
CRITERIA 7.1.7:

The Institution has disabled-friendly, barrier free environment

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Scribe Policy:

Mody University of Science and Technology strictly adhere to the UGC guidelines on the scribe students.

The detailed Scribe Policy annexed as per UGC notice no: F. No.6-21201 3(SCT), dated: 14th Jan, 2019.

V/Skt
29/01/2022

Registrar

Registrar
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Lakshmangarh-332311 Dist.-Sikar (Rajasthan)



ज्ञान-विज्ञान विमुक्तये

प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)

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F.No.6-2/2013(SCT)

January, 2019

The Registrar,
All Universities/Deemed to be Universities

14 JAN 2019

Sub: - Guidelines for conducting written examination for Persons with Benchmark Disabilities.

Sir/Madam,

The undersigned is directed to forward herewith a copy of the O.M. No.3402/2015-DD-III dated 29.8.2018 of Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities, New Delhi received through Ministry of HRD, New Delhi regarding "Guidelines for conducting written examination for Persons with Benchmark Disabilities". The Central Government (D/oEPwD) has laid down the Guidelines for conducting written examination for persons with Benchmark Disabilities, 2018 in supersession of the earlier Guidelines issued vide OM No.F.16-110/2003-DD.III dated 26.02.2013.

You are requested to take immediate action as per the above guidelines. These guidelines may also be circulated to the constituent and affiliated colleges for strict compliance.

Yours sincerely,

(.Rajnish Jain)

Encl: As above.

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F. No. 34-02/2015-DD-III
Government of India
Ministry of Social Justice & Empowerment
Department of Empowerment of of Persons with Disabilities (Divyangjan)

Pt. Deendayal Antyodaya Bhawan,
C.G.O. Complex, New Delhi -110003
Dated: the 29th August, 2018

Office Memorandum

Subject: Guidelines for conducting written examination for Persons with Benchmark Disabilities

The undersigned is directed to say that this Department had issued the guidelines for conducting written examination for persons with disabilities defined in terms of erstwhile Persons with Disabilities (Equal Opportunities, Protection for Rights and Full Participation) Act, 1995 vide OM No. 16-110/2003-DD.III dated 26/02/2013. The Department had constituted a Committee under the Chairmanship of Secretary, DEPwD in March, 2015 to review the said guidelines based on the issues raised by Union Public Service Commission and others. Meanwhile the Central Government enacted the Rights of Persons with Disabilities Act, 2016 (RPwD Act, 2016) which came into force from 19.04.2017. The Act provides for reservation in Government jobs for persons with benchmark disabilities as defined under section 2(r) of the said Act.

Based on the findings of the Committee, the Central Government hereby lays down the revised guidelines for conducting written examination for persons with benchmark disabilities in supersession of the earlier guidelines issued vide OM No. 16-110/2003-DD.III dated 26/02/2013 as under:

- I. These guidelines may be called as "Guidelines for conducting written examination for persons with benchmark disabilities 2018".
- II. There should be a uniform and comprehensive policy across the country for persons with benchmark disabilities for written examination taking into account improvement in technology and new avenues opened to the persons with benchmark disabilities providing a level playing field. Policy should also have flexibility to accommodate the specific needs on case-to-case basis.
- III. There is no need for fixing separate criteria for regular and competitive examinations.

Use (Coord)

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IV. The facility of Scribe/Reader/Lab Assistant should be allowed to any person with benchmark disability as defined under section 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him/her.

In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/reader/lab assistant shall be given, if so desired by the person.

In case of other category of persons with benchmark disabilities, the provision of scribe/reader/lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at **APPENDIX-I**.

V. The candidate should have the discretion of opting for his own scribe/reader/lab assistant or request the Examination Body for the same. The examining body may also identify the scribe/reader/lab assistant to make panels at the District/Division/ State level as per the requirements of the examination. In such instances the candidates should be allowed to meet the scribe **two days** before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.

VI. In case the examining body provides the scribe/reader/lab assistant, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe/reader should always be matriculate or above.

In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The persons with benchmark disabilities opting for own scribe/reader should submit details of the own scribe as per proforma at **APPENDIX-II**.

VII. There should also be flexibility in accommodating any change in scribe/reader/lab assistant in case of emergency. The candidates should also be allowed to take more than one scribe/reader for writing different papers especially for languages. However, there can be only one scribe per subject.

