



## **ST. XAVIER'S COLLEGE**

**(AUTONOMOUS)**

**5, Mahapalika Marg, Mumbai - 400 001,  
INDIA.**

**☎ 2262 0661/65**

### **STRATEGIC PLAN 4: ENHANCING INCLUSION ON CAMPUS**

- ❖ **XRCVC – A part of St. Xavier's College**
- ❖ **Improving infrastructure in campus**
  - Accessibility Audit – Tender, Recommendations and ATR
  - Ramp construction
  - Motorized Wheelchair
- ❖ **Expanding holistic Inclusion Services**
  - Inclusive Education Services 2017-18 Review Report
  - EC Meeting Minutes 21-8-18
  - Student Inclusion Cell
  - Exam reforms for SWD
  - Events for SWD at Fests



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## **XRCVSC – A PART OF ST. XAVIER'S COLLEGE**



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## THE BOMBAY ST. XAVIER'S COLLEGE SOCIETY

OFFICE : ST. XAVIER'S COLLEGE, 5, MAHAPALIKA MARG, MUMBAI 400 001.  
Telephone : 2262 06 62 / 63 / 64 Public Trust Regn. No. F-2164 (BOM)

6-May-2015

### TO WHOM SO EVER IT MAY CONCERN

This is to certify that the XAVIER'S RESOURCE CENTRE FOR THE VISUALLY CHALLENGED (XRCVC) is a part of the St. Xavier's College, Autonomous, Mumbai which is run by "The Bombay St. Xavier's College Society" which is the registered entity which enjoys 80G benefit and a FCRA registration. The Centre was established in 2003.

All donations made out for the Bombay St. Xavier's College Society which are intended for the XRCVC are maintained in a separate ledger account.

The Bombay St. Xavier's College Society,

*Frazer Mascarenhas S.J.*  
Trustee

Dr. Fr. Frazer Mascarenhas S.J.  
Trustee





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# **INFRASTRUCTURE AUGMENTATION FOR SWD**



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## A] Access Audit Tender

From  
Thiru.V.Arun Roy, I.A.S.,  
State Commissioner for  
Differently Abled.  
No.5,Lady Willingdon  
College Campus, Kamarajar Salai,  
Chennai - 05.  
E-mail: toscda6@gmail.com

To  
Nature Nurture Architects Planners,  
E-3, Saraswat colony,  
Laburnum Road, Gamdevi Mumbai-400007.

Roc.No. 2178 /A&A/2018, Dt: 06.05 2018

Sir,

Sub: Commissionerate for the Welfare of Differently Abled, Chennai- Selection of Empanelled Agency for conducting access audit in Government/Public buildings in Chennai - through Limited Tender - Reg.

Ref: G.O.(Ms) No.48, Welfare of Differently Abled Persons (DAP -3-1) Department, dated : 26.12.2017

\*\*\*\*\*

Applications are invited through the limited tender process from Access audit agencies empanelled by the Government of India for access audit of the 33 Government/ Public buildings in the Districts of Tamilnadu. The list of buildings are listed to Annexure.

The rates applicable for access audit shall be as follows:

1	Public Building Accessibility	Rs.37,500/-
2	Transportation Terminus(Railway station, metro station, Bus terminus, airport, harbor/ jetty.etc)	Rs. 49,500/-
3	Bus stop (include 500 mm approach from either side)	Rs.37,500/-
4	Park and Gardens Accessibility	Rs.37,500/-
5	Public service Building accessibility (Ground Floor)	Rs.37,500/-
6	Public service Building accessibility ( 1 <sup>st</sup> to 3 <sup>rd</sup> floor)	Rs.44,500/-
7	Public service Building accessibility ( 4 <sup>th</sup> floor to above )	Rs.49,500/-
8	District/government Hospital Accessibility	Rs. 49,500/-
9	Medical College and Hospital Accessibility	Rs.66,000/-

Interested Agencies may sent their application along with quotation to this office as per the above address in a sealed cover with a superscription "Application for Selecting Empanelled Agency to conduct access auditing of the 33 Government/ Public buildings in the Districts of Tamilnadu before 22.05.2018.

