



**POLICY ON INCLUSION  
OF  
DIFFERENTLY-ABLED PERSONS  
(VERSION 1.0)**

**Approved in the 25<sup>th</sup> Governing Body Meeting  
Vide Agenda Item GB 25.16, Dated 29 February, 2024**

## **POLICY ON INCLUSION OF DIFFERENTLY ABLED PERSONS**

United Nations Convention on the Rights for Persons with Disabilities (UNCRPD, 2008) defines persons with disabilities as those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others. Persons with Disabilities Act, 2016 indicates that differently-abled persons should have access to education at all levels. It emphasizes effective measures to ensure that people with disabilities enjoy their rights equally with others. National Education Policy 2020 (NEP 2020) also emphasizes equity and inclusion in higher education. Chitkara University endeavours to provide a safe, inclusive, accepting environment to differently-abled students. The University is following University Grants Commission (2022) guidelines for Higher Education for Persons with Special Needs (HEPSN). The policy may be considered as a guideline as the University goes further in creating and providing an inclusive atmosphere to differently-abled students. The policy emphasizes inclusivity and non-discrimination.

### **1. Flexibility in Admissions**

Ensure that the reservation policy for persons with benchmark disability is implemented for admissions to various programmes in the university, providing exemptions and concessions for choice of courses and examinations as per guidelines of Directorate of Higher Education respectively.

- a) Relaxation upto 5% so that students with slightly lower grades can be considered.
- b) On the basis of their qualifications and strengths, the students will be offered courses best suited to them.

### **2. Disabled Friendly Infrastructure**

University creates a physically accessible and thus barrier free infrastructure in lines with the guidelines of **Sugamya Bharat Abhiyan** directed by Department of

Empowerment of Persons with Disabilities (DEPWD) for achieving universal accessibility for Persons with Disabilities (PwDs) on December 3,2015. The infrastructure facility in alignment with UGC guidelines are listed as:

- a) Wheelchair - Wheelchairs are available in the dispensary, hostel, main reception of the campus, and in the School of Nursing. The dispensary is accessible 24\*7.
- b) Ramps- Ramps are provided for all buildings, with railings, to enable accessibility to buildings. The concerned sign ages are also displayed prominently.
- c) Lifts- Lifts are spacious, safe and energy saving. Braille enabled switchboards in the lifts.
- d) Golf Carts - Battery operated Golf Carts are used in campus for internal movement. These shall be made available to the physically disabled if they need them.
- e) Washrooms – “Divyangjan Friendly” washrooms are provided on the ground floors of buildings.
- f) Lower Height Food Counters - Providing a Low – height counter as well as seating where people on wheelchairs can also be accommodated.
- g) Attendants can be provided to assist the students.
- h) Tactile paths and sign ages are provided in the two main offices for easy access to the divyangjan.

### **3. Faculty and Staff Training**

- a) Regular training and sensitization of faculty and staff
- b) Orientation programs organized for faculty and staff

### **4. Enabling Centre – A special committee constituting faculty, staff, special educators and experts**

- a) Guidance and Counseling services provided by the Enabling Centre
- b) All doubts and queries of differently-abled students catered to by the

committee members

#### **5. Mentor-Mentee System**

- a) A mentor is provided to each student to help them with their academic, emotional, and personal issues.

#### **6. Co-curricular Activities**

- a) Focus on over all development of the students
- b) Activities common for all students and specific activities for DAP organized

#### **7. Assistive Devices Support**

- a) Some assistive devices like screen reading software, low-vision aids, mobility devices, hearing aids, communication aids, Braille books, memory aids, etc provided
- b) Provision of individual assistive devices is subject to UGC recommendations and funding

#### **8. Curriculum Design and Development**

The disability policy is applicable for the students of undergraduate, post graduate and doctorate degree of all schools/departments of Chitkara University, Punjab who have a benchmark disability and special needs and can benefit from reasonable accommodations made by the university to improve physical and curriculum accessibility from them.

#### **9. Accessible Examination System**

University ensures provisions for Concessions in Examinations for students with benchmark disabilities:

- a) For persons with benchmark disabilities in the category of blindness, loco motor disability and cerebral palsy, the facility of scribe/reader/lab assistant shall be given (**see Annexure-1**), if so desired by the person.
- b) 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 healthcare institution or by Registered Medical Practitioner.

c) Compensatory time (20 mins per hour) for attempting exams

## **10. Job Opportunities**

a) Job opportunities provided by synergizing with NGOs, and other organizations.

