



## CHAPTER 10

### **CONDONATION OF SHORTAGE OF ATTENDANCE, CONCESSION TO BLIND AND PHYSICALLY HANDICAPPED CANDIDATES, NOTIONAL REGISTRATION, ADDITIONAL MASTERS DEGREE AND BETTERMENT OF MARKS IN P.G. EXAMINATION**

#### **1. Short of Attendance**

The Principal shall publish a list of candidates who are in short of attendance immediately after the close of regular classes and forward a copy of the list to the Controller of Examinations. The list shall contain the details of total number of working days, the attendance earned by the candidates and the shortage of attendance in days. The list received in the Office of the Controller of Examinations shall be sent to the Section dealing with condonation of shortage of attendance.

Applications for condonation of shortage in attendance shall be made by each candidate in the prescribed format with necessary fee as decided by the college from time to time. The applications shall be recommended and forwarded by the Heads of the Department concerned. The applications shall reach Office of the Controller of Examinations ten days before the date of commencement of the examination. Late applications shall be accepted on payment of late fee at the rate in force at the time of application. The applications for condonation of shortage of attendance received in the office shall be scrutinized with reference to the following requirements:

- (1) The application shall be forwarded by the Head of the Department.
- (2) The application shall be filled in correctly with corrections, if any, attested by the Head of the Department.
- (3) The total number of working days, etc. shall be shown in days only.
- (4) The statement of total absence showing the reason for each day's absence shall be forwarded separately. Absence exceeding 5 days continuously shall be accompanied by, medical certificate, if the absence is on medical grounds. The HoD shall also state against each period of absence, whether timely application for leave has been made and leave granted at that time.
- (5) The application and the statements of absence shall be attested by the HoD with the Designation seal.
- (6) The prescribed fee has been remitted at the rates in force and the receipt attached with the application.

The student shall earn required attendance for registration of examination as provided in the regulation relating to each course. No candidate is eligible to appear for the examination unless he/she has earned 75% attendance of the total working days for regular courses and 80% for professional courses. The condonation shall not be granted more than twice for any programme of study.

Applications not conforming to the above rules shall be rejected.

The Section dealing with the processing of applications for condonation of shortage of attendance shall ensure that the applications received in the Section are processed immediately on receipt from the concerned. On recommendation of the controller of examinations, the Principal shall grant condonation to eligible candidates. A copy of the order sanctioning condonation of shortage of attendance shall also be sent to the tabulation Section dealing with the examination concerned so that the Section is able to ascertain the eligibility of the student for registration to the examination. In no case shall decision in an application be delayed beyond the last date fixed for despatch of Hall Tickets for the examinations.

2. **Concessions to Physically/Mentally Handicapped Candidates**

Physically handicapped candidates who appear for College examinations 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 subject to such norms as prescribed by the University from time to time.

3. **Concessions to Blind Candidates**

Blind candidates who appear for the College examinations are allowed concessions subject to the norms fixed by the University from time to time.

4. **Special Instructions for packing Answer Scripts of Blind students**

The Chief Superintendents shall write '**BLIND CANDIDATE**' in bold letters on the top of the facing sheet of the answer scripts of blind students at the commencement of each examination and shall forward the answer scripts of blind candidates to the College in separate covers with the superscription '**BLIND CANDIDATE**', after each day's examination.

5. **Appointment of scribes**

Subject to the norms fixed by the College, candidates who are eligible to avail of the services of scribes, the Chief Superintendents of the examination centres are authorized to appoint scribes according to the following conditions:

1. The person appointed as scribe shall not be an employee of the college/centre where the examination is conducted.
2. He/She shall not be a relative of the candidates who is appearing for the examination.
3. The educational qualifications of the scribe shall be less than those of the candidate.
4. A proforma with declaration in the format given below shall be obtained from the scribe.
5. The proforma signed by the scribe shall be forwarded to the College along with voucher for payment, obtained from the scribe.
6. He/She shall be paid remuneration at the rates fixed by the College, from the amount of advance sanctioned to the centre for the conduct of examinations.

