

SACRED HEART COLLEGE
(AUTONOMOUS)
THEVARA



Heartian
DIVYANGJAN
POLICY



SACRED
HEART
COLLEGE
Autonomous





Divyangjan Policy

(Policy for Concessions to Divyangjan (Differently Abled) Candidates)

Reviewed on 15th August, 2018

Sacred Heart College (Autonomous) Thevara

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1. INTRODUCTION

Sacred Heart College, within the framework of the equity policy, provides special attention to persons with disabilities under the provisions of **The Rights of Persons with Disabilities Act, 2016**. As a faith-based community, it recognizes God's special concern and care for the physically and mentally challenged people as indicated by the term now being used by the state, *Divyangjan*.

While the equity policy of the College aims at making education and other services accessible to all, the College is committed to providing additional support to make the *Divyangjan* equitable and independent. Similarly, the College takes all necessary measures to make the infrastructure and the programmes accessible to all without distinction, providing special measures for those who fall under the category of *Divyangjan*.

- ✓ Providing admissions by general merit, and special reservation, as per the rule of law (Section 16, PWD Act 2016).
- ✓ Annual review regarding admissions to students under this category.
- ✓ Having special officers with social work training – Student Development Officer and Campus Counsellor – to take care of the *Divyangjan* on an annual basis.
- ✓ Creating a data base of students of this category, updating it annually and tracking their progress through the SDO, Health Officer and the Counselor
- ✓ Offering motivational sessions and special celebrations for them, especially around the time of World Disability Day – Dec. 3.
- ✓ Making provisions in the infrastructure facility (like ramps, lift etc.) for access, and where absent, offering alternative measures like erecting ramps and providing life skills etc. An annual review on these facilities shall be done.
- ✓ Facilitating timely availability of scholarships provided by the state.
- ✓ Facilitating special equity provisions like software support (like jaws), helper and extra time for writing examination, where applicable.
- ✓ Focusing on their strengths and abilities (strength/ability-based approach), rather than the disability, and helping to strengthen them (as implied in the usage – persons with different abilities).

2. Admission Policy for Divyangjan (Differently Abled) Candidates (As per Admission Prospectus, Mahatma Gandhi University & Sacred Heart College)

2.1 Reservation for Persons with Disabilities (PD)

3% of the total seats for each programme is reserved for this category. Within the 3% mentioned above 1% of the seats will be earmarked for each of the three sections of the physically handicapped (Blind, deaf and orthopedically challenged) with provision for interchange of seats, if candidates are not available in a particular category in any year. The selection of candidates under this category will be based on the rank in the inter-se merit list and physical suitability, and not on the basis of the degree of disability. 'Person with disability' means a person suffering from not less than 40% of any disability as certified by a Medical Board constituted for this purpose. Candidates who have a minimum of 40% disability alone will be eligible for this quota. A relaxation of 5% marks in the qualifying examination from the prescribed minimum is allowed.

No reservation of seats is allowed for Blind Candidates for programmes which come under the Faculties of Science/ Technology & Applied Sciences.

Candidates seeking admission under PD category should attach with their application form, an attested copy of the 'Certificate of Disability' issued by a District Medical Board or bodies of higher status, certifying the degree or percentage of disability.

If the number of seats for a programme is very small, all the seats for the different programmes in a Department are pooled together to calculate PD quota seats. These seats are liable to be shifted to different academic programmes in the Department based on the option of the most eligible candidates in the category.

2.2 Mark Relaxation for PD Candidates

A relaxation of 5% marks in the qualifying examination from the prescribed minimum is allowed.

The selection of candidates under this category will be based on the rank in the inter-se merit list and physical suitability, and not on the basis of the degree of disability.

2.3 University Order (Admission for Divyangjan Candidates)

2

MAHATMA GANDHI UNIVERSITY

(Abstract)

Mahatma Gandhi University - Admission to various courses -
reservation to physically handicapped candidates - Persons with
Disabilities Act 1995 - Implementation - sanctioned - orders issued.
=====

ACADEMIC 'AI' SECTION

U.O.No.Ac.AI/2/2797/2002

Dated, P.D Hills, 13.05.2003.

Read: 1. The Persons with Disabilities Act 1995 - published in
the Gazette of India - Extraordinary dt.01.01.1996.
2. D.O.No.F.11/05/95 (CPP-II) dt. 23.08.2002. from the
Under Secretary, UGC, New Delhi.
3. Govt. Circular No.13702/K3/2002/H.Edn dt.01.08.2002
from Higher Edn (K) Dept.