Sd/ V.Arun Roy  
State commissioner for Differently Abled

/By Order /

Technical Officer



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*Shinde*  
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## B| ACCESSIBILITY AUDIT: RECOMMENDATIONS AND ATR

CAMPUS ACCESSIBILITY AUDIT conducted June 2018 - Aug 2018:

Recommendations and ATR


Audit Team: Nature Nurture Architects and Planners

Sr. No.	Recommendations	Action Taken
1	Emergency Evacuation Strategies/Drill to be carried out	Not Yet Undertaken
2	Increase the number of accessible toilets for PwD	Toilet created in hostel building July 2019
3	Tactile guidance path connecting all utilities and entrance	-Part path laid out in Green Shed area in 2016-17 -Other phase completed in volleyball court during 2020-2021
4	Standardization of accessible control mechanisms (switchboards etc.) on all floors	Electricity maps created and put up for the switchboards of all classrooms and labs however, accessible control mechanisms have not been undertaken.
5	Standardization of signages (audio, visual, tactile) at appropriate locations on campus	Not yet undertaken
6	Regular maintenance of all facilities	Two accessible washrooms cleaned and maintained regularly
Additional Information:		Access to the Library building and labs: Stair climbing wheelchair purchased in 2019-20 to enable access to library building and other labs where due to heritage structure limitation, ramps cannot be built
		Accessible Lift: New lifts installed in XIMR and Hostel building have been enabled with braille labels and audio cues in 2019-20



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**CONSTRUCTION OF ADDITIONAL RAMPS**

GFR 19-A (See Rules 212 (1)) Form of Utilization Certificate		
Sr. No.	Letter No. & Date	Amount (Rs.)
1	RUSA/Order/16-17/375 Dated: 9-9-16	20 00 000/- (Twenty Lakhs Only)
2	2 <sup>nd</sup> Utilisation Certificate from October 16 to 31 March 17.	2000022/- Twenty Lakhs and Twenty Two Only.
<b>List of Expenses</b>		
Braille Calenders for antarchakshu		41870.00
HP 88A toner cartridge		6550.00
TP link Wireless N Router WR840N		1150.00
Ramp near the canteen area		46625.00
Cannon 810XL black Cartridge		1390.00
Cadyce CA-HDVGA Adapter		1200.00
SMA for JAWS Single users one license and SMA 5 user site license		105800.00
HV PRO Daisy Player E-5 With Hindi TTS		8399.00
Corel Draw software upgradation for 2 years		5750.00
Lenovo all in one desktops A300 total 6 units @ of 59200 per unit		355500.00
Zoom text-Magnification cum reading software, 1 qty		28000.00
Cash bills for Akola visit		13880.00
Index Fanfold - D V5 - Imported high speed tractor feed continuous sheet braille printer		1249000.00
Cost of warranty for 2nd year for Index Fan fold D V5		25200.00
Braille Paper tractor feed continuous sheet -- 160 GSM - 2 Packet with 500 sheets each		5000.00
Reimbursement for expenses on Local travel and meal expense incurred to Manohar Vaswani		1750.00
Reimbursement for expenses on Local travel and meal expense incurred to Sangram Ashok Killedar		1750.00
Reimbursement for expenses on Local travel and meal expense incurred to Bhushan Shivshankar Modak		1750.00
Reimbursement for expenses on Local travel and meal expense incurred to Vishal Prabhakar Bhojane		1750.00
Reimbursement for expenses on Local travel and meal expense incurred to Samadhan Patil		1750.00

Certified that out of Rs.20 Lakhs only, Grants-in-aid received by St. Xavier's College, Autonomous a part of "The Bombay St. Xavier's College Society" for Strengthening, Capacity Building and Training Resource person, faculty for the inclusive education centres at universities and colleges and providing expertise to RUSA Maharashtra, vide letter no: RUSA/Order/16-17/375, dated: 9-9-2016 shown in the margin for the years 2016-17 in favour of RUSA, under Ministry of Human Resource Department, a sum of Rs. 20,00,022/- has been fully utilized for the purpose for which it was sanctioned for this financial year. Please note that We have spent Rs. 22/ over and above the project amount allotted to us which will be taken care from the interest accrued. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled /are being fulfilled and that I have exercised that following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

*[Signature]*  
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# ST. XAVIER'S COLLEGE

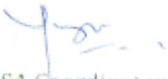
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Reimbursement for expenses on Local travel and meal expense incurred to Mayur Kishor Patil	1750.00
Reimbursement for expenses on Local travel and meal expense incurred to Divya Rajendra Borase	1750.00
Ruby 7 inch 1 qty	74800.00
lunch, snacks and dinner provided during the TOT workshop	3983.00
Tea and Coffee provided from the Nescafe counter in college during the TOT workshop	1190.00
Xavier hostel guest room - 01 from 8-3-17 to 12-3-17, total no. of days 4 @ of Rs. 900 per day.	3600.00
MTNL bills - 22623298	786.00
MTNL bills - 22623242	646.00
MTNL bills - 22626329	1141.00
Cash bill for the dinner bill at Panchavati gaurav thali	6312.00
Total	2000022.00

Total Expenses: 2000022/- Twenty Lakhs and Twenty Two Only.

