



SRM
INSTITUTE OF SCIENCE & TECHNOLOGY
Deemed to be University u/s 3 of UGC Act, 1956

SRM Institute of Science and Technology

SRMIST Disabled-Friendly, Barrier free environment

**INFORMATION BROCHURE
ON
DISABLED-FRIENDLY,
BARRIER FREE**



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Contents

1. Preamble	iii
2. Differently Abled (Divyangjan) Friendliness, Barrier Free facilities in the campus	iv
3. Types of facilities.....	iv
3.1 Signage:	iv
3.2 Disabled friendly washrooms:	iv
3.3 Physical facility (wheelchair):	v
3.6 Provision for Scribe	ix
3.6.1 Guide lines for the written examinations for the persons with disabilities by ministry of social justice and empowerment.....	xxiv

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1. Preamble

There are about 80 million people with disability, due to old age, accident or because of other medical conditions are reported in India. One in every 12 households has a disability person living in India has been reported by the World Bank. The concerns challenged by differently-abled persons in India has been addressed through the Rights of Persons with Disabilities Act, 2016 by the Indian Policy- Makers who are aware of their problems

The Rights of Persons with Disabilities Act, 2016 Act specifically states to ease of access to public or private buildings, workplaces, commercial activities, public utilities, religious, cultural, leisure or recreational activities, medical or health services, law enforcement agencies, transport infrastructure, Schools, Colleges and all Higher Educational Institutions.

The “Sugamya Bharat Abhiyan” (Accessible India) campaign has been rolled out during 2015 by the honorable Prime Minister of India in seven States to motive and make it convenient for Divyangjans to access administrative buildings and transport.

Swavlamban is a socio-economic transformation scheme by the government committed towards the persons with disability by year 2020 and in this context India will take initiatives within the country by adopting the international best practices. At higher Educational Institutes (HEI) the Divyangjans have difficult to access the facilities to access the class room, laboratories, washrooms, upper floors of building, library, play grounds, hostel mess and cafeterias etc. So at the HEI level needs to build a friendly atmosphere for the physically disabled people.

The suggested facilities are as follows:

- Built environment with ramps/lifts for easy access to classrooms, laboratories, library etc.
- Disabled-friendly washrooms, Signage like display boards, light, tactile path, and signposts.
- Assistive technologies like accessible website, screen-reading software, mechanized equipment
- Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading and buildings can be with an emergency button, which can help community workers (for example, guards) to respond fast to the needs of the disabled person.

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2. Differently Abled (Divyangjan) Friendliness, Barrier Free facilities in the campus

SRM IST's goal is to provide an inclusive education framework for all to strive and create a differently abled (divyangjan) friendly barrier free environment at SRM IST. The special toilets/bathrooms, lifts, ramps, as well as specific facilities have been provided wherever required all over the campus. A special reading hall for differently-able students, Braille books and assistive software (screen reading) and other equipment are available in the Education Department. The Scribes and additional time are provided as per norms. Divyangjan-friendly wheelchairs, vehicles and equipment are available for the students and for teaching and non-teaching faculties' as per their requirement.

3. Types of facilities

3.1 Signage

3.2 Disabled friendly washrooms

3.3 Physical facility (wheelchair)

3.4 Ramps and Lift facility

3.5 Assistive technology

3.6 Provision for Scribe

3.1 Signage:

Educational institutions need to comply with the safety laws and rules and it is essential for them to place the safety signs as per the defined guidelines. These signs ensure the safety of the students in case of any emergencies. Directional signage, safety signage, branding and vision-mission signage are needed to be installed throughout the campus. The figure shows the signage systems were installed in the campus

3.2 Disabled friendly washrooms:

Separate disabled friendly washrooms are available in the campus with scheduled maintenance, cleanliness and hygiene. Figure 1 shows the disabled friendly washroom.



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Fig. 1 Disabled friendly washroom

3.3 Physical facility (wheelchair):

There is an availability of sufficient wheelchairs for the disabled person and one community worker is also available for the movement of disabled person from one place to another as per their requirement. The physical facility has been shown in the figure 2.



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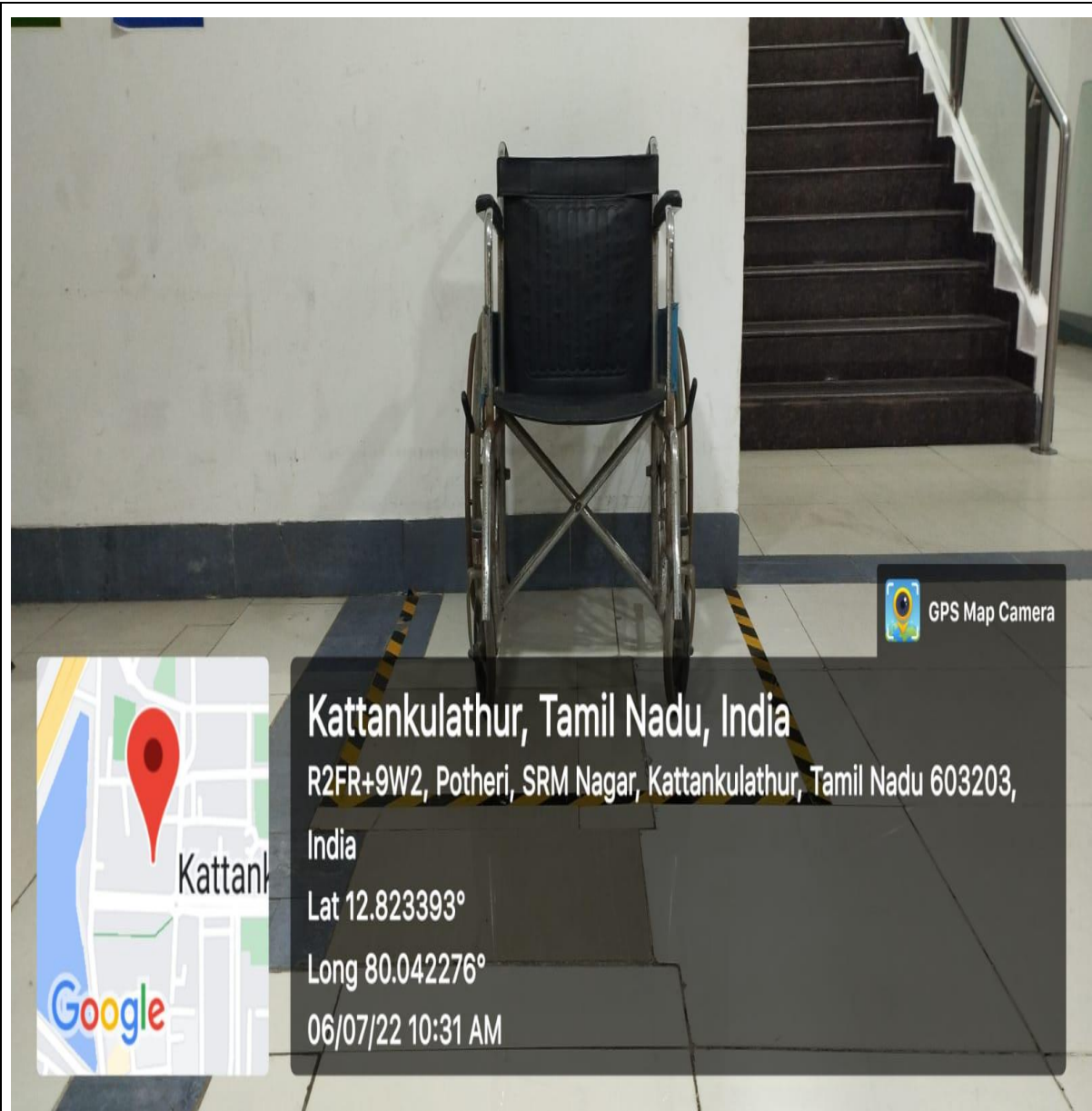


