



SACRED HEART COLLEGE (AUTONOMOUS)

(Affiliated to Thiruvalluvar University, Vellore)

Accredited by NAAC (4th Cycle – under RAF) with CGPA of 3.31/4 at 'A+'

POLICY DOCUMENT FOR THE STUDENTS WITH SPECIAL NEEDS

Approved by Internal Quality Assurance Cell

Date: 16/03/2020

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SACRED HEART COLLEGE (AUTONOMOUS)

**TIRUPATTUR, TIRUPATTUR (DT)-635 601
TAMIL NADU, INDIA**

7.1.7 The Institution has a Disabled-Friendly and Barrier-Free Environment

Policy Documents and Brochure

S.No	DOCUMENTS
1	POLICY DOCUMENT FOR THE STUDENTS WITH SPECIAL NEEDS
2	DIVYANGJAN BROCHURE
3	ANNEXTURE (PHOTOS)

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POLICY DOCUMENT FOR THE STUDENTS WITH SPECIAL NEEDS

Sacred Heart College (Autonomous), Tirupattur Dist., Tamil Nadu

INTRODUCTION

Sacred Heart College envisages a process that enables the marginalized and neglected to enjoy the right to easily have access to higher education at free and affordable cost. This vision of the college is basically meant for creating a barrier free environment at the higher education institutions to enrich quality learning experiences at optimum level for the differently abled and socially marginalized persons (students with special needs).

Students with Special Needs

The term students with special educational needs refers to all those candidates who are challenged with various problems such as that of vision, hearing, movement, learning, cerebral palsy or mental retardation and socio-culturally unsecured.

The type and the extent of disability of the candidate and the extent of social insecurity should be decided in the assessment camp or in a government hospital by a competent medical board or by professional social workers and psychologists.

Classification of Students with Special Needs

1. Orthopedically Challenged
2. Visually Challenged
3. Hearing impaired
4. Transgender
5. Candidate infected or affected by HIV
6. Leprosy Cured
7. Orphan – 100%
8. Semi Orphan – as per their need.
9. Candidate Living with Thalassemia
10. Socially disadvantaged candidates (Gypsy, Irular, refugees, migrants etc...)

Admission to the courses shall be governed by the reservation policy framed by the Sacred Heart College (Autonomous), Tirupattur Dist.

OBJECTIVES OF THE POLICY

1. To create an inclusive opportunity to access to higher education
2. To empower them with adequate resources to acquire domain attitude, skill and knowledge.
3. To influence the society to take the responsibility to support the students with special needs.
4. To facilitate inclusive and quality education at free or affordable cost.
5. To equip the college with the facilities to provide access to physical differentlyabled and socially marginalized persons.
6. To assist physical differently-abled and socially marginalized graduates to gain successful employment in the public as well as private sectors.
7. To conduct awareness programs for teachers of the institute about the approaches to teaching, evaluation procedures, etc., which they should address in the case of the students.
8. To provide counselling and guidance to the differently abled candidates on the types of courses they could study at Sacred Heart College.
9. To ensure admission of as many differently-abled students as possible through the open quota and also through the reservation meant for them.
10. To sensitize on disability and social marginalization and empower the students and staff to ensure dignified and supported environment during the course of education.

SCOPE OF THE POLICY

If education is truly preparation for a positive and productive life, it must prepare all youth for independent living and make them contributing citizens. The objective should be to integrate the physically and socially disabled and disadvantaged with the general community as equal partners, to prepare them for higher education and to enable them to face life with courage and confidence.

The Rights of Persons with Disabilities Act 2016 indicates that differently-abled persons should have access to education at all levels.

By inclusive education, is meant, when youth with special needs go to regular colleges like other youth. But it is important that, as far as possible, these youths receive the support they need to learn adequately.

The prime scope of this guiding document is to put together procedures which will make sure uniform discharge and monitoring of academic and social inclusion of individuals who have special needs and /or disabilities.

PRINCIPLES OF DISABILITY POLICY

Dignity

Sacred Heart College ensures the dignity of all students. It aims to ensure a healthy and safe environment which confirms dignified life experience during the course of education.

Equality

At Sacred Heart College, all the students must have equal opportunities education and physical services. The college abiding to the laws of the state and nation gives equal treatment for persons with disabilities. Discrimination on the grounds of disability is strongly prohibited in the college campus.

Accessibility

Accessibility is an important requirement for the students with special needs to gain maximum independence and equal participation in the college. Accessibility means having equal physical access to the environment and to the means of communication.

Participation

Sacred Heart College promotes equal opportunities for such students to participate in academic and co-curricular activities. Participation necessitates elimination of physical, social and attitude-related barriers that prevent students with special needs from participating in college. The opinions, interest and requirements of the students with special needs are our top priority in the campus.