  
RUSA Coordinator  
Fr. Conrad Pessa S.J.  
St. Xavier's College, Autonomous



  
Principal  
Dr. Agnelo Menezes  
St. Xavier's College, Autonomous

Treasurer

The Bombay St Xavier's College Society  
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Date: 31-3-17  
Place: Mumbai

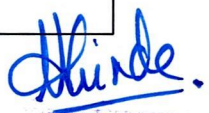
Kinds of checks exercised.

1. Sanctioned Letter
2. Bank Statement and Bank Receipts
3. Purchase order and Related Compliance
4. Party bills and Delivery Challan
5. Payment through Cheque through Corporation bank account no. 17343 as changed to 520101011076451.



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## MOTORIZED WHEELCHAIR

Seedlee		JAMSHED DALAL		Invoice						
FLOOR NO. 2ND, GODOWN NO. B-214, ANTOPIHILL WAREHOUSING COMPLEX, BLOCK SECTOR-WADALA EAST, WARD NO. F/NORTH, VIT COLLEGE ROAD, SALTAN, MUMBAI 400037 India GSTIN 27AHUPD8914F1Z1		ORIGINAL								
#	Invoice Date	19/12/2019	Place Of Supply	Maharashtra (27)						
Terms	Due Date	19/12/2019								
Billed To			Ship To							
THE BOMBAY ST XAVIERS COLLEGE SOCIETY 5, MAHAPALIKA MARG, FORT MUMBAI 400001 Maharashtra India GSTIN 27AAATT4594Q1ZK[9322424679]			5, MAHAPALIKA MARG, FORT MUMBAI 400001 Maharashtra India [9322424679]							
#	Item & Description	HSN /SAC	Qty	Rate	CGST %	CGST Amt	SGST %	SGST Amt	Amount	
1	WHEELCHAIR WITH STAIR CLIMB ASSIST SUPER (FOR INVALID)	871390 10	1.00 NO	1,56,190.48	2.5%	3,904.76	2.5%	3,904.76	1,56,190.48	
Total In Words					Sub Total					1,56,190.48
Rupees One Lakh Sixty-Four Thousand Only					CGST 2.5 (2.5%)					3,904.76
Thanks for your business.					SGST 2.5 (2.5%)					3,904.76
JAMSHED DALAL CENTRAL BANK OF INDIA A/C NO. 3596472961 KHODADAD CIRCLE BRANCH IFSC CBN0280615					Total					₹1,64,000.00
Terms & Conditions					J.S.DALAL PROPRIETOR					
NOTE: Warranty will cover only the battery, body and motor of the chair. Warranty will not cover wrong usage or miss handling of the chair. Warranty will not cover wear parts like tyre, belts and track belts.					Authorized Signature					
1. Any Complaint regarding this Tax Invoice must be received within 8 days from the receipt of this bill there after complaints will not be considered.					1 YEAR WARRANTY					
2. Payment of this TAX INVOICE should be made within 8 days. Interest @ 18% will be charged if not paid within specified credit period from the date of this invoice.					ON SITE SERVICE					
3. Cheque issued & not cleared with our Bank, Rs. 500/- Fine will be charged. Discounts (if any) will be cancelled with immediate effect. Jamshed Dalal may take legal action against the same.										
5. All Cheques / Drafts should be drawn in favour of Jamshed Dalal										
6. All Disputes Subject To Dadar Mumbai CITY Jurisdiction										
Debit XRCVC Establishment 894 - Great Eastern CSR - Equipment - EST-NOV-BPCH-194					S.M. Jaisankaravala					



  
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# **EXPANDING HOLISTIC INCLUSION SERVICES**



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## INCLUSIVE EDUCATION SERVICES 2017-18 REVIEW REPORT

### I. Demographics of Students with Disabilities at the College for Academic Year 2017-18

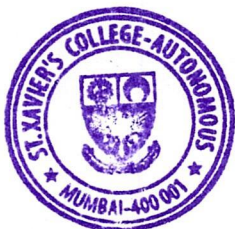
Total Number of Students at Junior College: Total: 40

