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No. RGUHSB/RREV/REP(PF)/3/2024

Date: 26/09/2025

CIRCULAR

Sub: Provision of Compensatory Time / Assistance of a Scribe
 During Examinations – Reg.
 Ref: Examination Manual, Chapter IX – Concessions to
 Physically Disabled Candidates, dated 25/09/2019

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It has been observed that requests for compensatory time or assistance of a scribe often received late from the Dean, Director, or Principal of colleges/institutions for theory or practical examinations. Such requests frequently lack the necessary documentation and details required for approval. (Except in genuine emergency cases).

To streamline the process and ensure timely approval for deserving students, all colleges/institutions affiliated with RGUHS are hereby informed that requests for compensatory time and/or assistance of a scribe for theory and/or practical examinations must be submitted **“Immediately after the issue of the Notification of the concerned examination. (Except in genuine emergency cases)”**

The submission letter for Compensatory Time / Assistance of a Scribe should include the following details:

- Name of the student
- Register number
- Examination term (Month/Year)
- Name of the scribe (if applicable)
- Reason/purpose for the request (e.g., health condition)

These details must be duly verified and certified by the Director/Principal of the concerned college/institution, along with the latest original Medical Certificate issued by the appropriate Medical Board or Authority.

If the student has previously been granted compensatory time or scribe assistance, reference details of such concessions must be included in the forwarding letter.

Documents Required**1. For Compensatory Time**

- a. Letter from the Dean/Director/Principal on the official letterhead of the concerned college/institution, after due verification of the documents.
- b. Student Identity Card copy issued by the institution
- c. Student's Aadhar Card Copy
- d. Latest Medical Certificate issued by the appropriate medical board/authority.
- e. Disability Certificate / Disability Identity Card copy.

2. For Assistance of a Scribe

- a. Letter from the Dean/Director/Principal on the official letterhead of the concerned college/institution, after due verification of the documents Student Identity Card issued by the institution
- b. Student / Scribe Aadhar Card copies
- c. Two recent Passport Size Photographs of the Student & Scribe
- d. Latest Medical Certificate issued by the appropriate medical board/authority.
- e. Disability Certificate / Disability Identity Card copy
- f. Identity Card of the scribe (Currently pursuing education)

Note: The scribe shall not be a student for the same or higher course or one possessing qualification similar to or higher than the course in which the applicant is a student.

As per the “**Examination Manual, Chapter IX – Concessions to Physically Disabled Candidates**”, the **Registrar (Evaluation)** is authorized to grant compensatory time or the assistance of a scribe during examinations.

All documents must be verified and certified by the Principal/Director of the concerned institution. Both hard copies and soft copies must be submitted to RGUHS. Soft copies should be emailed to: **tappal@rguhs.ac.in**

Your cooperation in adhering to above instructions promptly is requested.

(Approved in e-office no. 79080)

(Dr. Riyaz Basha. S)
Registrar (Evaluation)

To

1. The Dean/Director/Principals of Colleges affiliated to RGUHS
2. The Chief Superintendents of theory / practical examination centres of all the colleges affiliated to RGUHS

Copy to: -

- 1 PA to Vice-Chancellor/ Registrar / Registrar (Evaluation), RGUHS
- 2 Guard File / Office Copy