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# CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY

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## **Brief Guidelines for Conducting written examination for Persons with Disabilities #**

The facility of a WRITER (a person who will write answers on behalf of an examinee appearing in CHARUSAT exam) on medical ground can be availed by an examinee subject to following terms:

A written application from the candidate or his/her parents is to be submitted to the University examination section through the Principal of the concern institute, along with:

1. A certificate duly signed by the Surgeon/ Medical Officer who is treating the candidate, with clear recommendations to avail facility of a WRITER for his/her Examinations.
2. Details of the person who gives consent to be a WRITER (Like complete bio-data, ID Proof, educational details and relationship if any with the candidate).

### **Following Conditions are to be applicable to the WRITER:**

1. A person who is going to be WRITER of a candidate should not be in his/her blood relation directly or indirectly.
2. The WRITER should be less qualified than the candidate, who is going to appear in the particular examination by the University.
3. The WRITER will write only such matter as an answer which is narrated by the candidate at the time of examination.
4. The examinee shall not be permitted to change his/her WRITER during the span of the whole examination. However under unavoidable circumstances Principal/Sr. Supervisor of the Institute is empowered to permit to do so with the knowledge and permission of the Registrar.

### **The Principal/ Coordinator of the Examination centre has to follow the below given conditions in case of the WRITER allotted to the candidate, during the examination.**

1. The Principal, on receipt of application of WRITER shall verify facts and forward the application to University with due remarks.
2. The examinee will be given additional 60 Minutes after the completion of Scheduled time duration of the Paper.
3. Principal /Sr. Supervisor of the Institute will arrange separate block for the Candidate who is going to appear in the examination with pre- sanctioned **WRITER**.
4. Only the examinee and his/her WRITER will be allowed in the place of examination.
5. Parents/Guardian of such Candidate will furnish all contact details to the Principal/Sr. Supervisor of the institute so that in case of emergency principal will be in a position to contact.

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**Revised Guidelines for conducting written examination for person with disabilities.**

1 message

**Dr. Harish Desai** <harishdesai.adm@charusat.ac.in>

Fri, Mar 8, 2019 at 4:26 PM

To: Dean FCA CHARUSAT <dean.fca@charusat.ac.in>, Dean FTE CHARUSAT <dean.fte@charusat.ac.in>, Dean FMD CHARUSAT <dean.fmd@charusat.ac.in>, Dean FMS CHARUSAT <dean.fms@charusat.ac.in>, Dean FAS CHARUSAT <dean.fas@charusat.ac.in>, Dean FPH CHARUSAT <dean.fph@charusat.ac.in>, Principal MTIN CHARUSAT <principal.mtin@charusat.ac.in>, "Principal C.S.Patel Institute of Technology" <principal.cspit@charusat.ac.in>, Principal CIPS <principal.cips@charusat.ac.in>, Head Civil CHARUSAT <hod.cv@charusat.ac.in>, Head EC CHARUSAT <hod.ec@charusat.ac.in>, Head Electrical CHARUSAT <hod.ee@charusat.ac.in>, Head Mechanical CHARUSAT <hod.me@charusat.ac.in>, Head IT CHARUSAT <hod.it@charusat.ac.in>

Cc: Alok Patel <alokpatel.mca@charusat.ac.in>, Amit Thakkar <amitthakkar.it@charusat.ac.in>, Girish Pathak <girishpathak.adm@charusat.ac.in>, Ritesh Patel <riteshpatel.adm@charusat.ac.in>

From	Dr. Harish Desai, Deputy Registrar
To	All Dean / Principal / HoD
Subject	Revised Guidelines for conducting written examination for person with disabilities.
Date	8 <sup>th</sup> March 2019
Circular No.	CIR/ CHA/ ADM/ EXAM/ 19/ 03/ 267

Dear Sir,

The 12th Examination Reforms Committee meeting was held on Wednesday, February 13, 2019. The minute of the 12th Examination Reforms Committee was approved and circulated by email on 28th February 2019, vide resolution no.12.03 revised policy considering UGC guideline for conducting written examination for person with disabilities in the University examination was approved with effect from summer examination 2019.

Please find attached herewith the revised policy.

With regards,

**Dr. Harish Desai**  
**Dy. Registrar**

**Encl.: A.A.**

**Revised Guidelines for conducting written examination for person with disabilities..pdf**

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**Date :** February 13, 2019, Wednesday  
**Time :** 11:00 a.m.  
**Venue:** Conference Room of IIM, CHARUSAT Campus

The 12<sup>th</sup> meeting of Examination Reforms Committee was held on Wednesday, February 13, 2019 at 11:00 a.m. at Conference Room of IIM, CHARUSAT Campus.

Following members/invitees were present:

Sr. No.	Members	Designation
1.	Dr. Pankaj Joshi	Provost
2.	Dr. Devang Joshi	Registrar
3.	Dr. Harish Desai	Dy. Registrar
4.	Dr. B. G. Patel	Advisor
5.	Mr. A R Patel	Advisor
6.	Dr. R M Patel	Coordinator Ph.D. Programme
7.	Dr. Amit Ganatra	Dean, FTE & Principal, DEPSTAR
8.	Dr. A D Patel	Principal, CSPIT
9.	Dr. Atul Patel	Dean, FCA & Principal, CMPICA
10.	Dr. R V Upadhaya	Dean, FAS & Principal, PDPIAS
11.	Dr. Govind Dave	Dean, FMS & Principal, IIM
12.	Dr. Manan Raval	I/C Dean, FPH & I/C Principal, RPCP
13.	Dr. Balaganapathy	I/C Dean, FMD & I/C Principal, ARIP
14.	Dr. Anil Sharma	I/C Principal, MTIN
15.	Dr. Darshan Patel	I/C principal, CIPS
16.	Dr. Arvind Patel	HoD, Dept. of Mathematics
17.	Dr. Vijay Panchal	HoD, CL-CSPIT
18.	Dr. Trushit Upadhayaya	HoD, EC-CSPIT
19.	Dr. Parth Shah	HoD, IT-CSPIT
20.	Dr. Nilay Patel	HoD, EE-CSPIT
21.	Mr. Alok Patel	OSD-Examination
22.	Dr. Amit Thakkar	Professor Incharge
23.	Dr. Mayur Sutariya	IQAC – Coordinator

Following members could not remain present:

Sr. No.	Members	Designation
1.	Dr. H. J. Jani	Advisor
2.	Dr. Vijay Chaudhary	HoD, ME-CSPIT

The Provost welcomed all the members to the meeting.

### **AGENDA, PROCEEDINGS AND RESOLUTIONS:**

**Agenda Item 12.01 – For Approval: To approve the Minutes of 11th Examination Reforms Committee held on August 30, 2018.**

**Proceeding & Resolution 11.01:**

The 11<sup>th</sup> meeting of the Examination Reforms Committee was held on August 30, 2018. The minutes were circulated and were also placed before 18<sup>th</sup> Academic Council. As there were no suggestions received, the minutes were confirmed by the Committee.

**Agenda Item 12.02 – For Information: Action taken on the Minutes of the 11th Examination Reforms Committee held on August 30, 2018.**

**Proceeding 12.02:**

Action taken on items of 11<sup>th</sup> Examination Reforms Committee meeting were discussed

<b>Agenda Item No.</b>	<b>Details</b>	<b>Resolutions</b>
11.02	Action taken on item of 10 <sup>th</sup> Examination Reforms Committee meeting were discussed.	<p>A matter of gracing policy for University examination was discussed. It was resolved that, Provost is authorized to appoint a committee to review the prevailing gracing policy of Charusat for University examination. After detailed deliberations, the committee felt that our existing system of gracing does not need any revision. Hence, it is recommended that the same system be continued. It is also suggested that maximum gracing in any paper must be in proportion to 10 marks of gracing in a question paper of 70 marks.</p> <p>(Action: The above information was circulated to All the Deans/Principals/HoDs vide email dated on 8th Oct 2018)</p>
11.03	To review the rules and regulations for penalties in Unfair Means in the University Examination.	<p>After detailed deliberations, it was resolved that revised rules and regulation for adopting unfair means in the University Examination and disciplinary means be approved.</p> <p>(Action: Circulated revised rules and regulation of unfair means of University Examination to all Deans / Principals / HoDs, which are applicable form summer University Examination 2019, Vide email dated 28/09/2018.)</p>
11.04	To review the progress of examination reforms for Online examination, Multiple choice question paper, Questions drawn from Data Bank of questions and Online submission of password protected question paper.	<p>After detailed deliberations, it was resolved that initially a pilot project on open book examination will be taken in one or two faculties and reviewed for further implementation in other faculties.</p> <p>(Action: Dean of Faculty of Pharmacy and Faculty of Management Studies were informed to implementing a pilot project on open book examination at their institute as per provost directive, informed vide email dated 29/09/2018).</p>

11.05	Addition of the student's percentage into grade sheet for all UG and PG Students as per approved Percentage conversion Formula effective from University Examination April 2015.	It was resolved that Provost is authorized to appoint a committee. Committee will submit its report to the Provost for all UG and PG programmes.  (Action: Provost has constituted a committee. Committee member of Prof. H. J. Jani, Advisor (C), Dr. Amit Ganatara, Dean FTE, Dr. Devang Joshi, Registrar were met on 19 <sup>th</sup> Nov 2018 and it was resolved that the existing system be continued. Decision of the committee was circulated by email on 24/11/2018.)
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**Resolution 12.02:**

All actions taken were noted and approved by the committee.

**Agenda Item 12.03 - To discuss on UGC guidelines for conducting written examination for Persons with Benchmark Disabilities.**

**Proceeding:**

Registrar informed about UGC guideline vide circular F.No.6-2/2013 (SCT) dated 14<sup>th</sup> Jan 2019, for conducting written examination for Persons with Benchmark Disabilities. Dr. Harish Desai pointed out important features of guidelines.

**Resolution 12.03:**

After detailed deliberation it was resolved that considering UGC guideline, CHARUSAT prevailing policy for persons with Disabilities be revised. The committee resolved to accept revised guidelines.

It also resolved to have a brief guidelines based on UGC guidelines.

(Copy of revised policy for conducting written examination for person with disabilities is enclosed herewith **Annexure A**).

**Agenda Item 12.04 - To review the Pilot project of open-book examination. (Deans of Faculty of Pharmacy and Management studies shall present the report regarding the same.)**

(Note: The matter was discussed along with agenda item 12.02)

**Proceeding & Resolution 12.04:**

Provost re-emphasized the importance of analysis-based learning rather than memory based learning. He, therefore, requested to all Deans/Principals/HoDs to experiment with open book even on a small scale. This could be setting objective questions, or at least some portion of question paper should be open book.

Dean, Faculty of Pharmacy and Faculty of Management Studies will experiment with Open Book in written examination and come out with feedback by May 2019.

**Agenda Item 12.05- To take note regarding implementing Gracing marks policy through E-governance.**

**Proceeding & Resolution 12.05:**

After detailed deliberation and minor modifications, it was resolved to take note of implementation Gracing marks Policy through E-Governance.

(Modified copy of the policy is enclosed herewith by **Annexure: B**).

**Agenda Item 12.06 - To discuss on Preliminary report of committee on Teaching Learning Enhancement with perspective of Evaluation facets.**

**Resolution 12.06:**

Prof. Amit Ganatra and Prof. Atul Patel gave information about the action initiated by the committee. They briefly touched upon points of time-utilization by teachers, need for cross-disciplinary interaction of teachers and need for grooming of teachers for Research Project writing. Provost appreciated the initiatives being taken. He also appealed the members to come out with comprehensive action plan touching upon Pedagogy, Exam reforms, Teaching- Learning process Quality etc.

**Agenda Item 12.07 - Any other item/s to be discussed with the permission of the Chair.**

**Resolution 12.07:**

As there were no other item for discussion, meeting ended with a vote of thanks to the chair.

**Devang Joshi**  
**Registrar**

**Date: February 25, 2019**

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**Allowing Writer in University Exam March 2018**

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Dr. Harish Desai &lt;harishdesai.adm@charusat.ac.in&gt;

Sat, Mar 24, 2018 at 3:44 PM

To: Vijay panchal &lt;vijaypanchal.cv@charusat.ac.in&gt;, "Dr. A D Patel" &lt;adpatel.cspit@charusat.ac.in&gt;

Dear Sir,

University has permitted Mr. Gohil Yash Raj (D17CL138) for allowing witter for University Examination held in March 2018.

However, You are requested to follow the rules and regulation for allowing writer in the University Examination.

Please inform students concern accordingly.

With regards,

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**Dr. Harish Desai**

**Dy. Registrar**

**CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**CHARUSAT Campus, Changa,**

**Anand District - 388 421 Gujarat (INDIA)**

**Phone : 02697-265008**

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## Allowing Writer in University Exam May 2018

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**Dr. Harish Desai** <harishdesai.adm@charusat.ac.in>  
To: Govind Dave <govinddave.mba@charusat.ac.in>  
Cc: Alok Patel <alokpatel.mca@charusat.ac.in>

Tue, May 8, 2018 at 3:55 PM

Dear Sir,

University has permitted Mr Mangalya Shah (17BBA062) for allowing witter for University Examination held in May 2018.

However, You are requested to follow the rules and regulation for allowing writer in the University Examination.

Please inform students concern accordingly.

With regards,

Dr Harish Desai  
Dy. Registrar  
CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY  
CHARUSAT Campus, Changa,  
Anand District - 388 421 Gujarat (INDIA)  
Phone: 02697-265008



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## Allowing Writer for Summer Examination 2019

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Dr. Harish Desai <harishdesai.adm@charusat.ac.in>

Wed, Apr 24, 2019 at 11:06 AM

To: Amit Ganatra <amitganatra.ce@charusat.ac.in>, Principal DEPSTAR <principal.depstar@charusat.ac.in>

Cc: Girish Pathak <girishpathak.adm@charusat.ac.in>, Ritesh Patel <riteshpatel.adm@charusat.ac.in>, "Deputy Registrar (Academics & Exams) CHARUSAT" <dy.registrar.ace@charusat.ac.in>, Alok Patel <alokpatel.mca@charusat.ac.in>, Amit Thakkar <amitthakkar.it@charusat.ac.in>

Dear Sir,

University has permitted ISHAN YOGESHBHAI LADVA (17DCE025) for allowing writer, Mr. AKASH BHAVESH JETHVA for his University Summer examination 2019.

However, You are requested to follow the prevailing policy for conducting written examination for persons with disabilities to allowing writer in the University Examination 2019.

Please inform the student concern accordingly.

With regards,

**Dr Harish Desai**

**Dy. Registrar**

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