



## **GITAM : GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT**

(Deemed to be University u/s 3 of the UGC Act, 1956)

**A Category - I Deemed to be University**

**Visakhapatnam | Hyderabad | Bengaluru**

### **POLICY ON DISABILITY ASSISTANCE (ACADEMICS AND EXAMINATIONS)**

#### **Roles responsible for policy implementation:**

- Chairperson
- Board of studies Chair
- Chief Superintendent of Examinations
- Designated Admin Staff for operational support

The Differently abled and injured students can approach examination department for needed support and relaxation for examination related matters with prior submissions of Medical proofs and certificates.

#### **Request for alternative arrangements:**

- A student with a temporary or permanent disability, or the student's parents/guardians, may submit a formal written request to the HOD/chief superintendent of Examinations for alternate arrangements and considerations to attend classes and exams.
- The request should be accompanied by necessary credentials from the competent authority proving the student's handicap, as well as a clear statement of the requested support.

#### **Request Evaluation:**

The Chief Superintendent of Examinations and Board of studies Chair (if the request is for exam arrangements) examine the request's legitimacy and make a decision on whether the request should be approved or rejected.

#### **Alternative arrangements will be made available:**

##### **Sessions for Academics:**

- Non-disruptive seating arrangements and timing modifications
- causing inconvenience to other pupils
- Remedial instruction for slow students

**Exams include:**

- Writers (only neutral individuals may be considered)
- Unique seating configuration
- Changes in time
- Interruptions between examinations that are supervised
- In case of absence, re-examination
- Any alternative arrangement that the approving committee deems appropriate.