



**Avinashilingam Institute for Home Science and Higher Education for Women**  
(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956  
Re-accredited with 'A++' Grade by NAAC. Recognised by UGC Section 12 B  
Coimbatore – 641 043, Tamil Nadu, India

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

# CONTENTS

1. **Preamble**
2. **Differently Abled (Divyangjan) Friendliness, Barrier Free facilities in the campus**
3. **Physical Accessibility**
  - I. **Buildings with Ramp and Rail**
    1. Main Auditorium
    2. Library Entrance
    3. Finance Section
    4. Administrative Block
    5. Science Block
    6. Library Block
    7. Home Science Block
    8. Special Education Block
    9. Early Childhood Education Centre
    10. Shrine
    11. Faculty of Engineering - Satellite Campus
    12. School of Education - Satellite Campus
    13. Students Hostel - Satellite Campus
  - II. **Building with Elevator (with Braille Inscription and Telephone Facilities)**
    1. Administrative Block
    2. Home Science Block
    3. Home Science / Arts and Humanities Block
    4. Library Block with accessibility to Computer Science and Commerce department
    5. Shrine
  - III. **Availability of Accessible Toilet**
    1. Accessible toilets fully automatic for persons with movement impairment
    2. Rail facility in one toilet in each floor.

#### **IV. Facilities for Easy Movement**

1. Battery Car
2. Wheel Chair at the entrance of Administrative Block
3. Wheel Chair at the entrance of Special Education Block
4. Wheel chairs for Movement Impaired Persons
5. Mobility Cane (Long cane & Electronic)

#### **4. Print Accessibility**

1. Screen Reading Software
2. Magnification Software
3. Digital Book Production Unit
4. Refreshable Braille Display (Seika)
5. Computerized Braille Printer
6. Print to Braille Converter Software
7. Print accessibility facilities in the Library
8. Photo Copier for Large Print
9. One hand computer key board
10. Foot mouse

#### **5. Communication Accessibility**

1. Sign Language Trainer
2. Sign Language Certificate Course
3. Computer Based Speech Trainer

#### **6. Signage**

1. Tactile path – School of Education - (Satellite Campus)
2. Tactile path – Special Education Block
3. Reflective tape for Stairs
4. Reflective coated Speed Break
5. Display Board – Braille (Visually Impaired)

#### **7. Accessible Website (Electronic Accessibility)**

#### **8. Enabling Unit**

#### **9. Disability Coordination Committee**

#### **10. Accessible Audit Report**

#### **11. Government Policies and Provisions**

## 1. PREAMBLE

The World Health Organization (WHO) and the World Bank published the first-ever world report (2011) on disability, which stated that one billion people, or 15% of the world's population, experience some form of disability. The Indian Constitution of India no doubt covers the entire Indian citizens whether in good health or disabled. The Constitution guarantees Indian citizens, including persons with disabilities with the right of expression, faith, beliefs, justice, worship, equal opportunity and status as well as liberty of thought. Article 15(1) enjoins on the Government not to discriminate against any citizen of **India** (including **disabled**) on the ground of religion, race, caste, sex or place of birth. ... Every **person** including the **disabled** has his life and liberty guaranteed under Article 21 of the Constitution.

The evolution of the disability rights movement (DRM) in India spans over four decades. Overall, what started as scattered demands for rights for people suffering from disability has today developed into an issue area that is the subject of many academic works.

The Rights of Persons with Disabilities Act, 2016 (the “**Disabilities Act, 2016**”) along with the Rights of Persons with Disabilities Rules, 2017 (together, the “**Disability Law**”) has been enacted by the Indian government.

The new Disability Law gives effect to the principles of the *United Nations Convention on the Rights of Persons with Disabilities (2006) ratified in India in October 2007*. The Disability Law *inter alia* seeks to protect disabled persons from various forms of discrimination, increases measures for effective participation and inclusion in the society, and ensures equality of opportunity and adequate accessibility. The law forces that Public places whether government or private, are to be made accessible to differently-abled people in every possible manner within the time frame suggested by the government. This is an initiative for making the “Prime Minister’s Accessible India Campaign” stronger. All the educational institutions of the country whether funded or recognized by the government have to provide all-inclusive education to differently-abled students.

