

**VIDYA VIKAS MANDAL'S**  
**SHREE DAMODAR COLLEGE OF COMMERCE & ECONOMICS**  
**EQUAL OPPORTUNITY POLICY**

The Government of India has notified the Rights of Persons with Disabilities Act, 2016 (RPwD, Act) and Rights of Persons with Disabilities Rules, 2017. VVM's Shree Damodar College of Commerce & Economics, Margao- Goa adopts this Equal Opportunity Policy as per Section 21(1) of the RPwD, Act 2016 read with Rule 8 of RPwD Rules, 2017.

**1. PREAMBLE**

VVM's Shree Damodar College of Commerce & Economics (SDCCE) recognizes the importance of a diverse workforce and the need for an inclusive and enabling work environment. The College commits itself to provide equal opportunities for persons with disabilities (PwD) and to provide facilities to ensure their full participation in College work. The College also commits itself to ensure that PwD can serve in the College in a conducive work environment.

**2. SCOPE**

The Policy applies to all employees of SDCCE and to all assets under the ownership and/or functional control of the College.

**3. PURPOSE**

This Equal Opportunity Policy provides equal opportunities to PwD without any discrimination and ensures to provide specially-abled employees with an environment that is conducive to work.

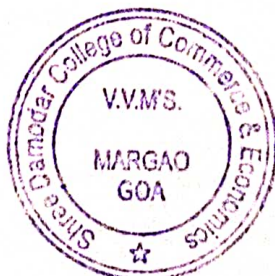
**4. DEFINITION**

The definitions of different terms used in this Policy will be as prescribed under the Rights of Persons with Disabilities Act, 2016 and the Rights of Persons with Disabilities Rules, 2017.

**5. RIGHTS AND ENTITLEMENTS:**

The College strives to ensure that PwD are provided the right to equality, life with dignity and respect for their integrity on equal terms with other employees. It also strives to provide a working environment that is free from any discrimination against PwD.

**(a) Facilities and amenities to be provided to PwD to enable them to effectively discharge their duties in the establishment:**



The College aims to ensure that the infrastructure conforms to the standards of accessibility as prescribed by the Government of India. The College has facilities in place to ensure physical access to PwD, and undertakes to upgrade the facilities and amenities as and when the Government of India upgrades/revises its standards of accessibility.

**(b) List of posts identified suitable for PwD in the establishment:**

The College shall prepare a list of the identified posts in all groups – A, B and C – that are suitable for persons with disabilities.

**(c) Selection of PwD for various posts, post recruitment and pre-promotion training, preference in transfer and posting, special leave and other facilities**

**(i) Selection of persons with disabilities for various posts:** The College would offer equal opportunity for candidates with different disabilities to apply. All vacancies will be advertised through proper channel. Application forms will be made available to candidates with different disabilities in a form accessible to them. Employment, career progression, training, reservation or any other benefits shall be as per Government policy and rules in force.

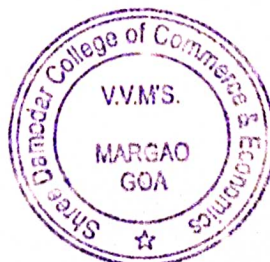
Any information provided by an employee with disability shall be kept confidential, if such a request is made. If an employee acquires disability subsequent to their employment, the employee can join work at the same rank and with the same service conditions as before. In case the employee is unable to perform the current job, SDCCE shall make efforts to re-skill the employee for another position at the same rank or higher rank.

**(ii) Post-recruitment and pre-promotion training:** The College shall provide induction training for PwD recruited into the College. Job specific post-recruitment as well as pre-promotion training shall be planned and organized for the persons with disabilities. The duration and content of the training shall be developed by experts who are proficient in providing training to PwDs in consultation with Directorate of Higher Education (DHE) and the State Commissioner for PwD. The training shall be fixed at a suitable location.

**(iii) Preference in transfer and posting:** The employees of this institution are not liable for transfer. To the extent possible, the persons with disabilities will be allowed to continue in the same job, where they have achieved productive performance in work.

**(iv) Special Leave –** Any Special Leave to be granted to PwD employees shall be as the Government rules in force

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



The College will provide appropriate furniture, wheelchairs, ramps with railings, accessible stairs/ elevators, enabled washrooms, wider doorways, parking facility, etc. to PwDs. Any facility that is added or renovated will be considered for compliance with accessibility standards. Employees facing accessibility issues will be encouraged to report the same to the Liaison Officer.

**(e) Appointment of Liaison Officer**

The Principal shall appoint the Vice-Principal or any regular employee as Liaison Officer. The Liaison Officer shall be assisted by Grievance Redressal Officer who shall be any regular employee of the College nominated by the Principal.

The Liaison Officer shall:

- Implement an action plan to make the workplace accessible for people with disabilities.
- Ensure awareness of the Equal Opportunity Policy among all employees.
- Develop plans to prevent discrimination and harassment of people with disabilities.
- Ensure employees comply with the Equal Opportunity Policy.
- Monitor that the work environment is free from discrimination and harassment
- Encourage inclusion and respect by employees towards each other.

**6. Awareness**

The Equal Opportunity Policy of the College shall be prominently displayed on the College website and provided wide publicity to create awareness among employees.

**7. Grievance Redressal**

As per the mandate of the RPwD Act, 2016 the College shall appoint a Grievance Redressal Officer. The Principal shall appoint a regular employee of the College as the Grievance Redressal Officer.

The Grievance Redressal Officer shall be the nodal officer to receive and dispose all grievances received under this Policy. The Grievance Redressal Officer shall enter the complaints received in a register of complaints in the prescribed form. The Grievance Redressal Officer shall investigate the complaint and take corrective action. Complaints received by the Grievance Redressal Officer shall be addressed within two weeks from the date of registration of the complaint.

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