



**CHRIST**  
COLLEGE (AUTONOMOUS)  
IRINJALAKUDA, KERALA

# POLICY APPLYING TO PERSONS WITH DISABILITIES

**QUALITY POLICY**

Area : Special Care

# POLICY APPLYING TO PERSONS WITH DISABILITIES

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## CONTROL

Area: Special Care	POLICY 111/2020	NO:	Document Owner: Principal
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## POLICY

The policies and procedures enlisted here make sure that Christ college upholds the spirit of social inclusion of persons with disabilities. All facilities should be accessible to persons with disabilities (students & teachers) without time delay and in quality. The additional facilities enlisted here should be provided to eligible students. Christ college believes in Equal Opportunity for all students including differently-abled. 'Bahuswara the disability cell' of Christ college includes differently-abled students, volunteers and teaching staff.

## ADMISSION TO STUDENTS WITH DISABILITY

### PROCEDURE

College strictly follows Guidelines of University of Calicut to give admission to disabled students. Separate admission counter should be provided during the admission process to speed up the admission process. The Coordinator of disability cell and volunteers helps the students and their parents during the admission process.

### RESPONSIBILITY

Coordinator of disability cell, Admission In Charge, Principal

## SCRIBE FACILITIES & GRACE MARKS

### PROCEDURE

Both visually impaired students and students having motor disability to write exams are provided with assistance to write the written exams in the College. Students who need assistance to write exams (scribe), should request to Principal well in advance. The requests after approval are sent to Pareeksha Bhavan (Examination Office) by the Examination section in the Administrative Office. The list of such students is sent to Chief Exam Superintendent from the office of Controller of Examinations. The Examination Superintendent arranges ground floor examination halls for disabled students and intimates the requirement of volunteers to act as scribes to NSS Programme Officer and

Coordinator of Disability Cell. NSS Programme Officer/Coordinator of Disability Cell selects students as scribe as per the guidelines of University of Calicut.

Grace marks are provided to eligible students as per guidelines of University of Calicut.

#### RESPONSIBILITY

Principal, Controller of Examinations, Administrative Office, Chief Exam Superintendent, NSS Programme Officer, Coordinator-Disability Cell

#### SPECIAL VEHICLE PASS, PARKING & WHEEL CHAIR

#### PROCEDURE

Students with disabilities can enter the college premises using the special vehicle pass and can park their vehicles close to classrooms. Eligible students should submit the application to Principals Office. Vehicle passes are issued from IQAC Office. The list of vehicles which are given special pass is forwarded to the Security Office. The list of students who need wheel chairs are forwarded to Principal by the Coordinator of Disability Cell. Principal distributes the wheel chairs available in the college. Actions should be taken if additional wheel chairs are necessary

#### RESPONSIBILITY

Principal, IQAC Coordinator, Security Office, Coordinator-Disability Cell

#### AUDIO BOOKS FOR BLIND (SRAVYAM)

#### PROCEDURE

Visually impaired students can make use of the virtual audio library (SraVyam) in the E-Repository; DSpace@CHRIST. If books are not available in the library, students can request to the librarian. The librarian forwards the request to NSS Programme Officer / Coordinator-Disability Cell, who arranges the audio version of the book to be recorded. The recorded audio books are distributed to students after keeping E- copy in the college E-repository for the benefit of future use. Visually impaired students can access the audio books of National Sugamya Pusthakalaya in which College is a member.

#### RESPONSIBILITY

Principal, Coordinator of disability cell, Librarian, NSS Programme Officer

#### RAMPS AND TOILETS

## PROCEDURE

Ramps and lifts should be sufficient to reach most of the classrooms. There should be sufficient number of disabled friendly toilets. The Coordinator-disability cell who is in close contact with the disabled students informs Principal, the need of additional ramps and disabled friendly toilets. Principal in consultation with Finance Officer (Bursar) undertakes new constructions if necessary

## RESPONSIBILITY

Principal, Coordinator of disability cell, Bursar

## FEEDBACK

Christ College staff and students may provide feedback about this document by emailing [iqac@christcollegeijk.edu.in](mailto:iqac@christcollegeijk.edu.in)

## APPROVAL AND REVIEW DETAILS

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