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# POLICY FOR DISABILITY SUPPORT

**Policy Number:** KMCT/DC/C/2026/128

**Version:** 1.0

**Effective Date:** 01-10-2026

**Approved By:** Competent Institutional Authority

**Responsible Authority:** Principal, KMCT Dental College

**Review Frequency:** Once every three years or earlier, if required by changes in applicable regulations

## 1. PREAMBLE

KMCT Dental College is committed to fostering an inclusive, accessible, equitable and non-discriminatory environment for persons with disabilities. The institution recognises the right of every individual to participate in education, professional training, employment and healthcare without discrimination on the grounds of disability.

The College shall endeavour to provide reasonable accommodation, accessible infrastructure, appropriate academic and clinical support, assistive technology and effective grievance-redressal mechanisms for persons with disabilities.

This policy establishes the institutional framework for identifying and addressing accessibility barriers, promoting equal opportunity and ensuring the dignity, independence, participation and inclusion of persons with disabilities within the College and its associated clinical learning environments.

## 2. PURPOSE

The objectives of this policy are to:

1. Ensure equal opportunity and non-discrimination for persons with disabilities.
2. Promote accessible and inclusive higher education for BDS and MDS students.



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3. Facilitate reasonable accommodation in teaching, learning, assessment and clinical training.
4. Improve the physical, digital, informational and communication accessibility of the campus.
5. Promote inclusive employment practices and accessibility for faculty and staff.
6. Facilitate equitable access to dental healthcare services for patients with disabilities.
7. Create awareness and sensitise students, faculty, non-teaching staff and healthcare personnel regarding disability rights and inclusive practices.
8. Establish transparent mechanisms for disability-related support, complaints, monitoring and continuous improvement.

## 3. SCOPE

This policy applies to:

- Applicants and enrolled students of undergraduate (BDS) and postgraduate (MDS) programmes.
- Teaching faculty, non-teaching staff and other employees.
- Research scholars, interns and other institutional trainees, as applicable.
- Patients, caregivers, visitors and other persons accessing the College or its associated clinical facilities.

The policy covers academic activities, examinations, preclinical and clinical training, research, employment, campus facilities, digital learning, student welfare and patient-care services.

## 4. LEGAL AND REGULATORY FRAMEWORK

This policy shall be implemented in accordance with the applicable provisions of:

1. The Rights of Persons with Disabilities Act, 2016, and the Rules framed thereunder, including provisions relating to equality, non-discrimination, inclusive education, equal opportunity policies, grievance redressal and accessibility.



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2. The University Grants Commission's *Accessibility Guidelines and Standards for Higher Education Institutions and Universities*, 2022, and other applicable UGC regulations and directions.
3. The National Dental Commission Act, 2023, and applicable regulations, standards and directions issued by the National Dental Commission and its competent authorities.
4. Applicable Kerala University of Health Sciences (KUHS) regulations, examination rules, academic requirements and directions.
5. Applicable government orders, admission and counselling rules, accessibility standards, building regulations and other relevant statutory requirements.

Where any provision of this policy conflicts with applicable law or a binding regulatory requirement, the applicable law or regulatory requirement shall prevail.

## 5. GUIDING PRINCIPLES

The implementation of this policy shall be guided by the following principles:

- **Equality and non-discrimination:** Equal respect, dignity and opportunity for persons with disabilities.
- **Accessibility:** Identification and removal of physical, digital, communication and institutional barriers.
- **Reasonable accommodation:** Appropriate individualised adjustments, subject to applicable law and regulations.
- **Inclusion and participation:** Meaningful participation in academic, professional, social and institutional activities.
- **Confidentiality:** Protection of disability-related personal and medical information.
- **Individual dignity and autonomy:** Respect for individual preferences, privacy and decision-making.
- **Patient safety and professional standards:** Equitable access to dental education and healthcare while meeting applicable essential competencies and patient-safety requirements.

- **Continuous improvement:** Periodic assessment, feedback, corrective action and review.

## 6. INSTITUTIONAL GOVERNANCE AND RESPONSIBILITIES

### 6.1 Principal

The Principal shall provide overall leadership for the implementation of this policy and ensure that disability support and accessibility are integrated into institutional planning, student welfare, academic administration and quality-assurance activities.

The Principal shall facilitate the appointment of a designated Disability Support/Accessibility Coordinator and the constitution of an appropriate institutional committee.

### 6.2 Disability Support and Accessibility Committee

The College shall constitute a Disability Support and Accessibility Committee through an institutional order.

