

**7.1.CONCESSIONS TO PHYSICALLY / MENTALLY CHALLENGED CANDIDATES.
(Relevant provisions in the Examination Manual)**

Physically handicapped candidates who appear for examination are allowed the following concessions such as services of scribes at the examination, extra time to complete the examination, grace marks etc. depending on the degree and nature of disability of the candidates subject to such norms as prescribed by the Mahatma Gandhi University from time to time.

Summary of Concessions to Physically and Mentally Handicapped Candidates in Examinations
(based on UO 2203 /A1/2011/Acad. Dtd.02.05.2011)

Sl.No	Category	Concession / Benefit	Conditions	U/O
1	Physically challenged candidates with a permanent nature of disability who are unable to move their hands freely and write with normal speed	Extra time of 15 minutes per hour for all the examinations of the entire programme Provision of a Scribe of the disability in not less than 40%	Application in the prescribed form along with medical certificate and photograph	U.O No. Ac.A1(2) 348 /98 dtd.19.04.1999
2	Partially blind candidates having visual standards from 20% to 50% (i.e a disability of 50% to 80%)	Extra time of 30 minutes to answer each paper of 3 hours duration with proportionate reduction for papers of shorter duration	Application in the prescribed format with certificate in original from a specialist concerned regarding visual standards / visual disability	UO NO.AcA1/3/2211/2001 dtd., 12.11.2001
3	Blind candidates having visual standards from 1% to 19% (i.e., a disability of 81% to 100%)	1. Extra time of 45 minutes to answer each paper of 3 hours duration with proportionate reduction for	Application in the prescribed format with certificate in original from	UO NO.AcA1/3/2211/2001 dtd., 12.11.2001

		<p>papers of shorter duration</p> <ol style="list-style-type: none"> 2. Benefit of a scribe to write the examination 3. Exemption from the payment of examination fee 	a specialist concerned regarding visual standards / visual disability	
4	Mentally challenged candidates having a disability of 40% or more	<ol style="list-style-type: none"> 1. Extra time of 45 minutes to answer each paper of 3 hours duration with proportionate reduction for papers of shorter duration 2. Service of an Interpreter 3. Grace marks @ 25% of the marks scored by the candidate in the written examination in addition to the total marks scored by the candidate 	Application in the prescribed form along with certificate from a competent medical board specifying the disability	UO No.1227 / A1/2010/ Ac. Dtd.09.03.2010
5	Deaf and dumb candidates having a disability of 40% or above	<ol style="list-style-type: none"> 1. Exemption from writing the second language examination 2. 25% grace marks 1.0 grace grade points as applicable 	Application in the prescribed format along with certificate from a competent medical board specifying the disability	<p>U.O.No Ac.A1/1/2661/2003 dtd.31.12.2003</p> <hr/> <p>U.O.No 5244/03/10AcAVIII dtd. 25.06.2010</p>

7.1.1. Concessions to Blind Candidates

Blind Candidates who appear for the examinations are allowed concessions subject to the norms fixed by the Mahatma Gandhi University from time to time.

7.1.2. Special Instructions for packing Answer Scripts of Blind Students.

The Chief Superintendents shall write '**BLIND CANDIDATE**' in bold letters on the top of the facing sheet of the answer scripts of blind candidates in separate covers with the superscription '**BLIND CANDIDATE**' after each day's examination.

7.1.3. Appointment of Scribes

Subject to the norms fixed by the Mahatma Gandhi University, candidates who are eligible to avail of the services of scribes, the Chief Superintendent is authorized to appoint scribes according to the following conditions:

1. The person appointed as scribe shall not be an employee of the college
2. He /She shall not be a relative of the candidates who is appearing for the examination.
3. The educational qualifications of the scribe shall be less than those of the candidate.
4. A proforma with declaration in the format given below shall be obtained from the scribe.
5. The proforma signed by the scribe shall be forwarded to the office of the CE along with the voucher for payment, obtained from the scribe.
6. He/ She shall be paid remuneration at the rates fixed by the Mahatma Gandhi University from the amount allotted for conduct of the examinations.

7.1.4. Proforma Showing Details of Scribes at the Examinations

1. Name and Address of the scribe
2. Age and Date of Birth(with copy of the relevant page of SSLC Book)
3. Details of course for which he/she is studying/studied.
4. Educational Qualifications
5. Specimen Signature of the Scribe
6. Two copies of the Passport size photograph of the scribe attested by the Principal

7. Name and address of the candidate and the examination for which the candidate is appearing
8. Register No. of the Candidate

Declaration

I hereby declare that the information furnished above is true and that I have not qualified/appeared for any examinations other than those mentioned in clause (4) above.

Date:

Signature of the Scribe

7.1.5 Method of application

Candidates eligible for concession under any one of the above categories shall apply to the CE in the prescribed format for claiming the concessions for which they are eligible according to the prescribed rules. The applications should be submitted in the examination section of the college duly forwarded by the HOD.

7.1.6 Other Conditions

Applications for the concessions shall be submitted for each semester's examination of a programme.

Previous semester's sanction shall not be taken as a precedent for granting the concessions in the subsequent years.

Except in the case of permanent disabilities fresh medical certificates shall have to be produced for each semester's examination.

The original medical certificate shall be returned to the candidate after the examinations if a copy of the medical certificate is also enclosed along with the application.

The Grace Marks may be awarded by the tabulation Section and shall not be considered for ranking.

The application for special concession along with original and copy of Medical Certificate and a photograph of the candidate certified by the specialist Doctor shall be submitted two months before the commencement of the Examination.

7.1.7 Processing of applications

The applications for concessions to physically handicapped students shall be processed and their eligibility ascertained after verification of each application with reference to the rules and a brief note with the list of candidates eligible under each category shall be prepared and submitted to the Controller of Examinations for approval. After obtaining the approval of the Controller of Examinations, separate orders for each candidate shall be prepared and signed by the competent officer authorized by the Controller of Examinations. Copies of the orders shall be sent to the candidates, to the tabulation sections concerned, the Chief Superintendent and to such other sections dealing with payment of remuneration to the scribes etc.

As corrected on 16/09/2017