

## **EQUAL OPPORTUNITY POLICY FOR PERSONS WITH DISABILITIES 2021-2024**

### **Objective**

The Cuncolim Educational Society's College of Arts & Commerce, is committed to provide equal opportunities in employment and creating an inclusive workplace in which all employees are treated with respect and dignity. This Equal Opportunity Policy is in accordance with the provisions of "The Rights of Persons with Disabilities Act, 2016". The objective of the "Equal Opportunity Policy for Persons with Disabilities" is to ensure that the persons with disabilities enjoy the right to equality, life with dignity and respect equally with others. In terms of the policy, a mechanism is established to ensure the manner of publication of equal opportunity policy, manner of maintaining records and register of complaints. The policy is intended to empower the employees with disabilities and enhance their engagement with the organization. It also provides the necessary safeguards to the PWDs in the form of amenities & facilities at the workplace, defines roles and tasks specifically designated for PWDs, provision for assistive devices and Grievance Redressal Mechanism. This equal opportunity policy is consistently applied throughout the period of employment of the individual right from the recruitment process till superannuation.

The salient features of the policy are as under:

- 1) **Coverage of the Policy:** This policy covers all employees with benchmark disabilities under clauses (a), (b), (c), (d) & (e) of section 34(1) of the 'Rights of the Persons with Disabilities Act, 2016'.
- 2) **Accessibility:** Institution is always committed to providing easy accessibility and barrier free environment for PWDs as per the provisions of the RPWD Act, 2016. Institution ensures that the PWD employees are having easy access to basic facilities and amenities at their workplace and are provided with various assistive devices/aids, software sets wherever possible, so as to enable them to effectively discharge their duty. Institution also provides suitable infrastructure subject to practical feasibility to enable employees with disability to have access to common facilities including physical environment, information and technologies and systems without any inconvenience.
- 3) **Recruitment & Manner of Selection:** Recruitments are done based on merit, which is made, based on evaluation of the competencies of the candidates. The manner for recruitment shall be as per the provisions of 34(1) of The Rights of Persons with Disabilities Act, 2016. Reservations and use of scribes, compensatory time and other concessions as per Government of Goa are



applicable to the person with benchmark disabilities. Subject to administrative exigencies, persons with disabilities

4) **Leave:** The employees with disabilities are governed by the rules of leave as is applicable in Institution.

5) **Facilities and amenities:** To enable the Persons with Disabilities to effectively discharge their duties, Institution make, subject to regulatory guidelines, availability of devices, administrative constraints, provide the following facilities and amenities to them:

a. Providing Aids and appliances, assistive devices suitable to their needs, by which the persons with disabilities could perform their duties efficiently.

b. Providing easy, barrier free accessibility and accessible workstations to Persons with Disabilities, wherever posted or transferred.

c. Conveyance allowance to be paid to deaf and dumb employees, blind and orthopedically challenged employees as per Government guidelines issued from time to time.

d. All actions shall be taken to ensure that a conducive environment is provided to persons with disabilities to perform their role and excel in the same.

7) **Appointment of Liaison Officer:** Our Institution has appointed Ms. Lyiana Fernandes Assistant Professor at the college as Liaison Officer for persons with disabilities

8) **Maintenance of records:** Institution creates and maintains Register of category of disabilities. The roster register has been maintained for Persons with Disabilities as per the forms stipulated in RPWD Act 2016.

9) **Maintenance of register of complaints:** The Complaint / grievance register is being maintained with the Institution. Our PWD employees are free to lodge their grievances with the Grievance Redressal Officer



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