

Estd: 2009

JNTUH College Code: 6C

An ISO 9001:2015 Certified Institution



PRIYADARSHINI INSTITUTE OF SCIENCE AND TECHNOLOGY FOR WOMEN

(Approved by AICTE, New Delhi and Affiliated to JNTUH Hyderabad)

SaiPrabhath Nagar , Khammam Rural -507003, Khammam Dist., Telangana State.

Website: www.priw.ac.in Email Id: jks_edu@yahoo.com Cell: [+91-92466 25050](tel:+91-9246625050).

DISABLE –FRIENDLY BARRIER BARRIER –FREE ENVIRONMENT

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RAMP FACILITY FOR DISABLE –FRIENDLY

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Fig 1: Ramp Facility For Disable –Friendly

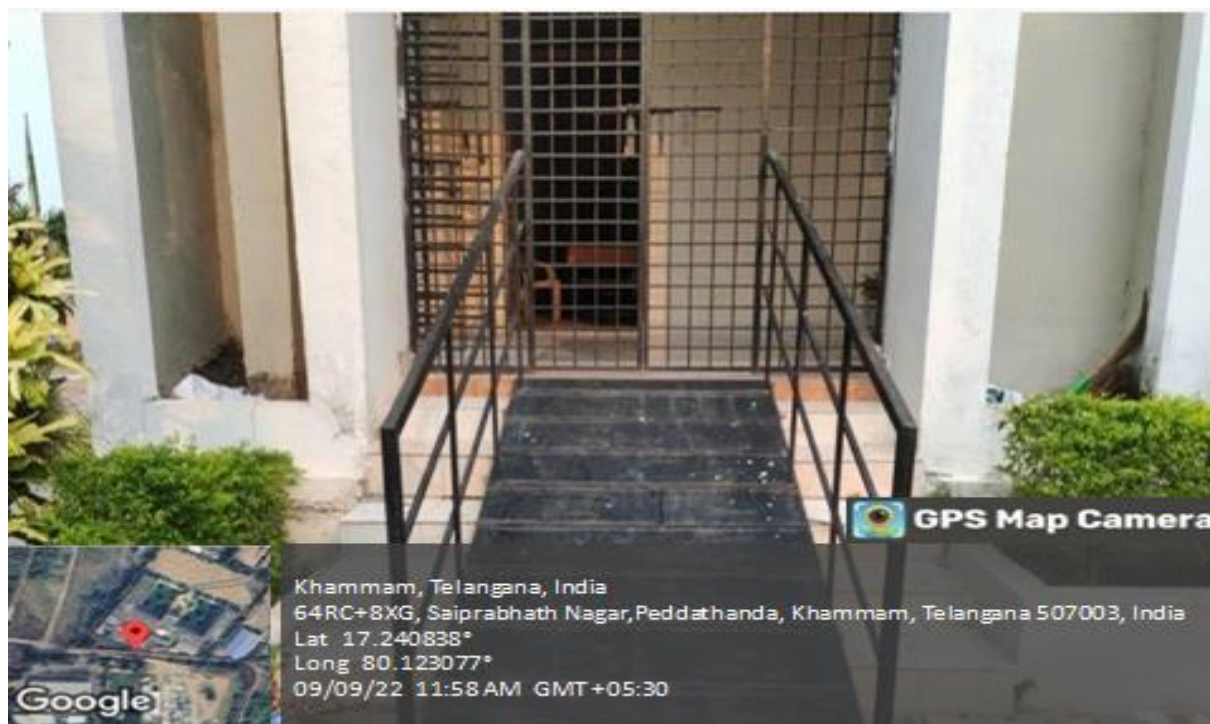


Fig 2: Ramp Facility For Disable –Friendly

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DISABLE FRIENDLY WASH ROOM

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Fig 3: Disable friendly wash room

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ASSISTIVE TECHNOLOGY AND FACILITATES FOR PERSONS WITH DISABILITIES (DIVYANGJAN) ACCESSIBLE WEBSITE, SCREEN-READING SOFTWARE



NVDA Technical Specification

- Operating Systems:
 - all 32-bit and 64-bit editions of Windows 8.1,
 - Windows 10, Windows 11, and all
 - Server Operating Systems starting from Windows Server 2012 R2.
 - NVDA can also run on ARM versions of Windows 10 and 11.
- Memory: 256 mb or more of RAM
- Processor speed: 1.0 ghz or above
- At least 150 MB of storage space.