The committee may comprise:

- Principal– Chairperson – Dr.Manoj Kumar KP
- Disability Support/Accessibility Coordinator (Convenor) – Dr.Sarin K
- Representative of the academic administration – Ms.Dhanashree
- Representative of the Student Welfare Committee – Dr.Chandhini Raveendran
- Representative of the library and digital learning services – Dr.Amritha Ashok
- Representative of the infrastructure/maintenance department – Mr.Aneesh
- Representative of clinical administration or patient services – Dr.Naseem
- Faculty representative- Dr.Hamesh Gangadharan
- Counsellor or student-support representative- Dr.Mayeesh R, Dr.Swapna C

**Functions of the committee:**

1. Coordinate the implementation of this policy.
2. Receive and facilitate disability-support and reasonable-accommodation requests.
3. Coordinate accessibility audits and recommend corrective measures.
4. Facilitate academic, examination, clinical and digital accessibility.
5. Organise disability-awareness and sensitisation programmes.
6. Coordinate with the appropriate institutional grievance-redressal mechanism.
7. Maintain records of activities, recommendations and action taken, subject to confidentiality requirements.
8. Review feedback and recommend policy improvements.
9. Submit periodic reports to the Principal and the relevant institutional quality-assurance body.

### 6.3 Designated Grievance Redressal Officer

The College shall designate an appropriate officer to receive and address disability-related grievances in accordance with applicable law and institutional procedures. Where a statutory Grievance Redressal Officer is required, the institution shall ensure that the designated officer fulfils the applicable requirements.

### 6.4 Responsibilities of Departments and Employees

All departments, faculty members, administrative staff, clinical personnel, security personnel and other employees shall cooperate in implementing this policy and shall not engage in discrimination, harassment or exclusion on the grounds of disability.

## 7. ADMISSION AND EQUAL OPPORTUNITY

### 7.1 Admission

Admission to BDS and MDS programmes shall be governed by applicable eligibility criteria, entrance examination requirements, counselling procedures, reservation provisions and

regulatory standards.

Eligible candidates with disabilities shall not be subjected to discrimination in the admission process. Disability-related eligibility, certification and assessment shall be dealt with in accordance with the applicable government and regulatory requirements.

**7.2 Reservation**

Reservation for eligible candidates under the Persons with Disabilities/benchmark disability category shall be implemented in accordance with the applicable provisions of law and the relevant admission and counselling rules.

**7.3 Equal Access to Institutional Opportunities**

Students with disabilities shall be provided equitable access to eligible academic, library, research, co-curricular, extracurricular, mentoring and student-welfare activities, with reasonable accommodation wherever required.

**7.4 Individual Support Planning**

Students may voluntarily approach the designated coordinator to request support. Where appropriate, an individual support plan may be prepared in consultation with the student and the relevant academic or administrative personnel. Requests shall be assessed individually and confidentially, without unnecessary disclosure of personal information.

**8. ACCESSIBLE AND BARRIER-FREE CAMPUS**

The College shall progressively assess, improve and maintain accessibility across its campus and facilities in accordance with applicable accessibility standards.

**8.1 Physical Accessibility**

The institution shall assess the accessibility of:

- Main entrances, pathways and circulation areas.
- Academic and administrative blocks.
- Lecture halls, seminar halls and examination venues.
- Preclinical laboratories and clinical facilities.



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- Library, computer facilities and student-support areas.
- Hostels and other residential facilities, wherever applicable.
- Cafeteria, common areas and other student amenities.
- Emergency exits and evacuation routes.

Appropriate measures may include accessible ramps and handrails, lifts, accessible routes, suitable door widths, clear passageways and other infrastructure adaptations, as required by the accessibility audit.

**8.2 Accessible Toilets**

Accessible toilet facilities shall be provided and maintained in accordance with applicable standards and the identified needs of campus users. The College shall assess the adequacy, location, usability and maintenance of these facilities.

**8.3 Signage and Wayfinding**

The institution shall progressively provide clear and accessible directional signage, suitable visual contrast and other appropriate wayfinding aids. Tactile signage, Braille and other accessible communication features shall be provided wherever required by applicable standards and identified accessibility needs.

**8.4 Parking and Transport Access**

Designated accessible parking spaces shall be provided wherever applicable, in suitable locations near accessible entrances. Transport-related assistance and access arrangements shall be reviewed according to institutional facilities and individual requirements.

**8.5 Maintenance and Safety**

Accessibility features shall be maintained in usable condition. Accessible routes, ramps, lifts and emergency exits shall not be obstructed by furniture, equipment, vehicles or stored materials.

Emergency preparedness procedures shall consider the needs of persons with disabilities, including appropriate assistance and evacuation arrangements.