VIII. Persons with benchmark disabilities should be given, as far as possible, the option of choosing the mode for taking the examinations i.e. in Braille or in the computer or in large print or even by recording the answers as the examining bodies

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can easily make use of technology to convert question paper in large prints, e-text, or Braille and can also convert Braille text in English or regional languages.

IX. In case, the persons with benchmark disabilities are allowed to take examination on computer system, they should be allowed to check the computer system one day in advance so that the problems, if any in the software/system could be rectified. Use of own computer/laptop should not be allowed for taking examination. However, enabling accessories for the computer based examinations such as keyboard, customized mouse etc should be allowed.

X. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the examining body should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.

XI. The disability certificate issued by the competent medical authority at any place should be accepted across the country.

XII. The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are allowed use of scribe/reader/lab assistant. All the candidates with benchmark disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5.

XIII. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.

XIV. Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.

XV. As far as possible, the examining body should also provide reading material in Braille or E-Text or on computers having suitable screen reading software for open book examination. Similarly online examination should be in accessible format i.e. websites, question papers and all other study material should be accessible as per the international standards laid down in this regard.

XVI. Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment.

XVII. As far as possible the examination for persons with disabilities should be held at the ground floor. The examination centres should be accessible for persons with disabilities.

2. It is requested to ensure that the above guidelines are scrupulously followed while conducting examination for persons with benchmark disabilities. All the recruitment agencies, Academics/Examination Bodies etc. under the administrative control of each Ministry/Deapartment may be advised appropriately to ensure compliance of implementing these guidelines. Action taken in this regard may be intimated to this office.

3. The above guidelines are issued with the approval of Hon'ble Minister (Social Justice & Empowerment).

Yours faithfully,

(D.K. Panda)

Under Secretary to the Government of India

Tele. No. 24369059

To

1. Secretary of all Ministries/Department.
2. Secretary, UPSC, Shahjahan Road, New Delhi.
3. Chairman, SSC, Block No.12, CGO Complex, Lodhi Road, New Delhi-110003.
4. Chairman, University Grants Commission with a request to issue necessary instructions to all universities including Deemed Universities for compliance.
5. Chairman, Railway Board
6. All National Institutes and RCI under administrative control of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of SI&E, New Delhi.

Copy for information to: CCPD, Sarojini Bhawan, Bhagwan Dass Road, New Delhi

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APPENDIX- I

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o _____, a resident of _____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a
Government health care institution

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Prthopaedic specialist/PMR).

Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the District _____ (name of the State). My qualification is _____.

I do hereby state that _____ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:



