



Do you offer support services for people with disabilities?

Bahria University has developed policy Disable people. The key content of the policy is given at Annex 'A'. The Directorate of Student affairs is responsible to facilitate disable people and implement policies and procedures to support for people with disabilities. BU also developed Health, Safety and Environment Policy in 2021. One of the key aspects of the policy is **Administration of Persons with Disabilities (PWDs)**. The details are given in Annex 'B'.



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Bahria University Policy for Students with Disabilities

(2022)



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LETTER OF PROMULGATION

1. This document is hereby titled as “*Bahria University Policy for Students with Disabilities- 2022*”.
2. Bahria University Policy for Students with Disabilities shall come into force with immediate effect at all Constituent and Affiliated Units of Bahria University.
3. This main document contains 24 pages (including title page), numbered from 1 to 24 and contains Annexes A, B and C. Master copy of the document is held with the Regulation Cell. In the event of any change desired in the document, Director Students Affairs will be contacted for processing as per procedure given in these guidelines.
4. All Bahria University CUs are to be notified for the establishment of Campus Accessibility Committee respectively. Manager Student Support Centers are to be notified of their additional charge as Disability Coordinators as per policy.
5. Directorate of IT shall ensure necessary adjustments to BU; Central Management System, Websites & all associated BU digital platforms. All cases involving finances, deviations and exemptions from already promulgated academic, examination and admission rules shall be processed through Directorate of Students Affairs for formal approval by the honorable Rector.
6. These policy guidelines are to be read in conjunction with HEC Policy on Students with Disabilities at HEIs in Pakistan 2021 and BU rules / regulations. In matters where this policy is silent, relevant rules, regulations and procedures of BU shall apply. In addition, any revision, additions or changes made in the original HEC policy shall be complied with and incorporated in these guidelines with prior approval of the Honorable Rector Bahria University and promulgated through Registrar.

Dated: ___ June 2022

SHAFQAT AZAD SI(M), S.Bt
Commodore (Retd)
Registrar

Bahria University Policy for Students with Disabilities

1. Preamble

This document lays down the Bahria University (BU) guidelines for differently-abled students for the practical implementation of HEC's Policy for Students with Disabilities at HEIs in Pakistan (2021). It is important that all those involved in the academic and administrative functions at Bahria University go through HEC policy and this document for gaining clear insights into the regulatory framework and achieving expected outcomes to contribute meaningfully towards well-being of students with disabilities at CUs.

2. BU Commitment and Observance of HEC Principles

In line with HEC Policy for Students with Disabilities - 2021, Bahria University affirms its commitment to the following laid down principles:

2.1 Bahria University is committed to the objective that no one should be denied access to higher education, which includes ensuring that people with disabilities have equal opportunities to access and attain higher education.

2.2 These guidelines aim at creating an enabling environment for inclusive education at all Constituent and Affiliated Units of Bahria University and facilitate the participation of students with disabilities in all academic and extra-curricular aspects.

2.3 These guidelines recognize that disability covers a wide range of impairments and different disabilities can have varying impacts on study, work, and other aspects of life.

2.4 These guidelines affirm that persons with disabilities are valuable members of our society, and it is the obligation of all those involved in academic and administrative functions at Bahria University to undertake all reasonable actions to enable persons with disabilities to avail the opportunities for higher education available to other students.

2.5 Bahria University stands committed to facilitate in academic and career pursuits of persons with disabilities and provide students with disabilities with equal educational opportunities, recognition of their inherent dignity, and protection of their rights.

2.6 These guidelines conform to fulfillment of HEC's regulatory framework and quality standards with respect to facilitation of students with disabilities. It is mandated that no student shall be subjected to discrimination at any stage during their academic or professional pursuits on the basis of any disability.

2.7 Besides HEC's Policy for Students with Disabilities 2021, Bahria University shall honor and uphold the rights and privileges of special and differently-abled applicants and students enshrined in relevant Federal / Provincial legislations and UN SDGs 2030 Agenda (Goal 10 related to reducing inequalities).

