



KNOWLEDGE INSTITUTE OF TECHNOLOGY

Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai

Accredited by NAAC & NBA (BE : CSE, ECE, EEE & Mech.)

KIOT Campus, Kakapalayam (Po), Salem - 637 504, TN, India

Ph : +91 427 2433901, +91 97900 41414, Fax : +91 427 2433999

Web: www.kiot.ac.in, e-mail : principal@kiot.ac.in

Dr. PSS. Srinivasan, B.E., M.Tech (IIT-B), Ph.D.

Principal

Date: 08.06.2020

TO WHOMSOEVER IT MAY CONCERN

This is to certify that scribes for examination are available for differently abled students (Divyangjan). As of now there are no differently abled students studying in the college during previous years and current year. As per the requirement of Anna University scribes have been identified and the same had been submitted to Anna University. Availability of scribes has been displayed in the college notice board. In future if any differently abled students get admission in our college the facility will be utilized.

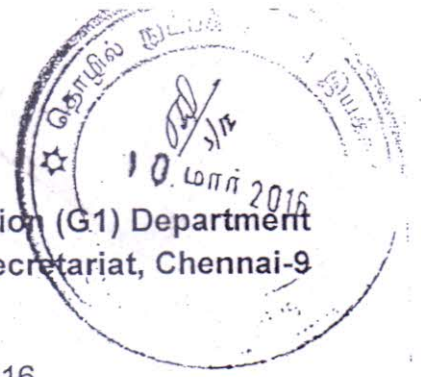
PRINCIPAL

Principal,
Knowledge Institute of Technology,
Kakapalayam (Po), Salem-637 504

I
Most Immediate



30
Higher Education (G1) Department
Secretariat, Chennai-9



Letter No.3166/G1/2016 -1, Dated: 08.03.2016

From
Thiru.G.Gopal, B.Sc.,
Joint Secretary to Government

08457

To
The Director of Collegiate Education, Chennai – 6.
✓ The Director of Technical Education, Chennai – 25.

Sir,

Sub: Higher Education – Guidelines for conducting written examination for persons with disabilities – appointment of scribes – framing of additional guidelines in the appointment of scribes as per the directions of the Hon'ble High Court of Madras – Guideinness and instructions issued for adherence – reg.

- Ref: 1. Memorandum F.No.16-110/2003-DD-III, Ministry of Social Justice & Empowerment, Department of Disability Affairs, Government of India, dated 26.02.2013.
2. Government Letter No.2780/DAP.1/2013-1, Welfare of the Differently Abled Persons (DAP-1) Department, Chennai-9, dated 25.02.2013.
3. Orders of the Hon'ble High Court of Madras, dated 28.01.2016 in W.P.No.5383/2015 filed by Thiru.C.Govinda Krishnan.
4. From State Commissioner for the Differently Abled, letter Roc.No.1312/SS/2015 dated.12.2.2016.

In the reference first cited, guidelines for appointment of scribe and conducting examination for persons with disabilities were issued by the Government of India.

2. In the reference second cited, Government of Tamil Nadu have issued instructions for appointment of scribes and conducting examination for persons with disabilities.

3. In the reference third cited, the Hon'ble High Court of Madras in its order dated 28.01.2016, filed by C.Govinda Krishnan has directed the State Commission to include the following procedure and suggestions as additional norms and guidelines to the existing norms in practice:-

"i) If a candidate is authorized to use a reader, scribe and / or prompter, the same person should fulfill both or all roles whenever possible.

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Knowledge Institute of Technology,
Akapalavam (PO) Salem 637 802

ii) Prior to the examination, the coordinator should provide an opportunity for the candidate and a scribe to practice working together.

iii) The candidate must take the examination in a separate room. The dictated responses of the candidate must not be overheard by other candidates.

iv) Because the examination is taken in a separate room, an invigilator must be present in addition to the scribe. This is to ensure the proper conduct of the examination, so that no questions arise regarding the appropriateness of the assistance.

v) The scribe must:-

a. Transcribe the candidate's responses verbatim.

b. Draw all visual material (for example, diagrams, maps and graphs) according to the exact instructions of the candidate.

