28th of May, 2015

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 for the pertaining to admissions for the academic year 2015-16 keeping in view the special needs of students with disabilities:

1. Not less than 3% seats must be reserved and filled in respect of students with disabilities as per the PwD Act, 1995.
2. Certificate of disability issued by chief medical officer/ civil sergen of district or any Govt. hospital authorised to give such certificate under the provisions of the PwD Act, 1995 will be considered for admission. You may refer http:/www.ccdisabilities.nic.in
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. The colleges must provide dedicated accessible space to deal with the process of admission of students with disabilities.
5. The colleges must make a provision of help desk for students with disabilities.
6. The colleges must ensure adequate number of NSS/ NCC students to support the students with disabilities during the admissions.
7. 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/2013-13/355 dated 13th of September, 2012.
8. The website of the college must have a separate accessible link for information regarding admission of students with disabilities and the bulletion of information and the prospectus of the college if any, must be made available on the website of the college in the html format.
9. Every college must have a provision of wheel chair.
10. The admission process of students with disabilities must be conducted at ground floor only.
11. Every college should have at least two teachers from the enabling unit of the college as nodal person for handling the grievances of such students if any.
12. 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 (Dr. Anil Kumar Aneja- 9871495050  
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 hassle free 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

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

**\*Colleges which have been designated for sale/ receipt of admission forms must ensure strict adherence of the above guidelines.**