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NOTIFICATION

To:	Dr. Nadia Ayub - Chair Dr. Fayaz Ahmed – Coordinator Ms. Rabiya Sabri – Coordinator Mr. Adeel Shah Mr. Hamza Naseem Elahi (Student Member)
From:	Rector IoBM 
Subject:	Accessibility Committee (AC)
Date:	July 23, 2025
Reference:	HEC Policy for Students with Disabilities at Higher Education Institutes in Pakistan 2021 (Amended)
Reference No:	IoBM/Rector-Office/2024-25/Revised-Committee/001

Based on HEC amended Policy for Students with Disabilities at Higher Education Institutes in Pakistan, I am pleased to appoint you as member Accessibility Committee. The Scope, roles and responsibilities of the Policy/Coordinator are as follows:

Scope of the Policy

- This policy is applicable to all students with disabilities at HEIs, including enrolled students, prospective students and students that acquire disabilities during their studies.
- For the purposes of this policy, the term “disability” shall mean any long-term physical, mental, intellectual, or sensory impairments which may hinder a student’s ability to effectively participate in normal day-to-day activities on an equal basis with others; provided, that the definition will also include any additional conditions covered under the applicable disability focused laws of the jurisdiction in which the HEI is located.
- The term “Disability Certificate” as used in this policy shall mean the disability certificate issued for persons with disabilities from the 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’.

Roles and Responsibilities of the Accessibility Committee

The Accessibility Committee shall be responsible for the following:

- determining what accommodations are needed for students with disabilities at the HEI including, where necessary, arranging for disability assessment by a professional;

- b. arranging and overseeing the provision of reasonable accommodations in accordance with this policy;
- c. arranging for counseling by a psychiatrist for students with disabilities if a student requests or whenever substantial need is established;
- d. providing information and advice to students and parents on the facilities and support available at the HEI for persons with disabilities;
- e. advising the faculty on the policies and procedures relevant to students with disabilities and how best to include and accommodate these students;
- f. advising the HEI on ways to improve access for students with disabilities vis-à-vis admissions, examinations, dissertations and other affairs of the institution and on the implementation of all relevant disability-related legislation;
- g. raising funds for the provision or development of facilities for students with disabilities at the HEI whenever needed;
- h. promoting awareness on different disabilities and disability related issues and the need to protect and promote the rights of persons with disabilities at the HEI through dedicated seminars, fundraising events, discussions, workshops and community engagement activities and communicating the role of the Disability Coordinators to students, staff and faculty; and
- i. liaising with philanthropic organizations working for persons with disabilities to enhance the capacities of their institutions to engage with persons with disabilities and to improve the facilities available for them at the HEI.

Roles and Responsibilities of the Disability Coordinators

The Disability Coordinators shall be responsible for the following:

- a. to be a point of liaison between the Accessibility Committee and students with disabilities including connecting students with disabilities to the Accessibility Committee for determination of their accommodation requirements;
- b. guide and advise students with disabilities interested in seeking admission and enrollment at the HEI on the facilities and accommodations available and arrangeable at the HEI for persons with disabilities;
- c. have regular, periodic meetings with enrolled students with disabilities and maintain records of these interactions. This practice should be used to assess any emerging needs the students may have and to decide the appropriate course of action to facilitate the student;
- d. advise and facilitate enrolled students with disabilities during their studies on how to fulfill the administrative requirements of the institution and benefit from other services provided at the HEI such as accommodations, library, career counselling, extra-curricular opportunities etc.
- e. refer students with disabilities to the Accessibility Committee for arrangement of psychiatric counseling if a student requests or academic coaching whenever needed;
- f. ensure that the students' access requirements are identified and made known to relevant faculty well ahead of commencement of classes;
- g. advise students with disabilities before the commencement of each semester or academic year on their course selection and learning activities entailed; and
- h. seek and record information on access requirements of individual student with disability enrolled at the HEI