

EXAM POLICY DOCUMENTS



MARIAN COLLEGE
KUTTIKKANAM
(AUTONOMOUS)

MAKING COMPLETE

Contents

1. Concessions to Physically / Mentally Challenged Candidates

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| Establishment: | 8 May 2012 |
| Last Amended: | 8 Oct 2014 |
| Date Last Reviewed: | 15 May 2019 |
| Responsible Officer: | Principal in collaboration with HODs/ Director or Dean of School |

Policy Document - Exam

Concessions to Physically / Mentally Challenged Candidates

Physically challenged candidates who appear for SEE 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. The concessions are subject to such norms as prescribed by the college and revised from time to time.

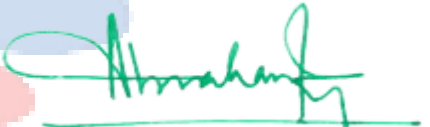
Visually challenged candidates who appear for the SEE examinations are allowed concessions subject to the norms fixed by Mahatma Gandhi University and approved by the Governing Council of the college.

The Chief Superintendent shall write 'VISUALLY CHALLENGED CANDIDATE' in bold letters on the top of the facing sheet of the answer scripts of visually challenged students at the commencement of each examination and shall forward the answer scripts of such candidates to the office of CE in separate covers with the superscript 'VISUALLY

CHALLENGED CANDIDATE' after each day's examination.

Appointment of scribes: Subject to the norms fixed by Mahatma Gandhi University, Kottayam, the CE of the College is authorized to appoint scribes for those candidates who are eligible to avail of the services of scribes with the following conditions:

- a) The person appointed as scribe shall not be an employee of the College.
- b) He/She shall not be a relative of the candidate who is appearing for the examination.
- c) The educational qualification of the scribe shall be less than that of the candidate
- d) A proforma with the declaration in the format given below shall be obtained from the scribe.



Principal