

Guideline/Facility for Blind & Amanuensis Candidate for University Exam

(3)

(c) Full particulars of the candidate, who is allowed to appear at an examination with the express permission of the University, under provisional college roll numbers should be immediately sent to the Controller of Examinations, so as to regularize his appearance after giving him University roll numbers and to declare his result along with other students of that examination.

(d) Candidates who arrive late for any papers are not entitled to be admitted to the examination hall after the hour fixed for the commencement of the examination. In exceptional cases, the Superintendents may at their discretion admit Candidates coming late by not more than **half an hour** after ascertaining that no candidate had left the examination hall till then. All such cases should, however, be reported to the Controller of Examinations. No extra time should be given to such candidates.

(e) **ONE HOUR EXTRA TIME BE GIVEN TO BLIND CANDIDATES FOR ANSWERING THEIR QUESTION PAPER AT THE EXAMINATION.**

(f) **Candidates are to be assembled without Mobile Phones, books, papers of reference material of any kind.** The Centre Superintendent should make suitable arrangement for placing books etc. outside the examination rooms. The place for keeping books/papers etc. by the candidates should be announced to them with a note of warning that they should keep their belongings outside before entering the examination hall and that if any body is found in possession of paper, chits, Mobile Phone or any unlawful material, he/she shall be treated to have resorted to the use of unfair means and dealt with accordingly.

(g) Pre-entry search of the candidate, should be made by the Superintendent/Addl. Superintendent/Asstt. Superintendent/Supervisors/Invigilators for any unlawful material to prevent use of unfair means in the examination. It will be obligatory on the part of the examinee to submit to such search. Such search can be made during examination time also. This may be notified to the candidates for their information.

(h) Candidates should be prepared/produced themselves for giving their search physically, to the supervisors Staff/Internal Flying Squad/University Flying Squad, or any person authorised by the University/Centre Superintendent, if they are asked to do so during the examination.

(i) **The Superintendent should please see that no candidate who is actually suffering from an infectious disease, such as small pox, plague, influenza etc. or who, though convalescent, is not free from infection, is allowed to sit for the examination.** If such a candidate is noticed after the examination has begun, immediate steps should be taken to see that his papers are destroyed and that other disinfecting measures are carried out.

(j) Rules for guidance of candidates (**Form No. 26 E**—sent herewith) should please be read out to them on the first day and then placed on the Notice Board outside the examination hall.

11. (a) Before giving answer-books to the candidates, the facsimile stamp of the signature of the Registrar (sent separately) shall be affixed on the right part of the title covers of all answer-books and answer-sheets to be used by them. In addition to this, one of the alphabet stamps (sent separately), shall be affixed on the space provided on the right part of title covers of each answer-book below the Registrar's facsimile stamp. The Alphabet stamps should be used daily at the discretion of the Superintendent. A statement showing the serial number of answer-books with a particular alphabet used on each day should be maintained. This is intended as a precaution against blank answer-books being smuggled into the examination hall. If the Centre Superintendent finds any answer-book in bad shape, he is requested not to issue such answer-books to the candidates to avoid the manipulation. Answer-books should, therefore, in no case be stamped in larger quantity than required for each day's use so that if by any chance blank answer-books are stolen at a centre and afterwards smuggled into the answer-books collected at the end of an examination the absence of the particular alphabet stamp of the day on their title cover might at once prove them to be contraband. At an institution which is a centre for several examinations of the University, the Superintendent should please see that answer-books of different examinations are not mixed up. The Superintendents should maintain a correct record of serial numbers and alphabet stamps used on the answer-books issued to candidates. A consolidated statement

D
at

Guideline/Facility for Blind & Amanuensis Candidate for University Exam

(6)

Procedure to be followed when a candidate is found using unfair means and control of disorderly conduct in the examination hall.

Instruction to be followed during Examination hours.

Instruction to be followed for blind/Albino/Visually Challenged and Physically Handicapped candidates Ord. 169-M.

14. Candidates found using unfair means or indulging in disorderly conduct at or in connection with an examination shall be dealt with in accordance with the provisions of O.152. Copies of O.152 (From No. 67-E) are being supplied separately, which may be read carefully and followed strictly. Such cases should be sent in separate insured cover in the name and addressed to the Asstt. Registrar, Examination III (U.M. Cell.), alongwith, question paper of the day.

15. **On each day of the Examination and as soon after the commencement of the Examination as possible the Superintendent should please see with the help of invigilators that all candidates have correctly written their roll numbers (both in figures and words) and other particulars required to be entered on the title cover of Answer-Books.**
 - (1) An amanuensis may be allowed by the Centre Superintendent on the request to a blind, Albino, visually Challenged and handicap candidate and also the candidate who is suffering from any of the following physical handicaps :
 - (i) Whose dominant hand is in a plaster cast due to fracture or injury.
 - (ii) Who are suffering from Arthritis and other painful conditions of dominant hand.
 - (iii) Who are suffering from nerve injuries under paralytic conditions of dominant hand.
 - (iv) Any condition interfering with writing performance of dominant hand.
 - (2) The amanuensis will be provided subject to the following conditions :
 - (i) The Centre Superintendent is satisfied that the request is genuine.
 - (ii) Amanuensis is a student of the standard specified below and selected by the Centre Superintendent.

For Post-Graduate Exam.	:	Amanuensis of degree standard.
For Final Year Part-III under Graduate Examination	:	Amanuensis of Part I T.D.C. standard
For T.D.C. Part I/II Examination	:	Amanuensis of Senior Secondary Examination
 - (iii) The candidate's request for grant of amanuensis is accompanied by a medical certificate from the Principal Medical and Health Officer of the District. For visual handicaps, a certificate will be issued by a Board of 3 doctors including one Ophthalmologist, medical jurist and CMO/Principal/ Supdt. of the concerned Hospital. At SMS Medical College, Jaipur the Board doctors meet at R.R.C. and issue certificates every Monday between 1-3 p.m.
 - (iv) The candidate will remit to the University an amount equal to double the amount payable to an invigilator for the total number of sessions in which he is to be examined.
 - (v) Ordinarily one and the same student will act as an amanuensis for an examinee for the whole examination and payment to him shall be made by the examinee @ of Rs. 10/- per session.
 - (vi) Blind candidate shall not be required to pay anything.
 - (3)
 - (i) One hour extra time shall be given to a blind/Albino/Visually Challenged candidate for answering each question paper.
 - (ii) One hour extra time shall be given to a physically handicapped candidate who has defects in his hand and its fingers and to a candidate carrying Cerbral Palsy Spastic Quaderipleagia since birth due to prematurity and partial brain damage to whom no amanuensis has been allowed by the Centre Superintendent.
 - (4)
 - (i) The Centre Superintendent will report each such case to the University with full details about both the candidates, i.e. the examinee and the amanuensis writing for him on the prescribed form.
 - (ii) The words "Answers written by the amanuensis" shall be written in red ink by the Centre Superintendent on the title cover of the Answer-books.
 - (5) "Visually handicapped candidates are exempted from practical examination of Elementary Computer Application a Compulsory subject of B.A./ B.Com./B.Sc. Only Viva-Voce examination would be given to them and the maximum marks of viva-voce examination would be kept for them as are prescribed for the whole practical examination of the subject. Such a visually handicapped candidate shall be required to produce a medical certificate from an ophthalmologist duly counter signed by the