



**ABES Engineering College, Ghaziabad
Office of Dean of Students Welfare**

Date- 03/10/2019

DISABILITY ASSISTANCE POLICY

ABESEEC is committed to provide equal access to all programs, services, activities, and facilities to students with temporary/ permanent disabilities. To avail accommodations, the student must contact the DSW. Each student who applies for accommodations is evaluated on an individual basis, and all disability-related information is kept confidential with the Office of Dean-Students Welfare.

Guidelines to Receive Accommodations

- A prior request needs to be submitted to DSW in consent with faculty members who are teaching their courses for availing accommodations.
- Each application must be supported by evidence-based, authentic documentation from a licensed healthcare professional or credentialed professional who has assessed and diagnosed the disability. Documentation from an appropriate professional must be on an official letterhead and must be sent directly to the office of DSW mentioning:
 - Diagnosis of disability /disabilities
 - Documentation related to how the disability is hampering life function
 - Accommodations required for specific disability.
- If needed, additional documentation may be requested by DSW and Administrative Officer of the Institute.
- Each student who applies for accommodations/ arrangements is evaluated on an individual basis, and all disability-related information is kept confidential with the DSW office.
- If a student is fit for availing academic accommodations, information will be sent by academic support centre to the concerned faculty and accommodations would be granted after receipt of required documents.

Eligibility for Availing the Accommodations

A disabled person is eligible for availing this facility if he/she has physical impairment that significantly limits one or more life activities.

Sources and forms of appropriate documentation

- Documentation should be validated by a **licensed or otherwise properly credentialed professional** who should not have personal relationship with the student, but who preferably knows the history of the student's disability.
- All financial arrangements required for necessary assessments, testing, and evaluations are to be borne by the student. Documentation should be relevant to the student's current level of disability.

Examples of Accommodations

Depending on the type of disability, eligible students may receive accommodations such as:

- Extended test time
- Isolated environment with reduced distractions
- Reading or writing assistance
- Class notes
- Re-examination (In case of absence)
- Time adjustments.
- Other accommodations as per specific need.

Any other arrangements, as and when required as per the situation have to be made for such students, in order to provide them equal opportunities like others. The faculty members and students should maintain empathetic conduct and try to help such students in every possible manner.



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Dean- Students Welfare