



PRESIDENCY
UNIVERSITY



Scribe and Amanuenses Policy

Presidency University follows the scribe policy as per the guidelines prescribed by the Government of India. The applications who are visually impaired [blind/low vision] or orthopedically handicapped or whose writing speed is adversely affected permanently by cerebral palsy with loco-motor impairment are eligible to request for a scribe. The applicant-examinee of Presidency University may use services of a scribe at their own cost during the examination. In all such cases where a scribe is used, the following rules will apply (under the latest guidelines of the Govt. of India, attached herewith) F. No. 29-6/2019-DD-III

1. The facility of a scribe is meant for only the applicants as mentioned above and who have the disability percentage of 40% or more. Further, subsequent guidelines of Govt. of India shall apply
2. The examination section of Presidency University follows the rules related to providing of scribe as per the latest rules of Government of India.
3. The applicants will have to arrange his/her own scribe at own cost.
4. A person acting as a scribe for one applicants cannot be a scribe for another applicant. In addition, the scribe arranged by the applicant should not be an applicant for the same examination. If violation of the above is detected at any stage of the process, candidature of both the applicant and the scribe will be cancelled.
5. Applicants eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in their examination applications forms at least 15 days before the beginning of examination. Any subsequent request will not be entertained. (Please refer to the latest guidelines issued by the Ministry of Social Justice and Empowerment: Annexure I and II)
6. Both, the applicants as well as the scribe will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, confirming that she/he fulfills all the stipulated eligibility criteria for a scribe as mentioned in the latest rules of the Govt. of India. Further, in case it is revealed later transpires that she/he did not fulfill any of the laid-down eligibility criteria or suppressed any material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the exam.
7. Applicants are required to submit the DECLARATION / certificate as a proof confirming that he/she is eligible for taking the services of a scribe / compensatory time along with the hall-ticket.
8. In case the applicant fails to produce the DECLARATION / certificate he/she shall not be eligible for taking the services of a scribe / compensatory time.

Guidelines for Examination Office:

1. The physically disable/ blind/hearing impaired candidate may select the scribe
2. The scribe need not have a lower qualification that the student, provided that the scribe should not have the qualification(with the same optional and languages) pertaining to the examinations, which the student is writing (for example: a student who has completed BA/MA can be scribe for the student who is taking BCA / B Design examination)
3. The physically disabled / blind/hearing impaired candidates and the scribes for such candidates shall be allowed an extra time of 20 minutes per hour.
4. Based on students written request, duly signed and approved by the respective School Director / Dean, need to be submitted two weeks before the examination, to the Controller of Examination.
5. The Controller of Examination, based on the case, may approve for the Scribe support to the respective student. The student's identity (such as SRN, Branch, etc....) to be kept confidential all the times.
6. The scribe support panel may have 4-6 members having following qualifications:
 - a. A reasonably legible hand-writing
 - b. Must not be from the same stream / course
 - c. Must be available within the required period of time
 - d. Must keep all the details confidential
 - e. CV or brief profile of the scribe provider

Registrar