

St. Xavier's College, Mumbai, Inclusive Education Accommodations - Senior College: AY - 2026-2027

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 ***

5. **College UID ***

6. 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:

7. Division (if any)

Consent

Only for students in the second and third year

8. Make any modification to the form submitted and provisions opted during the last academic year.

Mark only one oval.

Yes

No

Disability-related Information

9. **Upload disability certificate/UDID card** *

***Note:** UDID is mandatory since [April 2023](#), if a student does not have one yet, they must apply for one [here](#). Submit it to the Coordinator for Students with Disabilities after completing the process.

Files submitted:

10. Any other medical condition

11. computer proficiency

Mark only one oval.

Yes

No

12. Examination accommodations used for the last examination

Check all that apply.

compensatory time

use of scribe (writer)

use of reader

use of computer

use of calculator/talking calculator

use of magnifier

Other:

Current Study Practices

13. Preferred way of reading books and textual content *

Mark only one oval.

print books

large font

Braille

audio books

E-Books

reader

simplified bulleted content/easy-to-read

Other

14. Preferred way of writing

Mark only one oval.

- pen and paper
- computer
- computer with a screen reader
- computer with screen magnifier
- Braille
- large font
- writing with magnification
- speech-to-Text
- using a scribe (writer)
- Other

15. Preferred way of studying content

Mark only one oval.

- self-study
- study in groups
- study with a tutor
- Other:

16. Preferred way of laboratory work

Mark only one oval.

- with a lab assistant
- with Assistive Technology (AT)
- Other:

17. Assistive Technologies (AT) used (if any)

18. What AT the student already own/have?

Examination Provisions (Common and Disability-Specific)

common provisions available for all 21 types of specified disabilities;
Compensatory time of 20 minutes per hour for examinations with longer duration and on pro-rata basis for examinations with less than an hour duration,

1. For SWD (Student with Disability), grace marks upto a maximum of 3% of the Grand Total per semester can be added to any Course(s) to fulfil the passing norms. The benefit of gracing of marks under this Ordinance shall be applicable only if the candidate passes the entire examination of semester/year.
2. if there is no show , no grace marks will be awarded.
3. marks for spelling, grammar, punctuation errors will not be deducted.

***Note:** Grace marks are not applicable for any additional exams.

Disability Specific Exam Provisions

In addition to these provisions students are also given disability-specific provisions based on the disability type and student needs.;

1. Devices/Tools/aids
2. Written Examination
3. Practical Examination
4. Project & Assignment
5. Alternative Exam and Evaluation Methods
6. Alternatives for Visual Questions
7. Infrastructure Arrangements

19. Select Disability Type *

Mark only one oval.

- Locomotor including Orthopedic Disability
- Leprosy Cured
- Cerebral Palsy
- Dwarfism
- Muscular Dystrophy
- Acid Attack Victims
- Blindness
- Low Vision
- Hearing Impairment [Deaf and Hard of Hearing]
- Speech and Language Disability
- Intellectual Disability
- Specific Learning Disabilities [Dyslexia, Dysgraphia, Dyscalculia, Dyspraxia]
- Autism Spectrum Disorder
- Mental Illness
- Chronic Neurological Condition
- Multiple Sclerosis
- Parkinson's Disease
- Haemophilia
- Thalassemia
- Other:

Locomotor including Orthopedic Disability and Cerebral Palsy

20. Written examination

If a student wishes to select same writing method for both CIA and End Semester, they must select the option which mentions both.

Check all that apply.

- writing on own
- writing on own; but in case of tiredness, using college staff to complete the paper
- scribe for CIA
- scribe for end semester
- scribe for both CIA and end semester
- computer for CIA
- computer for end semester
- computer for both CIA and end semester
- use of different type of pencil, pen, gripper
- use of communication board
- use of thicker paper for answer sheets
- voice synthesizer for CIA
- voice synthesizer for end semester
- voice synthesizer for both CIA and end semester

21. Practical examination

Mark only one oval.

- oral/written examinations instead of practical exams (based on practical)
- conduct the practical with a lab assistant and accessible equipment

22. Alternatives for visual questions

Mark only one oval.

