

Delhi Technological University
(Formerly Delhi College of Engineering)
Shahbad Daultapur, Bawana Road - Delhi 110042

F.6(17)/DTU/EXAM BRANCH/WRITING ASSISTANT/14344.

16th Feb 2018

Notification

Subject: Guidelines for Providing Writer & / or Extra Time for Disabled Students in the Examination

1. The term examination stand for all Mid Semester, Supplementary & End Semester Theory Examination conducted by the Delhi Technological University
2. The facilities specified in the document will include the following categories of students as notified in The Rights of Persons with Disabilities Act 2016 on 28th Dec 2016 :-

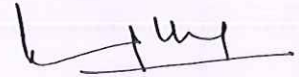
S No	Category	Facilities to be provided
(a)	Students with 100% Visual Disabilities	> Writer > Extra Time as per Rules
(b)	Students with Low Vision	> Writer (if the permanent disability of the student may be hindrance in his /her ability to write the Examination) > Extra Time, as per Rule (Where the facility of writer is availed or his disability may be a hindrance in his/her ability to write the examination
(c)	Students with Orthopedic Disability/ Specific Learning Disabilities	> Writer (if the candidate is unable to write his/her the Examinations himself/herself)
(d)	Students with Cerebral Palsy & Other Brain related ailments that demand proper system	> Extra Time, as per Rule (Where the facility of 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	>A sign Interpreter >Extra Time as per rule
(f)	Students with Short Term Disability due to Injury	>The facility will be provided as per the
(g)	Students with any other type of Disability (not covered in the above categories)	recommendations of the CMO, DTU, Health Centre or any Government Hospital.

3. The facilities mentioned against each category in respect of students of above category may be provided by Superintendent of Examinations after the approval of the Controller of Examinations.

4. The candidate should possess / submit a valid permanent disability certificate issued by the Medical Board of a Government Hospital in support of his/her disability. The medical certificate issued by the following agencies/organizations will be considered for granting concessions to Differently abled candidates:

- i) Disability Certificate(s) issued by Government hospitals controlled by either the Central or State Governments;
- ii) Disability Certificate(s) issued by Recognized institutes of national level viz National Association for the Blind, Spastic Society of India etc; and
- iii) Disability Certificate(s) issued by Non-governmental Organizations/practitioners registered with Rehabilitation Council of India/Central Government/State Government of the Respective State.

5. Desirous student may make written request to provide a Writer through concerned HOD to the Controller of Examinations indicating his/her particulars and details of various papers / Exams in which he / she wishes to appear after taking recommendation of the CMO, DTU Health Centre
6. One hour extra time over and above the prescribed time for a paper of 03 hours duration will be given. In case, where duration of the Examination is less than 03 hours, the extra time allowed will be 1/3rd of the total duration of the examination.
7. No extra fee will be charged from the disabled student.
8. The Centre Superintendent will provide the Scribe/ Writer to such students. The Scribe/ Writer must be at least one grade lower / less qualified than the examinee to whom a writer is provided.
9. The Centre Superintendent will make extra arrangement at examination centre by providing Scribe/Writer, one extra/separate invigilator in a separate room.
10. The Centre Superintendent will ensure that before the Scribe/ Writer is actually assigned to the candidate, he/she is given opportunity to satisfy himself/herself with the Scribe/Writer with regard to his/her picking up of the diction etc. An undertaking may also be undertaken from the student that he/she is fully satisfied with the Scribe /Writer provided by the Centre Superintendent. In that undertaking the full details of the Scribe/Writer shall also be mentioned.
11. The Centre Superintendent will make the payment to Scribe/Writer as per norms out of the advance of remuneration received from the University for Conduct of the Examinations.



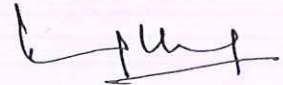
(Kamal Pathak)
Controller of Examinations

F.6(17)/DTU/EXAM BRANCH/WRITING ASSISTANT/14344.

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Copy to:

1. PA to Vice Chancellor for information of the Hon'ble Vice Chancellor.
2. PA to Pro VC (I) for information of the Pro- Vice Chancellor (I).
3. PA to Pro VC (II) for information of the Pro- Vice Chancellor (II).
4. Registrar
5. All the Deans & Heads of the Department of DTU
6. Superintendent of Examination 2017-2018
7. Deputy Registrar (F & A)
8. CMO,DTU, Health Centre
9. I/C (Result)
10. I/C (C & E)
11. Guard File



(KAMAL PATHAK)
Controller of Examinations