



Policies & Procedures Manual Sir Syed University of Engineering & Technology

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Policy Statement

It is the policy of SSUET to establish a quality management system that meets the quality standards expected by our stakeholders. To achieve this, SSUET management is committed to continuous improvement in all areas of activities.

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POLICY FOR STUDENTS WITH DISABILITIES

1. Preamble

A person with disabilities can fully enjoy all human rights and fundamental freedoms if he is given accessibility to the physical, social, economic and cultural environment, to health and education and to information and communication. This document aims to ensure protection of fundamental rights of disabled people in every possible aspect within the premises of Sir Syed University of Engineering & Technology.

2. Introduction

The purpose of this document is to provide procedure and guidance to the students and employees working at Sir Syed University of Engineering and Technology, regarding the basic rights of disabled people compliance with an aim to safeguard their dignity, rights, safety, wellbeing and making possible equal opportunities of higher education for students with disabilities.

3. Principles

While several international guidelines on policy for people with disability have been developed, the key is that this policy is governed by certain key principles, which need to be consciously applied. Specifically, rules concerning awareness-raising, medical care, accessibility, education, employment, income maintenance and social security.

4. Alignment with National and International Guidelines

This document has been prepared in accordance with the following national and international guidelines and regulations for people having disability:

- 4.1 HEC's Policy for Students with Disabilities at Higher Education Institutions, 2019.
- 4.2 Disabled Persons (Employment and Rehabilitation) Ordinance, 1981
- 4.3 Disabled Persons (Employment and Rehabilitation) (Amendment) Act 2012
- 4.4 Sindh Differently Aabled Persons (Employment, Rehabilitation and Welfare) Act 2014.
- 4.5 Pakistan is a partner in the global movement for the socio-economic well-being of persons with disabilities by signing and ratifying the UN Convention on the Rights of Persons with Disabilities and through adoption of the SDGs 2030 agenda. The Sustainable Development Goal 10, Reduce inequality within and among countries, includes empowerment and promotion of social, economic and political inclusion of all irrespective of age, sex, disability, race, ethnicity, origin, religion or economic or other status.

5. Definition of Persons with Disabilities

Persons with disabilities are those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.

6. Declaration of Persons with Disabilities

A person certified as a disabled person from the National/Provincial Council for the Rehabilitation of Disabled Persons or carrying a Computerized National Identity Card (CNIC) with the disability logo.

7. Scope of the Policy

- 7.1 Through this policy it is stipulated that persons with disabilities at SSUET including students, faculty and staff will be treated fairly, with respect and will not be subjected to discrimination at any stage during their academic or professional pursuits.
- 7.2 The main focus of this policy are all students with disabilities that engage with SSUET; including enrolled students, prospective students and students that acquired disability during their course of study.

8. Accessibility Committee

- 8.1 A competent Accessibility Committee comprising of 3-5 members from faculty, administration and student body is established whose members are nominated by the Vice chancellor. This Committee is responsible for ensuring that this policy is communicated to students, faculty and staff effectively and is being implemented at SSUET in its entirety.
- 8.2 The main responsibilities of this committee are detailed below:
 - 8.2.1 Promoting awareness of different disabilities and disability related issues, and emphasizing the need to protect and promote rights of persons with disabilities, at SSUET through dedicated seminars, fundraising events, discussions, workshops and community engagement activities.
 - 8.2.2 Providing information and advice on facilities and support for persons with disabilities to students, parents, staff and faculty.
 - 8.2.3 Determining access requirements of students with disabilities SSUET.
 - 8.2.4 Arrange assessment of the extent of disability and access requirements of students with disabilities by a professional, whenever necessitated.
 - 8.2.5 Raise funds for provision or development of facilities for students with disabilities at their SSUET, whenever necessitated.
 - 8.2.6 Arrange counseling by a psychiatrist for students with disabilities whenever needed, especially in situations beyond the expertise of the Accessibility Committee.
 - 8.2.7 Arrange and oversee the provision of possible academic support, specialized equipment and facilities for the students with disabilities.

- 8.2.8 Provide advice to all departments on admissions, examinations, dissertations and other affairs of the university for improving access for students with disabilities.
- 8.2.9 Advise the faculty on the policies and procedures relevant to students with disabilities.
- 8.2.10 Liaise with national NGOs and philanthropic organizations working for persons with disabilities to enhance capacity to engage with persons with disabilities and improve the facilities available for them at the SSUET.
- 8.2.11 Advise the university management on the implementation of the Disabled Persons (Employment and Rehabilitation) Ordinance, 1981 and other relevant legislations.

9. Coordinator for Disable Persons

- 9.1 One member - staff or faculty from the Accessibility Committee is designated by the Vice Chancellor as the coordinator at SSUET for persons with disabilities whose name and contact details is displayed on the website, prospectus, brochures, student handbook and outside the offices of Vice Chancellor, Registrar, Deans and Student Affairs.
- 9.2 The coordinator is responsible to ensure the following:
 - 9.2.1 Be a point of liaison between Accessibility Committee and students with disabilities.
 - 9.2.2 Advise students with disabilities interested in seeking admission at the SSUET in broader choice of academic discipline and also guide them the facilities available and arrange-able at the campus for persons with disabilities.
 - 9.2.3 Seek and record information on access requirements of individual student with disability enrolled at the SSUET.
 - 9.2.4 Arrange regular meetings with students with disabilities and maintain records of interactions. This practice should be used to assess any emerging needs the students and decide appropriate course of action to facilitate the student.
 - 9.2.5 Advise and facilitate students with disabilities in fulfilling administrative requirements of the institution, and benefiting from other services such as transport, library, career counselling, extra-curricular opportunities etc. during the course of their studies.
 - 9.2.6 Advise the students with disabilities before commencement of each semester/academic year on their courses selection and learning activities entailed.
 - 9.2.7 Refer students with disabilities to the Accessibility Committee for determination of their access requirements.
 - 9.2.8 Refer students with disabilities to the Accessibility Committee for arrangement of psychiatric counseling; if a student requests or whenever substantial need is established.
 - 9.2.9 Ensure that the students' access requirements are identified and made known to relevant faculty well ahead of commencement of classes.
 - 9.2.10 Arrange academic coaching for students with disabilities whenever needed.
 - 9.2.11 Widely communicate his role to students, staff and faculty at the SSUET.