**Proforma Showing Details of Scribes at the College Examinations**

1. Name and Address of the scribe
2. Age and Date of Birth (with copy of the relevant page of SSLC Book)
3. Details of course for which he/she is studying/studied
4. Educational Qualifications
5. Specimen Signature of the Scribe
6. Two copies of the Passport size photograph of the scribe attested by the Principal of the college in which he/she is studying or by a Gazetted Officer, in the case of scribes not

studying in Colleges at present.

7. Name and address of the candidate and the examination for which the candidate is appearing
8. Centre of Examination & Register No. of the Candidate

### DECLARATION

I hereby declare that the information furnished above is true and that I have not qualified/ appeared for any examinations other than those mentioned in clause (4) above.

Date:

Signature of the Scribe

### 7. Deaf and Dumb Candidates

**Granting additional marks:** Subject to the norms fixed by the University the deaf and dumb candidates having disability of 40% or more appearing for the College examinations shall be awarded 25% of the total marks for theory papers of all College examinations including professional courses as they are considered backward in language ability.

The additional marks eligible for dumb and deaf candidates shall be awarded by the tabulation sections as in the case of award of grace marks to sportsmen on the basis of University order in each case.

### 8. Method of application

Candidates eligible for concession under any one of the above categories shall apply to the College, on plain paper for claiming the concessions for which they are eligible according to the prescribed rules.

Candidates undergoing courses of study in institutions under the College shall forward their applications duly recommended by the Head of the institution concerned. Private registration candidates and failed/reappearance candidates shall submit their applications directly to the Controller of Examinations.

Applications for granting concessions for physically handicapped students shall reach the Office of the Controller of Examinations not later than 2 months before the date of commencement of the examination concerned.

The applications shall be accompanied by a Medical Certificate issued by a competent specialist Medical Officer in Government Service duly affixed with a recent photograph of the candidate. The photograph must show the actual handicap of the candidate and it shall be attested by the doctor. Attested copy of the medical certificate shall not be accepted.

### 9. Other conditions

Applications for the concessions shall be submitted for each year's examination of a course.

Previous year's sanction shall not be taken as a precedent for granting the concessions in the subsequent years.

Except in the case of permanent disabilities fresh medical certificates shall have to be produced for each year's examination.

The original medical certificate shall be returned to the candidate after the examinations if a copy of the medical certificate is also enclosed along with the application.



MAHATMA GANDHI UNIVERSITY, KERALA

Abstract

Concessions granted to Persons With Disabilities in the University examinations - Complying with the Judgement passed by the Hon'ble Court of State Commissioner for Persons with Disabilities, Kerala- Consolidation of various orders and circulars - Modifications - Approved - Orders issued.

ACADEMIC A 1 SECTION

No. 7396/AC A 1/2022/MGU

Priyadarsini Hills, Dated: 11.07.2022

- Read:-1. Judgement in OP(RPWD) No. 3892/S3/2021 Dated. 24.12.2021 passed by the Hon'ble Court of State Commissioner for Persons With Disabilities, Kerala
2. U.O No. 1703/ACA1/2022/MGU Dated. 18.02.2022
  3. U.O No. 4143/ACA1/2022/MGU Dated. 21.04.2022
  4. U.O No. 4106/ACA1/2022/MGU Dated. 21.04.2022
  5. Item no. O.A 73/22.04 of the Minutes of the Meeting of the Syndicate held on 18.06.2022
  6. Item no. O.A 74/22.04 of the Minutes of the Meeting of the Syndicate held on 18.06.2022
  7. Item no. O.A 75/22.04 of the Minutes of the Meeting of the Syndicate held on 18.06.2022
  8. U.O No. 5274/01/Ac AVIII/2016 Dated. 29.09.2016
  9. U.O No. 2374/ACA1/2021/MGU Dated. 11.05.2021

ORDER

The Hon'ble Court of State Commissioner for Persons With Disabilities, Kerala vide its Judgement read as (1) above has directed the University to extend forthwith the practice of granting grace marks/bonus marks to students belonging to all 21 categories of disabilities as per the schedule of the RPWD Act 2016 in the University examinations. The categories are enlisted in **Table I below**.

