



**Equal Opportunity Policy**  
**University College of Medical Sciences**  
**(University of Delhi)**  
**and**  
**Guru Teg Bahadur Hospital**  
**(Govt of NCT of Delhi)**



Image: Shubham Arora (Medical student, UCMS & GTBH). Blades and Braces. RHiME.  
2019;6:81

**University College of Medical Sciences (UCMS)** was established in 1971 as a constituent medical college of the University of Delhi. **Guru Teg Bahadur Hospital (GTBH)** is the associated teaching hospital with 1700 beds capacity under the Government of Delhi. Both work as a cohesive unit to provide the utmost clinical care and medical education.

### *Policy Statement*

We at the University College of Medical Sciences:

Understands that equal educational & employment opportunities must be given to persons with disabilities in medical institutions and associated teaching hospitals.

Emphasize that the Rights of Persons with Disabilities Act, 2016 and the Mental Healthcare Act, 2017 cannot be achieved without the full effective inclusion of persons with disabilities and their participation;

Reaffirm that the UN Convention on the Rights of Persons with Disabilities reinforced universal human rights of persons with disabilities in society and development and recognizes its essentiality for the realization of human rights and development for all:

Deeply concerned with the invisibility of disability and persons with disabilities in the current policy schemes

Committed to monitoring the implementation of all existing and future legislation and policies, which are pertaining to persons with disabilities,

Determined to break the architectural and attitudinal barriers preventing persons with disabilities from their full participation in workplace and promoting disability-inclusive compassionate care

Ensure that equal opportunities are provided to a healthcare professional to be a clinician, leader, communicator, lifelong learner, and professional without discrimination of any kind on the basis of disability.



UCMS is committed to ensure and promote the full realization of all human rights and fundamental freedoms for all persons with disabilities without discrimination of any kind on the basis of disability.

In line with 'Leave no one behind' and 'Nothing about us, without us', this policy is prepared in consultation with students, non-teaching staff and faculty with disabilities at UCMS

#### Important provisions in the Rights of Persons with Disabilities Act, 2016

3. (1) The appropriate Government shall ensure that the persons with disabilities enjoy the right to equality, life with dignity, and respect for his or her integrity equally with others

20. (1) No Government establishment shall discriminate against any person with a disability in any matter relating to employment

20. (2) Every Government establishment shall provide reasonable accommodation and appropriate barrier-free and conducive environment to employees with disability

6. (1) The appropriate Government shall take measures to protect persons with disabilities from being subjected to torture, cruel, inhuman or degrading treatment

6. (2) No person with a disability shall be a subject of any research without, prior permission of a Committee for Research on Disability

92. Whoever,—

(a) intentionally insults or intimidates with intent to humiliate a person with disability in any place within public view;

(b) assaults or uses force to any person with disability with intent to dishonour him or outrage the modesty of a woman with disability;

(c) having the actual charge or control over a person with disability voluntarily or knowingly denies food or fluids to him or her;

(d) being in a position to dominate the will of a child or woman with disability and uses that position to exploit her sexually;

(e) voluntarily injures, damages or interferes with the use of any limb or sense or any supporting device of a person with disability;

shall be punishable with imprisonment for a term which shall not be less than six months but which may extend to five years and with fine.

#### Important provisions in the Mental Healthcare Act, 2017

23. (1) A person with mental illness shall have the right to confidentiality in respect of his mental health, mental healthcare, treatment and physical healthcare

24. (1) No photograph or any other information relating to a person with mental illness undergoing treatment at a mental health establishment shall be released to the media without the consent of the person with mental illness.