Necessary Services and Support

Adequate services and support are a requirement for equal rights and participation. All the students with special needs are taken into consideration when the college is designing syllabus, examination, services and programs

ELEMENTS OF THE POLICY

I - ADMISSION PROCESS

- All eligible candidates with special needs will not be refused on the ground of their disability.
- At least one percent of the admissions of the college enables opportunities for the candidates with special needs.
- Deserving candidates are identified through open advertisement of the college, referral from the neighboring, extension projects, referral from organizations and display of advertisement notices, posters and social media.
- The applications will be scrutinized by the committee using techniques, personal interview, home visit, data collected using triangulation, etc.
- The committee will make recommendations to the management on their financial commitment to complete the academic programme.
- The Centre for Students with Special Needs will provide guidelines including the expected behaviour, available infrastructure to help the candidate to decide for joining the college.
- The Centre, along with the concerned departments will decide the prerequisite or attributes for the candidates to qualify to join the course.
- If suitable candidates are not available in anyone of these sub-categories, the seats so available will be filled up by the candidates from the other sub categories of students with special needs and if they are not available in any sub-category then seats shall be filled up from general category candidates.
- Admission process involves the general procedure as the others and in addition to that there are special requirements;

1. Pre-admission counselling by the Student Counselling Centre of the College
2. Verifying and scrutinizing the necessary documents authenticating the disability level or social disadvantages of the candidates through triangulation or field verification.
3. Signing in the declaration of the commitment to undergo the academic program and respect the rules and regulations of the college.
4. Signing of parents/guardians in the declaration of the commitment to guide and support the candidate throughout the course of academic life in the campus.

II - EXAM POLICY

The college will make reasonable changes in the educational plan and assessment framework to meet the particular needs of students with disabilities or students with special needs. Sensible convenience will be made to meet the necessities of the considerable number of Students with disabilities or students with special needs. The guidelines and regulations have been issued by the examination department for use scribe in exams.

III- MONITORING PROCESS

1. Class teacher maintains and submits the behavioral aspects of the candidate to the dean once in three months.
2. Dean consolidates and enables the Student Welfare Committee to enable discussions and present the minutes to Principal through the respective deans.
3. Student Welfare Committee undertakes scientific enquiry to better the systems and opportunities for the students with special needs and submits the report to the Principal of the College.
4. Principal enables the college management through IQAC to observe the recommendations of the Student Welfare Committee for take resolutions.

IV - RIGHTS AND RESPONSIBILITIES

Rights:

1. The candidates will enjoy equal rights to the academic benefits with no compromise to what others enjoy.
2. Share their concerns through the proper channel to ease the system and situations.
3. Enjoy safe and dignified treatment by the teachers and students in the campus.
4. Get the special attention from the course teacher and the respective departments to manage their special needs.
5. Enjoy access to the ramps/lifts and tricycle for easy mobility inside the campus.
6. User-friendly washrooms for the differently abled. Signage including tactile path, lights, display boards and signposts.
7. Receive information and announcements in accessible format.
8. Receive the bank of scribe and Human Assistance Group.

Responsibilities:

1. Respect the safety of the other companions and teachers from communicable diseases
2. To accommodate with the available facilities and to ensure pursuit of academic excellence.
3. To inform and get appropriate support from the concerned class leaders, class teachers, deans and student psychological counselor and Student Welfare Committee on a right time .
4. To apply for the welfare schemes, scholarships, other benefits on a stipulated time.

V - INSTITUTIONAL SUPPORT

1. Issue the applications at free of cost
2. Provide UG and PG academic courses at free or affordable cost (as recommended by the committee).
3. Mobilize and provide necessary support (infrastructure, financial and Psychological Counselling) to live and learn in the campus.
4. Periodically evaluate the reports given by the Students Welfare Committee through Deans and take necessary action to improve the system supporting the candidates.

5. Provide periodical psychological support to enhance the coping skills with peer, academics and facilities.
6. Establishing linkages between various institutions and NGOs working in the area of disability.
7. College website is accessible for visually impaired students.
8. Disability sensitization sessions are part of the students and Employee induction programme.
9. Staff are trained to assist persons with disabilities, including persons with learning disabilities
10. Audio Books and other necessary ICT support will be facilitated for easy learning.
11. Provide helpline to the students with special needs.
12. Adopt and implement the necessary facilities as per the guidelines of Govt. of India as on when required.
13. Provided free or subsidized food at the canteen for breakfast and lunch.
14. The Centre for the Students with Special Needs can constitute a body/committee to implement the policy, evaluate and document.
15. The Centre will facilitate internal and external fund raising to support the students with special needs.
16. Financial support to excellent students for internship, publications, innovations.

VI - CURRICULAR ADAPTATIONS FOR SPECIAL NEEDS:

College management, faculty members, supportive staff, peers, care takers and parents can adopt certain day to day tips which can help students with special needs feel the campus friendly and help them make learning more meaningful.

