

6. Certificate of Head of Institution for a Availability of Scribe

Dr. G.Anil Kumar, B.Tech,M.Tech.Ph.D
Principal

Date:15.12.2020

TO WHOMSOEVER IT MAY CONCERN

This is to certify that scribe for examination are available for differently abled students (Divyangjan). As of now there are no differently abled students studying in the college during previous years and current year. As per the requirement of JNTU-H scribes have been identified and the same has been submitted to JNTU-H. Availability of scribes has been displayed in the college notice board. In future if any differently abled students get admission in our college the facility will be utilized.



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Guidelines for Scribe:

APPOINTMENT OF SCRIBE

Preamble: Physically handicapped candidate writing the SEE can take assistance from another person who is normally called as AMANUENSIS. An Amanuensis can be appointed by the COE of the college to the candidate who is really disabled to write his/her examination with his own hand. While appointing an Amanuensis the following guidelines are to be followed strictly.

Guidelines:

- (a) An Amanuensis can be appointed to the candidate who is blind or disabled from writing the examination with his/her own hand.
- (b) A candidate seeking the assistance of an Amanuensis shall submit an application to the COE through the HOD of the department duly recommended by the proctor, with the following documents.
 - (i) Medical Certificate from Medical Officer of a Government District or higher-grade hospital or a registered Medical Practitioner showing the inability of the candidate to write the examination with his/her own hand, which shall be attested by the HOD.
 - (ii) No relation Certificate - An undertaking by the student and the Amanuensis showing that there is no relation between them with an authentication by the Notary Public.
 - (iii) Attested copies of testimonials of an Amanuensis.
 - (iv) One A4 size paper hand written matter which is written by the Amanuensis.
 - (v) Three recent Passport size photos of the Amanuensis attested by the HOD.
- (c) An Amanuensis appointed must be of lower grade education than the candidate and should not be studying in the same field (Engineering/Architecture).
- (d) The Chief superintendent/ Chief coordinator shall arrange a suitable room for the candidate & the amanuensis and appoint a room superintendent for the candidate who shall be changed daily.
- (e) 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.
- (f) 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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As per the JNTU-H the following guidelines are to be strictly followed:

- 1) Medical Certificate issued by a Civil Surgeon working in a Government Hospital.
- 2) Photo of the student / candidate highlighting the inability to appear for the examination.
- 3) The Particulars of proposed scribe i.e., name, address, qualifications and present occupation. [The scribe should be of intermediate qualification with arts subjects only].
- 4) A letter from the scribe stating that he /she is willing to act as scribe.
- 5) A copy of the certificate of scribe's qualification along with recent photograph duly attested by the Principal.
- 6) A letter from the Principal stating that he/she personally verified and satisfied regarding qualification of the scribe as per norms and that he/she will provide a separate room and invigilator for all the examinations of the candidate.



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Scribes Available for Differently Abled
(Divyangjan)

Please Contact

Exam Cell In-Charge

Mr. B.Srinivas

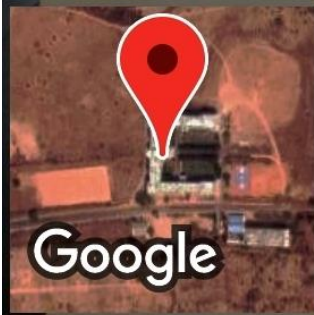
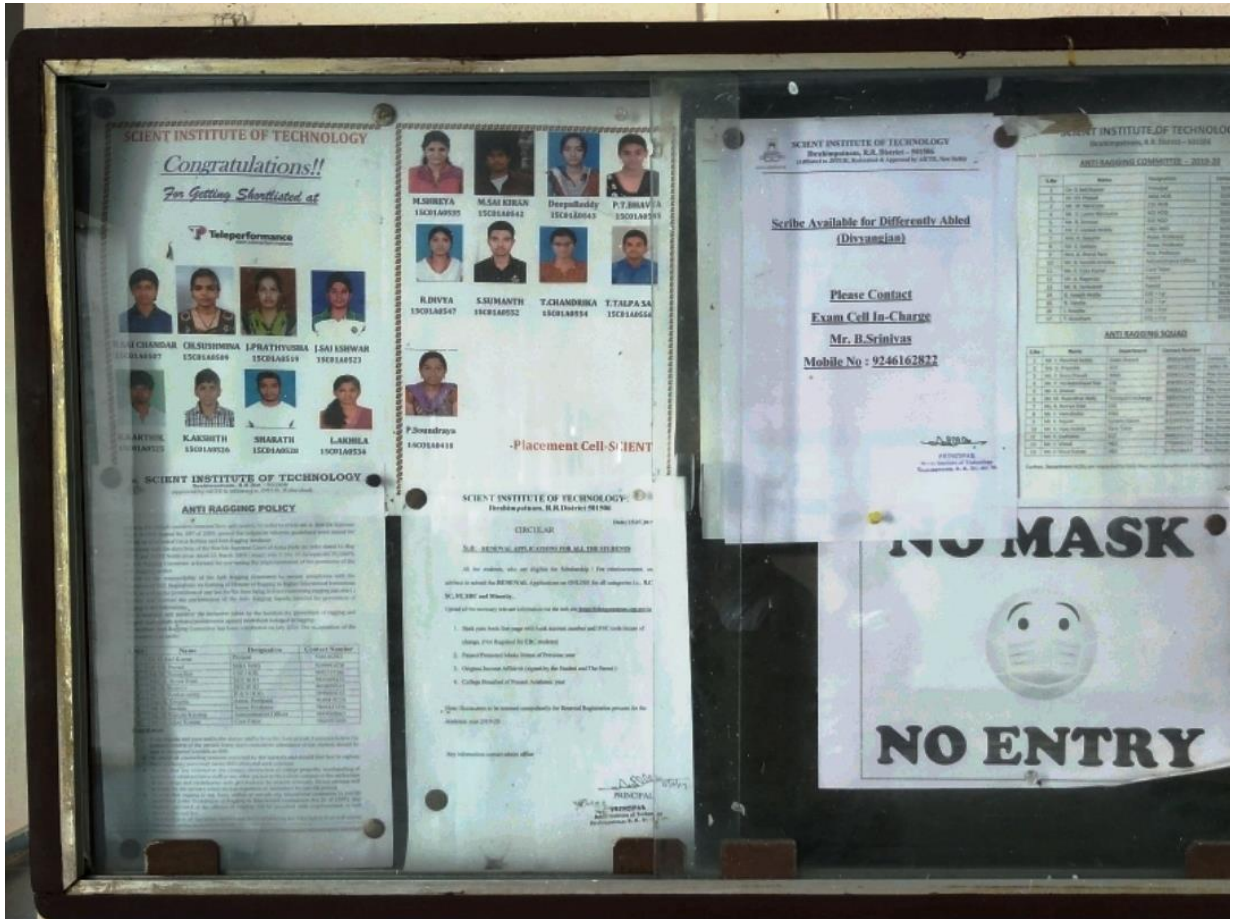
Mobile No : 9246162822



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SCIENT – Exam Cell Notice Board Display



Type	Degree	DMS
Latitude	17.175295	17°10'31" N
Longitude	78.658468	78°39'30" E

16 Dec 2020, 15:41 PM




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