



POLICY FOR THE SPECIALLY ABLED

1. INTRODUCTION:

As 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, **The NorthCap University** 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

The NorthCap University 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 University 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 University to refuse an otherwise qualified candidate a place on the grounds that appropriate conditions of study cannot be provided by the University will be subject to ratification by a Committee so constituted for the 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 the University will give feedback to the applicant, and/or any other relevant body.
3. The University 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 students.
4. Faculty will be designated 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 procedures must be supported by medical or other evidence. Advice and assistance on obtaining such evidence will be provided by the Controller of Examinations.

B: STAFF

6. Job descriptions will include a statement which conveys the willingness of the University to make all possible, reasonable adjustments required by applicants to assist them in the applications and interview process.
7. The University 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.
8. 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.
9. Where the proposed adjustments are deemed by the University not to be reasonable, such a decision must be confirmed by the Vice Chancellor/Pro – Vice Chancellor.
 10. The University'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.
11. All reasonable adjustments will be made to assist specially abled members of staff in participating in training and development activities.

C: STUDENTS AND STAFF

12. The University will take all reasonable steps, within available resources, to attempt participation by specially abled students and staff in all aspects of University life on equal terms with other students and staff of the University, thereby complying fully with the relevant legislation from time to time.
13. 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 within available resources, the full and effective involvement of specially abled people, and compliance with the legislative provisions. To support that programme, the University 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.
14. 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 chair. Toilet facility to be upgraded to provide easy access & usage. Physical access to the estate be periodically reviewed.

D: CONCLUSION

15. The University 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 University and all concerned. All staff and students also have a personal responsibility to adhere to and apply this policy in letter spirit for an enabling environment for all differently abled.

E: COMPLAINTS PROCEDURE

16. The University endeavours to provide an environment which is supportive and fair. Where problems relating to the operation of this policy do occur students and staff are encouraged to advise an appropriate member of staff as soon as possible. Where a complaint is not dealt with to the satisfaction of the complainant 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 Deputy Registrar, 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 Vice Chancellor/ Pro – Vice Chancellor. The University is committed to do all within its power to resolve swiftly complaints brought by specially abled students, staff and visitors.