AMITY UNIVERSITY MAHARASHTRA

Established vide Maharashtra Act No.13 of 2014, of Government of Maharashtra, and recognized under Section 2 (f) of UGC Act 1956.

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Ref. No. : AUM/RO/1529 **Date: 21.07.2023**

On-Campus Accommodation for The People with Disabilities

We have a reasonable accommodation strategy for people with disabilities, including adequate funding.

Amity University Maharashtra Offers the On-Campus Accommodation to the people with disabilities either the employees or the students. The person with disabilities is provided with facilities such as elevator, ramp, wheelchairs, and the western toilets for the better ease of access in the daily routine. Once the accommodations are provided to the person with disabilities, the rules and regulations of the universities are applicable. The university has invested on the on-campus wheelchair, elevators, ramp, battery vehicles, medical facility, clinic, and counselling cell. The adequate funds are made available for the additional resources to be provided during the emergency. Similarly, additional resources are provided for the dynamic rise in the student numbers, and the employees at the university. There is also a adequate provisions are done for the maintenance of all these services and resources. The prior approvals are required to be taken from the Hon. Vice Chancellor and the Management of the University to provide such a resource to the person with disabilities.

Accommodation to the Employees

The employees appointed full-time can get the accommodation in the campus on the request basis. The charges are applicable as per the rules and regulation of the Amity University Maharashtra. The HR Department takes care of the employees request for the on-campus accommodation. As per the rules and regulations of the University, the charges of the accommodation are applicable.

Accommodation to the Students

Hostel accommodation is available to both female and male students upon request, with priority alignment given to students with physical disabilities. The Hostel Director directly oversees the allocation of these rooms to ensure all accessibility requirements are fulfilled. To facilitate ease of movement and daily activities, the administration prioritizes assigning ground-floor accommodations to students with mobility challenges. Additionally, the university provides on-campus battery-operated vehicles to ensure seamless transit between campus buildings. All designated rooms are fully furnished, and standard institutional fees apply in accordance with established university rules and regulations.

Short-term accommodation for the Visitor

The university administration is committed to ensuring a welcoming and accessible environment for all visitors with physical disabilities. Special operational care is taken on a daily basis to facilitate seamless movement and transit across the campus. Furthermore, visitors arriving for short-term purposes—such as attending academic conferences or conducting admission inquiries—are provided with accessible campus accommodation, subject to prior administrative approval.

AMITY UNIVERSITY MUMBAI

Authority Signature and Seal

Date: 21 July 2023.

Step-by-Step Application Procedure

To request accessibility or housing adjustments, individuals must follow the structured operational procedure outlined below:

- **Step 1: Submission of Request—** Applicants must fill out the centralized Digital Accessibility Request Form via the university portal prior to campus arrival or course commencement.
- **Step 2: Documentation Upload—** Upload the official government disability certification alongside specific recommendation notes from a certified medical specialist outlining needed functional modifications.
- **Step 3: Verification & Assessment—** The Accessibility Review Committee, led by the Hostel Director and medical representatives, conducts an evaluation of the request parameters within 5 business days.
- **Step 4: Formal Allotment Notification—** An official institutional allocation letter is issued detailing room assignments, vehicle access authorization, or specific exam provisions.

Grievance Redressal Mechanism

In instances where an accommodation request is denied, delayed, or improperly executed, individuals have immediate access to a formalized escalation pathway:

- **Step 1: Formal Filing—** Grievances must be registered with the Office of the Registrar or through the designated online Grievance Portal within 7 calendar days of the disputed decision.
- **Step 2: Investigation and Hearing—** The University Disability Grievance Committee will schedule an evidentiary review hearing to re-assess the applicant's submission parameters and functional needs.
- **Step 3: Administrative Directive—** The committee will issue a binding executive order to the respective department (Hostel, Examinations, or IT) to either uphold or modify the original allocation.

Institutional Review and Resolution Timelines

To ensure accountability, transparency, and timely support, the university enforces the following maximum service level agreements (SLAs):

Request / Action Category	Maximum Review Timeline	Escalation Authority
Standard Academic / Examination Accommodations	3 Business Days from form submission	Controller of Examinations
Priority Ground-Floor Hostel Allotment Requests	5 Business Days from form submission	Hostel Director / Dean of Student Affairs
Short-Term Visitor / Conference Lodging Approvals	2 Business Days from event request	Registrar Office / Event Chair
Urgent Emergency / Temporary Disability Adjustments	24 Operational Hours from notification	Campus Medical Officer
Formal Grievance Redressal Review & Resolution	7 Calendar Days from grievance filing	Vice-Chancellor / Accessibility Committee Chair

Faculty Accommodation





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