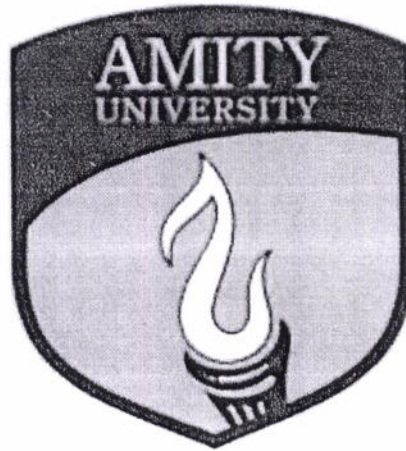


# AMITY UNIVERSITY MADHYA PRADESH



## Standard Operating Procedure (SOP) for Assistance to Persons with Disability

(Total 03 Pages)

*Apshini*  
Registrar  
Amity University, Madhya Pradesh  
Gwalior

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Ref. No. AUMP/RO/2017/154(A)

Date: 28.03.2017

**Standard Operating Procedure for Assistance to Persons with Disability**

**1. General**

Amity University Madhya Pradesh promotes an inclusive environment and provides assistance to Persons with Disability (PWD) as per the guidelines of Ministry of Social Justice and Empowerment, PWD Act 2016 as also the AUMP policy for Persons with Disability.

**2. Aim**

The aim of this SOP is to establish a mechanism to provide seamless assistance to Persons with Disabilities to ensure their physical, emotional and social well being and assimilation in the mainstream.

**3. Procedure**

- (a) Any person with disability may seek assistance or redressal by approaching the Office of the Director Administration. The office of the Director Administration will take up the request for Assistance/ Internal Grievances of PWD student/ staff, directly- either in writing, through email, in person or on Amizone.
- (b) After due assessment of the nature of the application, the case will either be resolved, if within the remit of the office of Director Administration or will be forwarded to relevant Institute/ School/ Department within 72 hours of receiving such request/ complaint.
- (c) On receipt of such request/ complaint, individual Institutes/ Schools/ Departments of the University will endeavour to provide assistance to the extent possible on case-to-case basis or escalate it to the University Complaints Committee, within 3 working days of receiving such a request/ complaint.
- (d) The University Complaints Committee will duly deliberate over the issue and forward its recommendations to the Hon'ble Vice Chancellor, AUMP, within 5 working days of receipt of such application.

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Registrar  
Amity University Madhya Pradesh  
Gwalior

(e) The decision of the Hon'ble Vice Chancellor, AUMP, will be final and binding.

**4. Conclusion**

(a) The contents contained herein are only elaborative and not exhaustive, and may be modified, as deemed appropriate, from time to time.

(b) The contents of this policy document have been perused by the Hon'ble Vice Chancellor and have his approval.

  
Registrar  
Amity University Madhya Pradesh  
Gwalior

**Copy to :-**

1. PS to Hon'ble Vice Chancellor
2. Pro-Vice Chancellor Office
3. Dean (Research)
4. All HoI's
5. All HoD's (Teaching & Non - Teaching)
6. Office Record

  
Registrar  
Amity University Madhya Pradesh  
Gwalior