



ABBAY ROAD INSTITUTE

Disability Policy

Owner: Institute Director

Effective from: June 2025

Date of last review: June 2025

Reviewed by: Institute Director

Next review date: September 2026

1. Introduction

- 1.1. Abbey Road Institute Mumbai (ARI Mumbai) welcomes all students who are academically and musically qualified and motivated to benefit from the various programmes offered.
- 1.2. We are committed to actively promoting equality of opportunity ensuring that all students reach their learning potential and achieve success on an appropriate course of study. This means that disabled applicants and students may be entitled to receive support to enable them to participate as fully as possible in college life and to enable them to complete their programme of study successfully.
- 1.3. ARI Mumbai welcomes applications from anyone regardless of disability. Central to the Student Disability Policy is the intention to take account of individual needs and to work with disabled students to find appropriate and practical solutions to problems that might arise.

2. Legal Context

2.1. All students are personally bound by the Rights of Persons with Disabilities Act, 2016, India's consolidated disability-equality law, which prohibits discrimination, mandates accessibility and requires inclusive treatment of persons with disabilities.

2.2. Related Institute policies & procedures are:

- Equality & Diversity
- Student Handbook

3. Purpose

- 3.1. ARI Mumbai recognises its responsibility to make anticipatory and reasonable adjustments to all policies, procedures, and provision of services, including teaching and learning, and actively seeks to widen the participation of disabled people in higher education.

- 3.2. ARI Mumbai seeks to actively promote inclusive practices and encourages students to disclose information regarding additional needs as early as possible in the application process in order for support planning and provision to be most effective. Students can disclose their needs confidentially at any stage of the student life cycle.
- 3.3. We will support students to progress and gain strategies to succeed as independent graduates. It is the aim of ARI Mumbai to foster independence, self-awareness and personal responsibility amongst students. We encourage students to take an active part in the process and take appropriate steps to manage their own health and wellbeing in order to fulfil their academic potential

4. Definition of Disability

- 4.1. All students are personally bound by the Rights of Persons with Disabilities Act, 2016, which outlaws discrimination, mandates reasonable accommodation and requires institutions to promote disability equality. Under the Act, 'disability' means a long-term physical, mental, intellectual or sensory impairment that substantially limits everyday activities, and includes conditions such as mental illness, autism spectrum disorders (including Asperger's), specific learning disabilities, chronic neurological or medical conditions (e.g. multiple sclerosis, diabetes, epilepsy), sensory or locomotor impairments, chronic pain/fatigue, cancer and HIV/AIDS from diagnosis.

5. Responsibilities arising from the Policy

- 5.1. Students are responsible for disclosing their disability to ARI Mumbai
- 5.2. Students have the right not to disclose a disability or to request that the existence or nature of their disability is treated as strictly confidential and therefore not shared with relevant staff across the Institute. Requests for strict confidentiality may mean that a less satisfactory adjustment is provided or that no adjustment can be provided.
- 5.3. Students are responsible for requesting any review of implemented reasonable adjustments if such adjustments are not proving effective in meeting their entitlements.
- 5.4. Where students do not inform ARI Mumbai of any disability and the effect of said disability, the Institute will be exempt from any duty to make reasonable adjustments. This exemption does not apply, however, where ARI Mumbai ought to have known that the individual in question was disabled, and the individual's disability was liable to affect them in the manner set out in section 6 of the Equality Act.

6. Responsibility for the Disability Policy

- 6.1. The Assistant Manager is responsible for the implementation and operational review of this policy. The policy is reviewed annually.

7. Disclosure

- 7.1. Applicants are strongly encouraged to disclose their disability to ARI Mumbai as early as possible in the application process and as much information as possible should be provided in respect of the nature of the condition and how it affects the applicant.
- 7.2. ARI Mumbai will require medical evidence of the disability or evidence from an appropriately trained relevant expert in order to fully consider the request for adjustments and to determine whether ARI Mumbai is able to support the student in their studies.
- 7.3. Should the student fail to provide the relevant information when requested ARI Mumbai may not be able to assess what adjustments are required or put those adjustments in place, and entry may be deferred.

8. Confidentiality

- 8.1. Students can seek confidential advice and support from the Assistant Manager at any point.
- 8.2. Applicants and students have the right to request their disability be kept confidential. Where absolute or limited confidentiality has been requested, ARI Mumbai may not be able to make adjustments that would otherwise be reasonable, particularly in relation to disabilities that are hidden and complex or where the related needs are specific to the individual.
- 8.3. Where confidentiality has not been requested, ARI Mumbai will manage the process of information sharing and will treat all personal data in accordance with local regulations and guidelines; access to disability-related information will be provided on a need to know basis and only, in order for reasonable adjustments to be implemented.
- 8.4. If a student chooses to disclose a disability informally to a lecturer or any other member of staff, then by law, ARI Mumbai is deemed to know about that student's disability. Levels of confidentiality should be negotiated with the student and they should be encouraged to explore reasonable adjustments, but at the very least the disclosure should be documented with the Assistant Manager.
- 8.5. Where a student is on an exchange to another institution or partner, relevant information may be shared with the consent of the student to ensure reasonable adjustment will be provided at the host institution/organisation and to ensure no disadvantage is experienced by students engaged on exchanges and placements.

9. Assessment and Examinations

- 9.1. ARI Mumbai has a policy of providing reasonable adjustments to assessment and examination arrangements, where necessary, for disabled students.
- 9.2. Students requiring adjustments to be made prior to taking unseen examinations must make this situation known at least one month prior to the date of the examination.

10. Measures for Monitoring the support needs of disabled students.

10.1. The Selection Panel is responsible for matters relating to equality of opportunity in student recruitment and admissions, for developing policies which meet legislation and best practice, for monitoring the impact of these policies on different minority groups, and for reviewing relevant student recruitment and admissions data.

11. The Assistant Manager and Institute Director are responsible for matters relating to equality of opportunity in learning, teaching, and assessment, for developing policies which meet legislation and best practice, for monitoring the impact of these policies on different minority groups, and for reviewing relevant data on the retention, achievement, and success of disabled students.

12. Continuing Professional Development

12.1. ARI Mumbai is committed to ensuring that all teaching and support staff are appropriately trained and that teaching practice/strategies are inclusive. ARI Mumbai will provide information for staff in a range of media, including printed information leaflets (ADHD, Dyslexia, etc.) and will ensure that training is available on a regular basis (mental health, dyslexia etc.)

12.2. Information and training is reviewed and provided throughout the academic year in response to the needs of the students.