



## MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s of 3 UGC Act, 1956)  
Accredited by NAAC with 'A' Grade

### GUIDELINES FOR CONDUCTING WRITTEN EXAMINATION FOR STUDENTS WITH DISABILITIES

- A. The term examination stand for all Annual/Semester examinations conducted by the University.
- B. The facilities specified in the Document will include the following categories of students:

Sr. No.	Category	Facilities to be provided
(a)	Students with 100% Visual Disabilities.	<ul style="list-style-type: none"><li>➤ Writer</li><li>➤ Compensatory Time, as per rule</li></ul>
(b)	Students with low vision	<ul style="list-style-type: none"><li>➤ Writer (If the permanent disability of the students may be a hindrance in his/her ability to write the Examination)</li></ul>
(c)	Students with orthopedics disability	<ul style="list-style-type: none"><li>➤ Writer (If the candidate is unable to write his/her examinations himself /herself)</li><li>➤ Compensatory Time, as per rule (Where the facility of writer is availed of his disability may be a hindrance in his/her ability to write the examination)</li></ul>
(d)	Students with cerebral palsy and other brain related ailments that demand support system	<ul style="list-style-type: none"><li>➤ Writer (If the candidate is unable to write his/her examinations himself/her self)</li><li>➤ Compensatory Time, as per rule (Where the facility of writer is availed or his disability may be a hindrance in his/her ability to write the examination)</li></ul>
(e)	Students with hearing or speech impairment	<ul style="list-style-type: none"><li>➤ A sign interpreter</li><li>➤ Extra Time, as per rule</li></ul>

The facilities mentioned against each category in respect of the students of above categories may be provided by the Controller of the Examination after obtaining the prior approval of the University, if the candidate possesses a valid permanent disability certificate issued by the Medical Board of a Government Hospital. However, these facilities will be provided subject to fulfilling other conditions laid down in this document.

## Provision for scribe

- A. The candidate, who will be eligible for writer/scribe/interpreter in any of the categories mentioned above, should have the discretion of opting for his own scribe/reader/lab assistant or request the Examination Body for the same. The examining body may also identify the scribe/reader/lab assistant to make panels as per the requirements of the examination
- C. The writer should be less qualified than the examinee. The writer is required to produce his/her identity, and a document of the last exam passed before the examination to the Controller of Examinations and to the visiting team if required.
- D. The writer must be paid on the last day of the examination by the Centre In charge. Each centre may claim the required remuneration in from the University after the examination is over.
- E. The fee for the writer, scribe, interpreter and Invigilator is to be borne by the University.
- F. The remuneration of the interpreter will be equivalent to the remuneration of the writer. They will be paid as per the rates prescribed by the University.
- G. If required, each examination centre must arrange for a sign language interpreter for the candidates with hearing/speech impairment. The interpreter should be available for the entire duration of the examination.
- H. Extra time over and above the prescribed time for a paper will be  $\frac{1}{3}$ <sup>rd</sup> of the duration of examination
- I. The seating arrangements for persons with locomotors disabilities must be on the ground floor, in an accessible building equipped with disabled friendly toilets as far as possible.
- J. Where the facility of writer is provided to any candidate, he/she may be assigned a separate invigilator and a separate room. This provision must also be made for candidates who do not require a writer but are permitted extra time
- K. The institution must get prescribed Performa for writers duly filled by the writers/scribes/interpreters obtain the receipts of payments made to them
- L. A statement showing the particulars (such as Roll No. Name, Course, College and date of Examination) of the disability category student/s appearing at examinations and who have been provided the facilities, as above, must be sent to the Examination branch along with the writer's proforma, receipt of payment, copy of the admit card and copy of the disability certificate of the candidate by the concerned institutions for the maintenance of records and avoid any future discrepancies.