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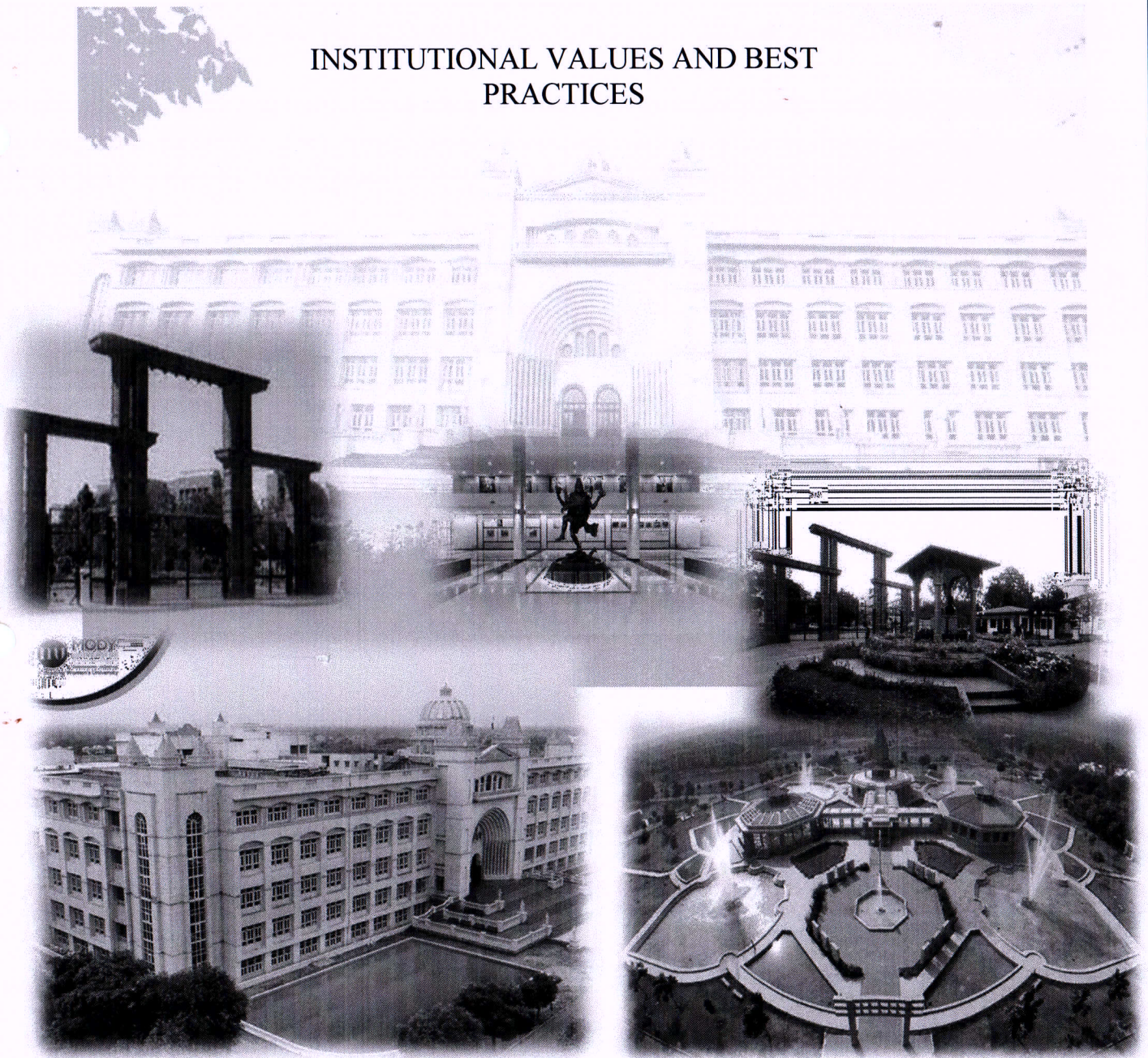
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DIVYANGJAN POLICY

INSTITUTIONAL VALUES AND BEST PRACTICES



DIVYANGJAN POLICY

Divyangjan policy was drafted to facilities divyangjan and physical disabled persons. This was done specifically to create an environment of acceptance and nurturance.

Objectives:

1. To ensure that students with disabilities get equal opportunities to explore their educational potentials.
2. To provide a nurturing and motivating environment for students with learning disabilities to accommodate their pedagogic needs.
3. To eradicate any kind of stigmatization and segregation so that they can become confident individuals.

The University in view of the objectives documents the rights of students with learning disabilities beginning from the prospectus, to the application form and later with detailed reports of their needs. The students are provided the concessions which are appended below and are case specific.

- Extra time for completing assignments and projects, as well as general submissions.
- Slight modifications in assignments
- Provision of audio recording the lectures of the teacher with due permission from the concerned subject teacher.
- Extra help inside and outside the class for related queries.
- Notes provided by peer (any one identified responsible peer)
- Pairing students with more able students in the class
- Extra time of 20 minutes for unit test of 1.5 hour duration and 40 minutes for a 3.0 hour exam.
- Provision of writers, if requested.

A specific committee, consisting of Dean of the school, COE , Registrar, the university resident doctor and the parents/ guardian of the student revises the concessions each year.

The students with learning disabilities are also given the opportunity to consult the team along with their parents to select the discipline, best suited to their abilities. The process is as follows:

- The team scrutinizes the students' reports and diagnostic assessments
- A meeting with the parents and students is scheduled to understand her interests.
- Suggestions for suitable discipline are provided.
- The student may request for a change in the discipline as per the suggestion, if she wishes to.
- Orientation is given to students and their parents about the concessions.
- The team also provides a specific list of concessions for a student, if required.

Infrastructural and Physical support

Furniture

- Wooden ramp with wheel chairs provides at the entrance.
- Special Study hours or facilities for divyangjan students.
- Chair and table of a specific make to accommodate the special requirement of students (students who are physically disabled / on medical grounds).

Restrooms

Access to western toilet is permitted to students (students who are physically disabled / on medical grounds).

