

Enforcement Authority:

The decisions of the Committee shall be communicated to the candidate, all concerned authorities, including the Registrar and concerned Dean/Principal, who in turn shall inform the concerned candidate individually through a letter to their parents or guardians.

The Principal of institute is responsible for enforcement of penalty/punishment decided or imposed by Committee / Appellate Committee to the candidate.

Amanuensis facility for Examinee during examination (Policy for Scribe in Examination)

An amanuensis (writer) may be allowed by the Centre In-charge on request of temporary handicap candidate who is suffering from any of the following physical temporary handicaps:

- Whose dominant hand is in a plaster cast due to fracture or injury;
- Who are suffering from other painful conditions of dominant hand;
- Any condition interfering with writing performance of dominant hand;
- **Procedure to allow amanuensis during examination:**
 - The amanuensis will be provided subject to the conditions as specified by SPU.
 1. The Centre In-charge is satisfied that the request is genuine.
 2. The amanuensis shall be a student of other courses & the standard specified below:
For Post-Graduate Examination: - Degree standard.
For final year of under-graduate Examinations: - First Year standard.
For 1st & 2nd year Graduation Examinations: -Senior Higher Secondary
 - Half an hour extra time may be given to a Physically temporary handicapped candidate who has defects in his dominant hand and its fingers and to whom no amanuensis has been allowed by the Centre In-charge.
 - An amanuensis may be provided to a candidate who meets with an accident during the days of examination and requests for an amanuensis. The following procedure should be adopted in this connection:
 1. The candidate who meets with an accident during the days of examination and requests for an amanuensis, should normally meet the Centre In-charge, at least 24- hours before the commencement of the examination, together

with the following declarations:

2. The amanuensis should be a student of other courses & standard as specified above. The examinee who meets with an accident should submit a medical certificate from the Principal Medical and Health Officer of the District or by a Medical Board. The same amanuensis should continue for all the examination days.
- The Centre In-charge should report each such case to SPU with full details about both the candidates (original candidate and the amanuensis) together with declarations.
 - The examinee and his/her writer will be allotted a separate room under one Jr. Supervisor. The examinee will speak and the writer will take the dictation. The Jr. Supervisor should be alert all the while and keep a watch over the process.
 - The words "Answers written by the Amanuensis" should be written in red ink by the Centre In-charge on the title cover of the answer-books.
 - The Answer Books written by writers, should also be packed with other answer Books. These are not to be packed or sent separately.



DECLARATION BY CANDIDATE (Scribe)

I _____ Son/Daughter of Shri
_____ Resident of [write full postal address]
_____ Telephone/Cellphone No.
_____ do hereby affirm as under:

1. That I am taking paper _____ of my _____ Examination, 20..... having Seat No. _____
2. That I have suffered an injury _____
3. That I was treated by Dr. _____ of [write the name of the hospital] _____ and that the Medical Certificate furnished by me is genuine one.
4. That the amanuensis Mr./Miss. _____ Son/Daughter of _____ Resident of _____ is a student of _____ Class of _____ [College/School].

I understand that the permission granted by the Centre In-charge for amanuensis is purely provisional. If any of my statements are found to be incorrect, my examination may be cancelled without prejudice to any legal action that may be taken in the matter by SPU.

Date:

Signature of the Candidate



DECLARATION BY AMANUENSIS (Scribe)

I _____ Son/Daughter of Shri _____
Resident of _____ hereby affirm as under:

1. That I am a student of Class _____ of _____ College/School.
2. That I have been asked to act as an amanuensis for _____
Resident of _____ who is not in a position to write in the examination
himself.
3. Shri _____ is not related to me.

I understand that if any of the statements made above are found to be incorrect I am liable
to legal action which may be taken by SPU in this matter.

Signature of Amanuensis with postal Address and Contact No.