### 8.6 Accessibility Audit and Action Plan

The College shall conduct periodic accessibility assessments, preferably with competent technical or accessibility expertise. Identified barriers shall be documented and prioritised according to safety, accessibility needs, feasibility and applicable statutory requirements. A time-bound action plan shall be developed and reviewed by the competent institutional authority.

## 9. ACADEMIC ACCESSIBILITY AND REASONABLE ACCOMMODATION

### 9.1 Teaching and Learning

The College shall facilitate inclusive teaching and learning through appropriate adjustments, which may include:

- Accessible lecture notes, presentations and study materials.
- Digital or alternative-format learning resources.
- Suitable seating and classroom arrangements.
- Appropriate assistive technology and communication support.
- Flexible modes of accessing permitted learning resources.
- Reasonable adjustments to learning activities, where appropriate.

Faculty members shall be encouraged to adopt inclusive teaching methods and provide accessible materials wherever reasonably practicable.

### 9.2 Library and Learning Resources

The College shall assess the accessibility of library services, reading materials, computers and digital resources. Depending on identified needs and available arrangements, support may include screen-reading software, magnification tools, accessible electronic documents, audio resources and other assistive technologies.

### 9.3 Internal and University Examinations

Eligible students shall be provided with examination accommodations in accordance with applicable KUHS regulations, government guidelines and other binding examination rules.



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Requests shall be processed in a timely manner, and students shall be informed of the relevant documentation and approval procedures.

**9.4 Practical and Preclinical Training**

The College shall consider reasonable adjustments to preclinical teaching, laboratory access, equipment arrangement, seating, workstation design and learning methods, as appropriate to the individual student's needs and the requirements of the course.

**9.5 Clinical Training and Professional Competencies**

Clinical education shall be approached through individual assessment, reasonable accommodation and appropriate academic guidance.

Where necessary, the College shall assess whether adjustments to workstation arrangement, dental-chair positioning, instruments, assistive devices, clinical scheduling or other aspects of training can facilitate participation.

Any decision concerning clinical participation shall be based on applicable regulatory requirements, essential competencies, patient safety, infection-control standards and a fair individual assessment. Disability alone shall not be treated as an automatic basis for exclusion.

Where a particular adjustment is not feasible or would conflict with a binding safety or competency requirement, the reasons shall be documented, and alternative reasonable adjustments shall be considered.

**10. DIGITAL AND INFORMATION ACCESSIBILITY**

The College shall progressively promote accessibility across its digital and information systems, including:

- Institutional websites and online information.
- Learning management systems and digital classrooms.
- Electronic notes, presentations and academic documents.
- Online assignments, quizzes and assessment platforms.
- Institutional notices, circulars and student communications.



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- Digital library resources and learning applications.

Digital content should, wherever practicable, support screen readers, keyboard navigation, suitable contrast, readable formatting, captions for audiovisual materials and alternative text for meaningful images.

Official information concerning admissions, examinations, student services, grievances and disability support shall be communicated through accessible channels wherever practicable.

## 11. SUPPORT FOR FACULTY AND STAFF WITH DISABILITIES

The College shall promote equal opportunity and non-discrimination in recruitment, employment, workplace participation and access to institutional facilities, in accordance with applicable law and employment rules.

Reasonable accommodation may be considered for employees with disabilities in relation to accessible workspaces, assistive technology, communication support, workplace arrangements and other appropriate adjustments.

Disability-related information shall be handled confidentially. Employment decisions shall be made in accordance with applicable legal requirements and the essential requirements of the role.

## 12. INCLUSIVE DENTAL PATIENT CARE

The policy extends to patients with disabilities accessing dental services at the College or its associated clinical facilities.

### 12.1 Equitable Access to Dental Services

Patients with disabilities shall be treated with dignity, respect and without discrimination. Reasonable assistance shall be provided to facilitate registration, movement, communication, clinical examination and treatment.

### 12.2 Physical Assistance

Wheelchairs, stretchers or other mobility assistance shall be made available according to actual institutional facilities and patient requirements. Staff shall assist patients safely and respectfully.

### 12.3 Clinical Communication and Consent

Clinical teams shall adopt appropriate communication methods, including accessible verbal or written explanations, visual aids or communication assistance, where required.

Informed consent, patient autonomy, confidentiality and applicable procedures for supported decision-making shall be respected.

### 12.4 Clinical Appointment and Treatment Planning

Appointment scheduling and treatment planning shall take account of the patient's accessibility needs, medical status, communication requirements and clinical priorities. Reasonable adjustments shall be considered without compromising clinical safety or the quality of care.

### 12.5 Training in Special Care Dentistry

Where appropriate to the curriculum and available clinical services, students shall be sensitised to the principles of special care dentistry, disability-inclusive communication, ethical patient management and the oral healthcare needs of persons with disabilities.