3. Scope and Applicability

3.1 **Applicability.** HEC policy guidelines are applicable to both prospective students with disabilities who seek admissions into academic programs offered by Bahria University as well as those students who develop any disability or impairments during the course of their studies.

3.2 **Definition of Disability.** The term “disability” is defined in HEC Policy for Students with Disabilities 2021 as any long-term physical, mental, intellectual, or sensory impairment, which may hinder a student’s ability to effectively participate in normal day-to-day activities on an equal basis with others.

3.3 **Disability Certificate.** The term “Disability Certificate” as used in HEC 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’. A student’s qualification with disabilities shall be verified by the Campus Accessibility Committee after scrutiny of relevant medical documents / certificates, medical and psychological assessment as deemed necessary.

3.4 **Temporary Disability.** A student with a temporary disability may receive accommodations as needed on a case by case basis upon submission of a medical certificate by a registered medical practitioner and upon recommendation by the Campus Accessibility Committee for reasons to be recorded in writing. All such cases are to be immediately brought to the notice of Campus Accessibility Committee by the respective Disability Coordinators.

4. Conceptual Framework of Supporting Students with Disabilities

4.1 **The Concept.** Bahria University has multiple and geographically dispersed campuses. For effective implementation of the HEC policy while retaining administrative flexibility, there shall be a Campus Accessibility Committee at each CU under the chairmanship of respective DG thereby providing local on-site support within easy reach of students with disabilities. All matters involving facilitation of students with disabilities requiring approval and / or support from BUHO shall be referred to Director Students Affairs (DSA). Directorate of Student Affairs will act as a focal point at BUHO for coordination of all such cases received from CUs and their processing with input from relevant Dtes at BUHO.

4.2 **Anticipatory and Individual-Focused Support.** Students with similar disabilities and impairment affect them in varying degrees. Hence, a generic one-size-fits-all solution will not work. It is important that assessment of need of each eligible student is carried out in working out their unique facilitation needs. While the

infrastructure and teaching methods are improvised and supplemented with technological aids to suit the individual needs of differently-abled students, all facilitations are to be planned in an anticipatory manner. This implies that necessary arrangements for providing minimum facilitation to students with disabilities are planned in a way that right support is available at the right time, at the right place and with full visibility to all stakeholders.

4.3 Consultative and Cooperative Approach. The assessment of need and subsequent facilitation entails a regular interaction (both formal and informal) among faculty, administrative officials, differently-abled students and their families through an open and cooperative consultation process. The students should be made to feel free in conveying their requirements, complaints (if any) and are given suitable options for agreement to solutions that would best satisfy their unique needs. The Campus Accessibility Committee at CUs will provide first tier of support in identification of students with disabilities and assessment of their specific needs requiring facilitation.

4.4 Minimum Reasonable Accommodation. Bahria University shall endeavor to exceed the minimum reasonable facilitation criteria laid down by HEC for students with disabilities, while ensuring that quality of education and sanctity of the assessment processes are not compromised.

5. Campus Accessibility Committee and Disability Coordinators

The composition and charter of duties are covered in the succeeding paragraphs, while their specific functions are laid down in *Annex B* and *Annex C*.

5.1 Campus Accessibility Committee. Composition of the Campus Accessibility Committee is given below; whereas, their nomination shall be made by name and designation through official notification of Secretary of the Committee with the approval of concerned DG. A copy of the notification will be forwarded to Director Student Affairs (DSA) at BUHO:-

5.1.1 Standing Committee Members:

- | | | |
|----|---|--------------------------|
| a. | Director General of CU / Director BULC | (Chairperson) |
| b. | Concerned Director CU (except BULC) | (Member) |
| c. | Concerned Principal(s) of CU (HoDs for BULC) | (Member) |
| d. | DD (Academics) / DD (Exams) | (Member) |
| e. | Medical Officer / Psychologist | (Member) |
| f. | CU Representative of Students with Disabilities | (Member) |
| g. | Disability Coordinator of CU | (Secretary / Non-Voting) |

5.1.2 In-Attendance Members: Chairperson Campus Accessibility Committee may co-opt any other member to attend the proceedings for timely and effective facilitation of students with disabilities as per agenda.

