


7.1.7 The Institution has disabled-friendly, barrier free environment

Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading

	ANNA UNIVERSITY CHENNAI - 600 025 Office of the Controller of Examinations		22301682, 22357244 22357295, 22357296 22357286, 22357287 91-44-22301134/22350291 cee@annauniv.edu
			Off:
			Fax:
			E-mail:

Lr. No. 3200/COE/C20/2015

Date: 30.04.2016

From **M.I.E.T. ENGG. COLLEGE-TRICHY-7.**
 DATE: 21.5.16
 Dr. G.V. UMA
 Control of Examinations
 Anna University
 Chennai - 600 025
 DEPT. SECTION: Exam Cell

The Principals of all Affiliated Colleges /
 Government Colleges / Deans of Regional Offices /
 University Colleges under Anna University,
 Chennai - 600 025 (Zone - I to XXIII)

Sir / Madam, **PRINCIPAL**

Sub: Office of the Controller of Examinations - Anna University, Chennai - 25 -
 Higher Education - Guidelines for conducting written examination for persons with
 disabilities - appointment of scribes - framing of additional guidelines in the appointment
 of scribes as per the directions of the Honourable High Court of Madras - Guidelines and
 instructions issued for adherence - Reg.

*From
 Dr. G.V. UMA
 20/5/16*

Ref: (1) Letter No. 3166/G1/2016-1, dated 08.03.2016 from the Joint Secretary to Government,
 Secretariat, Chennai - 600 009.
 (2) Lr. No. 08457/TAC/2016, dated 01.04.2016 from the Director of Technical Education,
 Chennai - 600 025 addressed to the Registrar, Anna University, Chennai - 600 025.

I invite your kind attention to the reference 2nd cited, wherein the Director of Technical
 Education has requested this office to follow the guidelines issued by the Government of
 Tamil Nadu in Higher Education in respect of appointment of scribes and conducting
 examination for persons with disabilities.

In this connection, I would like to point out that a detailed guidelines pertaining to the
 appointment of scribes and conducting examination for persons with disabilities has been issued
 by the Higher Education Department based on the guidelines issued by the Government of India
 and Honourable High Court of Madras (copy enclosed). I request you to follow the guidelines
 in addition to guidelines issued by this office earlier.

I also request you to create a pool of scribes in your college based on the guidelines
 issued by the Government of Tamil Nadu scrupulously and the fact of which may be intimated
 to this office along with the panel containing of the name of persons to be appointed as scribes.

As a report has to be furnished to Government in this regard, I request you to send the
 panel to this office on or before **16.05.2016**.

I request you to treat this letter as "**MOST IMMEDIATE**".

Yours faithfully

[Signature]
 CONTROLLER OF EXAMINATION
 25/5/16

Encl.: As above.
 Copy to:
 1. The Director of Technical Education, Chennai - 600 025
 2. All the Zonal Co-ordinators / Officers.

[Signature]
 27/4/16

[Signature]
 27/4/16

[Signature]
PRINCIPAL
M.I.E.T. ENGINEERING COLLEGE
GUNDUR, TIRUCHIRAPPALLI-620 007.

DEPARTMENT OF TECHNICAL EDUCATION



From
The Director of Technical Education,
Directorate of Technical Education,
Guindy, Chennai - 600 025.

To
The Registrar,
Anna University,
Guindy, Chennai - 600 025.

Letter No. 08457 / TAC / 2016, dated: 01.04.2016

Sir,

Sub: Technical Education - Guidelines for conducting written Examination for persons with disabilities - Appointment of scribes - Framing of additional guidelines in the appointment of scribes as per the directions of the Hon'ble High court of Madras - Regarding.

Ref: Government letter No. 3166 / G1 / 2016 - 1, dated: 08.03.2016.

Your attention is invited to the above subject matter. The copy of the Government letter cited in the reference is enclosed herewith for your reference.

In this regard, you are requested to follow the guidelines and procedures mentioned in para - 3 of the letter cited in the reference and also to take immediate action to create a pool of scribes separately for the Technical Education Department within a prescribed time and furnish the same to the O/o the State Commission for the Differently Aabled under intimation to Government, immediately.

