

THE ASSAM ROYAL GLOBAL UNIVERSITY

EXAMINATION CELL

Guidelines for Provision for Scribe for PwD (benchmarked disability)

With reference to Office Memorandum (No. F.No. 34-02/2015-DD-III), dated 29th August, 2018 and subsequent letter by UGC {No. F.No. 6-2/2013(SCT)}, dated 14th January 2019 to all Registrars of Universities/Deemed to be Universities in India, RGU shall abide by the guidelines framed by UGC regarding conducting written examination for Persons with Benchmark Disabilities.

However, the following are to be adhered to by a department for provision of scribe for such candidate:

1. Candidate shall have to produce a certificate to the effect that he/she has physical limitation to write, and scribe is essential to write the examination on his/her behalf, from Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Govt. health care institution as per Appendix 1.
2. Candidate shall have to arrange for his/her own scribe. The qualification of the scribe should be at least one step below the qualification of the candidate taking the examination. However, the minimum qualification of scribe should be matriculation or above. The format is attached as Appendix 2.
3. Candidate shall be allowed to take more than one scribe for writing different papers especially for languages. However, there can be only one scribe per subject.
4. Compensatory time of a minimum of 20 minutes per hour shall be given for candidates with scribe and additional time of minimum of 1 hour shall be given for candidates without scribe, for written examinations with duration of 3 hours. In case the written examination duration is less than 3 hours, then additional time duration shall be allowed on pro-rata basis.

The above points along with guidelines specified by UGC and designated Ministries/Govt. bodies, which are binding in nature shall be followed.

Documents to be maintained for written examination by department:

1. *Certificate by Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Govt. Health Care Institution (as per Appendix 1).*
2. *Letter of Undertaking by candidate for using own scribe (as per Appendix 2).*
3. *Qualification certificate/Marksheet of scribe.*
4. *Printed Examination form of the candidate.*
5. *Copy of the noting from Chairperson/Coordinator, Disability Resource Centre, RGU*
6. *Any other document which are necessary.*

Process Flow

Admission section to inform the School/Department on inclusion of such candidate in the Roll List



School/Department to maintain the file with requisite information and approval of competent authority about admission of such candidate



During form fill-up the candidate shall inform the department through Appendix 2 on using scribe, if he/she desires along with Qualification certificate/Marksheet of scribe



Candidate shall be asked to deposit physical limitation certificate as per Appendix 1



School/Department to verify the documents and qualification of the scribe as per guidelines mentioned



School/Department shall send the file with noting/verification report to CoE



CoE shall verify the details and send file to Registrar for further intimation and approval from competent authority



After approval the file shall be sent to CoE and shall be retained until completion of the examination



After completion of examination, the file shall be sent to the concerned department