



TRIDENT ACADEMY OF TECHNOLOGY

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Name of the Policy	Disability Accommodation Policy	Department Responsible	Principal
Department	All	Prepared By	Dr.A Baral
Effective Date	10.02.2018	Checked By	Prof.P K Sahoo
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No.of Pages	3	Approved By	Principal

Disability Accommodation Policy for Trident Academy of Technology

Purpose:

To ensure that all students and staff at Trident Academy of Technology have equal access to educational programs, services, and facilities, in compliance with applicable laws and to promote an inclusive environment for individuals with disabilities.

Scope:

This policy applies to all students, faculty, staff, and visitors of Trident Academy of Technology.

1. Policy Statement

Trident Academy of Technology is committed to providing equal opportunities for individuals with disabilities. We recognize that disabilities can affect learning and participation in academic and campus life, and we are dedicated to providing reasonable accommodations to support these individuals.

2. Definitions

- Disability: A physical or mental impairment that substantially limits one or more major life activities.
- Reasonable Accommodation: Modifications or adjustments to a course, program, job, or work environment that enable individuals with disabilities to perform essential functions or access educational opportunities.

3. Requesting Accommodations

Eligibility: Any student or employee who identifies as having a disability is eligible to request accommodations.

Process for Students:

- Submit a formal request for accommodations to the Office of Disability Services (ODS).
- Provide documentation of the disability from a qualified professional.



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- Meet with an ODS representative to discuss specific needs and potential accommodations.

Process for Employees:

- Submit a written request to Human Resources (HR) outlining the nature of the disability and specific accommodation needs.
- Provide relevant documentation if necessary.
- Meet with HR to discuss the request.

4. Types of Accommodations

Accommodations may include, but are not limited to:

- Extended time on tests and assignments
- Note-taking assistance or access to lecture notes
- Accessible classroom and workspace modifications
- Sign language interpretation or captioning services
- Alternative formats for instructional materials

5. Confidentiality

All information regarding an individual's disability and accommodation request will be kept confidential and shared only with those directly involved in the accommodation process.

6. Responsibilities

- Office of Disability Services: Responsible for evaluating accommodation requests, maintaining records, and coordinating services.
- Faculty and Staff: Required to implement approved accommodations and collaborate with the ODS to support students and employees with disabilities.
- Students and Employees: Responsible for communicating their accommodation needs and following the established processes for requesting accommodations.

7. Appeals Process

If a request for accommodation is denied, individuals may appeal the decision. The appeals process includes:

- Submitting a written appeal to the appropriate administrative office (ODS for students, HR for employees) within ten (10) business days of the denial.
- The appeal will be reviewed by a designated committee, and a written decision will be provided within fifteen (15) business days.

8. Compliance and Review




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This policy will be reviewed annually and updated as necessary to reflect changes in laws, regulations, or institutional practices. Trident Academy of Technology will comply with all federal, state, and local laws regarding disability accommodations.

Conclusion:

Trident Academy of Technology is committed to fostering an inclusive environment where individuals with disabilities are supported and empowered to succeed. Through reasonable accommodations, we aim to enhance access to education and employment opportunities for all members of our community.

ATTESTED



Principal
Trident Academy of Technology
Bhubaneswar-751024
Principal