c. Not offer information that may be used to answer questions, including advice on which questions to answer, when to move on to another question or the order in which questions should be answered.

vi) The scribe may:

i. Read back answers at the request of the candidate.

ii. Alter or delete answers at the request of the candidate.

vii) A candidate's answer to a multiple-choice paper may be recorded in a form that is most convenient to the candidate and scribe. However, the candidate's answers must be submitted for marking on a multiple-choice answer sheet, regardless of how they are initially recorded.

viii) The Scribe must be familiar with the terminology used in the subject but, whenever possible, should not be candidate's own teacher for the subject being examined.

ix) Conversation between the candidate and the scribe must be confined to ensuring that the candidate's responses are transcribed correctly. There must be no discussion about the examination paper or the candidate's answers.

x) The scribe must not act as a prompt, unless there has been a prior decision by the school to use a prompter as an assessment arrangement for the candidate. In such circumstances, the scribe must be made aware of the rules governing the use of a prompter. In all other situations, if time elapses during the examination when the candidate is not responding to the examination paper, no action should be taken by the scribe, unless the candidate is ill or distressed and then the invigilator should be notified.

xi) A pool of Scribes should be created separately for the Higher Education Department, School Education Department and the Differently Abled Welfare Department.

xii) However, while appointing scribes, depending upon the candidate's choice of subject, instead of appointing subject experts, qualified scribes from a pool of interdependent subjects may be appointed.

xiii) A prior interaction between the scribe and student could be arranged officially at least a day before the examination.

xiv) If a teacher is appointed as a scribe, let there be fixation of qualification for such teacher along with adequate training, skill assessment by the state.

xv) Let the main subjects and allied subjects be grouped and sorted so that scribes can be picked from the pool of scribes classified subjects wise. (for example, a Chemistry Teacher can be a scribe for a Maths examination but NOT otherwise)

xvi) Legibility of handwriting may be tested by way of tests during training phase of scribes, in order to avoid scribes who are having illegible handwriting as it downgrades the system drastically.

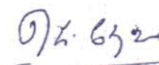
xvii) Physical fitness of a scribe is of paramount importance. Steps are to be taken to ensure only physically fit scribes, with no disability marring their eyesight, hearing ability and writing ability should be appointed and trained.

xviii) Scribes in some cases do not understand the accent of the visually impaired student. Hence, scribes and visually impaired students must be allowed to practice working together to remove any communication obstacles between them. The school authorities under the aegis of the Government must take necessary steps to arrange meeting with scribes."


4. In the reference fourth cited, the State Commission for Differently Abled has requested the Government to create a pool of scribes for Higher Education Department as envisaged in point No.xi and xii in the above said guidelines before the end of this month i.e February 2016 and to furnish the same to the O/o the State Commission for the Differently Abled, which will be of immense use during various Government Examinations both academic and competitive. He has also stated that above said guidelines and procedures should be scrupulously followed and any violation or non-compliance of the guidelines will amount to Contempt of Court and requested to send the taken report in this matter.

5. in view of the above, I am to request you to follow the guidelines and procedures mentioned in para-3 above and also to take immediate action to "create a pool of Scribes separately for the Collegiate Education Department / Technical Education Department within a prescribed time and furnish the same to the O/o the State Commission for the Differently Abled under intimation to Government immediately.

Yours faithfully,


8/3/2016

for Joint Secretary to Government


PRINCIPAL,
Knowledge Institute of Techno
Kakapalayam (PO) Salem 637 011

30/10
08/3/16



ANNA UNIVERSITY
CHENNAI - 600 025
Office of the Controller of Examinations

Off:	22301632, 22357244
	22357295, 22357296
	22357286, 22357287
Fax:	91-44-22301134/22350291
E-mail:	coe@annauniv.edu

Lr. No. 3200/COE/C20/2015

Date: 30.04.2016

From

Dr. G.V. UMA
Controller of Examinations
Anna University
Chennai - 600 025

To

The Principals of all Affiliated Colleges /
Government Colleges / Deans of Regional Offices /
University Colleges under Anna University
Chennai - 600 025 (Zone - I to XXIII)

Sir / Madam,

Sub: Office of the Controller of Examinations - Anna University, Chennai - 25 -
Higher Education - Guidelines for conducting written examination for persons with
disabilities - appointment of scribes - framing of additional guidelines in the appointment
of scribes as per the directions of the Honourable High Court of Madras - Guidelines and
instructions issued for adherence - Reg.