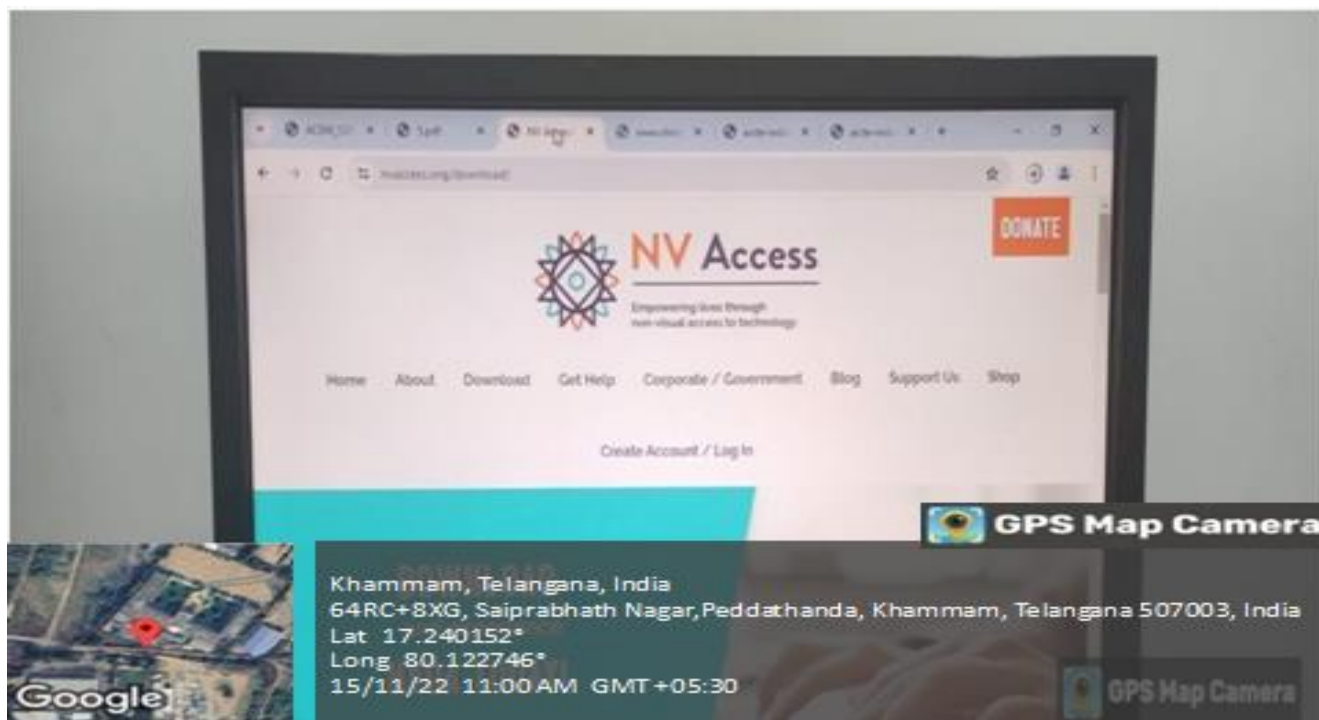


Fig 4: NVDA screen reader software

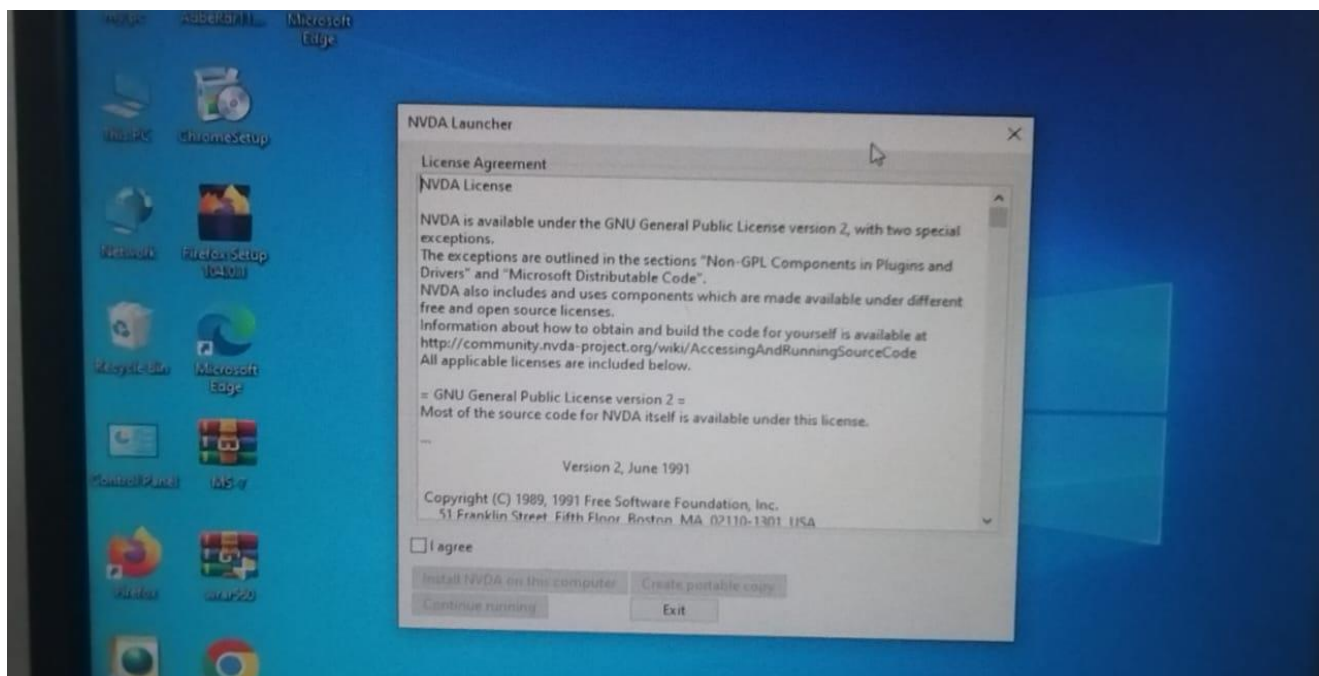


Fig: NVDA screen reader software

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WHEEL CHAIR FACILITY FOR DISABLE FRIENDLY

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Fig 5: wheel chair for disable –friendly

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Fig 6: Reception along with desktop computer for provision for enquiry and information for Divyangjan persons

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SCRIBE POLICY



PRIYADARSHINI INSTITUTE OF SCIENCE AND TECHNOLOGY FOR WOMEN- KHAMMAM

Guidelines for use of a Scribe/Paper writer for visually Handicapped/Orthopedically Handicapped Candidates (whose writing speed is affected)

A Scribe/Paper writer, to write the Theory/Laboratory Internal/External Examination, on behalf of a Visually Handicapped (VH) candidate (Blind) and Orthopedically Handicapped (OH) candidate (whose writing speed is affected), may be used. In all such cases where a Scribe is used, the following rules will apply:

- The candidate will have to arrange his/her own Scribe at own cost and inform the Chief Controller of Examinations beforehand.
- The academic qualification of the scribe should not be more than Intermediate/12th standard/PUC.
- Both the candidate as well as the scribe will have to give a suitable undertaking AS PER FORMAT ATTACHED ANNEXURE that the scribe fulfils all the stipulated eligibility criteria.
- In case it later transpires that the scribe did not fulfil any of the laid down eligibility criteria or had suppressed material facts, the Examination of the candidate will stand cancelled, irrespective of the result of the written examination.
- Candidates who use a scribe will be eligible for extra time @ 10 minutes for every hour of the examination i.e., total time allowed-3.5 Hours (from 10:00 AM to 01:30 PM in the forenoon session and 02:00 PM to 05:30 PM in the Afternoon Session).

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SCRIBE FACILITY



DECLARATION

We, the undersigned, Shri/Smt/Kum. _____
