

## Policy for Amanuensis (Writer for Answer)/Scribes for person with disabilities

Special arrangements for Amanuensis (Writer for Answers)/Scribes for persons with benchmark disabilities, in accordance with UGC guidelines - F. No.6-21201 3(SCT) - Dated 14.01.2019

### Guidelines/ Policy Provision for Amanuensis (Writer)/Scribe

1. The facility of amanuensis/Scribe/Reader/Lab assistance will be allowed to any person with benchmark disability as defined under section 2(r) of the RPWD Act, 2016. In case person with benchmark disabilities in the category of blindness, locomotor disability and cerebral palsy, the facility of amanuensis/scribe/reader/lab assistant will be given, if so desired by the person.
2. For the provision of amanuensis/scribe/reader/lab assistant the candidate have to produce a certificate that the concern person 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/private health care institution.
3. The disability certificate issued by the competent medical authority at any place will be accepted across the country.
4. The candidate will have the discretion of opting for his own scribe/reader/lab assistant or request the University examination cell for the same. In case if University examination cell arranges scribe/reader/lab assistant, candidates will 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. If the candidate opts for his own scribe/reader/lab assistant, his information must be submitted to the exam cell on the prescribed format, minimum of two days before the examination.
5. In both the cases the amanuensis/scribe/reader/lab assistant qualification should not be more than the minimum qualification criteria of the examination. However the minimum qualification is always be 10+2. The amanuensis/scribe/reader/lab assistant should not have qualification from the same subject.
6. The candidates are allowed to take more than one amanuensis/scribe/reader/lab assistant (maximum of three) for writing different papers especially for languages. However there can be only one scribe per subject.
7. On the request of candidate the option of choosing different mode of taking the examination will be allowed, such as audio recording, computer assistance etc.
8. Each case to be referred to 3 member committee/ panel for review and final decision.  
Constitution of panel
  - Chair -To be nominated by CoE/Registrar
  - HOD- (Department/ subject) – Member

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- Representative Deans of respective faculty - Member
9. A Compensatory time of 30 min per 1 hour examination will be provided for the candidates who are allowed to use of amanuensis/scribe/reader/lab assistant. i.e. 1 Hr. & 30 min for 3 Hrs., of examination.
  10. Candidates are allowed to use assistive devices like talking calculator, augmentative communication devices like communication chart and electronic devices.
  11. Seating arrangement will be in the ground floor or in the room having ramp & lift/service lift facility.
  12. These guidelines are only for offline examination and are not application for online examination.
  13. One attendant is allowed to meet the candidate during the examination for his physical movement.
  14. An honorarium will be provided for the scribe/reader/lab assistant as per University policy.
  15. A nominal fee will be charged from the candidate for this purpose.