## **REFERENCES**

- University Grants Commission guidelines pertaining to disability (2022) :  
[https://www.ugc.ac.in/pdfnews/8572354\\_Final-Accessibility-Guidelines.pdf](https://www.ugc.ac.in/pdfnews/8572354_Final-Accessibility-Guidelines.pdf)
- New Education Policy, Government of India, Ministry of Human Resource Development (2020) Retrieved from : <https://www.mhrd.gov.in/nep-new>  
[Last accessed on 16 Oct, 2023].
- The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act (1995). Available from :  
[http://www.disabilityaffairs.gov.in/upload/uploadfiles/files/PWD\\_Act.pdf](http://www.disabilityaffairs.gov.in/upload/uploadfiles/files/PWD_Act.pdf)  
[Last accessed on 16 Oct,2023]
- United Nations, United Nations Convention on the Rights of Persons with Disabilities (2006) Retrieved from :  
<https://www.un.org/development/desa/disabilities/convention-on-the-rights-of-persons-with-disabilities/convention-on-the-rights-of-persons-with-disabilities-2.html>. [Last accessed on 16 Oct,2 023]

One attested  
passport size  
photograph of  
the writer to be  
pasted here and  
Second stapled.



Candidate must  
paste here  
his/her recent  
attested  
passport size  
Photograph.

ANNEXURE - 1

CHITKARA UNIVERSITY

APPLICATION FOR APPOINTMENT OF SCRIBE

1. Name of the candidate (in capital letters) \_\_\_\_\_
2. Father's name Sh. \_\_\_\_\_
3. Complete residential address \_\_\_\_\_  
\_\_\_\_\_  
Phone No. \_\_\_\_\_
4. Name of Examination in which to appear \_\_\_\_\_
5. Whether a regular/re-appear candidate \_\_\_\_\_
6. Name of the Programme \_\_\_\_\_  
\_\_\_\_\_
7. University Roll No. \_\_\_\_\_
8. Year/Session \_\_\_\_\_
9. No. of papers in which appearing \_\_\_\_\_
- 10 Whether blind/permanently disabled/  
Temporarily Disabled \_\_\_\_\_
11. Name of the engaged writer & address Ms/Mr. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Father's name Sh. \_\_\_\_\_
13. Class in which studying/Passed \_\_\_\_\_

**I understand that (i)** the engaged writer is one / more than one grade lower than me. **(ii)** the facts and particulars given above are correct and nothing has been concealed. The permission may please be granted to engage the person (mentioned at Sr. No. 11) as my writer for the examination, mentioned at Sr. No. 4 above.

16. (a) *I agree to be his/her writer.*  
\_\_\_\_\_  
(Signature with date of the writer)

16. (b) (Signature of the candidate)  
Date \_\_\_\_\_

**Documents attached:**

1. Medical Certificate (Original & Photocopy).
2. Two attested passport size photographs of writer.
3. Writer's qualification certificate (attested photocopy).
4. University fee receipt in original (if applicable).

*The application is recommended  
for appointment of a writer.*

(Signature of approving official)

- 1. The college/USOL candidates must get the form recommended and signed from the Head of the Institute.**
- 2. The following documents must be attached with the application form:**
  - i) One attested passport size photograph of the applicant pasted at the relevant column.
  - ii) Medical Certificate (**Please attach Original Medical Certificate from the C.M.O. of the District / Professor of specialty concerned of a recognized Medical College, recommending the help of a writer alongwith photocopy of the same.**)
  - iii) Two attested passport size photographs of the writer (one pasted at the relevant column and other stapled.)
  - iv) Writer's qualification certificate (attested photocopy).
  - v) The signature of the writer as token of having agreed to be writer must be obtained at 16 (a), overleaf.
  - vi) University fee receipt in original. {**As a special Supervision fee @Rs.485/- per paper.** (Not applicable in the case of blind and permanently disabled candidates, as per Syndicate decision dated 19.11.2005, Para 17)}.
- 3. The engaged writer should be one or more than one grade lower than the candidate and a certificate duly attested be attached. (In case the writer is only one grade lower, a certificate may also be attached stating that he / she did not secure more than 50% marks in the last examination / house examinations).**