

## COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Abstract)

Establishment - Adoption of Instructions from the State Commissionerate for Persons With Disabilities - Implemented in the University -Orders issued.

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### ACADEMIC A SECTION

No.CUSAT/AC(A).A4/2406/2020

Dated,KOCHI-22,15.10.2020

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Read:-letter No. 1005/S2/19/SCPWD dated 21.08.2020 from the State Commissioner and Ex-officio Secretary to Govt, State Commissionerate for Persons With Disabilities , TVM.

### ORDER

The State Commissioner and Secretary to Govt. (Ex-Officio) , vide letter read above, has forwarded the Instructions to be executed at University level for the proper implementation of the Rights of Persons With Disabilities ( copy appended,) for implementation in the University.

Sanction is accorded by the Vice Chancellor implementing the same in the University, subject to reporting to Syndicate

Orders are issued accordingly.

**Venkiteswaran M \***  
**Joint Registrar**

To:

1. The Heads/Directors/Principals of all Departments/Schools/CUCEK in the University /Recognized Institutions.
2. The Finance Officer/Joint Director, KSAD
3. The cE/ Director, DOA/All JRs/DRs/ARs /Director, Public Relations and Publications
4. PS to VC/PS to PVC/PA to Registrar/PA to CE/ E-Governance/Statistical Officer.
5. All Sections in the University.
6. Day file/Stock file/File copy.

\* This is a computer generated document. Hence no signature is required.

JR-100 / DR II  
25-09-2020



REGISTRAR GOVERNMENT OF KERALA



**STATE COMMISSIONERATE FOR PERSONS WITH DISABILITIES**

Anjaneya, T. C.-9/1023 (1), Ground Floor, Sasthamangalam, Thiruvananthapuram-695 010

No. 1005/S2/19/SCPWD

Dated: 21.08.2020.

From

The State Commissioner and Ex-officio Secretary to Govt.

To

The Registrar  
Cochin University of Science & Technology,  
Thrikkakkara, South Kalamassery,  
Cochin- 682 022.

Sir,

Sub: State Commissionerate for Persons With Disabilities -  
Implementation of RPWD Act, 2016-Instructions forwarding of -  
regarding.

- Ref: 1. Rights of Persons with Disabilities Act-2016.  
2. The hearing conducted on 25.11.2019.

I am to invite your attention to the reference cited and enclose herewith certain Instructions to be executed at University level for the proper implementation of the RPWD Act, 2016.

Yours faithfully,  
Dr. Harikumar.G  
State Commissioner and  
Secretary to Govt.( Ex-Officio)

Approved for issue

Deputy Secretary

## EXAMINATIONS

The norms are applicable for entrance/qualifying/University Examinations for getting all the benefits to Persons With Disability, for examinations. The criteria for getting benefits of Persons With Disability is the Authorised Medical Board certificate of bench mark disability (40%).

Permanent disability certificate has life long validity and valid through out the Nation. No separate disability assessment should be done unless any complaints exists regarding the certification. In all other cases it is permitted to examine only the suitability of the candidate, so as to study the particular course or not. In such situations, an Expert Committee (Course Suitability Selection Committee) ~~as suggested in~~ ~~in~~ ~~the~~ ~~order~~ ~~of~~ ~~1991~~ ~~of~~ ~~1991~~ has to be constituted and verified. This committee should be represented by a specialist in that field, a medical professional of Physical Medicine and Rehabilitation (PMR), an academically qualified Persons with Disability, representative of the University and a representative of the Govt. from Social Justice Department/Higher Education Department). In courses of admissions of different courses the guidelines given by the corresponding course regulatory authorities should be followed. (eg. for Homoeopathic courses regulation of Central Council of Homoeopathy, for Engineering- All India Council of Technical Education etc)

### Benefits of Persons with Disability Students in Examinations

1. Criteria for concession is the Disability Certificate issued by as authorized Medical Disability Board as advised by the Medical attendant.
2. 'Compensatory time' (additional time) is allowed as per the Central Govt. guidelines (Office Memorandum No. 34-02/2015-DD-III dated 29.08.2018 issued by the Ministry of Social Justice & Empowerment) is

not less than 20 minutes per hour applicable for both theory and practical examinations. A copy of Office Memorandum dated 29.08.2018 enclosed herewith for reference.