Total Number of Students at Senior College: 73

Total: 113


### II. Processes and Services Followed During Academic Year 2017-18

1. All students with disabilities were informed of the need to fill up student accommodation form with Ms. Neha Trivedi at the beginning of Academic Year. Information was disseminated through Class Notice Boards, Class Announcements for Junior College, and Announcement during class orientations.
2. The Inclusion Cell of 2016-17 without any student appointees along with Enabling committee cleared accommodation letters of all SWD at the beginning of the year.
3. All Students with Disabilities were issued Accommodation letters and Exam Provision Letters. The students were expected to share Accommodation Letter copies to all their teachers, Department HOD and COE and attach exam provision letters to all their examinations and submissions.
4. The Enabling Committee – of staff attempted to procure content from faculty during the first term which did not work out and hence content was then driven through students and volunteers by directly approaching the respective teachers.
5. Students with disabilities were provided accessible content, teaching volunteer support and other individual guidance and support and problem resolutions through the XRCVC. On a case by case basis if there was a need to network with the academic staff the same was also done.
6. A Transition Planning workshop was conducted for student with autism.
7. XRCVC provided support in procuring internships for students with disability on need basis.
8. Examination Committee arranged for examination provisions for students with disabilities based on the data submitted through the XRCVC.
9. Feedback survey on the Inclusion Services was undertaken by the XRCVC from SWD
10. An informal student inclusion cell of students with and without disabilities for formulated at the XRCVC that helped plan Antarchakshu for the year and idea on Inclusion issues on campus.



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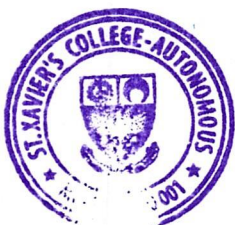
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### III. Student with Disabilities Feedback Summary on the Inclusion Process for 2017-18.

Feedback survey was circulated to the 73 students of Senior College only. A total of **30 students** have responded to the survey. Questions in survey include:

1. Overall inclusive education services experience in academic year 2017-18?
2. Experience of filling in the inclusive education accommodation form in the beginning of the year
3. What changes would you recommend in the filling in of the inclusive education accommodation form process?
  - Filling the Form Online
  - They should be filled at the time of admission form filling process itself
  - Support for Mental Health Issues
  - Asking the Students to filling the form independently
  - Attaching your LD letter to all your answer papers just makes LD people stand out once again and goes against inclusivity. Writing LD at most should be more than enough. This whole provisional letter and not getting the provision if you forget the letter is another way to assert control over students by the management.
  - Try to listen to their points and complaints.
4. Recommendation for ensuring all students with disabilities receive information on the deadline to fill the inclusive education accommodation form
  - Online Notice
  - Main entrance Notice
  - Information to be shared through Class CRs
  - Notice outside the XRCVC
5. Satisfaction with the accommodations granted
6. Experience in sharing the accommodation letters with your course teachers?
7. Particular issues that you faced in sharing your accommodation letter with course teachers
8. Recommend any changes in the process of issuing and sharing of accommodation letters with course teachers?
9. What was your experience with the inclusive examination process?
10. Any particular issue or challenge that you faced in the arrangements and conduction of the examinations?
11. How satisfied were you with the facilities during examinations?
12. How would you rate your interaction with the resource centre – XRCVC?



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13. Rate your interaction with Inclusion Coordinator- Ms. Neha Trivedi on the following parameters
  - a. [Approachable]
  - b. [Useful in providing support]
  - c. [Being able to deliver to your needs]
14. What changes would you recommend in functioning of The Resource centre or the Coordinator in order to be of better help
15. If you are comfortable please share any specific experiences with teachers that were useful and any specific experience that were not helpful during academic year 2017-18.
16. Please mention any 1 or 2 things within the inclusive education services provision that you found most useful during the academic year 2017-18.
17. Mention any addition or changes that you would like to the inclusive education services for academic year 2018-19

#### IV. Challenges faced by XRCVC in offering services

In addition to the feedback from students below are the key challenges that the Resource Centre faced in coordinating the Inclusive Education Services during the academic year 2017-18:

- Content receiving from teachers just did not work because of the fact that most teachers had not planned for their course delivery beforehand. This has always lead to students with disabilities having to compromise on their studying as we cannot manage high demand last minute with no volunteers available during exam time either.
- Getting all students with disabilities registered for the year – reaching out. This took much longer and student came in as late as end sem examinations.
- Examination Coordination: Cross Checking course data from students rather than office data, last minute change in classrooms, seating arrangements always put up later than regular students, as listed in student feedback despite the students giving us information multiple times administrative issues to deliver the provisions during the examination, Writer arrangement due to exam timing overlap
- Whilst accommodations were granted some students had issues with faculty not accepting the provisions. We need to think of a method to have faculty buy in – rethink the committee that passes accommodations?
- No constitution of Inclusion Cell for the year
- Ownership of the Inclusion Process –spearheaded by who?


