

**Minutes of the meeting of the Examination Committee held  
on 3<sup>rd</sup> July 2023 at 10:30 am in Secrecy Branch**

On the direction of the worthy Principal, Dr. Gaurav Tejpal, a meeting of the members of the Examination Committee was called to recommend the "Guidelines for written examination for students with physical disabilities".

The members of the committee showed their commitment to provide an inclusive and equitable examination environment for all the students. The members of the Examination Committee decided to implement all the Guidelines (attached herewith) for written examination for "persons with benchmark disabilities" and "persons having less than 40% disability & having difficulty in writing" as suggested in the Office Memorandum released by the Department of Empowerment of Persons with Disabilities vide F. No. 34-02/2015-DD-III dated 29<sup>th</sup> August, 2018 and F. No. 29-06/2019-DD-III dated 10<sup>th</sup> August 2022, respectively. All the guidelines were read line by line and reviewed in detail. The members of the committee recommended some of the additional guidelines in this regard as mentioned below;

1. The above guidelines shall also be applicable in case of any temporary disability e.g in case of some injury due to accident or otherwise.
2. The examination committee shall select any 10 first year students (5 boys and 5 girls) as scribe, on reporting of any such cases and as per requirement.
3. The communication lab shall be the venue to conduct exams for persons with physical disabilities.
4. A special exam form shall be filled by persons with physical disabilities.
5. All such cases shall be, immediately, reported to the Controller of Examinations for further necessary action.

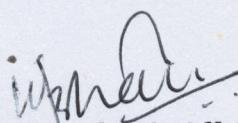
These guidelines shall be implemented with immediate effect with subject to approval by Principal.



**Ex-officio Member**  
(Head, Department of App. Scs.)



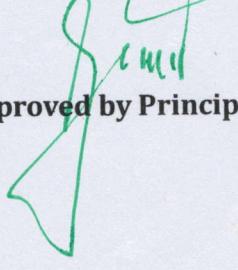
**Ex-officio Member**  
(Head, Department of CSE)



**Dean Academic Affairs**



**Controller of Examinations**



**Approved by Principal**