

SRI SIDDHARTHA ACADEMY OF HIGHER EDUCATION

("Deemed to be University u/s 3 of the UGC Act, 1956")

Accredited 'A' Grade by NAAC

Agalakote, B.H.Road, Tumkur - 572 107.KARNATAKA, INDIA.



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NOTIFICATION

Policy for conducting Written Examination for Persons with Benchmark Disabilities

Preamble : The directions of University Grants Commission and instruction / guidelines of Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities, New Delhi, Sri Siddhartha Academy of Higher Education has followed the guidelines for conducting written examination for persons with disabilities.

The Candidate has to be producing the disability certificate issued by competent Medical Authority as per rule of IV (Annexure-I) of guidelines of Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities, Government of India, New Delhi.

The Academy has provided to the candidates for persons with benchmark disabilities, compensatory time of maximum One Hour for examination of 3 hours duration as per the guidelines XII of Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities, New Delhi.

1. Short Title and Commencement.

- a) These Policies shall be called Guidelines for Conducting written examination for persons with Benchmark Disabilities
- b) They shall come into force with immediate effect.

2. Definitions.

- a) "Chief Superintendent" shall mean any person appointed by the Academy to be overall in charge of the examination centre.
- b) Examination: The term examination stand for all Annual / Semester Examination conducted by the Academy, Colleges/Institutions and Departments.
- c) "Academy" shall mean Sri Siddhartha Academy of Higher Education.
- d) "Academy Students" or "Students" shall mean and include all students studying in the constituent colleges / Departments / Faculties of the Academy, as well as candidates who register themselves for any super specialty courses, Ph.D or other programs.
- e) "Examination Centre" shall mean any premises consisting of examination halls used for conduct of examinations.

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- f) "Examination Hall" shall mean any room, Hall, Laboratory, Workshop or such other premises that may be used for holding of examinations.
- g) "Guidelines", means Office Memorandum/guidelines notified by Govt. of India, Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities,.
- h) "Category" means a person with benchmark disabilities.
- i) "Constituent College" means Sri Siddhartha Medical College /Sri Siddhartha Dental College / Sri Siddhartha Institute of Technology.
- j) Any other expressions, words or phrases that may have been used in these regulations but not defined, shall have the meaning assigned to them in the regulations.

3. Facilities.

The Facilities specified in the policies will include the following categories of students.

Sl. No.	Category	Facilities to be Provided
1)	Students with low vision	<ul style="list-style-type: none">➤ Writer (if the permanent disability of the student may be a hindrance in his/her ability to write the examination)➤ Compensatory time as per rule / guidelines (Where the facility of writer is availed or his disability may be hindrance in his/her ability to write the examination)➤ Question papers in enlarged print (photocopy)
2).	Students with Orthopedic disability	<ul style="list-style-type: none">➤ Writer (if the candidate is unable to write his/her examinations himself/herself)➤ Compensatory time as per rule / guidelines (Where the facility of writer is availed or his disability may be hindrance in his/her ability to write the examination)
3)	Students with cerebral palsy and other brain related ailments that demand support system	<ul style="list-style-type: none">➤ Writer (if the candidate is unable to write his/her examinations himself/herself)➤ Compensatory time as per rule / guidelines (Where the facility of writer is availed or his disability may be hindrance in his/her ability to write the examination)
4)	Students with hearing or speech impairment	<ul style="list-style-type: none">➤ A sign interpreter➤ Compensatory time as per rule / guidelines

The facilities mentioned against each category in respect of the students of above categories may be provided by the Superintendent of the Examinations without obtaining the prior approval of the Academy. If the candidate possesses a valid permanent disability certificate issued by the Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government Health Care Institution. However, these facilities will be provided subject to fulfilling other conditions laid down in this regulations/policy.

4. Short Term disability / other type of disability

Students with short term disability due to injury and students with any other type of disability (not covered in the above categories), the facilities will be provided as per the recommendations of the Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government Health Care Institution.

