



GUIDELINES FOR SCRIBE PROVISIONS

PROVISIONS FOR SCRIBE

Sensitive to the difficulties of the students with disabilities, the college makes it a norm to provide scribe assistance for the deserving students at the time of examinations. The college allows the students to take the help of scribe after due permission from the university examination controller.

PROCEDURE FOR AVAILING SCRIBE FACILITY

This procedure outlines the steps to be followed by the individual seeking to avail scribe facility provided by organization. The scribe facility is designed to assist individuals particularly those with disabilities in various activities regarding documentation or transcription support. This procedure applies to individuals required a scribe for the academic examinations

• Eligibility assessment

Before availing the scribe facility individuals must ensure they meet the eligibility criteria for scribe assistance eligibility typically includes individuals with disabilities medical conditions or system stances warranting scribes services this assessment may require medical or disability documentation

• Request submission

Individuals must submit a formal request for scribe service to the principle of organization. The request should include the date, time and location of the activity for which scribe is needed. any specific requirements or preferences regarding scribe should also be indicated.

• Scribe assistance

The principal will review the request and assist scribe based on availability skills and specific requirements describe assignment will be chosen from a pole of eligible and trained individuals.

• Conformation and communication

once subscribe is a sent the principal will communicate the details to the individual requesting the service. Individual and scribe will be provided with a confirmation of the assignment including date, time and location.

• Conducting the activity

The scheduled date and time and the designated location should be provided to provide the necessary assistance. The scribe should maintain impartiality, confidentiality and accuracy as outlined in GIITS scribe policy

Principal



GONNA INSTITUTE OF INFORMATION TECHNOLOGY & SCIENCES

(Approved by AICTE, New Delhi, Affiliated to JNTU GURAJADA, VIZIANAGARAM)

Gonnavanipalem, Aganampudi, Visakhapatnam – 530 053

● Reporting and feedback

Scribe should have promoted report any issues or consent to the (designated department or officer) After the activity both the individuals in the scribe are encouraged to provide feedback on the experience to help improve the scribe facility.

Conclusion

This procedure is design to ensure the smooth and effective availing of scribe facility services within GIITS college. This is the responsibility of the individual scribe and the designated department or officer to adhere to this procedure and the scribe policy to prompt equitable access and professionalism.

Principal

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