



# **POLICY FOR CONCESSIONS TO DIVYANGJAN (DIFFERENTLY ABLED) CANDIDATES**

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# 1. ADMISSION POLICY FOR DIVYANGJAN (DIFFERENTLY ABLED) CANDIDATES (As Per Admission Prospectus, Mahatma Gandhi University)

## 1.1 Reservation for Persons with Disabilities (PD)

3% of the seats (the total number of seats of all PG Programmes in a college pooled together) are reserved for candidates with disabilities for all Programmes. 1% (one percent of the seats in PG Programmes) of seats shall be reserved for each of the three sections of the physically handicapped (Blind, deaf and orthopedically challenged) with provision for interchange of seats, if candidates are not available in a particular category in a year.

The selection of candidates under this category will be based on the rank in the inter-se merit list and physical suitability, and not on the basis of the degree of disability.

Person with disability' means a person suffering from not less than 40% of any disability as certified by a Medical Board constituted for this purpose. Candidates who have a minimum of 40% disability alone will be eligible for this quota. A relaxation of 5% marks in the qualifying examination from the prescribed minimum is allowed.

*No reservation of seats is allowed for Blind candidates for Programmes which come under the Faculties of Science/Technology & Applied Sciences.*

Candidates seeking admission under PD category should attach with their application form, an attested copy of the 'Certificate of disability' issued by a District Medical Board or bodies of higher status, certifying the degree or percentage of disability.

## 1.2 Mark Relaxation for PD candidates

A relaxation of 5% marks in the qualifying examination from the prescribed minimum is allowed.

The selection of candidates under this category will be based on the rank in the inter-se merit list and physical suitability, and not on the basis of the degree of disability.





### **1.3 University Order (Admissions for Divyangjan Candidates)**



MAHATMA GANDHI UNIVERSITY

(Abstract)

Mahatma Gandhi University - Admission to various courses -  
reservation to physically handicapped candidates - Persons with  
Disabilities Act 1995 - Implementation - sanctioned - orders issued.  
=====

ACADEMIC 'AI' SECTION

U.O.No.Ac.AI/2/2797/2002

Dated, P.D Hills, 13.05.2003.

- =====  
Read: 1. The Persons with Disabilities Act 1995 - published in  
the Gazette of India - Extraordinary dt.01.01.1996.  
2. D.O.No.F.11/05/95 (CPP-II) dt. 23.08.2002. from the  
Under Secretary, UGC, New Delhi.  
3. Govt. Circular No.13702/K1/2002/H.Edn dt.01.08.2002  
from Higher Edn (K) Dept.

O R D E R

As per Section 39 of the Persons with Disabilities Act 1995,  
3% of seats shall be reserved to candidates having the disabilities  
for admission to all courses. The disabilities are :

1. Blindness or Low vision:
  - a) total absence of sight
  - b) Visual acuity not exceeding 6/50 or 20/200 (Snellen)  
in the better eye with correcting lenses.
  - c) Limitation in the field of vision subtending an angle of  
20 degree or worse.
2. Hearing Impairment: Loss of sixty decibels or more in  
in the better ear in the conversational range of frequencies  
and
3. Locomotor disability or Cerebral Palsy: Disability of  
the bones, joints or muscles leading to substantial  
restriction of the movement of the limbs or any form of  
cerebral palsy. " Person with disability" means a person  
suffering from not less than forty percent of any disability  
as certified by a medical authority.

Considering the representation from the Kerala  
Federation of the Blind and based on the directions of the  
Government Circular, sanction has been accorded by the  
Vice Chancellor, subject to ratification by Syndicate to  
implement the 3% reservation in admissions to all courses  
in Affiliated Colleges and University Departments w.e.f.  
2003 - 2004 onwards.





: 2 :

The existing rules of admissions will stand modified  
to that extent.