In order to comply with the Judgement, the University has appointed a Commission to study and report on the matter of granting grace marks vide paper read as (4) above. The Commission studied the matter in detail and submitted a report. The Syndicate held on 18.06.2022 has resolved to approve the report vide paper read as (7) above. The details regarding grace mark distribution as per the report are shown in **Table II A, II B, III, IV, V & VI below**.

The University has appointed another Commission for a detailed study regarding concessions to be granted to differently abled candidates in the University examinations and also the modifications to be effected in the previous orders, 3278/P&DII/2/2009/Adm dated. 01/07/2010 & 2374/ACA1/2021/MGU dated. 11.05.2021 vide paper read as (2) & (3) above. The recommendations of the Commission are detailed below.

The detailed list of Grace Marks/Grace Grade Points that can be awarded to the eligible candidates as per table I is given below.

1A. **PHYSICAL DISABILITY** : Locomotor Disability, Leprosy Cured Persons, Dwarfism, Muscular Dystrophy, Acid attack victims, Cerebral Palsy, Blindness, Low Vision, Speech and Language disability

**Table II A (Distribution of Grace Marks/ Grace Grade Points)**

| Sl.No. | Disability percentage | in Percentage of Grace Marks/Grace Grade Points to be awarded                 |
|--------|-----------------------|---|
| 1.     | 40% to 65%            | 10% Grace Marks/ 4 Grace Grade Points of maximum marks for all theory exams.  |
| 2.     | 66% to 80%            | 20% Grace Marks/ 8 Grace Grade Points of maximum marks for all theory exams.  |
| 3      | 81% and above         | 25% Grace Marks/ 10 Grace Grade Points of maximum marks for all theory exams. |

Note 1 : Blind candidates having 81% to 100% disability and securing I/II/III places in Sports/ Cultural/ Youth Festival activities conducted by Kerala Federation of the Blind at College/ University/ Inter University Level will be awarded 5% Grace Marks/2 Grace Grade Points. They shall be granted a total of 30 % Grace Marks / 12 Grace Grade Points, including the benefit specified in Table II A

1B. **PHYSICAL DISABILITY** - Hearing Impairment(Deaf and Hard of Hearing)

**Table II B (Distribution of Grace Marks/ Grace Grade Points)**

| Sl.No.                 | Disability                                      | Percentage of Grace Marks/Grace Grades Points to be awarded                   |
|------------------------|---|---|
| 1                      | Deaf-Candidates having 40% and above disability | 25% Grace Marks/10 Grace Grade Points of maximum marks for all theory exams.  |
| <b>Hard of Hearing</b> |   |   |
| 1                      | Candidates having 40% to 65% disability         | 10% Grace Marks/ 4 Grace Grade Points of maximum marks for all theory exams.  |
| 2                      | Candidates having 66% to 80% disability         | 20% Grace Marks/ 8 Grace Grade Points of maximum marks for all theory exams.  |
| 3                      | Candidates having 81% and above disability      | 25% Grace Marks/ 10 Grace Grade Points of maximum marks for all theory exams. |

## 2. INTELLECTUAL DISABILITY

Table III (Distribution of Grace Marks/ Grace Grade Points)

|  |  |
|--|--|
| <p>Specific Learning Disability (Candidates having 40% and above disability)</p> <ul style="list-style-type: none"> <li>• Dyslexia</li> <li>• Disgraphia</li> <li>• Dyscalculia</li> <li>• Dyspraxia</li> <li>• Developmental Aphasia</li> </ul> | <p>10% Grace Marks/ 4 Grace Grade Points of maximum marks for all theory exams.</p>  |
| <p>(Candidates having 40% and above disability)</p> <ul style="list-style-type: none"> <li>• Autism Spectrum Disorder</li> <li>• Mental Retardation</li> </ul>   | <p>25% Grace Marks/ 10 Grace Grade Points of maximum marks for all theory exams.</p> |

## 3. MENTAL ILLNESS (Mental Behaviour) (Candidates having 40% and above disability)

Grace Marks/Grace Grade Points granted based on the classification in the Medical Certificate from Medical Board (Form VI, RPWD ACT 2016).

