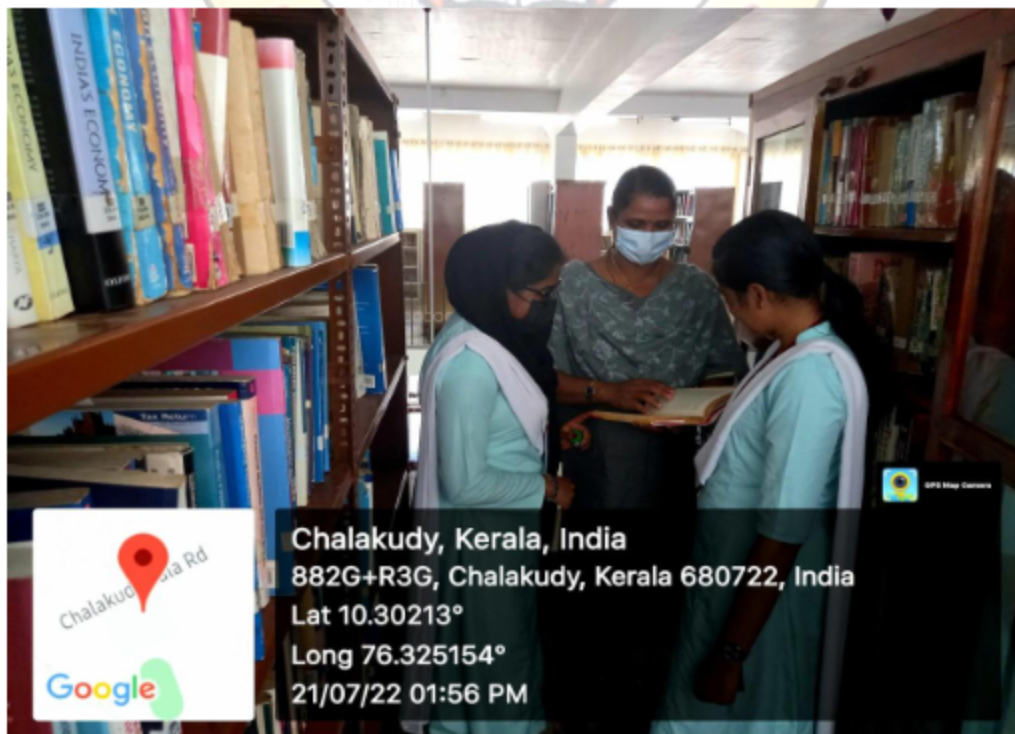
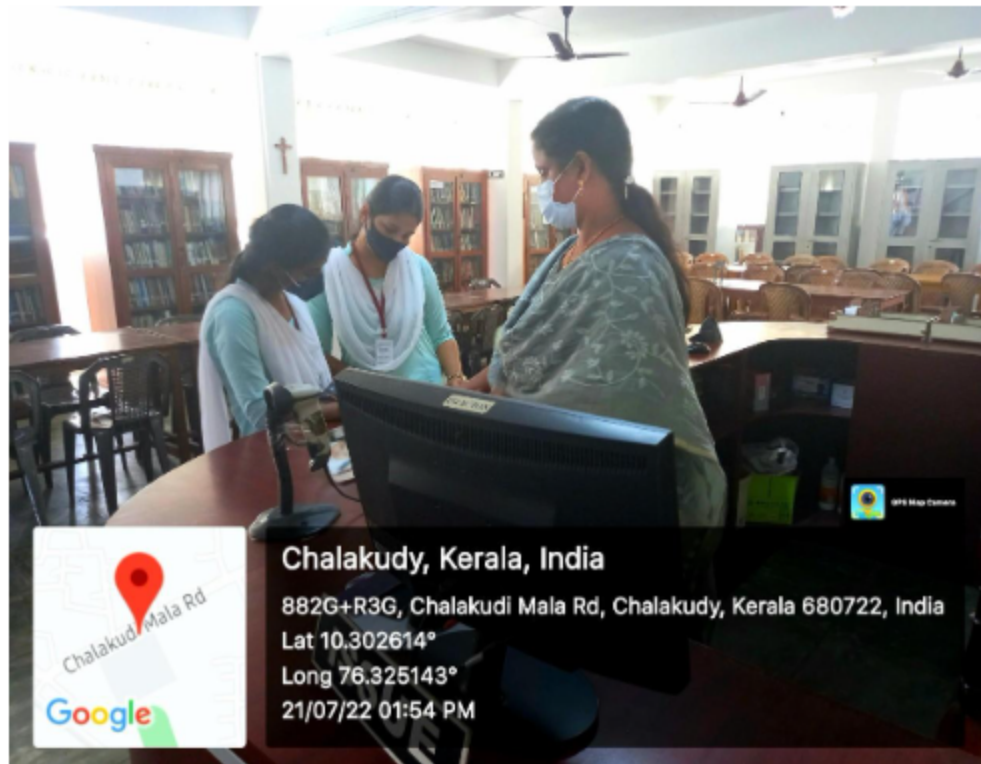