1. Architectural Facilitators:

- Disability friendly corridors, classrooms and toilets (anti skid but even flooring, bigger doors, lower height switches and functionaries, space for wheel chairs etc)
- Ramps / lifts / smaller steps / railings
- Audio support when possible
- Visual signs and directions in bold and in 2 languages

2. Disability Wise Adapted Library Facility:

- Allowing authorized peer (friend) dealings for book lending
- Extra days for book lending
- Reserved reading spaces
- Availability of technology for individuals with visual impairment.
- Magnifiers of different powers made available for individuals with low vision.

3. Modified Learning Environment:

- Peer education and peer mentoring enabled class room
- Announcements are made special for them
- Student friendly assignments and projects for the students with special needs.

4. Appropriate Seating Arrangement In Classrooms:

- The student with special needs student should be made to sit close to the teacher for better visibility and audibility.
- Seating arrangement should be such that the student can see the teacher and classmates properly (eye contact)
- Made to sit away from visual distraction and noise (door/window)
- They should be made to sit next to a class mate who is willing to help them if they are missing something during taking class notes)

5. Pre-Teaching Strategies to Be Followed by The Teachers

- Provide learning materials and references before the actual teaching takes place
- Announce the topics before ahead for the next day
- Audio visual support for learning and web reference can be made
- Written instructions and announcements of examination/assignments/ seminars should follow, instead of oral announcements.

6. Teaching Techniques Helpful For Differently Abled

- Use of headings/ key words to be used while teaching
- Restrict unnecessary moments while teaching.
- Use technology extensively: overhead projector, AVs, internet, power point presentations, soft copies of reference material, MOOC (Massive Open Online Course), LMS (Learner Management Systems), OERs (Open Education Resources), Virtual labs, blogs, Discussion boards etc.
- Allow audio or video recording of lectures and teaching sessions.
- Do not avoid communication / eye contact with student with special needs.
- Follow group discussion norms. Make teaching multi-modal and multi-sensory.
- Make teaching learning interactive
- Use interactive technology like Whatsapp, google groups etc for communication among learners.

7. Assist Socialization with Classmates

- Provide the student with special needs with a group in class which will work as a support system.
- Encourage the student with special needs to participate co-curricular activities, competitions and celebrations.
- Provide them opportunities to be a leader in the class or department to boost up their image.

REVIEW OF POLICY

The policy shall be reviewed after every 5 years or earlier, as need arises from Sacred Heart College.

MONITORING COMMITTEE

The committee will consist of minimum 7 members selected from college specially faculty specialized in the field of people with disabilities. The committee members will be directly appointed by the principal and the college management. The committee shall meet thrice a year

to review the activities carried out for the care and concern of the differently abled students and staffs in the campus.

The Functions of the Committee for the Students with Special Needs Include:

- A. To regulate appropriate functions from Admission to job placement of the students with special needs
- B. To set up mechanism to collect and act on the grievances of the students
- C. To scrutinize and recommend the management on the financial commitments of the students and the management.
- D. To guide the college for annual and concurrent programmes for the wellbeing of students with special needs and to sensitize the students in the college towards inclusive academic environment.
- E. To enable equal, quality and accessible education to the students in the campus.
- F. To provide guidelines to faculty members, supportive staff and generic students to enable safe and healthy environment to enable those students to achieve excellence.
- G. To facilitate discussion in the campus to revive the existing guidelines and practices conducive for the students with special needs.
- H. To initiate tech-driven solutions to enable students learning aspects

The committee can consist of the following members

Chairperson – Principal of the College

Secretary – Dean of Studies

Member – NSS Programme Officer or MSW Faculty Member or student psychological counsellor.

Member – One student representative (Preferably differently abled or student with special needs)

Office Superintendent – Non-Teaching Staff Representative

Conclusion:

Sacred Heart College is committed to following the provisions of the Rights of Persons with Disabilities Act 2016 Act, 1995 and the United Nations Convention on the Right of Person with Disabilities (UNCRPD). These, desirable objectives can only be achieved by team work and commitment. Sacred Heart College management and faculty are fully committed towards this

mission of empowering the student with special needs and making higher education right based and barrier free.

INFORMATION BROCHURE



**SACRED HEART COLLEGE
(AUTONOMOUS)**
TIRUPATTUR, TIRUPATTUR (DT)-635 601
TAMIL NADU, INDIA



Information Brochure on Disabled - Friendly Barrier Free Environment

SHC is committed to inclusivity through its built environment, which includes ramps and lifts for easy access, divyangjan-friendly washrooms, comprehensive signage solutions, assistive technology, and provision of information. The college's website is designed to be divyangjan accessible, with screen-reading software and mechanized equipment for students with visual or auditory impairments. The college also offers free college applications and affordable undergraduate and postgraduate courses, with examination guidelines and writing assistance. Differently-abled students are seated close to teachers for better visibility and audibility. The college also provides psychological counseling to help students cope with peer, academic, and facility challenges. The college library is designed to be friendly for differently-abled students, with friends helping them borrow books and reserved reading spots on the ground floor. These measures contribute to a sense of belonging and respect for the dignity and independence of all students.