O R D E R

As per Section 39 of the Persons with Disabilities Act 1995,
3% of seats shall be reserved to candidates having the disabilities
for admission to all courses. The disabilities are :

1. Blindness or Low vision:
 - a) total absence of sight
 - b) Visual acuity not exceeding 6/60 or 20/200 (Snellen)
in the better eye with correcting lenses.
 - c) Limitation in the field of vision subtending an angle of
20 degree or worse.
2. Hearing Impairment: Loss of sixty decibels or more in
in the better ear in the conversational range of frequencies
and
3. Locomotor disability or Cerebral Palsy: Disability of
the bones, joints or muscles leading to substantial
restriction of the movement of the limbs or any form of
cerebral palsy. "Person with disability" means a person
suffering from not less than forty percent of any disability
as certified by a medical authority.

Considering the representation from the Kerala
Federation of the Blind and based on the Directions of the
Government Circular, sanction has been accorded by the
Vice Chancellor, subject to ratification by Syndicate to
implement the 3% reservation in admissions to all courses
in Affiliated Colleges and University Departments w.e.f.
2003 - 2004 onwards.

The existing rules of admissions will stand modified to that extent.

Sd/-
K. GURGE JOHN
Deputy Registrar (Acad)
for REGISTRAR

Copy to:

1. Under Secretary U.G.C
2. Prl. Secy, Higher Edn. Tvm
3. The Secy, KFE, Kumbukuzhi, Tvm
4. PS to VC/PVC
5. PA to Regr/CE/PO/DCDC
6. All JR/DR/AR. Acad/Exam/Adm/Fin.
7. PRO - for a press release
8. Enquiry/Information Centres
9. Friends Kendran, Ktn/Edm
10. All Sections in the University
11. Prls/Managers of All Affiliated Colleges
12. Directors of All Schools
13. DSS/Dean of Students
14. Stock file/File copy

FORWARDED BY ORDER

SECTION OFFICER

3. Examination Policy for Divyangjan (Differently Abled) Candidates (As per Admission Prospectus, Mahatma Gandhi University & Sacred Heart College)


Divyangjan (Differently Abled) candidates who appear for examination are allowed concessions such as services of scribes at the examination, extra time to complete the examination, grace marks etc. depending on the degree and nature of disability of the candidates subject to such norms as prescribed by Mahatma Gandhi University from time to time.

3.1 Summary of Concessions to Physically Handicapped and Mentally Challenged Candidates in Examinations (based on UO 2203 /A1/2011/Acad. Dtd.02.05.2011)

Sl. No	Category	Concession / Benefit	Conditions	U/O
1	Physically challenged candidates with a permanent nature of disability who are unable to move their hands freely and write with normal speed	Extra time of 15 minutes per hour for all the examinations of the entire programme Provision of a Scribe of the disability in not less than 40%	Application in the prescribed form along with medical certificate and photograph	U.O No. Ac.A1(2) 348 /98 dtd.19.04.1999
2	Partially blind candidates having visual standards from 20% to 50% (i.e a disability of 50% to 80%)	Extra time of 30 minutes to answer each paper of 3 hours duration with proportionate reduction for papers of shorter duration	Application in the prescribed format with certificate in original from a specialist concerned regarding visual standards / visual disability	UO NO.AcA1/3/221 1/2001 dtd., 12.11.2001
3	Blind candidates having visual standards from 1% to 19% (i.e., a disability of 81% to 100%)	1. Extra time of 45 minutes to answer each paper of 3 hours duration with proportionate reduction for papers of shorter duration 2. Benefit of a scribe to write the	Application in the prescribed format with certificate in original from a specialist concerned regarding visual standards/	UO NO.AcA1/3/221 1/2001 dtd., 12.11.2001