Scribe Facilities: Examination:



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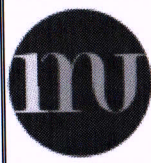
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In case of major sickness/ Disability of the candidate due to which she cannot write her own paper, the candidate may apply to the Dean along with a Medical certificate issued by the Doctor of MUST or a Senior Doctor from the Govt. Hospital to allow her a Writer to write the papers on her behalf. The Dean and COE after examining the case, and if satisfied may grant permission for the same. The Dean and COE will ensure that the Writer does not have any knowledge of that subject / paper and shall be a junior student.



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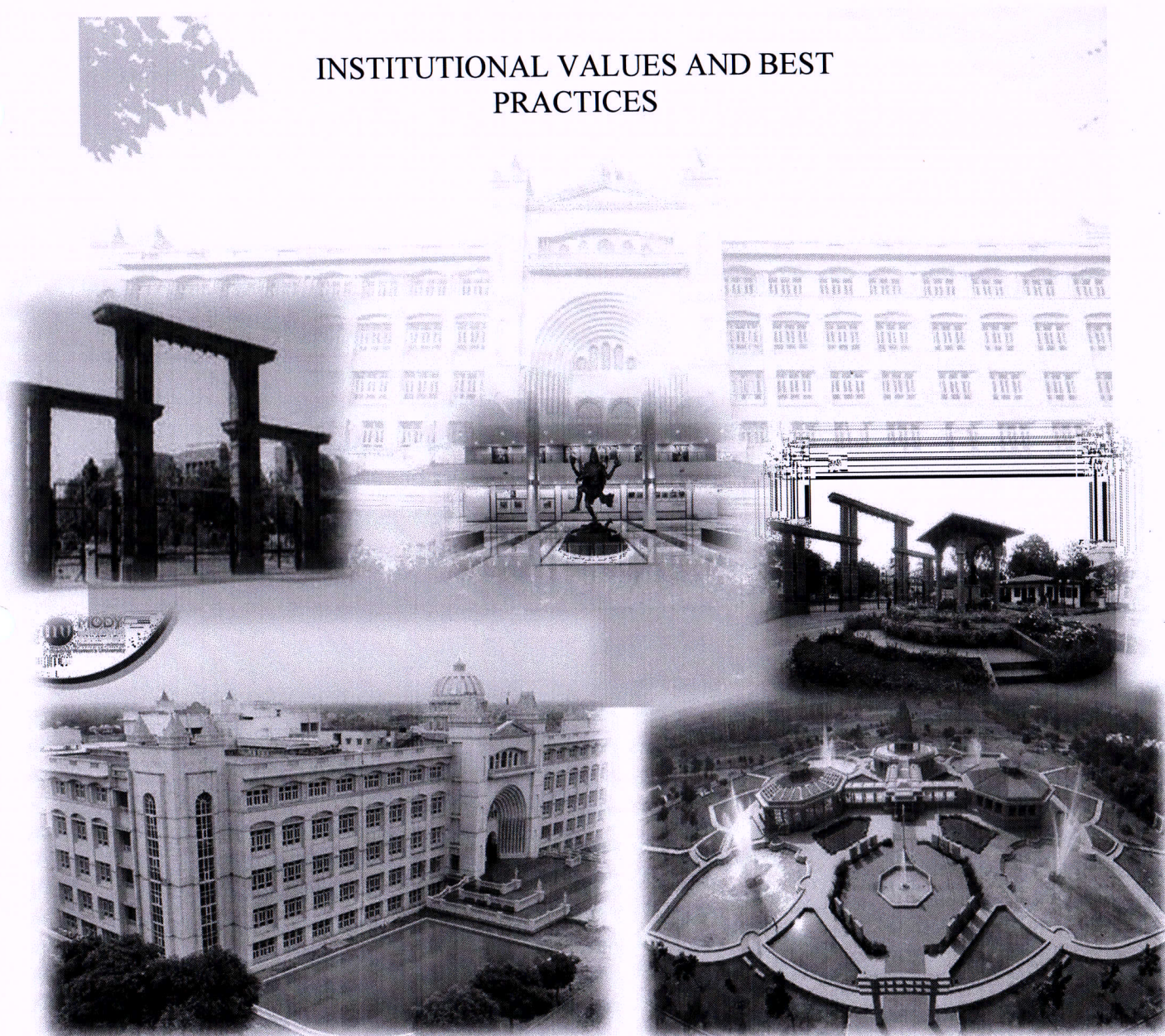
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BARRIER

BARRIER FREE ACCESS TO PHYSICAL DISABLED

INSTITUTIONAL VALUES AND BEST
PRACTICES



BARRIER FREE ACCESS TO PERSONS WITH DISABILITIES

The Govt. Of India had enacted "Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act", 1996 to create barrier free environment for persons with disabilities and to make special provisions for the integration of persons with disabilities into the social mainstream.