Fig. 2 Wheelchair for Divyangjan

3.4 Ramps and Lift facility

The Ramps are built through the campus where uneven floor levels or kerbs are present to provide convenience and prevent tripping accidents. Ramps are helpful to push a pallet truck, trolley, or wheel chair over a kerb or step by negotiating just a few inches of height difference. Utility ramps solve the problem and make wheeled movement

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between uneven levels very easy. The following ramps were built in college campuses for continence and safety of disabled persons (Divyangjan) shown in figure 1, 2, and 3. The college authorities are sensitive towards the differently abled students. Therefore, we at college campus provide lift facility and help these students in minimizing their difficulties and making them comfortable in the campus. The lift facility for divyangans has been shown in the figure 3 and 4.

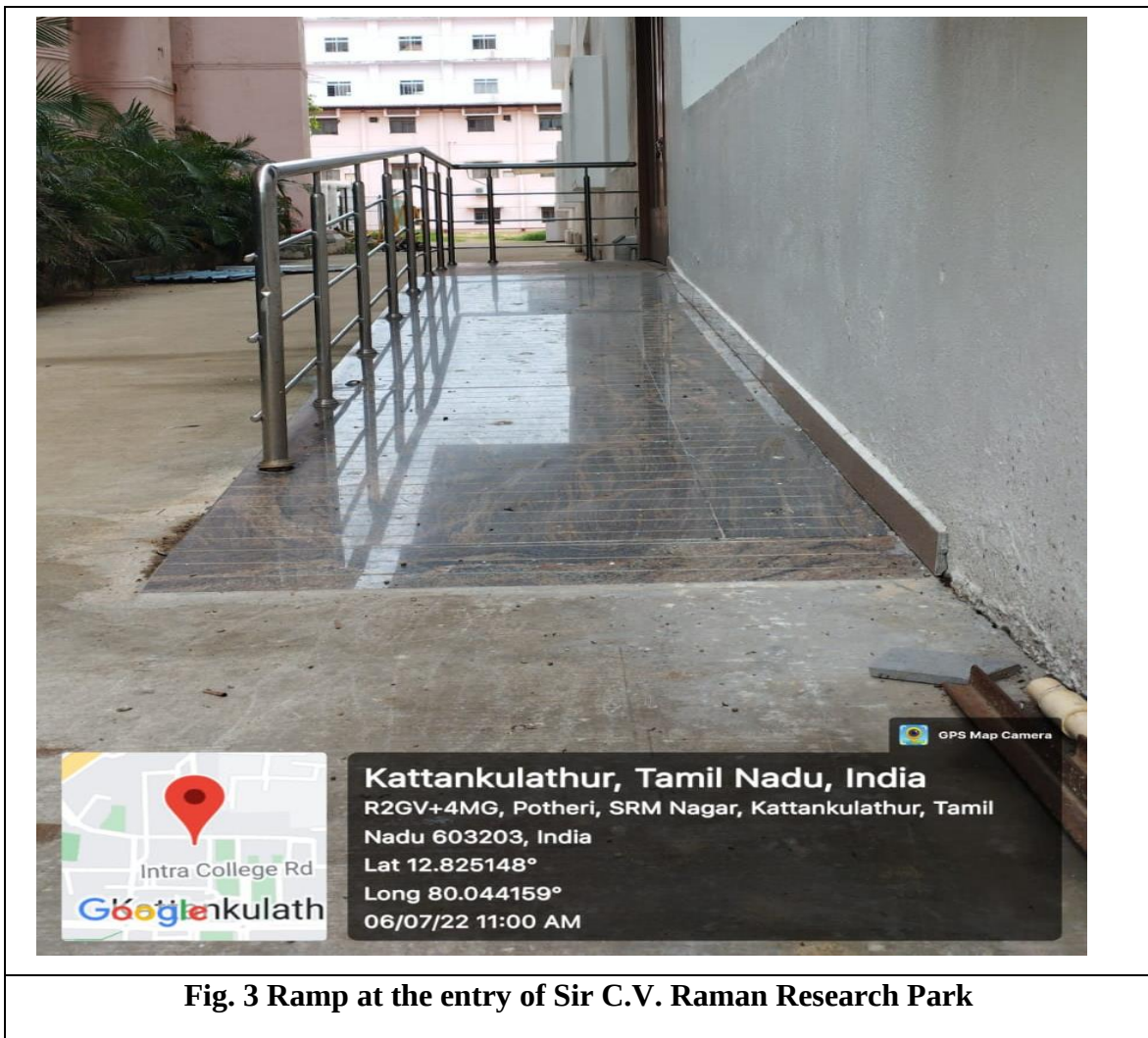
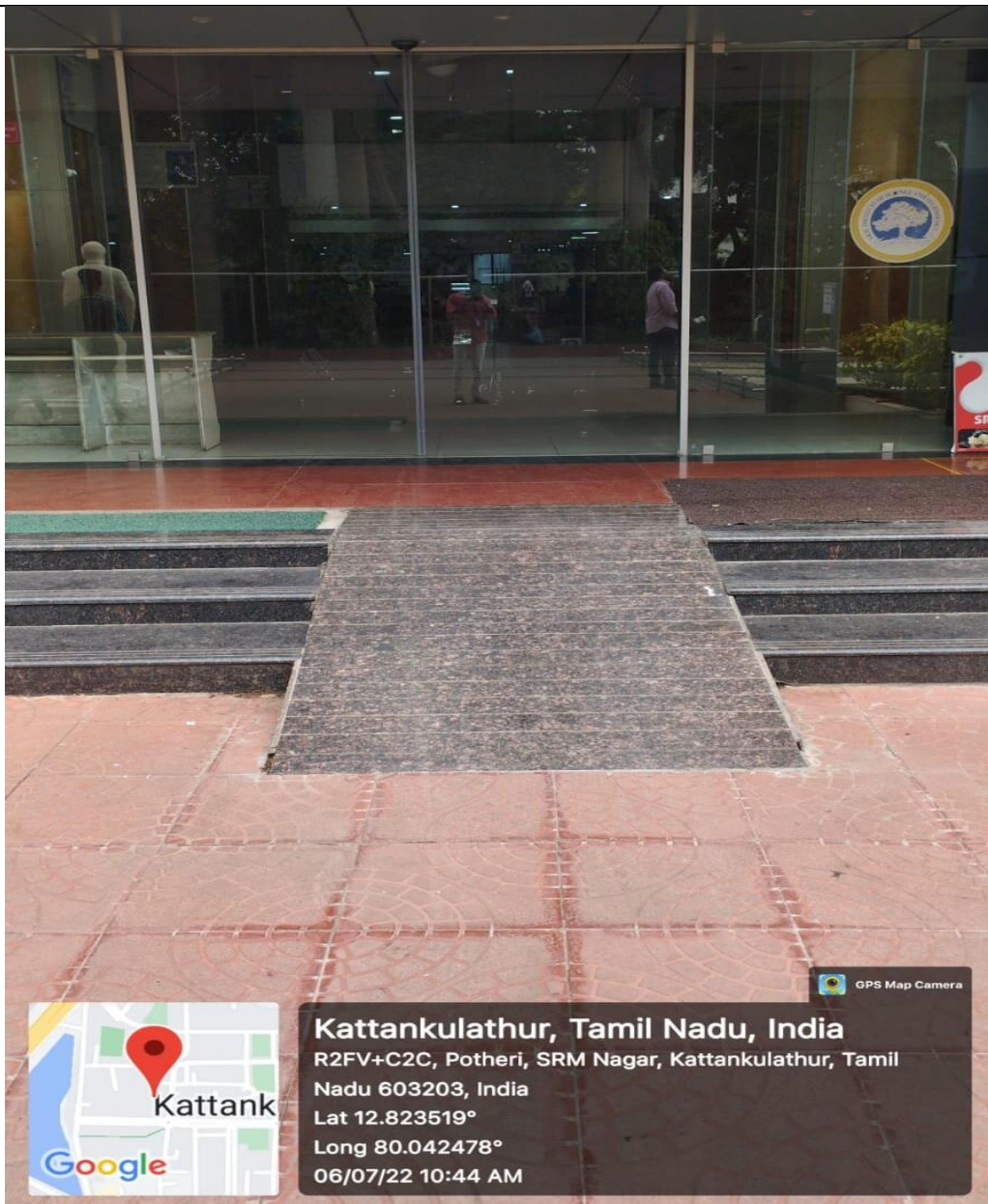


