


Policy Document for persons with Disability

Global college of pharmacy Hyderabad is committed to creating an inclusive and accessible environment for students with disabilities. We strive to provide equal opportunities and support for the holistic development and academic success of all our students. This Disabled friendly Policy Document outline our commitment, strategies and measures to ensure a disabled – friendly campus.

However, please note that the Institute does not have any student on rolls till now who is differently abled (Divyangjan). So right now, the Institute is just providing physical facilities that are mentioned in relation with policy document and policy brochure. If any student (Divyangjan) is admitted in the future then the management is ready to provide all the facilities as per JNTUH norms of scribe policy.



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Chilkur (V), Moinabad (M), RR Dist. Hyderabad. Telangana –501 504.

Policy document for Divyangjan

Global college of pharmacy has constituted following policy document to ensure disabled friendly and barrier free environment for the class of disabled peoples to live with equal opportunities like other common people in the college premises.

1. College provides disabled friendly infrastructure like ramp.
2. College provides disabled friendly washroom.
3. College provides mechanized tools like wheel chair.
4. To make barrier free movement and to access the needed facilities freely all the necessary places provide with signage boards.
5. College provides Braille blaster open software in helping the blind disabled people.
6. College provides scribe in writing the Exams.

All the above are mentioned in the policy brochure.

2.Information Brochure for Divyangjan

1. College has built ramps in all the necessary places where the disabled people can use facilities, relevant to these facilities the necessary documents attached with the policy brochure.
2. The college has constructed and facilitated disabled friendly washrooms in the specified place which is closer to staircase and class rooms.
3. College has placed signage boards in all the necessary disabled friendly accessible points for creating barrier free movement.
4. College has accessed with Braille blaster, Non-Visual Desktop Access open software. If any such student gets admitted in college, the college provides all the required facilities to support, encourage and to uplift all such students.
5. College has constituted group of scribes to help disabled students to write the examination. Under any circumstances we provide them with extended time duration and the same document is provided in the policy brochure.

OFFICE ORDER

Sub: Appointment of Coordinator for Divyangjan-Reg

This is to state that, Ms. Nayela Ghazala is appointed as Divyangjan Assistive Coordinator to assist disabled students with effect from 15.07.2022.

You are hereby informed to initiate the work accordingly.

To

Ms. Nayela Ghazala

Assistant Professor,

Department Pharmacy,

Global college of Pharmacy.


Cc to


Director- for information

Dean- for information

IQAC- for information.




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Roles and Responsibilities of Divyangjan Assistive Coordinator:

1. As an Assistive Coordinator knows the resources available for the disabled people, he can direct them with supporting environment.
2. Channelize any requirement for disabled people through concerned authorities in support of their needs.
3. With the support of concerned persons, we can also organize cultural events for the benefit of disabled people.
4. Training programs will be organized for the disabled people.



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Certificate of Head Institution **for a Availability of Scribe**

TO WHOM SO EVER IT MAY CONCERN

This is to state that scribe for examination is available for differently abled students (Divyangjan). As of now there are no differently abled students studying in the college during previous years and current year. As per the requirement of JNTU-H scribes have been identified and the same has been submitted to JNTU-H. Availability of scribes has been displayed in the college notice board. In future if any differently abled students get admission in our college the facility will be utilized.




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APPOINTMENT OF SCRIBE:

Preamble: Physically handicapped candidate writing the SEE can take assistance from another person who is normally called as AMANUENSIS. An Amanuensis can be appointed by the COE of the college to the candidate who is really scribe to write his/her examination with his own hand.

While appointing an Amanuensis the following guidelines are to be followed strictly.

Guidelines:

- (a) An Amanuensis can be appointed to the candidate who is blind or disabled from writing the examination with his/her own hand.
- (b) A candidate seeking the assistance of an Amanuensis shall submit an application to the COE through the principal duly recommended by the office in charge of examination, with the following documents.
 - (i) Medical Certificate from Medical Officer of a Government District or higher-grade hospital or a registered Medical Practitioner showing the inability of the candidate to write the examination with his/her own hand, which shall be attested by the principal.
 - (ii) No relation Certificate - An undertaking by the student and the Amanuensis showing that there is no relation between them.
 - (iii) Attested copies of testimonials of an Amanuensis.
 - (iv) One A4 size paper hand written matter which is written by the Amanuensis.
 - (v) Three recent Passport size photos of the Amanuensis attested by the principal.
- (c) An Amanuensis appointed must be of lower grade education than the candidate and should not be studying in the same field (Engineering/Architecture).
- (d) The Chief superintendent/ Chief coordinator shall arrange a suitable room for the candidate and the amanuensis and appoint a room superintendent for the candidate who shall be changed daily.
- (e) If the disabled candidate (temporarily disabled) requests to write the examination with his



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own hand with an extra time (60 minutes for 3 hours examination i.e. 20 minutes per hour), he/she shall submit an application to the principal of the college through the COE seeking grant of extra time to write the examination, with concerned medical certificates and the attested copies of such permission letters, if any, given earlier by any of the Boards or Universities in India.

(f) The permission granted in the case of permanently disabled students shall be valid for the entire period of his study in the program, whereas, in the case of temporary disability the facility extended shall be for the specific period only.

As per the JNTU-H the following guidelines are to be strictly followed:

- 1) Medical Certificate issued by a Civil Surgeon working in a Government Hospital.
- 2) Photo of the student / candidate highlighting the inability to appear for the examination.
- 3) The Particulars of proposed scribe i.e., name, address, qualifications and present occupation.
The scribe should be of intermediate qualification with arts subjects only].
- 4) A letter from the scribe stating that he /she is willing to act as scribe.
- 5) A copy of the certificate of scribe's qualification along with recent photograph duly attested by the principal.
- 6) A letter from the principal stating that he/she personally verified and satisfied regarding qualification of the scribe as per norms and that he/she will provide a separate room and invigilator for all the examinations of the candidate.



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Scribes Available for Differently Abled

(Divyangjan)

Please Contact

Exam Cell In-Charge

Ms. NAYELA GHAZALA



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DETAILS OF THE SOFTWARE FOR PROVIDING ASSISTANCE FOR SPECIALLY-ABLED PERSONS

The institute provides the following free software:

- 1) Braille Blaster
- 2) Non-Visual Desktop Access (NVDA)
- 3) Live Transcribe
- 4) Sound Amplifier

1. Braille Blaster: Braille Blaster relies on Libelous, a well-known open-source braille translator, for translating text and mathematics to Braille. Braille Blaster takes advantage of the rich markup contained in NIMAS (National Instructional Materials Accessibility Standard) files to automate basic formatting and gives you tools to make advanced tasks quicker and easier. Designed primarily for editing textbooks that meet the specifications published by the Braille Authority of North America, the purpose of Braille Blaster is to help braille producers ensure that every student has their braille textbooks on the first day of class. The development of Braille Blaster and modifications to Libelous are part of the REAL Plan (Resources with Enhanced Accessibility for Learning). The REAL Plan is an ongoing initiative of the American Printing House for the Blind to improve the conversion and delivery of braille and other accessible formats to students who are blind.

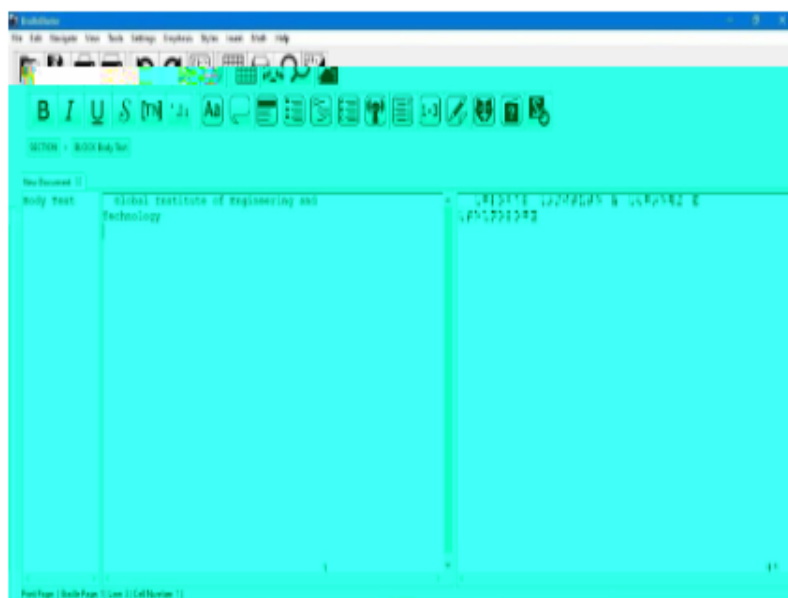
2. Non-Visual Desktop Access (NVDA): It is a free, open-source, globally accessible screen reader for the blind and vision impaired. This software is designed by the blind for the blind. This software provides access to technology no matter the language, location or financial situation believing that every blind or vision impaired person deserves the right to freely and easily access a computer.

3. Live Transcribe: It is an accessibility app designed for the deaf and hard of hearing and usable by anyone. Using Google's state-of-the-art automatic speech recognition technology, Live Transcribe performs real-time transcription of speech and sound to text on the screen, so that