Ref: (1) Letter No. 3166/G1/2016-1, dated 08.03.2016 from the Joint Secretary to Government,
Secretariat, Chennai - 600 009.
(2) Lr. No. 08457/TAC/2016, dated 01.04.2016 from the Director of Technical Education,
Chennai - 600 025 addressed to the Registrar, Anna University, Chennai - 600 025.

I invite your kind attention to the reference 2nd cited, wherein the Director of Technical Education has requested this office to follow the guidelines issued by the Government of Tamil Nadu in Higher Education in respect of appointment of scribes and conducting examination for persons with disabilities.

In this connection, I would like to point out that a detailed guidelines pertaining to the appointment of scribes and conducting examination for persons with disabilities has been issued by the Higher Education Department based on the guidelines issued by the Government of India and Honourable High Court of Madras (copy enclosed). I request you to follow the guidelines in addition to guidelines issued by this office earlier.

I also request you to create a pool of scribes in your college based on the guidelines issued by the Government of Tamil Nadu scrupulously and the fact of which may be intimated to this office along with the panel containing of the name of persons to be appointed as scribes.

As a report has to be furnished to Government in this regard, I request you to send the panel to this office on or before 16.05.2016.

I request you to treat this letter as "MOST IMMEDIATE".

Yours faithfully

CONTROLLER OF EXAMINATION

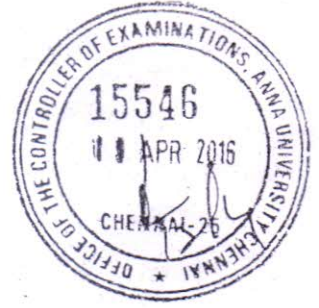
Encl.: As above.

Copy to:

1. The Director of Technical Education, Chennai - 600 025
2. All the Zonal Co-ordinators / Officers.

PRINCIPAL.
Knowledge Institute of Technology
Kakapalayam (PO) Salem 637

DEPARTMENT OF TECHNICAL EDUCATION



From
The Director of Technical Education,
Directorate of Technical Education,
Guindy, Chennai – 600 025.

To
The Registrar,
Anna University,
Guindy, Chennai – 600 025.

Letter No. 08457 / TAC / 2016, dated: 01.04.2016

Sir,

Sub: Technical Education – Guidelines for conducting written Examination for persons with disabilities – Appointment of scribes – Framing of additional guidelines in the appointment of scribes as per the directions of the Hon'ble High court of Madras – Regarding.

Ref: Government letter No. 3166 / G1 / 2016 - 1, dated: 08.03.2016.

Your attention is invited to the above subject matter. The copy of the Government letter cited in the reference is enclosed herewith for your reference.


In this regard, you are requested to follow the guidelines and procedures mentioned in para – 3 of the letter cited in the reference and also to take immediate action to create a pool of scribes separately for the Technical Education Department within a prescribed time and furnish the same to the O/o the State Commission for the Differently Aabled under intimation to Government, immediately.

Encl: As stated above


for Director of Technical Education

Copy to:

✓ The Controller of Examinations,
Anna University,
Guindy, Chennai – 600 025.


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Knowledge Institute of Technology,
Kakapalavam (PO) Salem 637 504



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CHENNAI - 600 025
Office of the Controller of Examinations

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	22357286, 22357287
Fax:	91-44-22301134/22350291
E-mail:	coe@annauniv.edu

Lr. No. 3200/COE/C20/2015

Date: 7.10.2016

From

Dr. G.V. UMA
Controller of Examinations
Anna University
Chennai - 600 025

To

The Principals of all Affiliated Colleges /
Government Colleges / Deans of Regional Offices /
University Colleges under Anna University,
Chennai - 600 025 (Zone - I to XXIII)

Sir / Madam,

Sub: Office of the Controller of Examinations - Anna University, Chennai - 25 -
Higher Education - Guidelines for conducting written examination for persons
with disabilities - appointment of scribes - framing of additional guidelines in the
appointment of scribes as per the directions of the Honourable High Court of
Madras - Guidelines and instructions issued for adherence - Reg.

