



## SIDDHARTH INSTITUTE OF ENGINEERING & TECHNOLOGY

ISO 9001: 2008 Certified Institution, Accredited by NAAC 'A' Grade  
(Affiliated to JNTUA Ananthapur and approved by A.I.C.T.E., New Delhi)  
Siddharth Nagar, Narayanavanam Road, Puttur- 517583, AP. India.

### APPOINTMENT OF SCRIBE

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#### **PREAMBLE:**

Physically handicapped candidate writing the Continuous Internal Evaluation Tests and Semester End Examination can take assistance from another person who is normally called as Scribe or Amanuensis. A scribe can be appointed by the COE of the college to the candidate who is really disabled to write his/her examination with his own hand. While appointing the scribe the following guidelines are to be followed strictly as per proceedings given by JNTUA and AICTE.

#### **Guidelines:**

- a) A scribe can be appointed to the candidate who is blind or disabled from writing the examination with his/her own hand.
- b) A candidate seeking the assistance of scribe shall submit a request letter to the COE through the HOD of the department duly recommended by the Principal, with the following documents.
  - i. Medical Certificate from Medical Officer of a Government District or higher grade hospital or a registered Medical Practitioner showing the inability of the candidate to write the examination with his/her own hand, which shall be attested by the HOD.
  - ii. No relation Certificate  Both, the candidate as well as the scribe, will have to give the undertaking form, in the prescribed format.
  - iii. One A4 size paper hand written matter which is written by the scribe.
- c) The scribe appointed must be a faculty or Lab assistant working in Institute only. No outside scribe will be permitted.
- d) Services of the scribe shall be provided free of cost.

e) Prior to the Examination, the COE should provide an opportunity for the candidate and the corresponding scribe to practice working together.

f) The COE shall arrange a suitable room for the candidate and the scribe and appoint an invigilator for the candidate who shall be changed daily. The dictated response of the candidate must not be overhead by other candidates taking exam.

g) If the disabled candidate (temporarily disabled) requests to write the examination with his own hand with a compensatory time (60 minutes for 3 hours examination i.e. 20 minutes per hour), he/she shall apply to the Principal of the college through the COE seeking grant of extra time to write the examination, with concerned medical certificates.

h) The permission granted in the case of permanently disabled students shall be valid for the entire period of his study in the program, whereas, in the case of temporary disability the facility extended shall be for the specific period only.

i) A physically disabled / blind / hearing impaired candidate and the scribes for such a candidate shall be allowed a compensatory time of 20 minutes per hour.

j) As the hearing impaired students are having language problems, possibilities of grammar mistakes, mistakes in building the sentences are there. Hence, the answer papers shall be identified separately and evaluated with additional care.

*K. S. Reddy*  
**PRINCIPAL**

**PRINCIPAL**  
Siddharth Institute of Engineering & Technology  
Siddharth Nagar  
PUTTUR - 517583, Chittoor Dist.



Phone : 011-26131577 - 78, 80  
011-29581000  
Website : www.aicte-india.org

अखिल भारतीय तकनीकी शिक्षा परिषद्  
(भारत सरकार का एक सार्वधिक निकाय)  
(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
नेल्सन मंडेला मार्ग, वसंत कुंज, नई दिल्ली-110070

**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**  
(A Statutory Body of the Govt. of India)  
(Ministry of Human Resource Development, Govt. of India)  
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070

**F.No.AICTE/P&AP/Misc/2021**

**Date:24.08.2021**

**Circular**

To,

**All Vice Chancellors of Technical Universities, Directors/Principals of  
AICTE Approved Institutions.**

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

Sir/Madam

The Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan) has 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 Central Government later on 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. Accordingly, Department of Empowerment of Persons with Disabilities vide O.M No. 34-02/2015-DD-III dated 29.08.2018 revised the guidelines issued in 2013. The word "extra time or additional time" that is being currently used has been 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.

