

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY ALLAHABAD
(An Institute of National Importance Established by the Act of the Parliament of India)
Deoghat Jhalwa, Allahabad 211015 (U.P.), India

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[Ref: Item No. 5, 14th Senate]

F.No. IIIT-A/Secy.Senate/2019/3152-
May 8, 2019

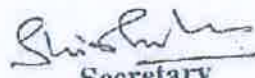
OFFICE ORDER

Sub: Regarding consideration and approval of the Exam Provisions for Persons with Benchmark Disability.

In its 14th meeting held on dated 05.04.2019, the Senate adopted the Guidelines for conducting the written examination for persons with Benchmark Disabilities received from Ministry of Social Justice & Empowerment, vide MHRD letter No.12-1/2018- TC dated 22.01.2019.

The guidelines laid down in above referred letter will be incorporated in practice with immediate effect

Accordingly, the Dean (Academics & Research) is requested to initiate and apprise needful action taken in the context of Senate resolution, latest by 13.05.2019.


Secretary
Senate, IIT-Allahabad

Copy to:

- Chairman, Senate, IIT-A
- Dean (A&R)
- Joint Registrar (AAA), IIT-A

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INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD

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14th Meeting of the Senate

Date April 5, 2019
Time 03:30 p.m.
Place Board Room, IIT-Allahabad

AGENDA POINTS & NOTES THEREON

ITEM NO. 5

To consider and approve the Exam provisions for Persons with Benchmark Disability.

The Guideline for conducting the written examination for persons with Benchmark Disabilities received from Ministry of Social Justice & Empowerment, vide MHRD letter No.F.No.12-1/2018-TC dated 22.01.2019 is attached as **Annex. 14.05(A)**. The Action taken report for compliance as required by MHRD on the subject **has also been** subsequently sent by the Institute; the same is as attached as **Annex. 14.05(B)**.

The Senate may kindly like to consider and adopt the suggested guidelines for implementation at IIT Allahabad.

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~~Annexure-2A~~

REMINDER-IV

Annexure - 14:05(A)

F. No. 11-7/2018-SC/ST
Government of India
Ministry of Human Resource Development
Department of Higher Education
SC/ST Cell

Shastri Bhawan, New Delhi,
Dated:- 22nd January, 2019

OFFICE MEMORANDUM

Subject:- Guidelines for conducting written examinations for persons with Benchmark Disabilities.

The undersigned is directed to refer to SC/ST Cell's O.M. of even No. dated 17.9.2018 and subsequent three(3) reminders dated 22.10.2018, 9.11.2018 & 18.12.2018 on the subject mentioned above, forwarding D/oEPwD's O.M. No.34-92/2015-DD.III dated 29.8.2018 alongwith revised Guidelines for conducting written examinations for persons with Benchmark Disabilities, 2018 (copy enclosed) with request to provide the Action Taken Report(ATR) regarding implementation of the guidelines, and to say that requisite ATR has yet not received.

2. In this regard, Bureaus of D/o Higher Education are once again requested to provide ATR (Consolidated at Bureau level only) regarding implementation of the revised guidelines while conducting examination for persons with benchmark disabilities, so the same can be forwarded to D/o EPwDs.

Encl:- As above.

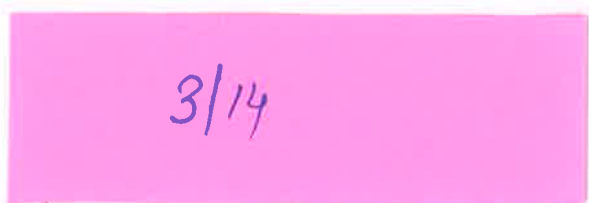
(Signature)
(Ruchika Sharma)
Assistant Director (SC/ST)
Tel. No.23384145

Co-ordinating Officers of Bureaus of D/o H.E.	
1	Shri Vijay Kumar, Director (HE) ✓
2	Shri Surat Singh, Dy. Secretary (CU) ✓
3	Shri P. Sasi Kumar, Dy. Secretary (Admn & BP) ✓
4	Ms. Padmaja Saxena, Dy. Secretary (ICC/P) ✓
5	Shri Subrat Kumar Pradhan, Dy. Secy (Mgt & ICR) ✓
6	Shri B. K. Bhadri, DEA (DL & Language) ✓
7	Shri Sanjeev Srivastav, Under Secretary (TE & TC) ✓

Copy to: 37885 (7)
AS(TE & CVO), Sr. EA(HE)-except EAD, JS (Admn&DL), JS(HE&ICR), JS(CU), JS(ICC&TEL), JS(Mgt&L), DDG (NIT), JS(SCH & BP).
19 (14) 15

22/1/19

TC Secy



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Director Secretariat
 110 यू० ग्राउंड बंग
 इलाहाबाद
 Director Secretariat
 Date 13/02/19 02:41 pm
 Sl No 597



Annexure 2

Annexure -14.65(B)

Admission, Assessment & Award Section

Dated- 14/02/2019

Sub - Action Taken Report on Conduct of Exams for Persons with Benchmark Disabilities, as per guidelines from Min of Social Justice & Empowerment of Persons with disabilities .