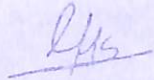
3. The facility of Scribe/Interpreter/Reader/Lab Assistant has to be provided as per the request of the Persons with Disability students as advised by competent authority.
4. The qualification of the Scribe is to be one step below the specified examination.
5. The Controller of Examinations can take decision of assistance according to the need of the student on case to case basis in areas which are not described.
6. The application form and answer sheet should be marked with special code to identify the Persons with Disability candidates
7. Grace mark should be awarded 25% of the total marks secured in all subjects including theory/ practical/vivavocy in an exam (i.e in a graduate examination the total marks secured by the candidate in all subjects, the awarding of this 25% of marks should be limited for getting a minimum pass mark for the failed subjects only. This should be distributed among the failed subjects among theory/practical/vivavocy. The grace mark can be awarded for subsequent examinations/improvement/repetition. In case of semester system, 25% of the total marks of the semester is to be considered. A candidate made use of this grace mark facility should not be considered for ranking even if he/she comes in the rank list as first.



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29.08.2018  
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by

**UNIVERSITY STAFF IMPLEMENTED OF RPWD ACT, 2016**

1. 4% reservation is to be followed in the appointment of the Staff of University.
2. In each University a Grievance Redressal Officer should be designated and his name, designation, address, contact number, email ID should be furnished to the State Commissioner.
3. The transfer of a Disability Person is permitted only according to the Govt. Orders prevailing from time to time.
4. Special Casual Leave of 15 days is to be given on medical grounds for differently abled persons and the parents of the differently abled children.
5. As far as possible, accommodation is to be given in University Campus and can reserve 5% of accommodation. (Quarters)
6. While a person becomes disabled during his/her service and having the bench mark disability, the University has to follow Rights of Persons with Disabilities Act, 2016 for availing the benefits to them.

  
Dr. HARIKUMAR G.  
State Commissioner for PWD  
Government of Kerala



## COLLEGES

All Colleges should strictly follow UGC/University guidelines in respect of the differently abled students.

The College should be barrier free and accessible in all sectors of education.

Maximum teaching aids depending on the category of students should be implemented.

5% hostel rooms should be kept apart for Persons with Disability students and that should be in the ground floor itself with special latrins.

Parking space for special vehicles used by Persons with Disabilities may be provided and ear marked.


A Grievance Redressal Officer (GRO) in each college should be designated and his name, designation, address, contact number, email ID should be furnished to the State Commissioner.

### Suggestions

One seat should be reserved for Persons with Disability students in the College Union Election

Minimum 2 seats should be reserved in the College buses for Persons with Disability.

To Consider 50% of fee concession for Persons with Disability students in deemed Colleges/Self Financing Colleges and other private Institutions.

  
Dr. HARIKUMAR G.  
State Commissioner for PWD  
Government of Kerala

F. No. 34-02/2015-DD-III  
Government of India  
Ministry of Social Justice & Empowerment  
Department of Empowerment of of Persons with Disabilities (Divyangjan)  
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Pt. Deendayal Antyodaya Bhawan.  
C.G.O. Complex, New Delhi - 110003  
Dated: the 29<sup>th</sup> August, 2018

918366  
8/9/18

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.

JS-12/19  
SS/A  
8/9/18

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.

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- III. There is no need for fixing separate criteria for regular and competitive examinations.

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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 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.

XVI. 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.

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. Panida*  
(D.K. Panida)

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 SJ&E, New Delhi

Copy for information to: CCPD, Sarojini Bhawan, Bhagwan Dass Road, New Delhi