In view of above, you are requested to take necessary actions for strict implementation of the revised guidelines, corrigendum & order dated 4.12.2018 of Hon'ble High court, while conducting examination and also during conducting online examination for Persons with Benchmark disabilities in your institutions and persons with benchmark disabilities may be allowed additional time during the online examination as per the revised guidelines. Further details on revised guidelines may be accessed from the web portal of Ministry of Social Justice & Empowerment.

*Freddy*  
**PRINCIPAL**  
Siddharth Institute of Engineering & Technology  
Siddharth Nagar  
PUTTUR - 517583, Chittoor Dist.

Regards,

**(Prof. Dileep N. Malkhede)**  
**Advisor-I**  
**(Policy & Academic Planning Bureau)**



अखिल भारतीय तकनीकी शिक्षा परिषद  
ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(भारत सरकार का एक सांविधिक निकाय)  
(A STATUTORY BODY OF THE GOVT. OF INDIA)

प्रो. अनिल डी. सहस्रबुद्धे  
Prof. Anil D. Sahasrabudhe  
अध्यक्ष  
Chairman

F.No.AICTE/e-Gov/230/2015-16

Date: 02-11-2015

To  
The Directors/Principals of All AICTE Approved Institutes

Sub:-Disable friendly examination centre for candidates with disabilities – Order of Court of Chief Commissioner for Persons with Disabilities - Reg.

Dear Sir,

Enclosed please find copy of letter No.11-5/2013-SC/ST dated 05.10.2015 from Shri Davindar Pal Singh, Deputy Secretary to the Govt. of India, MHRD, Dept. of Higher Education, Economic Administration Division (SC/ST Cell), Shastri Bhawan, New Delhi enclosing thereunder copy of the order of Court Of Chief Commissioner for Persons with Disabilities dated 09.07.2015 regarding the above mentioned subject.

MHRD vide their letter under reference has desired to take into account, the contents of Para-5 of the order of the Court Of Chief Commissioner for Persons with Disabilities which says:

Quote. "Whenever there is any examination for recruitment or admission, the examination centre Incharge may be informed to accommodate persons with disabilities at the examination centre including the seat and their seating arrangement be made on the Ground Floor. In case it is not possible to do so at the time of allotting the seat online, instructions to the centre Incharge should clearly mention that necessary adjustment/re-allocation of candidates with disabilities to an accessible place must be made well before the commencement of the examination so as to avoid the unnecessary harassment/discrimination as it would disturb the candidate with disabilities to concentrate on the examination. A copy of the instructions issued to the concerned authority may be sent to this court and to the complainant by 30.07.2015. Please ensure that candidate's persons with disabilities are not deprived of their legitimate rights" Unquote.

In view of the above, you are, requested to take necessary steps in this regard for strict compliance for examinations conducted by your institution in future.

Yours Sincerely,

  
PRINCIPAL

Siddharth Institute of Engineering & Technology  
Siddharth Nagar

PUTTUR - 517583, Chittoor Dist.

7<sup>th</sup> Floor, Chandernok Building, Janpath, New Delhi-110 001

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Website : www.aicte-india.org

(Prof. Anil D. Sahasrabudhe)



न्यायालय मुख्य आयुक्त विकलांगजन  
Court of Chief Commissioner for Persons with Disabilities  
सामाजिक न्याय एवं अधिकारिता मंत्रालय  
Ministry of Social Justice & Empowerment  
विकलांगजन सशक्तीकरण विभाग  
Department of Empowerment of Persons with Disabilities

Case No. 4530/1101/2015/PG/R 8187

Dated : 09.07.2015  
Dispatch No.....

To

1. The Secretary  
Union Public Service Commission  
Dholpur House, New Delhi.
2. The Chairman,  
Staff Selection Commission,  
Block No.12 CGO Complex,  
Lodhi Road, New Delhi - 110 504.
3. The Secretary  
Ministry of Railways  
Railway Board  
New Delhi.
4. The Chairman  
Institute of Banking Personnel Selection,  
IBPS House, Near Thakur Polytechnic,  
90' D.P. Road, Off. Western Express Highway,  
P.B. No. 8587, Kandivali (E), Mumbai - 400 107
5. The Secretary  
Department of Financial Services  
Ministry of Finance  
New Delhi.
6. The Chairperson,  
Central Board of Secondary Edu  
Shiksha Kendra, 2, Community C  
Preet Vihar, Delhi - 110092.
7. The Secretary  
University Grants Commission  
Bahadur Shah Zafar Marg  
New Delhi.
8. The Secretary  
National Board of Examinations  
Medical Enclave  
Ansar Nagar, Ring Road  
New Delhi-110029
9. The Secretary,  
Department of Public Enterprises  
Public Enterprises Bhawan  
305, Block 14, CGO Complex  
Lodhi Road, New Delhi-110003

सरोजिनी हाऊस, 6 भगवान दास रोड, नई दिल्ली-110001 / Sarojini House, 6, Bhagwan Dass Road, New Delhi - 110 001  
दूरभाष / Tel.: 23386054, 23386154 फैक्स / Fax: 23386000 वेबसाइट / Website : [www.ccd disabilities.nic.in](http://www.ccd disabilities.nic.in) ईमेल / E-mail : [cccd@nic.in](mailto:cccd@nic.in)

(कृपया भविष्य में पत्राचार के लिए उपरोक्त फाईल/केस संख्या अवश्य लिखें।)  
(Please quote the above file/case number in future correspondence.)

Please recycle



10. Secretary to all the Ministries/Departments of the Govt. of India

Subj: Grievance of Shri Kuldeep Singh Biranta, a person with disability regarding providing disable friendly examination centres for candidates with disabilities.

Sir,

Please find enclosed a copy of Grievance of Shri Kuldeep Singh Birania lodged on Portal for Public Grievances bearing Registration No. PMOPG/2015/0064771 dated 01.05.2015 on the above mentioned subject.

2. It has come to the notice of this court that many candidates with disabilities were allocated the examination centre which were far and non accessible particularly to wheel chair users, caliper/cruch users.

3. As per Section 46 of the Persons with Disabilities Act, 1995 the appropriate Government and the local authorities shall, within the limits of their economic capacity and development, provide for - (a) ramps in public buildings; (b) adaptation of toilets for wheel chair users; (c) Braille symbols and auditory signals in elevators or lifts; (d) ramps in hospitals, primary health centres and other medical care and rehabilitation institutions.

4. Section 59 of the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995 mandates the Chief Commissioner for persons with disabilities on his own motion or on application of any aggrieved person or other wise to look into complaints inter-alia, with respect to matters relating to deprivation of rights of persons with disabilities.

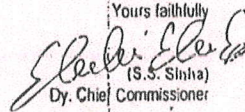
5. In view of the above, the case is disposed of with an advice that whenever there is any examination for recruitment or admission, the examination centre Incharge may be informed to accommodate persons with disabilities at the examination centre including the seat and their seating arrangement be made on the Ground Floor. In case it is not possible to do so at the time of allotting the seat online, instructions to the centre Incharge should clearly mention that necessary adjustment re-allocation of candidates with disabilities to an accessible place must be made well before the commencement of the examination so as to avoid the unnecessary harassment/discrimination as it would disturb the candidate with disabilities to concentrate on the examination. A copy of the instructions issued to the concerned authority may be sent to this court and to the complainant by 30.07.2015. Please ensure that candidates persons with disabilities are not deprived of their legitimate rights.

Encl. As above

Copy to:

Shri Kuldeep Singh Biranta  
Email: [shekhupur@gmail.com](mailto:shekhupur@gmail.com)

Yours faithfully

  
(S.S. Sinha)  
Dy. Chief Commissioner

You are advised to submit the copy of your Disability Certificate to this Court within 10 days of receipt of this communication.