

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

OFFICE OF THE DEAN ACADEMIC

No. - 4164

Dated: 04-10-2024

ORDER

Sub: Examination Writing Policy for students with Benchmark disabilities.

In accordance with the Rights of Persons with Disabilities Act, 2016 (RPwD Act, 2016), an Office Memorandum dated 29th August 2018 of the Ministry of Social Justice and Empowerment, the Government of India has issued the guidelines for conducting written examinations for Persons with Benchmark Disabilities.

As per the guidelines following terms and conditions are approved for Persons with Benchmark Disabilities at the Institute:

1. The term examination stands for all End Term/Mid Term examinations conducted by the Institute.
2. The facilities specified in the Document will include the following categories of students:

S. No.	Category	Facilities to be provided
(a)	Students with 100% Visual Disabilities	<ul style="list-style-type: none">➤ Writer➤ Extra Time, as per rule
(b)	Students with low vision	<ul style="list-style-type: none">➤ Writer (If the permanent disability of the student may be a hindrance in his/her ability to write the Examination).➤ Extra Time, as per rule (Where the facility of the writer is availed or his disability may be a hindrance in his/her ability to write the Examination)➤ Question papers in enlarged print (Photocopy).
(c)	Students with orthopedic disability	<ul style="list-style-type: none">➤ Writer (If the candidate cannot write his/her examination himself/herself).➤ Extra Time, as per rule (Where the facility of the writer is availed or 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 a support system	<ul style="list-style-type: none">➤ Writer (If the candidate is unable to write his/her examination himself/herself).➤ Extra Time, as per rule (Where the facility of the 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 the above categories may be provided by the Head of the Department with the approval of the Dean Academic 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.

3.

(f)	Students with short-term disability due to injury	➤ The facilities will be provided as per the recommendations of the CMHO, Institute Dispensary.
(g)	Students with any other type of disability (not covered in the above categories)	

In the above categories, the student will apply to the concerned Department Head through his/her program Advisor and DUGC/DPGC for the facility he/she wants to avail during the examination. The student's application may be forwarded to the CMHO Institute Dispensary by the Head/Dean Academic for his specific recommendations, and the facility will be provided to the students accordingly, as per norms.

4. Students who will be eligible for writer/scribe/interpreter in any of the categories mentioned above, may arrange for their own writers, scribes, or interpreters as the case may be. If they cannot do so, the HoD will provide the same on receipt of a written request from the candidate at least one week prior to the commencement of the examination. A writer's bank must be created for the purpose of a ready availability of writers whenever required. The candidate must be given an opportunity to satisfy himself/herself about the writer's ability to take dictation from the candidate.
5. As far as possible, the qualification of the writer should not be more than the minimum qualification criteria of the examination.
6. The writer is required to produce his/her identity and a document of the last exam passed before the examination to the Head of the Department/Dean Academic to the flying squad team if required.
7. The writer must be paid on the last day of the examination by the Institute whether the writer has been arranged by the candidate or by the Head of the department.
8. The fee for the writer, scribe, and interpreter will be Rs.2000 for the Mid-term examination and Rs.3000 for the End-term examination.
9. The remuneration of the Interpreter will be equivalent to the remuneration of the writer.
10. If required, the Institute may 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.
11. Compensatory time (Extra time) over and above the prescribed time for a paper will be 1/3rd of the duration of the examination.
12. The candidates having a permanent disability, which is a hindrance in his/her ability in writing, may be allowed to write their examinations on a computer/laptop with the help of relevant and disabled-friendly software. Such students may write their examinations at the Institute. However, such requests should be made by the candidate to the program advisor/DUGC/DPGC/Head of the Department at least a week prior to the examinations.
13. Compensatory time (Extra time) shall be permissible to the students who have been allowed to write their examination on a computer/laptop as per the rules.
14. 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.
15. Where the facility of the 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.

16. The Institute must get prescribed Performa for writers duly filled by the writers/scribes/Interpreters and obtain the receipts of payments made to them.
17. A statement showing the particulars (such as ID No., Name, Course, and date of the examination), of the disability category student appearing at examinations and who has been provided the facilities, as above, must be sent to the Academic Section along with the writer's preform, receipt of payment and a copy of the disability certificate of the candidate for the maintenance of records and to avoid any future discrepancies.



Dean Academic

Copy to:

1. All Head of the Departments.
2. Associate Dean (UG)/(PG).
3. Assistant Registrar (Accounts)
4. PS to Director.
5. PA to Registrar.
6. Dealing assistant UG, PG, and Ph.D. Academic Section.
7. Guard File.



Dy. Registrar (Academic)