The Avinashilingam Institute for Home Science and Higher Education for Women (AIHSHE), Coimbatore, has done its pioneering role in launching various schemes and programmes to promote the education of disabled and became a trend setter in normalizing them in the mainstream for the last three decades. The Institute realizing its social responsibility

promotes higher education for the women with disabilities since 1992 and thus far 192 students most of them from rural background completed their education and are successfully employed. In compliance with the Polices/Act and Regulations of the Government of India and the State Government of Tamil Nadu, the Institute takes action for ensuring the rights of persons with disabilities. This information brochure briefs on the accessibility features established at this Institute to alleviate the difficulties faced for their day-today functioning.

## **2. DIFFERENTLY ABLED (DIVYANGJAN) FRIENDLINESS, BARRIER FREE FACILITIES IN THE CAMPUS**

The AIHSHE designed barrier free environment which enables persons with disabilities to move about freely and safely and thus providing an environment that supports independent functioning of Divyangjan so that they can participate without assistance in everyday activities. The fundamental principles in developing standards and norms for various facilities for Divyangjan for their safety, convenience and usability have been adopted in the accessibility creation. The special facilities created in this Institute are presented in this Brochure

## **3. PHYSICAL ACCESSIBILITY**

Physical accessibility states the environmental accessibility to accommodate each person's needs and preference. Our Institute constructed buildings with Ramp and Rail, elevator, Accessible toilet and easy movement facilities such as availability of Battery car, Wheelchairs and Mobility canes.

### **I. Building with Ramp and Rail**



**Administrative Block**



**Science Block**



**Library Block**



**Home Science Block**



**Special Education Block**



**Early Childhood Education centre**



**Rail at University Shrine**



**School of Education - Satellite Campus**



**School of Engineering - Satellite Campus**



**Students Hostel – Satellite Campus**

## **II. Building with Elevator (with Braille Inscription, light stimuli and Telephone Facilities)**

1. Administrative Block
2. Home Science Block
3. Home Science / Arts and Humanities Block
4. Library Block with accessibility to Computer Science and Commerce department
5. Shrine

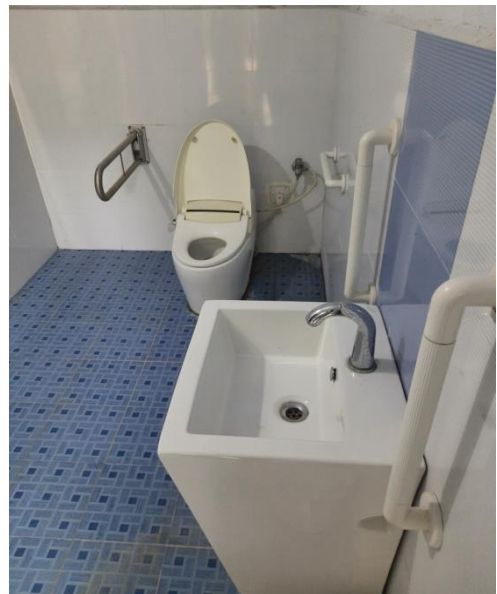


**Elevator**

### III. Availability of Accessible Toilet

Availability of fully automatic accessible toilet for persons with movement impairment apart from one toilet in each floor with rail facility.

#### Disabled-friendly washrooms: Accessible Toilet



### IV. Facilities for Easy Movement

Battery operated car is functioning throughout working hours in the campus transporting physically disabled persons and elderly. Besides, Wheel chairs, smart mobility canes are available for movement impaired and visually impaired.