### UCMS Equal Opportunity Policy Details

#### **(A) Facility and amenity to be provided to the persons with disabilities to enable them to effectively discharge their duties in the establishment**

1. UCMS aims to ensure that our physical and digital infrastructure (buildings, furniture, facilities and services in the building) adheres to the accessibility standards as prescribed by the Government of India. The medical institution also aims to revamp its existing buildings to ensure strict compliance with the RPDA 2016. Provision of ramps, grab bars, and wider doorways to enable access to buildings and workplaces, provision of lifts, tactile paths, wheelchairs accessibility, web accessibility, parking facility, accessible toilets etc



Dr Satendra Singh, Coordinator of Equal Opportunity Cell in 2013 also petitioned the erstwhile Medical Council of India (now National Medical Commission) to ensure accessibility of all

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MCIL Building  
Sector 11, Station Road  
New Delhi - 110017

भारतीय आयुर्विज्ञान परिषद्  
Board of Governors in Super-session of  
MEDICAL COUNCIL OF INDIA

No.MCI-34(1)(UG)(Gen.)/2012 Med /167890

Date: 29/03/12

To,

The Deans/Principals of all the Medical Colleges/Institutions in India.

Subject : Access facilities for persons with disabilities in Educational Institutions and Hospitals - regarding.

Sir,

Please find enclosed herewith copy of letter No.79/1101/12-13, dated 30.01.2013 alongwith representation dated 07.12.2012 of Dr. Satendra Singh, Coordinator, Enabling Unit, Equal Opportunity Cell, University College of Medical Sciences, New Delhi received from the Deputy Chief Commissioner, Court of Chief Commissioner for Persons with Disabilities, Ministry of Social Justice & empowerment, Department of Disability Affairs, New Delhi regarding access facilities for persons with disabilities in Educational Institutions and Hospitals.,

You are requested to submit the compliance and also endorse the copy of said compliance to the Court of Chief Commissioner for Persons with Disabilities, Ministry of Social Justice & empowerment, Department of Disability Affairs, New Delhi.

Kindly treat this as Most Urgent.

Yours faithfully,

  
(Dr. Recna Nayyar)  
Deputy Secretary

medical institutions in India. Post the two court cases in Court of Chief Commissioner for Persons with Disabilities and in the National Human Rights Commission, MCI revised the Standard Assessment Form and thereby fixed the accountability of accessibility on to the Dean/Principal/Director by putting this in Dean's Declaration form



2. UCMS shall make reasonable accommodations, whenever necessary, for qualified employees who have disabilities, as per the RPDA 2016. Such accommodation would be provided: a) to ensure equal opportunity in the application and selection process, b) to enable an employee with a disability to perform the essential functions of a job, and c) to enable an employee with a disability to enjoy the same benefits and privileges of employment as non-disabled employees. Examples of reasonable accommodations may include (but not limited to) acquiring or modifying equipment or devices, modifying assessment and training materials, modifying work schedules, reassignment to a vacant position. All documents concerning an employee's reasonable accommodations request would be maintained in the employee's confidential file, separate from the employee's official personnel file.
3. Employees with disabilities are given Transport Allowance at double the normal rate + DA thereon, as per Ministry of Finance, Department of Expenditure, OM No.21/3/2017-E.IIB dated 12.07.2018.
4. Employees can use their own/hired car for LTC if an employee or family member is person with disability
5. Income Tax Exemption to PwD employees as per Govt. rule.
6. Grant of Children Education Allowance for children with disabilities of government employees payable at double the normal rates of CEA prescribed.
7. Special Allowance for child care for women with disabilities and Education Allowance for disabled children of Govt. Employee

**(B) List of posts identified suitable for persons with disabilities in the establishment**

List of the identified posts in all groups- A, B, C and D for persons with disabilities (annexed)

Reservation roster in respect of persons with disabilities (annexed)

**(C) Manner of selection of persons with disabilities for various posts, post-recruitment and pre-promotion training, preference in transfer and posting, special leave, preference in allotment of residential accommodation if any, and other facilities;**

There is a 4% reservation in the recruitment of candidates with disabilities against the identified post of benchmark disability. Induction training programme for the persons with disabilities shall be imparted together with the other employees.

Fee concession for PwD candidates.

