



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 HEPSEN** (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.

Signature of the Candidate	Signature of the Scribe
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.

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