**Battery Car**



**Wheel Chair**





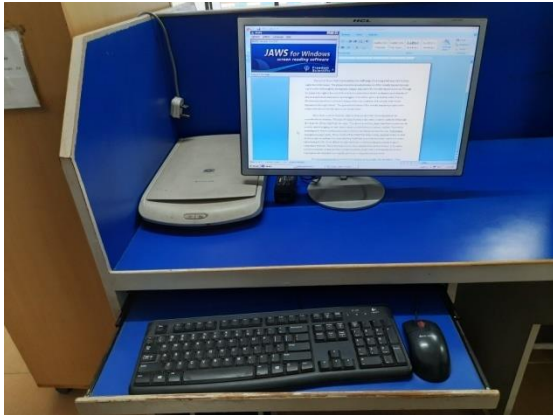
**Smart Mobility Cane**

#### **4. PRINT ACCESSIBILITY**

The individuals who cannot effectively read print because of visual or physical disabilities require alternative methods to access the print. The facilities provide at this Institute include:

1. Screen Reading Software for both English (JAWS) and Regional Language (NVDA)
2. Magnification Software for enlargement of print with voice synthesizer
3. Digital Book Production Unit - digitizing the book and send to the World's largest online library (Bookshare International)
4. Refreshable Braille Display device ( Print on the computer screen is displayed in the Braille format in the electro-mechanical device)
5. Computerized Braille Printer
6. Print to Braille Converter Software

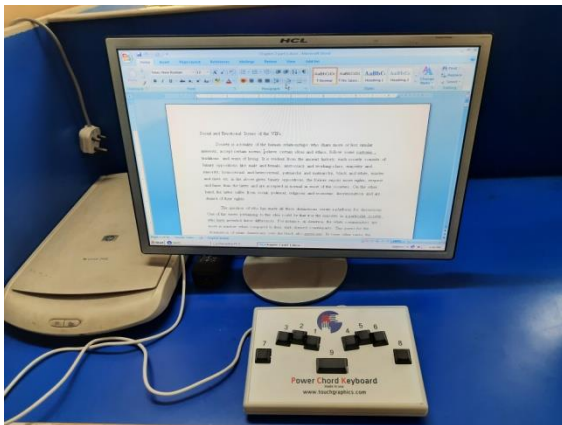
7. Print accessibility facilities in the Library
8. Photo Copier for Large Print
9. One hand computer key board for one hand user
10. Foot mouse for those who are not able to use hands



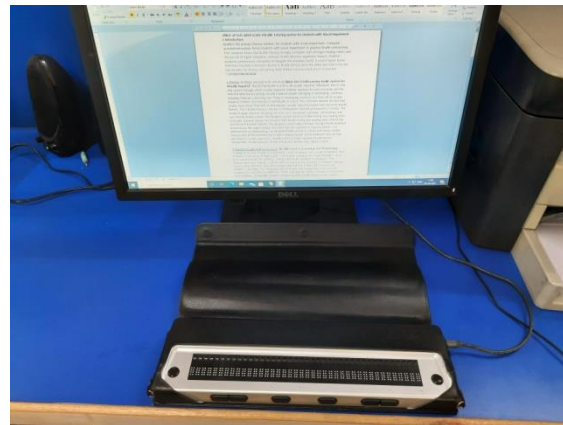
**Screen Reading Software - JAWS**



**Screen Reading and Magnification Software – MAGIC**



**Braille Keyboard**



**Seika Braille Display**



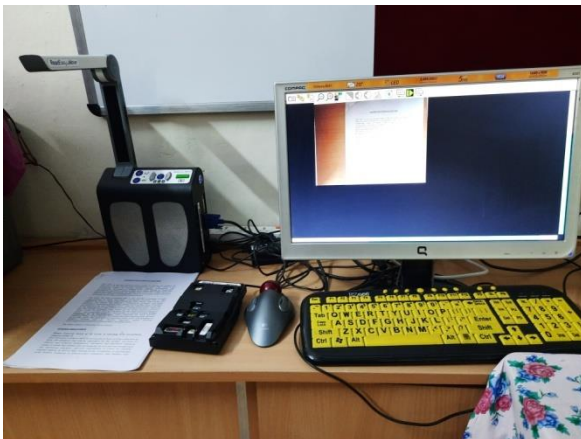
**Braille Embosser**



**One Hand Keyboard (Left and Right)**



**Smart Electronic Brailer**



**Reading Machine System**



**Tactile Maker**

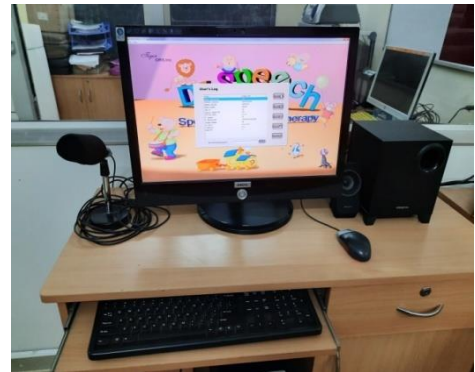
## 5. COMMUNICATION ACCESSIBILITY

Hearing impaired persons may require different communication needs. Hence this Institute provide facilities such as

