



**Marri Laxman Reddy Institute of Technology and Management**

**(UGC Autonomous)**

**Dundigal, Hyderabad – 500043**

# Divyangjan Policy

**With effect from 18<sup>th</sup> August 2016**

## **Divyangjan policy**

### **Policy for Students with Disabilities**

#### **Commitment to Inclusion**

Marri Laxman Reddy Institute of Technology and Management (MLRITM) is committed to providing equal educational opportunities for all students. We believe that physical disabilities should not hinder a student's pursuit of technical education. MLRITM actively encourages participation from students with disabilities and offers various support services to ensure their academic success.

#### **Scribing Services**

MLRITM offers scribing services as a pre-approved testing accommodation for students who are unable to write due to a disability. Scribes are individuals who physically write or record answers on behalf of the student during examinations.

#### **Examination Provisions for Students with Disabilities**

The following provisions are available to both temporarily and permanently disabled students:

- **Scribes:** Students in need of a scribe during examinations can request this service upon recommendation by the principal. The Controller of Examinations will grant extra time for disabled candidates to complete exams.
- **Scribe Qualifications:**
  - Not employed by MLRITM.
  - Not a relative of the student.
  - Possesses educational qualifications lower than the student.
  - Has experience in transcribing information (preferred).
  - Completes a declaration form provided by the institute.
  - Demonstrates the ability to write legibly.

#### **General Information for Scribing Services**

- Prior to the exam, the scribe and student will review the scribing guidelines and procedures together.
- Students using a scribe will be provided with a quiet testing environment to minimize distractions.
- The scribe's role is solely to assist the student in accessing and responding to the exam content. Scribes are not permitted to:
  - Correct the student's dictation.
  - Point out mistakes during the exam.

- Prompt the student in a way that influences their response.

### **Amenities for Students with Disabilities**

MLRITM is committed to providing a barrier-free environment and offers the following amenities for students with disabilities:

- **Ramps and Rails:** Strategically placed ramps and rails are available at building entrances and exits to ensure easy access for wheelchair users.
- **Assistive Technologies:**
  - JAWS (Job Access with Speech) screen reader for visually impaired students.
  - Open Book software for converting printed materials into electronic text format with high-quality speech output.
- **Accessible Toilets:** Spacious and well-maintained toilets with grab bars and non-slip flooring are available for students with mobility impairments. Separate facilities are provided for different disabilities.
- **Lifts:** Dedicated lifts are accessible throughout the buildings to ensure easy movement for students with mobility limitations



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