

Criterion VII

Institutional Values and Best Practices



7.1.7 Provision for enquiry and information: Scribe



VIMALA COLLEGE (AUTONOMOUS), THRISSUR

Notification from Controller of Examination to apply for Scribe/interpreter

----- Forwarded message -----

From: **ce controller of exam** <ce@vimalacollege.edu.in>

Date: Tue, 21 Dec 2021, 5:25 pm

Subject: **Scribe/** Interpreter Requests

To: <departments@vimalacollege.edu.in>,

<faculties@vimalacollege.edu.in>

Cc: <dolly.augustine@rediffmail.com>

Dear all,

Please ask the third semester UG and PG students who need **scribe**/interpreter/extra time for the upcoming semester examinations to submit a request for the same to the office of the Controller of Examinations along with a declaration from the **scribe** on or before 23rd December. They can mail the details to vimalaexams@gmail.com also till 29th December.

Controller of Examinations



Assessment Period (2016 - 2021)



VIMALA COLLEGE (AUTONOMOUS), THRISSUR

Application for providing Scribe assistance for examination

<u>DETAILS OF SCRIBE</u>	
NAME OF THE STUDENT	:
NAME OF THE SCRIBE	:
DATE OF BIRTH	:
AGE	:
SEX	:
EDUCATIONAL QUALIFICATION	:
SCHOOL ADDRESS	:
RESIDENTIAL ADDRESS	:

Photo

WILLINGNES OF SCRIBE

I (Scribes name) hereby declare that I am willing to serve as scribe for examinations.

Signature & Name of scribe

DECLARATION OF HEAD OF THE INSTITUTION

Certified that the information furnished above is true to the best of my knowledge and belief.

Place :	Signature of the head of the Institution
Date :	



Assessment Period (2016 - 2021)



VIMALA COLLEGE (AUTONOMOUS), THRISSUR

Students assisted by scribes for examinations during 2016-2021

Year	No. of students who required assistance	No. of Scribes assisted
2016-2017	4	4
2017-2018	5	6
2018-2019	9	14
2019-2020	16	24
2020-2021	5	8




PRINCIPAL IN-CHARGE
VIMALA COLLEGE
(AUTONOMOUS)
THRISSUR-680 009