

SC Continuation - Inclusive Education Accommodation AY 2026-27

St. Xavier's College is committed to Inclusive Education for all students on campus. To ensure smooth and effective delivery of services, it is mandatory for all Students with Disabilities at Degree College to fill out the Inclusive Education Accommodation Form. Deadline to submit the form as per notices to be followed strictly. Delays will not be permitted.

The accommodation forms are filled out for the entire academic year at the beginning of the year (for both semesters). However, at the beginning of the second semester students must get the new subjects entered in the letter to facilitate ease in availing services. In exceptional cases where an unaccounted need arises in the middle of the year, the student is to reach out to the Coordinator for Students with Disabilities to make changes. Please note that middle-of-the-semester modifications will only be permitted if truly required.

In using these procedures and forms, it is essential to remember that the college and the student need to work together so that the quality of accommodations meets disability-related needs of the student. This is a joint responsibility between each student and the College. Students must ensure that the process is completed on time and in case of any queries about filling out the form, contact the Coordinator for Students with Disabilities immediately. Any delays in not meeting the deadline for submission will be taken as the student not needing any accommodation. It should be remembered that if the student has not filled out the accommodation intake form, the College is not mandated to provide any accommodation services. Please also note that the College strives to provide these services to the best extent possible. Hence there might be times when, because of various difficulties, all the services may not be possible. In case of non-availability of any approved accommodation, it is the student's responsibility to immediately bring the same to the notice of the Coordinator for Students with Disabilities.

The academic and examination provisions are available for students with disabilities as per the [Government of Maharashtra GR dated 16 October 2018](#), [Guidelines issued by the Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Government of India dated 29 August 2018](#), [UGC Accessibility Guidelines and Standards for Higher Education Institutions and Universities July 2022](#), and [Guidelines issued by the Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Government of India dated 10 August 2022](#).

Further, it is noted that all disciplinary and other rules of the college apply to all students, including students with disabilities. Student may select from below the accommodations that are required for them during the academic year.

* Indicates required question

Basic Information

1. Full name *

2. Email ID *

3. Contact number *

4. WhatsApp contact number *

Mark only one oval.

Same as above

Other:

5. College UID *

Only for senior college students

6. Roll number

7. Year of study *

Mark only one oval.

- FYBA
- SYBA
- TYBA
- FYBA (MCJ)
- SYBA (MCJ)
- TYBA (MCJ)
- FYBSc
- SYBsc
- TYBSc
- FYBSc-IT
- SYBSc-IT
- TYBSc-IT
- FYBCom
- SYBCom
- TYBCom
- FYB Com (MS)
- SYB Com (MS)
- TYB Com (MS)
- FYBAF
- SYBAF
- TYBAF
- MA Part-I
- MA Part-II

MSc Part-I

MSc Part-II

Other:

8. Division (if any) *

9. Subjects with course codes. *

***Note:** The student must ensure that they fill out the course codes correctly and fully. **E.g.** ASOC0103, SCHE0101 etc.) Mention course codes for all subjects. Refer to the college handbook to get the correct course codes.

10. Examination writing method *

Mark only one oval.

writing on own

scribe

computer

computer with a screen reader

Other:

In Classroom and Out of Classroom Support

***Note:** The volunteer (in classroom and out of classroom) services may be facilitated along with the Student Inclusion Cell (SIC)—the student body on campus that works towards campus inclusion and accessibility. If a student opts for these services, the coordinator for students with disabilities will share basic details and volunteer requirement of this student with the SIC. If students opt for these services, they consent to this information being shared with SIC. If a student has any concerns, please share them with Coordinator for Students with Disabilities - Ms. shalini dubey

at swdc@xaviers.edu.

In Classroom

11. Select in-classroom support options from below *

Check all that apply.

- record the classroom lectures to make notes from the recordings (based on teacher permission)
- a class buddy to take down notes during class and share the same during or after class (subject to availability)
- a lab buddy for laboratory work
- Closed Captions enabled during online classes/for audio content
- study material in accessible formats to read them with screen reader before/after class (teacher dependent to provide either notes/PPTs or other study resources for ensuring access directly to student or have the same converted through the XRCVC)
- human note taker (only offered to special cases on approval)
- a sign language interpreter if available .
- transcription software to make classroom audio accessible
- laptop/tab for taking down notes (student's own)
- Other: _____

12. If opted for a class buddy please list the subjects below.

Out of Classroom (Teaching Learning) Support

13. Student teaching assistant for out of class reinforcement and learning

Mark only one oval.

Yes

No

Other:

14. Frequency of the assistance for teaching *

Mark only one oval.

Once a week for one hour

Twice a week for one hour

Thrice a week for one hour

Other:

15. Student teaching assistant for projects/assignments/presentations (including library research and reading)

This is need based and the student must reach out to the co-ordinator well in advance.

Mark only one oval.

Yes

No

Other:

16. A reader.

Mark only one oval.

Yes

No

17. Frequency of the assistance as reader

Mark only one oval.

Once a week one hour

Twice a week one hour

Thrice a week one

Other:

Accessible Content

***Note:** These resources will be made available to the maximum extent possible. If a student has not received accessible content directly from the teacher, please share the same immediately with XRCVC to enable timely conversion and availability. Send any material to be converted to swdc@xaviers.edu

18. Select the accessible formats for notes

Check all that apply.

- audio files
- audio visuals with Audio Description
- audio visuals with Subtitles/Transcripts
- Braille
- Easy-to-Read Content
- E-copy
- large print images
- Option 8
- tactile diagrams
- Other: _____

Accessible Infrastructure Services

19. Please select the provisions as required

Check all that apply.

- classroom to be relocated to the ground/first floor (only for students with locomotor disabilities)
- access to the lift (only for students with physical and sensory disabilities)
- hostel room to be allocated in an accessible block with accessible washroom (only for students with locomotor disabilities staying in the college hostel)
- Other: _____

Changes in any Other Provisions

20. If students wish to make any other changes in the provisions granted in the last academic year they must list those below.

Deceleration

21. After submitting this form, students **must meet with the Coordinator for Students with Disabilities (Ms. shalini Dubey)** to have their subjects added to the original accommodation letter issued at the beginning of the year. Once the subjects are added, a copy of the updated letter must be **submitted to the subject teachers within seven days**. Failure to do so will result in the non-provision of services. *

Mark only one oval.

I agree!

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