

**Policy Documents and Information
Brochures
on
Facilities Provided**

The Institution has disabled-friendly, barrier free environment.

Policy documents and information brochures

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The Institution has disabled-friendly, barrier free environment.

The Institution has disabled-friendly, barrier free environment and the following facilities are mentioned in relation with policy document and policy brochure.

1. Policy document for Divyangjan

Krishna Chaitanya Degree College has constituted following policy document to ensure disabled friendly and barrier free environment for the class of disabled peoples to live with equal opportunities like other common peoples in the college premises.

- College provides disabled friendly infrastructure like lift/ramp.
- College provides disabled friendly washroom.
- College provides mechanized tools like wheelchair.
- To make barrier free movement and to access the needed facilities freely all the necessary places provide with signage boards.
- College library provides Braille blaster open software in helping the blind disabled people.
- College provided scribe in writing the Semester End Examinations.

2. Information Brochure for Divyangjan

- College has built lift and ramps in all the accessory places where the disabled people can use facilities, relevant to these facilities the necessary documents attached with the policy brochure.
- With the help of construction of facilities college has facilitated disabled friendly washroom in the specified place which is closer to lift, staircase and class rooms.
- College has rectified and placed signage boards in all the necessary disabled friendly accessible points for creating barrier free movement

- College library accessed with Braille blaster open software but if any such Student admits college has promised commitment to provide all the required facilities to support, encourage and to uplift all such classes of people.
- Krishna Chaitanya Degree College will provide scribes which helps any disabled student to write the exam.
- College will constitute group of scribes to help disabled students to write the examination in any circumstances providing them with extended time duration

Academic Guidelines &Curriculum Development
College Developmental Council – Vikrama Simhapuri University

19. Certain Concessions for HI/OH/Visually Challenged students:

The following concessions to be implemented for Hearing Impaired/Orthopedically handicapped/Visually challenged students in affiliated colleges.

19.1. Exemption from payments of examination fee

19.2. Reduction of pass marks in each subject by 10%

19.3. The exemption to deaf students to study only one language

19.4. Half-an-hour extra time each subject be extended to write examination papers and have to necessarily use scribe.

Guidelines issued by University for Divyangjan under Graduate Students



VIKRAMA SIMHAPURI UNIVERSITY
NELLORE – 524324

Dr. P. Ramachandra Reddy
REGISTRAR

Phone No.0861-2352366
Email: vsuregistrar1@gmail.com

No. VSU/CDC/UG/KCDC/ 2022-23

Dated: 31.01.2023

To
The Principal,
Krishna Chaitanya Degree College,
Nellore.

Sir,

Sub: Vikrama Simhapuri University, Nellore – Affiliated College – Exemption granted to differently abled Student of Krishna Chaitanya Degree College, Nellore.

- Ref:- 1. G.O.Ms.No.183, Higher Education (EC-2) Department dated 17.09.2010
2. Letter No. Nil, dated: 20.01.2023 received from the Krishna Chaitanya Degree College, Nellore
3. Vice – Chancellor's Orders dated : 27.01.2023

With references to the subject cited above, I am by direction to inform you that the following concessions are extended to the differently abled student.

1. Exemption from Payment of Examination Fee.
2. Reduction of pass marks in each subject by 10%

The above concessions are extended to the following student of Krishna Chaitanya Degree College, Nellore

S.N o.	Name of the College	Name of the Student	Course	Type of Disability
1	Krishna Chaitanya Degree College, Nellore	Prabhakar Monisha	I B.Com Computer Applications	Visually Challenged (100%)

The receipt of this letter may please be acknowledged.

Yours faithfully

REGISTRAR

Copy to the Controller of Examinations, V S University, Nellore for information.

Copy to File.



Principal
KRISHNA CHAITANYA DEGREE COLLEGE
NELLORE.

Scribe Policy



Krishna Chaitanya Degree College-Examination Branch

Guidelines for use of a Scribe/Paper writer for Visually Handicapped/ Orthopedically Handicapped candidates (whose writing speed is affected).

