



**SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION AND RESEARCH**  
(A Deemed to be University declared under Section 3 of UGC Act 1956)

Comprising Sri Devaraj Urs Medical College  
[Constituent unit of Sri Devaraj Urs Educational Trust for Backward Classes (Regd.)]  
TAMAKA, KOLAR-563 103, KARNATAKA, INDIA

Ph: 918152-243003, +91 9448395232, Fax : +918152 - 243008 E-mail - registrar@sduu.ac.in / office@sduu.ac.in. Website: www.sduu.ac.in

No.SDUAHER/KLR/ADMN/ 1098 /2020-21

Date: 9<sup>th</sup> Sept. 2020

**CIRCULAR**

This is to inform all the teaching, non-teaching staff members and students that, the help, assistance and mobility support are available for physically challenged population who are all visiting Sri Devaraj Urs Academy of Higher Education and Research building, Sri Devaraj Urs Medical College and R.L.Jalappa Hospital and Research Centre. The human assistance center is available at the reception area (May I Help you), RLJH&RC and the needed population can use the same whenever they visit The Academy.

  
Registrar

**Registrar**  
Sri Devaraj Urs Academy of Higher  
Education and Research  
Tamaka, Kolar - 563 103.

Copy to:

1. P.A. to V.C., SDUAHER.
2. The Dean, Faculty of Medicine, SDUAHER.
3. The Dean, Faculty of AH & BS, SDUAHER.
4. The Principal, SDUMC.
5. The C.O.E., SDUAHER.
6. The Medical Superintendent, RLJH&RC.
7. The Vice Principal, SDUMC.
8. The Director of Academics, SDUAHER.
9. The Director, UCHPE, SDUAHER.
10. The Director, PG Studies, SDUAHER.
11. The Director, MACC, SDUAHER.
12. The Finance Officer, SDUAHER.
13. The Head, HRM, SDUAHER.
14. The Coordinator, IQAC, SDUAHER.
15. The Prof. & HoDs of all the departments, SDUMC.
16. The Prof. & HoDs of all the departments under Faculty of AH & BS, SDUAHER.
17. The Executive Engineer/ Asst. Executive Engineer, SDUAHER.
18. The Wardens, Men's & Women's Hostels, SDUMC.
19. All Section Heads, SDUAHER.
20. All Notice Boards.
21. O/c.



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No.SDUAHER/KLR/ADMN/ 488 /2020-21

Date : 24<sup>th</sup> June 2020

## **NOTIFICATION**

Sub: Implementation of Guidelines of Scribes - Reg.

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The Academy has prepared Guidelines of Scribes for candidates with benchmark disabilities appearing for any examination conducted by The Academy due to which the candidate is unable to write on his / her own examination.

Accordingly, The Academy hereby announces and notifies the Guidelines of Scribes and shall come into effect from the date of notification.

Registrar  
Registrar

Sri Devaraj Urs Academy of Higher  
Education and Research  
Tataka, Kolar - 563 103.

**Copy to:**

1. P.A. to V.C., SDUAHER.
2. The Dean, Faculty of Medicine, SDUAHER.
3. The Dean, Faculty of Allied Health & Basic Sciences, SDUAHER.
4. The Controller of Examinations, SDUAHER.
5. The Finance Officer, SDUAHER.
6. The Principal, SDUMC.
7. The Medical Superintendent, RLJH&RC.
8. The Coordinator, IQAC, SDUAHER.
9. The Prof. & HoDs of all the departments, SDUMC.
10. The Prof. & HoDs of all the departments, Faculty of AH & BS, SDUAHER.
11. O/c.



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### **GUIDELINES OF SCRIBES**

As per the Government of India, Ministry of Social Justice and Empowerment Circular dated 29<sup>th</sup> August 2018 and UGC letter communication dated 14<sup>th</sup> January 2019, The Academy has approved the following guidelines for conducting written examination for Persons with Benchmark Disabilities.

#### **Definitions**

#### **Examination**

Examination means all term tests, midterm tests semester end examinations conducted by all faculties of The Academy and any other written examination conducted under supervision.

