



सरगुजा विश्वविद्यालय, अम्बिकापुर (छ.ग.)

(छ.ग. विश्वविद्यालय (सशोधन) अधिनियम, 18/2008 द्वारा स्थापित)

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क्रमांक : 328 / अकादमिक / 2018

अम्बिकापुर, दिनांक 25/04/2018

प्रति,

1. समस्त विभागाध्यक्ष
विश्वविद्यालय शिक्षण विभाग
सरगुजा विश्वविद्यालय, अम्बिकापुर (छ.ग.)
2. प्राचार्य
विश्वविद्यालय अभियांत्रिकी महाविद्यालय,
लखनपुर-अम्बिकापुर (छ.ग.)
3. प्राचार्य
समस्त सम्बद्ध महाविद्यालय
सरगुजा विश्वविद्यालय, अम्बिकापुर (छ.ग.)



विषय :-

Guidelines For Conducting Written Examination For Person With Disabilities

संदर्भ :-

कार्यालय, आयुक्त उच्च शिक्षा, छ.ग. शासन, सी-3, द्वितीय एवं तृतीय तल इन्द्रावती भवन, नया रायपुर (छ.ग.) का पत्र क्रमांक 1426/291/आ.उ.शि./सम/2018 नया रायपुर, दिनांक 27.03.2018

उपर्युक्त संदर्भित पत्र की छायाप्रति सुलभ प्रेषित है। भारत सरकार सामाजिक न्याय एवं अधिकारिता मंत्रालय, नई दिल्ली द्वारा दिव्यांगजनों के संबंध में जारी गाइड लाईन के अनुसार आवश्यक कार्यवाही कर शासन को अवगत कराने का कष्ट करें।

संलग्न - उपरोक्तानुसार

Alluwan

विशेष कर्तव्यस्थ अधिकारी (अकादमिक)

पृष्ठांकन क्रमांक :

/ अकादमिक / 2018

अम्बिकापुर, दिनांक / 04 / 2018

प्रतिलिपि -

1. कुलपति के सचिव/कुलसचिव के निज सहायक, सरगुजा विश्वविद्यालय, अम्बिकापुर जिला-सरगुजा (छ.ग.) को सादर सूचनार्थ।
2. संयुक्त संचालक, उच्च शिक्षा, छ.ग. शासन, सी-3, द्वितीय एवं तृतीय तल इन्द्रावती भवन, नया रायपुर (छ.ग.)
3. कार्यालयीन नस्ती।

सरगुजा

02

20/06/2018

विशेष कर्तव्यस्थ अधिकारी (अकादमिक)

VCC

यु.ए.ए. (A/A)
छात्र कल्याण

कार्यालय आयुक्त उच्च शिक्षा
सी-3, द्वितीय एवं तृतीय तल, इन्द्रावती भवन,
नया रायपुर (छ.ग.)

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क्रमांक / 1426 / 20 / आउशि / सम / 2018
प्रति,

नया रायपुर, दिनांक 27/03/2018

1. कुलसचिव,
समस्त विश्वविद्यालय, छ.ग.।
2. प्राचार्य,
समस्त शासकीय / अशासकीय महाविद्यालय,
छ.ग.।

विषय :- **Guideline for conducting written examination for Persons with Disabilities.**

संदर्भ :-

1. अवर सचिव छ.ग. शासन उच्च शिक्षा विभाग मंत्रालय का पत्र क्रमांक 980 / 682 / 18 / 38-1 दिनांक 24.02.2018
2. अवर सचिव छ.ग. समाज कल्याण विभाग का पत्र क्रमांक 397 / 1921 / 2017 / स.क. / 26 दिनांक 15.02.2018
3. संचालक समाज कल्याण छ.ग. शासन का पत्र क्रमांक / स.क. / 2017 / 3909 दिनांक 10.1.2017

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कृपया उपर्युक्त संदर्भित पत्र की छायाप्रति संलग्न प्रेषित है। भारत सरकार सामाजिक न्याय एवं अधिकारिता मंत्रालय, नई दिल्ली द्वारा दिव्यांजनों के संबध में जारी गाईड लाईन के अनुसार सभी विश्वविद्यालय / महाविद्यालय इसका पालन करते हुए आवश्यक कार्यवाही करना सुनिश्चित करें।

(आयुक्त, उच्च शिक्षा द्वारा अनुमोदित)

संलग्न :- उपरोक्तानुसार।

(डॉ. किरण गजपाल)

संयुक्त संचालक

उच्च शिक्षा, नया रायपुर (छ.ग.)