## 13. SENSITISATION AND AWARENESS

The College shall organise periodic awareness and sensitisation activities for students, teaching faculty, non-teaching staff, clinical personnel, security personnel and other relevant stakeholders.

Programmes may include:

- Disability rights and non-discrimination.
- Appropriate communication and respectful interaction.
- Accessibility awareness and identification of barriers.
- Inclusive teaching and reasonable accommodation.
- Disability-inclusive dental patient care.
- Emergency assistance and evacuation procedures.
- Prevention of harassment, stigma and exclusion.



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Disability inclusion shall be integrated, as appropriate, into student orientation, professional ethics, patient-centred care and institutional training programmes.

## 14. GRIEVANCE REDRESSAL

### 14.1 Submission of Complaints

Any student, employee, patient or other person covered by this policy may report an instance of disability-related discrimination, harassment, denial of reasonable accommodation or an accessibility barrier.

Complaints may be submitted in writing, electronically or through another accessible mode to the designated officer or the appropriate institutional grievance-redressal mechanism.

### 14.2 Acknowledgement and Action

Complaints shall be acknowledged and addressed promptly in accordance with applicable law and institutional procedures.

The College shall endeavour to acknowledge complaints within seven working days and initiate appropriate action. The seven-working-day period is an institutional service target and shall not override any statutory deadline or prescribed procedure.

### 14.3 Fairness and Confidentiality

Complaints shall be examined fairly, impartially and confidentially, with an opportunity for relevant parties to provide information.

The institution shall take appropriate steps to prevent retaliation against a person who raises a genuine complaint or requests reasonable accommodation.

### 14.4 Escalation

Where a complaint remains unresolved, the complainant may approach the competent institutional authority and, where applicable, the relevant statutory grievance-redressal authority. This mechanism shall operate alongside, and shall not restrict, any other remedy available under law.

## 15. CONFIDENTIALITY AND RECORD MANAGEMENT

The College shall protect disability-related personal information and accommodation records in accordance with applicable law and institutional data-protection procedures.

Information shall be accessed only by authorised persons for legitimate academic, administrative, clinical or support purposes.

The institution shall maintain appropriate records of:

- Accommodation requests and actions taken.
- Accessibility assessments and corrective measures.
- Awareness and sensitisation programmes.
- Disability-related grievances and their disposal.
- Committee meetings, recommendations and action-taken reports.
- Periodic monitoring and policy reviews.

Records shall be maintained securely and retained in accordance with applicable institutional and statutory requirements. Reports prepared for accreditation or quality assurance shall avoid unnecessary disclosure of identifiable personal information.

## 16. MONITORING AND CONTINUOUS IMPROVEMENT

The Disability Support and Accessibility Committee shall periodically review the implementation of this policy.

Monitoring shall include:

1. Review of accessibility barriers and infrastructure improvements.
2. Review of accommodation requests and their timely processing.
3. Assessment of the accessibility of teaching, examination and digital learning systems.
4. Documentation of awareness programmes and stakeholder feedback.
5. Review of grievances, corrective measures and unresolved concerns.



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6. Recommendations for budgetary provision and infrastructure improvements.
7. Submission of periodic reports to the Principal and the relevant quality-assurance authority.

The College shall use the findings to develop and update its accessibility action plan and improve the effectiveness of disability-support services.

**17. FINANCIAL AND ADMINISTRATIVE SUPPORT**

The College shall consider the allocation of appropriate resources for accessibility improvements, assistive technology, awareness programmes, reasonable accommodation and other disability-support measures through its established administrative and budgetary procedures.

Prioritisation shall be based on statutory requirements, identified needs, safety, accessibility assessments and available resources. Resource constraints shall not be used to disregard applicable legal obligations.

**18. POLICY REVIEW AND AMENDMENT**

This policy shall be reviewed at least once every three years or earlier, whenever required by changes in legislation, UGC guidelines, NDC regulations, KUHS requirements or institutional needs.

Amendments shall be approved by the competent institutional authority and communicated to relevant stakeholders.

The current version shall be made available through appropriate institutional communication channels.

**19. IMPLEMENTATION**

The Principal shall oversee the implementation of this policy through the designated Disability Support/Accessibility Coordinator, the Disability Support and Accessibility Committee, the relevant departments and the institutional grievance-redressal mechanism.

All stakeholders shall cooperate in creating an inclusive, accessible and respectful institutional environment.

**APPROVAL AND AUTHORISATION**

**Prepared by:** Disability Support and Accessibility Committee

**Reviewed by:** Committee

**Approved by:** Principal / Competent Institutional Authority

**Dr. Manoj Kumar K P**

**Principal**

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