



**Centurion**  
**UNIVERSITY**

*Shaping Lives...*

*Empowering Communities...*

# **DISABILITY ACCOMMODATION POLICY 2024**



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CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT  
ODISHA



## FOREWORD



At Centurion University of Technology and Management, our commitment to inclusivity and equal opportunity is foundational to our mission. It is with great pride that the University presents our Disability Accommodation Policy, a significant step towards fostering an environment where every member of our community can thrive.

Our university recognizes that individuals with disabilities may face unique challenges that require thoughtful and flexible accommodations. This policy is designed to ensure that all students, faculty, and staff are provided with the necessary support to participate fully in our academic and professional environment. We believe that by addressing these needs proactively, we can create a more equitable and empowering experience for everyone.

The Disability Accommodation Policy outlines the procedures and resources available for requesting accommodations. It is crafted with the utmost sensitivity and respect for the diverse needs of our community members. The university's goal is to make certain that every individual has access to the resources and support required to achieve their fullest potential.

We encourage all members of our university to familiarize themselves with this policy and to reach out to our dedicated team for any assistance or clarification. It is through our collective efforts that we will build a supportive and inclusive environment where every person feels valued and empowered.

Thank you for your commitment to making Centurion University a place of opportunity and respect for all.

A handwritten signature in blue ink, reading "Supriya Pattanayak".

**Prof. (Dr.) Supriya Pattanayak**  
Vice-Chancellor  
Centurion University of Technology and Management

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# **Disability Accommodation Policy**

## **Preamble**

Centurion University of Technology and Management (CUTM), Odisha, recognizes the importance of inclusivity and accessibility in education and employment. We are committed to ensuring that all individuals, regardless of their physical or mental disabilities, have equal opportunities to participate fully in all aspects of university life. This policy outlines the framework for providing reasonable accommodations to support students, staff, and visitors with disabilities

## **1. Introduction**

The university is committed to fostering an inclusive and accessible environment for all members of its community, including individuals with disabilities. This policy outlines the university's commitment to providing reasonable accommodations and support to ensure equal access to education, employment, and all university activities for people with disabilities.

## **2. Objectives**

The objectives of this policy are to:

- Ensure compliance with relevant laws and regulations concerning disability accommodations.
- Provide a clear process for requesting and implementing reasonable accommodations.
- Enhance accessibility and inclusivity within the university community.
- Promote awareness and understanding of disability-related issues among students, staff, and faculty.
- Allocate necessary resources and funding to support the implementation of accommodations.

## **3. Policy Statement**

The university is dedicated to ensuring that students, staff, faculty, and visitors with disabilities have access to the university's programs, services, and facilities. The university will provide reasonable accommodations to qualified individuals with disabilities by applicable laws and regulations.

#### **4. Definition of Disability**

For this policy, a disability is defined as a physical or mental impairment that substantially limits one or more major life activities. This includes, but is not limited to, conditions such as mobility impairments, sensory impairments, cognitive impairments, chronic illnesses, and psychological disorders.

#### **5. Reasonable Accommodations**

Reasonable accommodations are modifications or adjustments to the environment, tasks, or processes that enable individuals with disabilities to have equal opportunities. Accommodations may include, but are not limited to:

- Accessible classrooms and facilities, including ramps, lifts, and disabled-friendly washrooms
- Assistive technologies such as Braille software and electronic vehicles (EV)
- Modified course materials and formats
- Extended time for tests and assignments
- Sign language interpreters and other communication aids
- Flexible work schedules
- Training and employability support for students with disabilities, including those who are deaf and mute

#### **6. Requesting Accommodations**

##### **i. Students**

Students seeking accommodations should contact the Manager of Administration. They must provide appropriate documentation of their disability and discuss their specific needs with a Disability Services Coordinator.

##### **ii. Employees**

Employees seeking accommodations should contact the Human Resources (HR) department. They must provide appropriate documentation of their disability and discuss their specific needs with an HR representative.

##### **iii. Visitors**

Visitors requiring accommodations should contact the event organizer or the relevant university office in advance of their visit to discuss their needs.



## **7. Documentation Requirements**

Individuals requesting accommodations must provide current documentation from a qualified healthcare provider that describes the nature of the disability, the functional limitations, and the recommended accommodations. This documentation will be kept confidential and only shared with relevant university personnel on a need-to-know basis.

## **8. Infrastructure and Facilities**

The university is committed to providing and maintaining the following facilities to support individuals with disabilities:

- Ramps and lifts in all multi-story buildings
- Disabled-friendly washrooms throughout the campus
- Electronic vehicles (EV) for ease of mobility
- Braille software and other assistive technologies in libraries and computer labs

## **9. Training and Employability**

The university offers specialized training and employability programs for students with disabilities, including those who are deaf and mute, to enhance their skills and career prospects. The university also employs individuals with disabilities and provides necessary support and accommodations in the workplace.