Fig. 3 Ramp at the entry of Sir C.V. Raman Research Park



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Kattankulathur, Tamil Nadu, India
R2FV+C2C, Potheri, SRM Nagar, Kattankulathur, Tamil
Nadu 603203, India
Lat 12.823519°
Long 80.042478°
06/07/22 10:44 AM

Fig. 4 Ramp at the entry of University Main Block

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3.5 Provision for Scribe

There are some students who have difficulty in taking the examination themselves and need scribes to assist. The college allows the students to take the help of scribes in the examination after due permission from UTU examination controller. The relevant documents related to permission for scribes for the disabled students (Divyangjan) are given below.

4. SMARTCANE DEVICE

A person with blindness can easily detect obstacles on ground, surface textures, pot holes etc. while travelling with a standard white cane. Smart Cane device is an electronic travel aid used in conjunction with a normal white cane that assists a visually impaired person in mobility and navigation. With this increased range, it warns the users about impending obstacles before possible collision happens and helps in finding collision-free paths. A Smart Cane solves the above challenges and empowers visually impaired through independent and safe mobility. Informs about presence of objects before actually touching the object with the cane and thus helps in preventing unwanted contact.



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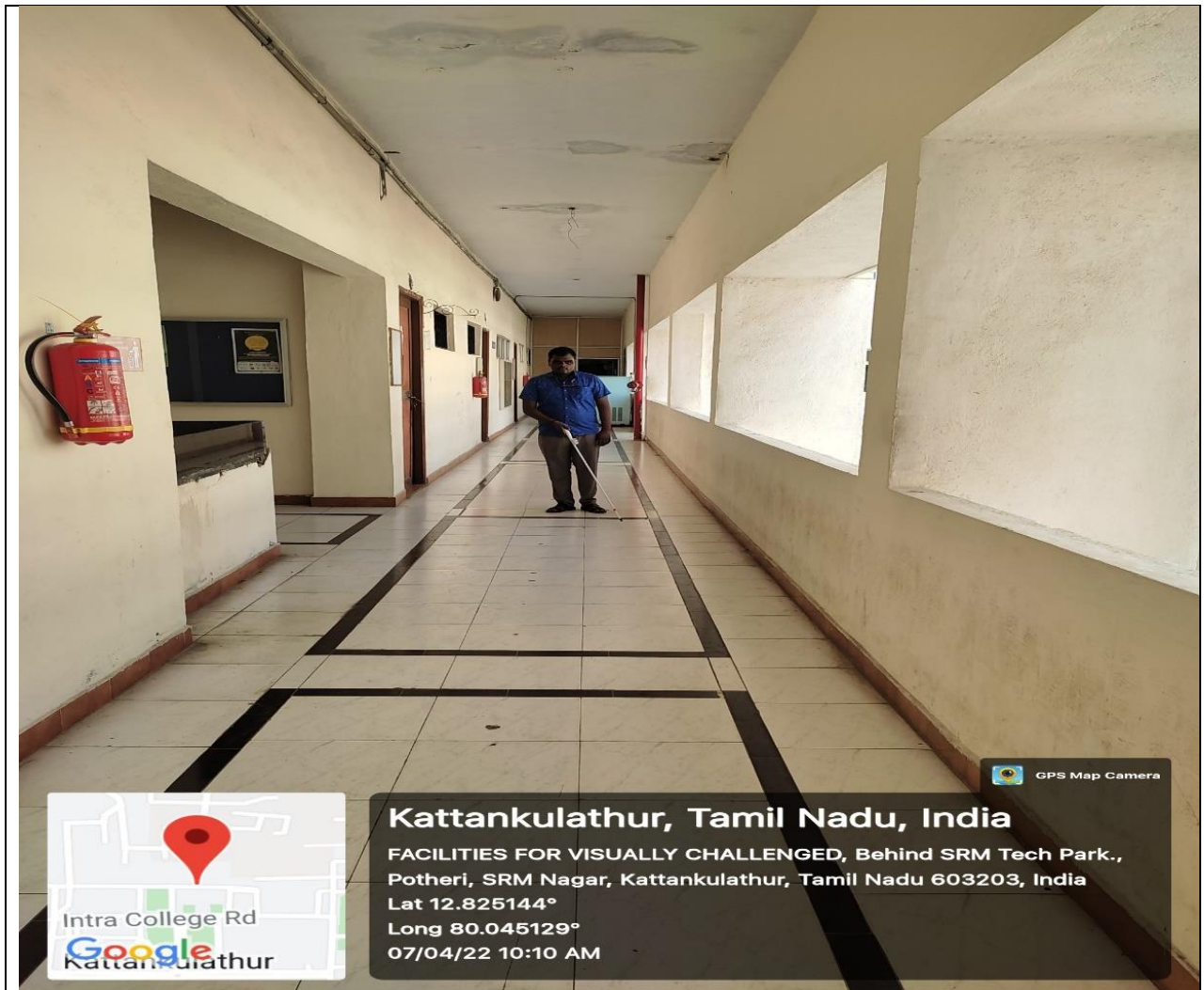


Fig. 5 Smart Cane device is an electronic travel aid used in conjunction with a normal white cane that assists a visually impaired person in mobility and navigation

5. LIFT FACILITY FOR VISUALLY CHALLENGED

Generally, if there is a single elevator, the buttons are to one side of it and very close. However, if there is a series of elevators, the button can be anywhere among them. In this case, the students can simply use the cane to find the walls dividing each elevator and reach out to locate if the buttons are there or not.



