



VELALAR COLLEGE OF ENGINEERING AND TECHNOLOGY

(An Autonomous Institution Affiliated to Anna University, Chennai)

Thindal, Erode -638012.

Application for availing the facility of a Scribe/Writer during Semester Examinations due to Permanent /Temporary Physical Disability / Learning Disability

Respected Sir,

Date:

I wish to avail the facility of a Scribe/Writer during the Examination as per the below mentioned details:

Register No.	:	
Name of the Student	:	
Programme & Semester	:	
List of Course applied for (Course Codes & Course Name)	:	
Reason for availing facility of Scribe (Enclose Medical certificate)		
Signature of the Student		

Name of the Eligible writer	:	
Designation & Department	:	
Contact Number	:	
Signature	:	

DECLARATION

We declare that Mr./Ms. _____ eligible candidate for the April / November 20____ Semester Examinations and Mr./Ms. _____ eligible writer (scribe) for the eligible candidate, do hereby declare that both will follow the rules & regulation of Examinations.

Date:

Class Advisor

Signature of the HOD

Principal

Submitted to: The Controller of Examinations

Copy to: 1. Administrative Manager || 2. Head of the Department || 3. The Student