

Chaudhary Devi Lal University, Sirsa

Equal Opportunity Policy for Persons with Disabilities under the Rights of Persons with Disabilities Act, 2016 (Central Act No.49 of 2016)

1. Preamble and Overview.

Whereas the Parliament has enacted the Rights of Persons with Disabilities Act, 2016 (Central Act No. 49 of 2016) to give effect to United Nations Convention on the Rights of Persons with Disabilities, and for matters connected therewith or incidental thereto:

Whereas in terms of section 21 of the Rights of Persons with Disabilities Act, 2016 (Central Act No. 49 of 2016), every establishment is mandated to notify equal opportunity policy detailing measures proposed to be taken by it in pursuance of the provisions of Chapter IV of the said Act in the manner as prescribed by the Central Government.

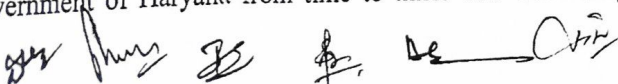
Whereas the Government has provided for manner of publication of equal opportunity policy in rule 8 of the Rights of Persons with Disabilities Rules, 2017.

Now, therefore, pursuant to mandate of section 21 of the Rights of Persons with Disabilities Act, 2016 (Central Act No. 49 of 2016) read with rule 8 thereof, the University hereby notifies equal opportunity policy for Persons with Disabilities as follows:-

- 1.1 This Equal opportunity policy is framed in compliance with the provisions of the Rights of People with Disabilities Act, 2016 (Central Act No. 49 of 2016) and the University commits to comply with the said Act not just in the letter but also in the spirit.
- 1.2 The University recognizes the value of a diverse workforce and is committed to provide equal opportunities to persons with disabilities in employment and creating an inclusive workplace and work culture in which all employees are treated with respect and dignity.
- 1.3 The University shall strive to ensure that its workforce is representative of all sections of the society and shall follow the Government of India guidelines issued from time to time pertaining to reservations to be implemented in letter and spirit. As such, the University shall be better equipped to develop and deliver services to its employees.
- 1.4 The University also recognize the value of diversity of students and is committed to provide equal opportunities to all the students with disabilities and creating best study atmosphere and treated with full respect and dignity.

2. Policy Statement

- 2.1 The University commits to eliminate all forms of unlawful discrimination which include direct discrimination, indirect discrimination and denial of reasonable accommodation, bullying and harassment of persons with disabilities.
- 2.2 The University continuously strives to ensure that all its facilities, information and privileges are accessible to persons with disabilities.
- 2.3 The University encourages candidates with different disabilities to apply for the vacancies notified from time to time. The University decisions on employment, career progression, training or any other benefits are solely based on merit keeping in consideration the guidelines issued by Government of Haryana from time to time. The University follows an



- inclusive evaluation process by ensuring that a person with disability is provided with suitable flexibility and accommodation that may be required. Any information shared by employee on disability/medical condition remains confidential.
- 2.4 If an employee acquires a disability during his/her employment tenure he/she may return to work at the same rank as before his disability. In case the employee is unable to perform the current job; the organization shall invest in re-skilling the employee for another position.

3. Scope

- 3.1 The Policy applies to all job applicants, full time/ part time employees, interns/trainees, students, contractual employees, including temporary employees and shall include employees who acquire disability during their work tenure including recruitment, training, working conditions allowances, transfers, employee benefits and career advancement.

4. Facilities and Amenities

4.1 Physical Infrastructure

The University aims to ensure that the physical infrastructure (buildings, furniture, facilities and services in the building/campus and transportation including dedicated parking, washrooms etc.) adheres to the accessibility standards as per the relevant rules issued by the Government of Haryana. Any new facility that is built or renovated or leased or rented shall be evaluated for compliance with accessibility standards at different stages of the building construction. Any employee facing accessibility issues shall report the matter to the University or write to the Grievance Redressal Officer or Liaison Officer.

4.2 Digital Infrastructure

The University continuously endeavors to ensure that all its documents, communication and information technology systems adhere to the accessibility standards. The University shall ensure that only accessible technologies are procured. Any employee facing accessibility challenges may reach out to the **UITDC** or write to the Grievance Redressal Officer.

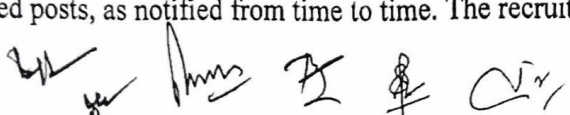
4.3 Reasonable Accommodation

The University shall make reasonable accommodations, whenever necessary, for qualified employees or job applicants who have disabilities, as per the Rights of Persons with Disabilities Act, such accommodation shall be provided:

- (1) to ensure equal opportunity during the selection process;
- (2) to enable an employee with a disability to perform the essential functions of a job; and
- (3) to enable an employee to enjoy the same benefits and privileges of employment as non-disabled employees.