Sd/-  
K. GORGE JOHN  
Deputy Registrar (Acad)  
for REGISTRAR

Copy to:

1. Under Secretary U.G.C
2. Prl. Secy, Higher Ecn. Tvm
3. The Secy, KFB, Kankukuzhi, Tvm with C/L
4. PS to VC/PVC
5. PA to Regr/CE/PO/DCDC
6. All JR/DR/AR. Acad/Exam/Admn/Fin.
7. PRO - for a press release
8. Enquiry/Information Centres
9. Friends Kendram, Ktm/Ecn.
10. All Sections in the University
11. Prls/Managers of All Affiliated Colleges
12. Directors of All Schools
13. DSS/Dean of Students
14. Stock file/File copy

FORWARDED BY ORDER

*and*  
SECTION OFFICER





## 2. EXAMINATION POLICY FOR DIVYANGJAN (DIFFERENTLY ABLED) CANDIDATES (As Per Admission Prospectus, Mahatma Gandhi University)

Divyangjan (Differently Abled) candidates who appear for examination are allowed the following concessions such as services of scribes at the examination, extra time to complete the examination, grace marks etc. depending on the degree and nature of disability of the candidates subject to such norms as prescribed by the Mahatma Gandhi University from time to time.

### 2.1 Summary of Concessions to Physically and Mentally Handicapped Candidates in Examinations

Category	Concessions/benefits	Conditions	U.O.
1. Physically challenged candidates with a permanent nature of disability who are unable to move their hands freely and write with normal speed	Extra time of 15 minutes per hour for all Semester Examinations of the entire Programme.  Provision of a Scribe should be allowed to persons who has the disability of 40% or more.	Application to be accompanied by a medical certificate issued from Govt. Medical Board with photograph of the candidate showing the actual handicap duly attested by the specialist concerned.	U.O. No. Ac A1(2)/348/98 dated 19.04.1999.
2. Physically challenged candidates (due to Spastic Cerebral Palsy) suffering from physical disability which is of a permanent nature, characterized by total inability to move their hands and thus unable to write on their own	Service of a scribe and benefit of extension of time of 15 minutes per hour for writing answers during Semester Examinations.  OR  Use of Computers to students with writing disabilities who cannot write with their hands and benefit of extension of time of 15 minutes per hour for writing answers during Semester Examinations.	On production of a certificate to that effect from a Govt. Medical Board along with a photograph of the candidate showing the actual handicap attested by the specialist concerned.	U.O. No: 4709/A1/2011/Acad dated 26.08.2011.  U.O. No: 4710/A1/2011/Acad dated 26.08.2011.
3. Partially blind candidate having visual standards from	Extra time of 30 minutes to answer each paper of 3 hours duration with	Certificate in original from a Govt. Medical Board regarding	U.O. No.





20% to 50% (i.e., a disability of 50% to 80%)	proportionate reduction for papers of shorter duration	visual standards/ visual disability.	Ac A1/3/2211/2001 dated 12.11.2001.
4. Blind candidates having visual standards from 1% to 19% (i.e., a disability of 81% to 100%)	<ul style="list-style-type: none"><li>i. Extra time of 45 minutes to answer each paper of 3 hours duration with proportionate reduction for papers of shorter duration.</li><li>ii. Benefit of a Scribe to write the examination.</li><li>iii. Exemption from the payment of examination fee for all Semester Examinations including supplementary and improvement examinations.</li></ul>	Certificate in original from the Govt. Medical Board regarding their disability.	U.O. No. Ac A1/3/2211/2001 dated 12.11.2001.  U.O.No: 6400/A1/2012/Acad, Dated: 17-11-2012
5. Mentally challenged candidates having a disability of 40% or more	<ul style="list-style-type: none"><li>i. Services of an interpreter/Scribe</li><li>ii. Grace marks @ 25% of the total marks for theory papers, irrespective of the percentage of disability.</li><li>iii. Use of computers</li><li>iv. Benefit of extension of time of 15 minutes per hour for writing answers during End Semester examinations.</li></ul>	Certificate from a competent medical board specifying the percentage of disability	U.O.No. 5048(a)/A1/2011/ Acad. Dated 12.09.2011  U.O.No. 2718/A1/2013/Acad, dated 16-05-2013
6. Deaf and dumb candidates having a disability of 40% or above (applicable to hearing impaired candidates with a disability of 70% and above, or congenitally deaf or hearing lost in childhood before the ability to speak is acquired.)	<ul style="list-style-type: none"><li>i. Exemption from writing the second language examination</li><li>ii. 25% grace marks/10 grace grade points (as applicable)</li><li>iii. Services of an interpreter</li></ul>	Certificate from a competent medical board specifying the percentage of disability	U.O. No. Ac A1/1/2661/2003 dated 31.12.2003. UO No. 5244/03/10/AcA VIII dated 25.06.2010 UO No: 6822/A1/2011/Acad dated 12-12-2011