- Ref: (1) Letter No. 3166/G1/2016-1, dated 08.03.2016 from the Joint Secretary to
Government, Secretariat, Chennai - 600 009.
(2) Lr. No. 08457/TAC/2016, dated 01.04.2016 from the Director of Technical
Education, Chennai - 600 025 addressed to the Registrar, Anna University,
Chennai - 600 025.
(3) This Office Lrs. No. 3200/COE/C20/2015, dated 30.04.2016 & 28.06.2016.

I invite your kind attention to the reference 3rd cited, wherein you have been
requested to create a pool of scribes in your college based on the guidelines issued by the
Government of Tamil Nadu scrupulously and intimate the names of person to be
appointed as scribes.

In this connection, I wish to point out nonetheless you have requested to send the
above panel to this office on or before 16.05.2016, no reply has been received from your
college which resulted in delay in furnishing a detailed report to the Government.
I therefore request you to kindly arrange to send the report expeditiously to this office.

Yours faithfully

[Signature]
for CONTROLLER OF EXAMINATIONS 07.10.16

Copy to:

The Zonal Officer, Zone - I to XXIII

With a request to expedite the report
in consultation with Principal.

[Handwritten initials]
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[Handwritten signature]

[Handwritten signature]



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Web : www.kiot.ac.in. e-mail:principal@kiot.ac.in

Dr. PSS. Srinivasan, B.E., M.Tech (IIT-B), Ph.D.,
Principal

Lr. No: KIOT/ES/2016/030

Date: 05.07.2016

COLLEGE CODE - 6112

Respected Madam,

Sub : 6112 - Knowledge Institute of Technology – Panel of Scribes - Reg.

Ref : Anna University Lr. No. 3200/COE/C20/2015 dated 28.06.2016.

With reference to the above letter received from Controller of Examination, Anna University regarding Appoint of Scribes as per the direction of Hon'ble High Court of Madras, herewith Knowledge Institute of Technology appoints the following faculty as Scribes.

PANEL OF SCRIBES			
Sl. No.	Name of Scribes	Designation	Branch
1.	M HARSHA VARDHANA BALAJI	Asst. Prof.	Civil Engg.
2.	S.S. KIRUTHIKA	Asst. Prof.	CSE
3.	M BARATHI SELVARAJ	Asso. Prof.	EEE
4.	N VIJAYANANDAM	Asst. Prof.	ECE
5.	S RAJESH	Asst. Prof.	Mechanical Engg.
6.	S RAVINDAR	Asst. Prof.	English
7.	S SASIKUMAR	Asst. Prof.	Physics
8.	P KUMAR	Asst. Prof.	Chemistry
9.	T RANJINI	Asst. Prof.	Mathematics

Kindly acknowledge the receipt of the same.

Thanking you.

Yours sincerely,



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Knowledge Institute of Technology,
Kakapalayam (PO) Salem - 637 504

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Kakapalayam (PO), Salem - 637 504



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Kakapalayam (PO), Salem – 637 504

Scribes Available for Differently Abled (Divyangjan)

