

7.1.7: The Institution has disabled-friendly, barrier free environment

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Contents

- Policy documents and information brochures on the support to be provided

- 7.1.7(5) - Provision for inquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading

Marwadi University follows the policy - O.M. No.34021201s-DD-III dated 29.8.2018 of Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities, New Delhi received through Ministry of HRD, New Delhi regarding "Guidelines for conducting written examination for Persons with Benchmark Disabilities". The same is attached herewith.


Registrar
Marwadi University





ज्ञान-विज्ञान विमुक्तये

प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)

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F.No.6-2/2013(SCT)

January, 2019

The Registrar,
All Universities/Deemed to be Universities

14 JAN 2019

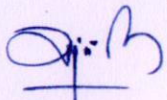
Sub: - Guidelines for conducting written examination for Persons with Benchmark Disabilities.

Sir/Madam,

The undersigned is directed to forward herewith a copy of the O.M. No.3402/2015-DD-III dated 29.8.2018 of Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities, New Delhi received through Ministry of HRD, New Delhi regarding "Guidelines for conducting written examination for Persons with Benchmark Disabilities". The Central Government (D/oEPwD) has laid down the Guidelines for conducting written examination for persons with Benchmark Disabilities, 2018 in supersession of the earlier Guidelines issued vide OM No.F.16-110/2003-DD.III dated 26.02.2013.

You are requested to take immediate action as per the above guidelines. These guidelines may also be circulated to the constituent and affiliated colleges for strict compliance.

Yours sincerely,


(.Rajnish Jain)

Encl: As above.

27

F. No. 34-02/2015-DD-III
 Government of India
 Ministry of Social Justice & Empowerment
 Department of Empowerment of of Persons with Disabilities (Divyangjan)

Pt. Deendayal Antyodaya Bhawan,
 C.G.O. Complex, New Delhi -110003
 Dated: the 29th August, 2018

1619
 2018/08/29
 29/8/18
 29/8/18
 29/8/18

Office Memorandum

Subject: Guidelines for conducting written examination for Persons with Benchmark Disabilities

The undersigned is directed to say that this Department had issued the guidelines for conducting written examination for persons with disabilities defined in terms of erstwhile Persons with Disabilities (Equal Opportunities, Protection for Rights and Full Participation) Act, 1995 vide OM No. 16-110/2003-DD.III dated 26/02/2013. The Department had constituted a Committee under the Chairmanship of Secretary, DEPwD in March, 2015 to review the said guidelines based on the issues raised by Union Public Service Commission and others. Meanwhile the Central Government enacted the Rights of Persons with Disabilities Act, 2016 (RPwD Act, 2016) which came into force from 19.04.2017. The Act provides for reservation in Government jobs for persons with benchmark disabilities as defined under section 2 (r) of the said Act.

Based on the findings of the Committee, the Central Government hereby lays down the revised guidelines for conducting written examination for persons with benchmark disabilities in supersession of the earlier guidelines issued vide OM No. 16-110/2003-DD.III dated 26/02/2013 as under:

- I. These guidelines may be called as "Guidelines for conducting written examination for persons with benchmark disabilities 2018"
- II. There should be a uniform and comprehensive policy across the country for persons with benchmark disabilities for written examination taking into account improvement in technology and new avenues opened to the persons with benchmark disabilities providing a level playing field. Policy should also have flexibility to accommodate the specific needs on case-to-case basis.
- III. There is no need for fixing separate criteria for regular and competitive examinations.

Use (Cover)

3/7

IV. The facility of Scribe/Reader/Lab Assistant should be allowed to any person with benchmark disability as defined under section 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him/her.

In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/reader/lab assistant shall be given, if so desired by the person.

In case of other category of persons with benchmark disabilities, the provision of scribe/reader/lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at **APPENDIX-I**.

V. The candidate should have the discretion of opting for his own scribe/reader/lab assistant or request the Examination Body for the same. The examining body may also identify the scribe/reader/lab assistant to make panels at the District/Division/ State level as per the requirements of the examination. In such instances the candidates should be allowed to meet the scribe **two days** before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.

VI. In case the examining body provides the scribe/reader/lab assistant, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe/reader should always be matriculate or above.

In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The persons with benchmark disabilities opting for own scribe/reader should submit details of the own scribe as per proforma at **APPENDIX-II**.

VII. There should also be flexibility in accommodating any change in scribe/reader/lab assistant in case of emergency. The candidates should also be allowed to take more than one scribe/reader for writing different papers especially for languages. However, there can be only one scribe per subject.

VIII. Persons with benchmark disabilities should be given, as far as possible, the option of choosing the mode for taking the examinations i.e. in Braille or in the computer or in large print or even by recording the answers as the examining bodies

47

can easily make use of technology to convert question paper in large prints, e-text, or Braille and can also convert Braille text in English or regional languages.

IX. In case, the persons with benchmark disabilities are allowed to take examination on computer system, they should be allowed to check the computer system one day in advance so that the problems, if any in the software/system could be rectified. Use of own computer/laptop should not be allowed for taking examination. However, enabling accessories for the computer based examinations such as keyboard, customized mouse etc should be allowed.

X. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the examining body should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.

XI. The disability certificate issued by the competent medical authority at any place should be accepted across the country.

