

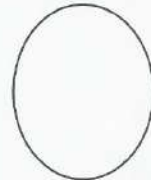
**LAHORE COLLEGE FOR WOMEN UNIVERSITY LAHORE**  
**OFFICE OF THE CONTROLLER OF EXAMINATIONS**

**Writer Permission Proforma**  
**(For Visually Impaired Students)**

Name of Student (Visually Impaired): \_\_\_\_\_  
Father's Name: \_\_\_\_\_  
Semester: \_\_\_\_\_  
Roll Number: \_\_\_\_\_  
Registration No: \_\_\_\_\_  
Department: \_\_\_\_\_  
CNIC / B-Form of Student: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Name of Campus/Affiliated College: \_\_\_\_\_  
Examination: \_\_\_\_\_

Affix Student  
Photograph

Passport Size



Thumb Impression

**Writer's Details**

Name of Writer: \_\_\_\_\_  
Father's Name: \_\_\_\_\_  
Class/ Semester: \_\_\_\_\_  
Roll No: \_\_\_\_\_  
Registration No: \_\_\_\_\_  
Department: \_\_\_\_\_  
CNIC/B-Form No.: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Affix Writer  
Photograph

Passport Size

**Undertaking by the Writer**

I hereby declare that I will act as a writer for the above-mentioned visually impaired student as per the rules and regulations of the Examination. I confirm that I am not more qualified than the student and I shall not assist the student in any unfair means.

Signature of the Writer: \_\_\_\_\_

Date: \_\_\_\_\_

**Recommendation by the Chairperson of Department / Principal (Writer)**

It is certified that the above-named writer is a bonafide student of our institution and is allowed to act as a writer.

Signature & Stamp of Chairperson of Department / Principal (Writer's Institute)

Signature: \_\_\_\_\_

Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**Approval by the Chairperson of Department (Visually Impaired Student)**

Certified that the above-mentioned visually impaired student belongs to our department and is eligible to take help from the mentioned writer.

Signature of Chairperson of Department (Student's Dept.)

Signature & Stamp: \_\_\_\_\_

**DEPUTY CONTROLLER OF EXAMINATIONS (Conduct)**

**CONTROLLER OF EXAMINATIONS**

### **Instructions for Visually Impaired (Blind) Students Regarding the Arrangement of a Writer**

1. Visually impaired (blind) students are responsible for arranging their own writer for examinations.
2. Eligibility Criteria for Writers:
  - BS Students: May choose a writer who is currently studying in FA or Matric.
  - MS Students: May choose a writer from BS, FA, or Matric.
  - PhD Students: May choose a writer from MS, BS, FA, or Matric.
3. Students must obtain the official Writer Arrangement Proforma from the Office of the Controller of Examinations (COE).
4. The filled out proforma must be submitted to the COE office before the examination as per the announced schedule.
5. It is the sole responsibility of the student to ensure the timely arrangement and submission of the writer's details.