

## Resources Available for Differently abled (Divyangjan)

### Ramp Facility



One of the major objectives of all education programmes that have been implemented at present is to be develop an inclusive education system by providing access to children with disabilities. Provision of ramp facility is one of the indicators in this regard.

Our college had provide the ramp facility for the disabled person in our college campus for the easy access of various places in the college by the disabled students.

## Physical facilities



Our college have the facility of physio gym which will helping with postural management. This can help to improve in learning as supported in a positive way which reduces pain and promotes good posture. This helps students to be able to take in more of the world around them. Imagine being sat with cushion under one side of you with a headache and trying to pay attention in class, this something similar to what it can be like for some of our students. Working in the classroom helps with educational goals.

## **Recreation Facility**



Participating in leisure is important for a healthy, balanced life. Leisure activities benefit a person in many ways. They help in decreasing stress , improving self-control and coping skills. Regular leisure in the form of sports and games can help to improve the body's functioning for this purpose in our college we provide the recreation facilities for the students with disabilities.

## **Scribe Facility**

Our College have provide the scribe facility , who can transcribe a student's answers in University exams. The specific circumstances in which a student can access this support arrangement will be outlined in their Personal Learning Support Plan.





**ANNA UNIVERSITY**  
**CHENNAI - 600 025**  
**Office of the Controller of Examinations**

Off:	22301632, 22357244 22357295, 22357296 22357286, 22357287
Fax:	91-44-22301134/22350294
E-mail:	coe@annauniv.edu

**CONTROLLER OF EXAMINATIONS**

Lr.No.3200 /COE/C20/2015

Date: 24.10.2018

From

To

*Dr. M. Venkatesan*

**Dr.M.Venkatesan**  
Controller of Examinations  
Anna University  
Chennai-25

The Principals of all Affiliated Colleges/  
Government Colleges/Deans of Regional Offices/  
University Colleges under Anna University  
Chennai-600 025 (Zone- I to XXIII)

Sir/Madam,

*Exam cell*  
*(Signature)*

Sub : Office of the Controller of Examinations -Anna University - Chennai -  
25 - Guidelines for conducting written examination for person with  
disabilities- appointment of scribes-Revised guidelines issued-Reg

Ref : 1. Lr.No.3166/G1/2016-1 dated 08.03.2016 from the Joint Secretary to  
Government, Secretariat, Chennai-9.  
2. Lr.No.08457/TAC/206 dated 01.04.2016 from the Directorate of  
Technical Education, Chennai-25 addressed to the Registrar,  
AnnaUniversity, Chennai-25.  
3. This office Lr.No.3200/COE/2015 dated 30.04.2016.  
4. From the Deputy Chief Commissioner, Court of Chief Commissioner  
for persons with Disabilities (DIVYANGJAN), case No.10077/1041  
/2018-R-11708 dated 09.10.2018.

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I invite your attention to the reference 3<sup>rd</sup> cited, wherein you have been requested to follow the guidelines issued by the Government of India pertaining to the appointment of scribes and conducting examination for persons with Disabilities. A detailed information received from the Government of India has been communicated to you for guidance and follow up.



Now the Court of Chief Commissioner for persons with Disabilities (DIVYANGJAN), Department of Empowerment of persons with Disabilities, Ministry of Social Justice and Empowerment, Government of India has issued a revised guidelines by superseding its earlier guidelines issued in office memorandum No.16-110/2003-DD-III dated 26.02.2013.

I request you to strictly follow the guidelines now issued by the Government of India while conducting examination for persons having various kinds of disabilities.

I request you to kindly acknowledge the receipt of this letter.

Yours faithfully,

17. 

CONTROLLER OF EXAMINATIONS

Copy Submitted to:

Dr. S. K. Prasad,  
Deputy Chief Commissioner,  
Court of Chief Commissioner for Persons with Disabilities,  
Ministry of Social justice and Empowerment,  
(Department of Disability Affairs),  
Sarojini House, Bhagwan Dass Road,  
New Delhi - 110001.

Copy to:

The Zonal Coordinators / Zonal Officers,  
Zone- I to XXIII .