#### **Physical Disability**

Physical Disability is a condition applicable to a candidate appearing for any examination conducted under supervision, due to which the candidate is unable to write on his / her own. The different types of physical disabilities are mentioned in **Appendix 1**.

#### **Scribe**

Scribe is a person who is identified to write the examination on behalf of the candidate appearing for any examination conducted under supervision. The Scribe should be a bonafide citizen of India, should have an Aadhar Card, and should have academic qualification at least one step below that of the candidate, should have a minimum qualification of Matriculation, should not be a friend or a relative of the candidate and should have no physical disability to write.

#### **Emergency situation**

An unforeseen situation beyond the anticipation and control of the candidate or examination supervisor.

#### **Dictaphone**

Dictaphone is a voice recording device and is used for transcribing the recorded file to text at a later time.



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### **Expenses towards Scribe and /or Transcribe**

Any expense towards travel, food, accommodation, compensation, honorarium, medical and any other incidental expenses incurred for availing the services of Scribe or Transcribe.

### **Transcribe**

Transcribe is a person who converts audio recordings to written text form.

### **Guidelines**

These guidelines apply to all examinations conducted by all Faculties and Departments of The Academy.

1. The facility of Scribe will be given to any person with physical disability as described in **Appendix-1** and has limitation in writing including that of speed. The facility will be provided upon written request as per **Appendix-2** by the candidate to the Dean.
2. The disability in writing could be temporary or permanent. However, the situation of disability must have come up after joining The Academy.
3. The provision of Scribe will be given upon submission of a medical certificate from the Medical Superintendent, R L Jalappa Hospital & Research Centre. The Certificate format is provided in **Appendix-3**.
4. The candidate will have the discretion of opting for his / her own Scribe or request the Dean of his / her faculty for providing the same. Candidate's own Scribe must be approved by the Dean.
5. The Dean may also identify Scribe as per the requirements of the examination. In such instances, the candidate will be allowed to meet the Scribe **two days** before examination to verify the suitability of the Scribe and give his / her approval. In case of emergency situation, the candidate may be allowed to meet the Scribe one day before the examination. The approval during emergency situation may be at the discretion of the Dean.
6. The concerned HOD will approve the suitability of the Scribe.



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7. The qualification of the Scribe should be one step below the qualification of the candidate taking examination. The Scribe can be from any academic discipline. However, the minimum qualification for the Scribe should be Matriculation.
8. The candidate should submit the details of the Scribe in the format provided in **Appendix-4**. The form should be submitted at least 24 hours before the date of examination.
9. Both, the candidate as well as the Scribe, have to give an undertaking, in the format given in **Appendix-4** with passport size photographs of both and a copy of the Aadhar Card, confirming that the Scribe fulfills all the stipulated eligibility criteria as mentioned in clause 7. Further, in case it later transpires that he / she does not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled irrespective of the result of the examination.
10. In case, the candidate is unable to sign due to his / her disability, the thumb impression of the candidate may be obtained.
11. In case, the thumb impression also is not available due to injury, then impression of other fingers, toes etc., may be captured.
12. The candidate can opt to use the same Scribe or use a different Scribe for other subjects of the same examination. However, there can be only one Scribe per course.
13. The same Scribe should not be used by another student with disability for the same subject within the same academic year.
14. The Dean should sign in **Appendix-4** to approve the use of Scribe Services.
15. The Dean should send a written communication to the examination supervisor with all the details of the Scribe and the attested copy of the declaration along with the candidate's details.



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16. In case of unforeseen situations leading to difficulties for the candidate (for e.g., the scribe being non-cooperative, scribe falling sick, etc.), the candidate can seek to change the Scribe. However, the process of identifying and appointing a new Scribe should be done 24 hrs before the examination date. Any change requests received lesser than 24 hrs for the examination will not be allowed.

17. The changed Scribe should meet all the stipulated requirements, has to furnish all the required documents and sign a declaration form as in **Appendix-4**.

18. In case the Scribe does not report to the examination due to any reasons whatsoever, the candidate should use a Dictaphone issued by the Examination section of the faculty. The use of Dictaphone should be approved by the examination superintendent.

