

Nilkanthrao Shinde Science and Arts College  
Bhadrawati, Dist. Chandrapur (MS)

*Report on Facilities Provided for  
Disabled-Friendly Person*

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India has around 80 million people with disability, which may be age related, accident related or due to some medical conditions. According to the World Bank, one in every 12 households in India has a person living with disability. The Indian policy-makers are aware of the issue and Rights of Persons with Disabilities Act, 2016, tried to address some of the concerns faced by differently-abled persons in India. The Act specifically refers to ease of access to public or private buildings, workplaces, commercial activities, public utilities, religious, cultural, leisure or recreational activities, medical or health services, law enforcement agencies, transport infrastructure, among others. In 2015, the Prime Minister rolled out the "Accessible India" (Sugamya Bharat Abhiyan) campaign, with a motive to make it convenient for persons with disabilities to access administrative buildings and transport, among other things. The campaign has been launched in seven States including Delhi and Haryana. The government is also committed towards socio-economic transformation (Swavlamban), of the persons with disability by year 2020 and in this context, India can learn from the global best practices and some of the initiatives taken within the country.

#### **Types of Facilities :**

##### **1. Ramp for persons with disability**

The college authorities are sensitive towards the differently abled students. Therefore, we at College campus provide The Ramps are built through the campus for convenience and prevent tripping accidents. Utility of ramps solve the problem.

##### **2. Disabled friendly washroom**

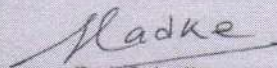
Separate disabled friendly washrooms are available in the campus with scheduled maintenance, cleanliness and hygiene.

##### **3. Provisions for Scribe**

There are some students who have difficulty in taking the examination themselves and need Scribes to assist. The college allows the students to take the help of scribes in the examination after due permission from Gondwana University, Gadchiroli examination controller.

#### **Letters Enclosed:**

1. Declaration letter by College
2. Circular of UGC for the Rights of Person with Disabilities (Divyangjan)
3. Guide lines for the written examinations provided by Gondwana University, Gadchiroli



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**Dr. L.S. Ladke**  
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**Bhadrawati, Dist-Chandrapur**



To,  
The Controller of Examination  
Gondwana University, Gadchiroli

Dear Sir,

I wish to avail the facility of a Scribe/Writer during the Examination as per the below mentioned details:

Name of the Student: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Name of the School: \_\_\_\_\_

Name of Program: \_\_\_\_\_ Roll No. \_\_\_\_\_

Student No.: \_\_\_\_\_

Academic Year: \_\_\_\_\_ Semester: \_\_\_\_\_

Name of the scribe: \_\_\_\_\_

Details of Scribe being arranged by the undersigned

Educational Qualification (with proof - Identity card of the current academic year): \_\_\_\_\_

Address and Contact

No.: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Yours faithfully,

Date

Signature of the Student

Enclosed: Medical Certificate from a Registered Medical Practitioner with rubber stamp

*Ladke*

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*Ladke*

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To,

Principal

NilkanthraoShinde Science and Arts College, Bhadrawati

Dear Sir,

I wish to avail the facility of a Scribe/Writer during the Examination as per the below mentioned details:

Name of the Student: \_\_\_\_\_

MobileNo.: \_\_\_\_\_

Name of the College: \_\_\_\_\_

Name of Program: \_\_\_\_\_ Roll No. \_\_\_\_\_

Student No.: \_\_\_\_\_

Academic Year: \_\_\_\_\_ Semester: \_\_\_\_\_

Name of the scribe: \_\_\_\_\_

Details of Scribe being arranged by the undersigned

Educational Qualification (with proof - Identity card of the current academic year): \_\_\_\_\_

Address and Contact

No.: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Yours faithfully,

\_\_\_\_\_  
Signature of the Student

Date

Enclosed: Medical Certificate from a Registered Medical Practitioner with rubber stamp

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# Gondwana University, Gadchiroli

Established by Government of Maharashtra Notification No. HSR-28(2)(1220) UN, 4 Dist 27 Sep 2011 State University  
Assisted by State Institute for University Grants (SIUG)

## Establishment Section

Dispatch No. GU/Est/ 995/2017

Date :- 26/04/2017

To,  
The Principal,  
Affiliated Colleges,  
Gondwana University, Gadchiroli.

