



WOMEN UNIVERSITY

OF AZAD JAMMU & KASHMIR, BAGH. Website: www.wuajk.edu.pk

Office of the Registrar
(General section)

No: WUB/ARO (G)/1795-1802/2024

Dated: 14-02-2024

Office Order:


The Vice Chancellor, on the recommendations of the Director Student Affairs has accorded approval (subject to the approval of relevant Forums/Bodies) to designate the following Disability Coordinators as per the "HEC Policy for Students with Disabilities at Higher Education Institutions in Pakistan" at Women University of Azad Jammu & Kashmir Bagh in light of Directive of HEC Pakistan.

Disability Coordinators

S#	Name	Department/Designation	Status
01	Ms. Maliha Rasheed	Lecturer Biotechnology	Coordinator
02	Ms. Misbah Saba	Lecturer Education	Coordinator

TORs of Disability Coordinators:

1. To be a point of liaison between the Accessibility Committee and students with disabilities including connecting students with disabilities to the Accessibility Committee for determination of their accommodation requirements.
2. Guide and advise students with disabilities interested in seeking admission and enrollment at the University on the facilities and accommodations available and arrange able at the University for persons with disabilities.
3. Have regular, periodic meetings with enrolled students with disabilities and maintain records of these interactions. This practice should be used to assess any emerging needs the students may have and to decide the appropriate course of action to facilitate the student.
4. Advise and facilitate enrolled students with disabilities during their studies on how to fulfill the administrative requirements of the institution and benefit from other services provided at the University such as accommodations, library, career counselling, extra-curricular opportunities etc.
5. Refer students with disabilities to the Accessibility Committee for arrangement of psychiatric counseling if a student requests or academic coaching whenever needed; ensure that the students' access requirements are identified and made known to relevant faculty well ahead of commencement of classes.
6. Advise students with disabilities before the commencement of each semester or academic year on their course selection and learning activities entailed.
7. Seek and record information on access requirements of individual student with disability enrolled at the University.



Assistant Registrar
(General)

Copy (for distribution)

- The Incharge Deans of Faculties
- The Registrar
- The Controller of Examinations
- The Director Students Affairs/QEC/Academics
- The Coordinators/HODs
- Members of the Committee
- Assistant Registrar (Meeting) for implementation of HEC Policy in forthcoming meeting of Academic Council.
- The Incharge IT Centre (with respect to upload the same on University website)

Copy (for information):

- Private Secretary to the Vice Chancellor.
- Master File.


Assistant Registrar
(General)