Encl: As stated above


for Director of Technical Education

Copy to:

The Controller of Examinations,
Anna University,
Guindy, Chennai - 600 025.


PRINCIPAL
M.I.E.T. ENGINEERING COLLEGE
GUNDUR, TIRUCHIRAPPALLI-620 007.

Most Immediate



Higher Education (G1) Department
Secretariat, Chennai-9



Letter No.3166/G1/2016 -1, Dated: 08.03.2016

From
Thiru.G.Gopal, B.Sc.,
Joint Secretary to Government

08457

To
The Director of Collegiate Education, Chennai - 6.
The Director of Technical Education, Chennai - 25.

Sir,

Sub: Higher Education - Guidelines for conducting written examination for persons with disabilities - appointment of scribes - framing of additional guidelines in the appointment of scribes as per the directions of the Hon'ble High Court of Madras - Guideiiness and instructions issued for adherence - reg.

- Ref: 1. Memorandum F.No.16-110/2003-DD-III, Ministry of Social Justice & Empowerment, Department of Disability Affairs, Government of India, dated 26.02.2013.
2. Government Letter No.2780/DAP.1/2013-1, Welfare of the Differently Abled Persons (DAP-1) Department, Chennai-9, dated 25.02.2013.
3. Orders of the Hon'ble High Court of Madras, dated 28.01.2016 in W.P.No.5383/2015 filed by Thiru.C.Govinda Krishnan.
4. From State Commissioner for the Differently Abled, letter Roc.No.1312/SS/2015 dated.12.2.2016.

In the reference first cited, guidelines for appointment of scribe and conducting examination for persons with disabilities were issued by the Government of India.

2. In the reference second cited, Government of Tamil Nadu have issued instructions for appointment of scribes and conducting examination for persons with disabilities.

3. In the reference third cited, the Hon'ble High Court of Madras in its order dated 28.01.2016, filed by C.Govinda Krishnan has directed the State Commission to include the following procedure and suggestions as additional norms and guidelines to the existing norms in practice:-

"1) If a candidate is authorized to use a reader, scribe and / or prompter, the same person should fulfill both or all roles whenever possible.

ii) Prior to the examination, the coordinator should provide an opportunity for the candidate and a scribe to practice working together.

iii) The candidate must take the examination in a separate room. The dictated responses of the candidate must not be overheard by other candidates.

iv) Because the examination is taken in a separate room, an invigilator must be present in addition to the scribe. This is to ensure the proper conduct of the examination, so that no questions arise regarding the appropriateness of the assistance.

v) The scribe must:-

a. Transcribe the candidate's responses verbatim.

b. Draw all visual material (for example, diagrams, maps and graphs) according to the exact instructions of the candidate.

c. Not offer information that may be used to answer questions, including advice on which questions to answer, when to move on to another question or the order in which questions should be answered.

vi) The scribe may:

i. Read back answers at the request of the candidate.

ii. Alter or delete answers at the request of the candidate.

vii) A candidate's answer to a multiple-choice paper may be recorded in a form that is most convenient to the candidate and scribe. However, the candidate's answers must be submitted for marking on a multiple-choice answer sheet, regardless of how they are initially recorded.

viii) The Scribe must be familiar with the terminology used in the subject but, whenever possible, should not be candidate's own teacher for the subject being examined.

ix) Conversation between the candidate and the scribe must be confined to ensuring that the candidate's responses are transcribed correctly. There must be no discussion about the examination paper or the candidate's answers.

x) The scribe must not act as a prompt, unless there has been a prior decision by the school to use a prompter as an assessment arrangement for the candidate. In such circumstances, the scribe must be made aware of the rules governing the use of a prompter. In all other situations, if time elapses during the examination when the candidate is not responding to the examination paper, no action should be taken by the scribe, unless the candidate is ill or distressed and then the invigilator should be notified.


