



**VISWANADHA INSTITUTE OF PHARMACEUTICAL SCIENCES**  
Affiliated to J.N.T.U.K-Kakinada, Approved by PCI & A.I.C.T.E, New Delhi  
Mindivanipalem (V) Sontyam(P) Anandapuram (M) Visakhapatnam (Dist) 531173

**E-mail : principalvnip@yahoo.co.in**

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## **Policy Document for Scribes**

Viswanadha Institute of Pharmaceutical Sciences (VNIPS) is dedicated to providing equal educational opportunities for all students, including those with disabilities. This policy outlines the procedures and guidelines for the use of scribes as an accommodation for students with documented disabilities, allowing them to fully participate in academic activities.

**Eligibility:** To qualify for scribe accommodations, students must provide appropriate disability documentation to the Office of Disability Services (ODS) at VNIPS. Eligibility will be determined on a case-by-case basis by the ODS based on the provided documentation.

### **Scribe Eligibility:**

- **Relevance to Course:** Scribes are typically required to be familiar with the subject matter of the exam. This is important to ensure that they can accurately transcribe the student's responses without introducing errors or misunderstandings. Therefore, the scribe should have some knowledge of the course content.
- **Junior to the Student:** Having the scribe be a junior to the student taking the exam may be a way to ensure fairness and prevent any potential cheating or collusion. By having a less advanced student act as a scribe, it reduces the likelihood of assistance that could give the student an unfair advantage.

**Request for Scribe Accommodation:** Students seeking scribe accommodations should submit a formal request to the ODS at least two weeks in advance of the academic activity requiring a scribe. The request should specify the activity details, including date, time, and location.

**Scribe Assignment:** The ODS will arrange and assign a competent scribe for eligible students, ensuring familiarity with the subject matter or course. Students are encouraged to communicate their preferences and specific requirements to the ODS regarding scribe assignments.

**Confidentiality:** Maintaining strict confidentiality regarding the student's disability and academic performance is mandatory for all parties involved, including the scribe. Breach of confidentiality may result in disciplinary actions.

**Code of Conduct:** Scribes are expected to adhere to VNIPS's code of conduct and academic integrity policies. They should not provide unauthorized assistance or engage in academic misconduct on behalf of the student.



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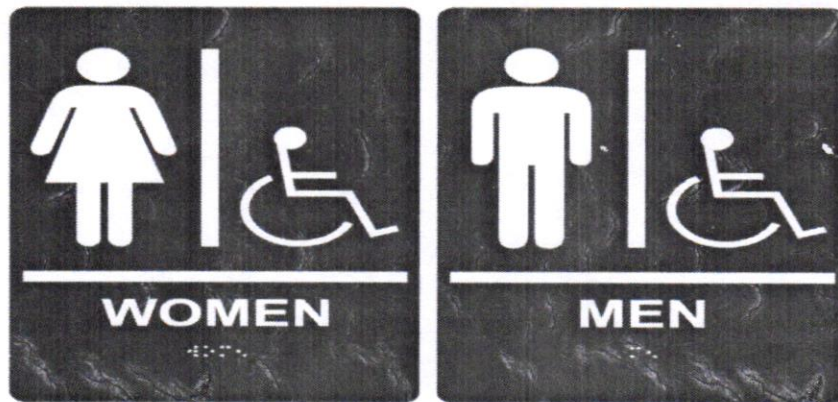
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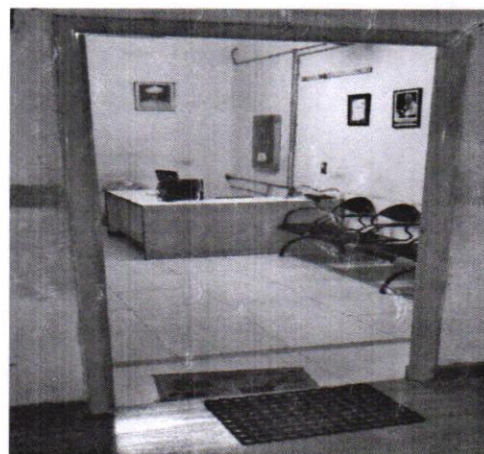
### Examinations Policy:

