



**Sudumbre, Maharashtra, India**

Unnamed Road, Sudumbre, Maharashtra 412109, India

Lat 18.759177°

Long 73.756378°

25/11/21 11:44 AM



GPS Map Camera



 GPS Map Camera

**Sudumbre, Maharashtra, India**  
**THE DAVE CREME CAFE, SICOHANT COLLEGE OF**  
**ENGINEERING, Sudumbre, Maharashtra 412109, India**  
Lat 18.759346°  
Long 73.756571°  
25/11/21 11:47 AM





**C.A.Y.M.E Trust's  
SIDDHANT COLLEGE OF ENGINEERING.**

(Approved by AICTE, Recognized by Govt. of Maharashtra and Affiliated to S.P. Pune University & MSBTE)  
At Post - Sudumbare, Tal. Mevai Dist. Pune, PIN - 412 109 ■ 02114-661904  
Website: [www.siddhantcoe.edu.in](http://www.siddhantcoe.edu.in) E-mail: [engineeringprincipal@gmail.com](mailto:engineeringprincipal@gmail.com)

Ref: SCOE [ Admin ] 05-C | 2020-21

Date: 14/08/2020

**Office Order**

**Subject:** Appointment of a writer at an examination for Handicapped, Blind and Learning Disabled Students.

**Reference:** Exam/Co-ord/1519, Dated 30/10/2015

As per the above mentioned reference number of SPPU, Undersigned is pleased to assign Smt. B.B. Tambekar, Draftsman from Mechanical Engineering Department as a writer at all SPPU examinations for Handicapped, Blind and Learning Disabled Students, if any.

This appointment is in immediate effect from the next upcoming SPPU examination for the period of three Academic years.



*UVS*

Prof. U.V.Shinde  
Principal  
Siddhant College of Engineering  
Sudumbare, Pune - 412 109

**Copy To:**

- SPPU Coordination section.
- CEO.
- Student Section
- Smt. B.B. Tambekar

*Received  
14.08.2020  
B.B.Tambekar*



ज्ञान-विज्ञान विमुक्तये

प्रो. रजनीश जैन  
सचिव

Prof. Rajnish Jain  
Secretary



विश्वविद्यालय अनुदान आयोग  
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
(Ministry of Human Resource Development, Govt. of India)

बहादुर शाह जफर मार्ग, नई दिल्ली-110002  
Bahadur Shah Zafar Marg, New Delhi-110002

Ph.: 011-23236288/23239337

Fax : 011-2323 8858

E-mail : secy.ugc@nic.in

F.No.6-2/2013(SCT)

January, 2019

The Registrar,  
All Universities/Deemed to be Universities

14 JAN 2019

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.

Government of India

Ministry of Social Justice &amp; Empowerment

Department of Empowerment of Persons with Disabilities (Divyangjan)

\*\*\*

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

4/7

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. Pandda)

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

6/7  
APPENDIX- I

**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 & 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).

## 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:

# SAVITRIBAI PHULE PUNE UNIVERSITY

(Formerly University of Pune)



## **IMPORTANT INSTRUCTIONS**

<b>1</b>	The external students should follow the instructions issued separately regarding filling of the examination form. <b>Before filling the examination forms they should ensure, that he/she offers subject/s for which teaching is provided in the affiliated colleges for relevant degree course/s.</b>
<b>2</b>	<b>A)</b> If the last date of filling the examination forms falls on Holiday/Bank Holiday or any other holiday, the examination forms will be submitted on the next working day. <b>B)</b> The Examination forms be validated & inward be done by the college within stipulated time limit. Inward facility be started from first day of submission of form by the student <b>C)</b> The Exam fees should be deposited in the bank within 3 days after the expiry of the each last date.
<b>3</b>	Exam forms will be accepted only upto last date with late fee. Please note that after last date with late fee no forms will be accepted.
<b>4</b>	All the title of the papers may appear in the examination programme. However the question paper will be set only of those papers for which the teaching is provided in the affiliated colleges/recognized institutes/University Departments.
<b>5</b>	Post Graduate Departmental Examinations will be conducted by the Principals of affiliated colleges having P.G. Centers/Heads of the University Departments and Director of Recognized Institutes in such a way that, the marks of the Examinations and Departmental Courses are submitted to the University on or before the commencement of the respective examinations. No relaxation will be given in this regard.
<b>6</b>	The Departmental Courses and Term End Examination should be arranged by the Colleges / Departments / Institutes in such a way so that it should not clash with the dates of the University examinations.
<b>7</b>	All Departments of University and the courses conducted under circular No. 125 have to declare the results of every examination conducted by them within 30 days from the last date of examinations of per course.
<b>8</b>	<b>For Handicapped, Blind and Learning Disabled Students:</b> The Senior Supervisors/Principal/Director of the concerned examination centre is authorized to make the appointment of a writer at an examination for Handicapped, Blind and Learning Disabled Students. The writer to be appointed must not have passed the examination at which he is appointed to work for the examination. The concerned writer should not be first relative with Examinee, i.e. Mother-Father, Sister-Brother, Paternal and Maternal Uncle. And also authorized to sanction additional <b>Twenty minutes for per one hour question paper</b> to handicapped, blind and learning disable students. However students will have to submit the medical certificate of endorsing Civil Surgeon. An application of the student must be received through the Principal/Director to the Senior Supervisor concerned. Answer-Scripts of learning disabled students such students be submitted to CAP Centre in separate envelop.

<b>9</b>	<p>The Senior Supervisors/ Principal/Director of the concerned examination centre is authorized, to make the appointment of a writer at an examination for a candidate who, in their opinion, is unable to write answer-scripts on medical grounds. The writer to be appointed, must not have passed the examination at which he is appointed to work for the examination. The concerned writer should not be first relative with Examinee, i.e. Mother-Father, Sister-Brother, Paternal and Maternal Uncle. The concerned Examinee must submit medical certificate from 'Registered Medical practitioner'. The Senior Supervisor shall make a separate seating arrangement for the candidate and the writer.</p>
<b>10</b>	<p>The Principals of all Affiliated Colleges/Directors of the Recognized Institutes/Heads of the University Teaching Departments are requested to follow the procedure laid down by the Finance Department of the Savitribai Phule Pune University from time to time, for the purpose of following the procedure for filling the examination forms.</p>
<b>11</b>	<p>They are further requested to ensure that the examination forms are retained at the college and furnished for verification to University office as and when asked.</p>

**The Principals of all affiliated colleges/Directors of Recognized Institutes/Heads of the University Departments are also requested to bring the contents of this Circular to the notice of students, teachers and all other concerned.**

Ganeshkhind,  
Pune-411 007  
Ref.No.Exam/Co-ord/ 1519  
Date: 30/10/2015

**Dr. Ashok Chavan**  
Controller of Examinations