Sub:- Circulation of a copy of Gazette Notification of the Rights of Person with disabilities Act, 2016-reg.

Ref:- U.G.C. letter No. F.No.6-5/2017(SCT), 7 April 2017

Sir/Madam

With reference to above, a letter and Gazette received from U.G.C. is enclosed herewith for compliance. Please go through the same and send your report within 15 days to the university so as enable us to communicate the same to U.G.C. with in stipulated time.

Thanking you.

Encl:-

Letter and Gazete of India, Ministry of law & Justice, Dt. 28/12/2016.

Registrar

Gondwana University, Gadchiroli.

Copy to:-

1.Hon'ble Madhu Mehra, Under Secretary, University Grant Commission, 351 Eroze Shah Road, New Delhi-110001 with reference to your letter No. U.G.C. letter No. F.No.6-5/2017(SCT), 7 April 2017 for kind information please.

Registrar

Gondwana University, Gadchiroli.

*Ladke*

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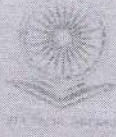
*Ladke*

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प्र. राजनीश जैन  
संघव  
Prof. Rajnish Jain  
Secretary



University Grants Commission

विश्वविद्यालय अनुदान आयोग  
एन.टी. रोड, नई दिल्ली-110002  
विश्वविद्यालय अनुदान आयोग  
एन.टी. रोड, नई दिल्ली-110002  
फोन: 23239451  
फैक्स: 23239452  
वेबसाइट: www.ugc.ac.in

F No.6-2/2013(SCT)

January 2019

The Registrar  
All Universities/Deemed to be Universities

Sub - Guidelines for conducting written examination for Persons with Benchmark Disabilities

Sir/Madam

The undersigned is directed to forward herewith a copy of the O.M. No.3402/2015-DD-III dated 29.8.2018 of Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities, New Delhi received through Ministry of HRD, New Delhi regarding 'Guidelines for conducting written examination for Persons with Benchmark Disabilities'. The Central Government (D/oEPwD) has laid down the Guidelines for conducting written examination for persons with Benchmark Disabilities, 2018 in supersession of the earlier Guidelines issued vide OM No.F 16-110/2003-DD III dated 26.02.2013.

You are requested to take immediate action as per the above guidelines. These guidelines may also be circulated to the constituent and affiliated colleges for strict compliance.

Yours sincerely

(Rajnish Jain)

Encl: As above.

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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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Dr. Deendayal Arvindarya Bhawan  
C.G.O. Complex, New Delhi - 110003

Dated the 23<sup>rd</sup> August, 2016

Office Memorandum

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*23/8/16*  
*Dr. L.S. Ladke*

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, 2013 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 2016".

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.

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IV. The facility of Scribe/reader/Lab Assistant should be allowed to any person with benchmark disability as defined under section 2 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.

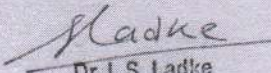
VI. In case the examining body provides the scribe/reader/lab assistant, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe/reader should always be manipulate or above.

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 the 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 a computer or in large print or even by recording the answers as the examining body.

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can easily make use of technology to convert question papers in large print, Braille or Braille and can also convert Braille text in English or regional language.

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.

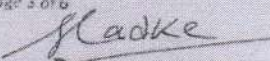
XII. The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are allowed use of scribe/reader/lab assistant. All the candidates with benchmark disability not 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.

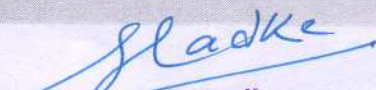
XIII. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentation communication devices like communication chart and electronic devices.

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.

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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. Panda)

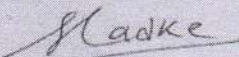
Under Secretary to the Government of India  
Tele. No. 24369059

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&E, New Delhi.

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

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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 \_\_\_\_\_.

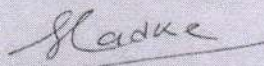
I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

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:



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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  
Government health care institution

Name & Designation

Name of Government Hospital/Health Care Centre with Seal

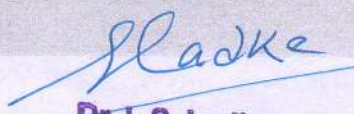
Place:

Date:

**Note:**

Certificate should be given by a specialist of the relevant stream/disability  
(eg. Visual impairment - Ophthalmologist, Locomotor disability - Orthopaedic  
specialist/PMR).

  
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