIALLY ABLED**

**SHIA P. G. COLLEGE**

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# **POLICY FOR THE SPECIALLY ABLED**

## **1. INTRODUCTION**

As a part of a wider commitment to equal opportunities generally and in acknowledgement of the legal duties which it has towards specially abled faculty/staff/students and visitors, college confirms its commitment to the development of an environment in which barriers to the effective participation of specially abled students and staff are lowered or removed.

## **2. GENERAL PRINCIPLES**

College believes that a properly implemented and monitored policy on disability is in the best interests of its students and staff, both present and future. To this end the following are the policy guidelines:

### **A: STUDENTS**

1. No applicant will be refused a place at the College on the grounds of disability before full consideration of the limitations so imposed specially on undergoing training as Engineers, or of specific support facilities required for other disciplines. Any decision by the College to refuse an otherwise qualified candidate a place on the grounds that appropriate conditions of study cannot be provided by College will be subject to ratification by a Committee so constituted for the said purpose.
2. If a specially abled student is rejected on grounds other than academic, a record of the decision and the reasons for it will be kept on record. To facilitate an alternative choice of course/institution college will give feedback to the applicant, and/or any other relevant body.
3. College will promote an awareness and understanding of the ways in which curricular and other provisions may be accessible to specially abled people, and accessibility will be regarded as a core value in the design and delivery of courses and programmes of study, and in other provisions made for the students.
4. Faculty will be designed with whom every specially abled applicant, or student may discuss the course curriculum in advance, and the teaching and learning activities entailed.
5. Any request for special consideration in relation to examination and assessment producers must be supported by medical or other evidence. Advice and assistance on obtaining such evidence will be provided by the Controller of Examination.

### **B: STAFF**

1. Job descriptions will include a statement which conveys the willingness of Shia P.G. College to make all possible, reasonable adjustments required by applicants to assist them in the process of applications and interview.
2. College will consider any reasonable adjustment to either the work environment or work process of specially abled members of staff in accordance with the persons with Disability Act 1995.

3. Any such reasonable adjustments will be made following consultation with the individual concerned, relevant staff in the department in which the post is located, the Head HR and the Registrar.
4. Where the proposed adjustments are deemed by the college will not to be reasonable, such a decision must be confirmed by the Director.
5. College's career development structures and processes will take account of any reasonable adjustments a specially abled member of staff needs to perform the requirements of their post, and will take account of these in setting and measuring the objectives and outcomes for that individual.
6. All reasonable adjustments will be made to assist specially abled members of staff in participating in training and development activities.

### **C: STUDENTS AND STAFF**

1. College will take all responsible steps, within available resources to attempt participation by specially abled students and staff in all aspects of College life on equal terms with other students and staff of the college, thereby complying fully with the relevant legislation from time to time.
2. A programme of improvement to the environments for learning, working and social interaction will continue to be implemented to support, as far as is reasonably practicable and possible within available resources, the full and effective involvement of specially abled people, and compliance with the legislative provisions. To support that programme, the college will encourage all academic and administrative departments to review regularly the accessibility of their provision for specially abled students and staff, to produce ideas and plans for improving access, support and services for students and staff with disabilities both in the short term and in the long term as well.
3. A lift be made available inside the campus for an easy access to upper floors. A car parking specific to specially abled be earmarked. A ramp be constructed to allow for unhindered movement of a wheel chairs. Toilet facility to be upgraded to provide easy access & usage. Physical access to the estate be periodically reviewed.

### **D: CONCLUSION**

College recognizes that there will be resource implications and some limitations in the implementation of this policy. Nonetheless, the protection and implementation of this policy is the responsibility of the college and all concerned. All staff and students also have a personal responsibility to adhere to and apply this policy in the spirit of its letter.

## **E: COMPLAINTS PROCEDURE**

The College endeavours to provide an environment which is student supportive and fair. Where problems relating to the operation of this policy do occur students and staff are encouraged to advice an appropriate member of staff as soon as possible. Where a complaint is not dealt with to the satisfaction of the complaint at an informal level any formal complaint or grievance should, in the case of a student, be pursued through the “Student Complaints Procedure” and a copy of the complaint sent to the Administrative officer, who is charged with the responsibility for specially abled students and in the case of a member of staff, should be pursued through the appropriate grievance procedure and a copy of the complaint be sent to the Director. College is committed to do all within its power to resolve swiftly complaints brought by specially abled students, staff and visitors.



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