- attempt drawing and interpretation based questions as is
- attempt drawing based visual questions as is with concession for accuracy and neatness.
- labeling based questions instead of drawing based questions
- attempt visual questions with a scribe
- alternative questions for visual questions
- concession from attempting visual questions and proportionate marks to be awarded

23. Infrastructure arrangements

Requirement of suitable table and chair for proper posture of the body.

Mark only one oval.

- chair/table with specific height
- right handed chair
- left handed chair
- desk instead of a chair
- Other:

Leprosy Cured Students

24. Written examination

If a student wishes to select same writing method for both CIA and End Semester, they must select the option which mentions both.

Mark only one oval.

- writing on own
- scribe for CIA
- scribe for end semester
- scribe for both CIA and end semester
- computer for CIA
- computer for end semester
- computer for both CIA and end semester
- use of different type of pencil/pen/gripper

25. Infrastructure arrangements

Requirement of suitable table and chair for proper posture of the body.

Mark only one oval.

- chair/table with specific height
- right handed chair
- left handed chair
- desk instead of a chair
- Other:

Dwarfism

26. Written examination

If a student wishes to select same writing method for both CIA and End Semester, they must select the option which mentions both.

Mark only one oval.

- writing on own
- scribe for CIA
- scribe for end semester
- scribe for both CIA and end semester
- with a reader/interpreter

27. Infrastructure arrangements

Requirement of suitable table and chair for proper posture of the body.

Mark only one oval.

- chair/table with specific height
- right handed chair
- left handed chair
- desk instead of a chair
- Other:

28. If selected specific chair/table, please mention preferred height of chair and table or any other specification.

Muscular Dystrophy/Multiple Sclerosis/Chronic Neurological Conditions

29. Written examination

If a student wishes to select same writing method for both CIA and End Semester, they must select the option which mentions both.

Mark only one oval.

- writing on own
- scribe for CIA
- scribe for end semester
- scribe for both CIA and end semester
- computer for CIA
- computer for end semester
- computer for both CIA and end semester
- use of different type of pencil/pen/gripper

30. Alternative exam and evaluation

Mark only one oval.

- oral examinations instead of written examinations
- audio/video recorder for conducting oral examinations
- Other:

31. Alternatives for visual questions

Mark only one oval.

- attempt drawing and interpretation based questions as is
- attempt drawing based visual questions as is with concession for accuracy and neatness.
- labeling based questions instead of drawing based questions
- attempt visual questions as is with the help of a scribe
- alternative questions for visual questions
- concession from attempting visual questions and proportionate marks to be awarded

Acid Attack Victims

32. Written examination

If a student wishes to select same writing method for both CIA and End Semester, they must select the option which mentions both.

Mark only one oval.

- writing on own
- scribe for CIA
- scribe for end semester
- scribe for both CIA and end semester
- computer for CIA
- computer for end semester
- computer for both CIA and end semester

33. Infrastructure Arrangements

Requirement of suitable table and chair for proper posture of the body.

Mark only one oval.

- chair/table with specific height
- right handed chair
- left handed chair
- Other:

Blindness and Low Vision**34. Devices/Tools/Aids**

Mark only one oval.

- talking calculator (only for examinations where the sighted students are also permitted to use a calculator).
- abacus/Taylor's frame/tactile geometrical materials
- sketch pen for writing answers
- magnifier/video magnifier

35. Written examination

If a student wishes to select same writing method for both CIA and End Semester, they must select the option which mentions both.

Mark only one oval.

- writing on own
- scribe for CIA
- scribe for end semester
- scribe for both CIA and end semester
- computer with screen reader for CIA
- computer with Screen Reader for end semester
- computer with screen reader for both CIA and end semester
- computer with a screen magnifier for CIA
- computer with a screen magnifier for end semester
- computer with a screen magnifier for both CIA and end semester
- Braille along with Braille question papers for CIA
- Braille along with Braille question papers for end semester
- Braille along with Braille question papers for both CIA and end semester

36. Practical examination

Mark only one oval.