1. Sign Language Trainer
2. Sign Language Certificate Course
3. Computer Based Speech Trainer



**Audio metre for audio assessment**



**Computer based speech**

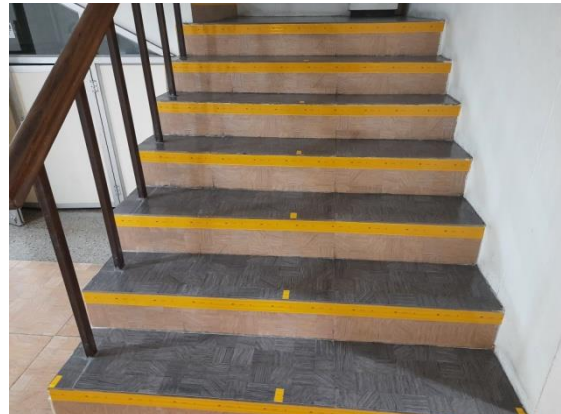
## 6. SIGNAGES

The International symbols of access are included in the campus for information of location and safety of movement. These Include:

1. Tactile path – School of Education - (Satellite Campus)
2. Tactile path – Special Education Block
3. Reflective tape for Stairs
4. Reflective coated Speed Break
5. Display Board – Braille (Visually Impaired)



**Large Print Sign Board**



**Reflective tape for Stairs**



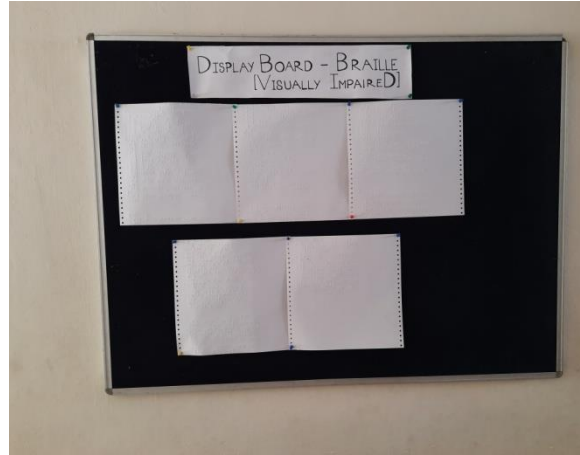
**Tactile path – School of Education  
(Satellite Campus)**