Facility for Divyangjan in the SHC Campus

- Built environment with Ramps/lifts for easy access to classrooms
- Divyangjan friendly washrooms
- Signage including tactile path, lights, display boards and signposts
- Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
- Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading

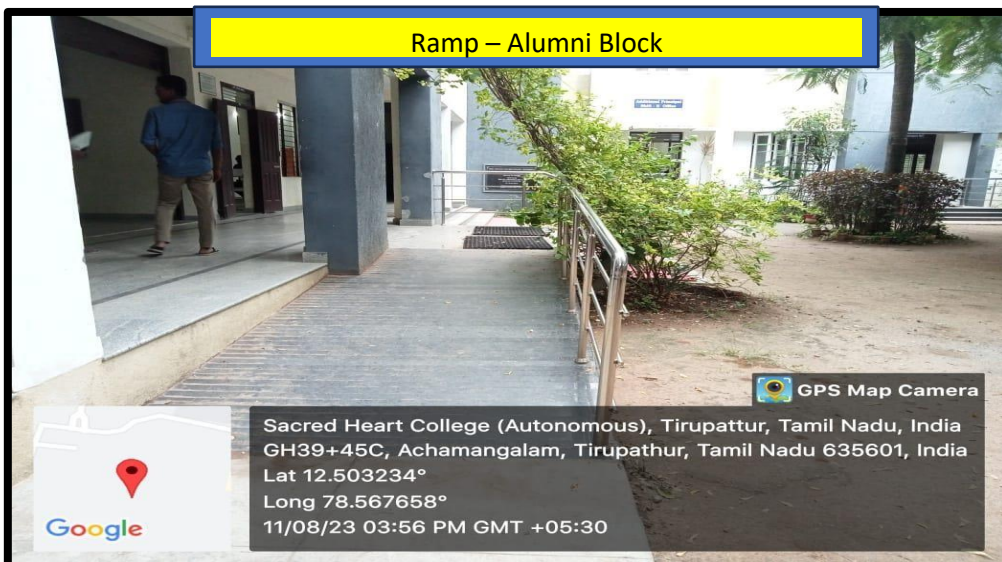


DISABLED FRIENDLY CAMPUS -
SHC

ANNEXURE

Supporting Document for Institution disabled friendly, barrier free environment

1. Built environment with Ramps/ lifts for easy access to classrooms



Ramp – John Med Block



Ramp – Abdul Kalam Hall



Ramp – Bosco Institute of Social Sciences



GPS Map Camera



Tirupathur, Tamil Nadu, India

Bosco institute of social science. Sacred Heart College (Autonomous), GH39+45C, Achamangalam, Tirupathur, Tamil Nadu 635601, Indi

Lat 12.502673°

Long 78.567728°

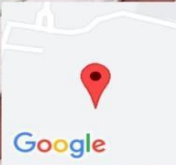
11/08/23 05:27 PM GMT +05:30

Google

Ramp- Kamarajar Arangam



GPS Map Camera



Kamarajar Arangam, Sacred Heart College (Autonomous), Tirupattur, Tamil Nadu, India