In regard to non-discrimination in the built environment, provisions have been made in this Act for ramps in public buildings, adaptation of toilets for wheel chair users, Braille symbols and auditory signals in elevators.

Central Public Works Department had come forth with recommendations in the built environment and provisions to be made in public places like Educational Institutions and Hospitals. As per the provisions made, conveniences have been suggested for Non* discrimination to the physically disabled persons in such institutions.

Four types of disabilities have been identified and they are as follows:

1. **Non-Ambulatory:** Impairments that, regardless of cause or manifestation, for all practical purposes, confine individuals to wheel chairs.
2. **Semi-Ambulatory:** Impairments that cause individuals to walk with difficulty or insecurity. Individual using braces or crutches, amputees, arthritics, spastics & those with pulmonary & cardiac ills may be semi-ambulatory.
3. **Sight:** Total blindness or impairments affecting sight to the extent that the individual functioning in public areas is insecure or exposed to danger.
4. **Hearing:** Deafness or hearing handicaps that might make an individual insecure in public areas because he is unable to communicate or hear warning signals.



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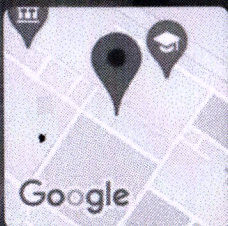
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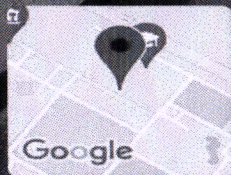