**Tactile path – Special Education Block**



**Reflective coated Speed Break**

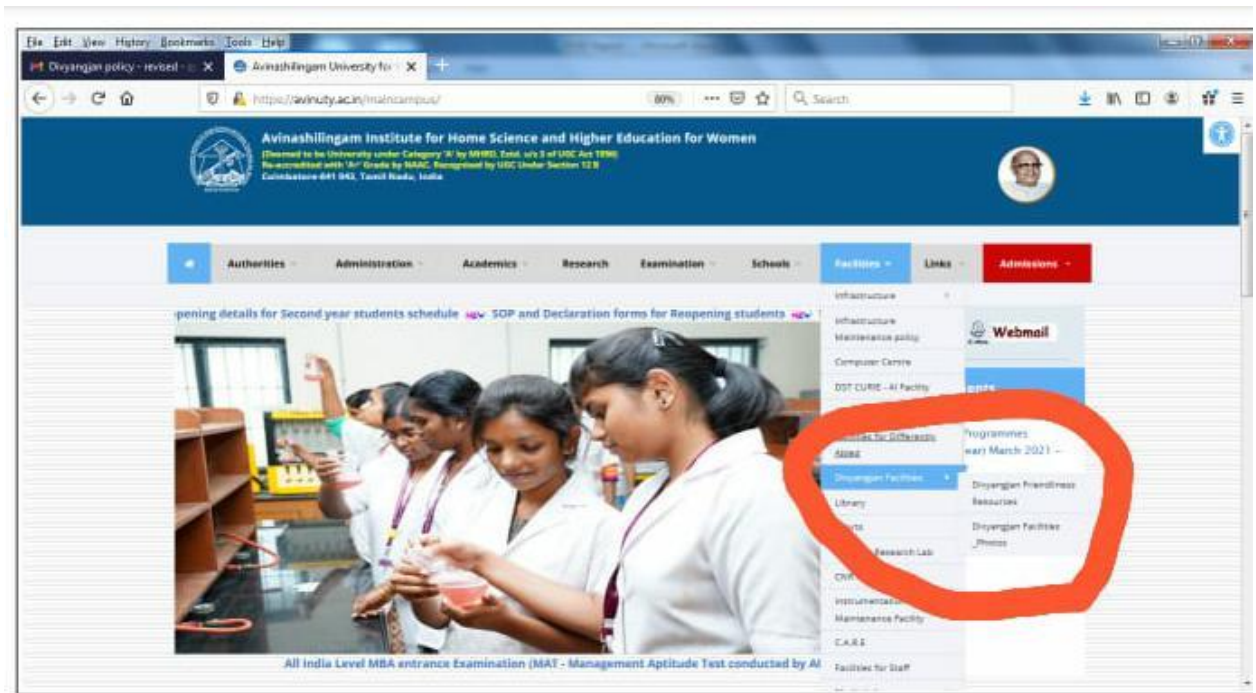


**Display Board – Braille (Visually Impaired)**

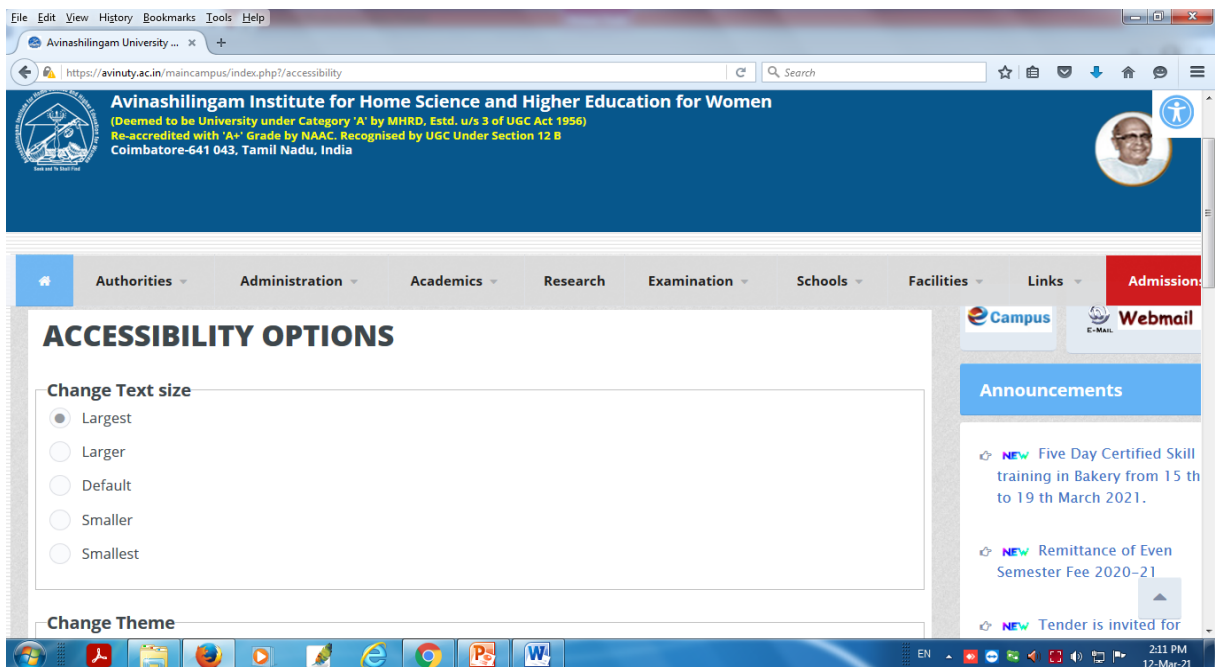
## **7. ACCESSBLE WEBSITE**

Web accessibility means that websites, tools, and technologies are designed and developed so that people with disabilities can use them. AIHSHE has initiated developing its website accessible.