Please Contact

Exam Cell In Charge

Mr.S.Ramesh

Land Line No: 04272433912

Mobile No : 7708004488



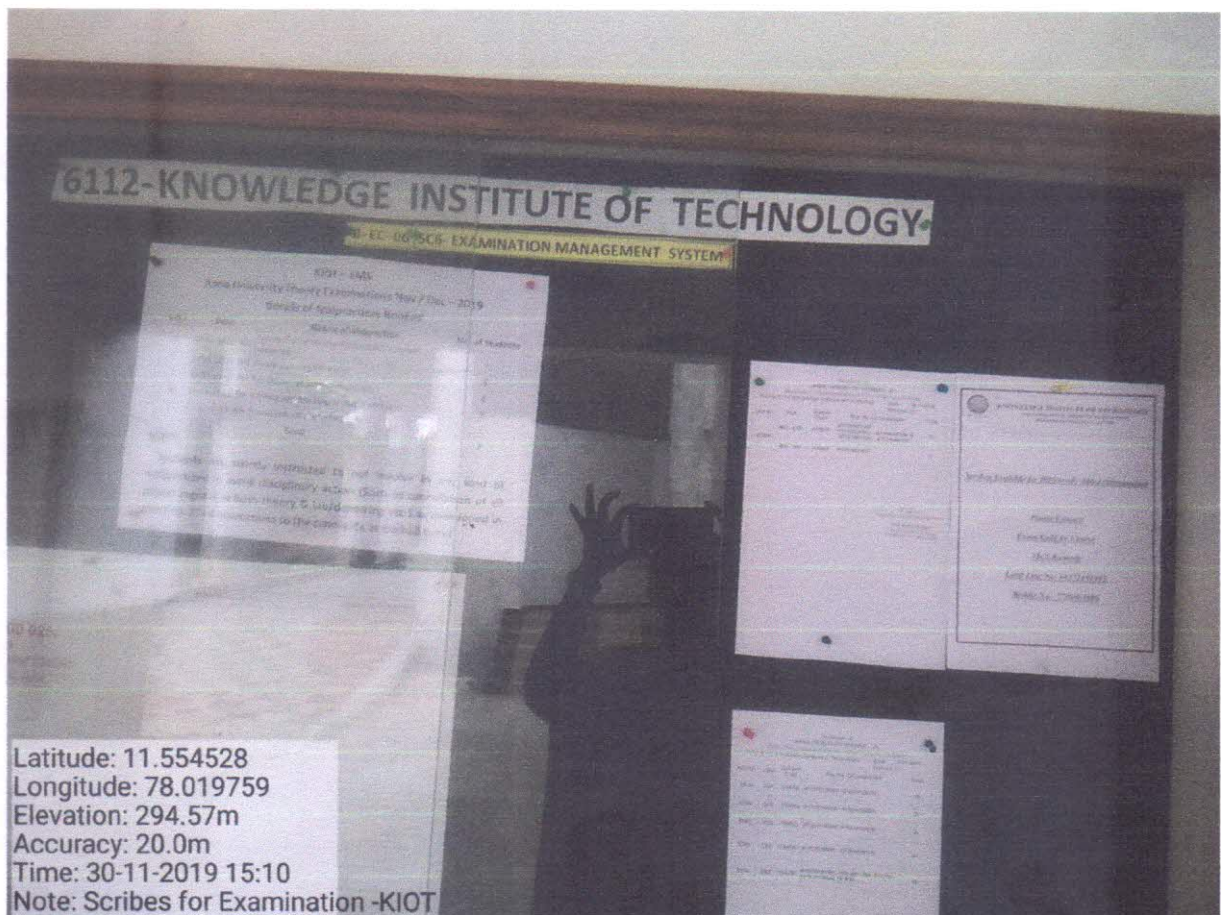
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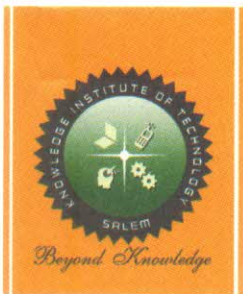
7.1.9 Differently abled (Divyangjan) Friendliness

Scribes Available for Differently Abled (Divyangjan)

KIOT - Exam Cell Notice Board Display




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Knowledge Institute of Technology
Kakapalayam (Po), Salem-637 504



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Dr. PSS. Srinivasan, B.E., M.Tech (IIT-B), Ph.D.

Principal

Date: 08.06.2020

TO WHOMSOEVER IT MAY CONCERN

This is to certify that special skill development program is available for differently abled students (Divyangjan). As of now there are no differently abled students studying in the college during previous years and current year. Special skill development training program for differently abled students have been identified. Availability of special skill development training program desired and developed has been displayed in the college notice board. In future if any differently abled students get admission in our college the facility will be utilized.

