MSTC Corporate Website Accessibility Policy

Version: 1.0 Date: 1st Jan'2015

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Contents

Document Revision History

Revision date	Revision Description	Version Number
01-01-2015	Original release	1.0

Purpose

The purpose of the policy is to describe the accessibility issues present in the corporate web site and how the issues have been addressed.

Scope of the Policy

The scope of the policy confines only to MSTC's corporate website, viz. www.mstcindia.co.in. The policy defines the accessibility issues and the way MSTC has dealt with the same.

Accessibility Statement

MSTC Ltd is committed to ensure that it's corporate web site is accessible to all users through use of pervasive devices like desktop, laptop, web-enabled mobile devices etc. Stress has been given to provide maximum accessibility and usability to its visitors.

MSTC have put best efforts to ensure that all information on this website is accessible to people with disabilities. For example, a user with visual disability can access this website using assistive technologies, such as screen readers and screen magnifiers.

MSTC has followed the general guidelines to design this web site to meet Guidelines for Indian Government Websites which should help all visitors of this web site. The web site is so designed to adhere to the Web Content Accessibility Guidelines as laid down by World Wide Web Consortium (W3C).

Part of the information in the website is also made available through links to external Websites. External Websites are maintained by the respective departments who are responsible for making these sites accessible.

MSTC Limited is working towards making its website accessible for persons with disabilities, however currently Portable Document Format (PDF) files are not accessible. In addition, information provided in Hindi language is also not accessible.

Suggestion and problems if any may be forwarded to MSTC to further enrich the web site for better accessibility.

Screen Reader Access

MSTC Limited website complies with World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG). This will enable people with visual impairments to access the website using assistive technologies, such as screen readers. The information of the website is accessible with different screen readers.

Various Screen Readers to choose from

Screen Reader	Website	Free / Commercial
Screen Access For All (SAFA)	http://safa-reader.software.informer.com/download/ (External website that opens in a new window)	Free
Non Visual Desktop Access (NVDA)	http://www.nvda-project.org/ (External website that opens in a new window)	Free
System Access To Go	http://www.satogo.com/ (External website that opens in a new window)	Free
Thunder	http://www.screenreader.net/index.php?pageid=2 (External website that opens in a new window)	Free
WebAnywhere	http://webanywhere.cs.washington.edu/wa.php (External website that opens in a new window)	Free
Hal	http://www.yourdolphin.co.uk/productdetail.asp?id=5 (External website that opens in a new window)	Commercial
JAWS	http://www.freedomscientific.com/jaws-hq.asp (External website that opens in a new window)	Commercial
Supernova	http://www.yourdolphin.co.uk/productdetail.asp?id=1 (External website that opens in a new window)	Commercial
Window-Eyes	http://www.gwmicro.com/Window-Eyes/ (External website that opens in a new window)	Commercial

Speech Recognition Support

The information of the website is accessible with different speech recognition software, such as Dragon Naturally Speaking as well as Speech Recognition support available in Windows Vista and Windows 7 operating systems. This will enable people with mobility impairments, people with visual impairments and senior citizens access the website using assistive technologies, such as speech recognition   software.

Following table lists the information about different speech recognition software:

Information related to Speech Recognition Software

Speech Recognition Software	Website	Free / Commercial
Dragon Naturally Speaking	http://www.nuance.com/naturallyspeaking/products/default.asp (External website that opens in a new window)	Commercial
Windows Speech Recognition in Windows Vista	http://www.microsoft.com/enable/products/windowsvista/speech.aspx (External website that opens in a new window)	Commercial
Speech Recognition in Windows 7	http://www.microsoft.com/enable/products/windows7 (External website that opens in a new window)	Commercial

Accessibility Features

Site Accessibility
MSTC Limited is providing accessible and usable products to everyone. In doing so, we designed our website to conform to <u>Web Content Accessibility Guidelines (WCAG)</u>.

Adjusting Text Size with Browser Setting
Increasing and decreasing the text font differs for each browser and operating system. The table below outlines instructions to increase and decrease font on popular browsers and operating systems.

