



POLICY DOCUMENTS
(Revised in 2019)



ST. THOMAS COLLEGE (AUTONOMOUS)

Thrissur, Kerala

College with Potential for Excellence
Re-accredited by NAAC with 'A' Grade



POLICY DOCUMENTS

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INTRODUCTION

The policy document of St. Thomas College (Autonomous), Thrissur, provides details of the institution's policy commitments in relation to what needs to be done through the exploitation and development of various resources in the institution. It is actually a set of guidelines steered by the institution's policy commitments, which serve as a guiding principle in its journey of *transforming the youth through holistic education towards an enlightened society*. The policy document of the college is based on the review and analysis of the institution's vision, mission, motto, core values, outcomes, policies, strategies and provisions.

The policies of the institution are articulated so that people in the institution can have a framework for action that helps them get on with the job they need to do.

This policy document is a tool in quality improvement. It is hoped that the document will help to comply with accreditation standards. The policy document of St. Thomas College, Thrissur, is communicated to the stakeholders through various platforms, and it is hoisted on the institutional website for the access and awareness of faculty, staff, students and all stakeholders and the society. It is anticipated that the policy document will incessantly facilitate in achieving the vision and objectives of the institution.

28 December 2019

Mar Tony Neelankavil
Manager

Dr. Joy K. L.
Principal





9. DIVYANGJAN POLICY

Introduction

St Thomas college (Autonomous), Thrissur aims to deliver an inclusive framework in higher education that also includes a person with disabilities through constructive action and sufficient accommodation. Our college aims to make education and other services accessible to all without discrimination and provides special care and support to make the differently-abled, self-reliant and independent. We aim to provide a barrier-free learning experience to all students including the disabled by bearing in mind the current challenges they face in the higher education sector. The college maintains all crucial measures to make the infrastructure and facilities coherent to all without discrepancy, providing special measures for those who fall under the category of Divyangjan (Differently abled). Moreover, St Thomas College wanted to create a need-based approach towards students with disabilities through the creation of an inclusive education that aims to take policy proposals towards greater accessibility for the disabled in higher education.

- College provides admission as per the rule of law (Section 16 PWD Act 2016).
- Provisions in the infrastructure facility (like a ramp, rail, wheelchairs, toilet, apps to support teaching learning in library) for their easy access to campus facilities and College.
- Observation of important days and inclusion of disabled in college functions helped to bring attention to issues that impact the disability community and increase awareness of the need for integration of people with disabilities into the main stream of society.
- College wholeheartedly facilitates special necessities such as helper and extra time for writing examinations, where applicable.
- The college office facilitates judicious availability of scholarships provided by the State government.
- College offers motivational talks, webinars, and conferences to motivate the students.

Admission policy for DIVYANGJAN Candidates [As per the Calicut University and St Thomas College (Autonomous), Thrissur]

1.1 Reservation for Persons with Disabilities (PD)

a) Physically Handicapped: Three per cent (3%) of the seats for Degree programmes should be additionally created and reserved over and above the sanctioned strength, but within the Statutory maximum limit for the Physically Handicapped candidates. In programmes where the sanctioned strength and the Statutory limit are the same, the additional seats can be created above the Statutory limit, exclusively for the admission of the above candidates. (U.O. No. 2391/2015 dated: 10.03.2015).

b) Out of the 3%, 1% is reserved for the blind, 1% for the deaf and 1% for orthopedically handicapped with a provision for the interchange of seats if candidates are not available in a particular category in a year.



c) The blind and deaf are not eligible for reservation in Science subjects involving practical. (U.O. No.GA/G2/4053/ 1985 dated, 05.01.1987 and letter No.GAI/A2/819/2000 Vol. II dated 14.02.2003). (U.O.No.2391/2015/Admn Dated:10.03.2015). The candidates should produce the medical certificate issued by the district medical board or higher authorities stating that the disability is 40% or above.

d) For PG Courses, the reservation shall be given 3% in aggregate – Faculty wise in University Teaching Departments and college wise in affiliated colleges after scrutinizing the suitability. The candidates having a minimum of 40% disability certified by the Medical Board be considered for admission to the reserved seats earmarked for the Physically Handicapped students. Such eligible candidates shall be ranked based on the marks secured in the qualifying examination. (GAI/ A2/9091/1994 Vol. II dated 28.05.2003 & GAI/A2/5752/ 1998 dated 04.05.2004).

File Ref.No.19127/DOA-ASST-1/2015/Admn



UNIVERSITY OF CALICUT

Abstract

Admissions- Creating and Reserving the seats for Physically Challenged and Sports Quota Candidates over and above the sanctioned strength for UG admission-Sanction Orders issued.

DOA

U.O.No. 2391/2015/Admn

Dated, Calicut University,P.O, 10.03.2015

Read:-1. Minutes of the meeting of the Core and Prospectus Committee for Admissions through Centralised Process held on 19.11.2014.

2. Minutes of the meeting of the Academic Council held 15.01.2015.

ORDER

As per the paper read as 1st above, the meeting of the Core and Prospectus Committee for Admissions through Centralised Admission Process held on 19.11.2014 recommended to create seats for persons with disabilities and sports quota over and above the sanctioned strength for accomodating candidates in the already reserved seats for these categories.

The Vice Chancellor has ordered to place the matter before the Academic Council for consideration.

The Academic Council at its meeting held on 15.01.2015, vide item No 19, has considered the matter and resolved to create seats for persons with disabilities and sports quota over and above the sanctioned strength for accomodating candidates in the already reserved seats for these



categories.

