



# College of engineering and Management, Kolaghat (CEMK)

## Accessibility Guidelines and Standards

*(Based on UGC Accessibility Guidelines and Standards for Higher Educational Institutions and Universities, June 2022)*

### 1. Preamble

The College of Engineering and Management, Kolaghat (CEMK) is committed to providing an equitable, inclusive, barrier-free, and accessible educational environment for all students, faculty members, staff, and visitors, irrespective of disability, gender, socio-economic background, or other forms of diversity.

These Guidelines are framed in alignment with:

- The Rights of Persons with Disabilities (RPwD) Act, 2016
- National Education Policy (NEP) 2020
- Accessible India Campaign (Sugamya Bharat Abhiyan)
- UGC Accessibility Guidelines and Standards for Higher Education Institutions and Universities (2022)
- Harmonised Guidelines and Standards for Universal Accessibility in India, 2021
- Relevant Government of India regulations on accessibility and inclusion.

The purpose of these Guidelines is to ensure that every member of the CEMK community can access academic, administrative, physical, digital, cultural, and social resources with dignity, independence, and equality.

### 2. Objectives

CEMK will strive to:

1. Ensure equal access to higher education for persons with disabilities and students from diverse backgrounds.
2. Eliminate physical, digital, communication, instructional, and attitudinal barriers.
3. Promote Universal Design and Inclusive Education principles.
4. Provide reasonable accommodation based on individual needs.
5. Foster a culture of diversity, equity, inclusion, and respect.
6. Establish institutional mechanisms for monitoring accessibility and inclusion.
7. Facilitate full participation in academic and campus life.

### 3. Scope

These Guidelines will apply to:

- Students
- Research Scholars

- Faculty Members
- Non-Teaching Staff
- Contractual Employees
- Visitors
- Alumni
- Parents and Guardians

The provisions will extend to:

- Academic activities
- Admissions
- Examinations
- Campus infrastructure
- Hostels
- Library services
- ICT facilities
- Sports and cultural activities
- Placement and internship activities
- Administrative services

#### **4. Institutional Accessibility Framework**

CEMK will establish:

##### **4.1 Equal Opportunity and Accessibility Cell (EOAC)**

The EOAC will serve as the nodal body for accessibility and inclusion.

##### **Composition**

- Director - Chairperson
- Registrar/Administrative Officer - Member
- Coordinator, Equal Opportunity Cell - Convener
- Faculty Representative
- Disability/Accessibility Expert
- Psychologist/Counsellor
- Student Representative
- Representative from Persons with Disabilities (PwD)
- External Expert (if required)

##### **Functions**

- Conduct accessibility audits.
- Recommend reasonable accommodations.
- Monitor implementation of accessibility measures.
- Maintain disability-related records confidentially.
- Organize awareness and sensitization programmes.

- Submit annual accessibility reports.

## **5. Need Assessment and Reasonable Accommodation**

CEMK will adopt a structured Need Assessment Process.

### **Step 1: Application**

Students or employees requiring support may submit an application to the EOAC.

### **Step 2: Assessment**

An Institutional Need Assessment Committee will evaluate:

- Academic requirements
- Mobility requirements
- Communication requirements
- Assistive technology needs
- Hostel and transportation needs
- Examination accommodations

### **Step 3: Accommodation**

Appropriate reasonable accommodations will be approved and implemented.

### **Step 4: Review**

Need assessments may be reviewed periodically or upon request.

## **6. Accessible Admission Process**

CEMK will ensure that:

### **6.1 Admission Notifications**

- Available in accessible digital formats.
- Compatible with assistive technologies.
- Published with adequate contrast and readability.

### **6.2 Application Forms**

- Available in online accessible formats.
- Compatible with screen readers.
- Available in alternative formats upon request.

### **6.3 Admission Support**

- Dedicated helpdesk for applicants with disabilities.
- Alternative communication support.
- Accessible counselling and orientation programmes.

### **6.4 Website Accessibility**

The institutional website will conform to WCAG 2.1 Level AA standards and applicable Government of India accessibility guidelines.

## **7. Accessible Information and Communication Technology (ICT)**

CEMK will ensure accessibility of all ICT systems.

## **7.1 ICT Procurement**

All software, hardware, websites, Learning Management Systems (LMS), and digital services procured by CEMK will comply with accessibility standards including IS 17802 and related BIS standards.

## **7.2 Digital Accessibility**

All digital content will:

- Use Unicode-compliant fonts.
- Include alternative text for images.
- Provide captions for videos.
- Support screen readers.
- Follow accessible document standards.

## **7.3 Accessible Learning Materials**

Study materials will be made available in:

- Accessible PDF
- Word documents
- Audio format
- Large-print format
- Braille (where required)
- Indian Sign Language (where feasible)

## **7.4 Accessible Communication**

CEMK will progressively introduce:

- Captioned videos
- Sign language interpretation
- Hearing assistance systems
- Accessible announcements
- Multiple communication modes.

## **8. Assistive Technology Support**

The institution will:

- Maintain an Assistive Technology Resource Centre.
- Facilitate access to assistive devices.
- Provide training for users.
- Organize annual awareness programmes on assistive technologies.
- Explore subsidies and institutional support mechanisms.