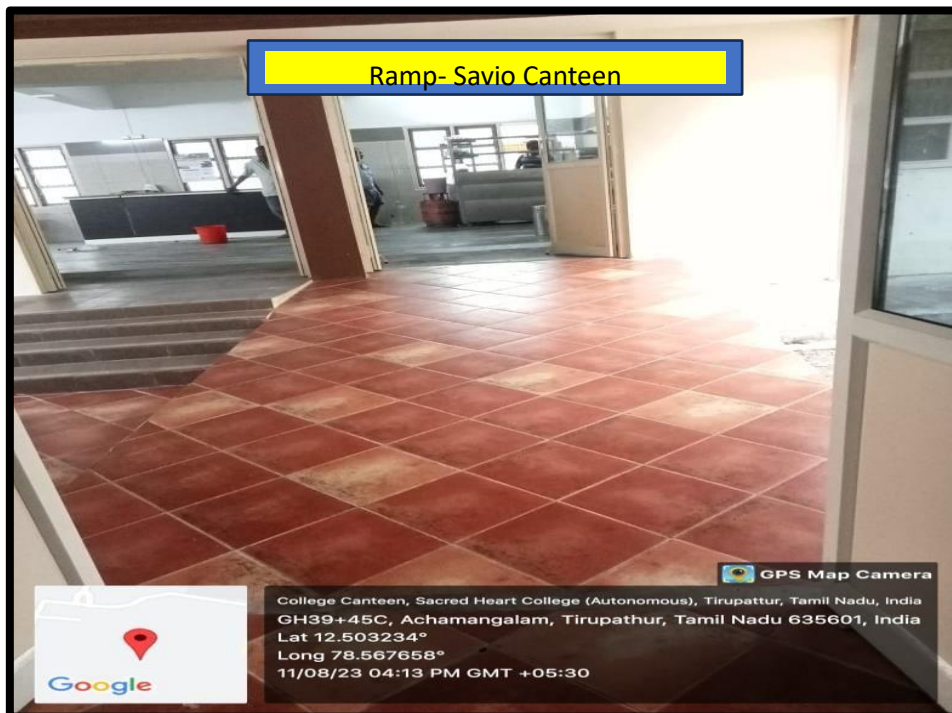
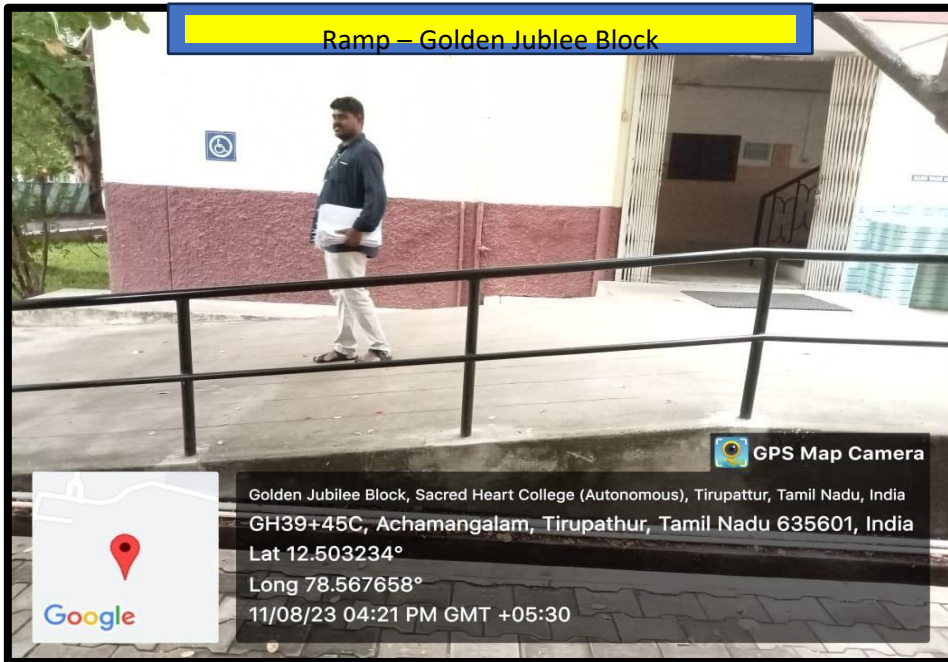
GH39+45C, Achamangalam, Tirupathur, Tamil Nadu 635601, India

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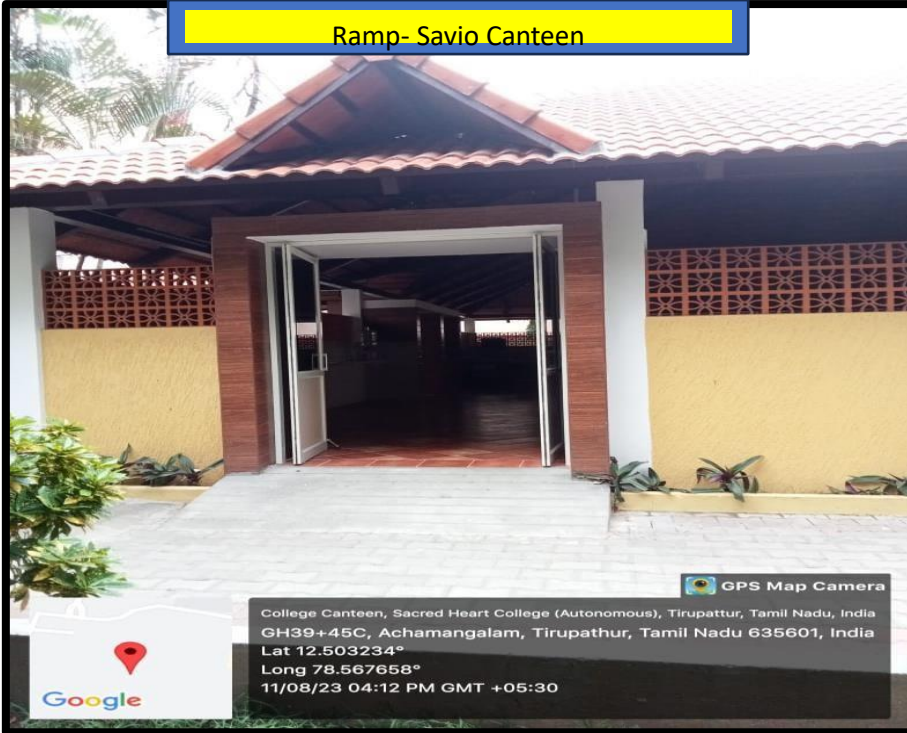
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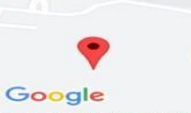
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Ramp- Savio Canteen