- oral/written examinations instead of projects/assignments
- conduct the practical with a lab assistant and accessible equipment
- exempt drawings in journals and instead provide verbal descriptions of the diagrams

37. Project & assignment

Mark only one oval.

- type assignments, projects, and journal rather than handwriting
- complete with a scribe
- instead of projects, appear for oral/written examination multiple choices question

38. Alternative exam and evaluation

Mark only one oval.

- large font question paper
- answer in key points if attempting paper in Braille and no deduction of marks for Braille errors.

39. Alternatives for visual questions

Mark only one oval.

- attempt visual questions as is
- attempt drawing-based visual questions using a tactile drawing slate
- attempt interpretation based visual questions using tactile diagrams
- labeling based questions instead of drawing based questions
- attempt visual questions with a scribe
- alternative questions for visual questions
- concession from attempting visual questions and proportionate marks to be awarded

Hearing Impairment (Deaf and Hard of Hearing)

40. Written Examination

Mark only one oval.

- writing on own
- use of a reader/interpreter

41. Alternative Exam and Evaluation

Mark only one oval.

- answer in key points and marks to be awarded based on content rather than length of the answer
- written examination instead of oral examination.
- answering in the language of choice (other than English for all subjects and barring language papers)

42. If opting to answer in language of choice please mention the specific language of choice.

Speech and Language Disability

43. Alternative exam and evaluation

Mark only one oval.

- answer in key points and marks to be awarded based on content rather than length of the answer
- written examination instead of oral examination

Intellectual Disability

44. Devices/Tools/Aids

Mark only one oval.

calculator

45. Written examination

Mark only one oval.

writing on own

scribe for CIA

scribe for end semester

scribe for both CIA and end semester

computer for CIA

computer for End Sem

computer for both CIA and end semester

use of different type of pencil/pen/gripper

46. Practical examination

Mark only one oval.

oral/written examinations instead of practical examinations (based on practical)

conduct the practical with a lab assistant

47. Alternatives for visual questions

Mark only one oval.

- attempt drawing and interpretation based questions as is
- attempt drawing based questions as is with no marks deducted for neatness
- labeling based questions instead of drawing based questions
- attempt visual questions with a scribe
- alternative questions for visual questions
- concession from attempting visual questions and proportionate marks to be awarded

Specific Learning Disabilities

48. Devices/Tools/Aids

Mark only one oval.

- calculator
- reader pen

49. Written Examination

If a student wishes to select same writing method for both CIA and End Semester, they must select the option which mentions both.

Mark only one oval.

- writing on own
- scribe for CIA
- scribe for end semester
- scribe for both CIA and end semester
- computer for CIA
- computer for end semester
- use of different type of pencil/pen/gripper

50. Practical examination options

Mark only one oval.

- oral/written examinations instead of practical examinations (based on practical)
- conduct the practical with a lab assistant

51. Project and assignment

Mark only one oval.

- type assignments, projects, and journal rather than handwriting
- complete with a scribe
- oral/written examination having multiple choice questions

52. Alternative exam and evaluation

Mark only one oval.

- answer in key points and marks to be awarded based on content rather than length of the answer
- use of audio/video recorder for conducting oral examinations
- oral examinations instead of written examinations for CIA/End Sem/Both.

Autism Spectrum Disorder

53. Devices/Tools/Aids

Mark only one oval.

- calculator

54. Written Examination

If a student wishes to select same writing method for both CIA and End Semester, they must select the option which mentions both.

Mark only one oval.

- writing on own
- writing on own, but in case of tiredness use of college staff who can communicate with the student as writer for the remainder of the paper.
- scribe for CIA
- scribe for end semester
- scribe for both CIA and end semester
- computer for CIA
- computer for end semester
- computer for both CIA and end semester
- reader/prompter for CIA
- reader/prompter for end semester
- reader/prompter for both CIA and end semester
- use of different type of pencil/pen/gripper

55. Practical examination

Mark only one oval.

- oral/written examinations instead of practical exams (based on practical)
- conduct the practical with a prompter

56. Project & Assignment

Mark only one oval.

