



Guidelines for conducting interviews for students with disabilities (PhD. & MTech)

Prior to the Interview

1. All departments should request that students with disabilities who need special accommodation inform the departments at least a week prior to the exam/interview so that suitable arrangements can be made.
2. The department is requested to make arrangements for accompanying persons if so, requested by the student with a disability.
3. The Interview room should be accessible or be reachable by lifts/ramps.
4. If the interview room is inaccessible for any student with a disability, please decide on an alternative interview room.
5. For students with hearing or speech disability, please provide a pen and paper to answer questions if the student requests.

During the interview

- Identify themselves clearly (as far as possible) to the student with disability who is being interviewed as they may not be able to see/hear the faculty members clearly.
- Describe the interview setting for student with visual impairment (for example, say, “There is a table in front of you and a seat to your right.”)
- If the student has difficulty speaking or uses assistive technology such as a hearing aid, allow ample time for a response.
- As far as possible, avoid changing positions once the interview has commenced (this may disorient students who have hearing/visual impairments).

For Online interviews/interactions:

1. Use a platform like ZOOM or MS Teams that has the option of enabling captioning/subtitles so that a student with disability can communicate effectively through captions.
2. If the student has difficulty speaking or uses assistive technology such as a hearing aid, allow ample time for a response.

Vikram Singh
Faculty Advisor
Office of Accessible Education

Angelie Multani
Dean, Diversity & Inclusion
IIT Delhi