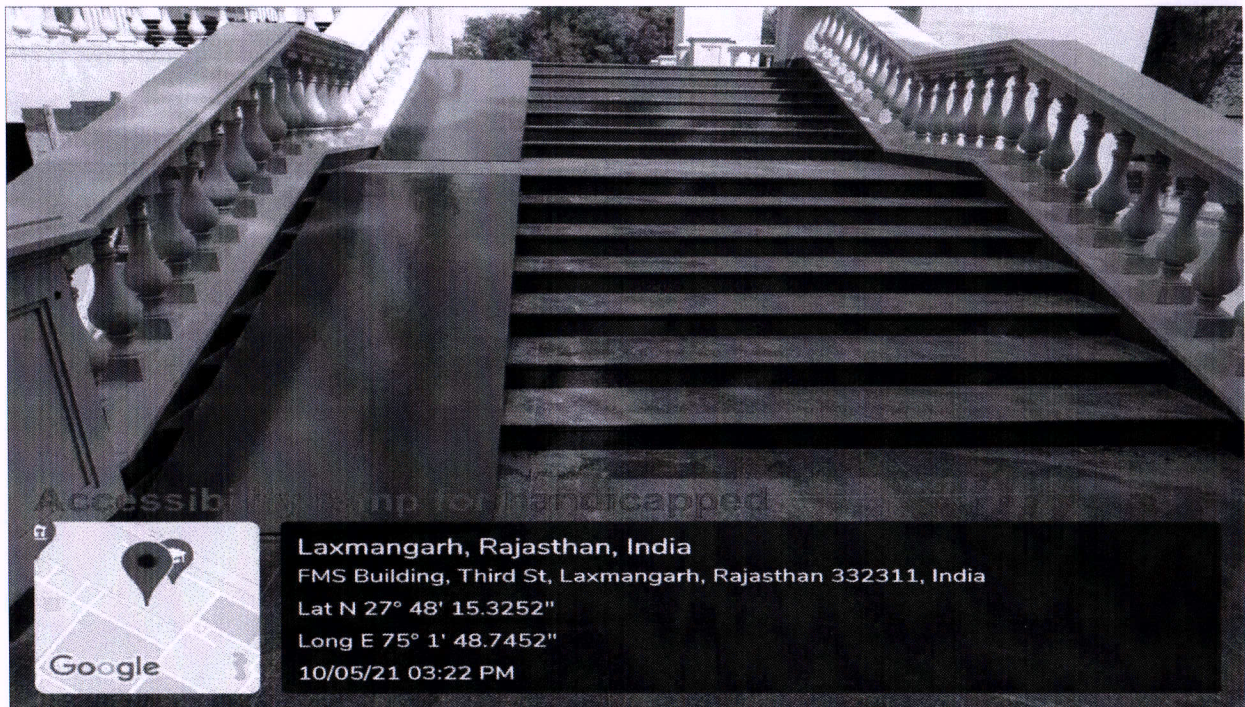
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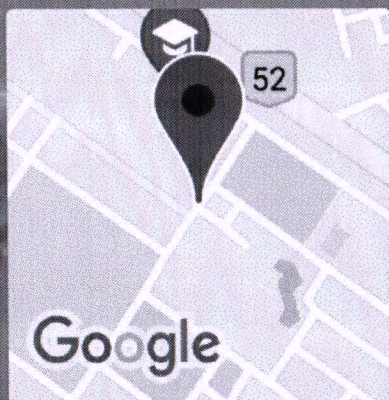
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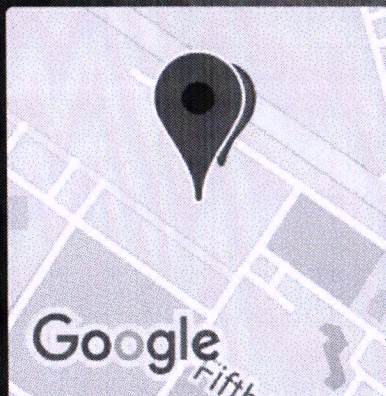
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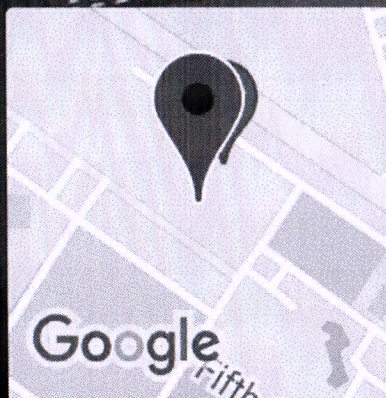
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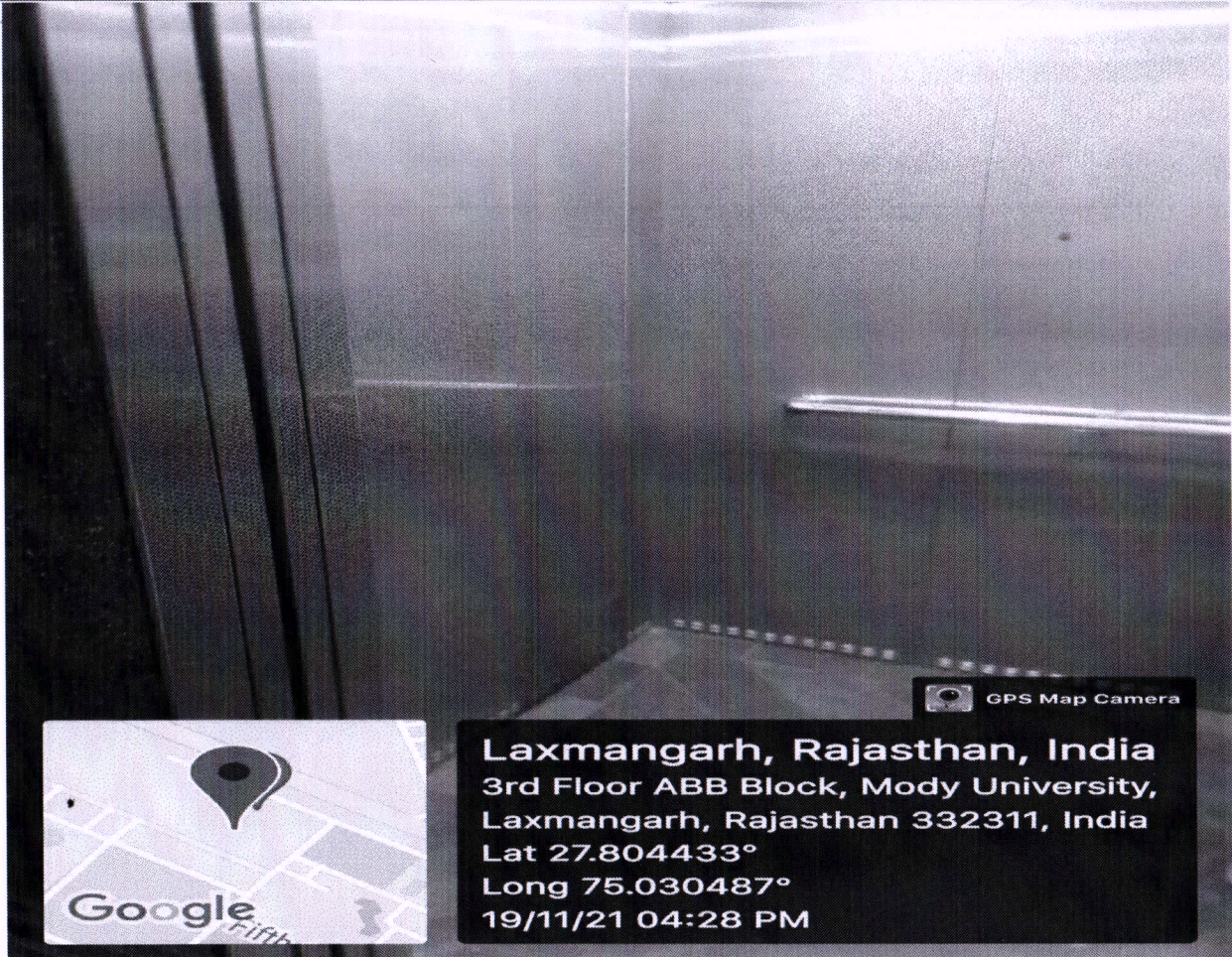
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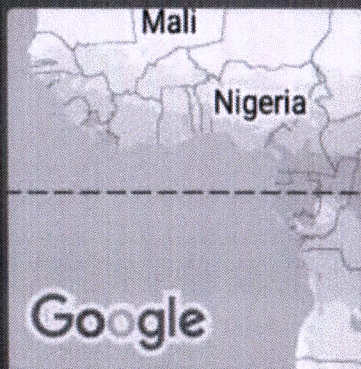
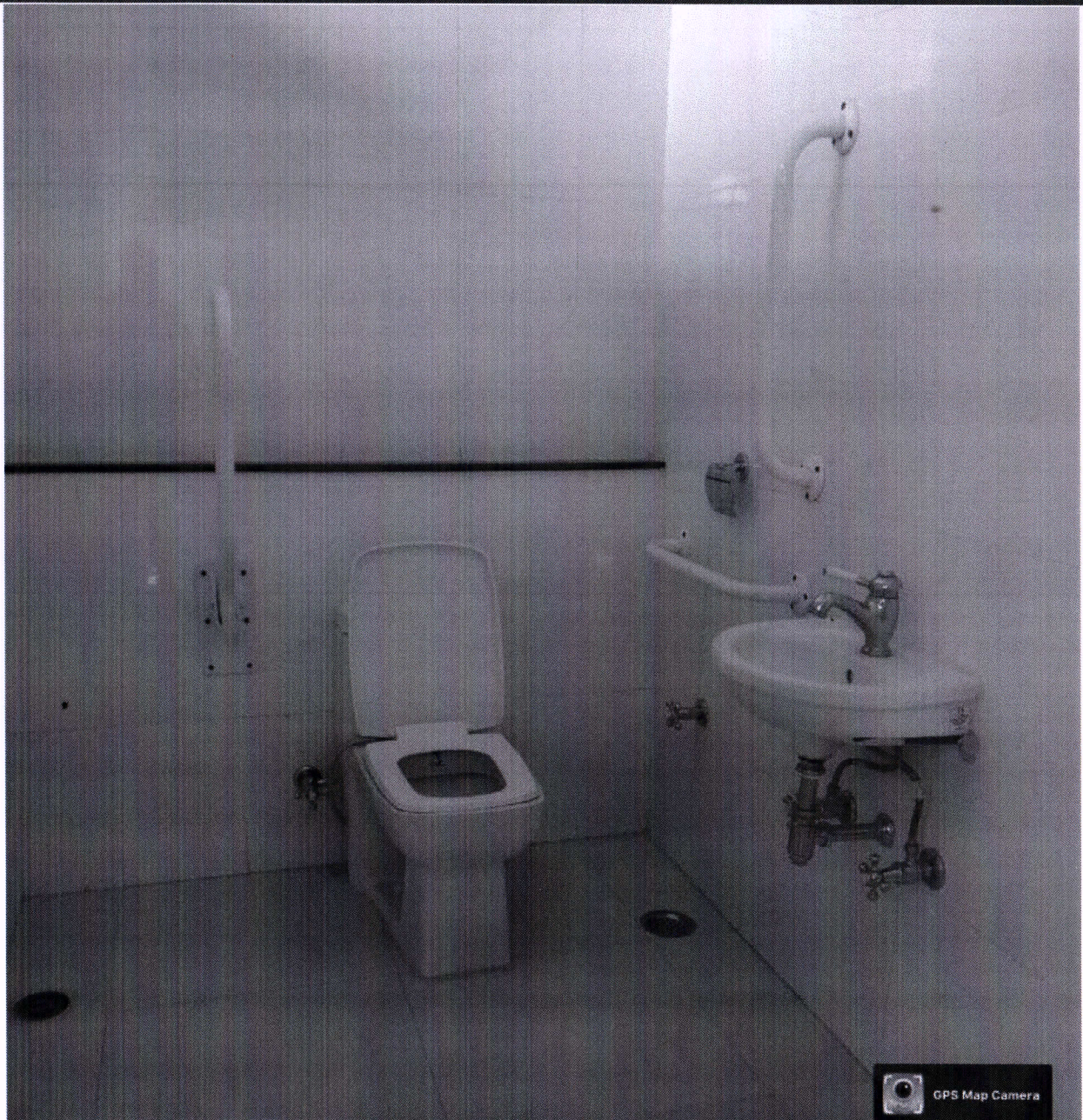
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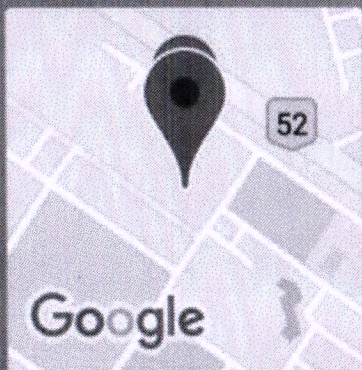
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Washroom for handicapped