Examples include:

- Screen readers
- Magnification software
- Refreshable Braille displays

- Smart canes
- Hearing aids
- Speech-to-text tools
- Alternative communication devices

## **9. Universal Accessibility in Physical Infrastructure**

CEMK will progressively ensure universal accessibility across campus.

### **9.1 Academic Buildings**

- Accessible entrances
- Ramps with handrails
- Elevators/lifts where applicable
- Accessible classrooms
- Accessible laboratories

### **9.2 Pathways and Mobility**

- Barrier-free pedestrian routes
- Tactile pathways
- Non-slip flooring
- Accessible seating areas
- Wayfinding signage

### **9.3 Parking**

Reserved accessible parking spaces will be provided near major buildings.

### **9.4 Sanitary Facilities**

Accessible toilets will be available in all major campus buildings.

### **9.5 Hostels**

Accessible hostel accommodation will include:

- Barrier-free rooms
- Accessible washrooms
- Emergency support facilities

### **9.6 Signage**

Signage will be:

- High-contrast
- Clearly visible
- Consistent across campus
- Tactile/Braille where required

### **9.7 Emergency Preparedness**

Emergency evacuation procedures will incorporate provisions for persons with disabilities.

## **10. Inclusive Mobility**

CEMK will facilitate inclusive campus mobility through:

- Accessible campus routes
- Accessible transport support whenever required
- Wheelchair accessibility
- Accessible drop-off and pick-up points
- Digital campus maps
- GPS-enabled orientation support where feasible.

## **11. Accessible Curriculum and Teaching-Learning**

Faculty members will adopt inclusive teaching practices.

### **Academic Flexibility**

Where appropriate:

- Flexible course schedules
- Reduced course load
- Subject substitution
- Attendance relaxation
- Alternative learning pathways

### **Teaching Practices**

Faculty will:

- Use multiple instructional methods.
- Provide materials in advance.
- Use accessible presentations.
- Provide captioned multimedia content.
- Encourage collaborative learning.

### **Universal Design for Learning (UDL)**

Teaching-learning will follow UDL principles:

- Multiple means of representation.
- Multiple means of engagement.
- Multiple means of expression.

## **12. Accessible Assessment and Examination**

Students with disabilities will receive examination accommodations as per applicable UGC and Government guidelines.

Possible accommodations include:

- Additional/compensatory time
- Scribe facility
- Reader facility
- Assistive technologies
- Alternate formats of question papers
- Alternative examination modes

- Separate examination rooms
- Breaks during examinations

Accommodation will be based on documented needs and institutional assessment.

### **13. Accessible Library Services**

The Central Library will:

- Provide accessible reading spaces.
- Facilitate accessible digital resources.
- Provide screen-reader-enabled computers.
- Support access to accessible e-books.
- Encourage use of accessible repositories.

Where appropriate, membership and access to accessible repositories such as Sugama Pustakalaya will be facilitated.

### **14. Student Support and Well-Being**

CEMK will provide:

#### **Academic Support**

- Mentoring
- Bridge courses
- Remedial classes
- Peer support

#### **Counselling Support**

- Psychological counselling
- Emotional well-being support
- Career guidance
- Stress management assistance

#### **Health Support**

- Referral support
- Medical assistance
- Emergency support

#### **Social Inclusion**

- Anti-discrimination measures
- Gender-sensitive environment
- Support for transgender persons
- Respectful campus interactions

### **15. Inclusive Campus Life**

Students with disabilities will have equal opportunities to participate in:

- Student clubs
- Technical societies

- Sports
- Cultural activities
- NSS/NCC activities
- Entrepreneurship programmes
- Placement and internship activities
- Student governance bodies

No student will be excluded on the basis of disability.

## **16. Capacity Building and Sensitization**

CEMK will organize:

### **For Faculty**

- Inclusive pedagogy workshops
- Universal Design for Learning training
- Digital accessibility training

### **For Staff**

- Accessibility awareness programmes
- Service delivery training

### **For Students**

- Sensitization campaigns
- Disability awareness programmes
- Peer mentoring initiatives

At least one institutional awareness programme on accessibility will be organized annually.

## **17. Grievance Redressal**

Accessibility-related grievances may be submitted to:

### **Accessibility Grievance Committee (AGC)**

#### **Composition**

- Director/Nominee - Chairperson
- EOAC Coordinator - Convener
- Faculty Representative
- Student Representative
- Accessibility Expert
- Administrative Officer

#### **Functions**

- Receive complaints.
- Conduct inquiry.
- Recommend corrective action.
- Ensure timely resolution.

All complaints will be addressed confidentially and fairly.

## **18. Monitoring and Review**

### **Annual Accessibility Audit**

CEMK will conduct:

- Physical accessibility audit
- ICT accessibility audit
- Academic accessibility audit
- Service accessibility audit

### **Accessibility Action Plan**

The institution will prepare an annual Accessibility Improvement Plan with measurable targets.

### **Reporting**

The EOAC will submit an Annual Accessibility Report to the Governing Body.

## **19. Commitment Statement**

*College of Engineering and Management, Kolaghat (CEMK) is committed to creating a fully inclusive, accessible, and equitable campus where every learner and employee can participate with dignity, independence, safety, and equal opportunity. Accessibility will be treated not merely as a compliance requirement but as a fundamental institutional value that promotes excellence, diversity, and social justice.*