A Scribe/ Paper Writer, to write the Theory/ Laboratory Internal/ External Examination, on behalf of a Visually Handicapped (VH) candidate (Blind) and Orthopedically Handicapped (OH) candidate (whose writing speed is affected), may be used. In all such cases where a Scribe is used, the following rules will apply:

- The candidate will have to arrange his/her own Scribe at own cost and inform the Chief Controller of Examinations beforehand.
- The academic qualification of the Scribe should not be more than Intermediate/ 12th Standard/ PUC.
- Both the candidate as well as the Scribe will have to give a suitable undertaking AS PER FORMAT ATTACHED ANNEXURE that the Scribe fulfills all the stipulated eligibility criteria.
- In case it later transpires that the Scribe did not fulfill any of the laid down eligibility criteria or had suppressed material facts, the Examination of the candidate will stand cancelled, irrespective of the result of the written examination.
- Candidates who use a Scribe will be eligible for extra time @ 10 minutes for every hour of the examination i.e., total time allowed - 3.5 Hours (from 10:00 AM to 01:30 PM in the Forenoon session and 02:00 PM to 05:30 PM in the Afternoon Session).

Principal

**Application for Availing
Scribe Facility**

ANNEXURE

Krishna Chaitanya Degree College, Nellore
(Affiliate to Vikrama Simhapuri University, Nellore)

EXAMINATION BRANCH DECLARATION

We, the undersigned, Mr. / Mrs. eligible candidate for writing Examinationsto be held on.....

bearing Hall Ticket Number.....and

Mr. /Mrs.Writer (Scribe) for the eligible candidate, do hereby declare that: -

- The candidate is Blind/low vision or physically affected and is with impairment and his/her writing speed is affected and he/she needs a writer (Scribe) as permissible under the V.S. University rules for physically challenged persons.
- The Scribe is identified by the candidate at own cost and is as per own choice.
- The Scribe fulfils the following Criteria: lie/ She is Jess qualified (Intermediate/ 12thStandard I PUC) than the candidate.

Candidate Name	Scribe Name

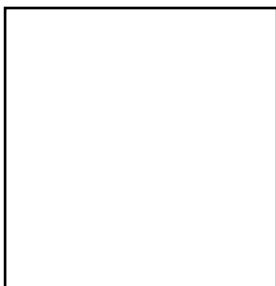
Particulars of the Scribe	
(i) Name of the last examination passed in his/her academic stream	
(ii) Maries Memo of his/her qualification secured	Copy of the Academic Certificate/ marks sheet of the Scribe is to be enclosed in support of the above

- We jointly understand that the Scribe shall only record the answer as suggested by the candidate and shall not import his/her knowledge/ make any gesture/ sound or movement to indicate correctness or otherwise of any answer option.
- We undertake to comply with the directions of the invigilator at the center and try not to disturb other examinees.
- Any misconduct committed by the Scribe shall amount to a misconduct committed by the eligible candidate who is using the Scribe and is liable for disciplinary action as may be deemed appropriate.
- We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the Examination of the candidate will Stand cancelled. Irrespective of the result of the written examination(s). if any of these shortcomings is/are detected even after the publishing of result, his/her Examination result is liable to be cancelled. In such circumstances, both signatories will be liable to criminal prosecution.

Signature of the Scribe
Candidate

Signature of the

Postal Address



Note: Copies of Medical Certificates/ Photos of candidate's disability should be enclosed in support of the above.

Some Sample Approved Scribe Letters



KRISHNA CHAITANYA DEGREE & PG COLLEGE

(Maintained by Sahithya Educational Society)
(Affiliated to V.S. UNIVERSITY)
(Recognised by Govt. of Andhra Pradesh)
Recognised Under Section 2(f) of the UGC Act, 1956

21-23/01/2023

To
The Registrar,
V.S. University,
Nellore.

Sir,

Sub.: VSU – Certain Concessions and exceptions to the person with
Disability – Orders –Requested – Reg.

**_*_

I submit to inform that PRABHAKAR MONISHA, D/o PRABHAKAR, is
studying First Year – BCom Computer Applications, during this academic year
2022-2023.

The Student is suffering from **visual impairment-blind ness** with 100% of
Disability.

Hence, I request to arrange to issue the favourable orders for exemptions as per
eligibility to the person with Blindness - Physical Disability.

- (1). Exemption from the payment of Examination Fee.
- (2). Allowing Scribe to attend the examinations
- (3). Reduction of percentage of pass marks

Thanking you, Sir

Encl:- 1)Certificate – 1.No.



[Signature]
Principal

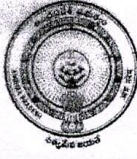
KRISHNA CHAITANYA DEGREE COLLEGE
NELLORE.