Scribes at Viswanadha Institute of Pharmaceutical Sciences (VNIPS) play a crucial role in ensuring a fair and accessible examination environment for students with disabilities. Scribes must maintain the highest standards of integrity and confidentiality. They should accurately transcribe the student's responses without providing any unauthorized assistance. Any breach of academic integrity or confidentiality will result in immediate action, including potential dismissal as a scribe. The use of scribes is solely for the purpose of enabling students with disabilities to demonstrate their knowledge and skills independently. VNIPS is committed to upholding the principles of fairness, equal opportunity, and academic excellence in all examinations.



### Reception Counter

The reception counter is available to scribe users for assistance and inquiries related to accommodations





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**Training and Support:** Scribes will receive training on their roles and responsibilities, including understanding the needs of students with disabilities and maintaining confidentiality. Scribes may seek guidance and support from the ODS when facing challenges in their role.

**Evaluation and Feedback:** Students using scribe accommodations will have the opportunity to provide feedback on their scribe experience to the ODS. Feedback will be used to enhance the scribe program, ensuring that accommodations effectively meet student needs.

**Accessibility:** VNIPS is committed to creating an accessible learning environment. In cases where scribes may not be the most suitable accommodation, alternative accommodations will be explored in consultation with the student and the ODS.

**Compliance:** VNIPS is committed to complying with all applicable laws and regulations regarding disability accommodations, including the Americans with Disabilities Act (ADA). The use of scribes will adhere to these legal requirements.

**Review and Amendments:** This policy will undergo periodic reviews to ensure its effectiveness and alignment with legal requirements. Any necessary amendments will be made in consultation with relevant stakeholders.

VNIPS is dedicated to providing an inclusive and supportive learning environment. The use of scribes for eligible students with disabilities is a testament to this commitment. This policy aims to facilitate effective scribe use, ensuring that all students can access the educational opportunities at our institution.

*P. Uma Devi*

Principal

Dr. P. Uma Devi  
Principal  
Viswanadha Inst. of  
Pharmaceutical Sciences  
Visakhapatnam - 531 173



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## SCRIBE ACCEPTANCE LETTER

I.....*Y. Uma*..... hereby express my willingness to be the reading/writing scribe. If the candidate is physically disabled to write the examination, I have passed matriculation examination and the certificates are enclosed here with.

*Y. Uma*

Signature of scribe

*P. Umadevi*

Principal

**Dr. P.UMADEV**  
Principal  
Viswanadha Inst. of  
Pharmaceutical Sciences  
Visakhapatnam - 531 173



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**SCRIBE ACCEPTANCE LETTER**

I.....P.kota.lakshmi..... hereby express my willingness to be the reading/writing scribe. If the candidate is physically disabled to write the examination, I have passed matriculation examination and the certificates are enclosed here with.

P.K.Lakshmi,  
Signature of scribe

P. Umadevi  
Principal

**Dr. P.UMADEV**  
Principal  
Viswanadha Inst. of  
Pharmaceutical Sciences  
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**SCRIBE ACCEPTANCE LETTER**

I.....*N. Nandhini*..... hereby express my willingness to be the reading/writing scribe. If the candidate is physically disabled to write the examination, I have passed matriculation examination and the certificates are enclosed here with.

*N. Nandhini*

Signature of scribe

*P. Uma Devi*

Principal

**Dr. P.UMADEVI**  
Principal  
Viswanadha Inst. of  
Pharmaceutical Sciences  
Visakhapatnam - 531-173



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### SCRIBE ACCEPTANCE LETTER

I.....P. Bhuvana Chandana..... hereby express my willingness to be the reading/writing scribe. If the candidate is physically disabled to write the examination, I have passed matriculation examination and the certificates are enclosed here with.

P. Bhuvana Chandana

Signature of scribe

P. Uma Devi

Principal

**Dr. P.UMADEVI**  
Principal  
Viswanadha Inst. of  
Pharmaceutical Sciences  
Visakhapatnam - 531 173