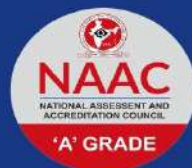




Living World of Diversity...



POLICY FOR DISABLED-FRIENDLY, BARRIER-FREE ENVIRONMENT Guidelines & Procedures



-: An Initiative of Tecnia Internal Quality Assurance Cell :-

TECNIA INSTITUTE OF ADVANCED STUDIES NAAC ACCREDITED GRADE "A" INSTITUTE

Recognized Under Sec. 2(f) of UGC Act 1956, Approved by AICTE, Ministry of HRD, Govt. of India,
Affiliated to Guru Gobind Singh Indraprastha University.

INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, NEW DELHI, 110085

ISO 9001:2015, ISO 14001:2015, ISO 21001:2018 & ISO 51001: 2018 Certified Institute;
Rated as 'A' Category by JAC, Govt. of NCT of Delhi; A++ Category - Best Business School
by AIMA - Business Standard Survey & Included in Top 100 B & IT School by Dalal Street Investment Journal.

-: An Initiative of Tecnia Internal Quality Assurance Cell :-

**POLICY FOR DISABLED-FRIENDLY,
BARRIER-FREE ENVIRONMENT
Guidelines & Procedures**

SOP FOR POLICY FOR DISABLED-FRIENDLY, BARRIER-FREE ENVIRONMENT

S.No.	PARTICULARS	DESCRIPTION
1	Policy Number	TIAS/IQAC/2019-22/
2	Policy Structure	<p>SOP FOR POLICY FOR DISABLED-FRIENDLY, BARRIER-FREE ENVIRONMENT</p> <p>Policy describes the Persons with disability are unable to access education at all levels. In the higher education sector, the Ministry of Social Justice & Empowerment and University Grants Commission support Institute to involve and empower differently-abled persons in special education activities.</p>
3	Scope of the Policy	<p>The policy recognizing that the Persons with Disabilities constitute a valuable human resource for the country and that a majority of such persons can lead a better quality of life if they have equal opportunities and effective access to rehabilitation measures, the Government, with a view to create an environment that provides such persons equal opportunities for protection of their rights and full participation in society, formulated and brought out the National Policy for Persons with Disabilities.</p>
4	Policy Status	<p>Original -Version -1.0</p> <p>Rights of Persons with Disabilities Rules, 2017:- The policy outlines specific measures and strategies for ensuring protection of rights of PWDs and their inclusion in the society. MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT [Department of Empowerment of Persons with Disabilities (Divyangjan)] NOTIFICATION New Delhi, the 15th June, 2017 G.S.R. 591(E).—the Rights of Persons with Disabilities Rules, 2017 Rules for Accessibility:-</p>
5	Originated By	Adopted from MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT [Department of Empowerment of Persons with Disabilities (Divyangjan)] NOTIFICATION New Delhi, the 15th June, 2017 G.S.R. 591(E).—the Rights of Persons with Disabilities Rules, 2017 Rules for Accessibility:-
6	Reviewed By	TIAS Internal Quality Assurance Cell (IQAC) for Institute by Coordinator, TIAS-IQAC, Tecnia Institute of Advanced Studies, Delhi
7	Effective Date	22/07/2021
8	Approving Authority	Director, Tecnia Institute of Advanced Studies, Delhi. Coordinator, Internal Quality Assurance Cell (IQAC), Tecnia Institute of Advanced Studies, Delhi, TIAS-IQAC,
9	Amendment Number	Nil
10	Effective Date of Amended Policy	Nil




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INDEX

Clause No.	Particulars	Page No.
1.0	THE INSTITUTE	5
2.0	VISION	5
3.0	MISSION	5
4.0	CORE VALUES	5
5.0	QUALITY POLICY	6
6.0	TECNIA INTERNAL QUALITY ASSURANCE CELL (TIQAC)	6
7.0	IQAC VISION	6
8.0	IQAC MISSION	6
9.0	IQAC GOALS	6-7
10.0	IQAC DOLES	7
11.0	IQAC ROLES	7
12.0	Background	8
	UNITED nations convention on the right of persons with disabilities (UNCRPD), 2006	8
13.0	The national policy for persons with disabilities, 2006	8
14.0	INTRODUCTION	9
15.0	Accessibility	9
16.0	OBJECTIVES	9-10
17.0	CATEGORIES OF THE DISABILITY	10
18.0	ACTIONS INITIATED BY THE INSTITUTE	10
19.0	IMPLEMENTATION	11
20.0	INTERNATIONAL DAY OF DIFFERENTLY-ABLED PERSONS	11

