**Most Urgent**

18th June, 2018

Principals of all Colleges,

Dear Sir/ Madam,

In our continued efforts to promote inclusion and ensure that persons with disabilities remain in the mainstream of the academic environment of the University, we would request you to kindly ensure the implementation of the following guidelines pertaining to admissions for the academic year 2018-19 keeping in view the special needs of students with disabilities:

1. Not less than 5% seats shall be reserved and filled in respect of students with benchmark disabilities as per the RPWD Act, 2016.
2. Certificate of disability as specified in Schedule to the Rights of Persons With Disabilities Act, 2016 issued by a duly notified Medical Authority of a District/ Government Hospital authorized for issuing a disability certificate will be considered for admission. The certificate should indicate the extent of (i.e. percentage) of disability and it should bear the photograph of the candidate concerned and it should be duly signed by the notified medical authority with clear seal and name.
3. Every college must prepare a separate cut off list of persons with disabilities and ensure that maximum students are accommodated as per their requirement of courses.
4. It should be ensured that a desktop/ laptop with assistive and screen reading software, connected to a printer, is made available to assist such students for ease of access.
5. The colleges must provide dedicated accessible space to deal with the process of admission of students with disabilities.
6. The colleges must make a provision of help desk for students with disabilities.
7. The colleges must ensure adequate number of NSS/NCC students to support the students with disabilities during the admissions.
8. The colleges must ensure that the students with disabilities are not charged any fee as per the University Circular No. Aca.1/082/2001/PWD/2012-13/355 dated 13th of September, 2012.
9. The website of the college must have a separate accessible link for information regarding admission of students with disabilities and the bulletin of information and the prospectus of the college if any, must be made available on the website of the college in the accessible format.
10. Every college must have a provision of wheel chair.
11. The admission process of students with disabilities must be conducted at ground floor only.
12. Every college should have at least two teachers from the enabling unit of the college as nodal persons for handling the grievances of such students if any.
13. The principal of the college must ensure that such students do not face any hardship due to the non- availability of the requisite supports.

The Principals of the Colleges are requested to ensure necessary compliance of the above guidelines.

In case of any query you may contact the two OSDs (Prof. Anil Kumar Aneja- 9871495050 and Dr. Bipin Kumar Tiwary- 9811426337) for any clarifications.

Please note that modifications/ changes/ amendments if any in the above guidelines will be communicated from time to time by the competent authorities for smooth and convenient conduct of admission process of persons with disabilities.

Your continued cooperation will go a long way in providing equal opportunities to persons with disabilities.

s/d s/d

(Prof. Anil Kumar Aneja) (Dr. Bipin Kumar Tiwary)