XII. The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are allowed use of scribe/reader/lab assistant. All the candidates with benchmark disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration. ~~In case the duration of the examination is less than an hour, then the duration of~~ additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5.

XIII. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.

XIV. Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.

XV. As far as possible, the examining body should also provide reading material in Braille or E-Text or on computers having suitable screen reading software for open book examination. Similarly online examination should be in accessible format i.e. websites, question papers and all other study material should be accessible as per the international standards laid down in this regard.

XVI. Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment.

XVII. As far as possible the examination for persons with disabilities should be held at the ground floor. The examination centres should be accessible for persons with disabilities.

2. It is requested to ensure that the above guidelines are scrupulously followed while conducting examination for persons with benchmark disabilities. All the recruitment agencies, Academics/Examination Bodies etc. under the administrative control of each Ministry/Deapartment may be advised appropriately to ensure compliance of implementing these guidelines. Action taken in this regard may be intimated to this office.

3. The above guidelines are issued with the approval of Hon'ble Minister (Social Justice & Empowerment).

Yours faithfully,

(Signature)
(D.K. Panda)

Under Secretary to the Government of India
Tele. No. 24369059

To

1. Secretary of all Ministries/Department.
 2. Secretary, UPSC, Shahjahan Road, New Delhi.
 3. Chairman, SSC, Block No.12, CGO Complex, Lodhi Road, New Delhi-110003.
 4. Chairman, University Grants Commission with a request to issue necessary instructions to all universities including Deemed Universities for compliance.
 5. Chairman, Railway Board
 6. All National Institutes and RCI under administrative control of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of SJ&E, New Delhi
- Copy for information to: CCPD, Sarojini Bhawan, Bhagwan Dass Road, New Delhi

6/7

APPENDIX- I

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o _____, a resident of _____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a
Government health care institution

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment - Ophthalmologist, Locomotor disability - Prthopaedic specialist/PMR).

Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the District _____ (name of the State). My qualification is _____.

I do hereby state that _____ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:

MARWADI UNIVERSITY

Rajkot, Gujarat- 360003

(Established under Gujarat Private Universities Act no. 9 of 2016)

MU/Exam/Notification/2016/15

Guidelines for persons with Benchmark Disabilities

(A) Who can avail the facility of a WRITER:

- A candidate who is physically/mentally challenged / disable and not in a position to write his / her examination on his / her own.
- A candidate who is permanently orthopedically challenged OR orthopedically injured in such a manner that he / she cannot seat and write his / her examination on his / her own.
- A candidate who is not in a position to write his / her examination because of such accidental injury on his / her fore hand (writing hand) or his/ her disability may be a hindrance in ability to write the examination

(B) Documents required to avail facility of a WRITER

- Request letter from the candidate to avail such facility of WRITER for his / her Examination along with **Certificate duly signed by the Civil Surgeon / Residential Medical Officer of Government Hospital** regarding the disability and / or injury and its due consequences with clear recommendations to avail facility of a WRITER for his / her Examinations.
- Details of the person who gives concern to be a WRITER (like complete biodata, ID proof, educational details/No relationship certificate with undertaking as per Appendix-I)

(C) Important conditions for the WRITER

- A person who is going to be the WRITER of a physically challenged / disabled/ injured candidate should not be in his / her blood relation directly or indirectly.
- The WRITER should not be more than the minimum qualification criteria of the examination of the candidate, who is going to appear in the examination conducted by the University. The qualification of writer should be one step below the qualification of the candidate taking the examination.
- The WRITER will write only such matter as an answer which is narrated by the candidate at the time of examination.
- Physically challenged / disabled/ injured candidate may not be permitted to change his /her WRITER during the span of the whole examination, however under unavoidable circumstances if arises, Principal/Dean of the institute is required to submit details to the Controller of Examination for the knowledge and permission.

(D) Other facilities towards enhancement of the Physically Challenged / Disabled Candidate

- Department will arrange separate block at ground floor (if required) for such Physically Challenged / disabled Candidate who is going to appear in the examination with pre - sanctioned WRITER
- In case of orthopedically injured, disabled candidate his / her attendant / assistant other than WRITER will be allowed only up to the entrance of the exam hall and as the candidate secures his / her seat attendant / assistant has to leave the premises thereof.
- Parents / Guardian of such Physically Challenged / disabled Candidate will furnish all contact details to the Principal/Dean of the institute so in case of emergency principal will be in a position to contact.

- (E) General out lines stated in (A) to (D) are subjected to modification as and when such circumstances will arise.

Controller of Examination

Madhvi
Registrar
Marwadi University



MARWADI UNIVERSITY

Rajkot, Gujarat- 360003

(Established under Gujarat Private Universities Act no. 9 of 2016)

APPENDIX- I

Letter of Undertaking for Using Own Scribe/Reader

I _____, a candidate with _____ (name of the disability) appearing for the _____ (name and semester of examination bearing Roll No. _____). My qualification is _____.

I do hereby state that _____ (name of scribe/reader) will provide the service of scribe/reader for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is _____ in case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature & Name of the Candidate with Disability)

Place:

Date:

Documents to be enclosed:

- **Certificate duly signed by the Chief Medical Officer/ Civil Surgeon / Medical Superintendent of Government Hospital/Health Care** with clear recommendations to avail facility of a Scribe for his / her Examinations
- Scribe/Reader's ID proof, educational details, No relationship certificate with the candidate