10. Services for Disable Students

- 10.1 SSUET provides reasonable services to students with disabilities whenever required to encourage their participation in the university which include:
- 10.1.1 Improving accessibility and arrangement of medical and nonmedical assistance to the maximum extent where possible.
 - 10.1.2 Specialized Trainings on using learning aids for students with disabilities and staff/faculty, when needed.
 - 10.1.3 Access and assistance in libraries, laboratories, cafeterias and sports centers.
 - 10.1.4 Special preference is given to the well-deserved and needy disable students if financial assistance is required in the form of scholarship after thorough evaluation of each case.
 - 10.1.5 Provision of ramp/special pathways, footpaths, signage and dedicated washrooms are ensured in all future constructions of SSUET.
 - 10.1.6 Students with disabilities are encouraged to suggest improvements in accessibility services available at the SSUET.
- 10.2 Accessibility Committee submits its recommendations in regard to provision of above services for students with disabilities to the competent authority for consideration and approval.

11. Admissions

- 11.1 SSUET clearly provides contact details of coordinator and information on facilities available for students with disabilities on SSUET prospectus, website, and advertisement for admission.
- 11.2 Accessibility Committee is involved in admission, interview, and entrance test processes for students with disabilities.
- 11.3 Applicants are made aware that if they disclose their disability, the information provided on their application is retained on SSUET's records and made available to all involved in the admissions process and those concerned with student welfare.
- 11.4 The University ensures that applicants declaring a disability have full information about the support available, so that they may make an informed choice regarding the suitable place for their studies.
- 11.5 Students with disabilities are advised to visit the University before application to assess the suitability of the premises and their surroundings.
- 11.6 Applicants who have declared a disability on their application form are consulted about their needs and given advice on how SSUET can manage their accessibility requirements where possible.

11.7 SSUET ensures the provision of possible appropriate facilities for students with disabilities during their entrance examination.

11.8 The students with disabilities are informed well in advance about the possible arrangements being provided for them to undertake the entrance examination.

11.9 In case, Admission Committee is unable to provide appropriate facilities or make reasonable adjustments for students with disabilities to study at the university on legitimate grounds, they may refuse admission to the student only through decision of Vice Chancellor.

12. Assessment of Need

The views of disabled students are taken into consideration at all times during an assessment of their needs and the content of the assessment report are discussed with them prior to the release of the report. The report, containing detailed recommendations, are shared with the student, the coordinator and Dean/Chairman of their faculty. The Accessibility Committee monitors the implementation of academic support arrangements.

13. Teaching and Learning

13.1 During the orientation session and at the commencement of each course, staff and faculty clearly informs the students that any student who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor or the coordinator for students with disabilities as soon as possible so that requisite arrangements can be made.

13.2 The instructor, coordinator for disable persons and the student may mutually discuss and decide the alternate possible requirements at the start of the course, and share with the Accessibility Committee if their support is needed.

13.3 The University takes all possible reasonable steps to ensure that all study components are organized to offer the best possible opportunities of participation for all students including students with disabilities.

13.4 Standards for academic credit should not be modified for students with disabilities.

13.5 Where possible faculty are encouraged to use textbooks that are available in alternate format.

13.6 If one student with a particular type of disability had difficulty with a specific task, the faculty and the coordinator may not assume that the next student with the same type of disability experiences similar problems. Students with disabilities are frequently sensitive about their disabilities, so faculty, coordinators and staff should make every effort to treat these issues sensitively and confidentially.

13.7 SSUET also focus on offering academic programs or undertaking research on topics related to issues pertaining to persons with disabilities in Pakistan.

14. Examinations and Assessment

14.1 At the commencement of each course appropriate arrangements for examination and assessment are determined through mutual consultation between faculty, coordinator and the student. Possible alternate arrangements

are made with the view that students are able to demonstrate their learning appropriately and suitably meet the criteria for progression or the conferment of an award.

14.2 Possible alternate arrangements for examination (for example, extra time) must be approved by the competent authority in advance.

15. Students Who Acquire Disabilities During Studies

The University ensures provision of the same level of services and support to students who acquire disability/s (or becomes aware of their disability) during the course of their study and every possible reasonable opportunity provided to them to complete their studies successfully.

16. Grievances

Any grievances pertaining to disability services available at SSUET or mistreatment of students with disabilities are submitted to the Coordinator. If they are unable to resolve the concern, Accessibility Committee may be approached. The matter may be referred to the Vice Chancellor if the issue is not appropriately resolved by the Accessibility Committee.

17. Staff Development

17.1 SSUET encourages its staff, faculty and students to participate in development opportunities related to provision of education to persons with disabilities.

17.2 SSUET encourages to organize special trainings for members of Accessibility Committee and other faculty through collaboration with organizations working for advancement of persons with disabilities.

18. Convocation

The University makes every effort to ensure that students with disabilities are able to participate fully in their convocations and enjoy this day along with all their fellow graduates.

19. Award of Degree

After successful completion of the degree program, students with disabilities are fully facilitated for the issuance of degree, transcripts/Detailed Mark Certificate, degree attestation or equivalence certificate.