Leaves:

1. As per DoPT's OM No. 28016/02/2007-Estt(A) dated 14.11.2007, there is a provision of 10 days Special Casual Leave in a calendar year for the Central Government employees with disabilities for participating in Conference/Seminars/Trainings/Workshop related to disability
2. Also, vide DoPT OM No. 25011/1/2008-Estt. (A) dated 19.11.2008, Special Casual Leave of 4 days in a calendar year has been made for specific requirements relating to disabilities of the official.
3. Preference is given to employees with disabilities on allotment of residential accommodation as per Govt. rule. Posting/ transfer for non-teaching staff are made within the Institute

**(D) Provisions for assistive devices, barrier-free accessibility and other provisions for persons with disabilities;**

Work is underway to make the complete UCMS & GTBH complex accessible. UCMS has separate toilets for persons with disabilities and transgender people. All the hostels have ramps at the entrance and an elevator with braille signages has been constructed specifically for library, and post office and bank facilities. Proposal of stairlift for roof-top lecture theatre has been floated. In the hospital, there are separate counters for patients with disabilities. The help desk is available in the OPD and Emergency. There is a dedicated reserved accessible parking near the entrance of the building.

Mental health support:

- A) Helplines to address psychosocial issues  
KIRAN 24x7 toll-free mental health rehabilitation helpline 1800-599-0019  
Manodarpan toll-free national helpline number 8448440632
- B) Department of Psychiatry (Dr MS Bhatia, Dr. Shruti Srivastava)
- C) SPACE (Safe Place for Affective Counselling & Empathy) a student support group on wellness email: [spaceucms@gmail.com](mailto:spaceucms@gmail.com)

Examination Invigilation duty exemption



UNIVERSITY OF DELHI  
विश्वविद्यालय

Professor Nayanjot Lahiri  
Dean of Colleges

DC-2008/3)  
January 31, 2008

The Head  
Department of \_\_\_\_\_  
University of Delhi  
Delhi/New Delhi

Dear Colleague,

I am writing to you with regard to our differently abled colleagues in the Colleges and the various departments of the University of Delhi. As a part of the process of sensitization of all concerned, including administrators and teachers, I urge you to keep in mind that there are certain kinds of duties which cannot be performed by such colleagues. Invigilation duty for examinations is one of them. In order to prevent any humiliation towards differently abled teachers, I would therefore request that:

1. Visually handicapped teachers may be exempted from invigilation duty.
2. In the case of orthopaedically handicapped teachers where the disability is severe, they may also be exempted from invigilation duty.
3. If the disability is minor, such a duty may be assigned. However, such teachers must be provided with relievers on a regular basis.

With regards,

(Nayanjot Lahiri)



Extra consideration for attending classes



UNIVERSITY COLLEGE OF MEDICAL SCIENCES  
(UNIVERSITY OF DELHI)  
& GURU TEG BAHADUR HOSPITAL  
DELHI-110 095


MC/ Acad. EOC/2011/

23<sup>rd</sup> Nov. 2011

### NOTICE


It has been observed that sometimes students with locomotor disabilities of this Institution may face difficulty in accessing the teaching room (Lecture Theatre or Practical Laboratory) on time due to certain difficulties.

In this regard, all the faculty teachers are requested to kindly be lenient towards the students with disabilities and also allow them to join the lecture/practical class if they are late by 10 to 15 minutes.

  
PRINCIPAL

Copy to:

- 1) Dr. Satender Singh, Nodal Officer, Equal Opportunity Cell, UCMS;
- 2) HOD, Deptt. of \_\_\_\_\_, UCMS & GTBH; with the request to kindly circulate among the faculty members for its compliance.
- 3) PS to the Principal, UCMS

  
Asstt. Registrar  
(Academic)

# Counsellor for students with disabilities at UCMS



UNIVERSITY COLLEGE OF MEDICAL SCIENCES  
UNIVERSITY OF DELHI  
& GURU TEG BAHADUR HOSPITAL  
DELHI - 110 095

Faculty of Health Sciences  
University of Delhi  
UCMS & GH

## EQUAL OPPORTUNITY CELL



UNIVERSITY OF DELHI

Reference: EOC/UCMS/2

Subject: Counselling sessions for students with disability

Dear Sir,

Medical students are often over-looked when it comes to counselling and their physical disabilities. The Equal Opportunity Cell, UCMS, is planning to have a weekly session in psychological counselling for students with physical disabilities. The concerned counsellor Ms. Abha Khosrapal (Principal counsellor, Founder of "Cross the boundaries" club) kindly offered to give some of her own precious time for the purpose.