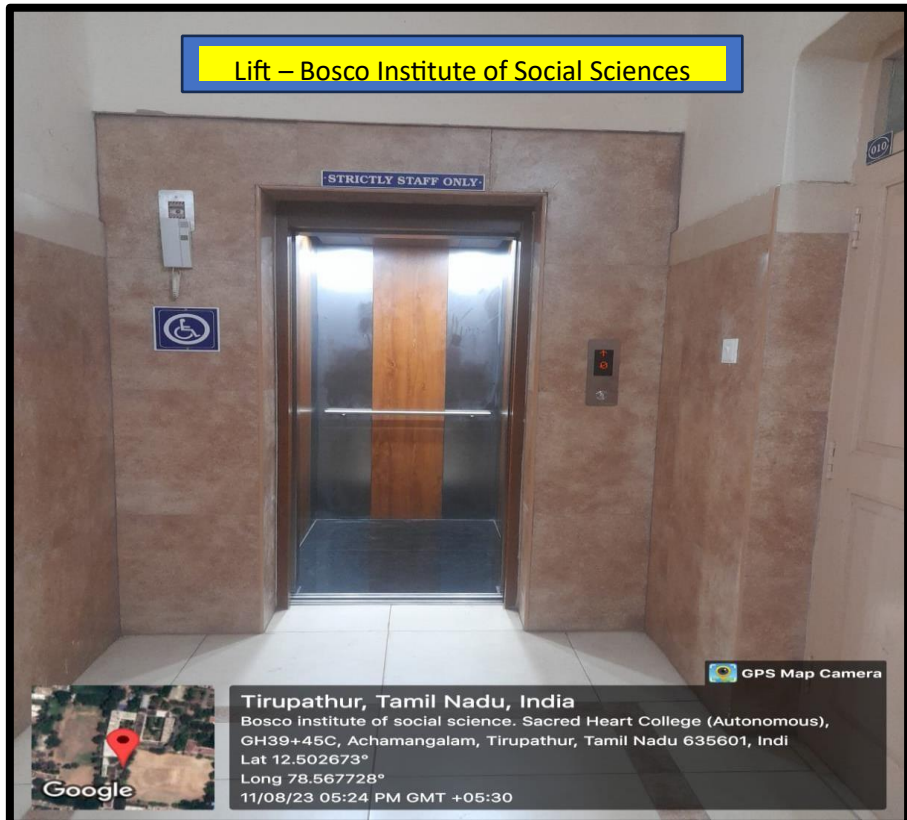


GPS Map Camera



College Canteen, Sacred Heart College (Autonomous), Tirupattur, Tamil Nadu, India
GH39+45C, Achamangalam, Tirupathur, Tamil Nadu 635601, India
Lat 12.503234°
Long 78.567658°
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Lift – Bosco Institute of Social Sciences