19. In case Dictaphone is used; the transcription will be done by a competent person approved by the Dean.

20. The mode of examination is only through writing. NO OTHER MODE like Braille, Computer Aided Examination, online examination, Large Prints, etc., will be permitted.

21. The compensatory time for the candidates who use Scribe will be 20 minutes per hour of examination time. For example, for a 3 hrs duration examination, the candidate with Scribe facility will be allowed an additional time of one hour. In case, the duration of the examination is less than one hour, then the additional time will be on pro-rata basis. Additional time should not be less than 5 minutes and should be in multiples of 5.

22. The Scribe is authorized to sign on behalf of the candidate during the examination duration as needed.

23. Seating arrangement should be made in a separate room preferably in ground floor. The timing of giving the question paper should be marked accurately on the answer script, and timely supply of supplementary sheets should be ensured.

24. The candidate will bear the expenses that might arise towards the Scribe or Transcribe. No monetary compensation or reimbursement to the Scribe will be paid by The Academy.

25. The fee payable by the candidate to The Academy for availing the services of Scribe will be as per The Academy rules.



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### **26. Guidelines for Candidates with Locomotor Disability and Cerebral Palsy.**

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant extremity (writing) is affected to the extent of slowing the performance of function (minimum of 40% impairment).

### **27. Guidelines for Visually Impaired Candidates.**

Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

28. If the disabled candidate (temporarily disabled) requests to write the examination with his own hand with an extra time (60 minutes for 3 hours examination i.e. 20 minutes per hour), he/she shall submit an application to the Principal of the college through the COE seeking grant of extra time to write the examination, with concerned medical certificates and the attested copies of such permission letters, if any, given earlier by any of the Boards or Universities in India.

29. The permission granted in the case of permanently disabled students shall be valid for the entire period of his study in the program, whereas, in the case of temporary disability the facility extended shall be for the specific period only.



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### **Appendix-1**

Categories of medical conditions to allow scribe:

- Persons with orthopedic disability
- Persons with neurological disability
- Persons with visual impairment
- Persons with burn injuries or cut injuries
- Any other medical condition as deemed fit by the medical officer



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### **Appendix-2**

**From:**

[Student's name and address]

[Student's Academy ID]

[Program and Semester]

**To:**

The Dean

[Faculty]

Sri Devaraj Urs Academy of Higher Education and Research,

Tamaka, Kolar.

Dear Sir,

I am unable to write \_\_\_\_\_ (mention the type of examination) on \_\_\_\_\_ (mention date) due to a temporary physical disability. The details of the disability are mentioned in the Medical Certificate attached herewith.

I request you to please allow me to use the services of a Scribe to write the above mentioned examination.

I will follow the requisite formalities, submit the requisite documents and abide by the policies, rules and guidelines as stipulated by The Academy in connection with the utilization of Scribe Services.

Thanking you,

Yours faithfully

Signature / Thumb Impression

Name of the student

Date:



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### **Appendix-3**

#### **Certificate Regarding physical limitation to write an examination**

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) son of / daughter of \_\_\_\_\_, a resident of \_\_\_\_\_ (complete postal address with landmark as mentioned in Aadhar card) and with Aadhar Card Number \_\_\_\_\_ and I state that he / she has temporary physical limitation which hampers her / her writing capabilities owing to his / her disability

Signature with seal:

Name:

Designation:

Name and address of the hospital:

Note: Certificate should be issued by a specialist of the relevant stream –

- Orthopedic disability – Orthopedic Surgeon
- Neurological disability – Neurologist/ Neurological Surgeon
- Visual disability – Ophthalmologist
- Physical injuries - Physician



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### **Appendix-4**

#### **Letter of Undertaking for using a scribe**

##### **Details of Candidate and Scribe**

Name of the candidate:

Address of the candidate as in Aadhar Card:

Aadhar Card Number of the candidate:

Name of the Scribe

Address of the Scribe as in Aadhar Card

Aadhar Card Number of the Scribe

I \_\_\_\_\_ (name of the candidate) with  
\_\_\_\_\_ (name of the disability) am appearing for the  
\_\_\_\_\_ (name of the examination, course code, course title)

I do state that Mr / Ms. / Mrs. \_\_\_\_\_ (name of the scribe) will provide the services of the scribe for me for the aforesaid examination.