Laxmangarh, Rajasthan, India

3rd Floor ABB Block, Mody University, Laxmangarh, Rajasthan 332311, India

Lat N 27° 48' 15.0516"

Long E 75° 1' 50.9448"

07/05/21 05:00 PM

7.1.7: Assistive Technology and facilities for persons with disabilities accessible website, screen reading software, mechanized equipment:

Provision for Enquiry and Information: Screen Reader:

The Mody University of Science and Technology website complies with Guidelines for Indian Government Websites and World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.0 level A. This will enable people with visual impairments to access the website using technologies, such as screen readers. The information of the website is accessible with different screen readers, such as JAWS, NVDA, Supernova and Window-Eyes.

The screenshot displays the Mody University website. The top navigation bar includes links for Webmail, MU MOOCs, Screen Reader, Incubation Center, MU Committees, Other Links, and Contact. Below this, a secondary menu lists About Us, Schools, Admissions, Examination, Placements, International Relations, Life @ Mody, Clubs, and an Apply Now button. The main banner features a woman in a graduation cap and gown, with the text 'MBA FOR NEXT GENERATION WOMEN LEADERS'. It lists dual specializations: Marketing, Finance, Human Resource Management, Social Innovation Management, Family Business & Entrepreneurship, Supply Chain Management, and Business Analytics. A 'Women Leadership Program' badge is also present. A large black box on the right states 'ADMISSIONS OPEN FOR 2022-24'. Below the banner, a 'Latest Updates' section mentions the Swagat-Cultural Program 2021. The 'Schools at MU' section shows thumbnails for the School of Business, School of Design, School of, School of Etiquette, School of Law, and School of Liberal. An 'Admission Enquiry' button is visible on the left, and an 'Admission Helpline' box on the right provides the number 1800 419 9988.

Following table lists the information about different screen readers:

Information related to the various screen readers

Screen Reader	Website	Free / Commercial
Non Visual Desktop Access (NVDA)	http://www.nvda-project.org/ (External website that opens in a new window)	Free
System Access To Go	http://www.satogo.com/ (External website that opens in a new window)	Free
Hal	http://www.yourdolphin.co.uk/productdetail.asp?id=5 (External website that opens in a new window)	Commercial
JAWS	http://www.freedomscientific.com/jaws-hq.asp (External website that opens in a new window)	Commercial
Supernova	http://www.yourdolphin.co.uk/productdetail.asp?id=1 (External website that opens in a new window)	Commercial
Window-Eyes	http://www.gwmicro.com/Window-Eyes/ (External website that opens in a new window)	Commercial