

# Strategy that Outlines the Reasonable Adjustments and Provisions for People with Disabilities, Including Adequate Funding



**Swami Vivekanand Subharti University, Meerut**

(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)



# Subharti Disability Advisory Service Centre SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)

Ph.: 0121-6678000 (Extn: 2820, 2823), Telefax: 0121-3058030, 2439067, +919639011161

Website: subharti@subharti.org, e-mail: disability\_advisory@subharti.org



Ms. Dipika Chaudhary  
Coordinator - SDASC

## Strategy that Outlines the Reasonable Adjustments and Provisions for People with Disabilities, Including Adequate Funding



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Date: 14.08.2025

Ref. No.:SDASC/SVSU/2025/

### STANDARD OPERATING PROCEDURE (SOP) FOR ADMISSION OF DIFFERENTLY ABLED STUDENTS (Visually Impaired)

#### **1. Purpose**

The purpose of this SOP is to outline a comprehensive, transparent, and equitable framework for the admission of completely blind students to Swami Vivekanand Subharti University.

It aims to:

1. **Promote Inclusive Education** – Ensure that candidates with complete visual impairment have equitable access to higher education opportunities in alignment with the Rights of Persons with Disabilities Act, 2016.
2. **Provide Clear Guidelines** – Establish standardized admission procedures to eliminate ambiguity and maintain fairness across all faculties and programs.
3. **Facilitate Accessibility and Support** – Define the range of academic accommodations and examination provisions that will enable students with complete blindness to participate fully in academic life.
4. **Ensure Financial Accessibility** – Implement a structured fee concession policy to reduce economic barriers for students with disabilities.
5. **Strengthen Institutional Accountability** – Assign clear roles and responsibilities to various university departments for smooth execution and monitoring of the policy.
6. **Encourage Equal Participation** – Promote the integration of students with visual disabilities into all aspects of academic and campus activities, ensuring dignity, independence, and respect.

This SOP reflects the university's commitment to removing physical, academic, and attitudinal barriers, thereby fostering an inclusive campus environment for all learners.

#### **2. Scope**

This SOP applies to:

- All academic programs offered by Swami Vivekanand Subharti University Meerut.
- All candidates applying under the Special Quota for Persons with Disabilities (PwD) with 100% blindness.

#### **3. Eligibility**

A candidate must:

1. Hold a UDID Card issued by the Government of India indicating 100% blindness.
2. Fulfill the minimum academic qualifications prescribed for the chosen course.
3. Meet all general admission requirements applicable to the university.

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### 4. Admission Quota

Seats will be reserved under the Special Quota for PwD candidates as per statutory guidelines. Allocation will be strictly based on eligibility and merit within the quota.

### 5. Required Documents

At the time of application, candidates must submit:

- UDID Card (100% blindness)
- Academic transcripts of qualifying examination
- Valid photo ID proof
- Passport-size photographs
- Any other document specified in the admission guidelines

### 6. Admission Process

1. Application Submission – Candidate applies under the Special Quota.
2. Document Verification – Admissions Office verifies eligibility and UDID authenticity.
3. Seat Allotment – Based on merit within the Special Quota.
4. Fee Concession Approval – Finance Office applies 50% concession for completely blind students (35% for low vision).
5. Orientation – Student is briefed about available support and accommodations.

### 7. Support Services Provided

- Scribe / Reader / Amanuensis facility during examinations
  - Extra time in examinations (20–30% as per guidelines)
  - Permission to audio record lectures for academic purposes
  - Access to digital resources compatible with screen readers
- Note: Braille study materials will not be provided by the university**

### 8. Fee Concession Policy

As per University's policy of fee concession for differently abled students: Ref. No. U-636/SVSU/2025/2017 Dated: 12.08.2025

- Completely blind students: 50% fee concession
- Low vision students: 35% fee concession
- Applied after verification of UDID and disability status

### 9. Roles & Responsibilities

- Admissions Office: Process applications, verify documents, manage quota
- Finance Office: Apply fee concessions
- Examination Cell: Arrange scribe/reader and extra time
- Faculty Members: Permit audio recording and ensure classroom accessibility

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### 10. Review & Amendment

This SOP will be reviewed every 3 years or earlier if government guidelines change. The university reserves the right to amend provisions for improved inclusivity.

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