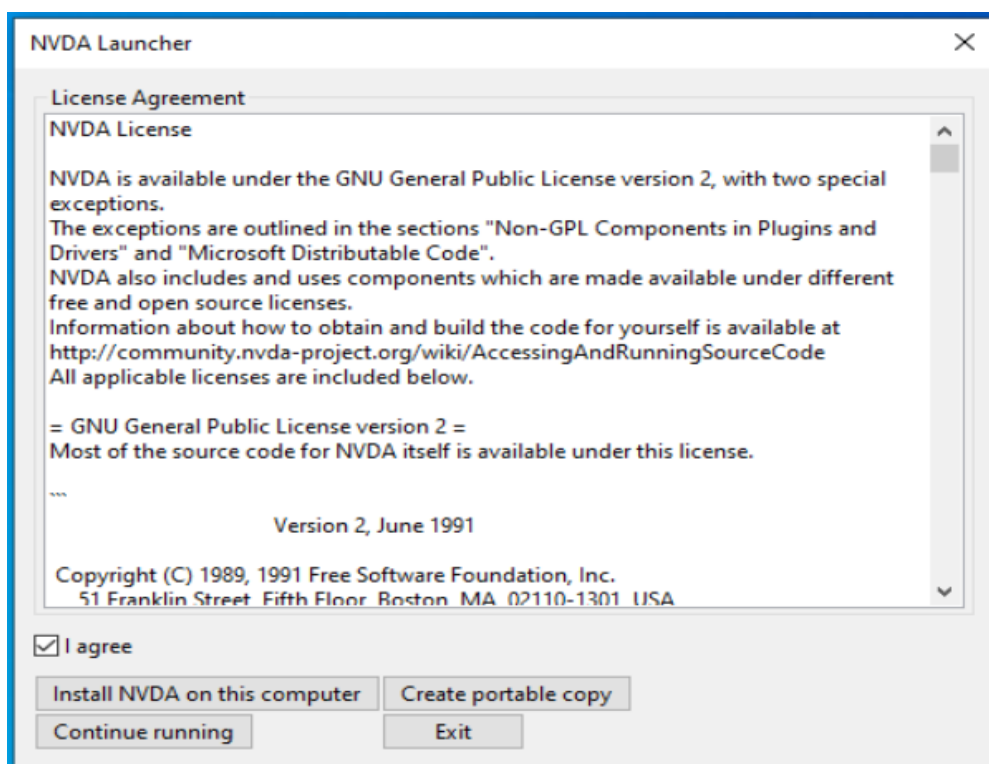
deaf person can participate more easily in conversations going in the world around him.

4. Sound Amplifier: It is an app on Android device with wired headphones to filter, augment, and amplify the sounds in our environment. This app helps to hear better in noisy areas. There are many people with varying degrees of hearing loss but this app tackles the problem, makes it easier to hear. The app uses phone or headphone's microphone to sift through ambient sounds and enhance frequencies related to speech while reducing unnecessary noise.

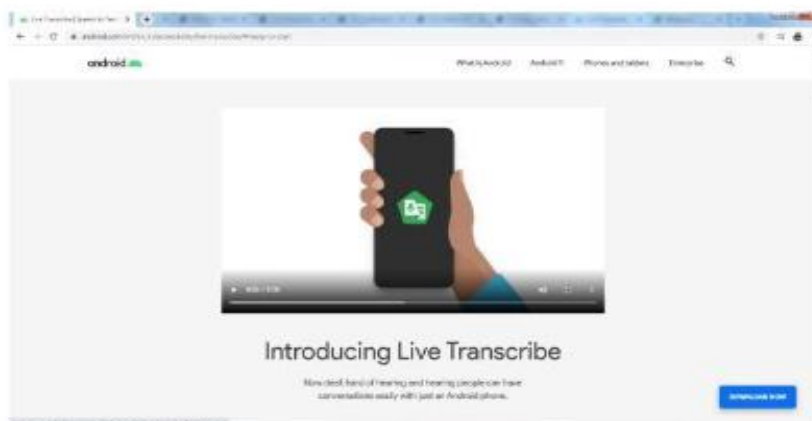
1. Braille Software Facility-Open Source Available



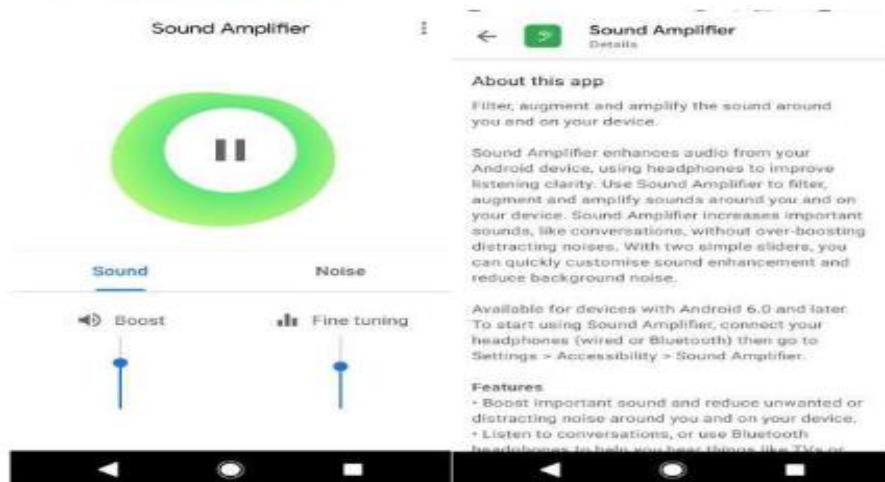
2. NVDA (Non Visual Desktop Access) Software Facility-Open Source Available



3. Live Transcribe



4. Sound Amplifier



J. Venkatesh

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