## Accessibility Website



## Divyanjan Facilities - University Website



## 8. ENABLING UNIT

Enabling Unit is Functioning for Solving Academic Difficulties and Skill Training

### Services offered in the Enabling Unit

1. Disability Assessment
2. Digital Book Production
3. Skill Training
4. Disability sensitization Programme for other higher educational institutions



**Resource Centre for the Differently Abled -  
Enabling unit and Book Production Unit**

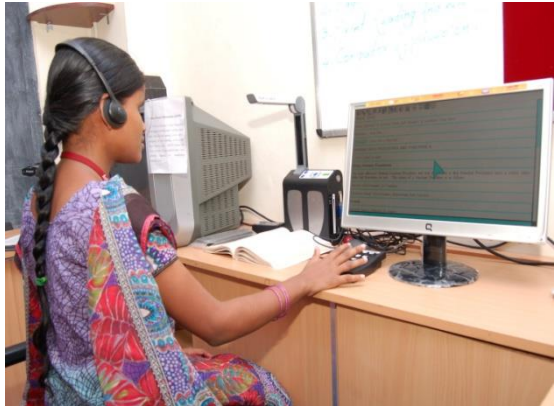
### Accessory Services



**Visually Impaired using Scribe**



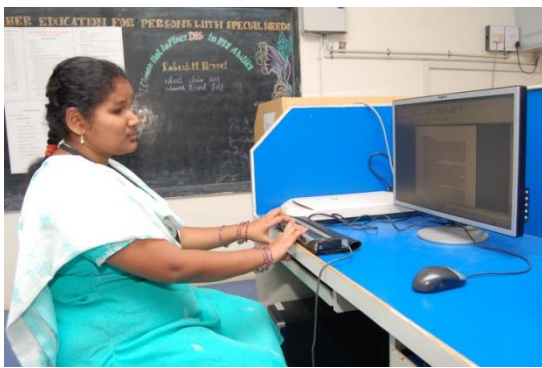
**Reader Service**



**Reading machine system**



**Training in Technology Application for Print Access**



**Visually Impaired student using Refreshable Braille Display**



**Visually Impaired student writing exam using Computer**



**Computer Training to the Hearing Impaired through Sign Language**



**Mobility Training to Visually Impaired Student**



## 9. INTERNAL COORDINATION COMMITTEE

Formation of an Internal Committee comprising teachers, staff, students and parents to promote education, employment and rehabilitative services.

