दिल्ली विश्वविद्यालय ANNEXURE-I
UNIVERSITY OF DELHI
परीक्षा शाखा-7/EXAMINATION BRANCH-VII
Room No.104 New Examination Building, Delhi-11007
Telephone No.011-27001015

Ref. No. DU-Exam.VII (Conduct)/Scribe/2025/04
Dated 10th January, 2025

The Dean/Head/Principal/Director

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Subject: Notification for providing scribe to students with Temporary/Benchmark Disabilities/ PwBD-Reg.

Dear Sir/Madam,

In partial modification to the Examination Branch Notification No. OSD(E)/2013/30640 dated 28.01.2014 with respect to the provision of scribes to students with Temporary/Benchmark Disabilities/ PwBD and directed to forward herewith the following Guidelines issued by the Government of India, Ministry of Social Justice, & Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan) and have already been circulated by the University Grants Commission to all Universities/Deemed to be Universities, to be adopted/implemented by the University of Delhi & its Faculty/Department/College/Center with immediate effect:

(i) Guidelines issued by the Under Secretary to the Govt. of India, Ministry of Social Justice and Empowerment vide F. No. 34-02/2015-DD-III dated 29.08.2018 forwarded by the Secretary, University Grants Commission (UGC) to the Registrars of all Universities/Deemed to be Universities vide letter No. F. No. 6-2/2013(SCT) dated 14.01.2019,

(ii) Office Memorandum issued by the Deputy Secretary, to the Govt. of India, Ministry of Social Justice and Empowerment vide F. No. 29-6/2019-DD-III dated 10.08.2022 addressed to the Chairman, University Grants Commission with a request to issue necessary instructions to all Universities including Deemed Universities for compliance.

(iii) University of Delhi, Examination Branch, Letter No. Exam.VII/2024/253 dated 7th June, 2024 is hereby reiterated:

a) All Cases for providing the Scribe/Writer to be Verified/Examined by the Medical Superintendent of University College of Medical Sciences (UCMS) & GTB Hospital/Maulana Azad Medical College (MAMC)/Lady Harding Medical College (LHMC) and other Government Hospitals.

b) Students of Vice-Chancellor Internship Programme shall be assigned as Writers/Scribes as decided by the Center Superintendent of the Examination.

c) Remuneration as applicable.

2. This issues with the approval of the Competent Authority.

Joint Registrar (Examinations)

Encl: As stated above.

दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI
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b) Students of Vice-Chancellor Internship Programme shall be assigned as Writers/Scribes as decided by the Center Superintendent of the Examination.

c) Remuneration as applicable.

2. This issues with the approval of the Competent Authority.

Joint Registrar (Examinations)

Encl: As stated above.

F. No. 34-02/2015-DD-III
Government of India
Ministry of Social Justice & Empowerment
Department of Empowerment of of Persons with Disabilities (Divyangjan)
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Pt. Deendayal Antyodaya Bhawan,
C.G.O. Complex, New Delhi -110003
Dated: the 29th August, 2018

Office 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

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/Deapartment 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. Panda)
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

F. No. 29-6/2019-DD-III
Government of India
Ministry of Social Justice and Empowerment
Department of Empowerment of Persons with Disabilities (Divyangjan)
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Pt. Deendayal Antyodaya Bhawan,
CGO Complex, New Delhi – 110003
Dated: the 10th August, 2022

Office Memorandum

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

The undersigned is directed to say that this Department has issued guidelines 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) on 29.08.2018 and corrigendum dated 08.02.2019 which inter-alia, provides for grant of scribe and compensatory time. Hon'ble Supreme Court in its order dated 11.02.2021 in the matter of Shri Vikash Kumar Vs UPSC and others has directed this Department 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 should 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.

2. Keeping in view the above order of the Hon'ble Supreme Court, an Expert Committee was constituted to consider the issue and suggest guidelines accordingly. The Committee noted that there are various types of clinical problems that can affect the writing capacity. After careful consideration of the matter, the Committee recommended that sole criteria for grant of scribe and compensatory time should be based on assessment of the capability of a person to write.

3. The Committee accordingly recommended the following 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).

-Sd./-
(Mrityunjay Jha)
Deputy Secretary to the Government of India
Tel. No. 24369045

To

1. Secretary of all Ministries/Departments
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 of information to: CCPD, 5th Floor, NISD Building, Sector-10, Dwarka, New Delhi-110075

ANNEXURE – II

दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI
Examination Wing

File Ref. No. DU/Exam-V/UFM/Policy Circular/1/2024 06.06.2024

CIRCULAR

Sub: Important Instructions to Students/Examinees for prevention of Disorderly Conduct/Misconduct & use of UFM (UNFAIR MEANS) & Malpractices during University of Delhi Examinations - Reg

The University of Delhi wishes to maintain global academic standards in its education system and hence does not tolerate any form of academic dishonesty. All violations of academic honesty in course of Examinations shall constitute disorderly conduct and use of Unfair Means (UFM). Unfair means/misconduct/malpractice rules and regulations are governed by the Ordinance XA contained in the University of Delhi Act 1922 (as amended from time to time) and any other relevant ordinances governing academic conduct during examinations. The following instructions have to be read in conjunction with the Ordinance- XA of the University Ordinances and routine Instructions issued from Examination Branch including instructions/advices displayed on the websites of the University/Colleges/Departments/Faculties etc and Instructions written on the Answer Sheets/ Answer Booklets etc.