1.0 THE INSTITUTE

Tecnia Institute of Advanced Studies ("TIAS") is a Flagship of Tecnia Group of Institutions; one of the Premier NAAC accredited "A" Grade Institute; Approved by All India Council For Technical Education (AICTE), Ministry of Human Resource Development (MHRD), Government Of India (GoI) and Affiliated to Guru Gobind Singh Indraprastha University, Delhi; Recognized under Section 2(f) of University Grants Commission Act, 1956. The Institute conducts Master of Business Administration (MBA), Bachelor of Business Administration (BBA), Bachelors of Arts Journalism and Mass Communication BA (JMC) & Bachelor of Computer Applications (BCA) programmes in both shifts. The institute is ISO (hereinafter ISO refers to International Organization For Standardization) 9001:2015, ISO 14001:2015, ISO 21001:2018 & ISO 51001: 2018 Certified and Instituted is Top 50 Best B-School in North Zone by The Week Hansa Research Survey, Top 50 Private Institute in India by Times BBA Education Ranking Survey; The institute has established Institution Innovation Council (IIC) under the Norms of MHRD's Innovation Cell, GoI Dated 11.09.2019 to promote Innovation and Start up and also established Entrepreneurship Development Cell. Institute provides Value Added Programs & Career Counseling Session, Capabilities Enhancement Program on Technical and Soft Skill Expertise knowledge for development of young professional. The institute had setup TIAS-NPTEL Local chapter to complete MOOCs Course with e- certification for making students employable. Institute has ultra- Modern infrastructure and impart Value Based Education, conducts Training, Research & Consultancy, National and International Conferences and Seminars, Faculty Exchange Programme, Technical cum Cultural Fest etc. since 1998. The Institute is located at a prime location and has State-of-the-Art facilities, erudite faculties, dedicated staff members and an ambience to fulfill admirable academic pursuit.

2.0 VISION

To impart holistic development, by inculcating knowledge, ethics, professional acumen including socially concerned attitude to carve out an edge in dynamic environment.

3.0 MISSION

To make a thorough professional and responsible citizen through student centric teaching learning process, co-curricular, extra-curricular, enrichment, extension and outreach activities and research environment.

4.0 CORE VALUES

Being a professional institute, we subscribe to, in our dealings and hold ourselves accountable to all stakeholders by maintaining integrity, honesty, openness, personal excellence, constructive self-criticism, continual self-improvement, mutual respect, professionalism, quality service & standards, innovation, objectivity and honoring our commitments.

5.0 QUALITY POLICY

To provide quality education, training and expertise to improve the quality of life by improving the capabilities of human resources, thinking process, practices and performance in the Management, Information Technology and Media disciplines by adopting the quality management system through continual improvements.

6.0 TECNIA INTERNAL QUALITY ASSURANCE CELL (TIQAC)

The NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC) conducts assessment and accreditation of (HEI) recognized institution to undertake the 'Quality Status' of the institution. NAAC evaluates the institutions for its conformance to the standards of quality in terms of its performance related to the educational processes and outcomes, curriculum coverage, teaching-learning processes, faculty, research, infrastructure, learning resources, organization, governance, financial wellbeing and student services. In pursuance of above for its performance evaluation, assessment & accreditation & quality up-gradation of higher education, NAAC proposes to establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become an integral part of the institution's system & work towards realization of the goals of quality enhancement & sustenance. The prime task of the IQAC is to develop a system for conscious, consistent & catalytic improvement in the overall performance of the institute for the post-accreditation period, it will channelize all efforts & measures of the institution towards promoting its holistic academic excellence. The Tecnia Institute of Advanced Studies was accredited on 11-Sept.-2017 with CGPA of 3.11 of 'A' Grade by NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL. IQAC established at Institute continued to strive for the betterment of systems, processes and policies setup. The NAAC visited the Institute Campus from 28th - 29th August 2017 (First Cycle) taking the tangible efforts to further has established a concrete Tecnia-IQAC hosting in TIAS-ERP in Institute.