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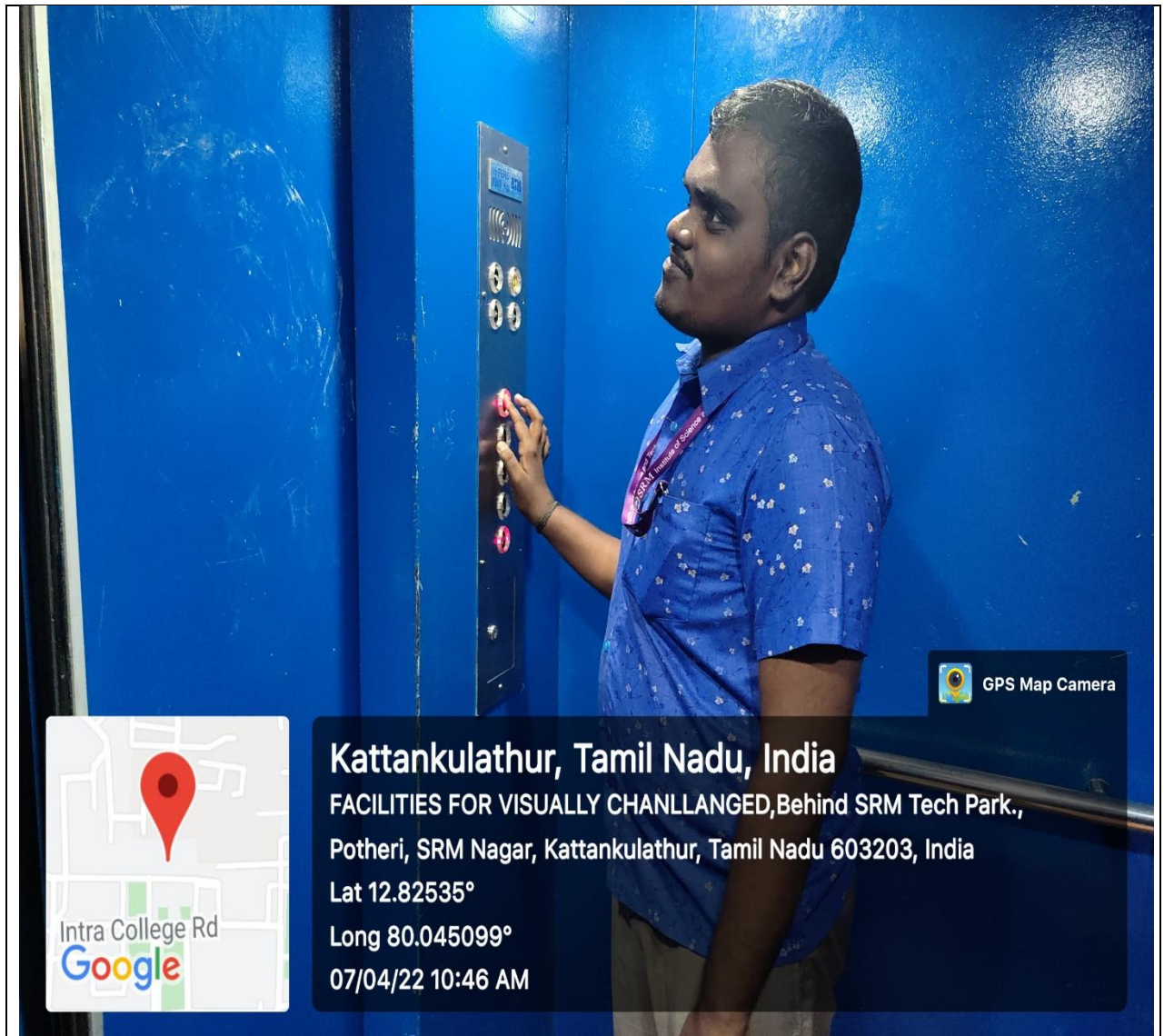


Fig.6 usage the cane to find the walls dividing each elevator and reach out to locate if the buttons are there or not.



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6. PLEXTALK

- ❖ Can play E- books.
- ❖ Allows users to listen MP3 music and FM radio
- ❖ Can record sound (Lectures in the classes)
- ❖ Allows users to back up the data
- ❖ Has an alarm
- ❖ Allows users to send and receive data by connecting to a computer
- ❖ Has a calculator feature

PLEXTALK offering better reading environments to people with visually impairment or print disability in the world by supplying accessible digital talking book players or recorders that comply with DAISY (*) standard.