With reference to letter no F.No.12-1/2018-TC(Copy attached) from MHRD, on the above subject following the Govt of India, Guidelines for Conduct of Written exams for persons with Disabilities and submitting the action taken report to MHRD.

The action taken report is enclosed as Annexure and flagged for perusal and approval for dispatch to MHRD.

A

"With reference to Pt.no. XVI of Guidelines for conducting written exam for persons with Benchmark disabilities, the Senate needs to incorporate the Policy as approved by Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities"

Submitted for incorporating the above point in the next senate meet for approval.

Asst Registrar (AAA) 15/2/19

Joint Registrar (AAA) forwarded for kind perusal of the ATR and permission to send the ATR for putting up A, appropriately.

Associate Dean (AAA)

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Registrar (T/c) 15-2-19

Hon'ble Director 15/2/19

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CR 169
31/1/2019

HRC AAA
Me

REMINDER - II

F.No.12-1/2018-TC
Government of India
Ministry of Human Resource Development
Department of Higher Education
Technical Section (Coord)

Dated: 27th January, 2019

Subject : Guidelines for conducting written examinations for persons with Benchmark Disabilities

Reference is invited to our letter No. 12-1/2018-TC dated 18.09.2018 and subsequent reminder 30.10.2018. We have not received any comments/reports from your end.

It is, therefore, requested to provide Action Taken Report to this Section so that the consolidated information may be sent to SC/ST Cell of this Ministry. The soft copy (MS) word format only) may also be mailed at mhrdte@gmail.com.

sanjeev.edu@nic.in

22/1/19
(Sanjeev Shrivastava)
Under Secretary (TC)

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TL for
mhrd
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Encl : As above

US(HT)/SO(TE)/SO(HIT)/SO(NIT)

Copy to:

CMD, EdCIL (India) Ltd., Plot No. 18A, Sector 16-A, Gautam Budh Nagar, Noida - 201 301, UP

DRC(E)
Regd
Sharma

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Indian Institute of Information Technology, Allahabad (Prayagraj)

Date: - 14.02.2019

To,
Mr Sanjeev Shrivastava,
Under Secretary (TC), Dept of Higher Education,
Tech Section (Coord), MHRD, New Delhi

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

Dear Sir,

With reference to your Letter no -F.No.12-1/2018-TC dt 22/01/2019 regarding ATR for conducting written examination for Persons with Benchmark Disabilities from IIIT-Allahabad (Prayagraj). The action taken report is mentioned here-under:-

Guidelines for conducting written examinations for persons with Benchmark Disabilities.

Guidelines	Action Taken Report
I. These guidelines may be called as "Guidelines for conducting written examination for persons with benchmark disabilities 2018".	Noted for Compliance
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.	Any uniform and comprehensive policy formulated by the Government shall be followed by IIIT -Allahabad.
III. There is no need for fixing separate criteria for regular and competitive examinations.	IIIT-Allahabad does not have any separate criteria for regular/ semester and Competitive examinations for Persons with Benchmark Disabilities. Question Papers are same for all students including Persons with Benchmark Disabilities.
IV. The facility of Scribe/Reader/Lab Assistant should be allowed to any person with benchmark disability 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	IIIT-Allahabad, follows all guidelines for persons with benchmark disability as prescribed under section 2(r) of the RPwD Act, 2016. The facility of scribe/reader/lab assistant/ shall be given, if so desired by the person either from IIIT-Allahabad or



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<p>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-1.</p>	<p>the person himself can arrange the scribe.</p>
<p>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 candidate get a chance to check and verify whether the scribe is suitable or not.</p>	<p>The facility of scribe/reader/lab assistant/ shall be given, if so desired by the person either from IIT-Allahabad or the person himself can arrange the scribe.</p>
<p>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 person with benchmark disabilities opting for own scribe/reader should submit details of the own scribe as per proforma at APPENDIX-II</p>	<p>Noted for Compliance</p>
<p>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.</p>	<p>Noted for Compliance</p>

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- f) On the recommendation of the DPGC and the approval of the SPGC, the employees of IITM registered for the Ph.D. programmes who have completed the course and thesis unit requirements and the prescribed residence period, may not register in the following semester, provided they have completed experimental work related to their thesis. However, they will be required to submit their thesis within the prescribed maximum.
- g) If maternity leave (granted before the date of registration) extends beyond the date of late registration and expires before the end of seven weeks from the specified date of registration in a given semester the student will be allowed to register only for thesis credits. The number of credits that a student will be allowed to register will be worked out on a pro rata basis.

