

Air University's Strategy for Disabled Students

POLICY FOR STUDENTS WITH DISABILITIES

1. INTRODUCTION

1.1 Air University is committed to a policy of equal opportunities for persons with disabilities to pursue their higher studies in a conducive environment and to ensure accessibility for the disabled to higher education with provision of disabled friendly campuses and classrooms.

1.2 Persons with disabilities include those who have long-term physical, mental, intellectual or sensory impairments that in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.

1.3 This policy aims at working towards creating an environment in which all individuals are able to participate fully in the academic and social life offered by the Air University.

2. DEFINITION OF DISABILITY

2.1 This policy recognizes that "disability" covers a wide range of impairments including physical and mobility difficulties, hearing and visual impairment, and specific learning disabilities including, medical conditions and mental health problems.

3. SCOPE OF THE POLICY

3.1 This policy applies to all the students of the Air University with disabilities. This policy is equally applicable to all students with disabilities associated with Air University including enrolled students, prospective students and students that acquired disability during their course of study.

4. POLICY STATEMENT

4.1 The policy recognizes that persons with disabilities are valuable human resource for the University and seeks to create an environment that provides them equal opportunities, protection of their rights and full participation in University life. The focus of the policy shall be on the following:

4.1.1 To comply with the statutory obligations in a progressive/phased manner.

4.1.2 To recognize the University's obligations to take all reasonable steps to enable students with disabilities to avail the opportunities available to other students.

4.1.3 Air University will endeavor to provide equal opportunities in all extracurricular activities including sports, clubs and societies to the students with disabilities by all reasonable means to remove barriers and obstacles in this context.

4.1.4 The University will provide focused support and counseling to students with disabilities to enable them to achieve excellence in the academic and career plans.

5. PROCEDURES

5.1 ADVERTISEMENT OF POLICY

5.1.1 Publicizing the facilities available for specially-abled students at Air University on all digital platforms such as website, portals, prospectus etc

5.1.2 Awareness campaign for all, on specially-abled students at orientation

5.2 DECLARATION OF DISABILITIES

5.2.1 A person certified as a disabled person from the National/Provincial Council for the Rehabilitation of Disabled Persons or carrying a Computerized National Identity Card (CNIC) with the disability logo.

5.2.2 The documentation provided should be specific and:

State the impairment, mental health or medical condition.

Indicate whether the Disability is permanent, temporary, or fluctuating.

Outline the impact on the student.

5.2.3. Special need assessment will be done through a qualified medical professional during admission process.

5.3 SPECIAL ADVISORY COMMITTEE

5.3.1 Under the leadership of the Director Students Affairs the University will establish a Special Advisory Committee comprising of 3-5 members from faculty, staff and volunteers from student body, which will be responsible for ensuring that the policy is communicated effectively and is being fully implemented in their area.

5.3.2 The members of the Special Advisory Committee will be designated by the Vice Chancellor of the University.

6. DISABILITY SERVICES

6.1 Students with disabilities shall have access to disability advice and support services that will include:

Arrangements of Medical Facility including Psychological Counseling.

Provision of non-medical assistance such as note-takers/scribes, readers, lecture recordings and enablers.

Academic Counseling shall be provided whenever required/requested

Access & inclusion to financial aid services such as fee discounts or scholarships.

Provision of learning aids such as high-tech computers capable to run heavy screen reading software, Braille, headphone, video cameras, video conferencing, computers, scanners, braille embosser, Braille Magazines, Audio Books/Tutorials, Books-Scanning, speakers, tape recorders, class printed notes, and wheel chairs as per requirements of the students.

Provision of textbooks available in large print versions, e-books, or media with closed captioning, audio versions - that may be more accessible for students with disabilities. University's library will be equipped with standard textbooks in alternate formats, or should make them available on request.

Ensuring the teachers and staff are aware of the usage of learning aids & facilities being provided to disabled students. Teacher training programs will be undertaken to train faculty and staff on best practices for accommodating students with disabilities.

