INTERNAL QUALITY ASSURANCE CELL
GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

Proceedings of the Committee constituted by the Vice- Chancellor for setting up Disability Resource Center at GJUST, Hisar.

A meeting of the following was held on 15-2-2017 at 4:30 PM in the office of Director (IQAC) for setting up of Disability resource Center at GJUS&T, Hisar. Following members were present:

1) Prof. Shabnam Saxena, HSB
2) Prof. Neeraj Dilbaghi, Director (IQAC)
3) Sh. Manoj Yadav, Dept. of CSE

Reference to the D.O. received from AICTE vide No: 7-2/DD-Admin. /MHRD /2012/2768 Dt Feb 24, 2016, Disability Resource Centers should be set up in all Universities/ Colleges to facilitate Quality education to the students with disabilities on equal basis with others. The guidelines have to be implemented to make all Universities / Colleges accessible to persons with disabilities.

The students under this category may be having physical disability *i.e.* orthopedic, visual / hearing impairment or learning disability i.e. dyslexia or mental hearth difficulty like depression. Generally these students do not need any specific provisions other than those required by able students for learning. But it has been observed that in many cases, students are unable to cope up their academic learning with normal students. They are sometimes slow in completion in their assignments, project and laboratory work etc. After regular class hours mentoring and help is needed. Therefore providing them support becomes essential so that they are not left behind.

It is proposed to set up Disability Resource Center at Guru Jambheshwar University of Science & Technology, Hisar. The following shall act as office bearers:

1) Prof. Shabnam Saxena, HSB   (Coordinator)
2) Prof. Sujata Sanghi, Dept of Applied Physics.
3) Prof. Sandeep Rana, Dept of Applied Psychology
4) Prof.Vikram Kaushik, Dept of CMT
5) Sh Mukesh Kumar, Head UCIC & Nodal officer Statistical Cell
6) Dr. Vinod Kumar, Deputy Librarian
7) Sh Manoj Malik, Department of Physiotherapy
8) Sh. Manoj Yadav, Dept. of CSE
9) Er. Sunil Grover, Executive Engineer (Civil)
10) Dr Lokesh Jindal, Medical Officer

The Center will provide following facilities:

A) Database: Centre shall maintain data regarding disabilities of the students.

B) Advisory service: Considering the requirements of students, centre can suggest use of Institute facilities so as to provide accessibility. Centre can keep all concerned informed about the issues to make them understand difficulties that need to be addressed well in time to avoid crisis situations.

C) Training: Conduct workshops for instructors and student mentors (academic assistants) to create awareness about various disabilities and ways to handle the same.

D) Documentation: Create documents to make the students aware of the facilities available for such students.

The Specific and General Guidelines proposed for Disability Resource Centre are as under:

Foremost requirement for all categories of disabled students is barrier free environment and special pedagogical approaches. **Following are some of the ways in which the centre can support the students' to improve overall learning effectiveness.**

I) **For students with learning difficulty (Dyslexia, Dyspraxia, Dyscalculia, Disgraphia)**

- Make available recorded sessions, digital presentations
- Allow students to record during sessions
- Provide reading material in advance of lectures
- Provide book bank services
- Extended loan period for library books
- Extended time for writing examinations, conducting practicals / workshop practice
- Extended timeline for submissions
- Arrange mentorship through senior students
- Additional support (writer) during examination

II) **For students with mental health difficulty (depression, anxiety, schizophrenia etc)**

- Provide clear information about the course requirements and deadlines well in advance
- Suggest and provide services of counselor
- Extended timeline for submissions
- Regular meetings to discuss problems and keeping in touch
- Allow breaks / absence for short periods
- Maintain record in confidence of medication, allergies, sensitivity

III) **For students with hearing impairment**

- Provide all information including feedback if any, in written format
- Make available recorded sessions, digital presentations
- Computer shaving suitable audio hardware and software
- Provide reading material in advance of lectures

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- Allow students to record during sessions
- Reserve Seating in class to ensure good communication
- Have subtitles in any presentation involving visual media
- Use of sign language interpreter
- Use of assistive technology like listening devices with enhanced sound level, high quality sound transmission device, videos with sign language interpretation, speech to print transcription systems

IV) For students with visual impairment

- Provide all information including feedback if any, in accessible written format along with oral explanation
- Computers having suitable screens, reading software
- Provide reading material in accessible format in advance of lectures
- Allow students to record during sessions
- Reserve seating in class to ensure good visibility of presentations
- Regular meetings with instructors to ensure support is effective
- Provide human support in certain outdoor activities
- Use of assistive technology like large print & Braille conversion tools, desktop magnifiers, backlit keyboards, optical magnifiers

V) For students with physical impairment (mobility, manual dexterity, speech difficulty)

- Allow students to record during sessions
- Reserve seating in class to ensure accessibility
- Allow breaks during practical's
- Extended time for writing examinations, conducting practical's/ workshop practice
- Extended timeline for submissions
- Use of assistive technology like alternate hardware devices

General Guidelines

- Provide accessibility to classrooms, laboratories and examination centers
- provide accessibility to common facilities canteen, toilets
- Provide suitable signage
- Provide details of facilities on website, admission brochures
- Make specific provisions and plans for dealing with these students emergency
- Maintain all passageways free of any obstructions at all times
- Make people aware of etiquettes to be followed while communicating students

Director (IQAC)

Endst No: **IQAC/ 2017/433-445**   Dated: **20.02.2017**

A copy of the above is forwarded to the following for information please.
1. Dean Academic Affairs, GJUS& T Hisar,

2. All the Chairpersons/Director of the departments, GJUS& T Hisar,
3. D.R.(Academic), GJUS& T Hisar,
4. Prof. Shabnam Saxena, HSB   (Coordinator)
5. Prof. Sujata Sanghi, Dept of Applied Physics.
6. Prof. Sandeep Rana, Dept of Applied Psychology
7. Prof.Vikram Kaushik, Dept of CMT
8. Sh Mukesh Kumar, Head UCIC & Nodal officer Statistical Cell, (with a request to upload on University website).
9. Dr. Vinod Kumar, Deputy Librarian
10. Sh Manoj Malik, Department of Physiotherapy
11. Sh. Manoj Yadav, Dept. of CSE
12. Er. Sunil Grover, Executive Engineer (Civil)
13. Dr Lokesh Jindal, Medical Officer
14. SVC (for kind Information of the Hon'ble Vice-Chancellor) of GJUS&T, Hisar.
15. P.A. (for kind Information of the worthy Registrar) of GJUS&T, Hisar.