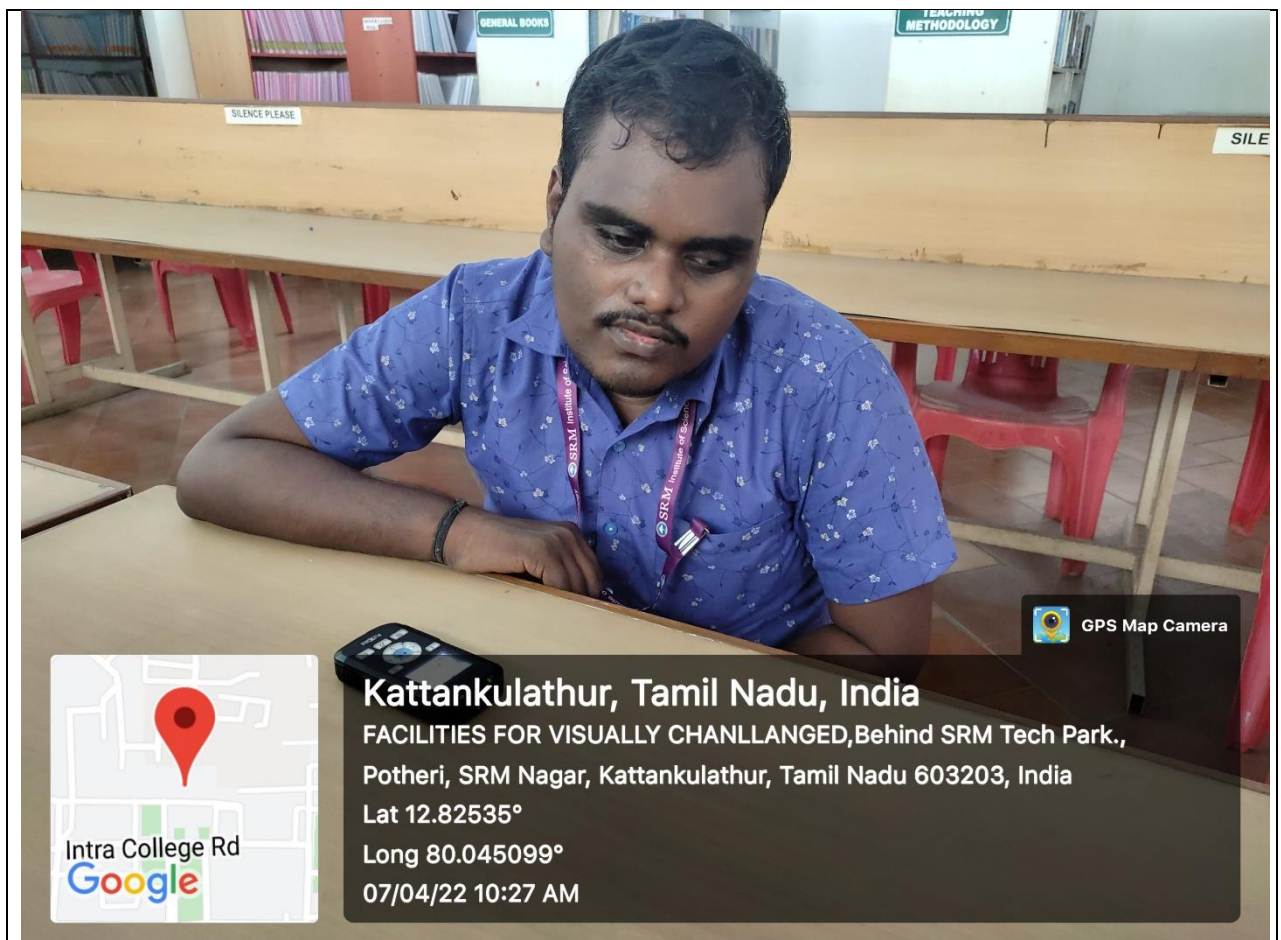


Fig. 7 Accessible digital talking book players or recorders that comply with DAISY (*) standard.

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7. JAWS and NVDA Software's

JAWS, Job Access with Speech, is the world's most popular screen reader, developed for computer users whose vision loss prevents them from seeing screen content or navigating with a mouse. JAWS provides speech and Braille output for the most popular computer applications on your PC.

Non Visual Desktop Access (NVDA) is a free and open source screen reader for the Microsoft Windows operating system. Providing feedback via synthetic speech and Braille, it enables blind or vision impaired people to access computers running Windows for no more cost than a sighted person. It reads the text on the screen in a computerized voice. You can control what is read to you by moving the cursor to the relevant area of text with a mouse or the arrows on your keyboard.



Fig. 8. JAWS provides speech and Braille output for the most popular computer applications on your PC.



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OFFICE OF THE CONTROLLER OF EXAMINATIONS

ORDINANCE FOR EXAMINATIONS



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Office of the Registrar
SRMIST
Control Copy
Approved in
44th Board of Management Meeting 28.7.2018
38th Academic Council Meeting 12.7.2018



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XIII. SPECIAL ARRANGEMENTS FOR AMANUENSIS / SCRIBES

1. A candidate may be allowed help of an amanuensis (writer) if:-
 - (a) he/she is blind;

OR

 - (b) he/she is permanently disabled to write with his/her own hand;

OR

 - (c) he/she is temporarily disabled to write, such as fracture of the right or left-arm, fore-arm or dislocation of a shoulder, elbow or wrist, etc.
2. For practical courses, no amanuensis / scribe are permitted
3. The candidate shall produce a certificate from a Professor of the specialty concerned of a Medical College/Institution, and where there is no Medical College/Institution, from the Civil Surgeon of the District concerned, to the effect that the candidate is unable to write his/her answer books because of the temporary disablement.
4. On the written request from the blind candidate(s) through the Head of the teaching Departments/Directors/Principals of the constituent colleges/institutions, the Superintendent in Chief or Controller of Examinations are authorized to appoint amanuensis in accordance with prescribed qualifications of the writer. Intimation with full particulars on the prescribed pro-forma will be sent to the University by Superintendent-in-Chief in the last packet. In case of the other handicapped persons, amanuensis will be appointed with the approval of the Vice-Chancellor.
5. In case a person's Physical handicap is such as to render him/her incapable of answering the paper in the prescribed time, an extra time up to one hour for a paper may be allowed. For blind persons, however, the extra time of one hour will be allowed.
6. The amanuensis should be lesser qualified person than the candidate (for UG, the scribe should be qualified not more than higher secondary level or equivalent and for PG, the scribe should



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be qualified not more than UG in a department not relevant to the student's discipline), but he/she must not have secured more than 55% marks in the Examination. The requirement of having obtained not more than 55% marks in the last examination may be relaxed if the qualification of the writer is more than two grades lower than that of the examinee.

7. Provided further that in case of Blind candidate amanuensis shall be of one grade lower in education than the candidate but he/she must have not secured more than 50% marks in the examination.
8. The Superintendent shall arrange for a suitable room for the disabled candidate and put on duty there one additional Assistant Superintendent for him/her out of the list supplied by the University Office.
9. The students after getting the consent of the Chief Superintendent of the Examinations should be present in the examination hall well before the commencement of the examinations along with the scribe and hand over the original documents mentioned.
10. The candidate other than blind person asking for writer on genuine medical grounds shall pay in advance to the University an additional prescribed fee per paper. No payment shall be made to the writer by the University which will be the responsibility of examinee himself/herself.
11. The amanuensis should neither be a blood relative of the student nor should be from the same faculty/degree/discipline.
12. The amanuensis should submit the following documents before the commencement of examinations:
 - (a) Original / Attested copy of the final degree /certificate of qualification and
 - (b) Identification card i.e. College / School / Voter ID/Driving license / Passport.



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6. The abstracts of the results are submitted to the approval of the Registrar and the Vice – Chancellor.

XVIII. DECLARATION AND PUBLICATION OF RESULT

1. The results are declared after getting approval from the Registrar and the Vice – Chancellor.
2. The results will be declared within fifteen working days from the last date of the end semester examinations.
3. The results are uploaded in the University website www.srmuniv.ac.in and are made available for about ten days from the date of declaration of results.

XIX. RECTIFICATION OF RESULTS

The Vice-Chancellor shall have power to quash the result of a candidate after it has been declared, if/that:

- (a) He/she is disqualified for using unfair means in the examination; or
- (b) A mistake has been found in his/her result; or
- (c) He/she has been found ineligible to appear in the examination; or
- (d) If so directed by a court of law of applicable jurisdiction.

XX. REVIEW / REVALUATION / RETOTALING OF ANSWER SCRIPTS

1. Students, who are aggrieved for improper evaluation of the answer scripts, can apply for review/ revaluation / re-totalling of answer scripts in the prescribed formats.
2. In case of review of answer scripts, the dates of review are fixed and are intimated to the students and faculty members well in advance. On the date of review, both student and faculty member, who have evaluated the answer scripts sit together and go through the answer scripts. If there is any modification in the mark, the faculty member has to give proper explanation and based on this explanation, the marks / grades will be revised and



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declared if need be. Thus, the transparency in the matter of evaluation and declaration of results are ensured.