7. Dyslexia (Learning Disorder) candidates.	i. Exemption from writing the second language examination ii. 25% grace marks/10 grace grade points (as applicable)	Certificate from a Govt. Medical Board specifying the percentage of disability	UO No: 6042/A1/2011/Acad dated 10-11-2011 U.O.No: 6400/A1/2012/Acad, Dated: 17-11-2012
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\* Concessions are extended to the candidates with multiple handicaps on producing the medical certificate specifically in respect of any particular handicap for which maximum benefits can be claimed.

### 2.2 Method of application

Candidates eligible for concession under any one of the above categories shall apply to the CoE in the prescribed format for claiming the concessions for which they are eligible according to the prescribed rules. The applications should be submitted to the Controller of Examinations, one month before the commencement of the Examinations duly recommended by the HOD.

### 2.3 Appointment of Scribes

Subject to the norms fixed by the Mahatma Gandhi University, candidates who are eligible to avail of the services of scribes, the Controller of Examinations is authorized to appoint scribes according to the following conditions:

- i. The person appointed as scribe shall not be an employee of the college
- ii. He /She shall not be a relative of the candidates who is appearing for the examination.
- iii. The educational qualifications of the scribe should always be Matriculate or above.
- iv. A proforma with declaration in the format given below shall be obtained from the scribe.
- v. The proforma signed by the scribe shall be forwarded to the office of the CoE along with the voucher for payment, obtained from the scribe.
- vi. He/ She shall be paid remuneration at the rates fixed by the Mahatma Gandhi University from the amount allotted for conduct of the examinations.

### 2.4 Proforma Showing Details of Scribes at the Examinations

- i. Name and Address of the scribe
- ii. Age and Date of Birth(with copy of the relevant page of SSLC Book or Equivalent Certificate)
- iii. Details of course for which he/she is studying/studied.
- iv. Educational Qualifications
- v. Specimen Signature of the Scribe
- vi. Two copies of the Passport size photograph of the scribe attested by the Principal / CoE.
- vii. Name and address of the candidate and the examination for which the candidate is appearing
- viii. Register No. of the Candidate

Declaration



I hereby declare that the information furnished above is true and that I have not qualified/appeared for any examinations other than those mentioned in clause (iv) above.

Date:

Signature of the Scribe

### 2.5 Special Instructions for packing Answer Scripts of Blind Students.

The Controller of Examinations shall write in bold letters '**BLIND CANDIDATE**' on the top of the facing sheet of the answer scripts of blind candidates, in separate covers with the superscription, '**BLIND CANDIDATE**', after each day's examination.

### 2.6 Other Conditions

- i. The original medical certificate shall be returned to the candidate after the examinations if a copy of the medical certificate is also enclosed along with the application.
- ii. The Grace Marks may be awarded by the tabulation Section and shall not be considered for ranking.
- iii. The application for special concession along with original and copy of Medical Certificate and a photograph of the candidate certified by the specialist Doctor / Medical Board concerned shall be submitted one month before the commencement of the Examinations.

### 2.7 Processing of applications

The applications for concessions to physically handicapped students shall be processed and their eligibility ascertained after verification of each application with reference to the rules and a brief note with the list of candidates eligible under each category shall be prepared and submitted to the Controller of Examinations for approval. After obtaining the approval of the Controller of Examinations, separate orders for each candidate shall be prepared and signed by the Controller of Examinations. Copies of the orders shall be sent to the candidates, HOD and to such other sections dealing with payment of remuneration to the scribes etc.



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