Yours faithfully,

[Signature]
PRINCIPAL

KRISHNA CHAITANYA DEGREE & PG. COLLEGE
NELLORE

NEAR OLD Z.P. OFFICE, V.R.C. CENTRE, NELLORE-524 003 (A.P.)
Ph : 9248748129, 9248748144 ; E-mail : kcdcnellore@yahoo.co.in



గ్రామ - వార్డు సచివాలయము

ఆంధ్రప్రదేశ్ ప్రభుత్వం



GWSA 81799249

Government of Andhra Pradesh

CERTIFICATE FOR PERSON WITH DISABILITY

(Issued under the authority vide G.O.Ms.No.35 HEALTH, MEDICAL AND FAMILY WELFARE (A) DEPARTMENT dt.10.04.2018)

Medical Board: **Government General Hospital, Nellore**

ID No.of Person with Disability: **09130820280000209**

Date of Issue: **20/02/2021**

This is certified that Kumari Prbhakar Monisha, D/o PRABHAKAR, Female, age 18 years, resident of H.No.# 26-3-1816, 28th Ward Habitation, 28th Ward Village, Nellore (urban) Mandal, S P S Nellore District, is suffering from Permanent disability of the following category:-

- Visual Impairment.
- Sub-type of disability : Blind ness
- Cause of Disability : Disease-Better Eye, Disease-Worse Eye.
- MICROCORNEA WITH PERSISTENT PUPILLARY MEMBRANE WITH COMPLICATED CATARACT BOTH EYES .
- Re-assessment of this case is not recommended.
- Percentage of disability in her case is 100% [Hundred percent].
- Identification Marks of Person with Disability:-
 - a) A MOLE ON RIGHT SIDE SHOULDER .
 - b) A MOLE ON LEFT SIDE LIP .

Signature

DR.K.VIVEK PRAVEEN

M.S.opthal

Assistant Professor

Regn.No : 57975

Signature

Dr.S.Vasantha

M.S.,

Assistant Professor

Regn.No : 34492

Signature

Dr.JENNA PRABHAKAR

M.S GEN SURGEON

Chairman, Medical Board

Regn.No : 18114



Principal
RISHNA CHAITANYA DEGREE COLLEGE
NELLORE.

Signature Not Verified

Digitally signed by
JENNA PRABHAKAR
Date: 2021.02.25
18:10:06 IST

Note: This is a Digitally Signed Certificate, does not require physical signature. And this certificate can be verified at www.gramawardsachivalayam.ap.gov.in by furnishing the application number mentioned in the Certificate.



Government of Andhra Pradesh

CERTIFICATE FOR PERSON WITH DISABILITY

(Issued under the authority vide G.O.Ms.No.35 HEALTH, MEDICAL AND FAMILY WELFARE (A) DEPARTMENT dt.10.04.2018)

Medical Board: Government General Hospital, Nellore.

ID No. of Person with Disability: 09130820070000130

Date of Issue: 26/03/2019



- This is certified that Shri MADALA PHARMESH, S/o MADALA BHASKAR RAO, Male, age 16 years, 7th Ward Habitation, 7th Ward Village, Nellore (urban) Mandal, S P S Nellore District, is suffering from Temporary disability of the following category:-
Hearing Impairment (Severe).
Loss of 63(Sixty Three) decibels in the better ear in the conversational range of frequencies.
Cause of Disability: Disease and Infection.
CONGENITAL HEARING LOSS.
- Re-assessment of this case is recommended after a period of 5 years.
- Percentage of disability in his case is: 60% [Sixty percent].
- He meets the following physical requirements for discharge of his duties. He can perform work by hearing/speaking.
- Identification Marks of Person with Disability:-
 - a) AMOLE ON THE FACE.
 - b) AMOLE ON THE RIGHT HAND.

Signature

Dr. P. Sreedevi

Assistant Professor

Regn. No: 36423

Signature

Dr. P. Rajesh

M.S., E.N.T. Asst Professor

Assistant Professor

Regn. No: 56916

Signature

Dr. Dana Srinivasa Rao

CIVIL SURGEON

Chairman, Medical Board

Regn. No: 18370

Signature valid

Digitally signed by
DANA SRINIVASA
RAO
Date: 2019.03.30
12:41:25 IST



Principal
KRISHNA CHAITANYA DEGREE COLLEGE
NELLORE.



