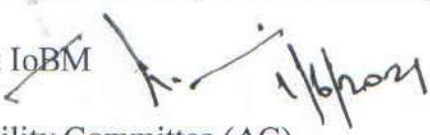


NOTIFICATION

To:	Dr. Fayaz Ahmed – Coordinator Dr. Amber Raza – Coordinator Mr. Wajahat Ali Mr. Adeel Shah Mr. Narendher Kumar (Student Member)
From:	President IoBM 
Subject:	Accessibility Committee (AC)
Date:	June 1, 2021
Reference:	HEC Policy for Students with Disabilities at Higher Education Institutes in Pakistan

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

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;
- arranging and overseeing the provision of reasonable accommodations in accordance with this policy;
- arranging for counseling by a psychiatrist for students with disabilities if a student requests or whenever substantial need is established;
- providing information and advice to students and parents on the facilities and support available at the HEI for persons with disabilities;
- advising the faculty on the policies and procedures relevant to students with disabilities and how best to include and accommodate these students;
- 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;
- raising funds for the provision or development of facilities for students with disabilities at the HEI whenever needed;
- 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
- 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 the course of their studies on how to fulfill the administrative requirements of the institution and benefit from other services provided at the HEI such as accommodations, transport, 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.