

XRCVC, ST. XAVIER'S COLLEGE, MUMBAI



MEMBERSHIP FORM

Date: _____

Membership No. (For office use): _____

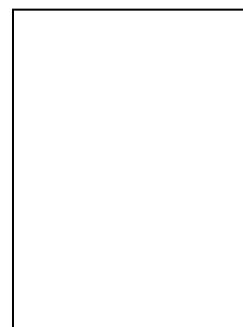
PERSONAL DETAILS

Name: _____

Address: _____

Contact Nos.: (Res.) _____ (Mobile) _____

Email ID: _____



Age: _____

Currently: Working _____ / Studying _____ /

Any Other _____

- If Student, Name of College: _____

Course: _____ Subjects: _____

- If Working, Name of Employer: _____

Work Profile: _____

OTHER DETAILS

Nature of Blindness: Totally Blind / Low Vision / Specify any other _____

Current Condition since Birth: Yes / No

If No, since when? _____

Any other Medical Conditions: _____

Braille Fluency: Reading / Writing / Both

Poor / Average / Good



Large Font Reading: Yes / No

Computer Fluency: Poor / Average / Good

Independent Mobility: Yes / No

How did you learn about the XRCVC? _____

Read the Service Access Terms and Conditions and Membership Rules and sign the following agreement. The membership is contingent only following the agreement.

I, _____, have received, read and agree to all the rules and regulations of the XRCVC and the terms of its various services as enlisted in the *Service Access terms and Conditions and Membership Rules* document given to me.

I, _____, hereby declare that I do not have any other medical conditions besides vision impairment for which I have attached my disability certificate. (If any additional medical condition exists I will provide the necessary medical certificate and information to the XRCVC).

Signature of Member

XRCVC MEMBER RECEIPT

Name:

Membership No:

Date:

Signature

XRCVC

St Xavier's College, 5 Mahapalika Marg, Mumbai 400001
Direct Telephone No: 22623242 / 22623298. Extn – 366

XRCVC - Viviana Extension

Viviana Mall West Court, 1st Floor, Next to Jupiter Hospital, Eastern Express Highway, Thane West, 400606.
Tel: 022 - 61701177, 022 - 61701178, 022 - 61701176

Website: www.xrcvc.org | Email: info@xrcvc.org



SERVICE ACCESS TERMS & CONDITIONS AND MEMBERSHIP RULES

General Membership Rules

- 1) The XRCVC membership is open to any print disabled person.
- 2) Membership can be sought through filling up the membership form.
- 3) The XRCVC space and facilities are to be used only for work related purposes.
- 4) For members who are not St. Xavier's college students, they are to visit the college only for the XRCVC work purpose. For accessing the XRCVC services, members need to always carry the membership receipt with them. Upon loss of membership receipt the said needs to be immediately reported to the XRCVC and a duplicate receipt availed.
- 5) Members should maintain silence whilst at the centre. They should bring along their own headphones.
- 6) All center property should be handled with care. Any problem or damage should be immediately informed to the Centre in-charge.
- 7) The Members should maintain discipline and professionalism in their use of the XRCVC services.
- 8) The XRCVC could decide to dismiss/ suspend membership if candidates do not follow its rules and regulations or on grounds of any reported misconduct. Misbehavior of any kind towards the volunteer/staff will lead to immediate suspension of the membership. Likewise, damage to property or systems, misuse of the computer / internet, theft, involving in malicious behaviour while working in the Centre or that would cause problems to the Centre will lead to immediate disqualification of the membership.
- 9) Internet surfing on purely recreational sites such as Orkut, Facebook etc. is not permitted. Inquire with the XRCVC staff which sites are not permitted.
- 10) Whilst using the computer facility, all members are to make use of headphones. Members are expected to carry their own headphones. Members will not be permitted to use computers with JAWS without headphones.
- 11) For transferring any data, members have to burn and use only CDs provided by the XRCVC.. CD burning is to be undertaken only by the Centre staff and the members should ask the staff for such assistance.
- 12) Members are allowed to carry their personal storage devices to copy material. However, these are to be used only by the Centre staff after scanning for viruses.
- 13) In order to access any or all of the XRCVC services, the individual needs to be a member of the XRCVC.

1. Accessible Technology Orientation and Support & Guidance

Accessible Technology orientation and support services are available for individuals and families. In order to avail of these services on more than one session, the individual has to seek the XRCVC membership first. Following this, the service is offered on a no-cost basis at mutually convenient times.



2. Training Programmes – Computer/ English Language/ Braille/ O & M/ Life Skills

The Centre conducts various training programmes on a regular basis. These programmes are to be accessed only by the XRCVC members. Members will be informed of upcoming programmes through the mailing list and other means.

The following terms should be kept in mind:

- Enrollment for the particular programme will be done during the specific registration period.
- Submission of the programme deposit fees should be done at the time of registration. This deposit would be returned to candidates only after successful completion of the course and if the criteria specified in the registration form are met.
- A premature drop out from a registered programme will make the deposit non-refundable.
- An entrance test and certain eligibility criteria may determine if a member is accepted to a particular programme.

