



PARLE TILAK VIDYALAYA ASSOCIATION'S  
**MULUND COLLEGE OF COMMERCE (AUTONOMOUS)**

(Affiliated to the UNIVERSITY OF MUMBAI)  
MULUND VANIJYA MAHAVIDYALAYA MARG, MULUND (WEST), MUMBAI - 400 080.  
Tel. : 8097345311 / 8097876255  
NAAC ACCREDITED GRADE "A"  
(Cycle-I 2004, Cycle-II 2011, Cycle-III 2016)  
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Date: 11.9.2025

**EXAMINATION NOTICE**

All students who are eligible and wish to avail the facility of a **scribe** (Writer) for the upcoming Semester End Examination are hereby informed to submit their applications to the **Examination Office ( R.No 103)** on or before **27<sup>th</sup> September 2025**.

The application must be accompanied by the following supporting documents:

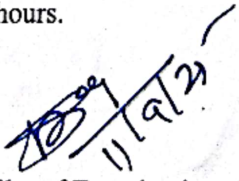
1. Copy of Disability Certificate issued by a competent authority.
2. Medical Certificate (if required) supporting the need for a scribe.
3. Identity proof of the proposed scribe.
4. Educational qualification proof of the proposed scribe.
5. Duly filled and signed **Proforma with Declaration** (available from the Examination Office R.no 103 ).

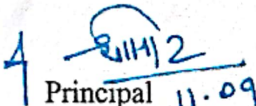
**Important Conditions for Appointment of Scribe:**

- The person appointed as scribe shall **not be an employee of the college** where the examination is conducted.
- The scribe shall **not be a relative** of the candidate appearing for the examination.
- The educational qualifications of the scribe shall be **less than those of the candidate**.

Applications without the above mentioned documents will not be considered.

For further clarification, students may contact the Examination Office (Room Number 103) during office hours.

  
Controller of Examination

  
Principal 11.09.25