Table IV (Distribution of Grace Marks/ Grace Grade Points)

|                 |  |
|-----------------|--|
| <b>Mild</b>     | 10% Grace Marks/ 4 Grace Grade Points of maximum marks for all theory exams. |
| <b>Moderate</b> | 15% Grace Marks/ 6 Grace Grade Points of maximum marks for all theory exams. |

## 4. DISABILITY CAUSED DUE TO:

(Chronic Neurological conditions such as -Multiple Sclerosis, Parkinson's disease  
Blood disorder such as- Haemophilia, Thalassemia, Sickle Cell disease)

Table V (Distribution of Grace Marks / Grace Grade Points)

|  |  |
|--|--|
| (Candidates having 40% and above disability)   |  |
| <p>Chronic Neurological conditions such as,</p> <ul style="list-style-type: none"> <li>• Multiple Sclerosis</li> <li>• Parkinson's disease</li> </ul> <p>Blood disorder such as,</p> <ul style="list-style-type: none"> <li>• Haemophilia</li> <li>• Thalassemia</li> <li>• Sickle Cell disease</li> </ul> | <p>25% Grace Marks/ 10 Grace Grade Points of maximum marks for all theory exams.</p> |

## 5. MULTIPLE DISABILITIES INCLUDING DEAF - BLINDNESS

Table VI (Distribution of Grace Marks/ Grace Grade Points)

|  |  |
|--|--|
| Candidates having 40% and above disability | 25% Grace Marks/ 10 Grace Grade Points |
|--|--|

Table VII (Concessions in examinations other than grace marks )

| Sl No | Specified Disability  | Concessions   |
|-------|---|---|
| 1     | <p><b>PHYSICAL DISABILITY</b></p> <p>A. Locomotor Disability</p> <p>i) Leprosy cured person,</p> <p>ii) Dwarfism</p> <p>iii) Muscular dystrophy</p> <p>iv) Acid attack victims</p> <p>v) Cerebral palsy</p> <p>vi) candidates with a permanent nature of disability who are unable to move their hands freely and write with normal speed</p> | <p>(a) Compensatory time not less than 20 min/hr</p> <p>(b) Service of scribe/ reader/ interpreter/ lab assistant.</p> <p>(c) If not availing (a) &amp; (b), Additional time of minimum 1 hr / 3 hrs duration</p> <p>(d) Use of computer/ converter</p>   |
|       | <p>B. Visual Impairment</p> <p><b>a (A disability of 40% to 80%)</b></p> <p>i. Blindness</p> <p>ii. Low vision</p>  | <p>(a) Compensatory time not less than 20 min/hr</p> <p>(b) Service of scribe/ reader/interpreter/ lab assistant.</p> <p>(c) If not availing (a) &amp; (b), additional time of minimum 1hr/ 3hrs duration.</p> <p>(d) Use of computer/ Braille converter</p>  |
|       | <p><b>b.(A disability of 81% to 100%)</b></p> <p>i. Blindness</p> <p>ii. Low vision</p>   | <p>a) Compensatory time not less than 20 min/hr</p> <p>(b) Service of scribe/interpreter/reader/ lab assistant.</p> <p>(c) If not availing (a) &amp; (b), additional time minimum 1 hr/ 3hrs duration</p> <p>(d) Use of computer/ Braille converter</p> <p>(e) Exemption from the payment of Examination fee for all University Examinations including supplementary and Improvement Examinations</p> |