2. **Instructions to the students/examinees**

a. A student indulging in any of the following acts in the examination hall will be considered as Misconduct in the examination and booked for the same.

i. Student flagrantly violating orders from the Exam Superintendent (ES), Invigilator (s), Flying Squad, or any other university-appointed personnel conducting the exam.
ii. The student acting objectionably or violently towards the invigilator, exam superintendent, other staff members, or other candidates.
iii. Making threats or using violence, causing commotion within or outside the exam room, blocking other candidates from entering, acting inappropriately around the any other university-appointed personnel conducting the exam etc.
iv. The student introduces weapons or dangerous materials into the examination area or room without authorization.
v. Leaving the examination room without handing over the answer book to the Invigilator. This shall invite penal action as per law.
vi. Intentionally tearing off the answer book or a continuation sheet or a part thereof.
vii. Using abusive or obscene language in the answer book.
viii. Where the candidate disturbs the examination or attempts to do so
ix. Where the candidate on being challenged or searched during the course of examination by the Superintendent or by Invigilator or by any member of the examination staff on duty, swallows a note or paper or runs with any unauthorized material or is guilty of causing disappearance or destroying any such material with the intention of obliterating the evidence of his/her having possessed unauthorized material. In such cases, the statement of invigilator/superintendent of the examination alone will be considered as evidence.
x. Any behaviour on the part of students that prevents personnel from performing their duties.

b. A student necessarily need not be involved in cheating to be viewed as a case of UFM/Malpractices. Intentional act or even unintentional mistake of noncompliance of instructions/guidelines for the examination will be considered as UFM/Malpractices. A candidate will be reported for examination malpractice(s) if they engage in any of the following in the examination hall/ examination room:-

i. Possession of printed/ photocopy / manuscripts pertaining/ not pertaining to the day's examination, or in the form of book, pages of a book or loose sheets, or any other matter not permissible to be brought into the examination hall/examination room.
ii. Possession of tables, hand books, code books etc. which are not permitted for the day's examination.
iii. Possession of programmable calculators, mobile phones, smart watches/Bluetooth or Wi-Fi enabled devices, pagers, organizers, digital memory pad etc. with/ without matters related to the day's examination stored in them.
iv. Possessing any other prohibited material that may be of help in writing answers or facilitate copying in the examination hall.
v. Seeking help from anyone during examination and/or helping someone else during the examinations.
vi. Writing any matter, formula, definitions, sketches in any part of the candidate's body, dress, handkerchief, instrument box, calculator cover, wall, table, drawing board, Question paper, hall ticket etc. which may have relevance to the syllabus of the examination-paper concerned.
vii. To exchange with nearby students any hall tickets, question papers, scales, calculators, instrument boxes, etc. that have any formulas, answers, sketches, or hints relating to the day's exam written on them.
viii. Showing the answer-sheet/question paper to the neighbours/nearby students or allowing them to copy.
ix. Giving/ Receiving the main answer-booklet or other information carrying material to/ from neighbour/ nearby student for copying.
x. Copying from any printed or hand-written material or answer-booklet of another student includes Copying (verbatim or in/with modification) in any form – from phrases to paragraphs.
xi. Writing any appeal to the examiner offering money or any irrelevant matters in the answer script, insertion of currency notes in answer script and giving contact address, telephone numbers etc.
xii. Writing the register number anywhere in the answer-booklet other than in the fly slip of the front page
xiii. Revealing one's identity in any way in the response that was provided or in another area of the answer sheet by the student.
xiv. Writing the examination without valid hall ticket or obtaining admission tothe examination room on a false representation.
xv. Striking off all the pages including the correct answers written by him/ herin the answer-booklet, when being caught for any act of malpractice.
xvi. Inserting pre-written additional sheet(s) having matters related to thesubject of the day's examination into the main answer-sheet.
xvii. Replacing the answer-sheet supplied in the hall by pre-prepared answer-sheet brought by the candidate himself/ herself or got from external sources.
xviii. Impersonation is when a student arranges another person to take the examination on their behalf or tries to take the test in someone else's place.
xix. Taking away with him/her the Answer sheet, without handing over the same to the Invigilator or trying to take away or damage another candidate's answer-sheet/ script.
xx. Insertion of currency notes or any other valuables inside the answer booklet/additional sheets.
xxi. Any other similar act(s) of commission and/ or omission(s) which may beconsidered as malpractice by the competent authority.

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3. The University reserves the right to enforce these instructions and take appropriate action against any student found violating the guidelines herein. Such actions may include but are not limited to disciplinary measures, academic penalties, and legal proceedings in accordance with the Ordinances & Statutes of the University & prevailing laws of India. By participating in examinations conducted by the University of Delhi, students acknowledge their understanding and acceptance of the regulations outlined in this circular and other relevant policies and guidelines issued by the University from time to time. The University shall not be held liable for any consequences arising from the failure of students to adhere to the instructions provided herein. Students are solely responsible for their conduct during examinations and shall indemnify the University against any claims, damages, or liabilities resulting from their actions or omissions.

4. The University reserves the right to modify, update, or amend the instructions provided in this circular as deemed necessary to maintain academic integrity and uphold the standards of education at the University of Delhi. Any such modifications shall be communicated through official channels, and it is the responsibility of students to stay informed about changes to the guidelines. This Circular is intended to safeguard the rights and interests of the University of Delhi and to ensure the fair and transparent conduct of examinations. Students are advised to adhere strictly to the instructions provided herein and to uphold the principles of academic integrity and honesty in all their academic endeavours.

(Controller of Examinations)

Copy to:

i. All Principals/Departments/Faculties – for information and dissemination of the Circular
ii. DUCC – for hoisting on the University website