

No. CE/ADM/16/24/01

Senate House
Kolkata - 700073
Dated : 13.01.2025



NOTICE

It is notified for all concerned that a physically/visually challenged/ cerebral palsy etc. candidate (Bench mark disability) appearing at this University examination may be allowed by the University to take the help of an amanuensis (if applied for) of his/her choice on the basis of an application in plain paper to be submitted to the Administration Section of the office of the Controller of Examinations for the purpose and duly forwarded by the Principal/Teacher-in-Charge of the college concerned together with necessary certificate for physically/visually/ cerebral palsy etc. challenged candidate (Bench mark disability) issued by authorised Government agency (attested photocopy) in respect of the examinee and three copies of passport size photograph , attested photocopy of admit card of the disabled candidate and a declaration in the prescribed form of one who is willing to act as an amanuensis along with a document showing his/her academic qualification one stage below that of the examinee (i.e. attested photocopies of admit card and mark-sheets of last examination passed by the amanuensis).Such examinee should collect a form as shown below and to be signed/forwarded by HOD of University Departments or Principal/TIC/OIC of affiliated colleges under University of Calcutta.

Requirement Types	Required Form type(s)	Signed by HOD of University Departments or Principal/TIC/OIC of affiliated colleges under University of Calcutta and other authorized signatory as stated in the botttem of the form.
Amanuensis + Extra time	Form A	Form A

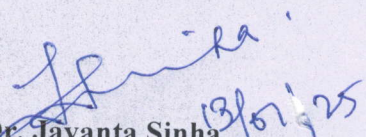
Such candidates (with or without amanuensis) are entitled to an extra time of 20(twenty) minutes per hour on pro-rata basis depending on the full marks in the subject/paper of the examination he/she is appearing at.

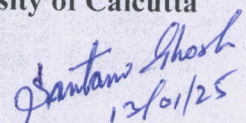
All such candidates (with or without amanuensis) as a prerequisite should apply in a plain paper duly forwarded by concerned HOD of University Departments or Principal/TIC/OIC of affiliated colleges under University of Calcutta

As far as possible the examination for person with disabilities should be held at the ground floor. The examination centres should be accessible for the persons with disabilities.

Time of giving question paper should be marked accurately for calculation of extra time as per stated rule.

The Department of the University / affiliated colleges should create awareness to the disabled students on this matter.


Dr. Jayanta Sinha
Controller of Examinations
University of Calcutta


Santanu Ghosh
13/01/25

FORM - A



To
The Controller of Examinations,
University of Calcutta.

Sir,

I desire to act as an amanuensis for Sri/Smt.....
.....bearing Roll and No.
at Examination, 20.....

My particulars are given below :

1. Name (in block letters) :
2. Name of last Examination Passed
with year of passing :
3. At present doing.....Course/employed with
...../unemployed.
(Strike of which are not applicable)
4. Residential Address with Phone No.

Yours faithfully,

Date.....

.....
(Signature in full)

CERTIFICATE

The above statements made by Sri/Smt.....
.....are correct and his/her photographs are attested by me.

.....
(Signature with Seal and Date)

Name.....

Designation.....

- Enclosures : 1) Three (3) Copies of passport size photograph of Amanuensis duly attested.
2) Photocopies of Admit Card and Mark-sheet of Amanuensis of last Examination passed or appeared duly attested.

N.B.- The certification and attestation can be done by a Government Officer not below the rank of Deputy Magistrate/Principal of a College affiliated to the University of Calcutta/Headmaster or Headmistress of a recognised Higher Secondary or Secondary School/ Member of Senate or Syndicate of University of Calcutta.

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