



the valuation work and also a teacher fails to report for valuation or remain absent for valuation work shall be liable for a penalty as specified in the schedule of penalties.

04.31 Grant of Extra Time in Examination to differently-abled (Blind and Physically Handicapped) Students and appointment of scribe

During Examination, some students having handicap of serious nature due to which they cannot write in normal speed and blind students do need extra time, as they have to dictate to another person. The granting of extra time to such candidates is subject to fulfilment of the following conditions:

01. The nature of the handicap must be such as it seriously affects the candidate's speed of writing.
02. The candidate must produce a certificate from the concerned District Surgeon/Medical Officer, Health Centre, and Common Statute, clearly spelling out the nature of the handicap or extent of defect which affects the speed of writing.
03. The candidate must submit an application at least 2 months before the commencement of examination with medical certificate to the Principal/Head of the Department/Institution for considering the handicap and his assessment of the writing. Performance of the candidate as observed repeatedly at the institution must also be taken into consideration.
04. Each case shall be examined on merits and decided regarding granting or not granting extra time and when such extra time is granted the ratio or quantum of extra time shall be stipulated in clear terms for compliance at the examination centre. **Under any circumstances, the extra time shall not exceed 20 minutes per hour.**
05. Any person, suggested by the 'differently-abled' examinee

for appointment as scribe/helper to write the examination and who is not writing the same examination as the differently-abled examinee is writing and also who is not studying in the higher class of the same course, may be appointed by the Principal/Head of the Department/Institution. In case of any change of such scribe/helper appointed earlier, the examinee shall obtain fresh permission from the Principal/Head of the Department/Institution.

06. The Principal/Head of the Department/Institution may grant permission as stated above under intimation to the Registrar (Evaluation).

04.32 Post-Valuation

01. The Examiners shall write the marks awarded only in the space designated in the answer book. Normally, the space is allocated in the front / back sheet of the answer book.
02. The Examiners shall not write any marks or mark comments inside the answer book, next to the answers.
03. The Examiners can put only "Tick" mark next to the answers which indicates that the said answer has been read / analysed by them.
04. The Examiners shall be provided a marks sheet in which they can record the marks awarded.
05. In case of U.G. examinations, the Examiners are required to record only the total awarded marks.
06. Marks awarded by the Reviewer shall also be recorded in the same marks sheet.
07. Marks awarded by the Reviewer shall be considered for result processing.
08. The marks shall be entered at the valuation center in each



The college is having infrastructure facilities like Ramp, Wheel Chair, Lift, Rest Rooms, scribes for examination. Currently one student has been admitted for B.Com. All the facilities required has been provided



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