3. Volunteer Support

The XRCVC offers volunteers to its members for reading/writing /recording/typing/teaching purposes. In order to avail of volunteer support from the centre, the members are required to make a volunteer request with the designated XRCVC staff.

The XRCVC does not guarantee volunteers. Volunteers would be provided on an availability basis. Except for emergency cases, volunteer requests would be taken in the beginning of each academic year by June end. It may not be possible for us to meet requests in the middle of the year.

- Once the volunteers have been assigned to the member, (s)he is expected to report to the Centre once in a month about the utilization of the volunteer services.
 - Irregularity by volunteers is to be immediately reported.
 - If the member receiving the volunteer service is found to be inconsistent and irregular for more than two turns without giving reasons, the service will be violated.
 - The member has to be punctual for each turn and inform the assigned volunteer if (s)he is going to be late. Being irregular with time will also lead to an automatic drop.
 - Misbehavior of any kind towards the volunteer/staff will lead to immediate discontinuation of the volunteer service.
 - Damage to property or systems, misuse of the computer / internet, theft, involving in malicious behaviour while working in the Centre with any other member or volunteer will lead to immediate disqualification of the service to the member.
 - Similarly, if the Centre receives a complaint regarding irregularity/misconduct of the member from the volunteer the Centre could decide to discontinue extending this service to the member.
 - The member is to maintain absolute punctuality and professionalism in working with the volunteer.
 - For any scanning and editing work of books the same needs to be always directed through the centre coordinator. No book scanning work to be handed to the volunteer directly.
- All rules that are applicable to gaining and retaining membership to the XRCVC will also be followed in this regard. Any kind of violation of the stated and signed rules by the member when interacting with volunteers will be considered as violation and will lead to the volunteer service being discontinued.



4. Personal Counseling and Career Guidance (for Individuals and Families)

Personal counseling and career guidance services are available for individuals and families. In order to avail of these services on more than one session, the individual has to seek the XRCVC membership first. Following this, the service is offered at a no-cost basis on prior appointment with the Centre counselor.

5. Accessible Format Creation: Braille/ Large Font/ Scanning/ Editing/ Audio Creation

The XRCVC offers creation of material in Braille/ large font and audio formats and also offers scanning and editing facilities on the following basis.

- Braille jobs/ large font printing and synthetic audio creation will be done on submission of soft-copy.
- Scanning and editing jobs will be taken up only on volunteer availability at our end. Members, however, are welcome to use the facility to scan and edit with the help of personal volunteers after seeking permission of the XRCVC authorities and on mutually agreeable terms and conditions.
- Braille and large font printing is undertaken only for small volumes. Large volume printing will not be undertaken.

6. E–Library

The XRCVC houses an E-Library of academic and non-academic books in various accessible formats: e-texts/audio/DAISY.

All registered members of the XRCVC are eligible to access the E-Library.

- Members are allowed to take a maximum of 8 books within one month.
- The members are not to share this material amongst any other person. This would entail a copyright infringement and make the member legally liable.
- For taking e-books, members can bring their own storage devices but the copying of the books can be done only by the Centre staff.

7. Accessible Technology Loan Schemes – Computers/CD Players etc.

The XRCVC on a need and availability basis will be in a position to loan assistive technology devices on a yearly basis.

Eligibility criteria for the loan scheme:

- XRCVC member for at least 1 year
- Have no complaints registered against them
- Gross annual family income of Rs. 4,00,000 or below

The loan scheme involves the members filling and submitting the appropriate application form available at the XRCVC office. All loan schemes are for a period of one year. They can be renewed based on the years' performance.

The XRCVC also holds the right to discontinue the loan scheme for any member if the member is found to not follow the rules of the XRCVC Member / Loan Scheme Agreement.



8. Special Programmes

The XRCVC conducts various programmes – seminars, workshops, sport events etc. Members would be informed of the same through the mailing list and participation in the same would be based on programme-specific registration processes which would be introduced when the programme is announced.

9. Networking Support

The XRCVC is happy to extend any form of networking support to its members in case of any difficulty encountered in the macro system.

The specific areas where the Centre is currently willing to extend support are:

- Scribe permissions
- Mediating with schools and colleges for admissions
- Mediating with potential employers
- Any other specific situation with which a member has concerns

In order for the XRCVC to mediate on behalf of an individual, the person has to seek the XRCVC membership. Further, the Centre will exercise its discretion to select cases which it will and will not mediate on behalf of.

In mediating on behalf of the member, the XRCVC gives no guarantee in ensuring success but will try its best to ensure that fair rules and regulations are followed.

Also, in the networking process the XRCVC expects that it is the specific member who will be involved in all mediation and correspondence and the XRCVC will not take over the process. It will only provide an institutional backing in order to strengthen the case.