Government of Andhra Pradesh
CERTIFICATE FOR PERSON WITH DISABILITY

(Issued under the authority vide G.O.Ms.No.31, WD CW & DW Dept.Dated 01.12.2009)

Medical Board: D S R Government Headquarter Hospital, S.P.S
Nellore
Name of Person with Disability: 09124020280115006
Date of Issue: 08/03/2012



This is certified that Kumari Vemulapati Sivadhivya, D/o Shankaraiah, Female, age 6 years, Ganeswarapuram Habitation, Ganeswarapuram Village, Varikuntapadu Mandal, Sri Potti Sriramulu Nellore District, is suffering from Permanent disability of the following category:-

Physical (Locomotor/Orthopaedic) Disability.

The disability is in relation to her : Left Upper Limb. Impaired reach, Weakness of grip.

Sub-type of disability : Post Traumatic Sequel-Limbs.

Cause of Disability : Birth injury.

Re-assessment of this case is not recommended.

Percentage of disability in her case is 72% [Seventy Two percent].

She meets the following physical requirements for discharge of her duties. S-can perform work by sitting, ST-can perform work by standing, W-can perform work by walking.

Identification Marks of Person with Disability:-

- a) A Mole On The Lip .
- b) A Mole On The Head .

Signature/Thumb impression
of Person with Disability

Signature
Dr. M.KIRAN KUMAR

Designation: CAS

Regn.No : 54385

Signature
Dr. T.RAMANAIHAH

Designation: SUPDT, GOVT
HQ HOSPITAL

Regn.No : 17340

Signature
Dr. P.NIRMALA

Designation: DCHS

Regn.No : 13242

Note: This is not valid for Medico-Legal cases.



Principal
KRISHNA CHAITANYA DEGREE COLLEGE
NELLORE.

**Report on facilities provided for
enquiry**

Report on facilities provided for enquiry and information for disabled students:

Following supporting documents are attached:

- Appointment order of assistive coordinator
- Roles and responsibilities of assistive coordinator

Principal

Ref: KCDC/Circular/events/2018/08

Date: 08-07-2018

Appointment of human assistance for disabled students

Mrs. K. Radhamma Faculty in the Department of Humanities is identified to assist disabled students with effect from 10.07.2018.

Principal

Roles and Responsibilities of Divyangjan Assistive Coordinator:

1. Mrs. K. Radhamma Faculty in the Department of Humanities from 10th July 2018 and identified as Divyangjan Assistive Coordinator.
2. As an Assistive Coordinator , you must be cognizant of the resources available for the disabled people and provide the required assistance.
3. Channelize any requirement for disabled peoples through concerned authorities in support of their needs.
4. With the support of concerned persons, organize cultural events for the benefit of disabled peoples.
5. Organize training programs for the disabled.



Principal

**Details of the Software
procured for providing the
Assistance**

NVDA Screen Reader

NonVisual Desktop Access (NVDA) is **a free and open source screen reader** for the Microsoft Windows operating system. Providing feedback via **synthetic speech and Braille, it enables blind or vision impaired people to access computers running Windows** for no more cost than a sighted person. NVDA is developed by NV Access, with contributions from the community.

General Features:-

NVDA allows blind and vision impaired people to access and interact with the Windows operating system and many third party applications.

Major highlights include:

- Support for popular applications including web browsers, email clients, internet chat programs and office suites
- Built-in speech synthesizer supporting over 80 languages
- Reporting of textual formatting where available such as font name and size, style and spelling errors
- Automatic announcement of text under the mouse and optional audible indication of the mouse position
- Support for many refreshable Braille displays, including the ability to detect many of them automatically as well as Braille input on Braille displays with a Braille keyboard
- Ability to run entirely from a USB flash drive or other portable media without the need for installation
- Easy to use talking installer
- Translated into 54 languages
- Support for modern Windows Operating Systems including both 32 and 64 bit variants

- Ability to run during Windows sign-in and other secure screens.
- Announcing controls and text while using touch gestures
- Support for common accessibility interfaces such as Microsoft Active Accessibility, Java Access Bridge, IAccessible2 and UI Automation
- Support for Windows Command Prompt and console applications
- The ability to highlight the system focus

Internationalization

It is important that people anywhere in the world, no matter what language they speak, get equal access to technology. Besides English, NVDA has been translated into 54 languages including: Afrikaans, Albanian, Amharic, Arabic, Aragonese, Bulgarian, Burmese, Catalan, Chinese (simplified and traditional), Croatian, Czech, Danish, Dutch, Farsi, Finnish, French, Galician, Georgian, German (Germany and Switzerland), Greek, Hebrew, Hindi, Hungarian, Icelandic, Irish, Italian, Japanese, Kannada, Korean, Kyrgyz, Lithuanian, Macedonian, Mongolian, Nepali, Norwegian, Polish, Portuguese (Brazil and Portugal), Punjabi, Romanian, Russian, Serbian, Slovak, Slovenian, Spanish (Colombia and Spain), Swedish, Tamil, Thai, Turkish, Ukrainian and Vietnamese.

