

Standard Operating Procedures

Support Center for Persons with Disabilities

Faculty of Arts, University of Jaffna

Support Centre for Persons with Disabilities was established at the Faculty of Arts, University of Jaffna under the AHEAD project in 1999.

Including students having different types of disabilities in higher education institutes is a requisite need of society. The enrollment of the number of disabled students in public institutions of Higher Education shows a very encouraging increase from year to year. This increase shows that the government is serious about ensuring equal access for persons with disabilities to the provision of higher education services. Universities also adopt possible changes in order to provide equal education for students with disabilities.

Inclusion is attached to the fundamental human right to education for all promulgated in the 1948 Universal Declaration of Human Rights. The United Nations Convention on the Rights of Persons with Disabilities (CRPD), specifically Article 24, strengthened the global shift towards inclusion by mandating States parties improve education systems and undertake measures to fulfill the rights of persons with disabilities to quality inclusive education.

According to the National and International norms for inclusive education, it has to be incorporated into the educational settings related to the schools and universities. The existing disability legislation, Act No. 28 of 1996 is limited to access to education, employment and physical accessibility to public places. With the ratification of UNCPRD (UN Convention on the Rights of Persons with Disabilities) in 2016, the government is accountable for preparing local legislation in line with UNCPRD.

The Support Center of the Faculty of Arts will furnish the educational needs of the students who may face difficulties with blindness, dumbness, physical disabilities, neurological disabilities and learning disabilities.

The services available at the Support Center:

- Basic training in computer applications.
- Braille Typing

- Braille Printing
- Making photocopies of the study materials
- Getting the wheelchair service
- Charging wheelchair battery
- Using laptops for reading audiobooks.
- Using headsets for listening study materials and references for reading

The administrative structure includes:

- The Dean, Faculty of Arts
- The Deputy Registrar, Faculty of Arts
- Coordinator of the Support Center
- Faculty AHEAD Coordinator
- Technical Officer
- Management Assistant
- Office - Aid

Responsibilities of the Coordinator:

- Monitoring the overall functions of the Support Center
- Providing needed assistance to the other officials who work at the Support Center.
- Checking the working condition of the laptops, headsets and braille printer with the help of the technical officer.

Responsibilities of the Office Management Assistant:

- Updating and maintaining the entries of the service provided to undergraduates who suffer from different types of disabilities.
- Providing assistance to the students with disabilities to use the relevant technology-related machines.
- Making copies of the study materials for blind students.
- Maintaining the number of Braille papers in custody and usage in a notebook.
- Keeping the numbers of photocopy sheets in a notebook.
- Facilitate the students with reading study materials.

- Inform the stock status of braille sheets and photocopy sheets to the administrative committee every week

Responsibilities of the Technical Officer:

- Providing basic training, on computer applications to students with disabilities.
- Encouraging students with disabilities to use laptops for educational purposes.
- Providing support for the students to print their study materials in the braille printer.
- Engage the students with disabilities, in active learning.
- Uploading the audiobooks in a reader-friendly version (on a hard disk/Laptop)

Responsibilities of the Office Aid:

- Providing assistance to the technical officer to carry out his duties.
- Maintaining the cleanliness of the premises.
- Maintaining the cleanliness of the equipments kept at the Support Center.