PRINCIPAL

Principal,
Knowledge Institute of Technology
Kakapalayam (Po), Salem-637 504

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM

Special Skill Development Training Program for

Differently Abled (Divyangjan)

Course Available

Department of Computer Science Engineering

Mobile Application Development Course Training

- Introduction to the Android world
- Understanding the Building Environment for Android
- Understanding Layouts
- Getting familiar with Activity
- Introduction to Intents
- Understanding various Notifications
- Developing Applications



Department of Mechanical Engineering

CAD DESIGN

- 2D Modeling
 - ❖ Auto CAD
- 3D Modeling
 - ❖ Solid works
 - ❖ Pro-E
 - ❖ CATIA
 - ❖ NXCAD



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Knowledge Institute of Technology
Yakubalaya (PO) Salem - 637 504

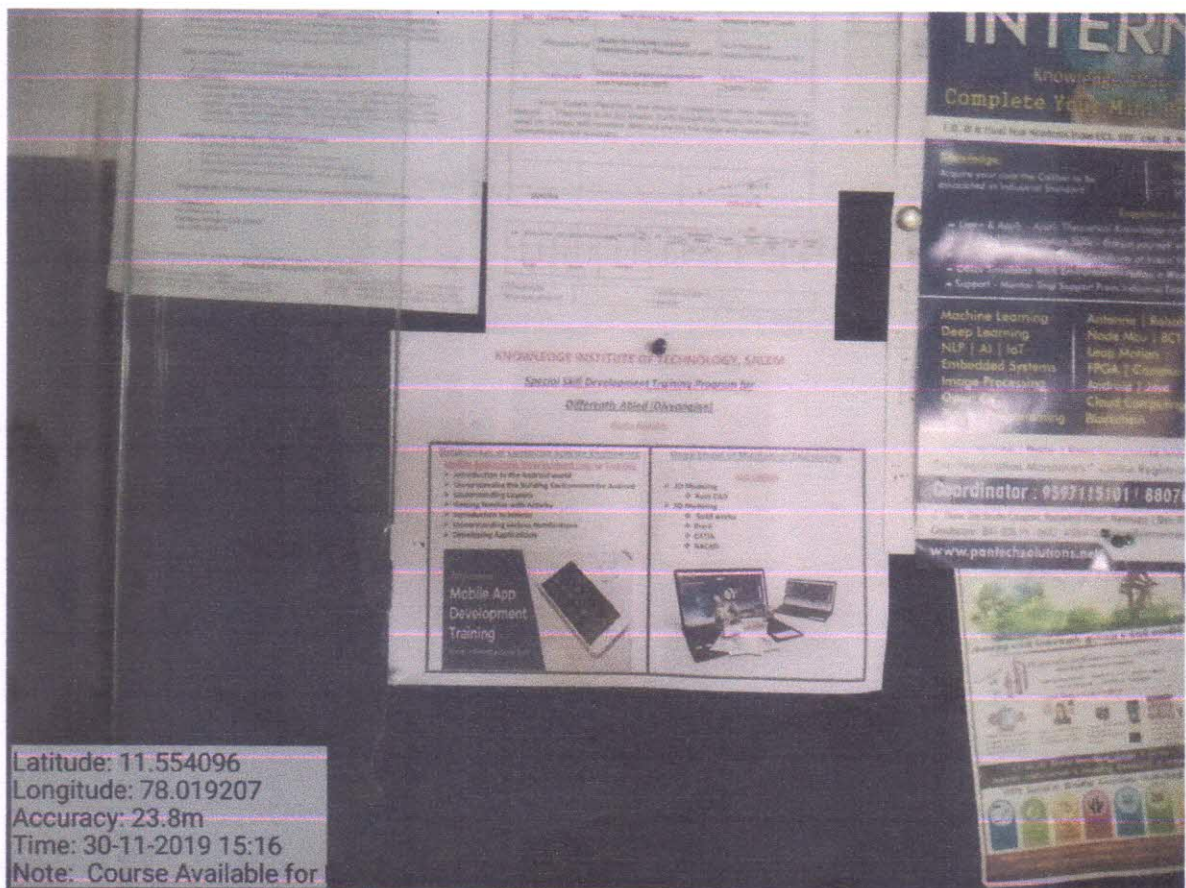


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7.1.9 Differently abled (Divyangjan) Friendliness

Special Skill Development Training Program for Differently Abled (Divyangjan) - Course Available KIOT - Notice Board Display



Pm
Principal,
Knowledge Institute of Technology
Kakapalayam (Po), Salem-637 504