



INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN
(Established by Govt. of NCT of Delhi vide Act 9 of 2012)
Kashmere Gate, Delhi-110006

Ref. No. 1(21)/2014-IGDTUW-Exam / 11098

Dated: - 09.12.2014

Subject: - Guidelines for providing a Scribe/Writer for Disabled student in the Examinations

1. *The desirous student may make written request to provide a Writer through concerned HOD to Dean (Examination Affairs) indicating her particulars and details of various papers/exams in she wishes to appear.*
2. *The Examination Branch will process the request and with the approval of the Dean (Examination Affairs) communicate the student through HOD and to the Centre Superintendent, the decision in this regard.*
3. *The Centre Superintendent will provide the Scribe/Writer to such student with the approval. The Scribe/Writer must be at least one grade lower/less qualified than the examinee to whom is provided.*
4. *One hour extra time over and above the prescribed time for a paper of 03 (three) hours duration be given. In case, where the duration of the examination is less than 03 hours the extra time will be 1/3rd of the total duration of the examination.*
5. *No extra fee will be charged from the disabled student.*
6. *The Centre Superintendent will make extra arrangements at examination centre by Scribe/Writer, one extra/separate invigilator in a separate room.*
7. *The Centre Superintendent will ensure that before the Scribe/Writer is actually assigned candidate, she is given opportunity to satisfy herself with the Scribe/Writer with her picking up of the diction, etc. An undertaking may also be taken from the student is fully satisfied with the Scribe/Writer provided by the Centre Superintendent. In that under full details of Scribe/Writer shall also be mentioned.*
8. *The Centre Superintendent will make the payment to the Scribe/Writer @ Rs 200/- (Per Subject) out of the advance of remuneration received from the University for Conduct of Examinations.*

(Dr. R.K. Singh)
Dean (Examination Affairs)

Copy to: -

- (i) All Deans and HODs, IGDTUW
- (ii) PA to Vice-Chancellor, IGDTUW
- (iii) PA to Registrar, IGDTUW
- (iv) Incharge (Web Server), IGDTUW with a request to upload the same on the website
- (v) Notice Board
- (vi) Guard File

(Dr. R.K. Singh)
Dean (Examination Affairs)