5. List of Positions Identified

Department of Social Justice and Empowerment, Haryana maintains exhaustive list of jobs identified in Ministries, Departments, Public Sector Undertakings and the Autonomous Bodies. For identification of posts for people with disabilities, the University shall refer to such identified posts, as notified from time to time. The recruitments are based



on merit and the candidates are evaluated based upon their skills and competence within the guidelines issued by Social Justice and Empowerment Department, Haryana.

6. Reservation in Higher Educational Institutions.

(1) The University shall reserve not less than four percent seats for persons with benchmark disabilities according to reservation policy of the State Government.

(2) The persons with benchmark disabilities shall be given an upper age relaxation of five years for admission in institutions of higher education.

7. Admission of the Students

All the admissions of this University shall be governed with prescribed State reservation policy of the Person with disability. They will be given full opportunity to fill form & take admission. The facility will be provided with fee concession as decided by the University from time to time. All the facilities mentioned for employees are available to students also.

8. Identification of Posts for Reservation

The University shall—

(i) identify posts in the establishments which can be held by respective category of persons with benchmark disabilities in respect of the vacancies reserved in accordance with the provisions of section 34;

(ii) constitute an expert committee with representation of persons with benchmark disabilities for identification of such posts; and

(iii) undertake periodic review of the identified posts at an interval not exceeding three years.

9. Reservation

(1) The University shall make recruitment as per Reservation Policy/ instructions of the State Government, not less than four per cent. of the total number of vacancies in the cadre strength in each group of posts meant to be filled up from the persons with benchmark disabilities of which, one per cent. each shall be reserved for persons with benchmark disabilities under clauses (a), (b) and (c) and one percent for persons with benchmark disabilities under clauses (d) and (e), namely:—

(a) blindness and low vision;

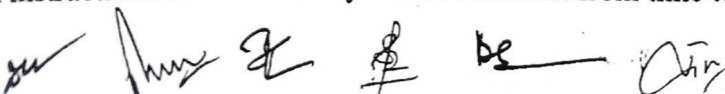
(b) deaf and hard of hearing;

(c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;

(d) autism, intellectual disability, specific learning disability and mental illness;

(e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disability:

Provided that the reservation in promotion shall be in accordance with such instructions as are issued by the Government from time to time.



10. Recruitments

- (a) The vacancies shall be computed as per the instructions issued by the Haryana Government from time to time including vacancies arising in the identified posts in the cadre strength in each group of posts, for this purpose, vacancy based roster shall be maintained as per instructions of Government of Haryana issued from time to time.
- (b) The advertisements to fill the vacancies shall be issued to ensure maximum reach to all prospective applicants.
- (c) The number of vacancies reserved for each class of persons with benchmarked disabilities vacancies shall be indicated in the advertisement issued.
- (d) All vacancy advertisements shall include an appropriate short statement on equal opportunities for people with disabilities.
- (e) Selection criteria (job description and employee specification) shall be kept under constant review to ensure that they are non-discriminatory and that they relate purely to the skills needed for the job and nothing else.
- (f) Application forms shall be made available in alternate formats, based on request.
- (g) At interview stage, each interviewer is mandated to record his/her comments, if any, on the candidate's capability in the Interview Evaluation Form. Reasons for rejection must be objective and not related to the person's disability.

11. Other Facilities

a) Training and Career Development

The University shall endeavor to provide course materials meant for training in accessible formats on request. The request for reasonable accommodation, such as assistive aids, accessible training venue, accessible materials, interpreter, scribe, etc. shall be placed at least one week prior to the scheduled date of commencement of training.

An employee if attending any seminar/workshop regarding training or career development shall inform the Liaison Officer regarding aids and amenities.

b) Special Casuals Leave

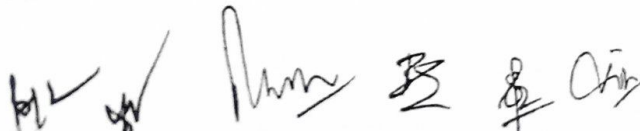
For the purpose of Special Casual Leave, the Haryana Civil Services (Leave) Rules, 2016 shall be followed.

c) Travel, Stay and Transport

The Haryana Civil Services (Travelling Allowance) Rules, 2016 shall be followed.

d) Employees Engagement and Social Inclusion

The University shall endeavor to make all departmental events and meetings inclusive by ensuring that these are conducted at accessible venues with a provision of reasonable accommodation being available to employees with disabilities.



12. Governance Framework

The University is responsible for ensuring that the establishment operates in compliance with the Rights of Persons with Disabilities Act, 2016 (Central Act No. 49 of 2016) and fulfills the terms of this Policy. The Liaison Officer shall take a lead in implementing the programme and shall be responsible for planning, monitoring and reviewing the programme's progress to ensure compliance with the policy.

13. Liaison Officer

The University shall appoint a Liaison Officer who shall be responsible for taking initiative and providing the requisite support needed to realize the goals of an inclusive and accessible workplace and reasonable accommodation. The Liaison Officer shall be responsible for:

- (i) overseeing the action plan for making the workplace accessible and to prevent discrimination and harassment free for persons with disabilities by liaising with the various departments in the organization.
- (ii) ensuring that all employees are aware of the equal opportunity policy and know their duties and rights in relation to the equal opportunity policy
- (iii) helping in developing proactive strategies to prevent discrimination and harassment.