Speech Synthesizer Support

Apart from providing its messages and interface in several languages, NVDA can also enable the user to read content in any language, as long as they have a speech synthesizer that can speak that language.

NVDA is bundled with eSpeak NG, a free, open-source, multi-lingual speech synthesizer.

Braille support

For users that own a refreshable Braille display, NVDA can output its information in braille. Both uncontracted and contracted Braille input via a Braille keyboard is also supported. Furthermore, NVDA will detect many Braille displays automatically by default

License and Copyright

NVDA is copyright 2006-2022 NVDA contributors.

NVDA is available under the GNU General Public License version 2, with two special exceptions. The exceptions are outlined in the license document under the sections

"Non-GPL Components in Plugins and Drivers" and "Microsoft Distributable Code". NVDA also includes and uses components which are made available under different free and open source licenses. You are free to share or change this software in any way you like as long as it is accompanied by the license and you make all source code available to anyone who wants it. This applies to both original and modified copies of this software, plus any derivative works.

System Requirements

Operating Systems: all 32-bit and 64-bit editions of Windows 7, Windows 8, Windows 8.1, Windows 10, Windows 11, and all Server Operating Systems starting from Windows Server 2008 R2.

- For Windows 7, NVDA requires Service Pack 1 or higher.
- For Windows Server 2008 R2, NVDA requires Service Pack 1 or higher.
- at least 150 MB of storage space.

Getting and Setting Up NVDA

If you have not yet got a copy of NVDA, you can download it from the NV Access website.

Go to the download section and you will find a link to download the latest version of NVDA.

Running the file you have just downloaded will start a temporary copy of NVDA. You will then be asked if you want to install NVDA, create a portable copy or just continue using the temporary copy.

If you plan to always use NVDA on this computer, you will want to choose to install NVDA. Installing NVDA will allow for additional functionality such as automatic starting after sign-in, the ability to read the Windows sign-in and secure screens (which cannot be done with portable and temporary copies) and creation of Start Menu and desktop shortcuts. The installed copy is also able to create a portable copy itself at any time.

If you want to take NVDA with you on a USB thumb drive or other writable media, then you should choose to create a portable copy. The portable copy also has the ability to install itself on any computer at a later time. However, if you wish to copy NVDA onto read-only media such as a CD, you should just copy the download package. Running the portable version directly from read-only media is not supported at this time.

Using the temporary copy of NVDA is also an option (e.g. for demonstration purposes), though starting NVDA in this way each time can become very time consuming.

Portable and Temporary Copy Restrictions

Apart from the inability to automatically start during and/or after log-on, the portable and temporary copies of NVDA also have the following restrictions:

The inability to interact with applications running with administrative privileges, unless of course NVDA itself has been run also with these privileges (not recommended).

The inability to read User Account Control (UAC) screens when trying to start an application with administrative privileges. Windows 8 and later: the inability to support input from a touch screen. Windows 8 and later: the inability to provide features such as browse mode and speaking of typed characters in Windows Store apps. Windows 8 and later: audio ducking is not supported.

Installing NVDA

If installing NVDA directly from the NVDA download package, press the Install NVDA button. If you have already closed this dialog or are wanting to install from a portable copy, please choose the Install NVDA menu item found under Tools in the NVDA menu. The installation dialog that appears will confirm whether you wish to install NVDA and will also tell you whether this installation will be updating a previous install. Pressing the Continue button will start installing NVDA. There are also a few options in this dialog which are explained below. Once the installation has completed, a message will appear telling you that it was successful. Pressing OK at this point will restart the newly installed copy of NVDA.

Principal

Technical Specifications of NVDA Software

System Configuration Requirement:

Operating Systems: all 32-bit and 64-bit editions of Windows 7, Windows 8, Windows 8.1, Windows 10, Windows 11, and all Server Operating Systems starting from Windows Server 2008 R2.

- For Windows 7, NVDA requires Service Pack 1 or higher.
- For Windows Server 2008 R2, NVDA requires Service Pack 1 or higher.
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Principal