

## PHYSICAL FACILITIES



# PROVISION FOR LIFT



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# RAMP / RAILS



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# REST ROOMS



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**B.M.S.COLLEGE OF ENGINEERING, BENGALURU-560 019**  
(Autonomous College under VTU | Accredited By NAAC | Approved by AICTE)

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## **10. APPOINTMENT OF SCRIBE**

**10.1 Preamble:** Physically handicapped candidate writing the SEE can take assistance from another person who is normally called as AMANUENSIS. An Amanuensis can be appointed by the COE of the college to the candidate who is really disabled to write his/her examination with his own hand. While appointing an Amanuensis the following guidelines are to be followed strictly.

### **10.2 Guidelines:**

- (a) An Amanuensis can be appointed to the candidate who is blind or disabled from writing the examination with his/her own hand.
- (b) A candidate seeking the assistance of an Amanuensis shall submit an application to the COE through the HOD of the department duly recommended by the proctor, with the following documents.
  - (i) Medical Certificate from Medical Officer of a Government District or higher-grade hospital or a registered Medical Practitioner showing the inability of the candidate to write the examination with his/her own hand, which shall be attested by the HOD.
  - (ii) No relation Certificate - An undertaking by the student and the Amanuensis showing that there is no relation between them with an authentication by the Notary Public.
  - (iii) Attested copies of testimonials of an Amanuensis.
  - (iv) One A4 size paper hand written matter which is written by the Amanuensis.
  - (v) Three recent Passport size photos of the Amanuensis attested by the HOD.
- (c) An Amanuensis appointed must be of lower grade education than the candidate and should not be studying in the same field (Engineering/Architecture).
- (d) The Chief superintendent/ Chief coordinator shall arrange a suitable room for the candidate & the amanuensis and appoint a room superintendent for the candidate who shall be changed daily.
- (e) If the disabled candidate (temporarily disabled) requests to write the examination with his own hand with an extra time (60 minutes for 3 hours examination i.e. 20 minutes per hour), he/she shall submit an application to the Principal of the college through the COE seeking grant of extra time to write the examination, with concerned medical certificates and the attested copies of such permission letters, if any, given earlier by any of the Boards or Universities in India.
- (f) The permission granted in the case of permanently disabled students shall be valid for the entire period of his study in the program, whereas, in the case of temporary disability the facility extended shall be for the specific period only.



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**10.3 As per the Government Circular ED 5 UNE 2004, dated 5.3.2004 and ED 5 UNE 2004, dated 22.3.2004, the following guidelines are to be strictly followed:**

- a) The blind student may select the scribe
- b) The scribe need not have a qualification lower than that of the student, provided that the scribe should not have the qualification (with the same optional and languages) pertaining to the examinations, which the student is writing ( for ex: a student who has completed B.A. or M.A. can be a scribe for the student who is taking B. Sc. Examinations)
- c) A physically disabled / blind / hearing impaired candidate and the scribes for such a candidate shall be allowed an extra time of 20 minutes per hour.
- d) As the hearing impaired students are having language problems, possibilities of grammar mistakes, mistakes in building the sentences are there. Hence, the answer papers shall be identified separately and evaluated with additional care.