

Proposed Structure of the Disability and Inclusion Delivery Framework at a University/College

For any institute or university to effectively implement its inclusive education practices, a well-functioning implementation mechanism must be set up. It is recommended that each HEI have the following minimum implementation framework.

Office of Disability and Inclusion	<p>Role</p> <ul style="list-style-type: none">● Ensure implementation and delivery of Reasonable Accommodations to students and staff with disability on campus.● Ensure the institute is implementing all mandated guidelines on inclusive higher education.● Promote a culture of inclusion and diversity on campus. <p>Constitution:</p> <ul style="list-style-type: none">● 1 Full-time Officer/Manager/Coordinator of the Office of Disability and Inclusion● Assistive Technology Assistant (Full/Part-time)● Administrative Assistant (Full/Part Time)
Enabling Committee/Inclusion Committee	<p>Role:</p> <ul style="list-style-type: none">● Overseeing the work of the Office of Disability and Inclusion.● Decision-making authority for creating the necessary internal policies and processes required to promote inclusive education practices. <p>Constitution:</p> <ul style="list-style-type: none">● Head of the institute (Principal/VC)● Other administrative heads as applicable to the college/institute● Office of disability and inclusion staff● Students with disabilities on campus,

Proposed Staff Structure for the Office of Disability and Inclusion

<p>1 Full-time Officer/Manager/Coordinator of the Office of</p>	<p>Role & Responsibility:</p> <ul style="list-style-type: none"> ● Coordinate and implement all Inclusive education and inclusion-related activities and services for students and staff with disabilities on campus. ● Be in charge of the Reasonable Accommodation policy, meetings and delivery of services under the same. ● Coordinate Assistive Technology availability and training for students and staff with disabilities on campus (seeking additional support as the need be) ● Plan and conduct training and awareness programs for various stakeholders on campus on inclusion and accessibility to ensure effective implementation of Reasonable Accommodations through diverse stakeholders on campus. (E.g. Examination committees/ Faculty for conducting inclusive assessments; Library/Faculty for ensuring accessible content; Student groups for making campus extracurricular activities inclusive; Hostel Wardens to ensure accessible stay, etc.) ● Collaborate with other HEIs and networks to document, share and build commonly available resources for inclusive higher education. ● Undertake such other activities that will foster a climate of inclusion within the campus and beyond. <p>Qualification:</p> <ul style="list-style-type: none"> ● Adequate knowledge of Inclusion and Disability studies ● Interest and passion for inclusion and diversity. ● Preferred degrees –Master's in Disability Studies/ Psychology/Social Work/Sociology/Education, Rehabilitation Sciences/ B.Ed. or M.Ed. in Special Education
<p>Assistive Technology Assistant (Full/Part-time)</p>	<p>Role:</p> <ul style="list-style-type: none"> ● Be responsible for the technical maintenance of assistive technologies and devices, and all technologies. ● Support the day-to-day running of the office. ● Be responsible for managing assistive technology training programs. ● Be responsible for managing accessible content creation services. ● Coordinate AT training programs with external partners and, with time, self-train to run the programs in-house. ● Undertake such other activities as are required to run inclusive education services at the institute. <p>Qualification:</p> <ul style="list-style-type: none"> ● Proficient in the use of computers and MS Applications ● Technical knowledge of hardware and repairs would be desirable ● Good typing skills ● Fluent in oral and written communication in English. ● Comfort with STEM reading ● Preferred Degrees – BSc or Diploma in IT/Computers
<p>Administrative Assistant * (Full/Part Time)</p>	<p>Role:</p> <ul style="list-style-type: none"> ● Support with student Reasonable Accommodation paperwork and other associate administrative work in the office

	<p>Qualifications:</p> <ul style="list-style-type: none">● Proficient in the use of computers and MS Applications● Good typing skills● Fluent in oral and written communication in English.● Knowledge of administrative tasks and management● Preferred Degrees – Any Graduation
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