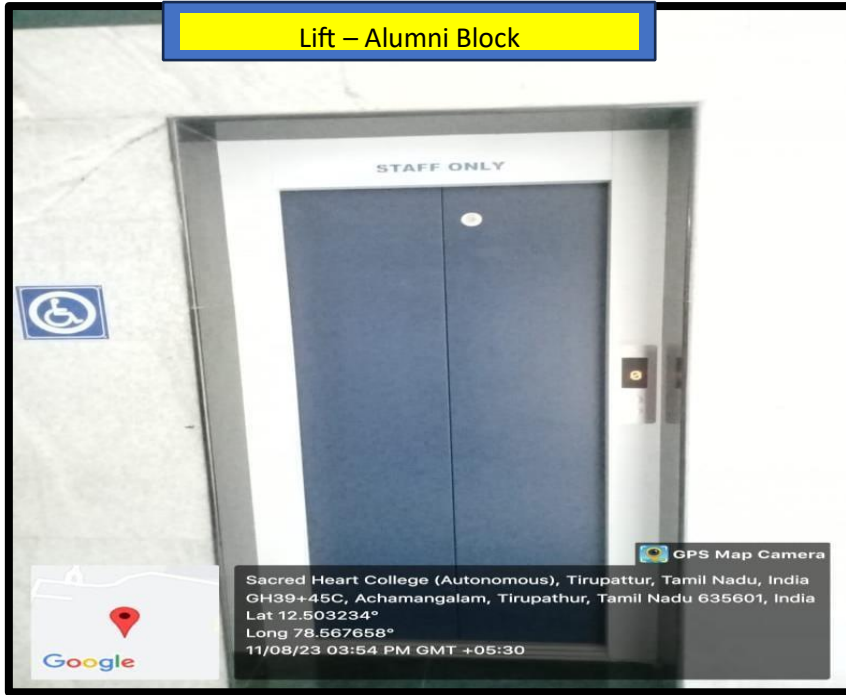


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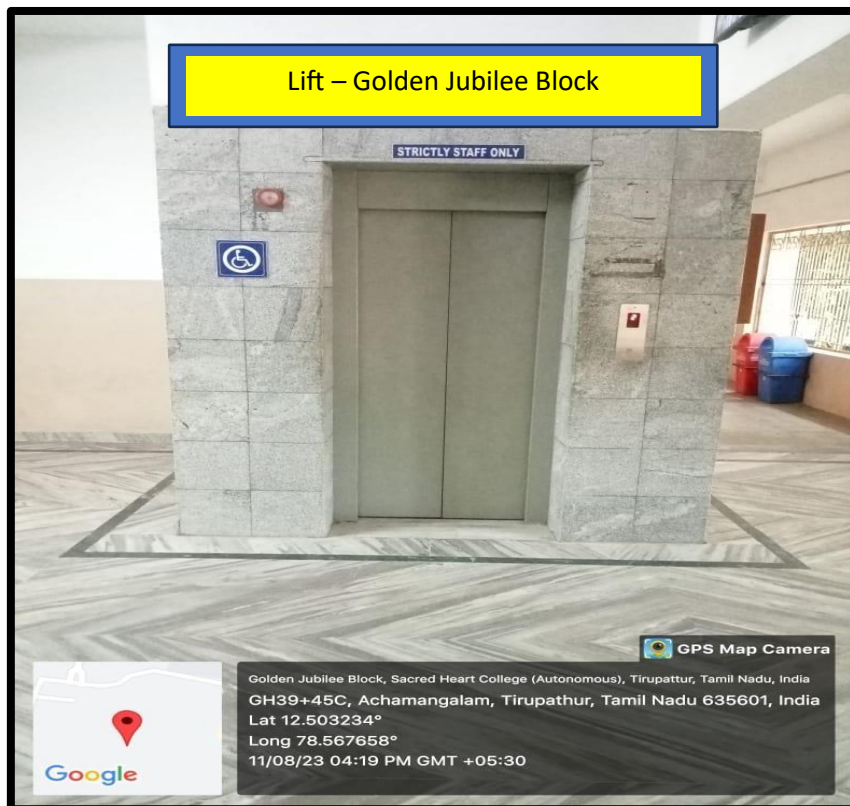
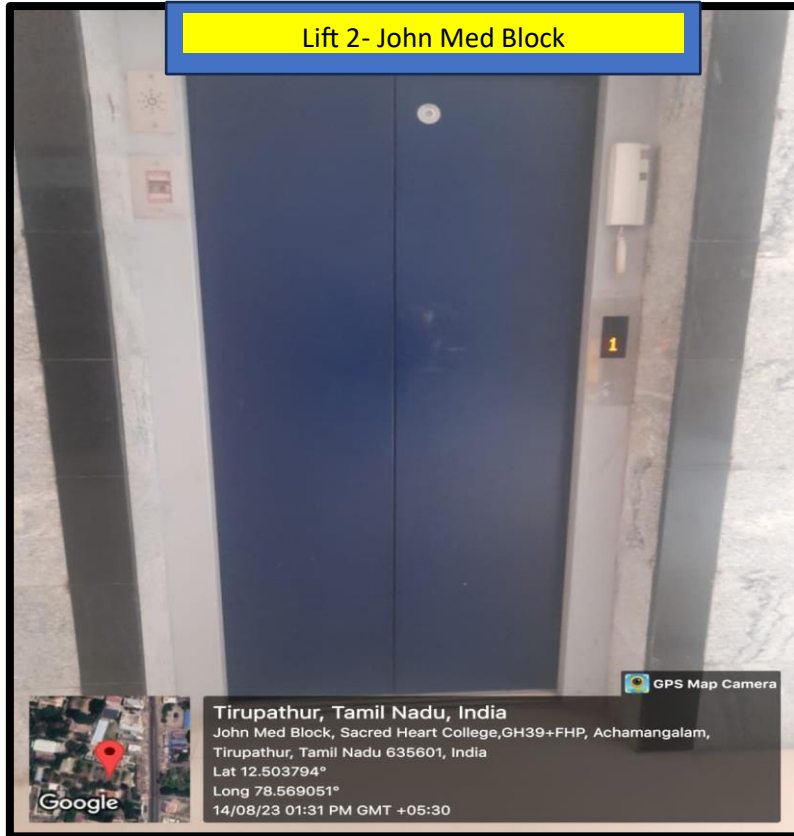
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GH39+45C, Achamangalam, Tirupathur, Tamil Nadu 635601, Indi
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Long 78.567728°
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Lift – Alumni Block

