



(Sponsored by: Brilliant Grammar School Educational Society)

(Approved by AICTE, New Delhi, Affiliated to JNTU-Hyderabad)

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Policy for Scribe

Guidelines for use of scribe/paper writer for visually handicapped/orthopedically handicapped students:

In the case of students who are eligible for availing the services of scribes, the Principal shall authorize to appoint scribes according to the following conditions.

- The scribe shall not be an employee of the college/centre where the examinations conducted. The scribe shall not be a relative of the student who is appearing for the examination. The educational qualifications of the scribe shall be less than those of the student.
- A pro forma with declaration in the format given institute shall be obtained from the scribe. The pro forma signed by the scribe shall be forwarded to the institute.
- The Government of India has notified guidelines for evaluation of the disabilities and procedures to be adopted at Higher Educational Institutions.
- The institution as per the guidelines of the government and that of the affiliating university will ensure that the persons with disabilities are encouraged.
- Both the student as well as scribe will have to give an undertaking as per the format attached (Annexure-V), that the scribe fulfills the stipulated eligibility criteria. In case, if it later transpires that the scribe did not fulfill any of the laid down eligibility criteria all the examinations the scribe wrote for the student shall stand cancelled.

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