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## St. Xavier's College (Autonomous), Mumbai

### **INCLUSIVE EDUCATION POLICY**

The institute is committed to equal opportunity admission based on merit to all students with or without disability. The College has a support service available for students with disabilities as also an Inclusion Cell that looks at concerns and solutions for effective Inclusive Education practices.

#### **XRCVC and Inclusion Centre**

Dr. Sam Taraporevala	Director
Mr. Aniket Gupta	Executive Asst. & Manager (Admin & Finance)
Ms. Neha Tivedi	Key Consultant
Ms. Calveena D'Sylva	Key Consultant
Mr. Keshavan Nadar	Key Consultant
Mr. Sushil Pandit	Key Consultant
Ms. Rebecca Carvalho	Key Consultant
Mr. Krishna Warriar	Key Consultant
Ms. Shizanne D'Mello	Key Consultant
Mr. Vikas Dabholkar	Key Consultant

#### **Inclusive Education Accommodation Request Process**

It is imperative for students with disabilities who seek to have any accommodations during their course of study to complete the process of submitting the Accommodation Intake Form within the first 15 days from having secured admission (for new students) and the Accommodation Continuation Form within 15 days from the start of the new academic year (For Continuing students). Any delays in not meeting the deadline to submit the form will be taken as the student not needing any accommodation. It should be kept in mind that in the event that the student has not filled the accommodation intake form, the college is then not mandated to provide any accommodation services.

Any student seeing accommodation needs to seek an appointment with Ms Neha Trivedi, Co-ordinator, Students with Disability, XRCVC as soon as possible on grant of admission/beginning new academic year.



After the meeting with the co-ordinator the student is to fill the Intake/Continuation Form within 15 days of granting of admission/start of academic year. The same has to be downloaded from the college website (xaviers.edu) under the Inclusive Education Tab and submitted to Ms Neha Trivedi, XRCVC.

Last date for submitting the forms for an academic year 2018-19

First Year Degree College: 15 days from date of admission granted

Second Year & Third Year Degree College: 20 June 2018

The student will be granted their accommodation letter after being passed by the Inclusion Cell, St. Xavier's College by the Co-ordinator.

The student is then expected to go and share a copy of their letter with all their HODs, teachers, Controller Examiner and the Resource Centre Coordinator within 7 days of them being issued the letter. If the student fails to share this letter with respective authorities within 7 days of its issue to them, the college may not be in a position to provide the support granted.

In case of any grievances with the accommodations granted the students may approach the Principal

In case of any Special Request not included in the Intake/Continuation form the student to make a direct application to the Principal.

### **Inclusive Education Facilities on Campus**

Resource Centre (XRCVC: [www.xrcvc.org](http://www.xrcvc.org)) The Resource Centre for students with Disabilities works for meeting all service requests of students with disabilities. The Resource Centre is where you need to go for coordinating any accommodation request.

The Coordinator, Students with Disability is also placed at the Resource Centre who will be the main person to process all your requests and needs. In addition to meeting needs of students on campus, the XRCVC is also actively involved in promoting inclusion and access across the country through its range of advocacy and awareness programs.

### **Inclusion Cell**

The Inclusion Cell is a staff cum student representative committee that looks into all inclusion and accessibility needs on campus. The cell is headed by the Principal. The Inclusion Cell plans for various inclusion related initiatives on campus.

In case of any grievance by student with disability, it can be addressed to the Inclusion Cell. You may write to [principal@xaviers.edu](mailto:principal@xaviers.edu)



## **Forms To Download**

[Inclusive Education Accommodation Continuation Form](#)

[Inclusive Education Accommodation Continuation Form Annexure I Senior College](#)

[Inclusive Education Accommodation Continuation Form Annexure I Junior College](#)

[Inclusive Education Accommodation Intake Form Senior College](#)

[Inclusive Education Accommodation Intake Form Junior College](#)

## **Queries**

As a current or prospective student with disability if you have any queries please feel free to contact Dr. Sam Taraporevala/Neha Trivedi, XRCVC, [sam@xrcvc.org](mailto:sam@xrcvc.org)/[neha@xrcvc.org](mailto:neha@xrcvc.org); [022 22623298/22626329](tel:02222623298)