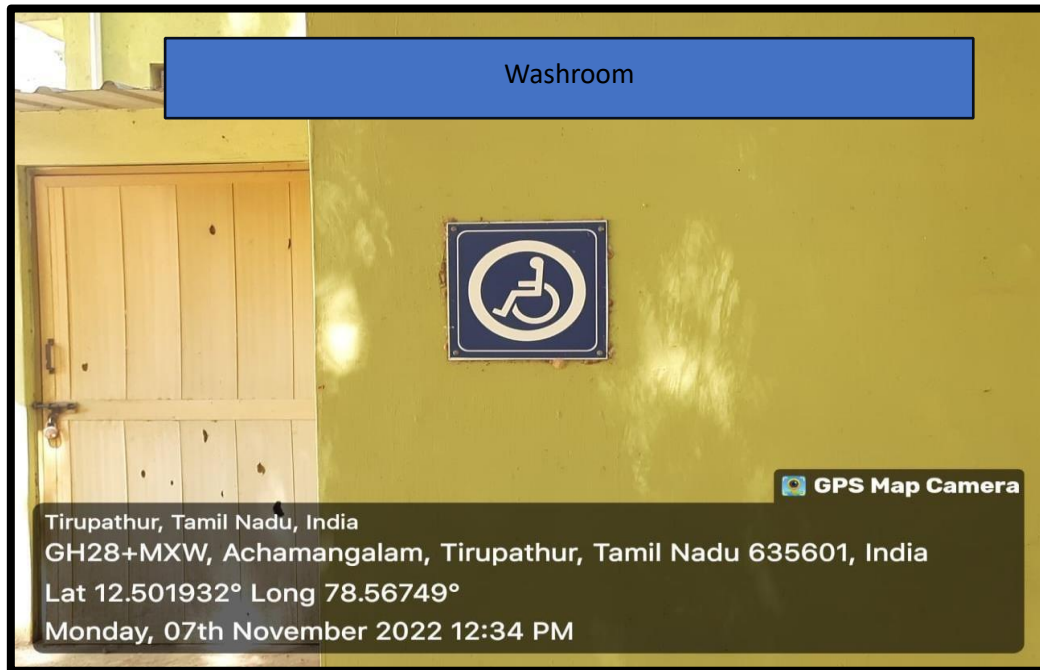


Lift 1– John Med Block



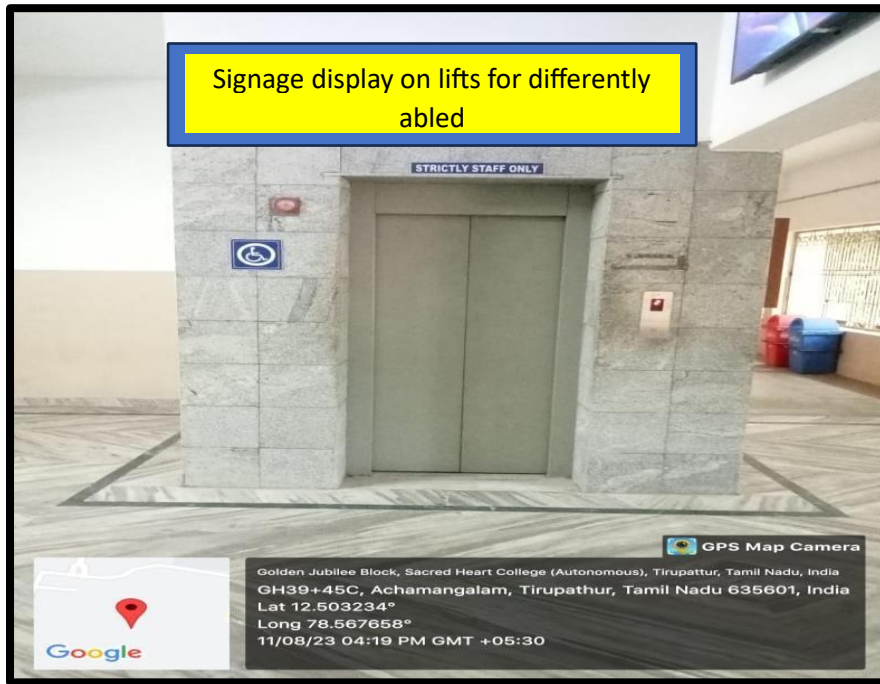


2. Divyangjan friendly Washrooms



3. Signage including tactile path, lights, display boards and signposts





4. Assistive technology and facilities for Divyangjan accessible website, screen reading software, mechanized equipment.



5. Provision for enquiry and Information

Human assistance, reader, scribe, soft copies of reading material, screen reading

