

"SAY YES TO LIFE/ SAY NO TO DRUGS"

CSK HIMACHAL PRADESH KRISHI VISHVAVIDYALAYA, PALAMPUR
GENERAL ADMINISTRATION BRANCH

2652-76

No. QSD. 8-23/CSK HPKV(GA)/

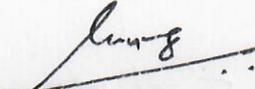
Dated: Palampur, the

16 JAN 2020

NOTIFICATION

The Vice Chancellor, CSK Himachal Pradesh Krishi Vishvavidyalaya has been pleased to adopt Equal Opportunities Policy in compliance to Section 21 of "The Rights of Persons with Disabilities" Act, 2016 (**Annexure-I**) and the guidelines for conducting written examination for Persons with Benchmark Disabilities, 2018 (**Annexure-II**) in this University.

The Vice-Chancellor has further been pleased to designate the Students Welfare Officer, CSK HPKV, Palampur as Liaison Officer to oversee the provision of required facilities/amenities including the process of recruitment of Persons with Benchmark Disabilities.

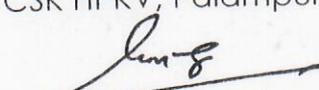

Registrar
CSK HPKV, Palampur

Endst. No. Even.

Dated: Even.

Copy of the above is forwarded to the following for information and necessary action:

1. The Director, Empowerment of SCs, OBCs, Minorities & Specially Abled, HP Shimla-9 w.r.t. his letter No. 4-1/2019(64)-SOM-WEL-(EOP)/110-205 dated 02.01.2020 and letter No. 4-2/2019 (2)-SOM-WEL-(CCD)/45-50 dated 01.01.2020.
2. All the Statutory Officers, CSK HPKV, Palampur.
3. The SWO, CSKHPKV, Palampur.
4. The Associate Directors/Programme Coordinators/Scientist Incharge, HAREC/KVK, Kukumseri, MAREC Sangla, Leo& Lari and MAREC, Salooni.
5. The Joint Controller (State Audit), CSKHPKV, Palampur.
6. The Incharge UNS for uploading in the University website.
7. The Asstt. Registrar (Estt./Acad./Rectt.), CSKHPKV, Palampur.
8. The PS to Vice-Chancellor/PA to Registrar, CSK HPKV, Palampur.


Registrar
CSK HPKV, Palampur

16/Jan/2020

Equal opportunity policy in respect of employees of CSKHPKV, Palampur

Background:

The government of India has enacted Rights of Persons with Benchmark Disabilities (RPwD) Act, 2016. The section 21(1) states that every establishment shall notify equal Opportunity Policy and also section 21(2) of the Act, envisages that every establishment shall register a copy of the said policy with the State Commissioner for persons with disability.

Objective:

This Policy aims to safeguard the equality of self-determination, dignity and inclusion of Persons with Benchmark Disability employees working in the University.

The objectives of this policy is to ensure that all the Persons with Benchmark Disability Employees of this University are not only to improve the quality of life of person with benchmark disability, but also to promote and safeguard equality, self-determination, dignity and social inclusion of persons with benchmark disability.

The Persons with Benchmark Disabilities include those who have long terms physical, mental, intellectual or sensory impairments and possesses certificate of disability issued by a competent authority under section 57 of the RPwD Act, 2016.

Applicability:

This policy is applicable to the Employees having Benchmark Disabilities of the University. This Policy is consonantly applied throughout the period of employment of the employee right from his recruitment till his/her employment in the University.

Policy:

It is the policy of University to provide equal employment opportunities, without any discrimination on the grounds of caste, color, disability, marital status, nationality, race, religion, sexual orientation. The University retrieve to

maintain a work environment that is free from any harassment based on above considerations.

This equal opportunity policy is subject to applicable regulations qualifications and merit of the individual. This policy will consistently be applied throughout the period of employment of the individual, right from the recruitment process till retirement from service.

Equal Opportunity and Non-Discrimination:

In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and Rules, 2017, it is the policy of University to ensure that the work environment is free from any discrimination against the Persons with Benchmark Disabilities. Further University will take all actions to ensure that a conducive environment is provided to persons with benchmark disabilities to perform their role and excel in the same. The University strives towards establishing systems and processes to ensure:

1. That appropriate facilities and amenities would also be provided to persons with disabilities to enable them to effectively discharge their duties in the establishment and no officer/official shall be deprived of his or her personal liberty on the ground of disability.
2. That provision shall be made for an accessible environment, accessible building and availability of assistive paraphernalia as required to enable the persons with benchmark disabilities to effectively discharge their duties in the establishment.
3. That a Grievance Redressal Mechanism for addressing the matters related to the employment of persons with benchmark disabilities is available. The Dean, College of Agriculture is the Grievance Redressal Officer which will look after all the grievances of the PwDs in the University.
4. That the various sections in the University will ensure that if any grievance does arise & is brought up to the concerned committee/officer with respect to selection of Person(s) with Benchmark Disabilities for any position, training, promotion, transfer posting, leave, assistive aid & preference in accommodation allocation etc. is dealt with in a fair and equitable manner free from any discrimination.
5. That no opportunities are denied to persons with disabilities merely on the ground of his disability.
6. No discrimination practices are to be engaged in the course of employment of persons with a benchmark disability, including recruitment

and career advancement or not to dispense with or reduce in rank an employee who acquires a disability during his or her service. Provided that if an employee after acquiring disability is not suitable for the post he was holding, shall be shifted to some other post with the same pay scale and service benefits. Provided further that if it is not possible to adjust the employee against any post, he may be kept on a supernumerary post until a suitable post is available or he attains the age of superannuation, whichever is earlier.