The Grievance Redressal Officer shall help the Liaison Officer in preparing and finalizing quarterly progress report who shall then present the progress report to the Head of Department.

All employees have the responsibility to comply with the Equal Opportunity Policy. The Head of the Department shall monitor the work environment to ensure that it is discrimination and harassment free and encourages inclusion and respect for other.

All employees are encouraged to report any incidents of violation of this policy to the Head of Department/Liaison Officer.

14. Maintenance of Records

The University shall collect and maintain data regarding employees with disabilities in relation to their employment, facilities provided and other necessary information as per the Rights of Persons with Disabilities Act, 2016 (Central Act No. 49 of 2016). All employees shall have to fill the Voluntary Disability Self Identification Form in order to give information regarding their disability. An employee may edit the information at any time during his/her tenure. There shall be no penalties imposed because he/she did not share information regarding his/her disability earlier.

The information that an employee shares about his/her disability shall be kept confidential. It shall be maintained in a separate file and not in his/her personal file.

Exceptions to the confidentiality clause:

- 1) Department/Branch may be given information about an employee's disability for allowing/providing any accommodations.
- 2) Security personnel may be given information about an employee's disability so as to facilitate obtaining any necessary support during an emergency.
- 3) University officials who are investigating the compliance with the

15. Grievance Redressal

The University shall designate one officer as Grievance Redressal Officer for looking into complaints of persons with disability. Employees with disability have the right to file a complaint/raise a grievance concerning any discrimination. Any Policy violation i.e. when any person with disability is discriminated against or not provided reasonable accommodation or denied access to any facility, shall be regarded as a grievance.

The Grievance Redressal Officer shall maintain a register of complaints of persons with disabilities with the following particulars, namely:-

- * Date of complaint;
- * Name of complainant;
- * Name of the person who is enquiring the complaint;
- * Place of incident
- * The name of the establishment or person against whom the complaint is made;
- * Gist of the complaint;
- * Documentary evidence if any;
- * Date of disposal by the Grievance Redressal Officer
- * Details of the disposal of the appeal by District Level Committee, any other information.

Any employee against whom the complaint has been made is found guilty of discriminatory behaviour, he/she shall be subjected to disciplinary actions and penalties as provided under the Rights of Persons with Disabilities Act, 2016 (Central Act No. 49 of 2016) (Chapter XVI) section 89-91.

16. Healthcare

(1) The University shall take necessary measures for the persons with disabilities to provide, —

- (a) free healthcare;
- (b) barrier-free access;
- (c) priority in attendance and treatment.

(2) The University shall take suitable/necessary measures to promote health care and prevent occurrence of disabilities.

- (a) sponsor or cause to be sponsored awareness campaigns and disseminate or cause to be disseminated information for general hygiene, health, sanitation and disabilities;
 - (b) educate the students enrolled in the University regarding PwD;
 - (c) create awareness amongst the masses through television, radio and other mass media on the causes of disabilities and the preventive measures to be adopted;
 - (d) healthcare during the time of natural disasters and other situations of risk;
 - (e) essential medical facilities for emergency treatment and procedures;
- and

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(f) sexual and reproductive healthcare education especially for women with disability.

17. Insurance Schemes

The University shall, by notification, make insurance schemes for their employees with disabilities.

18. Sporting Activities

- (1) The University shall take measures to ensure effective participation in sporting activities of the persons with disabilities.
- (2) The sports authorities shall accord due recognition to the rights of persons with disabilities to participate in sports and shall make due provisions for the inclusion of persons with disabilities in their schemes and programmes for the promotion and development of sporting talents.
- (3) Without prejudice to the provisions contained in sub-sections (1) and (2), the University and the sports authorities shall take measures to,—
 - (a) restructure courses and programmes to ensure access, inclusion and participation of persons with disabilities in all sporting activities;
 - (b) redesign and support infrastructure facilities of all sporting activities for persons with disabilities;
 - (c) develop technology to enhance potential, talent, capacity and ability in sporting activities of all persons with disabilities;
 - (d) provide multi-sensory essentials and features in all sporting activities to ensure effective participation of all persons with disabilities;
 - (e) allocate funds for development of state of art sport facilities for training of persons with disabilities;
 - (f) promote and organize disability specific sporting events for persons with disabilities and also facilitate awards to the winners and other participants of such sporting events.

19. Access to Transport

(1) The University shall take suitable measures to provide,

i. Access to all modes of transport that conform the design standards, including retrofitting old modes of transport, wherever technically feasible and safe for persons with disabilities, economically viable and without entailing major structural changes in design;

ii. Accessible roads to address mobility necessary for persons with disabilities.

(2) The University shall develop schemes programmes to promote the personal mobility of persons with disabilities at affordable cost to provide for,—

- (a) incentives and concessions;
- (b) retrofitting of vehicles; and
- (c) personal mobility assistance.

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