



POLICY FOR DIVYANGJAN & PREGNANT WOMAN

Purpose:

College is sensitive towards the problems faced by Divyangjan and is proactive by creating infrastructure supporting Divyanjans. To further contribute in reducing the problems faced by Divyangjans this policy is framed.

TYPES OF DIVYANGJANS :

1. Physical disabilities
2. Learning Disabilities
3. Psychiatric disabilities
4. Visual impairments
5. Hearing impairments
6. Neurological disabilities

POLICY FOR STUDENTS :

1. There shall be no que for Divyangjan and a separate special counter will be installed for all administrative requirements.
2. Wherever appropriate concession in attendance will be given
3. Special sessions with counsellors will be arranged on basis of requirements for better future aspects of the student
4. Priority in Parking and amenities such as lift will be given
5. Wheel chair and medical attention will be given on a need basis
6. Acceptance and need based arrangements of scribes will be allowed according to rules as framed by Mumbai University for Examination
7. Extra time will be given for writing exams as per University guidelines.
8. Special Facilities such as Divyangjan washrooms ,E-Speak Software for blind will be specifically for Divyangjan students.
9. Doctor on Call facility will be available during working hours of the college





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POLICY FOR STAFF (Both Divyangjan & Ailing) :

1. Employment opportunity will be given to probable staff with disability on the basis of skills and requirement
2. Preference in Parking will be given.
3. Relaxation in timings will be given on approval basis.
4. Special medical leaves will be given after prior approval of management
5. Wheel chair and medical attention will be given on a need basis.
6. Doctor on Call facility will be available during working hours of the college

POLICY FOR PREGNANT WOMAN :

1. **90 (Ninety) days** of paid Maternity Leave is allowed to all female staff.
2. A female employee can adjust this leave before and after the delivery of child totaling it to
• **90 (ninety) days.**
3. This leave cannot be availed more than twice during the entire period of service.
4. Intervening National / declared / festival / weekly off days will be counted as part of leave.
5. If, because of any complication or any other reason, leave has to be extended, it can be done for maximum of **180 (one hundred and eighty) days** but will fall under Leave without Pay.


Principal


Chairman





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6. Maternity leave cannot be availed in continuation with vacation. The maternity leave cannot be prefixed or suffixed to vacation. In case maternity leave is availed in continuation with vacation, the vacation period will be treated as part of maternity leave.
7. Maternity leave cannot be clubbed with vacation. In case of the employees entitled to vacation, if the confinement takes place during a vacation, the maternity leave shall not run concurrently with the vacation.
8. During maternity leave she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Such leave shall not be debited to the leave account.
9. In case of miscarriage including abortion, special leave may be granted subject to the approval from the Head/CAO/Management. The Leave applied in such case does not exceed 45 days in entire service and the application for leave is supported by a medical certificate.
10. Maternity Leave may be combined with leave of any other kind except Casual Leave subject to approval of Head/CAO/Management.

This Policy Document Is Prepared On The Basis Of The Maharashtra State Policy For Persons With Disabilities 2017 & Operations Manual Of Bunts Sangha's Higher Education Institutions. **Necessary changes have been made as per the requirement**


Principal


Chairman