#### V. Planning for Next Year: Possible Changes and Areas of Discussion?

1. Accommodation Form Information: Online, Handbook, Orientation Announcement, Admission time Notice, CR and SIC Messages, Front Gate and XRCVC Notice along with Class Notice Boards and E Notice Boards.



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2. Accommodation Form Filling: Online option, Option for student to fill on their own before they come in. Fill during Admission form process itself?
3. Accommodation Form Handing over to Faculty: To continue? Through XRCVC or Principals office? Compulsory beginning of year orientation for faculty? Faculty letters sent via email from the Principals office? Compulsory orientation of all new faculties coming in.
4. Provision Letter for Examinations: Not getting provisions if not attached not for extra time or mode of exam taking? How do we protect student confidentiality? Put the black paper on the provision letter as well? If student forgets the letter they have the freedom to write their provisions non the first page of answer sheet and get the supervisor to sign against it? Any alternative method for ensuring examiner can correct as per provisions? Do we mark SWD with Disability Type and have a common set of exemption provision per disability type given to examiner?
5. Examination Process: Computer system checks, Putting up all student seating arrangements at the same time, exam committee SWD responsibility allocation within the team, Onus for SWD data and provisions from the exam committee rather than resource centre, Taking down writer details before the start of examination, no overlap between exam timings, no shifting of rooms during mid exam, how to better train and inform invigilators? Invigilator training for inclusion?
6. Resource Centre Functioning: Better strategies to work with students from more diverse backgrounds, How do you resolve the content challenge- getting material information from teachers? Awareness training for teachers to be delivered through which mode to ensure everyone attends? Beginning of year compulsory? New Teacher Seminar and CAS? Formation of formal Student Inclusion Cell .
7. What worked well to be continued: Computer exams, letters with specific disabilities mentioned, examination process, spelling errors considered and short answers permitted, permission to record, option of typing for internals and using writers for end sem, student teaching assistants, and facility to make changes during mid-year.
8. Other Thoughts: Formation of Inclusion Cell for the year by? Amalgamation of Enabling Committee and Inclusion Cell? Access Audit of College in Summer Vacation?

Neha Trivedi  
Project Consultant  
XRCVC  
St. Xavier's College  
5, Mahapalika Marg  
Mumbai 400001  
# 022-22623298  
[www.xrcvc.org](http://www.xrcvc.org)



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## ENABLING COMMITTEE (STAFF): MINUTES OF MEETING HELD

ON 21-8-18

Time: 3.30-4.30 p.m.

Convened By: Dr Agnelo Menezes, Principal

Attended By:

Dr Sam Taraporevala

Ms Annapurna

Ms Medha Taskar

Ms Neha Trivedi

Dr Abhilasha Jain

Mr Kevin D'cruz

Dr Leena Joshi


Ms Linda Dhakul

1. The Committee was updated about key work and decisions made through May-Aug by Principal in consultation with the Resource Centre team. Ms Neha briefed the group on the following key points:
  - i. From Academic Year 2018-19 Onwards there will be a single Enabling Committee as against the Enabling Committee and Inclusion Cell until previous year. The Enabling Committee members for 2018-19 Include the following:
    - Convenor: Principal
    - Dr Sam Taraporevala: Executive Convenor
    - Ms Annapurna: Principal's Nominee
    - Mr Marazban Kotwal: Controller of Exam
    - Ms Medha Taskar: Librarian
    - Ms Neha Trivedi: Rep from Resource Centre
    - Dr Abhilasha Jain
    - Ms. Akshara Jadhav
    - Mr Kevin D'cruz
    - Dr Leena Joshi
    - Ms Linda Dhakul
    - Dr. Maya Murdeshwar
    - 5 SWD to be selected by the enabling committee members
  - ii. A Student Inclusion Cell has been set up from this academic year onwards to look at inclusion at peer levels. So far the SIC has organised a student orientation welcome party for new FY SWDs and helped resource centre locate volunteers for SWD
  - iii. It was agreed that the Enabling Committee to meet 3 times in a term: Beginning, after CIA 1 and after end sem. Meeting to be called by Principal



