



UNION CHRISTIAN COLLEGE (AUTONOMOUS)

Aluva- 683102, Ernakulam, Kerala, India
Affiliated to Mahatma Gandhi University, Kottayam

APPLICATION FOR AVAILING SERVICE OF SCRIBE/ EXTRA TIME IN THE END SEMSTER EXAMINATIONS

1	Name of the Candidate (as in SSLC)	
2	Name of the Candidate (as in Aadhaar)	
3	Register Number of the Candidate	
4	Name of the Department	
5	Course	
6	Semester	
7	Address for Communication with PIN, phone number & e-mail id	
8	Details of disability	
9	State whether Permanent disability or not	
10	Details of Disability Certificate produced(Give the date of expiry of the Certificate produced)	
11	Concessions required for End Semester Examinations	
12	Name, Address and Qualification of Scribe, if any	
Place: Date: Signature of the Candidate:		
Verified and Recommended Name & Signature of the HoD: Department:		

Conditions For Appointing Scribes:

1. Applicants for Special Concession should submit the Original Medical Certificate as per the RPWD ACT 2016/ Unique Disability Identity Card/ Certificate for verification of Documents.
2. The person appointed as Scribe shall not be an employee of the College where examination is conducted.
3. She/ He shall not be a relative of the Candidate who is appearing for the examination.
4. The educational qualifications of the Scribe shall be less than those of the Candidate.
5. A Proforma with declaration in the format attached shall be obtained from the Scribe.
6. Certificate/ Lr. Of undertaking as required shall be provided by the Candidate.