### Members of the Committee

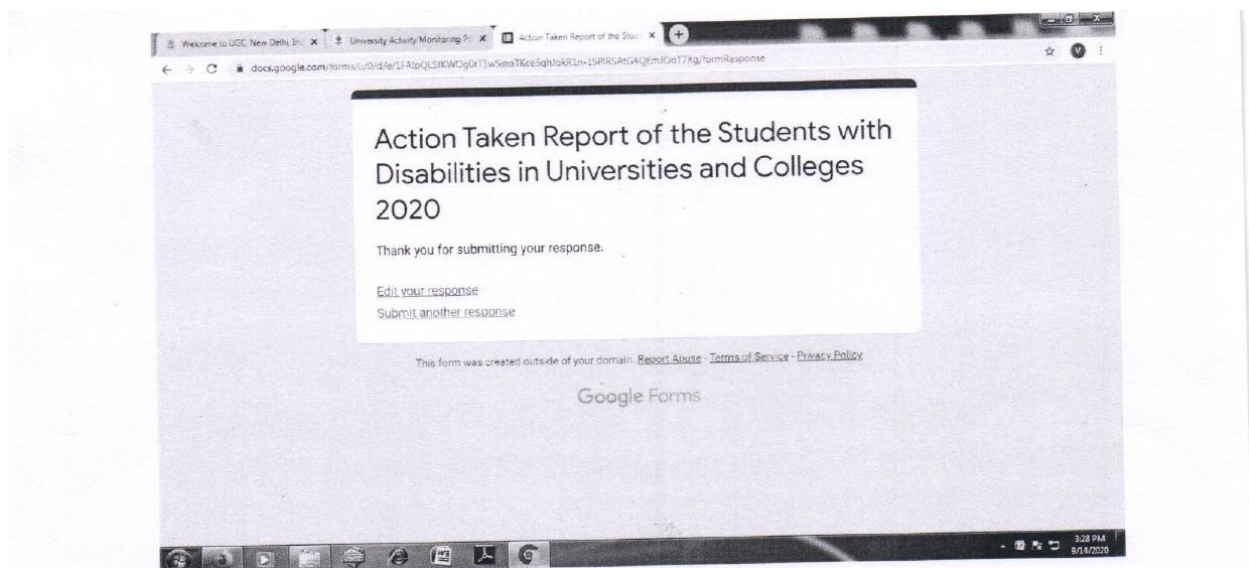
Co-ordinator	Dr. G. Victoria Naomi Prof. & HOD of Special Education
Liaison Officer for PWDs	Dr. V. Mrunalini Asst. Prof., Department of Special Education
Advisor	District Differently Abled Officer District Differently Abled Welfare Office Coimbatore 641 001
Faculty (Special Needs)	Mrs. R. Nagomi Ruth (Orthopedically Handicapped) Asst. Prof., Department of Special Education
Special Needs Teacher	Dr. M. Anjumkhan (Visually Impaired) Asst. Prof., Department of English
Student with Disabilities	S. Mohanapriya (Visually Impaired) Ph.D Scholar (Tamil) L. Nandhinipriya (Locomotor Disabled) III B.A., (English)
Non Teaching Staff (Special Needs)	Mr. S. Parankusam (Hearing Impaired) Office Assistant
External Member	Mr.S. Shankar Subbiah Director, Accessibility Consultant Agate Infotek Private Limited, A2, Ground Floor, 74 (Old), Lloyds Road, Royapettah, Chennai - 600 014
Parent of Student with Special Needs	Mr.R. Shankar Chief Manager, LIC of India, R.S.Puram Coimbatore - 641 002.
Equal Opportunity Cell - Coordinator	Dean, School of Commerce and Management

## **Responsibilities of the Committee include**

1. Enrolment and Admission into inclusive accommodation
2. Facilitating Scholarship
3. Augmentation of Educational services with provision of Assistive Technology
4. Creating Accessibility – Physical, Communication and Print
5. Life coping skill training
6. Application of technology
7. Supply of assistive devices
8. Remedial teaching
9. Reader, recording and scribe services
10. Orientation on government both Central and State Programmes / Provisions / Policies
11. Ensuring protection of Rights and Opportunities of Persons with Disabilities
12. Student/parent counseling
13. Advocacy and empowerment
14. Placement services

## **10. ACCESSIBLE AUDIT REPORT**

Action Taken Report for complying accessible features submitted on 14<sup>th</sup> Sep 2020 via Google Forms to UGC's University Monitoring Portal.



## 11. GOVERNMENT POLICIES AND PROVISIONS

### RPWD 2016



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



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

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

Date: 03.01.2018

#### **POLICY & ACADEMIC PLANNING BUREAU** **CIRCULAR**

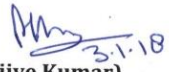
To,

**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](http://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



# 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;

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

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

18 of 2013.

(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;

(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;

41 of 2006.

(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;

(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;

(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;

## Guidelines for Conducting the Written Examination



ज्ञान-विज्ञान विमुक्तये

प्रो. रजनीश जैन  
सचिव

Prof. Rajnish Jain  
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग  
**University Grants Commission**

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

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

Ph : 011-23236288/23239337

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.





2/7

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

4/7

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.

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/Deapartment 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,

*(Signature)*  
(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

6/7

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).

6/7

**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: