



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s of 3 UGC Act, 1956)
Accredited by NAAC with 'A' Grade

GUIDELINES FOR CONDUCTING WRITTEN EXAMINATION FOR STUDENTS WITH DISABILITIES

- A. The term examination stand for all Annual/Semester examinations conducted by the University.
- B. The facilities specified in the Document will include the following categories of students:

Sr. No.	Category	Facilities to be provided
(a)	Students with 100% Visual Disabilities.	<ul style="list-style-type: none">➤ Writer➤ Compensatory Time, as per rule
(b)	Students with low vision	<ul style="list-style-type: none">➤ Writer (If the permanent disability of the students may be a hindrance in his/her ability to write the Examination)
(c)	Students with orthopedics disability	<ul style="list-style-type: none">➤ Writer (If the candidate is unable to write his/her examinations himself /herself)➤ Compensatory Time, as per rule (Where the facility of writer is availed of his disability may be a hindrance in his/her ability to write the examination)
(d)	Students with cerebral palsy and other brain related ailments that demand support system	<ul style="list-style-type: none">➤ Writer (If the candidate is unable to write his/her examinations himself/her self)➤ Compensatory Time, as per rule (Where the facility of writer is availed or his disability may be a hindrance in his/her ability to write the examination)
(e)	Students with hearing or speech impairment	<ul style="list-style-type: none">➤ A sign interpreter➤ Extra Time, as per rule

The facilities mentioned against each category in respect of the students of above categories may be provided by the Controller of the Examination after obtaining the prior approval of the University, if the candidate possesses a valid permanent disability certificate issued by the Medical Board of a Government Hospital. However, these facilities will be provided subject to fulfilling other conditions laid down in this document.

Provision for scribe

- A. The candidate, who will be eligible for writer/scribe/interpreter in any of the categories mentioned above, 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 as per the requirements of the examination
- C. The writer should be less qualified than the examinee. The writer is required to produce his/her identity, and a document of the last exam passed before the examination to the Controller of Examinations and to the visiting team if required.
- D. The writer must be paid on the last day of the examination by the Centre In charge. Each centre may claim the required remuneration in from the University after the examination is over.
- E. The fee for the writer, scribe, interpreter and Invigilator is to be borne by the University.
- F. The remuneration of the interpreter will be equivalent to the remuneration of the writer. They will be paid as per the rates prescribed by the University.
- G. If required, each examination centre must arrange for a sign language interpreter for the candidates with hearing/speech impairment. The interpreter should be available for the entire duration of the examination.
- H. Extra time over and above the prescribed time for a paper will be 1/3rd of the duration of examination
- I. The seating arrangements for persons with locomotors disabilities must be on the ground floor, in an accessible building equipped with disabled friendly toilets as far as possible.
- J. Where the facility of writer is provided to any candidate, he/she may be assigned a separate invigilator and a separate room. This provision must also be made for candidates who do not require a writer but are permitted extra time
- K. The institution must get prescribed Performa for writers duly filled by the writers/scribes/interpreters obtain the receipts of payments made to them
- L. A statement showing the particulars (such as Roll No. Name, Course, College and date of Examination) of the disability category student/s appearing at examinations and who have been provided the facilities, as above, must be sent to the Examination branch along with the writer's profroma, receipt of payment, copy of the admit card and copy of the disability certificate of the candidate by the concerned institutions for the maintenance of records and avoid any future discrepancies.


Dr. Rajesh B. Goel
Registrar
MGM INSTITUTE OF HEALTH SCIENCES
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NAVI MUMBAI- 410 209

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Jt. Controller of Examinations



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 MGM

Name & Designations

MGM Medical College with seal

Place:

Date:

Note :

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

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APPENDIX- II

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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