1. Introduction

This study was carried by the Karnataka state government employees association of blind (KSGEAB) by keeping in view of a need for accessible training policies and procedures to state government employees with physical disability in particular with vision impairment, that provides for reasonable accommodation and barrier free environment which is highly essential for easy learning, and thereby increase productivity and efficiency of a physically disabled government servant at work place. Past few years witnessed increase in number of physically disabled, particularly visually impairs recruited in to the service of state government at different cadre. Since then, various challenges faced by them to discharge their duties and responsibilities. Upsurge of a professional knowledge and Skill up gradation is identified as a vital need and inevitable to exterminate several hurdles come in the way of efficiency and productivity. But, obtaining knowledge and skill is observed to be a hard task as no glimpse of hopes indorsed in spite of few serious attempts of our community members at different times. No doubt, trainings are been provided for some but, they could not yield fruitful result. Little special training also failed to produce any positive impact. The existing training methods have created a feeling of discriminatory elements when it comes to disability. In order to find a reasonable approach to this issue, above said association knocked the door of appropriate authority assigned the powers to design training for Karnataka government servants to adopt suitable measures with regard to the training of government servants with particular need. Administrative training institute (A.T.I) Mysore responded positively and meeting was held on 24/02/2019 to design accessible training. It was presided by joint director of A.T.I. Mysore and representatives of K.S.G.E.A.B. decision was made to design favorable training for government servants with particular need. Accordingly, this study was carried with following references.

1. Approved common foundation training module of state government for state government servants.
2. Right to persons with disability (RPD act) 2016.
3. Various judgments of honorable Supreme Court and high court.
4. definitions

(a)

“barrier’’ means any factor including communicational, cultural, economic, environmental, institutional, political, social, attitudinal or structural factors which hampers the full and effective participation of persons with disabilities in society.

(b)

“communication” includes means and formats of communication, languages, display of text, Braille, tactile communication, signs, large print, accessible multimedia, written, audio, video, visual displays, sign language, plain-language, human-reader, augmentative and alternative modes and accessible information and communication technology.

(c)

“discrimination” in relation to disability, means any distinction, exclusion, restriction on the basis of disability which is the purpose or effect of impairing or nullifying the recognition, enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms in the political, economic, social, cultural, civil or any other field and includes all forms of discrimination and denial of reasonable accommodation

(d)

“High support” means an intensive support, physical, psychological and otherwise, which may be required by a person with benchmark disability for daily activities, to take independent and informed decision to access facilities and participating in all areas of life including education, employment, family and community life and treatment and therapy.

(e)

“Inclusive learning means a system of learners with and without disability learn together and the system of training and facilitation is suitably adapted to meet the learning needs of different types of learners with disabilities.

(f)

“Information and communication technology” includes all services and innovations relating to information and communication, including telecom services; web based services, electronic and prints services, digital and virtual services.

(h)

“Person with benchmark disability” means a person with not less than forty per cent. Of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.

(I)

“Person with disability” means a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others.

(j)

“Reasonable accommodation” means necessary and appropriate modification and adjustments, without imposing a disproportionate or undue burden in a particular case, to ensure to persons with disabilities the enjoyment or exercise of rights equally with others.

(I)

Tactile diagram means a drawing, picture or an imaginary document prepared for a visualization of persons with vision impairment.

(k)

Screen reader means a tool/software used by a visually impaired to access computer which converts text on a computer screen into voice.

(l)

Sign language is a non-verbal mode of communication used by persons with speech and hearing.

1. Summary of the study

* The study throws light upon reasonable accommodation at training for state government servants having vision impairment with analysis of physical disability in general.
* Identifies various challenges faced on learning process by persons with particular needs and made efforts to find out possible solutions.
* Address some extra initiative need to be taken by course coordinator to benefit learners with particular needs.
* Speaks about addition and necessary modification to be adopted in the training procedure to benefit learners with specific needs.
* Made an effort to identify some existed barriers and measures to eradicate them.
* Aim to minimize the gap between people with and without particular needs.
* Aimed at achieving inclusiveness.