6.1 Late Registration

- a) If for any compelling reason like illness, a student is unable to register on the day of registration, he/she will be allowed to register on the day of late registration specified in the academic calendar (which is about one week from the date of registration). Any student registering late will be required to pay the specified late registration fee.
- b) In exceptional cases, the SPGC on the recommendation of the DPGC may consider registration beyond the date of late registration. In such a case, the student will be allowed to register for thesis credits only.

6.2 Termination of Registration

If a student fails to report and register by the last date of registration without any bona fide reason, his/her registration may be terminated by Senate.

6.3 Academic Advising

- a) A student will be advised in the selection of courses by the registration adviser appointed by the DPGC of the concerned department or supervisor for PhD students. A student registering for thesis credits must have a thesis supervisor assigned to him/her.

6.4 Adding/Dropping of Courses and Withdrawal from Courses

- a) Adding and dropping of courses after registration is permitted only if the student's request is endorsed by the instructor of the course that he/she is adding or dropping and is also endorsed by the Convener DPGC. The last dates of applying for adding and dropping of courses are specified in the academic calendar.
- b) A student may be required to drop a course at any stage if it is determined that he/she does not fulfill the prerequisites for the course, or if a timetable clash exists which does not permit him/her to attend all the meetings of the course.

7. TEACHING AND EVALUATION

7.1 Teaching

- a) Medium - The medium of instruction is English.
- b) Approval of courses - Each course along with its weight in terms of credits requires approval by Senate. The course structure for a programme is fixed.
- c) List of elective courses - The list of electives to be offered in a programme is finalized before the beginning of the semester by the Dean (Academic), taking into consideration all the requirements and the recommendations of the Departments. The list is to be reported to the Senate.
- d) Conduct of courses - Each course is conducted by a faculty member as instructor. An instructor is responsible for conducting the course, setting of question papers, holding quiz, assignments, evaluating the performance of the students, awarding the grades at the end of the semester/summer term and submitting the grades to the Examination Cell office within the prescribed time limit. If a course is conducted by more than one instructor, the instructor-in-charge shall be responsible for coordination and overall conduction of the course.
- e) Teaching assignments - The instructors for all the courses offered by a department during the semester are designated by the concerned Departmental Head. If any other department is also required to participate in teaching a particular course, the respective Head designates the instructor. The allocation is to be finalized by the Dean (Academic).

7.2 Attendance Requirements

At the time of calculating attendance requirements, following rules will be followed:

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<p>VIII. Persons with benchmark disabilities should be given, as far as possible, the option of choosing the mode for taking the examination i.e. in Braille or in the computer or in large print or even by recording the answers as the examining bodies 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.</p>	<p>IIIT-Allahabad is committed to provide help to disabled persons as and when required.</p>
<p>IX. In case, the person 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 examination such as Keyboard; customized mouse etc should be allowed.</p>	<p>As stated in VIII before.</p>
<p>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.</p>	<p>Noted for Compliance</p>
<p>XI. The disability certificate issued by the competent authority at any place should be accepted across the country.</p>	<p>- Noted -</p>
<p>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 candidate 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.</p>	<p>- Noted -</p>

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<p>XIII. The candidates should be allowed to use assistive devices like talking calculator (in case 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.</p>	<p>Noted for Compliance</p>
<p>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.</p>	<p>In IIT-Allahabad, seating arrangements for regular classes and semester examinations are conducted in Ground Floor as and when required.</p>
<p>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.</p>	<p>All efforts are made to provide the necessary facilities/software and reading materials in Braille to aid and enhance the learning/teaching of visually disabled students and professionals.</p>
<p>XVI. Alternative objective questions in lieu of descriptive questions should be provide 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.</p>	<p>Noted. Matter will be placed & taken up in Senate for next meeting.</p>
<p>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.</p>	<p>Noted for Compliance</p>

Soft copy is being mailed to mhrdtc@gmail.com. Hard copy is despatched through Speed post.

Regards,



Niranjan Kumar
 Niranjan Kumar, 19/11/13
 Asst Registrar (AAA).
 IIT-Allahabad (Prayagraj).

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Government of India
Ministry of Social Justice & Empowerment
Department of Empowerment of of Persons with Disabilities (Divyangjan)

Pl. 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.

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476879/2018 Higher Education Bureau
 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.

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476879/2018 Higher Education Deptt. 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/Department 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. Paunda)

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

14/14