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- iv. Exam Committee to be oriented at beginning of year by the principal for setting up the annual system and processes for inclusive examinations. This has been **Completed for this year.**
  - v. For orientation of teachers Principal to talk to the staff during starting of term meeting on specifics of the inclusion process. This has been **Completed for this year**
  - vi. Checking of better integration of data from general office. Neha has to check with Conrad for including Accommodation from data in ERP. In the interim, taking last year's feedback because course code data was included in accommodation from the CIA ran smoothly.
  - vii. 5 % Reservation: As per the RPWD 2016 Act instituted for new FY admissions: **A total of 22 new FY students have been enrolled.**
  - viii. Access Audit of college was conducted by Parul Kumtha and a final report for the same is awaited which will be shared with the committee in the next meeting.
  - ix. 4 Computers with Screen readers were set up in knowledge centre before CIA 1 for smoother running of computer exams for students with blindness.
2. The committee selected the 5 SWD representatives. It was agreed to have an overlap between SIC SWD representatives be part of enabling committee to ensure overall and continuity between the student body and the management and have additional SWD representatives. The 5 students selected are: Ibrahim Hussain (FYBscIT), Raturaj Lende and Om Prakash (SYBA), Isha Vartak (TYBA), Param Rekhi (TYBsc). The group was selected keeping in mind diversity across years of study as also disability type. The Principal will be informing the selected students of their appointment to the committee.
  3. New Accommodation Requests for all new FY SWD was cleared. It was agreed to give 7 days extra time to 2 students with LD and associated anxiety conditions for assignment submissions.
  4. The committee discussed the provision granted by Physics department for student for whom 10-15 days extra time for submission was cleared by the committee. The Department has instead offered to the student that he complete 60% of the assignment by date of submission. The committee has agreed for this change.
  5. The committee held a discussion on handling cases with only mental illness conditions. It has been agreed that Ms Linda Dhakul will meet such cases and propose the accommodations for the student and Ms Neha will then arrange for the accommodation letter accordingly. Currently there is one student in FYBsc for such need. Ms Linda will be meeting the student soon for the accommodation decision.



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6. For any Medical cases that need accommodation it was agreed that the decision will be taken by the Principal along with the Vice Principals and respective Academic Bodies. The data of accommodation to the exam committee will be sent through the single point channel of Ms Neha. Hence in case of any such student the Principal/Vice-Principals shall keep Ms Neha informed on data. Ms Neha will then arrange for a Medical Accommodation letter created and issued to the student and data sent to the exam committee.
7. The committee discussed at length the urgency to have a stable response system available on campus for handling crisis. A strong need is felt to have an institutional protocol for handling cases of suicidal tendencies amongst students as also a protocol for institutional response in case of any potential untoward incident. Ms Linda is going to help in putting protocol details and Ms Neha will be available for assistance to her for writing out the same.
8. The Knowledge centre systems need to be updated with Screen Magnifiers as there is a need amongst the new FY SWD for doing exams with screen magnifiers. Dr Sam will look into the same and have it arranged.
9. Since the FY Accommodation requests have been just finalised and the CIAs are starting immediately it was agreed that by the time the students get the letters it might be late. Hence in the interim the Principal will be sending out FY SWD data to all HODs directing them to make necessary provisions for the in class CIAs wherever applicable.
10. The committee also agreed on having a handover to the new Principal Dr Rajendra Shinde of all the Inclusion processes and work done so far.
11. Fixing next meeting date.





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## STUDENT INCLUSION CELL, St. Xavier's College (Autonomous), Mumbai

For Inclusion to be effective in any system involvement of all stakeholders is critical. Within an academic institution one of the key stakeholder community are students. The Student Inclusion Cell aims to harness the energies of the student community to build and sustain inclusion initiatives on campus. It is envisaged as a mixed group of students with and without disabilities that are keen to work on inclusion and accessibility challenges.

### I. Student Inclusion Cell Membership and Appointment

Item No	Member Type	Member Numbers	Appointment Process
1	Staff Representative 1: College Resource Centre for Students with Disabilities Head	1	Ex Officio Member
2	Staff Representative 2: College Resource Centre for Students with Disabilities Staff	1 (In case the centre has at any point a single staff then points 1 and 2 will combine to have a single member and one additional staff member from college Inclusion Cell will be nominated)	To be appointed by Principal in consultation with Head of Resource Centre
3	Student Representatives	20-25 (To always aim at keeping a balance of students with and without disabilities and also covering different disabilities and mix of years. All students to be of senior college only)	To be selected by a panel constituting of the 2 staff representatives and 2 students representatives selected by the staff representatives from the outgoing student inclusion cell.