		examination 3. Exemption from the payment of examination fee	visual disability	
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4	Mentally challenged candidates having a disability of 40% or more	1. Extra time of 45 minutes to answer each paper of 3 hours duration with proportionate reduction for papers of shorter duration. 2. Service of an Interpreter 3. Grace marks @ 25% of the marks scored by the candidate in the written examination in addition to the total marks scored by the candidate	Application in the prescribed form along with certificate from a competent medical board specifying the disability	UO No.1227 / A1/ 2010/ Ac. Dtd.09.03.2010
5	Deaf and dumb candidates having a disability of 40% or above (applicable to hearing impaired candidates with a disability of 70% and above, or congenitally deaf or hearing lost in childhood before the ability to speak is acquired)	i. Exemption from writing the second language examination ii. 25% grace marks/10 grace grade points as applicable iii. Service of an interpreter	Application in the prescribed format along with certificate from a competent medical board specifying the disability	U.O.No Ac.A1/1/2661/2 003 dtd.31.12.2003; U.O.No 5244/03/10AcA VIII dtd. 25.06.2010 U.O. No.6822/A1/201 1/Acd Datd 12.12.2011
6	Dyslexia (Learning Disorder) candidates	i. Exception from writing the second language examination ii. 25% grace marks/10 grace grade points (as applicable)	Certificate from a Govt. Medical Board specifying the percentage of disability	U.O.No 6042/A1/Acad/2 011 dtd.10.11.2011; U.O.No 6400/A1/Acad/2 012 dtd.17.11.2012



N.B. Concessions are extended to the candidates with multiple handicaps on producing the medical certificate specifically in respect of any particular handicap for which maximum benefits can be claimed.

3.2 Method of Application

Candidates eligible for concession under any one of the above categories shall apply to the CE in the prescribed format for claiming the concessions for which they are eligible according to the prescribed rules. The applications should be submitted in the examination section of the college duly forwarded by the HOD.


3.3 Appointment of Scribes

Subject to the norms fixed by the Mahatma Gandhi University, candidates who are eligible to avail of the services of scribes, the Chief Superintendent is authorized to appoint scribes according to the following conditions:

1. The person appointed as scribe shall not be an employee of the college.
2. He /She shall not be a relative of the candidates who is appearing for the examination.
3. The educational qualifications of the scribe shall be less than those of the candidate.
4. A proforma with declaration in the format given below shall be obtained from the scribe.
5. The proforma signed by the scribe shall be forwarded to the office of the CE along with the voucher for payment, obtained from the scribe.
6. He/ She shall be paid remuneration at the rates fixed by the Mahatma Gandhi University from the amount allotted for conduct of the examinations.

3.4 Proforma showing Details of Scribes at the Examinations

1. Name and Address of the scribe.
2. Age and Date of Birth (with copy of the relevant page of SSLC Book)
3. Details of course for which he/she is studying / studied.
4. Educational Qualifications.
5. Specimen Signature of the Scribe.

- 
6. Two copies of the Passport size photograph of the scribe attested by the Principal.
 7. Name and address of the candidate and the examination for which the candidate is appearing.
 8. Register No. of the Candidate

Declaration

I hereby declare that the information furnished above is true and that I have not qualified/appeared for any examinations other than those mentioned in clause (4) above.

Date:

Signature of the Scribe

A. Special Instructions for packing Answer Scripts of Visually Challenged Students

The Chief Superintendents shall write '**BLIND CANDIDATE**' in bold letters on the top of the facing sheet of the answer scripts of blind candidates in separate covers with the superscription '**BLIND CANDIDATE**' after each day's examination.

B. Other Conditions

Applications for the concessions shall be submitted for each semester's examination of a programme. Previous semester's sanction shall not be taken as a precedent for granting the concessions in the subsequent years. Except in the case of permanent disabilities fresh medical certificates shall have to be produced for each semester's examination. The original medical certificate shall be returned to the candidate after the examinations if a copy of the medical certificate is also enclosed along with the application. The Grace Marks may be awarded by the tabulation Section and shall not be considered for ranking. The application for special concession along with original and copy of Medical Certificate and a photograph of the candidate certified by the specialist Doctor shall be submitted two months before the commencement of the Examination.

3.7 Processing of Applications

The applications for concessions to physically handicapped students shall be processed and their eligibility ascertained after verification of each application with reference to the rules and a brief note with the list of candidates eligible under each category shall be prepared and submitted to the Controller of Examinations for approval. After obtaining the approval of the Controller of Examinations, separate orders for each candidate shall be prepared and signed by the competent officer authorized by the Controller of Examinations. Copies of the orders shall be sent to the candidates, to the tabulation sections concerned, the Chief Superintendent and to such other sections dealing with payment of remuneration to the scribes etc.



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2018**