



# SIDDARTHA EDUCATIONAL ACADEMY GROUP OF INSTITUTIONS

( Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu)

An ISO 9001:2015 & ISO14001:2015 certified Institution

Near C. Gollapalli, Tirupati – 517 505, Andhra Pradesh

## Ramps



## Disabled friendly Washrooms





# Wheel Chair



**Assistive Technology and Facilities for Persons with Disabilities (Divyangjan) - Accessible Website, Screen-Reading Software (NVDA Software)**

Non-Visual Desktop Access (NVDA) software allows blind and vision impaired people to access and interact with the Windows operating system and many third party applications. NVDA supports popular applications including web browsers such as Mozilla Firefox and Google Chrome, email clients, internet chat software, music players, and office programs such as Microsoft Word and Excel. It also supports for many refreshable Braille displays, including input of Braille via Braille displays that have a Braille keyboard. It can be run entirely from a USB flash drive or other portable media without the need for installation. The software is installed at various locations of the institute, at Digital Library and Computer Centre.

**Provision for Enquiry and Information: Human Assistance, Reader, Scribe, Softcopies of Reading Material, Screen Reading.**

Divyangjan (Differently abled) candidates who appear for examination are allowed to avail concessions such as services of scribes at examination, extra time to complete the examination as per the guidelines stipulated. The scribe rules are as given by the affiliating university.



सत्यमेव जयते

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अखिल भारतीय तकनीकी शिक्षा परिषद्

(भारत सरकार का एक सांविधिक निकाय)

(शिक्षा 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 Education, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070

F. No. AICTE/P&AP/Misc/2022/

Dated: 30-09-2022

**CIRCULAR**

To

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

**Subject: Guidelines for conducting written examination for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.**

Madam/Sir,

Ministry of Social Justice and Empowerment, Deptt. Of Empowerment of Persons with Disabilities (Divyangjan), Govt. of India, New Delhi vide Office Memorandum F. No. 29-6/2019-DD-III dated 10.08.2022 has issued guidelines for compliance by all institutions/ organizations on the above noted subject.

These guidelines are for conducting written examination for persons with benchmark disabilities (i.e. with 40% or more disability, for whom the benefit of reservation in Government posts are allowed) which inter-alia, provides for grant of scribe and compensatory time. It is pertinent to mention here that Hon'ble Supreme Court in its order dated 11.02.2021 in the matter of Shri Vikash Kumar Vs UPSC and others has directed Govt. of India to frame proper guidelines which would regulate and facilitate the grant of a facility of a scribe to persons with disability within the meaning of Section 2 (s) of the RPwD Act, 2016, where the nature of disability operates to impose a barrier to the candidate writing an examination. These guidelines also prescribe appropriate norms to ensure that condition of the candidate is duly certified by such competent medical authority as may be prescribed so as to ensure that only genuine candidates in need of the facility are able to avail it. The copy of the guidelines is placed at Annexure-I for reference and perusal.

You are requested to disseminate the information regarding the aforesaid guidelines among your faculty and students and take pro-active steps required for compliance of the Hon'ble Supreme Court direction by implementing these guidelines.

Regards

(Dr. Ramesh Unnikrishnan)

Advisor-II

Policy & Academic Planning Bureau



**Guidelines for conducting written examination for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.**

- a) These guidelines may be called as Guidelines for conducting written examination for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.
  - b) The facility of scribe and/or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per proforma at **Appendix-I**.
  - c) The medical authority for the purpose of certification as mentioned in point (b) above should be a multi-member authority comprising the following:-
    - i. Chief Medical officer/Civil Surgeon/Chief District Medical Officer.....Chairperson
    - ii. Orthopaedic/PMR specialist
    - iii. Neurologist, if available\*
    - iv. Clinical Psychologist/Rehabilitation Psychologist/ Psychiatrist/Special Educator
    - v. Occupational therapist, if available\*
    - vi. Any other expert based on the condition of the candidate as may be nominated by the Chairperson.
- (\* the Chief Medical Officer/Civil Surgeon/Chief District Medical Officer may make full efforts for inclusion of neurologists, occupational therapist from the nearest District or the Medical College/Institute, if the same is not available in the District)”
- d) The candidate should have the discretion of opting for his own scribe or request the Examination Body for the same. The examination body may also identify the scribe to make panels at the District/Division/State level as per the requirements of the examination. In later 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.
  - e) In case the examination body provides the scribe, 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 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 person opting for own scribe should submit details of the own scribe as per proforma at **Appendix-II**.
  - f) There should also be flexibility in accommodating any change in scribe in case of emergency. The candidates should also be allowed to take different scribe for writing different papers especially for languages. However, there can be only one scribe per subject.
  - g) The candidate should be allowed to use aids and assistive devices such as prosthetics & orthotics, hearing aid as mentioned in para 2 of the certificate issued by medical authority as per Appendix I.
  - h) Compensatory time not less than 20 minutes per hour of the examination should be allowed for persons who are eligible for getting scribe. In case the duration of the examination is less than an hour, then the duration of the compensatory time should be allowed on pro-rata basis. Compensatory time should not be less than 5 minutes and should be in the multiple of 5.



- i) The examination bodies shall modify their application forms to incorporate specific needs of this category of persons. In case, any incident has been reported after filling up the form, the examination bodies shall inform the candidates to obtain medical certificate as per these guidelines for facilitating grant of scribe and/or compensatory time.
  - j) As far as possible the examination for such persons may be held at ground floor. The examination centres should be accessible for persons with disabilities.
  - k) These guidelines are applicable to written examinations conducted by central recruitment agencies as well as academic institutions. The States/UTs may adopt these guidelines or issue similar guidelines to maintain uniformity.
  - l) These guidelines are independent of the Guidelines for conducting written examination for persons with benchmark disabilities issued by the Department of Empowerment of Persons with Disabilities on 29.08.2018.
  - m) The examining bodies shall ensure strict vigilance to check misuse of facility of scribe.
4. 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.
  5. The above guidelines are issued with the approval of Hon'ble Minister (Social Justice & Empowerment).



**Appendix-I**

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing. This is to certify that, we have examined Mr/Ms/Mrs ... .. (name of the candidate), S/o /D/o ... .., a resident of ... .. (Vill/ PO/ PS/ District/ State), aged ... .. yrs, a person with ... .. (nature of disability/ condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto ... .. (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic/ PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist/ Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer..... Chairperson				

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:



**Appendix-II**

**Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing**

I ... .., a candidate with ... .. (nature of ... .. disability/condition) appearing for the ... .. (name of the ... .. examination) bearing Roll No. ... .. at (name of the centre) in the District ... .. (name of the State). My educational qualification is ... ..

2. I do hereby state that ... .. (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. 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 or certificate/diploma/degree and claims relating thereto.

**(Signature of the candidate)**  
**(counter signature by the parent/guardian, if the candidate is minor)**

Place:

Date: