



# CHRISTU JYOTHI INSTITUTE OF TECHNOLOGY & SCIENCE

*A Catholic Christian Minority Institution*

Colombonagar, Yeshwanthapur(PO), Jangaon Dist – 506 167 T.S

*NBA Accredited Programme, Affiliated to AICTE & JNTU-Hyd*

## 7.1 The Institution has Disabled-Friendly, Barrier Free Environment

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**PRINCIPAL**  
Principal

Christu Jyothi Institute of Technology & Scienc  
Colombo Nagar, Yeshwanthapuram (Vill)  
Jangaon(Mdl), Jangaon (Dist)-506167



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Institute does not have any student till now who is differently abled (Divyangjan) so right now the Institute is just providing physical facilities are mentioned in relation with policy document and policy brochure. If any student (Divyangjan) is admitted in the future then our active management is ready to provide all the facilities.

### Policy document for Divyangjan

Christu Jyothi Institute of Technology & Science, Jangaon has constituted following policy document to ensure disabled friendly and barrier free environment for the class of disabled peoples to live with equal opportunities like other common peoples in the college premises.

1. College provides disabled friendly infrastructure like lift/ramp.
2. College provides disabled friendly washroom.
3. College provides mechanized tools like wheel chair.
4. To make barrier free movement and to access the needed facilities freely all the necessary places provide with signage boards.
5. College provides Braille blaster open software in helping the blind disabled people.
6. College provided scribe in writing the Exams.

All the above mentioned facilities information maintained in the policy brochure



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## Information Brochure for Divyangian

1. College has built lift and ramps in all the accessory places where the disabled people can use facilities, relevant to these facilities the necessary documents attached with the policy brochure.
2. With the help of construction of facilities college has facilitated disabled friendly washroom in the specified place which is closer to lift, staircase and class rooms.
3. College has rectified and placed signage boards in all the necessary disabled friendly accessible points for creating barrier free movement.
4. College accessed with Braille blaster, Non Visual Desktop Access open software but if any such student admits college has promised commitment to provide all the required facilities to support, encourage and to uplift all such classes of people.
5. College has constituted group of scribes to help disabled students to write the examination in any circumstances providing them with extended time duration and the same document is provided in the policy brochure.

  
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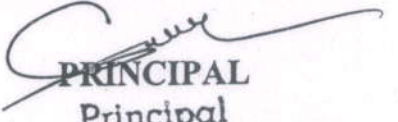
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Date:14-08-2019

## CIRCULAR

All the teaching, non-teaching Staff and students are here by informed that, our Institution has appointed Mr.K.Madhu, working as Assistant Professor in the Department of CSE, as a Divyangjan Assistive Coordinator. To assist disabled students with effect from 14.08.2019.

  
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**Principal**  
Christu Jyothi Institute of Technology & Science  
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CC to:

1. AO
2. All Head of the Departments
3. Library
4. Placement cell
5. Exam Branch
6. All Class Rooms



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## Roles and Responsibilities of Divyangjan Assistive Coordinator

1. Mr K.Madhu, working as Assistant Professor in the Department of CSE, has identified as Divyangjan Assistive Coordinator.
2. As an Assistive Coordinator knows the resources available for the disabled peoples and can direct them with supporting environment.
3. Channelize any requirement for disabled peoples through concerned authorities in support of their needs.
4. With the support of concerned persons we can organize cultural events for the benefit of disabled peoples.
5. Training programs will be organized for the disabled peoples.

  
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## CERTIFICATE OF HEAD OF THE INSTITUTION FOR THE AVAILIBLTY OF SCRIBE

Date: 16-08-2019

From  
Dr .S.CHANDRA SHEKHAR REDDY M. Tech., Ph.D,  
Principal,  
CJITS

To  
The Director of Evaluation  
JNTUH,  
Kukatpally-500085.  
Sir,

Sub : Arrangement of Scribe facility for student who met with an accident – reg.


I bring to your notice that our student Mr. **student name** (H. T. No. 1234) got his right hand injured by the accident for which scribe facility is required to write his B. Tech Regular/Supply examinations. Kindly make the necessary arrangement to enable the student to write the examination.

I have enclosed the Medical Certificate.

Thanking You,

Encl.

1) Medical Certificate of above mention student.

  
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Principal

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Dr. S. Chandra Shekhar Reddy, M.Tech, Ph.D  
Principal

Date: 16.08.2019

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that scribe for examination are available for differently abled students (Divyangjan). As of now there are no differently able students studying in the college during previous years and current year. As per the requirement of JNTU-H scribes have been identified and the same has been submitted to JNTU-Hyderabad.

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.

  
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## Guidelines for Scribe

### APPOINTMENT OF SCRIBE

**Preamble:** Physically handicapped candidate writing the SEE can take assistance from another person who is normally called as AMANUENSIS. An Amanuensis can be appointed by the COE of the college to the candidate who is really disabled to write his/her examination with his own hand. While appointing an Amanuensis the following guidelines are to be followed strictly.

#### **Guidelines:**

- (a) An Amanuensis can be appointed to the candidate who is blind or disabled from writing the examination with his/her own hand..
- (b) A candidate seeking the assistance of an Amanuensis shall submit an application to the COE through the HOD of the department duly recommended by the proctor, with the following documents.
  - (i) Medical Certificate from Medical Officer of a Government District or higher-grade hospital or a registered Medical Practitioner showing the inability of the candidate to write the examination with his/her own hand, which shall be attested by the HOD.
  - (ii) No relation Certificate - An undertaking by the student and the Amanuensis showing that there is no relation between them with an authentication by the Notary Public.
  - (iii) Attested copies of testimonials of an Amanuensis.
  - (iv) One A4 size paper hand written matter which is written by the Amanuensis.
  - (v) Three recent Passport size photos of the Amanuensis attested by the HOD.