Operating System	Browser	Instructions
Windows	Internet Explorer 6+	View > Text Size
Windows	Mozilla Firefox 1+	View > Text Size
Windows	Opera 7+	View > Zoom
Mac OS X	Safari	View > Text Size
Mac OS X	Internet Explorer 5+	View > Text Zoom
Mac OS X	Mozilla	View > Text Size

Other Accessibility Features
Features incorporated in MSTC Limited website to make it easily accessible are:
Descriptive Link Text: Brief description of a link is provided using descriptive phrases instead of just using words such as 'Read more' and 'Click here' as link text. Further, if a link opens a Website in a new window, the description specifies the same.
Table Headers: The table headings are marked and associated with their corresponding cells in each row. This enables a screen reader to read out the column and row header of any cell for the user.

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Headings: The Web page content is organized using appropriate headings and subheadings that provide a readable structure. H2 indicates the main heading, whereas H3 indicates a subheading.

Titles: An appropriate name for each Web page is specified that helps you to understand the page content easily.

Alternate Text: Brief description of an image is provided for users with visual disability. If you are using a browser that supports only text or have turned off the image display, you can still know what the image is all about by reading the alternate text in absence of an image. In addition, some browsers display the alternate text in the form of a tooltip when the user moves the mouse pointer over the image.

Explicit Form Label Association: A label is linked to its respective control, such as text box, check box, radio button, and drop-down list. This enables the assistive devices to identify the labels for the controls on a form.

Consistent Navigation Mechanism: Consistent means of navigation and style of presentation throughout the Website has been incorporated.

Keyboard Support: The website can be browsed using a keyboard by pressing the Tab and Shift + Tab keys.

Customized Text Size: The size of the text on the Web pages can be changed through the browser, through the Accessibility Options.

Hyperlink

At many places in this website, one shall find links to other websites/portals. This links have been placed for one's convenience. MSTC Limited is not responsible for the contents and reliability of the linked websites and does not necessarily endorse the views expressed in them. Mere presence of the link or its listing on this website should not be assumed as endorsement of any kind. MSTC cannot guarantee that these links will work all the time and MSTC have no control over availability of linked pages.

Links to the MSTC Limited website by other websites/portals

Prior permission is required before hyperlinks are directed from any website/portal to this site. Permission for the same, stating the nature of the content on the pages from where the link has to be given and the exact language of the Hyperlink should be obtained by sending a request at MSTC Limited.

Help in Viewing Information in Various File Formats

This website includes some content that is available in non-HTML format. They might not be visible properly if your browser does not have the required plug-ins.

For example; Acrobat Reader software is required to view Adobe Acrobat PDF files. If you do not have this software installed on your computer, you can download it for free. The following table lists some plug-ins that you will require.

Document Type	Download
PDF content	Adobe Acrobat Reader - http://www.adobe.com/products/acrobat/readstep2.html (External website that opens in a new window)
Word files	Word Viewer 2003 (in any version till 2003) - http://www.microsoft.com/en-us/download/details.aspx?id=4 (External website that opens in a new window) Microsoft Office Compatibility Pack for Word (for 2007 version) – http://www.microsoft.com/en-us/download/details.aspx?id=3 (External website that opens in a new window)
Excel files	Excel Viewer 2003 (in any version till 2003) – http://www.microsoft.com/en-us/download/details.aspx?id=10 (External website that opens in a new window) Microsoft Office Compatibility Pack for Excel (for 2007 version) – http://www.microsoft.com/en-us/download/details.aspx?id=3 (External website that opens in a new window)
PowerPoint presentations	PowerPoint Viewer 2003 (in any version till 2003) – http://www.microsoft.com/en-us/download/details.aspx?id=13 (External website that opens in a new window) Microsoft Office Compatibility Pack for PowerPoint (for 2007 version) – http://www.microsoft.com/en-us/download/details.aspx?id=3 (External website that opens in a new window)
Flash content	Adobe Flash Player – http://get.adobe.com/flashplayer/ (External website that opens in a new window)
Audio Files	Windows Media Player – http://windows.microsoft.com/en-US/windows/download-windows-media-player (External website that opens in a new window)

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Using the Search Facility

The Search facility is located at the top right hand corner of the pages. The Basic Search enables you to search for a website using word OR phrase in site Title OR URL.

Sitemap

A Sitemap page is provided to get an overall view of the contents of this site. Users can also navigate around the site by clicking on the Sitemap link.