## **10. Funding for Accommodations**

The university will allocate adequate funding to support the implementation of reasonable accommodations for individuals with disabilities. This includes funding for assistive technologies, physical modifications, and any other necessary resources.

## **11. Confidentiality**

All information regarding an individual's disability and accommodation needs will be treated as confidential and will only be disclosed to university personnel involved in the accommodation process.

## 12. Responsibilities

- **Central Diversity and Inclusion Committee/ Office of Disability Services (ODS):** Responsible for coordinating accommodations for students, maintaining documentation, and ensuring compliance with this policy.
- **Human Resources (HR) Department:** Responsible for coordinating accommodations for employees, maintaining documentation, and ensuring compliance with this policy.
- **Facilities Management:** Responsible for maintaining accessible infrastructure and facilities.
- **Faculty and Staff:** Responsible for implementing accommodations and supporting an inclusive environment.
- **Students and Employees with Disabilities:** Responsible for providing necessary documentation and communicating their needs.

## 13. Appeals Process

If an individual believes that their request for accommodations has been unfairly denied or inadequately addressed, they may appeal the decision through the following steps:

- Submit a written appeal to the Chairman of the **Central Diversity and Inclusion Committee** or the Dean of Human Resources (for employees).
- If the issue is not resolved at this level, the individual may appeal to the Vice Chancellor or their designee.

## 14. Training and Awareness

The university will provide regular training and awareness programs for faculty, staff, and students to promote understanding and support for individuals with disabilities. This includes training on the legal requirements, best practices for accommodating disabilities, and fostering an inclusive environment.

## 15. Monitoring and Evaluation

The university will regularly review and evaluate the effectiveness of this policy and the accommodations provided to ensure compliance with legal requirements and to improve the accessibility and inclusivity of its programs and services.

## 16. Approval and Review

This policy has been approved by the university administration and will be reviewed annually to ensure its effectiveness and compliance with current laws and best practices. Any amendments to the policy will be communicated to the university community.



**Dr. Anita Patra**

**Registrar**

**Centurion University of Technology and Management**



REGISTRAR  
Centurion University of  
Technology & Management  
ODISHA

## 17. References

This policy is informed by and complies with the following regulations and guidelines:

- The Rights of Persons with Disabilities Act, 2016 (India)  
[https://www.indiacode.nic.in/bitstream/123456789/15939/1/the\\_rights\\_of\\_persons\\_with\\_disabilities\\_act%2C\\_2016.pdf](https://www.indiacode.nic.in/bitstream/123456789/15939/1/the_rights_of_persons_with_disabilities_act%2C_2016.pdf)
- University Grants Commission (UGC) guidelines on accessibility and inclusion  
[https://www.ugc.gov.in/e-book/Accessibility\\_Guidelines\\_and\\_Standards\\_HEI/mobile/index.html](https://www.ugc.gov.in/e-book/Accessibility_Guidelines_and_Standards_HEI/mobile/index.html)
- National Policy for Persons with Disabilities, 2006 (India)  
<https://depwd.gov.in/policy/national-policy/>
- International norms and standards relating to disability  
<https://disabilityindia.co.in/wp-content/uploads/2020/08/Overview-of-International-Legal-Frameworks-for-Disability-Legislation.pdf>

## 18. Contact Information

For further information or to request accommodations, please contact:

- **Chairman of EDI Committee / Office of Disability Services, Name: Smita Mishra Panda, Contact No: 9438232427** Email: [smita.mishra@cutm.ac.in](mailto:smita.mishra@cutm.ac.in); [disabilityservices@cutm.ac.in](mailto:disabilityservices@cutm.ac.in)
- **Human Resources Department** Email: [hr@cutm.ac.in](mailto:hr@cutm.ac.in)

By implementing this policy, Centurion University of Technology and Management reaffirms its commitment to creating an accessible and inclusive environment for all members of its community.









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## **CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT, ODISHA**

### **CAMPUSES:**

**Paralakhemundi Campus**

Village Alluri Nagar  
P.O. – R Sitapur, Via- Uppalada  
Paralakhemundi, Dist.- Gajapati  
Odisha, India. PIN– 761211

**Bhubaneswar Campus**

Ramchandrapur  
P.O. – Jatni, Bhubaneswar  
Dist.- Khurda, Odisha,  
India, PIN– 752050

**Balangir Campus**

Behind BSNL Office  
IDCO land, Rajib Nagar  
Dist.- Balangir, Odisha  
India, PIN-767001

**Rayagada Campus**

IDCO Industrial Area  
Pitamahal, Rayagada  
Dist.-Rayagada, Odisha  
India, PIN-765001

**Balasure Campus**

Gopalpur,  
P.O.-Balasure  
Dist.-Balasure, Odisha  
India, PIN-756044

**Chatrapur Campus**

Ramchandrapur,  
Kaliabali Chhak,  
P.O-Chatrapur, Dist.-Ganjam  
Odisha, India, PIN-761020