3. In the case of re-valuation, the office of COE arranges for revaluation.
4. The examiners for revaluation who have not corrected the answer scripts previously are selected from the panel of examiners already approved by the Vice – Chancellor. If the revaluation mark is having a difference of more than 10%, a third examiner should evaluate the answer script and the average mark of the nearest two marks will be taken as the final. The Review/Revaluation / Re-totaling results are intimated to the students through the head of the institutions.
5. For retotaling, the office of the COE arranges for the same and the person nominated by COE should recheck the total marks awarded by the examiner. If there is any answer left uncorrected, the COE arranges an examiner once again for the evaluation of answer script.
6. Review / re-valuation / re-totaling of answer scripts are not permitted for practical / clinical / viva voce examinations.

XXI. STORAGE OF ANSWER SCRIPTS

All the answer scripts of theory and practical are stored at University for the purpose of review / re-totaling / re-valuation / any other issues related to the conduct of examinations for a period of one year (two semesters).

XXII. PRINTING AND DISTRIBUTION OF GRADE CARDS (TRANSCRIPTS) / MARK SHEETS

1. After the declaration of review/revaluation/retotaling results, the mark sheets/grade sheets are printed and distributed to the students through the concerned Head of the Institution.



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Phone : 011-26131576 - 78, 80
Website : www.aicte-india.org

F.No. AICTE/P&AP/Misc./2017



सत्यमेव जयते

अखिल भारतीय तकनीकी शिक्षा परिषद्

(भारत सरकार का एक सांविधिक निकाय)

मानव संसाधन विकास मंत्रालय, भारत सरकार

नेल्सन मंडेला मार्ग, वसंत कुंज, नई दिल्ली-110070

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(A Statutory Body of the Govt. of India)

Ministry of Human Resource Development, Govt. of India
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070

Date: 03.01.2018

POLICY & ACADEMIC PLANNING BUREAU **CIRCULAR**

To,

All Directors/Principals of AICTE approved institutions.

Sub:- Rights of Persons with Disabilities (PwD).

We would like to inform you that Indian Parliament on 14.12.2016 has passed Rights of Persons with Disabilities (PwD) Act, 2016 specifying various provision for rights of persons with disabilities. The copy of the above act is available on the website of the Govt. of India (www.disabilityaffairs.gov.in/upload/uploadfiles/files/RPWD%20Act%202016.pdf).

You are therefore requested to **formulate policies for the persons with disabilities in your organization** accordingly and comply with the provision of the above act.

(Prof. Rajive Kumar)
Advisor-I

Policy and Academic Planning Bureau



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रजिस्ट्री सं० डी० एल—(एन)04/0007/2003—16

REGISTERED NO. DL—(N)04/0007/2003—16



भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II — खण्ड 1

PART II — Section 1

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं० 59] नई दिल्ली, बुधवार, दिसम्बर 28, 2016/पौष 07, 1938 (शक)
No. 59] NEW DELHI, WEDNESDAY, DECEMBER 28, 2016/PAUSHA 07, 1938 (SAKA)

इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।
Separate paging is given to this Part in order that it may be filed as a separate compilation.

MINISTRY OF LAW AND JUSTICE (Legislative Department)

New Delhi, the 28th December, 2016/Pausha 17, 1938 (Saka)

The following Act of Parliament received the assent of the President on the 27th December, 2016, and is hereby published for general information:—

THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016

(No. 49 OF 2016)

[27th December, 2016]

An Act to give effect to the United Nations Convention on the Rights of Persons with Disabilities and for matters connected therewith or incidental thereto.

WHEREAS the United Nations General Assembly adopted its Convention on the Rights of Persons with Disabilities on the 13th day of December, 2006;

AND WHEREAS the aforesaid Convention lays down the following principles for empowerment of persons with disabilities,—

- (a) respect for inherent dignity, individual autonomy including the freedom to make one's own choices, and independence of persons;
- (b) non-discrimination;
- (c) full and effective participation and inclusion in society;
- (d) respect for difference and acceptance of persons with disabilities as part of human diversity and humanity;



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SEC. 1]

THE GAZETTE OF INDIA EXTRAORDINARY

3

(i) "establishment" includes a Government establishment and private establishment;

(j) "Fund" means the National Fund constituted under section 86;

(k) "Government establishment" means a corporation established by or under a Central Act or State Act or an authority or a body owned or controlled or aided by the Government or a local authority or a Government company as defined in section 2 of the Companies Act, 2013 and includes a Department of the Government;

18 of 2013.

(l) "high support" means an intensive support, physical, psychological and otherwise, which may be required by a person with benchmark disability for daily activities, to take independent and informed decision to access facilities and participating in all areas of life including education, employment, family and community life and treatment and therapy;

(m) "inclusive education" means a system of education wherein students with and without disability learn together and the system of teaching and learning is suitably adapted to meet the learning needs of different types of students with disabilities;

(n) "information and communication technology" includes all services and innovations relating to information and communication, including telecom services, web based services, electronic and print services, digital and virtual services;

(o) "institution" means an institution for the reception, care, protection, education, training, rehabilitation and any other activities for persons with disabilities;

(p) "local authority" means a Municipality or a Panchayat, as defined in clause (e) and clause (f) of article 243P of the Constitution; a Cantonment Board constituted under the Cantonments Act, 2006; and any other authority established under an Act of Parliament or a State Legislature to administer the civic affairs;

41 of 2006.

(q) "notification" means a notification published in the Official Gazette and the expression "notify" or "notified" shall be construed accordingly;

(r) "person with benchmark disability" means a person with not less than forty per cent. of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority;

(s) "person with disability" means a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others;

(t) "person with disability having high support needs" means a person with benchmark disability certified under clause (a) of sub-section (2) of section 58 who needs high support;

(u) "prescribed" means prescribed by rules made under this Act;

(v) "private establishment" means a company, firm, cooperative or other society, associations, trust, agency, institution, organisation, union, factory or such other establishment as the appropriate Government may, by notification, specify;

(w) "public building" means a Government or private building, used or accessed by the public at large, including a building used for educational or vocational purposes, workplace, commercial activities, public utilities, religious, cultural, leisure or recreational activities, medical or health services, law enforcement agencies, reformatories or judicial foras, railway stations or platforms, roadways bus stands or terminus, airports or waterways;

(x) "public facilities and services" includes all forms of delivery of services to the public at large, including housing, educational and vocational trainings, employment



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8

THE GAZETTE OF INDIA EXTRAORDINARY

[PART II—

(2) On and from the date of commencement of this Act, every guardian appointed under any provision of any other law for the time being in force, for a person with disability shall be deemed to function as a limited guardian.

(3) Any person with disability aggrieved by the decision of the designated authority appointing a legal guardian may prefer an appeal to such appellate authority, as may be notified by the State Government for the purpose.

Designation of
authorities to
support.

15. (1) The appropriate Government shall designate one or more authorities to mobilise the community and create social awareness to support persons with disabilities in exercise of their legal capacity.