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### II. Student Inclusion Cell Structure

1. Head, Student Inclusion Cell: Of the 20-25 student group, 1 student to be selected through a process of internal selection as the head of the student inclusion cell.
2. The Head of the Student Inclusion Cell will be an affiliated member of the Student Council of the college.
3. College Inclusion Cell Members: From amongst the SIC members 5 students with disabilities will be appointed as members of the college Inclusion Cell. This appointment will be done by the Principal in consultation with Head of Resource Centre. (Ideally from Second Year Degree college upwards)
4. From amongst the group of SIC members, teams of minimum of two members each will be constituted that focus on but not limited to the following areas: College Events, Exam Coordination, SIC Events, Grievance Redressal/Support, Accessibility, PR & Media

### III. Tenure and timeframe of constituting the Student Inclusion Cell

Tenure: Annual, co-terminus with the academic year.

Timeframe of Constitution: The SIC selection of members of the outgoing F.Y and S.Y students will be completed before end of the previous academic year for the SIC of the forthcoming year. Selection process for the incoming F.Ys will be completed within the first month of college starting.

### IV. Meeting Frequency

The Student Inclusion cell will meet a minimum of once a month and the sub groups would meet on a need basis more frequently.

### V. Scope of Work

Whilst the overall scope of work of the SIC will be to promote and build inclusion and accessibility across various college systems some of the key focus areas would be the following:

1. College Events Accessibility: Work towards building and promoting of inclusion and accessibility across all college events.
2. SIC Events to Promote Inclusion: Conceptualize and conduct events, workshops from time to time to promote awareness, inclusion on campus for all college stakeholders.
3. Examination Systems: Work towards writer coordination and other exam related needs for students with disabilities.
4. Grievance Redressal/Support: Set up and facilitate an effective grievance redressal and support mechanisms within the student community related to issues of inclusion and access
5. Accessibility: Ideate and innovate on creating solutions on accessibility. Be part of R&D on accessibility.



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6. PR & Media: Work on various PR and Media needs of the SIC.
7. Taking up any other activities to promote accessibility and inclusion for persons with disabilities (Student/staff) from time to time as the need may be.

### VI. Decision Making Process

The Student Inclusion Cell will meet under the Co-Chairmanship of the Student Head of the SIC and the Head of the College Resource Centre for Students with Disabilities.

In absence of either of the Chairpersons not being available for the meetings any other member may chair the meeting.

Decisions of the cell will be taken based on mutual consensus. In case of lack of consensus the final decision taken by the Co-Chairs will be final. In case of a dispute between the Co-Chairs decision of the Head of College Resource Centre for Students with Disabilities will be final.





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### EXAM REFORMS FOR SWD

Exam reforms for SWD were introduced from the Academic year 2017-18 onwards. These were a result of the following

1. Rights of Persons with Disabilities Act 2016
2. Government of Maharashtra Circular of March 2017
3. Setting up the Inclusion Cell in 2016-17 which became the Enabling committee from 2017-18 in college to facilitate inclusive education on campus as part of the RUSA Inclusive Higher Education Pilot which was introduced in 2016-17.

The enabling committee facilitated the exam reforms in line with the Maharashtra Government circulars and in the spirit of the policy of inclusive education that the college had taken up.





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### EVENTS FOR THE VISUALLY CHALLENGED AT FESTS (Popularization of Science and Xynergy)

#### Xavier's Resource Centre for Visually Challenged (SXC, Mumbai)

XRCVC event at DBT-CTEP sponsored Popularization of Science (29 November 2019)

XRCVC event at RUSA sponsored XYNERGY 2019 (29-30 November 2019)

#### Access Technology Awareness Exhibition

##### The Need

The general population including students have a lot of myths concerning blind and low vision persons, what is more, they are unaware of the immense potential of access technologies to empower and create a level playing field for such persons.

The XRCVC showcased some of its access technologies solutions available to blind and low vision persons to help them lead more independent and fulfilling lives.

We list below some of the technologies exhibited. These included products cutting across from low-tech to High tech solutions. The basic principle underlies all was sensory substitution and/or sensory supplementation.