नया रायपुर, दिनांक / 03 / 2018

पृ. क्रमांक / / आउशि / सम / 2018
प्रतिलिपि :-

1. अवर सचिव छ.ग. शासन उच्च शिक्षा विभाग मंत्रालय को उपर्युक्त संदर्भित पत्र के परिप्रेक्ष्य में सूचनार्थ।
2. संचालक समाज कल्याण संचालनालय, डी.के.एस. भवन महानदी खंड रायपुर।

To, Registrar Sir

संयुक्त संचालक
उच्च शिक्षा, नया रायपुर (छ.ग.)

SARGUJA UNIVERSITY
AYAZKAPUR
Inward/Outward
Section- Registrar's Office
No. 56
Date: 10/4/18

कुलसचिव को
1323/1874
5/4/2018
10/4/2018

339
5/4/18



सत्यमेव जयते

न्यायालय मुख्य आयुक्त निःशक्तजन
In the Court of the Chief Commissioner for Persons with Disabilities
सामाजिक न्याय एवं अधिकारिता मंत्रालय
Ministry of Social Justice & Empowerment
निःशक्तता कार्य विभाग / Department of Disability Affairs

Case No.3929/2007

Dated: 23.11.2012

In the matter of:

Shri Gopal Sisodia
General Secretary
Indian Association of the Blind
154/C, Delhi Administration Flats,
Sindhoran Kalan, Delhi-110052.

..... Complainant

Versus

State Bank of India, Mumbai
Banking Division, Ministry of Finance, New Delhi.

..... Respondent No.1

..... Respondent No.2

Department of Disability Affairs,
Ministry of Social Justice & Empowerment
Through : Secretary,
Shastri Bhawan, New Delhi

..... Respondent No.3

Case No. 65/1041/12-13

In the matter of:

Score Foundation
Through Shri George Abraham, CEO,
17/107, LGF, Vikram Vihar,
Lajpat Nagar-4,
New Delhi-110024.

..... Complainant

Versus

Department of Disability Affairs,
Ministry of Social Justice & Empowerment
Through : Secretary,
Shastri Bhawan, New Delhi.

..... Respondent

Date of Hearing : 20.11.2012

Present:-

1. Mr. George Abraham with Neha Saigal on behalf of Complainant](In Case No.65/1041/12-13)
2. None appeared on behalf of Complainant (In Case No.3929/07)
3. Shri K.V.S. Rao, Director on behalf of Respondent

O R D E R

Shri Gopal Sisodia, General Secretary, Indian Association of the Blind, the Complainant
filed a complaint dated 13.5.2007 (Case No. 3929/2007) under the Persons with Disabilities

(Equal Opportunities, Protection of Rights and Full Participation)Act, 1995, hereinafter referred to as the 'Act', regarding issuance of comprehensive Policy for conduct of written examinations for persons with disabilities.

2. After two hearings in the case, it was decided to implead Ministry of Social Justice & Empowerment and the following directions were issued:-

- (a) The complainant to submit a draft of the guidelines/provisions that need to be included for the scribe to MSJE by 8th November, 2007.
- (b) Ministry of Finance in consultation with Reserve Bank of India, Indian Bank Association and the other stake holders to submit their views to MSJE by 8th November, 2007.
- (c) MSJE with their input, may circulate the draft guidelines/criteria for the scribe to respondent 1 & 2 and other stakeholders and invite their comments and thereafter finalise the guidelines for scribes, preferably within 3 months.

3. During the third hearing on 30.11.2007, the Counsel for the Complainant submitted that any policy regarding facilities to be given to visually impaired and other persons with disabilities for writing the issues should not be finalized without consulting the stakeholders, particularly the beneficiaries of the policy. The representative of the Ministry of Finance submitted that RBI and State Bank of India had submitted their comments which had been forwarded to the Ministry of Social Justice & Empowerment. Ministry of Social Justice & Empowerment informed that a number of suggestions from individuals/organizations had been received which needed to be consolidated and considered. As a considerable period of time had already elapsed, MSJ&E was advised to forward copies of all the suggestions within a week for consideration. A meeting was thereafter convened under the Chairmanship of Chief Commissioner on 19.2.2008 to hear the stakeholders and finalize the recommendations for a policy. After detailed deliberations with the stakeholders, the recommendations were forwarded to Ministry of Social Justice & Empowerment vide letter No. 1-2(Scribe)/ CCD/2007 dated 17.3.2008. After a number of correspondence, Chief Commissioner for Persons with Disabilities vide letter dated 26.9.2011 advised MSJ&E to issue the guidelines within a month of receipt of that letter.

