



भारतीय प्रौद्योगिकी संस्थान कानपुर

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

दिव्यांग प्रकोष्ठ

CELL FOR DIFFERENTLY ABLED PERSONS

26 FEB 2024

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26 Feb, 2024

Dean, Academic Affairs  
IIT Kanpur

**Subject: General guidelines for instructors and tutors/teaching assistants towards Students with Disabilities (SwDs)**

Dear Prof. Shalabh,

I am writing to propose guidelines for instructors and tutors/teaching assistants for SwDs as discussed in our meeting on February 15, 2024. These guidelines will assist the students in utilizing the benefits without compromising their privacy.

Proposed guidelines:

1. One tutor/teaching assistant dedicated for SwDs will be assigned in every class by the instructor at the beginning of the semester. He/she will be the nodal point of contact for the SwDs and will be responsible for coordinating necessary accommodations.
2. The designated tutor/teaching assistant will maintain the confidentiality of the SwDs in all class discussions, interactions and records. Instructors should emphasize this point.
3. The tutor/teaching assistant may be assigned from the group of regular tutors/teaching assistants or a separate tutor/teaching assistant may also be assigned.
4. The designated tutor/teaching assistant will contact CDAP office once at the beginning of the semester for further instructions and sensitization. This will include-
  - Making them aware of the accommodations available to SwDs in IITK.
  - Provide documentation, strategies and assistive technology tools wherever applicable for implementing accommodations effectively throughout the semester.
  - Provide support and accommodations based on the student's evolving needs.
5. Tutors/teaching assistants may contact the CDAP office for any queries/concerns as need be throughout the semester.

Following these guidelines will support maintaining the confidentiality of SwDs while ensuring that their unique needs are addressed etiquetly. The CDAP team is thankful for your consideration and support in the matter.

Regards,

*Anubha Goel*

Prof. Anubha Goel  
Coordinator & PI, CDAP

# Frequently Asked Questions

## **Q. Why a separate tutor has been assigned for differently abled students?**

To provide available accommodations/benefits at IITK without compromising the privacy of students.

## **Q. Isn't it obvious that a student has disabilities? How does privacy come in tutoring/teaching?**

Many disabilities are not visible. At times, students with disabilities have adapted to an extent that it is not easy to notice.

However, by calling out their names/roll numbers as students with disabilities in a classroom, they get highlighted as special/different/weak, leading to social stigma, unwanted ridicule or bullying amongst peers.

## **Q. How can I assist the students without compromising their privacy in class?**

- After the initial introduction, do not call out the students' name/roll number in class to inform them of benefits or give any special instructions.
- If you feel that a student has problems or you wish to clarify something with a student, talk separately or contact them via email.

## **Q. How can I assist the students without compromising their privacy during quizzes or exams?**

- Students with disabilities get 20 minutes extra for every hour in all exams.
- Do not call out their name/roll number during exams to announce extra time.
- Students with disabilities are aware of the extra time rule and will submit answer sheets after their extra time is completed.
- If in doubt, ask the student to display his/her institute ID card and verify that he/she is in your list of differently abled students for the class.

## **Q. What kind of help/assistance do students with disabilities need?**

- Depending on the disability, students will need different kinds of assistance.
- They may need help with lecture notes, access to lecture slides, attendance/deadline modifications, accessible materials etc.

## **Q. How will I know of the specific requirements, and how can I provide them?**

- You will be introduced to the students early at the start of the semester, and you have to contact CDAP to be informed of any special needs.
- Students will also be aware that you are the tutor assigned for them and will contact you.
- For lecture slides, attendance/deadline modifications inform the instructor.
- For help with accessible material, assistive technology and assistive software tools you can check [Frequently Asked Questions](#).

In case of any queries/concerns please contact: [cdap@iitk.ac.in](mailto:cdap@iitk.ac.in)