Identification of Posts for Reservation:

The University has identified the posts reserved for Persons with Benchmark Disabilities as per section 34(1) of the RPwD Act, 2016 that provides of 4% reservation to the Persons with Benchmark Disabilities. The information regarding identified posts and vacancies should be notified and uploaded on the website of the University. The identified posts shall be filled up in the University as per the directions issued by the State Government from time to time.

Manner of Selection:

The University adopts the selection policy of the State Government regarding filling up of posts reserved for the Persons with Disabilities.

Leave:

The Specially Aabled employees of this University will be governed by the rules of leave specified by the State Government from time to time.

Liaison Officer:

The University will appoint a Liaison Officer to oversee the provision of required facilities/amenities including the process of recruitment of Persons with Benchmark Disabilities.

Complaints/Grievance and their Disposal:

A register of complaints/grievances has been maintained in the office and a Grievance Redressal Officer has been appointed to hear the pleading/request/grievances of Persons with Disabilities working in the University.

Responsibility:

- University is responsible for utilization of up to date information regarding applicable laws and rules for Persons with Disabilities.
- Statutory Officers are responsible for giving effect to this policy at their office.
- Any employee who violates this policy shall be dealt in accordance with applicable rules and laws.

Communication of Policy:

This policy will be available to all employees via the University website.

Maintenance of Record:

Records shall be maintained as per the provisions of laws and the rules there under, shall maintain in relation to the matter of employment, facility provided and other necessary information in compliance with the provisions of laws.

This policy shall be displayed on the website of university or at conspicuous places.

Revised guidelines for conducting written examination for Persons with Benchmark Disabilities, 2018 are as under:

- I. These guidelines may be called as "Guidelines for conducting written examination for persons with benchmark disabilities 2018".
- II. There should be a uniform and comprehensive policy across the country for persons with benchmark disabilities for written examination taking into account improvement in technology and new avenues opened to the persons with benchmark disabilities providing a level playing field. Policy should also have flexibility to accommodate the specific needs on case-to-case basis.
- III. There is no need for fixing separate criteria for regular and competitive examinations.
- IV. The facility of Scribe/Reader/Lab Assistant should be allowed to any person with benchmark disability as defined under section 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him/her.

In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/ reader/ lab assistant shall be given. if so desired by the person.

In case of other category of persons with benchmark disabilities, the provision of scribe/reader/lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at **APPENDIX-I**.

- V. The candidate should have the discretion of opting for his own scribe/reader/lab assistant or request the Examination Body for the same. The examining body may also identify the scribe/ reader/lab assistant to make panels at the District/Division/ State level as per the requirements of the examination. In such instances the candidates should be allowed to meet the scribe two days before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.

- VI. In case the examining body provides the scribe/reader/lab assistant, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe/reader should always be matriculate or above.

In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The persons with benchmark disabilities opting for own scribe/reader should submit details of the own scribe as per proforma at **APPENDIX-II.**

- VII. There should also be flexibility in accommodating any change in scribe/reader/lab assistant in case of emergency. The candidates should also be allowed to take more than one scribe/reader for writing different papers especially for languages. However, there can be only one scribe per subject.
- VIII. Persons with benchmark disabilities should be given, as far as possible, the option of choosing the mode for taking the examinations i.e. in Braille or in the computer or in large print or even by recording the answers as the examining bodies can easily make use of technology to convert question paper in large prints. e-text, or Braille and can also convert Braille text in English or regional languages.
- IX. In case, the persons with benchmark disabilities are allowed to take examination on computer system, they should be allowed to check the computer system one day in advance so that the problems, if any in the software/system could be rectified. Use of own computer/laptop should not be allowed for taking examination. However, enabling accessories for the computer based examinations such as keyboard, customized mouse etc. should be allowed.
- X. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter the examining body should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.
- XI. The disability certificate issued by the competent medical authority at any place should be accepted across the country.

- XII. The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are allowed use of scribe/reader/lab assistant. All the candidates with benchmark disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5.
- XIII. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.
- XIV. Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam, The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.
- XV. As far as possible, the examining body should also provide reading material in Braille or E-Text or on computers having suitable screen reading software for open book examination. Similarly online examination should be in accessible format i.e. websites, question papers and all other study material should be accessible as per the international standards laid down in this regard.
- XVI. Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment.
- XVII. As far as possible the examination for persons with disabilities should be held at the ground floor. The examination centres should be accessible for persons with disabilities.

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs ----- (name of the candidate with disability), a person with -----(nature and percentage of disability as with mentioned in the certificate of disability), S/o/D/o _____ a resident of _____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a
Government Health Care Institution

Name & Designation.

Name of Government Hospital/ Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/ disability (eg, Visual impairment - Ophthalmologist, Locomotor disability - Prthopaedic specialist/ PMRJ).

Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the Centre) in the District _____, _____ (name of the State). my qualification is _____.

I do hereby state that _____ (name of the scribe) will provide the service of scribe/reader/ lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date: