

Self-Study Report

1st Cycle (Re-Assessment)

Matrix 7.1.7

Scribe Policy of RNB Global University



**Policy for persons with
Temporary /Permanent disabilities
using the services of a scribe at the
University Examinations**

2017

DOC201702150029

RNB GLOBAL UNIVERSITY

RNB Global City, Ganganagar Road,
Bikaner, Rajasthan 334601



As per the guidelines prescribed by Government of India, the candidate who are Visually Impaired (blind / low vision) or Orthopedically Handicap (who's writing speed is adversely affected permanently by cerebral palsy with locomotor impairment)/temporarily disabilities due to injury etc. may use services of a scribe during the examinations.

In all such cases where a scribe is used, the following rules will apply:

1. The facility of scribe is meant for only those candidates as mentioned above who have disability of 40 % or more and who have physical limitations to write including that of speed.
2. A candidate temporarily incapacitated due to injury and appearing for an End Term Semester Examination of the University may seek the services of a scribe under these rules.
3. The scribe should be from an academic stream different from that a student is appearing for the examination.
4. The scribe will be arranged by the University.
5. A person acting as scribe for one candidate cannot be a scribe for another candidate. In addition the scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.
6. In case the scribe is arranged by the candidate himself, both, the candidate as well as the scribe will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, confirming that he fulfill all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that he did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
7. Candidates availing the facility of scribe shall be allowed compensatory time of 20 minutes.
8. Candidates are required to submit DECLARATION, that he/she is eligible for taking the services of a scribe / compensatory time.
9. The candidate will have to deposit to the University a fee of Rs. 500/- per paper before appearing in the examination.
10. The scribe arranged by the University shall be paid an honorarium of Rs. 100/- per paper for writing each answer sheet.
11. A separate Invigilator will be assigned for Invigilation duty.
12. For subscriber, student has to apply 10 days before commencement of examination. Emergency will be considered on the case basis.



RNB
Global
Univers
ity

RNB Global University
RNB Global City | Ganganagar Road | Bikaner-334601

T +91-7230834441-44
W rnbglobal.edu.in

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From: Esha Sethia <esha.sethia2020@rnbglobal.ac.in>
Sent: 24 November 2021 13:56
To: RNBGU/ Student Helpdesk <student.helpdesk@rnbglobal.edu.in>
Subject: Requesting for writer or any other alternative.

Dear sir,

I was suffering from fever for last two days today I tested dengue positive although exams too are starting from tomorrow.

Please find attached doctor's prescription and laboratory report.

I Request you to please provide me a writer for tomorrow's examination.

Kindly provide me a separate room too .

I Request u If online it can be possible only for tomorrow's exams I could switch up to video mode too as I am prepared for the examination.

Esha Sethia

BBA III

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From: Ritesh Chaudhary <ritesh.chaudhary2017@rnbglobal.ac.in>
Sent: 04 November 2019 10:43
To: RNBGU / Student Helpdesk <student.helpdesk@rnbglobal.edu.in>
Subject: Application to provide a writer

Respected Sir/Ma'am,

I would like to draw your attention regarding my right hand fracture. As my right hand is fractured and I'm not in a position to write my exam. I have uploaded medical certificate along with X-ray on ERP.

Requesting you to provide me a writer so that I can communicate him/her to write my exam.

Yours Sincerely,

Ritesh Chaudhary

BBA LLB Vth Semester

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