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ORIENTAL COLLEGE OF TECHNOLOGY, BHOPAL

Approved by AICTE, New Delhi & Govt. of M.P. Affiliated to Rajiv Gandhi ProudyogikiVishwavidyalaya, B.U, Bhopal
Oriental Campus, Raisen Road, Bhopal-462022 (MP) INDIA

Ref. No.: OCT/DIR/ADMIN/POLICY/2024/ 2423(E) Date: 18.08.2024

POLICY DOCUMENTS FOR DISABLED STUDENTS

In the institution a policy has been implemented for students with disabilities which are:-

- To ensure right to care, protection and security for students with disabilities.
- To ensure the right to development with dignity and equality creating an enabling environment where students can exercise their rights enjoy equal opportunities and full participation in accordance with various statutes.
- To ensure inclusion and effective access to education, health, vocational training along with specialized rehabilitation services to students with disabilities.
- To ensure the right to development as well as recognition of special needs and of care, and protection of students with severe disabilities.
- Barrier-free environment enables people with disabilities to move about safely and freely, and use the facilities within the built environment.
- The goal of barrier free design is to provide an environment that supports the independent functioning of individuals so that they can participate without assistance, in everyday activities.
- The maximum extent possible, buildings / places / transportation systems for students with disability has been made barrier free.

18/8/24

Dr. K.K. Dwivedi
Director
Director
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Scribe Facility for Differently Abled Students

The institution provides a Scribe Facility to students with disabilities who are unable to write examinations independently due to physical, visual, or other eligible disabilities, in accordance with the guidelines of the Rights of Persons with Disabilities (RPwD) Act, 2016, UGC, AICTE, and the affiliating university.

Eligible students are permitted to use the assistance of a qualified scribe during examinations after submitting the required medical documents and obtaining approval from the competent authority. In addition to the scribe facility, eligible students are also provided compensatory (extra) time as per the applicable examination regulations.

The institution ensures that the scribe facility is arranged in a fair, transparent, and confidential manner so that students can complete their examinations without disadvantage. Faculty and examination staff extend all necessary support while maintaining the integrity and confidentiality of the examination process.

Through this initiative, the institution upholds its commitment to equal opportunity, inclusive education, and barrier-free academic assessment, enabling differently abled students to perform to the best of their abilities with dignity and confidence.

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Terms and Conditions for Scribe Facility for Differently Abled Students

The institution provides a Scribe Facility to eligible students with disabilities to ensure equal opportunity during examinations, in accordance with the guidelines of the Government of India, UGC, AICTE, RGPV, and other applicable regulatory authorities.

Terms and Conditions

1. **Eligibility**
   - The facility is available to students with benchmark disabilities or students having disabilities that affect their writing ability.
   - Students with temporary disabilities (e.g., fracture or severe injury) may also be considered on submission of valid medical documents.
2. **Application Process**
   - The student must submit a written application to the Principal/Director/Examination Cell well before the examination.
   - The application should be supported by a valid disability certificate or relevant medical certificate issued by a competent medical authority.
3. **Approval**
   - Permission for a scribe shall be granted only after verification of the submitted documents and approval by the competent authority.
   - The institution reserves the right to approve or reject the request based on eligibility and applicable regulations.
4. **Selection of Scribe**
   - The student may request a scribe or opt for one arranged by the institution, subject to institutional norms.
   - The educational qualification of the scribe shall generally be lower than that of the candidate appearing for the examination.
   - The scribe must not be enrolled in the same course, semester, or examination as the candidate.
5. **Identity Verification**
   - The scribe must produce valid government-issued photo identification before the examination.
   - Both the student and the scribe shall sign the prescribed declaration form before the commencement of the examination.
6. **Confidentiality**
   - The scribe shall maintain complete confidentiality regarding the examination questions and the candidate's responses.
   - Disclosure of any examination-related information is strictly prohibited.
7. **Role of the Scribe**

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- The scribe shall write only what is dictated by the candidate without suggesting, interpreting, modifying, or influencing the answers.
- Any unfair assistance or academic misconduct will lead to disciplinary action.

8. **Additional Time**
   - Eligible candidates shall be provided compensatory time as per the prevailing guidelines of the University/Government.
9. **Examination Conduct**
   - The student and the scribe must follow all examination rules and maintain discipline throughout the examination.
   - Any violation of examination regulations may result in cancellation of the examination and disciplinary proceedings.
10. **Institutional Responsibility**
    - The institution shall make reasonable efforts to provide a suitable scribe and a comfortable examination environment whenever required.
    - Necessary seating arrangements and accessibility support shall also be provided.
11. **False Information**
    - Submission of false documents or misuse of the scribe facility will result in withdrawal of the facility and disciplinary action as per institutional rules.
12. **Compliance**
    - The scribe facility shall be governed by the Rights of Persons with Disabilities (RPwD) Act, 2016, and the latest guidelines issued by UGC, AICTE, the affiliating University, and other competent authorities.

Declaration by the Candidate

I declare that the information furnished by me is true and correct. I agree to abide by all the terms and conditions governing the use of the scribe facility during the examination.

Candidate's Signature: _____

Scribe's Signature: _____

Examination Superintendent: _____

Date: _____