7.0 IQAC VISION

To shape and certify the quality culture in the Institute with an intention of assured all round excellence.

8.0 IQAC MISSION

To channelize the efforts and establish the actions of the institute towards quantify academic and administrative talent and to be the change agent for leading and remove deficits to enrich the quality

9.0 IQAC GOALS

IQAC shall evolve mechanisms and procedures for:-

- ❖ To ensure timely, efficient and progressive performance appraisal of academic, administrative and financial tasks

- ❖ To ensure relevance and quality of academic and research programmes
- ❖ To develop equitable access to and affordability of academic programmes for various sections of society
- ❖ To optimize and integrate modern methods of teaching and learning
- ❖ To ensure credibility of evaluation procedures; adequacy, maintenance and functioning of the support structure and services
- ❖ To develop research sharing and networking with other institutions in India and abroad

10.0 IQAC DOLES

The doles of the IQAC are:-

- ❖ To contribute meaningfully to ensure heightened level of clarity and focus on institutional functioning towards quality enhancement through internalization of the quality culture
- ❖ To act as a nodal agency in the Institute to empower, integrate and coordinate among various quality-related activities including adoption dissemination and institutionalize of best practices, for quality outcomes
- ❖ To build an organized methodology for decision-making, quality changes, documentation of the various programmes/activities to improve institutional functioning and internal communication for quality improvement

11.0 IQAC ROLES

The roles of the IQAC are:-

- ❖ To develop, disseminate information and application of quality benchmarks for various academic and administrative activities of higher education.
- ❖ To facilitate the creation of a learner-centric environment conducive to quality education and faculty maturation to adapt the required knowledge and technology for participatory teaching and learning process
- ❖ To establish network to coordinate, facilitate and implement feedback response on quality- assurance initiatives by involving the stakeholders
- ❖ from students, parents and other stakeholders
- ❖ To organize inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- ❖ To develop and maintain institutional database through TIAS-ERP (MIS) for the purpose of maintaining, enhancing, quality culture in the institution.
- ❖ Periodical conduct academic and administrative audit and its follow-up to prepare the Annual Quality Assurance Report (AQAR) as per guidelines and parameters for onward submission to NAAC.

12.0 BACKGROUND

UNITED NATIONS CONVENTION ON THE RIGHTS OF PERSONS WITH DISABILITIES (UNCRPD), 2006

1. The UN General Assembly Convention on December 13, 2006 and opened for signing by the State Parties on March 30, 2007. Adoption of the Convention has really imparted empowerment to Persons with Disabilities across the globe to demand their rights and make State, private and civil society agencies accountable for enjoying their rights.-
2. India is one of the few first countries which ratified the Convention. Consequent upon signing the Convention on March 30, 2007, India ratified the Convention on 01.10.2007. The Convention has come into force from May 3, 2008. The Convention places the following three important obligations on each State Party: -
 - a) Implementation of the provisions of the Convention;
 - b) Harmonization of the country laws with the Convention and
 - c) Preparation of a Country Report.

13.0 THE NATIONAL POLICY FOR PERSONS WITH DISABILITIES, 2006

Recognizing that the Persons with Disabilities constitute a valuable human resource for the country and that a majority of such persons can lead a better quality of life if they have equal opportunities and effective access to rehabilitation measures, the Government, with a view to create an environment that provides such persons equal opportunities for protection of their rights and full participation in society, formulated and brought out the National Policy for Persons with Disabilities. The policy outlines specific measures and strategies for ensuring protection of rights of PWDs and their inclusion in the society.

Taking concrete measures for effective implementation of the Convention, all the concerned Central Ministries were requested to implement the provisions of the Convention as might be applicable to each of them. Similarly, all the Chief Ministers of States and Administrators of UTs were also requested to examine different provisions/obligations under the Convention as might relate to them and to take effective steps for their early implementation. The State Governments/UT Administrators were also asked to furnish a status report in this regard so that the same could be utilized towards preparing the Country Report. Rigorous monitoring and follow-up was being done in this regard so as to fulfill obligations of the Convention. India's was submitted to UN Committee on Rights of Persons in November, 2015

The Department administers the following three Acts:-

The Rights of Persons with Disabilities Act, 2016

14.0 INTRODUCTION

Persons with disability are unable to access education at all levels. In the higher education sector, the Ministry of Social Justice & Empowerment and University Grants Commission support Institute to involve and empower differently-abled persons in special education activities.