The students who would like to avail of this service, please write to the undersigned for all the necessary registration formalities. The details of the service are being disseminated widely circulated to ensure that the information is received by all the concerned.

Thanking you,  
Sincerely,

Dr Saendra Singh, M.D.  
Coordinator, Equal Opportunity Cell  
& Assistant Professor of Physiology

Dr. Saendra Singh  
Coordinator, Equal Opportunity Cell  
& Assistant Professor of Physiology

Dr. Saendra Singh, M.D., 110095, Delhi. E-mail: saendra@gmail.com. Website: www.ucs.edu.in  
Website: www.ucs.edu.in

# Examination writing policy for students with disabilities



दिल्ली विश्वविद्यालय  
University of Delhi

Examination Committee 2011  
Date: 06.11.2011

## NOTIFICATION

The following Examination Writing Policy for the students with disability has been approved by the University with immediate effect

### Examination Writing Policy for the students with disability

1. The term 'examination' shall include all performance examinations conducted by the University, Colleges and Departments.
2. The facilities specified in the Document will include the following categories of students:

Sl. No.	Category	Facilities to be provided
(a)	Students with 100% Visual Disabilities	<ul style="list-style-type: none"><li>Writer</li><li>Extra Time, as per rule</li></ul>
(b)	Students with low vision	<ul style="list-style-type: none"><li>Writer if the permanent incapacity of the student may be a hindrance in his/her ability to write the Examination)</li><li>Extra Time, as per rule (Where the facility of writer is availed or his disability may be a hindrance in his/her ability to write the Examination)</li><li>Question papers in enlarged print (Photocopy)</li></ul>
(c)	Students with orthopedic disability	<ul style="list-style-type: none"><li>Writer if the candidate is unable to write his/her examinations himself/herself</li><li>Extra Time, as per rule (Where the facility of writer is availed or his disability may be a hindrance in his/her ability to write the Examination)</li></ul>
(d)	Students with cerebral palsy and other brain related ailments that demand support system	<ul style="list-style-type: none"><li>Writer if the candidate is unable to write his/her examinations himself/herself</li><li>Extra Time, as per rule (Where the facility of writer is availed or his disability may be a hindrance in his/her ability to write the Examination)</li></ul>
(e)	Students with hearing or speech impairment	<ul style="list-style-type: none"><li>As per rule</li><li>Extra Time, as per rule</li></ul>




The full test must be filed against each category. In respect of new applicants of above categories may be provided by the Superintendent of the Examination and Assessment Unit with the approval of the University, if the candidate possesses a valid passport and a police certificate from the Medical Board of Government Hospital. However, the following conditions will be subject to the following other conditions laid down in the document.

- (i) Male & Female Medical Examiners/Examiners
- (ii) Students with any other type of disability (not covered in the above categories)

In the above categories the student will have to apply to the Examination Board (North Campus/South Campus, as the case may be) for the facility to be made available through the Dean/Head/Principal of the respective Faculty/Department/College. The application of the student will be forwarded to the UMO, WUS Health Centre by the Examination Branch for his specific recommendations and the facility will be provided to the students according to his performance.

4. Students who will be eligible for writer/scribe/interpreter in any of the categories mentioned above, may arrange for their own writers, scribes, interpreters as the case may be. In case they are unable to do so, the Superintendent of the Examination Centre would provide the same on receipt of written request from the candidate at least 24 hours prior to the commencement of the examination. A writers' bank must be created in each college for the purpose for a ready availability of writers whenever required. Support may be sought from the Equal Opportunity Cell, if needed. The candidate must be given an opportunity to satisfy himself about the writer's ability to take dictation from the candidate.
5. As far as possible the writer should be less qualified than the examinee. However, if the writer is more qualified than the examinee, the Superintendent of Examination Centre should ensure that the writer has not studied the subject at the higher level in which the examinee is appearing.
6. The writer is required to produce his/her identity card and a document of the last exam passed before the examination to the Superintendent of Examinations and to the visiting team if required. In case the writer is more qualified than the examinee, the Superintendent may ask for other relevant particulars to establish that the writer has not passed any exam of a higher level than that of the examinee in the subject concerned.
7. The writer must be paid on the last day of the examination by the Superintendent of the concerned centre whether the writer has been arranged by the candidate or by the Superintendent. Each centre may claim the required remuneration in advance from the University.
8. The fee for the writer, scribe, interpreter and invigilator is to be borne by the University.
9. The remuneration of the interpreter will be equivalent to the remuneration of the writer. They will be paid as per the rates prescribed by the University.