PRINCIPAL

M.I.E.T. ENGINEERING COLLEGE
GUNDUR, TIRUCHIRAPPALLI-620 007.

xi) A pool of Scribes should be created separately for the Higher Education Department, School Education Department and the Differently Aabled Welfare Department.

xii) However, while appointing scribes, depending upon the candidate's choice of subject, instead of appointing subject experts, qualified scribes from a pool of interdependent subjects may be appointed.

xiii) A prior interaction between the scribe and student could be arranged officially at least a day before the examination.

xiv) If a teacher is appointed as a scribe, let there be fixation of qualification for such teacher along with adequate training, skill assessment by the state.

xv) Let the main subjects and allied subjects be grouped and sorted so that scribes can be picked from the pool of scribes classified subjects wise. (for example, a Chemistry Teacher can be a scribe for a Maths examination but NOT otherwise)

xvi) Legibility of handwriting may be tested by way of tests during training phase of scribes, in order to avoid scribes who are having illegible handwriting as it downgrades the system drastically.

xvii) Physical fitness of a scribe is of paramount importance. Steps are to be taken to ensure only physically fit scribes, with no disability marring their eyesight, hearing ability and writing ability should be appointed and trained.

xviii) Scribes in some cases do not understand the accent of the visually impaired student. Hence, scribes and visually impaired students must be allowed to practice working together to remove any communication obstacles between them. The school authorities under the aegis of the Government must take necessary steps to arrange meeting with scribes."

4. In the reference fourth cited, the State Commission for Differently Aabled has requested the Government to create a pool of scribes for Higher Education Department as envisaged in point No.xi and xii in the above said guidelines before the end of this month i.e February 2016 and to furnish the same to the O/o the State Commission for the Differently Aabled, which will be of immense use during various Government Examinations both academic and competitive. He has also stated that above said guidelines and procedures should be scrupulously followed and any violation or non-compliance of the guidelines will amount to Contempt of Court and requested to send the taken report in this matter.

5. in view of the above, I am to request you to follow the guidelines and procedures mentioned in para-3 above and also to take immediate action to "create a pool of Scribes separately for the Collegiate Education Department / Technical Education Department within a prescribed time and furnish the same to the O/o the State Commission for the Differently Aabled under intimation to Government immediately.


Yours faithfully,

D.K. Gnan
8/3/2016

for Joint Secretary to Government

2016

n. j. j.
PRINCIPAL
M.I.E.T. ENGINEERING COLLEGE
GUNDUR, TIRUCHIRAPPALLI-620 007.

	ANNA UNIVERSITY		TRICHY-7. U.P. 112 2630 Date: 18.01.2019 AV / Encau PRINCIPAL
	CHENNAI - 600 025		
	Office of the Controller of Examinations		
	22357293, 22357296 22357286, 22357287 91-44-22301134/22350291 coc@annauniv.edu	22301632, 22357244 122357293, 22357296 22357286, 22357287	

Lr. No. 1900/COE/C20/2019

From

To

Dr. M. VENKATESAN
 Controller of Examinations
 Anna University
 Chennai - 600 025

The Principals of all Affiliated Colleges /
 Government Colleges / Deans of Regional Offices /
 University Colleges under Anna University,
 Chennai - 600 025 (Zone - I to XVIII & XX to XXIII)

Sir / Madam,

Sub: Office of the Controller of Examinations - Anna University, Chennai 25 -
 Enhancement of Scribe Assistance Fee from Rs. 300/- to Rs. 500/- -
 Implemented - Reg.

Ref: Lr. No. 8134/A2/2018-2, dated 09.07.2018 from the Principal Secretary to
 Government, Higher Education (A1) Department, Secretariat,
 Chennai - 600 009

Kind attention is invited to the reference cited, wherein the
 Principal Secretary to Government, Higher Education (A1) Department,
 Secretariat has issued an order to enhance the Scribe Assistance fee from
 Rs. 300/- (Rupees Three hundred only) to Rs. 500/- (Rupees Five hundred only).

Hence, it is informed the scribe fee of Rs. 500/- (Rupees Five hundred only)
 is to be collected for each subject from the candidate concerned and it may be
 handed over to the scribes who help Differently Abled Persons in the
 examinations.

This is for your kind information and necessary action.

Yours faithfully



CONTROLLER OF EXAMINATIONS

- Copy to:
1. All Zonal Co-ordinators / Zonal Officers concerned
 2. Computer Lab
 3. C-10, C-40 & 50 Sections


PRINCIPAL
 M.I.E.T. ENGINEERING COLLEGE
 GUNDUR, TIRUCHIRAPPALLI-620 007.