# Provision for enquiry and information

Human Assistance available at reception



## Human Assistance available at library



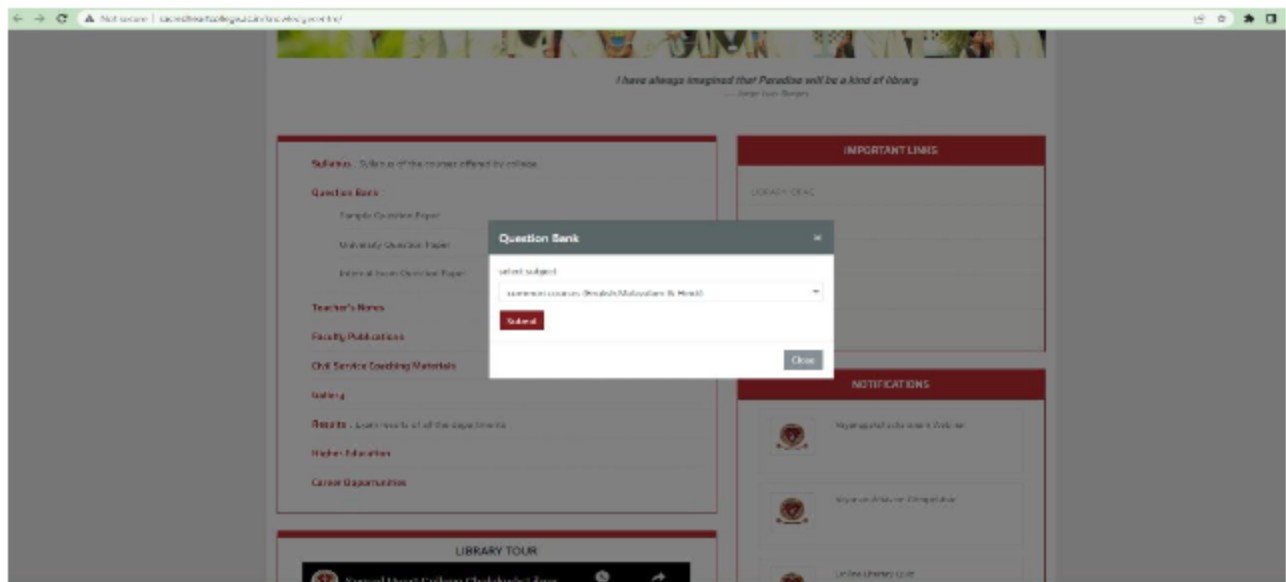
## Soft copies of reading material



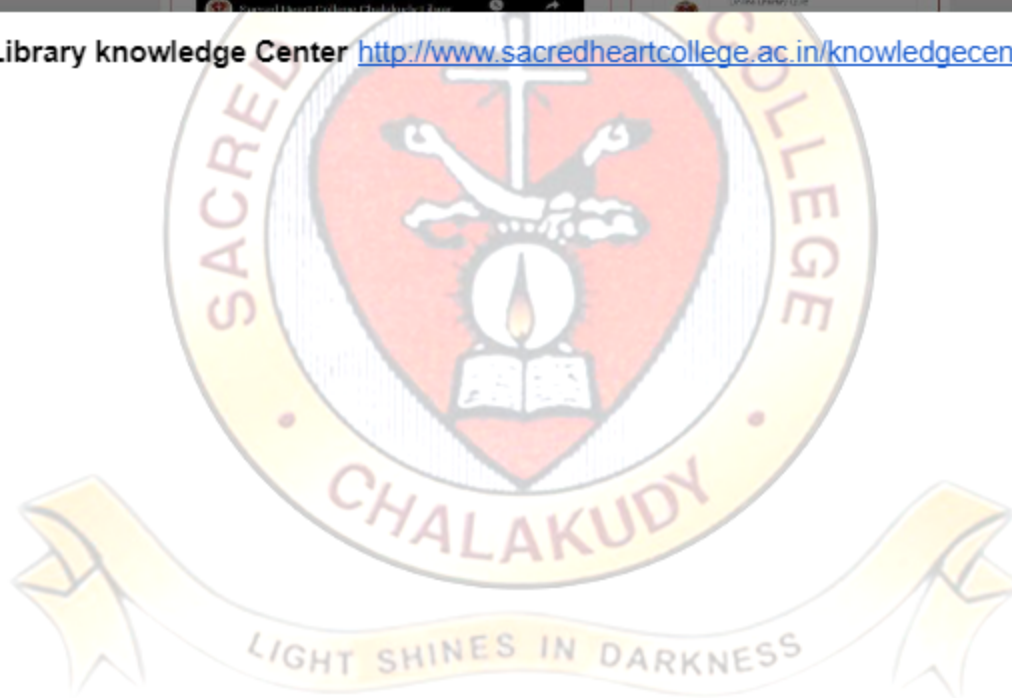
**Library and knowledge Center website for the transfer of knowledge digitally.**