I do undertake that his / her educational qualification is \_\_\_\_\_  
(qualification of the scribe)

I do undertake that the above mentioned scribe fulfills the stipulated requirements of scribe for the aforesaid examination.

In case, subsequently it is found that the information provided by me is incorrect, any disciplinary action as decided by The Academy can be taken against me.

Signature of the Candidate:

Signature of the Scribe:

Date:



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**For Official use:**

The services of the Scribe mentioned above can be utilized for the candidate mentioned above.

Name:

Designation:

Signature with Seal: Date:



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No.SDUAHER/KLR/ADMN/ 476 /2020-21

Date : 22<sup>nd</sup> June 2020

## NOTE

Hon'ble Vice Chancellor of Sri Devaraj Urs Academy of Higher Education and Research, Tamaka, Kolar, after duly scrutinizing and evaluating the representation of Dr.Prashanthi.M, Final year Diploma, Department of Anaesthesia, SDUMC, Tamaka, Kolar (Vide No.1816 dated 19.06.2020) has approved her request to allot thirty minutes extra to complete her Theory paper examinations.

✓ To,  
The Controller of Examinations,  
SDUAHER, Tamaka,  
Kolar.

  
Registrar  
Registrar  
Sri Devaraj Urs Academy of Higher  
Education and Research  
Tamaka, Kolar - 563 103.

### Copy to:

1. The Principal, SDUMC and Chief Superintendent of Examinations, SDUAHER.
2. O/c.

From,

Dr. Prashanthi. M.

Final year [Diploma]

Dept. of Anaesthesia

SDUMC, Tamaka, Kolar  
Mob - 9952025117

TO,

The Principal,

SDUMC, Tamaka, Kolar.

Respected Sir,

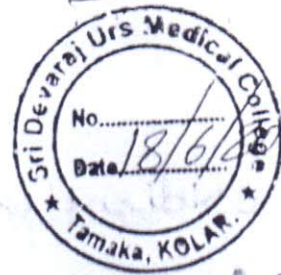
Subject : Regarding requesting for Extra  
30 minutes for writing exams.

With the reference to above, myself Dr. Prashanthi of Anaesthesia Dept is bringing to your notice that I had met with an accident & had injury to right index finger and been operated for tendon injury I had taken physiotherapy later and still in a recovery phase. Since exams are nearby on June 21 and I still unable to write and perform movement on regular basis. kindly request to provide Extra 30 minutes, so that it could help to fill the gap and perform better.

Place - Tamaka, Kolar

Date - 18/06/2022

2916



Exam Section

Kindly consider my request and do the need full.

Thanking you,

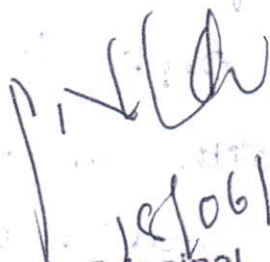
Yours Obidiently

Dr. Prashanthi.M

Prashanthi.

To produce ① disability certificate  
② certified by orthopaedic Surgeon

To process it further.

  
18/06/20  
Principal  
Sri Devaraj Urs Medical College  
Tamaka, Kolar



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No.SDUAHER/KLR/COE/1131/2024-25

Date: 20.03.2025

**NOTE**

**Sub: Allowing scribe to the student in University examination.**

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The student Mr. Rohith Sino (Reg. No. 23IM2103) student in semester-I & III B.Sc. IMT, requested for scribe as he had fractured his right hand during an accident. As per the policy on provision of scribe, the student may be given extra time (40 minutes) for the above mentioned semester theory examination.

*Shekhar*  
Controller of Examination

IL  
Controller of Examinations  
Sri Devaraj Urs Academy of  
Higher Education & Research  
Tamaka, Kolar - 563 101.

**To**

The Chief Superintendent  
AH & BS March / April 2025 Examination  
SDUAHER

**Copy to:**

1. Dean, FAH & BS, SDUAHER
2. Chief Coordinator, AH&BS, SDUAHER
3. Office Copy