Access & inclusion to transport, on-campus accommodation. Access and assistance in libraries, laboratories, cafeterias and sports centers through provision of ramps and lifts etc

Making necessary arrangements to cater to individual/special learning needs in light of disability assessment report. For instance, provision of wheel chairs in parking area, building wheelchair ramps outside each academic and administration block, building separate wash rooms etc

Accommodating students with disability while preparing time tables, class schedules, assigning class rooms and examination centers

7. ADMISSIONS

7.1 The University will ensure that applicants declaring a disability have full information about the support available so that they may make an informed choice regarding the optimal place for their studies.

7.2 Applicants who have declared a disability on their application form should be consulted about their needs.

7.3 Potential Students will be provided assistance throughout the admission process, they will be properly guided during admission test/interview, course registration etc

8. EXAMINATIONS

8.1 Alternate arrangements for examinations will be recommended after considering standard practices that redress the impact of a student's disability on their performance in examinations.

8.2 These may include adjustments such as:

Extensions of time (25-100 per cent extra time depending on the student's need)

Use of assistive technology

A separate room if needed

Use of reader, scribe or computer where necessary

Alternative formatting of exam papers

Negotiation of an alternative assessment.

8.3 Requests for an alteration to assessment conditions must be approved by Director Exams, Special Advisory Committee and course instructor.

9. BUDGET ALLOCATION

9.1 Air University shall allocate a special fund/budget to support services for students with disabilities, and annually contribute sufficient funds therein through exclusive budgetary provision

10. MANAGING COMPLAINTS

10.1 A proper grievance handling mechanism will be devised by Director Students Affairs for potential students.

10.2 A dedicated team will be notified for grievance handling. The team will ensure to complete the communication loop and report the case proceedings to the competent authority.

10.3 The members of the team will be designated by the Vice Chancellor of the University.

11. CONVOCATION

11.1 The University shall make every effort to ensure that students with disabilities are able to fully participate in convocations and enjoy their day along with all their fellow graduates.

Strategic Implementation Framework for Students with Disabilities at Air University

This strategy translates the policy into actionable, measurable, and sustainable practices to ensure full inclusion, accessibility, and empowerment of students with disabilities.

1. Governance & Institutional Strengthening

✓ Establish a Disability Support Office (DSO)

- **Dedicated office under Student Affairs Department**
- **Appoint:**
 - **Disability Support Coordinator**
 - **Assistive Technology Specialist**
 - **Counseling Officer**

✓ Strengthen Special Advisory Committee

- **Include:**
 - **Faculty representatives**
 - **Medical professionals**
 - **Student representatives (including students with disabilities)**
- **Quarterly review meetings for monitoring policy implementation**

Sustainability Link:

- **SDG 16 (Strong Institutions)**
- **SDG 10 (Reduced Inequalities)**

2. Accessible Infrastructure Development

✓ Campus Accessibility Plan

- **Barrier-free infrastructure:**
 - Ramps, elevators, tactile pathways
 - Accessible washrooms
 - Reserved parking spaces
- **Smart classrooms with accessibility features**

✓ **Digital Accessibility**

- **Accessible LMS (screen-reader compatible)**
- **Captioned lectures and recorded sessions**
- **E-books and digitized learning material**

Sustainability Link:

- **SDG 9 (Infrastructure)**
- **SDG 4 (Inclusive Education)**

3. Academic Support & Inclusive Learning

✓ **Individual Learning Support Plans (ILSPs)**

- **Developed after disability assessment**
- **Customized:**
 - Coursework deadlines
 - Learning methods
 - Assessment strategies

✓ **Assistive Learning Services**

- **Scribes, note-takers, readers**
- **Lecture recordings**
- **Braille and large-print materials**

✓ **Faculty Capacity Building**

- **Mandatory training on:**
 - **Inclusive teaching strategies**
 - **Use of assistive technologies**
 - **Managing diverse classrooms**

Impact: Improves retention, academic success, and equality

4. Health, Wellbeing & Counseling

✓ Integrated Support Services

- **Physical healthcare (on-campus medical center)**
- **Psychological counseling and therapy**
- **Stress and mental health management**

