



AMITY UNIVERSITY

RAJASTHAN

Kant Kalwar, NH-11-C,
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Disabled-Friendly Accommodation Allotment Policy

Date: 03/12/2024

1. Purpose

This policy ensures equitable, safe and dignified on-campus residential accommodation for students and staff with disabilities (hereafter “Persons with Disability / PwD”), by providing reasonable accommodation, priority allotment and accessible infrastructure consistent with legal obligations and good practice.

2. Scope

Applies to:

- All students (UG/PG/PhD/diploma) seeking hostel/residence allotment.
- All regular employees (teaching & non-teaching) are eligible for university accommodation.
- Visitors or conference guests were applicable.

3. Legal & Policy Framework

This policy is framed in accordance with the **RPwD-Act, 2016** and **Sugamya Bharat** guidelines and follows higher-education sector good practice on reasonable accommodation and accessibility.

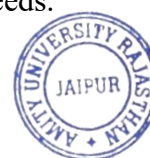
4. Guiding Principles

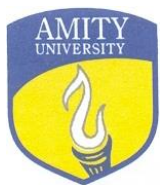
- Non-discrimination, dignity and privacy.
- Individualized assessment and reasonable accommodation on request.
- Transparency and documented procedures for allotment, appeals and grievance redressal.
- Periodic audit and progressive improvement of physical accessibility.

5. Allotment Principles & Priority Order

Hostel/residence allotment for PwD shall follow the priority order below (subject to availability):

1. Students with mobility impairments requiring ground-floor / ramp / accessible washroom rooms.
2. Students with sensory impairments (visual/hearing) requiring proximity to support services.
3. Students with chronic medical conditions requiring specific facilities.
4. Staff with certified disabilities having long-term accommodation needs.
5. Other applicants with documented need for support.





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Where demand exceeds supply, priority will be decided using a combination of medical certification, functional assessment by the University Disability Support Cell (UDSC), proximity to academic/medical facilities and socio-economic need.

6. Reservation / Quota & Accessible Room Target

- The University will maintain a minimum proportion of hostel rooms designated as accessible. As a planning norm, at least **10% of rooms on each hostel block** will be progressively upgraded/maintained as accessible rooms (ground floor or proximate lift access; attached accessible toilet) or equivalent—to be achieved within the planned campus retrofitting timeframe. (target and timeline to be included in annual accessibility plan).

7. Types of Accommodations & Facilities Offered

Reasonable accommodation may be included, but are not limited to:

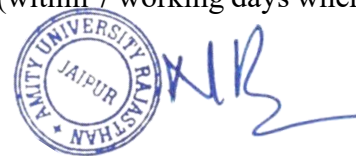
- Ground-floor / ramped rooms, widened doorways and circulation space for wheelchairs.
- Attached accessible toilet (grab rails, raised toilet seat, roll-in shower or shower seat where needed).
- Furniture adjustments (lowered beds/tables) and tactile/braille signage.
- Priority room allocation near medical centre, support services and lifts.
- Assistive devices storage / charging points; accessible common rooms.
- Option for a caregiver / attendant accommodation (subject to documented need).
- Alternative accommodation arrangements (if on-campus options are unavailable) with transport support.

8. Application & Documentation

- PwD applicants must submit a **Hostel Accommodation – Disability Request Form** (available online) with:
 - Disability certificate/medical board certificate (as per RPwD format) and/or functional assessment;
 - A short statement of accommodation needs and any assistive devices required;
 - Contact details of a caregiver (optional).
- Applicants who have already been allotted non-accessible rooms but require transfer may apply using the same form; transfers will be processed urgently (within 7 working days where possible).

9. Assessment & Decision

- The University Disability Support Cell (UDSC) or a designated committee (includes a medical officer, a representative of Student Welfare, and at least one member who is a person





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with disability) will examine requests and recommend accommodations. Decisions will be communicated in writing with reasons if a request is modified or denied.

10. Charges, Fees & Concessions

- No additional charge will be levied for reasonable accommodation or for basic accessible room modifications required for participation (unless applicant requests special non-standard fittings).
- Where special equipment is provided at the request of an individual and retained as private property, billing arrangements will be mutually agreed.

11. Maintenance, Safety & Emergency Planning

- Accessible rooms and features will be inspected quarterly; urgent repairs will be prioritized.
- Emergency evacuation procedures will include tailored plans for PwD (refugees, evacuation chairs, buddy system, trained wardens). Regular drills will include PwD needs.

12. Training & Sensitization

- Hostel staff, wardens, security, medical Center staff and housekeeping shall receive annual training on disability awareness, assistive device handling and non-discriminatory communication. The University will undertake student sensitization programmes.

13. Grievance Redressal & Appeals

- Grievances related to accommodation allocation or facilities can be submitted to the UDSC. If unresolved within 15 working days, the matter can be escalated to the Dean (Students' Affairs) and thereafter to the Vice-Chancellor's office. Appeals will be decided within 30 working days.

14. Data, Privacy & Confidentiality

- Disability information and medical documents will be handled as sensitive personal data; access will be limited to officials handling accommodation and support services and stored in secure systems in accordance with university privacy rules.

15. Implementation & Budget

- Each hostel will have an accessibility upgrade plan included in annual infrastructure budget. Proposals for retrofitting, ramps, accessible washrooms, lifts, visual/tactile signage and assistive device procurement will be prioritized in institutional capital planning.





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16. Monitoring, Reporting & Review

- UDSC will submit an annual accessibility report to the Registrar summarizing: number of PwD residents, accommodations made, pending requests, facility audits and training completed. Independent accessibility audit shall be done biennially.

17. Roles & Responsibilities

- **University Disability Support Cell (UDSC):** central point for applications, assessments, accommodation and follow-up.
- **Hostel Warden / Hall Management:** implement room modifications, maintain accessible facilities, maintain emergency buddy lists.
- **Estate/Infrastructure:** plan and execute retrofits and maintenance.
- **Medical Officer:** verifies medical documentation when required.
- **Registrar / Dean (Students' Affairs):** oversight, budget allocation and policy enforcement.

18. Non-Compliance & Remedies

Non-compliance with this policy may lead to administrative action. Complaints alleging discrimination can be filed under the institutional grievance redressal process and are subject to RPwD Act protections.