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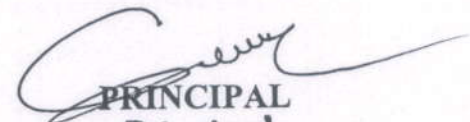
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(c) An Amanuensis appointed must be of lower grade education than the candidate and should not be studying in the same field (Engineering/Architecture).

(d) The Chief superintendent/ Chief coordinator shall arrange a suitable room for the candidate & the amanuensis and appoint a room superintendent for the candidate who shall be changed daily.

(e) If the disabled candidate (temporarily disabled) requests to write the examination with his own hand with an extra time (60 minutes for 3 hours examination i.e. 20 minutes per hour), he/she shall submit an application to the Principal of the college through the COE seeking grant of extra time to write the examination, with concerned medical certificates and the attested copies of such permission letters, if any, given earlier by any of the Boards or Universities in India.

(f) The permission granted in the case of permanently disabled students shall be valid for the entire period of his study in the program, whereas, in the case of temporary disability the facility extended shall be for the specific period only.

  
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**As per the JNTU-H the following guidelines are to be strictly followed**

- 1) Medical Certificate issued by a Civil Surgeon working in a Government Hospital.
- 2) Photo of the Student/Candidate highlighting the inability to appear for the examination.
- 3) The Particulars of proposed scribe i.e., name, address, qualifications and present occupation. [The scribe should be of intermediate qualification with arts subjects only].
- 4) A letter from the scribe stating that he/she is willing to act as scribe.
- 5) A copy of the certificate of scribe's qualification along with recent photography attested by the principal.
- 6) A letter from the Principal stating that he/she personally verified and satisfied regarding qualification of the scribe as per norms and that he/she will provide a separate room and invigilator for all the examinations of the candidate.

  
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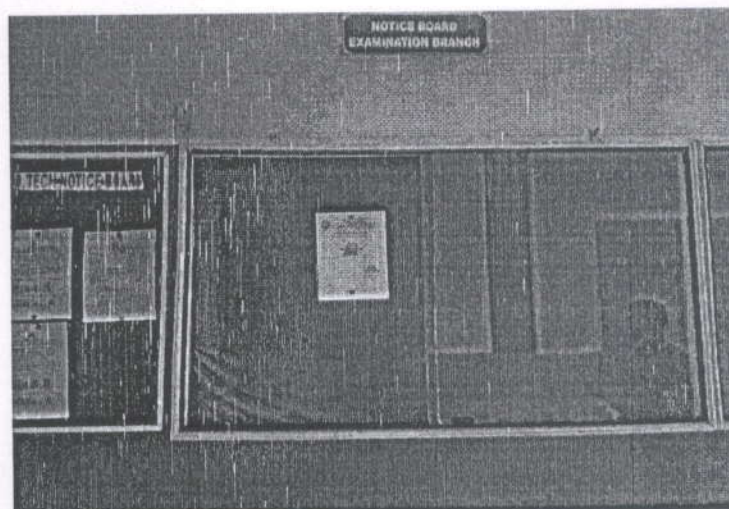
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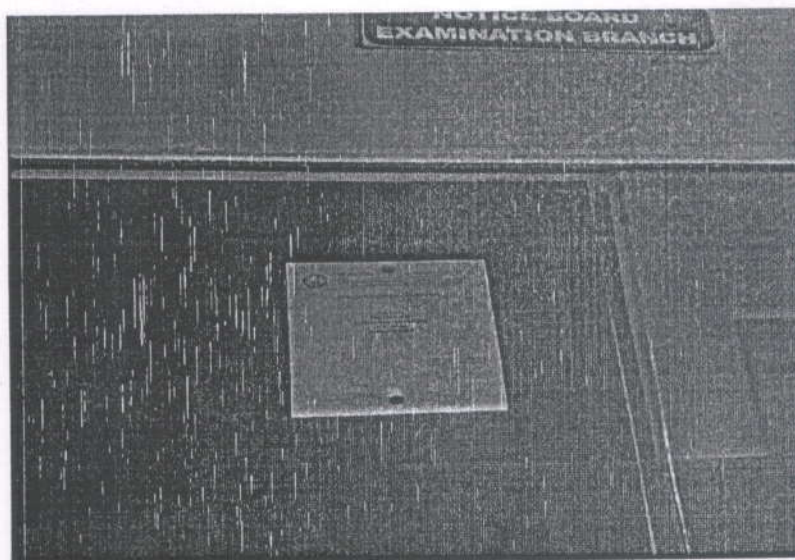
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## CJITS – EXAM CELL NOTICE BOARD DISPLAY



**Fig1: Exam Branch Notice Board**



**Fig2: Exam Branch Notice Board**

*Principal*

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**Scribes Available for Differently Abled (Divyangjan)**

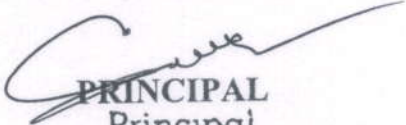
**Please Contact**

**Exam Cell In-charge**

**Assistant Professor , CSE Department**

**Mr. G . Ramarao**

**Mobile No: 8374998399**



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