



# ***St. Philomena's College (Autonomous)***

**Autonomous College of the University of Mysore**

**Reaccredited by NAAC with 'B++' Grade**

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## **Divyangjan Inclusion & Accessibility - Policy Statement St. Philomena's College (Autonomous), Mysore**

This policy is rooted in the **Rights of Persons with Special abilities (RPwD) Act, 2016**, and aligned with the **UGC HEPSN** (Higher Education for Persons with Special Needs) guidelines and **NAAC's Criterion VII** on Institutional Values and Best Practices.

### **1. Vision & Scope**

St. Philomena's College is committed to creating an equitable, inclusive, and barrier-free environment where individuals with special abilities (Divyangjan) can pursue their academic and professional goals with dignity. This policy applies to all stakeholders, including students, faculty, non-teaching staff, and visitors.

### **2. Objectives**

- To ensure zero-tolerance towards discrimination on the basis of disability.
- To provide seamless physical and digital accessibility across the campus.
- To facilitate "Reasonable Accommodation" in admissions, pedagogy, and examinations.
- To empower Divyangjan through specialized support services and skill development.

### **3. Infrastructure & Physical Accessibility**

In accordance with NAAC requirements for a "Disabled-Friendly Campus," the college ensures:

- **Barrier-Free Access:** Ramps with appropriate gradients and handrails in all academic blocks, the library, and hostels.
- **Vertical Mobility:** Dedicated lift facilities for students and staff with locomotor special abilities.
- **Sanitary Facilities:** Gender-segregated, washrooms equipped with non-slip flooring.
- **Signage & Navigation:** Tactile pathways for the visually impaired in the 25-acre campus.
- **Safe Zones:** Reserved parking near the main entrance and designated "Silent Zones" for students with sensory sensitivities.

### **4. Academic & Examination Support**

As an autonomous institution, we utilize our academic freedom to provide:

- **Inclusive Pedagogy:** Facility to provide lecture notes in accessible formats (e-text, large print, or audio), on request
- **Examination Concessions: \* Scribe/Reader Facility:** Provision of a scribe for students with benchmark special abilities as per Government of India norms.
  - **Compensatory Time:** An additional 20 minutes per hour for internal and semester-end examinations.

- **Assistive Technology:** The library is equipped with screen-reading software and high-speed internet to access the **Sugamya Pustakalaya** (Online library for Divyangjan).

## 5. The "Enabling Unit" (Institutional Mechanism)

The college has established a dedicated **Enabling Unit** (as per UGC HEPSN guidelines) comprising:

1. **Coordinator:** A senior faculty member.
2. **Counsellor:** To provide emotional and career guidance.
3. **Student Volunteers:** A "Buddy System" to assist with campus mobility and peer learning.

### Key Functions:

- **Sensitization:** Conducting annual awareness workshops for "Sensitivity Training" for all staff and students.
- **Placement Support:** Liaising with the Placement Cell to identify "Divyangjan-friendly" recruiters.
- **Scholarship Assistance:** Helping students apply for Central/State disability scholarships and the UGC-NSP portal.

## 6. Admission Policy

- **Reservation:** 5% horizontal reservation for Divyangjan in all UG and PG programs.
- **Fee Concessions:** Tuition fee waivers or concessions as per the Karnataka State Government and MDES (Mysore Diocesan Educational Society) norms.

## 7. Monitoring & Redressal

Any grievance related to discrimination or lack of access should be reported to the **Grievance Redressal Cell**. The **Coordinator** shall conduct a biennial "Accessibility Audit" to ensure the continuous improvement of facilities.

*"At St. Philomena's, we believe that disability is not a lack of ability, but a different way of experiencing the world. Our mission is to ensure that no door is closed to any student who enters our portals seeking knowledge."*



**Principal**



**Rector**

**ST. PHILOMENA'S COLLEGE (AUTONOMOUS), MYSORE**  
**Office of the Controller of Examinations**

**FORM-S1: APPLICATION FOR SCRIBE / AMANUENSIS**

**PART A: CANDIDATE INFORMATION**

*To be filled by the student.*

- **Name of the Candidate:** \_\_\_\_\_
- **Register Number:** \_\_\_\_\_ **Department/Course:** \_\_\_\_\_
- **Semester:** (I / II / III / IV / V / VI) **Academic Year:** 20\_\_\_\_ - 20\_\_\_\_
- **Nature of Disability:** \_\_\_\_\_

(Attach a self-attested copy of the Disability Certificate issued by a competent Medical Authority)

- **Type of Examination:** (Mid-Term / Semester End / Supplementary)
- **Dates of Examination:** From \_\_\_\_\_ To \_\_\_\_\_

**PART B: SCRIBE DETAILS**

*Note: The Scribe should not be a relative of the candidate and should have an academic qualification at least one grade lower than that of the candidate.*

- **Name of the Scribe:** \_\_\_\_\_
- **Scribe's Qualification:** \_\_\_\_\_
- **Scribe's Institution/Office:** \_\_\_\_\_
- **Aadhar/ID Proof Number:** \_\_\_\_\_ (Attach a copy of ID and latest marks card)

**PART C: UNDERTAKING**

**Candidate Declaration:** I hereby declare that the information provided above is true. I understand that if any of the information is found to be false, my examination results may be withheld or cancelled.

**Scribe Declaration:**

I agree to act as a scribe for the aforementioned candidate. I solemnly affirm that I will only record the verbal dictation provided by the candidate and will not prompt, assist, or influence the candidate's answers in any manner.

<b>Signature of the Candidate</b>	<b>Signature of the Scribe</b>
Date:	Date:

## PART D: FOR OFFICE USE ONLY (COE OFFICE)

The request for a Scribe for the candidate mentioned above has been verified against the Medical Certificate and Institutional Guidelines.

- **Status:** ☐ Approved ☐ Not Approved
- **Allotted Room No:** \_\_\_\_\_
- **Compensatory Time Allotted:** (e.g., 20 mins per hour) \_\_\_\_\_

### Authorized Signatory

(Controller of Examinations / Principal)

St. Philomena's College (Autonomous)

### Guidelines for Scribes & Candidates

1. The candidate must submit this form at least **7 working days** prior to the commencement of the examination.
2. The Scribe is strictly prohibited from explaining questions or providing hints.
3. The Scribe shall be paid a remuneration as per the college norms for each session.
4. Separate seating arrangements will be made for candidates using a scribe to avoid disturbance to other students.