5.1.3 Work of Accessibility Committee: General Provisions for work of the Campus Accessibility Committee as mandated by HEC policy is given below:

- a. In absence of the Chair, the senior most member shall act as Chair of the meeting.
- b. The Chair and the members shall hold office during the period of their designated appointments at BU. Any changes in composition of the committee shall be notified by the Secretary of the Committee after approval of the Chairperson.
- c. The disabled students shall nominate their representative on the Campus Accessibility Committee (through a majority vote).

5.1.4 **Roles and Responsibilities of the Campus Accessibility Committee.** The Campus Accessibility Committee shall be responsible for the following:

- a. Determining what accommodations and facilitations are needed for students with disabilities at CU including, where necessary, arranging for disability assessment by a professional Medical specialist / Psychologist.
- b. Arranging and overseeing the provision of reasonable accommodations in accordance with HEC policy and BU guidelines at CU.
- c. Assessment of Need of each eligible student with regard to administrative and academic facilitation needed at campus at the time of entrance exam and during the course of their studies.
- d. Scrutinize and validate applications of students with disabilities for financial aid and purchase of personal aids, assistive technology solutions and other arrangements.
- e. Forward cases / applications to the Campus Accessibility Committee requiring financial approval, special provisions, deviations from admission, academic and examination rules for approval of Competent Authority.
- f. Overseeing and monitoring of on-site arrangements for facilitation of students with disabilities as admissible under HEC policy and covered in these guidelines.
- g. Providing information and advice to students and parents on the facilities and support available at the campus for students with disabilities directly and / or through Disability Coordinators.
- h. Advising the faculty on the policies and procedures relevant to students with disabilities and how best to facilitate and accommodate such students.



Annex 'B'

BAHRIA UNIVERSITY
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Health, Safety and Environment Policy
2021



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2.16 Administration of Persons With Disabilities (PWDs). Bahria University Head Office and campuses/CUs are to maintain list of all PWDs and make arrangements to facilitate them in studying and working in their Area of

Responsibility (AOR). The Rights of PWDs Act is enclosed at Annex C. Salient points are summarized below:

- a. **Ease of access.** BUHO and campuses are to provide ease of access to public buildings, medical centers, recreational facilities, Masjid, hostel gymnasium etc. Streets and roads to be appropriately modified to give easy access to these facilities. New buildings and vehicles shall be designed to provide easy access to these facilities.
- b. **Reserved Parking Slots.** BUHO and campuses are to provide reserved parking slots for PWDs and ensure that these parking slots are not used by others.
- c. **Accessible Toilets.** Accessible toilets are toilets that have been specially designed to better accommodate people with physical disabilities. PWDs with reduced mobility find them useful, as a higher toilet bowl makes it easier for them to stand up. For example, toilets may not be able to fit a wheelchair, and transferring between the wheelchair and the toilet seat may pose a challenge. Accessible toilets are designed to address these issues by providing more space and bars for users to grab and hold during transfers, and space for an assistant if necessary. BUHO and campuses are to provide sufficient numbers of accessible toilets in their AOR.



d. **Priority Seats.** Priority seats in BU public transport vehicles may be reserved for PWDs to use public transport with an equal degree of access and comfort as other people. public transport, BUHO and campuses.

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2.17 **Rights of Persons With Disabilities (PWDs).** Following issues be paid special attention and implemented in respective AORs of Bahria University. Detailed instruction can be seen at can be obtained from the Rights of PWDs Act enclosed at Annex C.

- a. Equity and non-discrimination of PWDs.
- b. Right to Privacy
- c. Women, Children, Elderly People and Transgender PWDs
- d. Ease of access and mobility
- e. Protection from abusive, violent and intolerant discriminatory behaviour
- f. Equity in Education
- g. Equity in Employment
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- k. Participation in sports, cultural and Recreational Activities
- l. Protection of PWDs in Risk and Disaster Situation