- type assignments, projects, and journal rather than handwriting
- complete with a scribe/reader/prompter
- oral/written examinations instead of projects/assignments

57. Alternative exam and evaluation

Mark only one oval.

- a trustworthy person should be permitted to be present near the examination hall
- written assignments instead of oral examinations/presentations
- oral examinations instead of written
- audio/video recorder for conducting oral examinations
- answer in key points and marks to be awarded based on content rather than length of the answer
- alternative question papers for subjective papers

58. If opted for alternative question papers for subjective papers, please mention the papers for which alternative question papers will be needed along with course code.

59. Alternatives for Visual Questions

Mark only one oval.

- attempt visual questions as is
- attempt drawing based questions as is with no marks deducted for neatness
- labelling questions instead of drawing-based questions
- attempt visual questions as is with a scribe
- alternative questions instead of visual questions
- concession for visual questions and granting of proportionate marks for the same

60. Infrastructure arrangements

Mark only one oval.

- suitable table and chair

Mental Illness

61. Written Examination

If a student wishes to select same writing method for both CIA and End Semester, they must select the option which mentions both.

Mark only one oval.

- writing on own
- writing on own, but in case of tiredness use of college staff who can communicate with the student as writer for the remainder of the paper.
- scribe for CIA
- scribe for end semester
- scribe for both CIA and end semester
- computer for CIA
- computer for end semester
- computer for both CIA and end semester
- use of different type of pencil/pen/gripper

62. Alternative Exam and Evaluation

Mark only one oval.

- oral examinations instead of written examinations.
- audio/video recorder for conducting oral examinations
- request for special supervisor to attend to any behavioural concerns

Thalassemia/Haemophilia/Sickle Cell Disease

63. Written Examination

If a student wishes to select same writing method for both CIA and End Semester, they must select the option which mentions both.

Mark only one oval.

- writing on own
- writing on own, but in case of tiredness use of college staff who can communicate with the student as writer for the remainder of the paper.
- scribe for CIA
- scribe for end semester
- scribe for both CIA and end semester
- computer for CIA
- computer for end semester
- computer for both CIA and end semester
- use of different type of pencil/pen/gripper

64. Alternative Exam and Evaluation

Mark only one oval.

- a trustworthy person should be permitted to be present near the examination hall

Multiple Disabilities and Other Medical Conditions

A student with multiple disabilities or any other medical condition not listed above, please write to the Coordinator for Students with Disabilities at swdc@xaviers.edu

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

65. 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 (?)
- transcription software to make classroom audio accessible
- laptop/tab for taking down notes (student's own)
- Other: _____

Out of Classroom (Teaching Learning) Support Untitled Title

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

Mark only one oval.

Yes

No

Other:

67. 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:

68. Subjects for which the student needs assistance in teaching.

69. 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.

70. A reader.

Mark only one oval.

Yes

No

71. 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:

72. Special educator for out of class reinforcement and learning (this facility is subject to availability)

Mark only one oval.

Yes

No

Other:

73. Compensatory Skills

Mark only one oval.

- Computer with screen reader
- Computer with screen magnifier
- STEM Skills for students with blindness (Graphing, Calculations, Math on Computer, Lab Skills)
- Orientation & Mobility
- Activities of Daily Living
- Remediation support for students with Specific Learning Disabilities
- transcription software
- Other:

74. Which assistive technology would be useful/needed for learning?

Screen Reader, Screen Magnifier, OCR Software/Hardware, Video Magnifier, Remediation Software, Refreshable Braille Reader, Modified keyboards/joysticks, Screen readable Citation software like Endpoint, any 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 shalin dubey at swdc@xaviers.edu. Untitled Title

75. 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
- tactile diagrams
- Other: _____

76. Accessible Infrastructure Services

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 disabilities)
- hostel room to be allocated in an accessible block with accessible washroom (only for students with locomotor disabilities staying in the college hostel)
- a caretaker to accompany in college (for students with severe physical disabilities who need physical care)
- Other: _____

Specific Request

- 77. Students can specify any requests not listed in this form. The college will try to accommodate these requests if feasible.

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