10. If response card, answer sheet or answer book is lost or damaged, the request for the candidates with hearing impairment should be made in writing and must be provided for the consideration of the examination. A letter in this regard may be prepared from the Equal Opportunity Cell, University of Delhi, Delhi - 110007.
11. Extra time given and above the prescribed time for a paper will be taken as deduction of examination.
12. The candidates having hearing disability who have a need for a reader or scribe or writing may be allowed to write their examinations on a computer with the help of relevant and disabled friendly software. Such requests may write their examinations at the college or at a centre approved by the Examination Branch. However, such requests should be made by the candidates to the concerned Examination Branch/Institutions/Head of Institution/Departments) at least a week prior to the examinations.
13. Extra time shall be permissible to the students who have been allowed to write their examinations on computer/ laptop as per rules.
14. The seating arrangements for persons with locomotor disabilities must be on the ground floor in an accessible building equipped with disabled friendly toilet as far as possible.
15. Where the facility of writer is provided for any candidate, he/she may be assigned a separate invigilator and a separate room. This provision must also be made for candidates who do not require a writer but are deemed eligible.
16. The institution must get prescribed proforma for writers duly filled by the writers/scribes/interpreters and obtain the receipts of payments made to them.
17. A statement showing the particulars (such as Roll No., Name, Course, College and date of the Examinations) of the disability category students appearing at examinations and who have been provided the facilities, as above, must be sent to the Examination Branch along with the writers proforma, receipt of payment, copy of the admit card and a copy of the disability certificate of the candidate by the concerned institutions for the maintenance of records and to avoid any future discrepancies.

  
 (D: D.S. Jaggi)  
 OSD-Controller of Examinations

Note: In the case of half yearly examinations the College/Department should also follow the same guidelines, with no financial liability on the part of the University.

**(E) Appointment of liaison officer by the establishment to look after the recruitment of persons with disabilities and provisions of facilities and amenities for such employees.**

Copy of notification of liaison officer for Persons with Disabilities (Annexed)

Director Professor Dinesh Puri is appointed as Grievance Redressal Officer (GRO) under the RPDA 2016.



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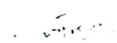
No.MC/CCS/2017/ 711 C

Date: 27.12.2017

**OFFICE ORDER**

In compliance with Section 23 (1) of the Rights of Persons with Disabilities Act, 2016, Director Professor Dinesh Puri, Co-ordinator, Equal Opportunity Cell, is hereby designated as Grievance Redressal Officer of the College.

This is issued with the approval of the Principal

  
**ASSISTANT REGISTRAR**

Copy for information and necessary action to:-

1. Director Professor Dinesh Puri, Deptt. of Biochemistry, UCMS & Co-ordinator, EOC
2. All HoDs/Section Incharges, UCMS
3. Section Officer (I), UCMS
4. SPA to Joint Registrar, UCMS.



The Grievance Redressal Committee is chaired by the GRO comprising two other members among whom one is an employee with a disability and well versed in disability rights (Dr Satendra Singh) and other is an outside expert in the field of disability (Ms Seema Tuli) and woman. (Notification annexed)

The above policy covers applicants with disabilities for posts in the UCMS, full time/part time employees, interns/trainees, contractual employees, including temporary employees. It also covers those employees who acquire disability during their work tenure. This policy also applies to all aspects of employment, be it recruitment, training, working conditions, salaries, transfers, employee benefits and career advancement. Review of Policy shall be undertaken at regular intervals.

UCMS's Equal opportunity committee is comprised of the following members:

1. Director Professor Dinesh Puri
2. Professor Satendra Singh
3. Dr Preeti Diwaker
4. Dr Sidharth

To be signed by the Principal, UCMS & EOC Coordinator and to be uploaded on the website and a copy be sent to the Chief Commissioner for Persons with Disabilities at the earliest.