Sanction has therefore been accorded by the Vice Chancellor to implement the decision of the Academic Council to create seats for persons with disabilities and sports quota over and above the sanctioned strength for accommodating candidates in the already reserved seats for these categories, within the statutory limit and without interchangeability. If the statutory limit and the sanctioned Strength are the same, additional seats can be created above the statutory limit exclusively for these categories without interchangeability. Admissions to the seats reserved for persons with disabilities and sports quota have to be made by observing the eligibility criteria and rules prevailing in the University.

Orders are issued accordingly.

Viswanath K
Deputy Registrar

Copy to. All JCEs/DR GA/Director, CDC/PS to VC/ PA to PVC/PA to Registrar

Forwarded / By Order

Section Officer

Examination Policy for Divyangjan (Differently Abled) Candidates

2.1 Concession to Physically Handicapped and Mentally Challenged Candidate in the Examination.

a) Physically Handicapped candidates

- Thirty minutes is granted as additional time in a three-hour duration exam for those having disability (proportionate deduction/ enhancement will be given based on the examination duration). Scribe will be permitted for those who cannot perform the act of writing owing to their disability (permanent disability) if the fact is specially mentioned in the medical certificate.

b) Blind Candidates

- Extra time of 15 minutes per hour for all the examination will be allowed to blind candidates with the facility to avail the service of the scribe. They are exempted from answering questions on drawing graph, phonetic transcription etc. In the case of total blindness or permanent disability that cannot be cured, a copy of the medical certificate attested by the Principal or Superintendent of Government Hospital will be accepted. Extra time of 45 minutes to each paper of 3 hours of duration with proportionate reduction for papers of shorter duration for blind candidate having visual standards from 1 % to 19 %.
- Blind candidates admitted to the college are exempted from special fee and tuition fee prescribed by the controller of examinations for the course. However, they must remit fees for a degree certificate.

c) Visually Impaired Candidates



- Visually impaired students can use computers/laptops with a screen reading speech software, for writing the examination over and above the facilities for using a scribe.
- d) **Dyslexic and Autistic Candidates**
- Extra 30 minutes will be allowed in addition to the permission for the service of a scribe to dyslexic and autistic candidates.
- e) **Students with Writing Disabilities**
- Students with Writing Disabilities who cannot write with their hands can opt for the help of computers and laptops provided by the college.
- f) **Deaf and Dumb candidates**
- The Grace Grade Points (GGP) that can be awarded is 10 to the deaf and dumb candidate in their PG examination and shall be affected at the end of the even semester in a year. They are eligible for the award of Grace Grade Points for all examinations including supplementary examinations.

Table 1. Percentage of Grace Marks to be Awarded to students having Disability.

S. NO	Disability	Percentage of Grace Marks/grades to be awarded
1	Candidates having 40 % to 49 disability (Certified by a Medical Board)	10% (of the marks/grades scored)
2	Candidates having 50% to 59% disability (Certified by a Medical Board)	15% (of the marks/grades scored)
3	Candidates having 60% to 69% disability (Certified by a Medical Board)	20% (of the marks/grades scored)
4	Candidates having 70% and above disability (Certified by a Medical Board)	25% (of the marks/grades scored)

- The maximum grace marks/grades awarded shall not be reckoned to achieve 80% of marks in a particular course, that is up to 79% marks/grades in each course (common course, core, complementary and open) in serial no 1,2 &3 of the above table (UO No. 17621/2019/admin dated 18/12/2019).
- The maximum grace marks/grades awarded shall not be reckoned to achieve 90% of marks in a particular course that is up to 89% of marks /grades in each course (common, core, complementary and open in serial no.4 of the above table (UO No. 17621/2019/admin dated 18/12/2019).
- In the case of Mental Disability (the term Mental Disability mean 'intellectual disability that includes Autism and Specific Learning Disabilities.): for awarding grace marks to persons with a mental disability, percentage of disability need not be insisted but based on the medical certificate issued from Govt. psychiatrist or from a certificate issued by the Medical Board. The percentage of grace marks to be awarded to the candidate with mental disabilities including autism and specific learning disabilities is 25% of marks/grades scored by the candidates. The system of grace marks applies to UG and PG examinations (UO No. 17621/2019/admin dated 18/12/2019).

2.2.2. Appointment of Scribes at Examination

Following are the criteria for appointing a scribe for Examination:

- a) The person posted as scribe should not be a teacher, student or relative of the candidates.



- b) Educational qualification of the scribe should be less than the candidate.
- c) A separate form should be provided for the candidate which should be away from the room where other candidates are seated.
- d) An invigilator should be posted in the room and the chief superintendent should also keep vigilance over the room.
- e) The candidate shall submit a separate application for each semester examination for avail in the service of scribe and compensatory time supported by the relevant document.
- f) Remuneration per day may be paid to the scribe as allotted by the university order for the conduct of the examination.

2.2.3. Proforma to Scribe

- a) Name and Address of the Scribe.
- b) Age and Date of Birth (with copy of the relevant page of SSLC Book).
- c) Details of Course which he/she is studying / studied.
- d) Educational qualifications.
- e) Specimen signature of the scribe.
- f) Self-Declaration.

2.2.4. Special instructions for packing answer sheets of visually challenged students are given to the superintendent. He shall write the "PH or Blind Candidate" in bold letters on the top facing sheet of answer scripts on a separate cover after each examination.




Principal
St. Thomas College (Autonomous)
Thrissur - 680 001