**न्यायालय मुख्य आयुक्त दिव्यांगजन**  
**COURT OF CHIEF COMMISSIONER FOR PERSONS WITH DISABILITIES (DIVYANGJAN)**  
 दिव्यांगजन सशक्तिकरण विभाग/Department of Empowerment of Persons with Disabilities (Divyangjan)  
 सामाजिक न्याय और अधिकारिता मंत्रालय/Ministry of Social Justice and Empowerment  
 भारत सरकार/Government of India

Case No.10077/1041/2018

R-11708

Dated 9-10-2018

To

The Controller of Examinations,  
 Anna University,  
 Kotturpuram, Chennai  
 Tamil Nadu - 600025



Sub.: Representation dated 08.12.2014 of Shri S. Mohanan Nair regarding providing Reader/Interpreter to his son, Shri Anand Mohan, a student of M.E. in Computer Science at Mar Ephraem College of Engineering and Technology, Kanyakumari District for writing University examination

Sir,

Please refer to your letter No.34279/COE/LA/2018 dated 10.08.2018 (copy enclosed) on the above mentioned subject.

2. In this regard a copy of the "Guidelines for conducting written examinations for Persons with Benchmark Disabilities" issued by the Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment vide Office Memorandum No.34-02/2015-DD-III dated 29.08.2018 superseding the Office Memorandum No.16-110/2003-DD.III dated 26.02.2013, is enclosed herewith for implementation.

Yours faithfully,

Encl.: As above

bccu C

(Dr. S.K. Prasad)

Dy. Chief Commissioner

Copy to:

State Commissioner for the welfare of  
 Differently Abled Persons,  
 Govt. of Tamil Nadu,  
 State Resource-cum-Training Centre Campus,  
 Jawaharlal Nehru Inner Ring Road. K.K. Nagar,  
 Chennai - 600078  
 E-mail : [scdatn@gmail.com](mailto:scdatn@gmail.com); [scd.tn@nic.in](mailto:scd.tn@nic.in)

: With a copy of the "Guidelines for conducting written examinations for Persons with Benchmark Disabilities" issued by the Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment vide Office Memorandum No.34-02/2015-DD-III dated 29.08.2018 for necessary action.

Shri S. Mohan Nair,  
 TC-19/2094(1), Shivakripa,  
 Theruvila Veedu, Viniyath Lane,  
 Mudavanmugal, Poojappura Post,  
 Thiruvananthapuram -695012 (Kerala)

: With a copy of the "Guidelines for conducting written examinations for Persons with Benchmark Disabilities" issued by the Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment vide Office Memorandum No.34-02/2015-DD-III dated 29.08.2018.

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

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Pl. Deendayal Antyodaya Bhawan,  
C.G.O. Complex, New Delhi - 110003  
Dated: the 29<sup>th</sup> August, 2018

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.



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

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/Department 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,

  
(D.K. Pandya)

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&F, New Delhi

Copy for information to: CCPD, Sarojini Bhawan, Bhagwan Dass Road, New Delhi



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 &amp; 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 – Orthopaedic 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:







**MOHAMED SATHAK ENGINEERING COLLEGE**  
**KILAKARAI – 623 806.**



CHAIRMAN : 044 -28334989

EXAM CELL : 04567 - 245223

CORRESPONDENT: 04567 - 241493

OFFICE / A.O. : 04567 – 241327

PRINCIPAL : 04567 - 242327

FAX : 04567 – 245344

MSEC/AUC/OCT'16/563

Date: 14.10.2016

To

The Controller of Examinations,  
Anna University,  
Chennai – 600 025.

*ole*

Sir,

**Sub. :-** Appointment of Scribes- Examination for the disabled persons – Reg.

**Ref.:** Letter No.3200/COE/C20/2015 dated on 30.04.2016

With reference to the above cited letter, the following faculties have been deputed as Scribes to conduct the examinations in our center for the persons with disabilities.

S. No.	Name	Designation	Department
1.	Mr.N.Ahamed Hussain Asif	Assistant Professor	EEE
2	Mr.P.Abbas Kiyasudeen	Assistant Professor	Mechanical
3	Mr.A.Muthuvel	Assistant Professor	ECE
4	Mr.S.Boobalan	Assistant Professor	EEE

Thanking You,



*Inf...*  
**PRINCIPAL**  
**PRINCIPAL**  
MOHAMED SATHAK ENGINEERING COLLEGE  
KILAKARAI - 623 806.

## Wheel Chair Facility

Our College have provided wheel chair facility for the physically challenged students, to help them in easy accessible to various places in the college and the isles are clean of any clutter that may prohibiting them from moving. Tables and desks are placed evenly enough to pass a wheelchair between them.