4. In the meantime another complaint dated 6.6.2012 (Case No.65/1041/12-13) was received from Score Foundation, which was also forwarded to the Department of Disability Affairs vide letter dated 31.07.2012 with the request to issue the guidelines within one month from the date of the said letter incorporating the suggestions contained in the letter of Score Foundation dated 6.6.2012.

5. Department of Disability Affairs vide their letter dated 13.09.2012 submitted that they had decided to organize workshops/seminars through its National Institutes to gather views of persons with disabilities for making provision of a scribe before finalizing a uniform policy for persons with disabilities in various examinations. It was further stated that the consultations were

yet to commence. However the matter was under active consideration as views of certain National Associations in this field had been received and were being deliberated upon. It was also stated that all efforts to finalize the policy were being made.

6. This Court vide letter dated 04.09.2012 requested Department of Disability Affairs to issue the guidelines on or before 20.09.2012, failing which, it was stated, this Court may be constrained to issue Show Cause Notice. Accordingly, as the guidelines were not issued, a notice of complaint to show cause and hearing was issued on 21.9.2012 with the advice to issue the guidelines by 20.10.2012; else to appear before this Court on 2.11.2012. The matter was re-scheduled for hearing on 20.11.2012 on the request of Department of Disability Affairs.

7. During the hearing on 20.11.2012, the representative of Score Foundation in case No.65/1041/12-13 reiterating his submissions envisaged in his complaint dated 23.4.2012, stressed the need for issuance of uniform and comprehensive guidelines for persons with blindness and persons with low vision as they continue to be routinely subjected to untold hardship and disadvantage for want of such uniform and comprehensive guidelines. He further submitted that the document which has been put together by Score Foundation and others could be circulated to all concerned as guidelines so that these guidelines can be used as a reference by various stake holders for developing their own norms with regard to conduct of examinations as stated above in respect of candidates with disabilities. The complainant further stated that several of the bodies conducting examinations are unaware of ways in which candidates with blindness and/or with low vision can be included in the examination process. He further added that several examination conducting Authorities under-estimate the capabilities of blind and low vision persons to participate in the examination process.

8. The representative of Department of Disability Affairs, Ministry of Social Justice & Empowerment, Government of India submitted that the guidelines forwarded by Chief Commissioner for persons with disabilities were being considered by the Ministry. He added that before taking a final view in the matter, the Ministry had convened a meeting with the recruitment authorities/agencies like Staff Selection Commission, Union Public Service Commission, CBSE and sensitized them about the proposed guidelines. These authorities were requested to send the detailed comments on each of the points made by the Chief Commissioner for persons with disabilities so that their implementation is ensured. While the comments of these authorities/agencies were received, the subsequent meeting to be held with them to finalize the matter could not be held. It was also decided by the Ministry to request the National Institutes working under the Ministry to organize consultations to discuss the guidelines framed by Chief Commissioner for Persons with Disabilities. Even this consultation could not be held so far. Recently, on receipt of a reference from Score Foundation, the matter was again examined at the highest level and it was decided to take action on the guidelines framed by Chief Commissioner for Persons with Disabilities for reaching its logical conclusion. He further stated that a meeting would be convened in the middle of December this year with the relevant recruitment and

academic bodies. After consulting these bodies, uniform and comprehensive guidelines would be issued to all concerned for compliance.