  
**Dr. Rajesh B. Goel**  
Registrar  
MGM INSTITUTE OF HELATH SCIENCES  
(DEEMED UNIVERSITY u/s 3 of UGC Act, 1956)  
NAVI MUMBAI- 410 209

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**Jt. Controller of Examinations**





**Certificate regarding physical limitation in an examinee to write.**

This is to certify that, I have examined Mr/MS/ Mrs \_\_\_\_\_  
 (name of the candidate with disability), a person with \_\_\_\_\_ (nature and  
 percentage of disability as mentioned in the certificate of Disability ), S/o/D/o  
 \_\_\_\_\_, a resident of \_\_\_\_\_  
 (village/ District / State) and to state that he /she has physical limitation which  
 hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/ Civil Surgeon/  
 Medical Superintendent of a MGM

Name &amp; Designations

MGM Medical College with seal

Place:

Date:

Note :

Certificate should be given by a specialist of the relevant stream/ disability (eg.  
 Visual impairment- ophthalmologist, Locomotor disability- Prothopaedic specialist/  
 PMR).

  
**Dr. Rajesh B. Goel**  
 Registrar  
 MGM INSTITUTE OF HELATH SCIENCES  
 ( DEEMED UNIVERSITY u/s 3 of UGC Act,1956 )  
 NAVI MUMBAI- 410 209

  
**Jt. Controller of Examinations**

# Provision for scribe

APPENDIX- II

## Letter of Undertaking for Using Own Scribe

I \_\_\_\_\_ a candidate with \_\_\_\_\_ (name of the disability ) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the Centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State). My qualification is \_\_\_\_\_.

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/ reader/ lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with disability)

Place:

Date:

  
**Dr. Rajesh B. Goel**  
Registrar  
MGM INSTITUTE OF HEALTH SCIENCES  
( DEEMED UNIVERSITY u/s 3 of UGC Act, 1956 )  
NAVI MUMBAI- 410 209

  
**Jt. Controller of Examinations**

10/19/2015

The MGM Group Mail - Extra Time for Theory Examination for Disability (Mr. Shubham Theng, First MBBS )

**Extra Time for Theory Examination for Disability (Mr. Shubham Theng, First MBBS )**  
1 message

Examination <armedical@mgmuhs.com>  
To: mgmmca@themgmgroup.com

Mon, Oct 19, 2015 at 5:23 PM

To,

The Dean

MGM Medical College , Aurangabad

Subject : Request to grant an extra time in MBBS Ist year Exam to be held in October-2015

Please refer to your e-mail

The competent authority has approved to allot extra time of 45 minutes to Mr. Shubham Theng (First MBBS) in view of radius ulna with malunited fracture lower end (L).

Jt. Controller of Examinations


**EXAMINATION SECTION**

MGM Educational Campus, Sector-1, Kamothe, Navi Mumbai - 410 209

Tel: 022-27432471, 27431994 Fax: 022-27431092

Website: www.mgmuhs.com Email: armedical@mgmuhs.com

*To Admin's  
Inform concerned  
Shubham*  
DEAN  
MGM'S MEDICAL COLLEGE  
AURANGABAD

  
**Dr. Rajesh B. Goel**  
Registrar  
MGM Institute of Health Sciences  
(Deemed University u/s J of UGC)  
Navi Mumbai- 410 209



Mahatma Gandhi Mission's

## Medical College

N-6 CIDCO, Aurangabad - 431 003.

Ph-0240-6601100 , Fax: -240-2484445,2487727

E-mail: [mgmmca@themgmgroup.com](mailto:mgmmca@themgmgroup.com)

Ref.No.MGM/MCA/ACAD/2015/4672

Date: 12/10/2015

To,

**By Courier**

The Controller of Examinations

MGM Institute of Health Sciences,

MGM Educational Complex,

Sector 1, Kamothe,

Post Box-6,

Navi Mumbai-410209

**Sub: Request to grant an extra time in MBBS Ist year Exam to be held in October-2015**

Sir,

I am enclosing herewith with application of Mr.Shubham Theng in his application he has requested to grant extra time in the MBBS Ist year supplementary Theory examination to be held on 20/10/2015& 21/10/2015 (Anatomy) and 23/10/2015 & 26/10/2015 (Physiology).