- Braille Tutor: A simple card with instructions on how to learn braille.
- Screen Reader (NVDA): This software converts your computer into a talking computer. It reads out whatever is typed. It can be used by visually impaired people to work with word documents, excel sheets, PowerPoint presentations, sending and receiving e-mails, and even surfing the internet
- Screen Magnifier (Supernova): A screen magnifier is software that presents computer screen content in an enlarged manner. Such software also provides color contrast options, mouse enhancements, etc. to make the use of devices easier for those with low vision
- Low-cost Refreshable braille display (Braille Me): These are portable electronic machines that can be attached to a computer or other electronic devices. The text which is usually displayed visually may be accessed in Braille. This allows computer access by the deaf-blind and can also be used by visually challenged people who would prefer relief from the constant audio input. Such devices also assist in proofreading documents
- Video Magnifier (Ruby): Portable magnifiers that may be held in the hand are extremely functional for reading small print, assisting with low vision conditions, looking at stamps and coins, exploring the outdoors, and much more
- Talking Calculator: This is a calculator with a speech facility and an LCD. Apart from basic calculator operations, it has clock and alarm functions and comes with adjustable volume and selectable speech on/ off functions
- Table Clock: This is a calculator with a speech facility and an LCD. Apart from a clock it has alarm functions and comes with adjustable volume and selectable speech on/off functions



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- Braille Wrist Watch: Wristwatch open the upper lid and then the blind person can know the time by touching the hours and minutes hands
  - Liquid level Indicator: It is a device that helps blind people to know the level of the water in the container. As the water level reaches the top it starts vibrating
  - Audio Labeller (Bombay Blue restaurant menu card): The menu card was 3 in 1. For totally blind they can read through braille. The menu is printed in large print for low vision and if some do not know braille and person blind then they can use an audio labeler pen. Where the user has to feel the sticker paper on the menu and just touch the pen on it.
  - 3D Models (Teeth, Heart, Life cycle of Hen and Frog): Model to teach a visually impaired person. This provides a rich tactile understanding of the shape and texture of the article under study. The 3D dimension provides deeper inside over 2D representations.
  - Tactile Diagram Book (Geography and Science): Through the raised diagram on the book visually impaired person can touch and learn the diagram
  - Tactile Tiles (Dotted and Straight lines): Tiles are raised so that they can navigate around the place. Tiles were rubberized so that they can stick on the floor directly
  - Tactile Signage: Picture on signage is tactile and written on it with braille
  - SmartCane: SmartCane device is an electronic travel aid that fits on the top fold of the white cane as a handle. As a white cane can only detect obstacles up to knee height, the device complements its functionality.
  - Playing Cards: It is a regular card written with the braille dots on it
  - Chess: Piece of chess white has plain on top and black has small notch so one differentiates between their piece. Pieces have different spaces so they can identify. On the chess board, the black part is raised
  - Cricket Ball: Ball has baring inside so it makes sound and through a blind person can play cricket
  - Snake and Ladders: Tactile snake and ladder game board has written with braille and raised. One can differentiate the piece with several lines on it and dice is also raised
- Some overall feedback:

1. Although we did have an active flow of visitors, we could have been able to take many more.
2. Space was limited hence we had to show only a few of our access technologies.



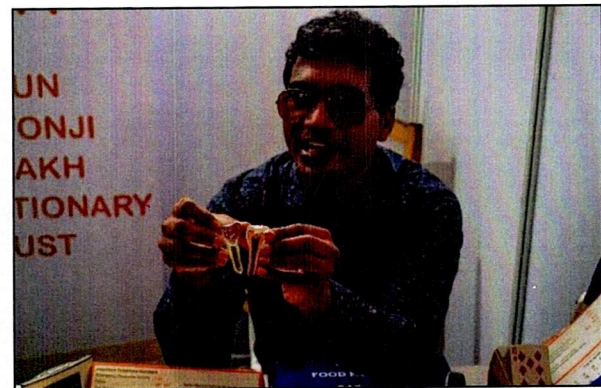
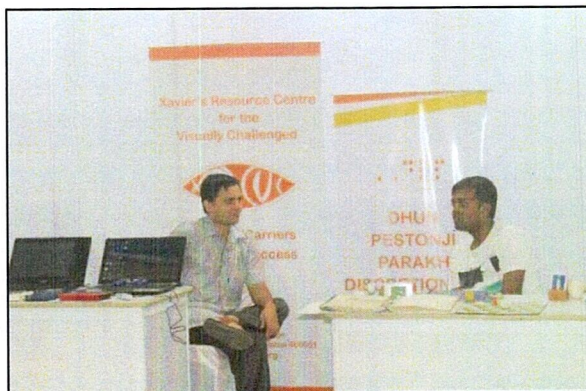
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