15.0 ACCESSIBILITY

MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT [Department of Empowerment of Persons with Disabilities (Divyangjan)] NOTIFICATION New Delhi, the 15th June, 2017

G.S.R. 591(E).—the Rights of Persons with Disabilities Rules, 2017

Rules for Accessibility:- (1) Comply with the following standards relating to physical environment, information and communication technology, namely :-

- (a) Standard for buildings as specified in the Harmonised Guidelines and Space Standards for Barrier Free Built Environment for Persons With Disabilities and Elderly Persons;
- (b) Information and Communication Technology-
 - (i) Website standard as specified in the guidelines for websites,
 - (ii) Documents to be placed on websites shall be in Electronic Optical Character Reader (OCR) based pdf format:

Provided that the standard of accessibility in respect of other services and facilities Review of Accessibility Standards shall review from time to time the accessibility standards notified based on the latest scientific knowledge and technology.

16.0 OBJECTIVES

- ❖ To facilitate admission of persons with disability by following Rules & Regulations and Policies of the States and Central Governments.
- ❖ To provide counseling to differently-abled individuals in the Institute for better learning support.
- ❖ To provide guidance to avail various fellowships / scholarships of different funding agencies.
- ❖ To create awareness about the needs of persons with disabilities and other general issues concerning disabilities.
- ❖ To provide equal educational opportunities to disabled persons in the Institute
- ❖ To provide infrastructural needs to enable them to easily access classrooms, laboratories, toilets etc for barrier free learning environment.
- ❖ To explore the full participation and equality as well as suitable placement opportunities for educated disabled graduates in public as well as private sector enterprises.

- ❖ To adequately support learners with disabilities with the right resources and assistive technology, and with leadership, teaching staff and Institute as a whole being responsive to their needs.

17.0 CATEGORIES OF THE DISABILITY

As per the guidelines of the University Grants Commission and the Ministry of Social Justice & Empowerment and the Ministry of Human Resource Development, Government of India, the "Disability" is classified in following categories:

- ❖ Blindness
- ❖ Low vision
- ❖ Leprosy-cured
- ❖ Hearing impairment
- ❖ Loco motor disability
- ❖ Mental retardation
- ❖ Mental illness

18.0 ACTIONS INITIATED BY THE INSTITUTE

The Institute may provide following to the differently-abled students (Physically Challenged students) as following: -

- ❖ Providing the scribe to blind students. The scribe should be of Degree standard in subject other than the papers for which the candidate is appearing.
- ❖ Providing the scribe to those who are incapable of using hands due to accident/illness.
- ❖ The Institute has lifts, disabled friendly washrooms ramps with railings on both sides almost at all the departments to let tricycles pass freely directly to the classrooms.
- ❖ The cell shall maintain the complete database of differently-abled students, their addresses with phone numbers in order to facilitate the communication and other requirements. It will be continuously monitoring the facilities and assistance in the matters of differently-abled Persons.
- ❖ The students should be encouraged to take part in the sports and cultural events and the winners/active participants of such events to be felicitated.

19.0 IMPLEMENTATION

In 12th plan, UGC has been addressing national concerns of access, equality, while ensuring the standard of quality and relevance of education by establishing Equal Opportunity Centres.

Therefore, Institute has an established Equal Opportunity Cell taking care of the disadvantaged, marginalized groups of society. The Cell has Student Welfare Incharge as the Chairperson, three members including an advisor to review the implementation of the policy guidelines.

20.0 INTERNATIONAL DAY OF DIFFERENTLY-ABLED PERSONS

Every year, 3rd December, being the International day of differently-abled persons, the Institute shall celebrate it by sensitizing students and staff towards the needs and appropriate behaviour towards differently abled students and persons with disability at large and to treat them with utmost dignity.

The above Policy and Schedule shall come into force w.e.f. the date of its approval by the Governing Body of the Institute.



TECNIA

INSTITUTE OF ADVANCED STUDIES

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