eligible candidate for the _____
examination and Shri/Smt/Kum. _____ **eligible writer (scribe)**
for the eligible candidate, do hereby declare that :

1. The scribe is identified by the candidate at his/her own cost and as per own choice. The candidate is **blind/low vision** or affected by **cerebral palsy** with **loco-motor impairment** and **his/her writing speed is affected** and s/he needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Physically Challenged persons.
2. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.
3. In view of the importance of the time element and the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Paragraph '1' above.
4. In view of the fact that multiple appearance / attendance in the examination are not permitted, the candidate undertakes that he/she has not appeared / attended the examination more than once and that the scribe arranged by him/her is not a candidate for the examination. Also, the same scribe cannot be used by more than one candidate. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.
5. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the examination. If any of these shortcoming(s) is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution

Given under our signature:-

Signature of the Scribe

Postal address:

Signature of the Candidate
Registration No. :
Roll No.:
Postal address:

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STD Code: Phone No.....

STD Code:..... Phone No.....

[Cell No., if any]

[Cell No., if any]

**Photograph
of the Scribe**

Signature of Invigilator

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AICTE SCRIBE POLICY



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011-29581000
Website : www.aicte-india.org



अखिल भारतीय तकनीकी शिक्षा परिषद्
(भारत सरकार का एक सार्वजनिक 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



**Annexure-I**

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).



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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:

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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: