



yuvakshetra®

Institute of Management Studies (YIMS)

[Affiliated to the University of Calicut]

📍 Ezhakkad - Mundur, Palakkad - 678 631, Kerala, India ✉ yims@yuvakshetra.org / yuvakshetra@gmail.com

SCRIBE POLICY

Aim

To ensure appropriate measures in order to provide scribes for candidates with 50% or more disability for attending university examinations.

Scope

This policy pertains to the students of the institution with 50% or more disability who are appearing for university examinations.

Responsibility

The Principal of the institution, Director of Examination and Chief Superintendent shares the responsibility for this policy.

Objectives

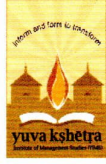
- To ensure that proper procedures are maintained in allocating scribes to students with 50% or more disability in order to attend university examinations.

Policy

The institution grants permission for the appointment of a scribe, subjected to the following guidelines, which must be strictly adhered to.

- The appointed scribe must not be a student, faculty member, or a relative of the candidate.
- The candidate will be provided with a separate examination hall located away from other examination halls.





yuvakshētra®

Institute of Management Studies (YIMS)

(Affiliated to the University of Calicut)

📍 Ezhakkad - Mundur, Palakkad - 678 631, Kerala, India ✉ yims@yuvakshetra.org / yuvakshetra@gmail.com

- An invigilator will be assigned to the designated examination hall, under the supervision of the Chief Superintendent.
- The scribe is entitled for a remuneration of 66 Rupees per day.
- Compensatory time is allotted to the candidate at a rate of twenty minutes for each hour of the examination duration.
- Candidates are not required to answer questions that involve drawing graphs, phonetic transcription, or similar tasks



Principal
yuvakshētra
Institute of Management Studies
Ezhakkad(PO), Mundur, Palakkad(Dt.)
Kerala India, Pin-678 631