✓ Regular Wellness Programs

- **Workshops on:**
 - **Emotional resilience**
 - **Coping strategies**
 - **Peer support systems**

Sustainability Link:

- **SDG 3 (Good Health & Wellbeing)**

5. Inclusive Admissions & Transition Support

✓ Pre-Admission Support

- **Dedicated helpdesk for students with disabilities**
- **Awareness of available services via:**
 - **Website**
 - **Prospectus**

- **Social media**

✓ Admission Facilitation

- **Assistance during:**
 - **Entry tests**
 - **Interviews**
 - **Course registration**

✓ Transition Program

- **Orientation sessions specifically designed for students with disabilities**

6. Examination & Assessment Accommodations

✓ Standardized Accommodation Framework

- **Extra time (25–100%)**
- **Separate examination rooms**
- **Assistive technologies**
- **Alternative assessments (oral, project-based)**

✓ Approval Mechanism

- **Coordination between:**
 - **Director Exams**
 - **Special Advisory Committee**
 - **Course Instructor**

Ensures fairness without compromising academic standards

7. Assistive Technology & Resource Center

✓ Establish Assistive Technology Lab

- **Screen readers, Braille embossers**
- **Audio books, scanners, speech-to-text software**
- **Accessible computers and devices**

✓ Library Accessibility

- **Digitized books**
- **Audio learning materials**
- **On-demand conversion services**

8. Inclusive Campus Life & Student Engagement

✓ Equal Participation in Activities

- **Inclusive sports programs**
- **Accessible student societies**
- **Cultural and social events**

✓ Awareness Campaigns

- **Disability inclusion drives**
- **Sensitization workshops for students and staff**

Builds an inclusive campus culture

9. Career Development & Employability

Specialized Career Support

- **Career counseling tailored to abilities**
- **CV writing and interview preparation**
- **Internship placement support**

Industry Linkages

- **Partnerships with inclusive employers**

- **Job fairs focusing on diversity hiring**

Sustainability Link:

- **SDG 8 (Decent Work & Economic Growth)**

10. Transport & Accommodation Support

✓ Accessible Transport

- **Modified shuttle services**
- **Priority seating**

✓ Inclusive Hostels

- **Accessible rooms and facilities**
- **Assistance services for residential students**

11. Budgeting & Resource Allocation

✓ Dedicated Annual Budget

- **Infrastructure upgrades**
- **Assistive technologies**
- **Training programs**

✓ External Funding Opportunities

- **Collaborations with NGOs, donors, and government bodies**

12. Monitoring, Evaluation & KPIs

✓ Key Performance Indicators (KPIs)

- **Number of students with disabilities enrolled**
- **Retention and graduation rates**
- **Student satisfaction surveys**

- **Accessibility improvements completed annually**

✓ Annual Reporting

- **Inclusion in:**
 - **QS Sustainability Reports**
 - **SDG Reports**
 - **HEC submissions**

13. Grievance Redressal System

✓ Dedicated Complaint Mechanism

- **Confidential reporting channels**
- **Timely resolution tracking**

✓ Transparency

- **Regular reporting to senior management**
- **Feedback integration into policy improvements**

14. Inclusive Convocation Strategy

✓ Accessibility Measures

- **Reserved seating**
- **Wheelchair access and assistance**
- **Sign language interpreters**

✓ Recognition & Inclusion

- **Equal participation in ceremonies**
- **Dedicated support staff for facilitation**

All of Air University's students, including those with impairments, are guaranteed equal access to educational opportunities and a welcoming environment. The inclusiveness policy of the institution ensures that impaired students can pursue their academic and personal objectives with dignity and assurance.

Accessibility and Accommodations: By making sure that its campus, buildings, and classrooms are made to accommodate those with mobility issues, Air University prioritises physical accessibility. To accommodate the various needs of disabled students, the institution also provides a variety of accommodations, including accessible instructional materials, assistive technologies, and flexible examination procedures.





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