Library knowledge Center <http://www.sacredheartcollege.ac.in/knowledgecentre/>



**Reader Scribe– Document from Calicut university showing the availability of scribe facility at College.**



**UNIVERSITY OF CALICUT  
JCE2-OFFICE**

No. 17198/EA-XVI-ASST-II/2020/PB

Calicut University,P.O  
Dated: 14.12.2021

From  
The Controller Of Examinations  
To  
The Principal/Chief Superintendent  
Sacred Hearts College for Women  
Chalaky

Sir/Madam,

Sub:- Pareeksha Bhavan- Request for extra time & facility of scribe to Ms.Disna Davis - granted-reg;

Ref:- 1.Your office letter No:A1-8/2021-22(10) dated 29/11/2021  
2. U.O.No. 888/2020/PB dated 07.10.2020

Referring to the above, I am to inform you that the undermentioned differently abled candidate, who is appearing for the ensuing Examination in your College, is granted the service of scribe and A compensatory time of 20 minutes per hour of Examination.

Sl.No	Name of Candidates	Reg.No.	Examination
1	Disna Davis	SHAUAHIR21	I Semester to VI Semester

In this regard, I am to request you to make necessary arrangements to post an Amanuensis/Interpreter for the aforesaid differently abled candidate to enable her to take the examination, after due verification of the genuineness of the case. The following points may be noted while posting the Amanuensis.

1. The persons posted as Amanuensis should not be a teacher or student or relative of the candidate.
2. A separate room should be provided for each of the candidate and this room should be away from the room where other candidates are seated.
3. An invigilator should be posted in the room and Chief Superintendent should also keep vigilance over the room.
4. Remuneration of Rs. 66/- per day may be paid to the Amanuensis
5. Extra time 20 minutes per hour of examination may be allowed to the differently abled candidates.
6. The answer book of the aforementioned candidates must be packed separately and sent along with the answer book of other candidates.
7. The appointment of Amanuensis may be reported to this office at the earliest.

Yours faithfully

**Baiju V.C**  
Assistant Registrar  
(For The Controller Of Examinations)



UNIVERSITY OF CALICUT  
JCE3-OFFICE

No. 165135/EC-X-ASST-II/2021/PB

Calicut University.P.O  
Dated: 07.12.2021

From  
The Controller Of Examinations  
To  
The Principal  
Sacred Heart College  
Chalakudy  
Thrissur  
680307

Sir/Madam,

Sub:- Request for Extra time/scribe - order intimating of - regarding.  
Ref:- Request received from the Principal, Sacred Heart College, Chalakudy.

I am to inform you that Smt. **Ann Maria Joy** with Reg. No. **SHAUBCM016**, having 40% intellectual disability, who is appearing for the ensuing First Semester CBCSS B.Com Examinations, November 2020 in your college centre, is permitted to avail the assistance of amanuensis.

The following points may be noted while posting the amanuensis:

1. The person posted as amanuensis should not be a teacher or relative of the candidate.
2. A separate room should be provided for each of the candidate and this room should be away from the room where other candidates are seated.
3. An invigilator should be posted in the room and the Chief Superintendent should also keep in vigilance over the room.
4. Compensatory time @20minutes per hour for all the examinations be allowed to the candidate consequent to U.O.No.183/2016/PB Dtd. 13/04/2016.
5. Answer script of the candidate written with the help of scribe shall be forwarded to the University in a separate packet.
6. Remuneration of Rs.66/- per day may be paid to the amanuensis.

The appointment of the amanuensis may be reported to this office, at the earliest.



Yours faithfully

Rani A.R.

Deputy Registrar  
(For The Controller Of Examinations)

Deputy Registrar  
(Exam)  
University of Calicut