(2) The authority designated under sub-section (1) shall take measures for setting up suitable support arrangements to exercise legal capacity by persons with disabilities living in institutions and those with high support needs and any other measures as may be required.

CHAPTER III

EDUCATION

Duty of
educational
institutions.

16. The appropriate Government and the local authorities shall endeavour that all educational institutions funded or recognised by them provide inclusive education to the children with disabilities and towards that end shall—

(i) admit them without discrimination and provide education and opportunities for sports and recreation activities equally with others;

(ii) make building, campus and various facilities accessible;

(iii) provide reasonable accommodation according to the individual's requirements;

(iv) provide necessary support individualised or otherwise in environments that maximise academic and social development consistent with the goal of full inclusion;

(v) ensure that the education to persons who are blind or deaf or both is imparted in the most appropriate languages and modes and means of communication;

(vi) detect specific learning disabilities in children at the earliest and take suitable pedagogical and other measures to overcome them;

(vii) monitor participation, progress in terms of attainment levels and completion of education in respect of every student with disability;

(viii) provide transportation facilities to the children with disabilities and also the attendant of the children with disabilities having high support needs.

Specific
measures to
promote and
facilitate
inclusive
education.

17. The appropriate Government and the local authorities shall take the following measures for the purpose of section 16, namely:—

(a) to conduct survey of school going children in every five years for identifying children with disabilities, ascertaining their special needs and the extent to which these are being met;

Provided that the first survey shall be conducted within a period of two years from the date of commencement of this Act;

(b) to establish adequate number of teacher training institutions;

(c) to train and employ teachers, including teachers with disability who are qualified in sign language and Braille and also teachers who are trained in teaching children with intellectual disability;

(d) to train professionals and staff to support inclusive education at all levels of school education;



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3.6.1.1.3 Guide lines for the written examinations for the persons with disabilities by ministry of social justice and empowerment.



ज्ञान-विज्ञान विमुक्तये

प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग

University Grants Commission

(मानव संसाधन विकास विभाग, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)

बहादुर शाह जफर मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002

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Fax : 011-2323 8858

E-mail : secy.ugc@nic.in

F.No.6-2/2013(SCT)

January, 2019

The Registrar,
All Universities/Deemed to be Universities

14 JAN 2019

Sub: - Guidelines for conducting written examination for Persons with Benchmark Disabilities.

Sir/Madam,

The undersigned is directed to forward herewith a copy of the O.M. No.3402/2015-DD-III dated 29.8.2018 of Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities, New Delhi received through Ministry of HRD, New Delhi regarding "Guidelines for conducting written examination for Persons with Benchmark Disabilities". The Central Government (D/oEPwD) has laid down the Guidelines for conducting written examination for persons with Benchmark Disabilities, 2018 in supersession of the earlier Guidelines issued vide OM No.F.16-110/2003-DD.III dated 26.02.2013.

You are requested to take immediate action as per the above guidelines. These guidelines may also be circulated to the constituent and affiliated colleges for strict compliance.

Yours sincerely,

(.Rajnish Jain)

Encl: As above.



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F. No. 34-02/2015-DD-III

Government of India

Ministry of Social Justice & Empowerment

Department of Empowerment of Persons with Disabilities (Divyangjan)

Pt. Deendayal Antyodaya Bhawan,
C.G.O. Complex, New Delhi - 110003

Dated: the 29th August, 2018

Office Memorandum

16/9
80/8/18
27/9
23/10/18
29/8/18
29/8/18

Subject: Guidelines for conducting written examination for Persons with Benchmark Disabilities

The undersigned is directed to say that this Department had issued the guidelines for conducting written examination for persons with disabilities defined in terms of erstwhile Persons with Disabilities (Equal Opportunities, Protection for Rights and Full Participation) Act, 1995 vide OM No. 16-110/2003-DD.III dated 26/02/2013. The Department had constituted a Committee under the Chairmanship of Secretary, DEPwD in March, 2015 to review the said guidelines based on the issues raised by Union Public Service Commission and others. Meanwhile the Central Government enacted the Rights of Persons with Disabilities Act, 2016 (RPwD Act, 2016) which came into force from 19.04.2017. The Act provides for reservation in Government jobs for persons with benchmark disabilities as defined under section 2(r) of the said Act.

Based on the findings of the Committee, the Central Government hereby lays down the revised guidelines for conducting written examination for persons with benchmark disabilities in supersession of the earlier guidelines issued vide OM No. 16-110/2003-DD.III dated 26/02/2013 as under:

I. These guidelines may be called as "Guidelines for conducting written examination for persons with benchmark disabilities 2018".

II. There should be a uniform and comprehensive policy across the country for persons with benchmark disabilities for written examination taking into account improvement in technology and new avenues opened to the persons with benchmark disabilities providing a level playing field. Policy should also have flexibility to accommodate the specific needs on case-to-case basis.

III. There is no need for fixing separate criteria for regular and competitive examinations.

Use Coord



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IV. The facility of Scribe/Reader/Lab Assistant should be allowed to any person with benchmark disability as defined under section 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him/her.

In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/reader/lab assistant shall be given, if so desired by the person.

In case of other category of persons with benchmark disabilities, the provision of scribe/reader/lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at **APPENDIX-I**.

V. The candidate should have the discretion of opting for his own scribe/reader/lab assistant or request the Examination Body for the same. The examining body may also identify the scribe/reader/lab assistant to make panels at the District/Division/ State level as per the requirements of the examination. In such instances the candidates should be allowed to meet the scribe **two days** before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.

VI. In case the examining body provides the scribe/reader/lab assistant, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe/reader should always be matriculate or above.

In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The persons with benchmark disabilities opting for own scribe/reader should submit details of the own scribe as per proforma at **APPENDIX-II**.

VII. There should also be flexibility in accommodating any change in scribe/reader/lab assistant in case of emergency. The candidates should also be allowed to take more than one scribe/reader for writing different papers especially for languages. However, there can be only one scribe per subject.

VIII. Persons with benchmark disabilities should be given, as far as possible, the option of choosing the mode for taking the examinations i.e. in Braille or in the computer or in large print or even by recording the answers as the examining bodies



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can easily make use of technology to convert question paper in large prints, e-text, or Braille and can also convert Braille text in English or regional languages.

IX. In case, the persons with benchmark disabilities are allowed to take examination on computer system, they should be allowed to check the computer system one day in advance so that the problems, if any in the software/system could be rectified. Use of own computer/laptop should not be allowed for taking examination. However, enabling accessories for the computer based examinations such as keyboard, customized mouse etc should be allowed.

X. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the examining body should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.

XI. The disability certificate issued by the competent medical authority at any place should be accepted across the country.

XII. The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are allowed use of scribe/reader/lab assistant. All the candidates with benchmark disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5.

XIII. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.

XIV. Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.

XV. As far as possible, the examining body should also provide reading material in Braille or E-Text or on computers having suitable screen reading software for open book examination. Similarly online examination should be in accessible format i.e. websites, question papers and all other study material should be accessible as per the international standards laid down in this regard.