1. **Some specifications**

Some aspects are to be considered while providing training for employees with physical disability particularly vision impairment. Considering them with high priority is inevitable and unavoidable as training is always incomplete without them. Needs and necessaries are volatile hence, policy makers are recommended to be flexible to bring changes/modifications from time to time. If any confusion arises or require any clarifications in this regard, it can be brought before the expert panel that got the knowledge of both disability and government service. Some of those aspects are explained below.

(a)

All aspects mentioned in the study are applicable for both inclusive as well as exclusive training:

* Exclusive training is specially designed and provided to persons with disability.
* Inclusive training refers to a training consisting of both government servants with and without disability.
* Whenever exclusive training is designed, all necessary measures to be taken to ensure, that no subjects included in similar regular training is excluded.
* During inclusive training, all necessary steps are to be taken to make sure, that efforts are made to remove learning barriers.

(b)

Could not build consensus on few subjects:

Comprehensive conclusion could not be drawn for few subjects like 1. Administration in Kannada.

2. Geographical information system (GIS).3. Project work and 4. Report righting hence, they are not mentioned here. Common consensus on this subject will be made after the meeting with joint director of ATI.

C

Extra time should be allotted for visually impaired trainees for few subjects such as HRMS, K2 and all other subjects involving practical demonstrations.

* Subjects such as HRMS, kajane 2 involves practical demonstrations.
* Whenever such concepts are taught, screen shots and PPT slides are widely used.
* Trainees can watch the screen display and proceed to have practical knowledge.
* All above privileges cannot be enjoyed by a visually impaired trainee.
* A layout of a web page can only be understood after basic navigation by using screen reader.
* Location of various elements will be known only after gaining enough idea about layout of webpages of an online software/website.
* If necessary, an expert who is well-versed with the knowledge of using computer with screen reader is to be consulted.
* Tactile diagrams are to be used at suitable time.
* Sufficient explanation, descriptions, examples can be used for better understanding.
* Due to all above stated reason, more time is to be allotted.

c)

Sign language facility for persons with hearing and speech impairment:

* It is important to provide such facility for an easy communication.
* Different kinds of sign languages are used at different parts.
* It is essential to identify universally accepted form of sign language.
* Accordingly, sign language interpreter must be invited whenever person or persons with specified disability is attending a training.\

(d)

Facilities for persons with mobility impairment:

* Modification in the training module or specific need to teach any subject is rare in case of trainees with mobility impairment.
* Suitable action is to be taken if arise any such needs based on circumstances.
* However, legislations related with persons with disability mandates building guideline and public accessibility to be followed at all public places and same shall be applicable to a training campus.
* It includes facility of ramp, elevator or escalator at elevation point, wheel chair access in the entire campus and all other facilities for the easy movement.

(e)

Mobility instructor facility for a visually impaired trainee:

It needs to be provided on a very first day, first session of training.

* + - * It is essential to get acquainted to a training campus and access to all basic amenities such as drinking water, dining aria, hostel area, and washroom and so on.
      * A mobility instructor will be able to get this familiarity with all mobility technics.

(f)

Certain facilities for a visually impaired at the time of group discussion, report writing and project work:

* + - At the time of group discussion, being a member of a group he or she need to get all ease to contribute something while performing assigned task.
    - For this purpose, they need to enjoy the privilege to rely on assistive aids and note taking devices.
    - As already recommended not to skip any portion of training, report writing and project work also to be mandate for a visually impaired trainee.
    - Again, he or she needs to rely on assistive aids and note taking devices.
* Note taking applications and assistive devices includes braille slates, tailusframe, abacus computers and so on.
* Necessary arrangement to be made one or more of any such devices.

To be provided.

(g)

Some initiatives to practice yoga:

* All Yoga trainers at various training center of state must be given some special instructions and it must be adopted them during training.
* If yoga instructor is not available at training center, necessary decision must be taken by the training coordinator 2 fulfill the special requirements on this matter.
* Efforts need to be made to identify special yoga instructors who are familiar with visually impaired learners 2 depute them during training.

(h)

Compatible/accessible standard training handbook has to be prepared for trainees with particular needs after pilot project:

* Handbook must include every bit of information of training.
* It must be available in accessible format.
* Accessible format includes brail, large font print, and digital format.
* Digital format must be compatible for screen reader users.
* The document also must contain information about facilities provided for a person with particular needs.

(I)

Some special measures to teach computer base subjects:



(l)

If possible, standing order has to be issued on all above stated aspects:

* It enables to fulfill all particular needs at all kind of training throughout the state.
* It is required to inform every training center to ensure such need and standing order may serve the purpose.
* It may evade possibilities of ignoring such needs

1. **Initiatives to be taken during theoretical subjects**

These are not static and exhaustive, need to be updated from time to time. However, following are some of the facets that are to be necessarily adopted.

They are:

* The training schedule and study materials shall be in accessible format.
* Same shall be applicable for teaching and learning materials as well.
* They must be available in one or more accessible formats like digital, audio brail and so on.
* All learning materials should be provided at the beginning of every week in advance for facilitating effective participation.
  + The presentation or teaching should be more descriptive where ever visual method is being followed.
* Usage of assistive aids and appliances where ever necessary and appropriate.
  + Ensuring that, all the future teaching videos should contain audio description.
* All the existing videos shall be made accessible in a face manner.
* There shall be an effort to make all the libraries of all the training institutions inclusive.
* All the essential books/content shall be identified and made accessible.

1. **Redesigning of module of office management learning to benefit persons with vision impairment.**

For the better understanding, following methods can be followed pertaining to the subject of office management:

* To provide clear visualization of a physical file and a note sheet Tactile diagram and soft version of a model file are to be used.
* Teaching must be based on activities such as role play and case studies on various scenarios.
* Intro to various important registers; using soft and physical books.
* Inter personal relations among fellow employees with special focus on visually disabled and sighted employees.

1. **Measures to be taken while proceeding field visit.**

Following are some of the measures to be followed while deputing visually impaired for field visit.

* + Tactile materials have to be prepared for all the documents and prior access of these tactile materials to be ensured.
* In inclusive setup, sighted co trainees can be assigned as facilitator.
* In exclusive training, more descriptive information to be ensured.
* Explaining the diagrams or any visual based materials in verbal mode.

1. **Addition of detailed computer training in the common Foundation course.**

Learning process of a person with vision impairment is slightly vary and sometime unique in nature. Hence, there are some additional aspects that are essential to add in the approved training module. Detailed computer training is one such requirement. Specially designed, and detailed Computer training to be included to the existing module while providing training to visually impaired employee. However, this can be excluded during bridge course, short term and specific trainings.

Why it is necessary?

* People with vision impairment not only use computer at work place as it is necessary but, it is also used as one of the assistive aid at various times.
* Computer will play a significant role even at the time of training itself.
* When it comes to written communication, people with vision impairment cannot access universal mode of written communication, and people without vision impairment cannot understand the special script used by visually impaired and this gap can be very well bridged by a computer.
* Apart from performing the assigned task at work place, people with vision impairment can use computer for various reasons at office and it can make things easier. Hence, it is very essential for them to learn computer.

Some aspects that are to be considered while providing Computer training two visually impaired trainees.

* Exclusive computer training has to be designed and given to employees with visual disability at the beginning of the training itself.
* For this purpose, duration of the training shall be extended for 10 working days.
* An additional session of at least one hour to be added for each day to practice computer.
* Training must be provided by using screen reader and magnifier based on requirement with special resource person or persons.
  + 1. One more addition to the training objective.

As efforts are made to design an accessible training, it is important to identify inclusive learning and promotion of inclusiveness as one of the objective of the training.

Merits:

* It can throw light on the term accessibility and its importance in training.
* It may help policy framers to design accessible trainings in future.
  + - It may help to carry inclusive training in future with highly accessible features.
    - Caters the need of all kinds of government servants with specific needs.

**Conclusion.**

For the benefit of persons with disability, it does not necessitate to specially designing the training but, what is essential is necessary modification in the existing training. Although, participation of recognized training institutions for persons with disability can be aloud while providing training for some extent, planning and implementation part must be entirely wrested with designated state training institution. In order to prevent the dependency on external special resource person, it is highly recommended to identify master trainers among physically disabled government servants.