

Institute of Business Management (IoBM)

Policy & Regulations for Students with Disabilities

1. Introduction:

1.1 Definitions:

Disability is a term which covers areas like motor and sensory limitations that includes viz, mobility, and vision or hearing impairment. In other words, ambit of disabilities covers long-term physical, mental, intellectual or sensory impairments that, in interaction with various barriers, may hinder their full and effective participation in society on an equal basis with others. The various types of disabilities can affect a person's hearing, movement, vision, thinking, learning, communication, mental health, memory, and interpersonal relationships. Some disabilities manifest themselves more openly than others.

2. Types of Disabilities:

Broadly speaking, the following may be considered disabilities:

2.1 Motor or Physical mobility difficulties

Physical difficulties may include partial immobility of hands or feet and impairment of speech. Physical disabilities can affect the function of limbs or the entire body. Physical disabilities can limit the accessibility of daily activities. Some of the physical disabilities include cerebral palsy, spina bifida, muscular dystrophy, and heart defects.

2.2 Hearing impairment

Hearing impairment means partial inability to hear and comprehend conversations or lectures. Mild hearing loss may not qualify as a hearing disability. Individuals with mild hearing loss may respond to the use of hearing aids.

2.3 Visual impairment

Visual impairment is the inability to see properly; it is termed as uncorrectable vision loss resulting from disease, trauma, congenital, or degenerative conditions. Visually impaired individuals are either partially sighted, low vision, legally blind, or totally blind.

2.4 Intellectual difficulties

Such disabilities cover a broad range of disorders affecting the ability to comprehend processed information. Intellectual disabilities, commonly known as cognitive disabilities and mental retardation. Intellectual disabilities may impose limitations on an individual's ability to walk, talk, and take care of themselves.

3. Objectives of the Policy:

3.1 IoBM is committed to provide non -discriminatory, non-exploitative facilities, activities, learning and assessment to all applicants and students so that no one is deprived of an opportunity due to any sort of disability.

3.2 This policy covers Pre-Admission (all new applicants) and Post-Admissions (current on board students) with disabilities which could be of permanent or temporary nature.

3.3 This policy conforms to the “Policy for Students with Disabilities for Higher Learning Institutes in Pakistan” issued by the Higher Education Commission (HEC) Pakistan.

3.4 IoBM shall accommodate individuals qualified as disabled students by providing an environment for inclusive education in its colleges and facilitate the participation of students with disabilities in all academic and extra-curricular aspects of college/ university education.

3.5 Prospective /on board students whichever applicable should inform the Admission Office about their special needs by selecting the relevant option in the admission form, and for those who develop disabilities during the course of their studies, should inform the representative from the institute, who will then contact the applicant for further processing.

3.6 As per this policy the term “Disability Certificate” would be required from such students which would be issued by National/Provincial Council for the Rehabilitation of Disabled Persons or a CNIC with a disability logo or proof of registration in NADRA’s database as a ‘special person’. Moreover, alternatively the competent authority would suffice the following documents: -

- Doctor’s letter
- Diagnostic documents
- Report/slip by consultant/physician
- Hospital admission letter and discharge summary (if applicable)

The final decision on what facilities/accommodations to provide rests with the management of the institute.

3.7 Financial aid & opportunities to Disabled students

IoBM shall offer financial assistance if required to disabled students a needs-based system to facilitate such students whose financial situation may not otherwise permit them to afford their education and any additional expenses related to their needs. This would only be allowed if the students are not availing financial assistance from any other scholarship/support program. Moreover, IoBM offers its educational program to all students with equal opportunities regardless of status or creed.

4. Accessibility Committee & Disability Coordinators

An Accessibility Committee as well as the Disability Coordinators have been duly designated with relevant members from students' body as representatives. The roles and responsibilities of the Accessibility Committee as well as the Disability Coordinators relate to assessing the needs of disabled students and determining various arrangements as well as policy and procedures required for such students.

4.1 Arrangement Students with disabilities will be offered an assessment of their study and support needs at start preferably before they enroll, or shortly after the commencement of their program. To confirm the disability the Accessibility Committee may rely on a medical certificate from a registered medical practitioner, documenting the disability and the need for any arrangements required. Subject to the approval of the competent authority, such students on an individual basis could be accommodated during their education activities and as well as examinations with a variety of relaxations as compared to normal students.

4.2 Other Arrangements subject to the definition of "Disability Certificate" above may include, simply modifying the presentations of study materials, to some specific needs depending on types of impairments of disabled students which may cover special reading materials for students with visual impairments, lecture notes, headphones and induction, assistive hearing devices, video cameras, recordings and video conferencing, for students with auditory impairments, wheelchair assistance, lecture notes, scribes for students with ambulatory difficulties, scanners and printers, special books/tutorials including large print versions, e-books or audio books, media with closed captioning (for non-audible students)

4.3 Examinations and assessments subject to the definition of "Disability Certificate" submitted by such students could avail alternate arrangements such as , extra time limitations depending on severity of disability as approved by the competent authority, which generally should be at least 15 minutes per hour for all semester exams (approximately 25% of time allotted per hour of exams conduction); use of assistive technology such as laptops for students with writing disabilities ,as well as who cannot write at all with availability of non-blood relations scribes, who should be less qualified than the examinees; services of interpreter for students with hearing or speech impairment including extra time if allowed. Furthermore, where the facility of writer or interpreter is allowed a separate invigilator and a separate room would be provided for such examinees