In the above categories the student will have to apply to the Controller of Examination of the Academy, as the case may be for the facility he/she wants, through the Dean/Principal of the respective constituent colleges. The application of the student will be forwarded to Medical Superintendent of Sri Siddhartha Medical College for his specific recommendation and the facility will be provided to the students accordingly, as per the policy/guidelines.

5. Writer / Scribe / Reader / Lab Assistant.

Students, who will be eligible for writer / scribe/reader/lab assistant in any the categories mentioned above, may arrange for their own writers, scribes, reader/lab assistant as the case may be. In case they are unable to do so, the Chief Superintendent of the Examination Centers would provide the same on receipt of written request from the candidate at least 24 hours prior of the commencement of the examination. A writer's bank must be created in each constituent colleges for the purpose for a ready availability of writers whenever required. The candidate must be given an opportunity to satisfy himself/herself about the writer's ability to take dictation from the candidate.

As far as possible the writer should be less qualified than the examinee. However, if the writer is more qualified than the examinee, the Chief Superintendent of examination centre should ensure that the writer has not studied the subject at the higher level in which the examinee is appearing.

The writer is required to produce his/her identity, and a document of the last exam passed before the examination to the Chief Superintendent of Examinations and to the visiting team if required. In case the writer is more qualified than the examinee, the Chief Superintendent may ask for other relevant certificates to establish that the writer has not passed any exam of a higher level than that of the examinee in the subject concerned.

The writer must be paid on the last day of the examination by the Chief Superintendent of the concerned examination centre whether the writer has been arranged by the candidate or by the Chief Superintendent. Each centre may claim the required remuneration in advance from the Academy.

Candidates should also be flexibility in accommodating any change in Writer / 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. However, there can be only one scribe per subject.

If required, each examination centre must arrange for a sign language reader for the candidates with hearing/speech impairment. The Reader should be available for the entire duration of the examination.

6. Remuneration.

The fee for the Writer / Scribe / Reader / Lab Assistant and invigilator is to be borne by the Academy.

The remuneration for the Reader will be equivalent to the remuneration of the writer. They will be paid as per the rates prescribed by the Academy.

The constituent colleges must get prescribed proforma for writers dully filled by the writer / scribe/reader/lab assistant and obtain the receipts of payments made to them.

7. Compensatory time.

The Academy has provided to the candidates for persons with benchmark disabilities, compensatory time of maximum One Hour for examination of 3 hours duration as per the guidelines XII of Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities, New Delhi.

8. Writing Examination on Computer /Laptop

The candidates having permanent disability which is a hindrance in his/her ability in writing may be allowed to write their examination on computer /laptop with the help of relevant and disabled friendly software. Such students may write their examinations at the constituent colleges examination centers. However, such request should be made by the candidates to the concerned examination Chief Superintendent (Dean/Heads of the Institutions/Departments) at least a week prior to the examinations.

Students 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.

Compensatory time shall be permissible to the students who have been allowed to write their examination on computer /laptops as per policy/guidelines.

9. Seating Arrangements and Invigilator

The seating arrangements for person with benchmark disabilities must be on the ground floor, in an accessible building equipped with disabled friendly toilets as far as possible. The time of giving question papers should be marked accurately and timely supplementary papers should be ensured.

Where the facility of writer is provided to any candidate, he/she may be assigned a separate invigilator and a separate room. This provision must also be made for candidates who do not require a writer but are a permitted compensatory time.

10. Statement of the Candidate/s at the completion of the examination.

A statement showing the particulars (such as USN No. , Name, Course, College and date of examinations), of the disability category student/s appearing at examination and who have been provided the facilities, as above, must be sent to the Controller of Examination by the Chief Superintendent along with writer's proforma, receipt of payment, copy of the admit card and a copy of the disability certificate of the candidate by the concerned college/institution for the maintenance of records and to avoid any future discrepancies.

Annexure-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 the 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 – Orthopaedic specialist)

This regulation shall come into force with immediate effect.

By Order,

Sd/-

REGISTRAR