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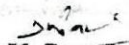
XVI. Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment.

XVII. As far as possible the examination for persons with disabilities should be held at the ground floor. The examination centres should be accessible for persons with disabilities.

2. It is requested to ensure that the above guidelines are scrupulously followed while conducting examination for persons with benchmark disabilities. All the recruitment agencies, Academics/Examination Bodies etc. under the administrative control of each Ministry/Department may be advised appropriately to ensure compliance of implementing these guidelines. Action taken in this regard may be intimated to this office.

3. The above guidelines are issued with the approval of Hon'ble Minister (Social Justice & Empowerment).

Yours faithfully,


(D.K. Panda)

Under Secretary to the Government of India
Tele. No. 24369059

To

1. Secretary of all Ministries/Department.
2. Secretary, UPSC, Shahjahan Road, New Delhi.
3. Chairman, SSC, Block No.12, CGO Complex, Lodhi Road, New Delhi-110003.
4. Chairman, University Grants Commission with a request to issue necessary instructions to all universities including Deemed Universities for compliance.
5. Chairman, Railway Board
6. All National Institutes and RCI under administrative control of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of SJ&E, New Delhi.

Copy for information to: CCPD, Sarojini Bhawan, Bhagwan Dass Road, New Delhi



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APPENDIX- I

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o _____ a resident of _____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a
Government health care institution

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Prthopaedic specialist/PMR).



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APPENDIX- II

Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the District _____ (name of the State). My qualification is _____.

I do hereby state that _____ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:



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IV. Differently-Abled Scholarship

Objective: Instituted in the year 2012, the scholarship aims to support students with Locomotor / Orthopaedic disability, visually impaired. Speech & Hearing impaired. Mental disability, Multiple disabilities etc., and facilitate their academic pursuit.

Who can apply?

Any student who fall under the above category of disability and need additional institutional support of any kind, that includes financial support.

Sl. No	Sub Category	Prerequisites	Additional Requirements / Remarks	Conditions for renewal
1	Locomotor / Orthopaedic disability	• Must have admitted in a regular program offered by SRMIST	NIL	• Must apply every year within the stipulated date
2	Visually impaired			• No disciplinary action/malpractice
3	Speech & Hearing impaired	• Must submit disability certificate from the appropriate govt, authority		• Subject to the recommendation of the scholarship committee
4	Mental disability			
5	Multiple disabilities			

Important Note:

- The authorities of SRMIST have the right to revoke the scholarship if the student is found to have a track record of misbehaviour, indiscipline, indulgence in any malpractice or fraudulence, or any other reason which compromises the reputation of the institute.
- The decision of the scholarship committee is final and binding.



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Science and Humanities					
S. No	Department	Number of physically challenged people	Number of Male / Female	Types of disabilities	Mention the percentage of disabilities
1	Commerce	1	1	Locomotor / Orthopedic Disability	75%
2	Teacher Education	1	1	Visually Impaired	100%
3	Computer Science	Nil	Nil	None	0

Engineering & Technology					
S. No	Department	Number of physically challenged people	Number of Male / Female	Types of disabilities	Mention the percentage of disabilities
1	NWC	Teaching Staff	One	Locomotor / Orthopedic Disability	40%
2	DSBS	1	1	Locomotor / Orthopedic Disability	33
3	Computer Science and Engineering	1	1	Locomotor / Orthopedic Disability	60
4	Directorate of Campus Administration	6	6	Locomotor / Orthopedic Disability	7
5	E. I. E	1	One male	Locomotor / Orthopedic Disability	70
6	Delhi - NCR, Modinagar Campus	NIL	NIL	None	NIL
7	Food Process Engineering	0	0	None	0



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8	Physics and Nanotechnology	1	Male	Locomotor / Orthopedic Disability	60%
9	Civil Engineering	2	2 Male	Locomotor / Orthopedic Disability	80 and 50 Percentage
10	Computing Technologies (CTECH)	1	1	Visually Impaired	40%
11	Computing technologies	3	2 Male and 1 female	Locomotor / Orthopedic Disability	Locomotor - female-75, Locomotor - Male -55, Orthopedic-Male- 10 to 15%

Medical College and Hospital Research Center

S. No	Department	Number of physically challenged people	Number of Male / Female	Types of disabilities	Mention the percentage of disabilities
1	School of Public Health	Nil	Nil	Multiple Disabilities	Nil
2	DEPARTMENT OF COMMUNITY MEDICINE	1	FEMALE - 1	Locomotor / Orthopedic Disability	40%
3	Physiotherapy	Nil	-	None	-
4	SRM COLLEGE OF PHYSIOTHERAPY	NIL	NIL	None	NIL
5	Physiotherapy	Nil	Nil	None	0
6	SRM College of physiotherapy	Nil	Nil	None	Nil
7	NEPHROLOGY	0	NA	None	NA



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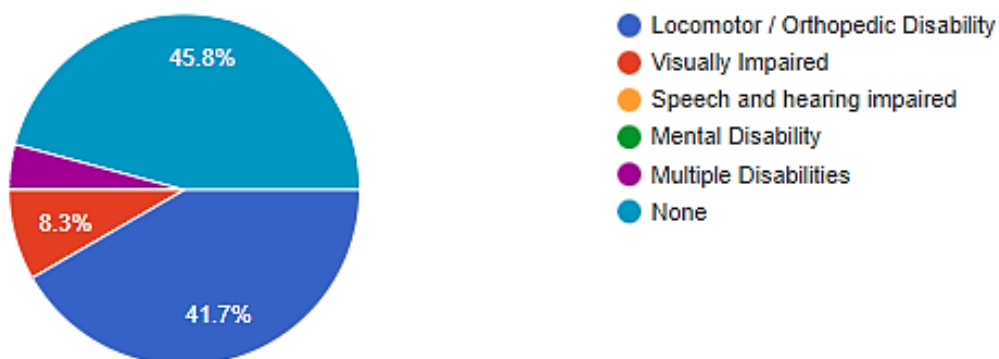
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School of Law					
S. No	Department	Number of physically challenged people	Number of Male / Female	Types of disabilities	Mention the percentage of disabilities
1	School of Law	Nil	17 Male / 18 Female (only Faculties)	None	Not Applicable
2	School of Law	Nil	Nil	None	not applicable

Agriculture					
S. No	Department	Number of physically challenged people	Number of Male / Female	Types of disabilities	Mention the percentage of disabilities
1	College of Agricultural Sciences	nil	nil	None	nil

Types of disabilities

24 responses



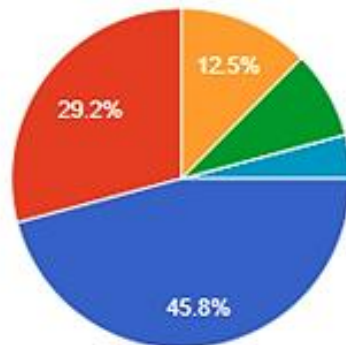


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Faculty

24 responses



- Engineering & Technology
- Medical College and Hospital Research Center
- Science and Humanities
- Law
- Management
- Agriculture