You are requested to kindly consider his request sympathetically & do the needful

Thanking you,

Yours Faithfully,

Dean

MGM Medical College,  
Aurangabad

Enclosed: As above

Dr. Rajesh B. Goel  
Registrar

MGM Institute of Health Sciences  
(Deemed University u/s 3 of UGC Act)  
Navi Mumbai-410 209

**Extra Time For Theory Examination for Disability (Mr.Sayyed Sohel Amiruddin, Third MBBS (Part-I))**

medical <armedical@mgmuhs.com>  
To: mghmmca@themgmgroup.com

Thu, Jul 2, 2015 at 2:15 PM

To,  
The Dean  
MGM Medical College,  
Aurangabad

Subject : Extra Time For Theory Examination for Disability (Mr.Sayyed Sohel Amiruddin, Third MBBS (Part-I))

Sir,

Please refer to your letter no : MGM/MCA/2015/3642 dated: 26.06.2015 received by e-mail.

The competent authority has approved extra time of 45 minutes in each Theory paper.

Examination Section  
Sector -1, Kamothe, Navi Mumbai – 410 209  
Tel: 022-27437630, 27432994, Fax: 022-27431092  
Email: armedical@mgmuhs.com

*Sohel*  
2/07/15

*[Signature]*

Dr. Rajesh B. Goel  
Registrar

MGM Institute of Health Sciences  
(Deemed University u/s 3 of HGE Act)  
Navi Mumbai-410 209

TO  
Dr. Vyankhate madam  
allow extra 45 minutes  
to Mr. Sayyed Sohel  
Shukla

*[Signature]*  
2/7




mam/mca/Acad/mrg/42


Dean/MGM/Abd/

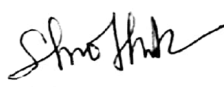
Date: 7<sup>th</sup> Jan 2015


## Whomsoever it may concern

This is to certify that, Miss Anushruti Gupta, 3<sup>rd</sup> MBBS (part – I) student of MGM Medical college, Aurangabad, was examined by constituted members of medical board of MGM Medical college, Aurangabad; vide ref. no. MGM/Acad.21/2014/964 dated 12<sup>th</sup> December, 2014 and remarks by Dean, MGM Medical College, Aurangabad dated 6<sup>th</sup> January, 2015, on 07<sup>th</sup> of January 2015. On reviewing the patient's history, records and present examination undertaken, she is found to be suffering from 'DYSLEXIA' (mild to moderate) with normal mental status. Provision for providing extra time of 45 minutes for the allotted 2 and half hours examination is justifiable and is recommended.

  
Member 1.  
Dr. S H Talib,  
Prof. & Head, Medicine.

  
Member 2.,  
Dr. M C Bhise  
Asst. Prof., Psychiatry

  
Dean & Chairperson  
Dean  
Dr. A. S. M. Medical College,  
Aurangabad  
MGM, Medical College, Aurangabad

  
Dr. Rajesh B. Goel  
Registrar  
MGM Institute of Health Sciences  
(Deemed University u/s J of M.G. Act)  
Navi Mumbai- 410 209





Mahatma Gandhi Mission's

**Medical College**

N-6 Cidco, Aurangabad - 431 003.

Ph-0240-6601100, Fax: -240-2484445, 2487727

E-mail: [mgmmca@themgmgroup.com](mailto:mgmmca@themgmgroup.com)

Ref.No.MGM/MCA/2010/ 4842

Date : 18/12/2010

To,  
Dr. Talib S.H.,  
Chairman, Final MBBS Practical Examination,  
MGM Medical College, Aurangabad.

Subject : Provision of writer in practical exam for December 2010.

Reference : MUHS letter no. MUHD/XC-82/Nov-Dec10/026/3234/2010  
dated 26/11/2010.

Sir,

With reference to the letter mentioned above, in this context this is to inform you that MUHS Nashik has permitted writer to Mr. Meraj Quadri, who appeared for final MBBS examination in all subject. Kindly allow writer & extra time as per MUHS letter (copy attached).

Thanking you,

Yours Faithfully,



*Shroff*

Dr. A.G.Shroff  
Dean

MGM Medical College, Aurangabad

Encl : As above

*[Signature]*

*18/12*

*[Signature]*  
18/12/2010

Dr. Rajesh B. Goel  
Registrar

MGM Institute of Health Sciences  
(Deemed University u/s 3 of HCG Act)  
Navi Mumbai- 410 209