



RASHITREEYA SIKSHANA SAMITHI TRUST
R V INSTITUTE OF MANAGEMENT
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Bengaluru, Karnataka 560 041



SCRIBE POLICY OF RVIM

(AS PER EXAM GUIDLEINS GIVNE BY AFFILIATING UNIVERSITY,-BANGALORE CITY UNIVRSITY)

XXXIII. Grant of Extra Time in Examination to differently-abled (Blind and Physically Handicapped) Students and appointment of scribe

During Examination, some students having handicap of serious nature due to which they cannot write in normal speed and blind students do need extra time, as they have to dictate to another person.

The granting of extra time to such candidates is subject to fulfillment of the following conditions:

1. The nature of the handicap must be such as it seriously affects the candidate's speed of writing.
2. The candidate must produce a certificate from the concerned District Surgeon/Medical Officer, Health Centre, Bangalore University, clearly spelling out the nature of the handicap or extent of defect which affects the speed of writing.
3. The candidate must submit an application at least 2 months before the commencement of examination with medical certificate to the Principal/Head of the Department/Institution for considering the handicap and his assessment of the writing. Performance of the candidate as observed repeatedly at the institution must also be taken into consideration.
4. Each case shall be examined on merits and decided regarding granting or not granting extra time and where such extra time is granted the ratio or quantum of extra time shall be stipulated in clear terms for compliances at the examination centre. Under any circumstances, the extra time shall not exceed 20 minutes per hour.
5. Any person, suggested by the differently abled examinee for appointment as scribe/helper to write the examination and who is not writing the same examination as the differently abled examinee is writing and also who is not studying in the higher class of the same course, may be appointed by the Principal/Head of the Department/Institution. In case of any change of such scribe/helper appointed earlier, the examinee shall obtain fresh permission from the Principal/Head of the Department/Institution.
6. The Principal/Head of the Department/Institution may grant permission as stated above under intimation to the Registrar (Evaluation).