9 In the light of foregoing, this Court is pleased to observe as follows:-

- (i) That the question of issuance of uniform and comprehensive guidelines in the matter of conduct of all kinds of examinations (both recruitment related and academics related) involving persons with disabilities has been under consideration by the Respondent Department for quite a few years now as can be seen from the relevant Show Cause Notice/Notice of hearing dated 21.9.2012.
- (ii) That it goes without saying that in the absence of such uniform and comprehensive guidelines, persons with disabilities including the persons with blindness and low vision continued to be routinely subjected to prolonged and pervasive hardship and disadvantage with the result that more often than not, many candidates with disabilities have to run from pillar to post getting to fix various problems relating to taking off examinations by them such as issues around amanuenses, use of low vision aids, use of computers, extra time etc. etc.
- (iii) That this Court notes with utter dismay and shock that this matter did not move forward with the Ministry since 2008 and 2009 and it continues to hang fire compounding the hardship, disadvantage and irreparable loss faced by persons with disabilities.
- (iv) That while the instant complaints relate specifically to persons with blindness and low vision, this Court is also equally concerned about the hardships and disadvantage faced by persons belonging to other categories of disabilities as well in the matter of taking examinations.
- (v) That the guidelines put together by the Complainant Score Foundation and other concerned persons with low vision only, and they do not take on board the concerns of persons belonging to other categories of disabilities.
- (vi) That the guidelines put together by the office of the Chief Commissioner for Persons with Disabilities after elaborate consultations with primary and other stake holders including persons with blindness and persons with low vision etc.
- (vii) That this Court acknowledges that developing guidelines and norms in the matter of this ilk has to be an evolving process characterized by reasonable flexibility so as to cater to the exigencies of a given situation and also to take on board the advancement which takes place in the field of science and technology with the efflux of time.

(viii) That in view of the foregoing the issuance of uniform and comprehensive guidelines as stated above brooks no delay.

10 This Court, therefore, directs the Respondent Department to complete all necessary processes & procedures, finalize and circulate for compliance uniform and comprehensive guidelines to all concerned put together by this Court with or without modifications as may be necessary for conduct of all kinds of examinations within two months from today.

11. Copy of this Order may be posted on the Website of this Court as soon as may be.

Sd/-
(P.K. Pincha)
Chief Commissioner
for Persons with Disabilities

F.No. 16-110/2003-DD.III
Government of India
Ministry of Social Justice & Empowerment
Department of Disability Affairs

Shastri Bhawan, New Delhi
Dated: 26th February, 2013

Office Memorandum

Subject: Guidelines for conducting written examination for Persons with Disabilities.

The undersigned is directed to say that Chief Commissioner of Persons with Disabilities (CCPD) in its order dated 23.11.2012 in case No. 3929/2007 (in the matter of Shri Gopal Sisodia, Indian Association of the Blind Vs. State Bank of India & Others) and in case No.65/1041/12-13 (in the matter of Score Foundation Vs. Department of Disability Affairs) had directed this Ministry to circulate guidelines for the purpose of conducting written examination for persons with disabilities for compliance by all concerned. In compliance of the above order, this Ministry hereby lays down the following uniform and comprehensive guidelines for conducting examination for the persons with disabilities as recommended by CCPD:-

- I. There should be a uniform and comprehensive policy across the country for persons with disabilities for written examination taking into account improvement in technology and new avenues opened to the persons with disabilities providing a level playing field. Policy should also have flexibility to accommodate the specific needs on case-to-case basis.
- II. There is no need for fixing separate criteria for regular and competitive examinations.
- III. The facility of Scribe/Reader/Lab Assistant should be allowed to any person who has disability of 40% or more if so desired by the person.
- IV. 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 a day before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.

- V. Criteria like educational qualification, marks scored, age or other such restrictions for the scribe/reader/lab assistant should not be fixed. Instead, the invigilation system should be strengthened, so that the candidates using scribe/reader/lab assistant do not indulge in malpractices like copying and cheating during the examination.
- VI. 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.
- VII. Persons with disabilities should be given 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 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.
- VIII. The candidates 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.
- IX. 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.
- X. The disability certificate issued by the competent medical authority at any place should be accepted across the country.
- XI. 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 making use of scribe/reader/lab assistant. All the candidates with disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration which could further be increased on case to case basis.
- XII. 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.
- XIII. 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.

XIV. The examining body should also provide reading material in Braille or Text or on computers having suitable screen reading softwares 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.

XV. Alternative objective 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.

2. It is requested to ensure that the above guidelines are scrupulously followed while conducting examination for persons with disabilities. All the recruitment agencies, Academics/Examination Bodies etc. under your administrative control may be advised appropriately to ensure compliance 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,

Sd/-

(Jagdish Kumar)

Deputy Secretary to the Govt. of India

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. All National Institutes and RCI under administrative control of Department of Disability Affairs, Ministry of SJ&E, New Delhi

Copy to : CCPD, Sarojini Bhawan, Bhagwan Dass Road, New Delhi with reference to order dated 23.11.2012 in case No. 3929/2007 and in case No.65/1041/12-13.