



**EXAMINATION BRANCH**

**Instructions to the Candidates**

*(To be displayed at various places for the Candidates at all Examination Centres)*

1. All the Candidates are supposed to maintain high standard of discipline in the Examination Hall. Candidates should read the instructions on the Answer Script.
2. Candidates are NOT supposed to talk in the Examination Hall.
3. Candidates trying to indulge in any unfair means shall be DEBARRED from the Examination.
4. The timetable of the Examination is accessible at the Examination Centre and also available on the University website. It is the duty of the Candidates to ascertain the dates and times at which they are required to attend the Examination.
5. Absence or lateness due to misreading the timetable or similar error does not entitle a candidate to sit in the Examination or seek any special consideration.
6. The candidates are necessarily required to bring their Hall Tickets and show whenever any person appointed by the University (Invigilator, Superintendent, Observer, Flying Squad, etc.) demands.
7. **No candidate shall be allowed in the Examination Hall without a Hall Ticket.**
8. In case, if a candidate loses his/her Hall Ticket or does not receive his/her Hall Ticket, a photographic identification is required to prove that the candidate has applied for the Examination, and after verification with the records available with the Centre Superintendent/Observer, the candidate shall be issued a Duplicate Hall Ticket. This shall be done on production of two photographs along with the Student's MANUU ID Card. However, such candidate must consult the Centre Superintendent **at least two hours before** the Examination.
9. All the seats in the Examination Hall are arranged as per the Hall Ticket Numbers. Candidates should take their seats as per their Hall Ticket Number only. Candidates found in other's seat will be debarred.
10. The candidate should fill all the columns on the front page of the answer script compulsorily, and should ensure that the Invigilator signs his/her Answer

مولانا آزاد نیشنل اردو یونیورسٹی  
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Script. (Answer Scripts without the signature of the Invigilators shall NOT be evaluated.)

11. No candidate is permitted to write anything in the Question Paper during the Examination.

**Timing:**

1. Candidates are not permitted to enter the Examination Room/Hall 15 minutes after the commencement of the Examination.
2. During the Examination, if any extraordinary situation arises, with the special permission of the Invigilator and Centre Superintendent the candidate may leave the Hall under the supervision of a person nominated by the Center Superintendent.

**Allowable Material:**

The allowable material includes only pens, pencils, scale, eraser, Hall Ticket and MANUU Student's ID Card.

**Unauthorized Material:**

The unauthorized pieces of material are: books, writing paper, notes, manuscripts, electronic instruments, cell phones, programmable calculators, notebook, I Pad and every form of electronic media. **Candidates found with any unauthorized material will be debarred from the Examination.**

**Candidate's Behaviour during the Examination:**

No Candidate is allowed to communicate in any way with any person other than the Invigilator during the Examination. Any other communication will be deemed as a Breach of Examination.

**Exclusion from the Examination Hall:**

An Invigilator is empowered to exclude a candidate from taking the Examination, if he /she finds the candidate indulging in any activity which constitutes Breach of Code of an Examination. However, the Invigilator shall report to the Center Superintendent and Observer first, then submit a written report to the Controller of the Examination, MANUU.

Sd/-  
Controller of Examinations

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**Instructions to the Centre Superintendents and Additional Superintendents**

1. The Centre Superintendents are requested to maintain high standard of confidentiality and discipline at the Examination Centres.
2. The Observers shall handover the confidential papers to the Centre Superintendent.
3. The Answer Booklets and the Question Papers should be placed in the safe custody of the Centre Superintendent. University reposes great confidence in the Centre Superintendents. However, in case of any unseemly report, the entire responsibility shall be placed on the Centre Superintendent.
4. The Centre Superintendent, Observer and the Invigilator on duty shall verify the particulars on the confidential envelope of Question Papers and sign the label before opening the envelope.
5. All packets of Question Papers should be opened only 10 minutes before the commencement of the Examination time.
6. All unused Answer Booklets and the Question Papers should be returned to the Regional Centre.
7. No student shall be permitted to take the Examination by any unfair means.
8. It is the primary duty of the Centre Superintendents to ensure the fair conduct of Examinations.
9. University has issued certain Instructions to the Invigilators. A copy of the Instructions should be given to each Invigilator on duty.
10. Necessary security arrangements should be made at the Examination Centre. Additional security, if required, should be deputed in consultation with the Regional Directors.
11. All expenditures shall be in accordance with the approved rates of the Examination rules of MANUU. University shall not be responsible for any excess payments.

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12. In case of reports of mass copying or any adoption of unfair means in large scale, the Centre shall stand disqualified for future conduct of Examinations.
13. University has developed new Formats (Annexure-A, B & C) for claiming the bills. In Annexure-A, the staff engaged on daily basis has to be shown for each session of Examination. In Annexure-B, the expenditure incurred on miscellaneous of the whole Examination has to be shown. In Annexure-C, the expenditure of the Observers has to be detailed.
- 14. Dispatch of Examination Material to the Headquarters:**
- The used answer scripts should be dispatched to the Controller of Examinations on daily basis.
  - It is observed that in most cases, the answer scripts are reaching Headquarters in dilapidated condition. Since the Answer Scripts are highly confidential, packing as described below is mandatory.
  - Scripts of each subject should be packed separately along with the D-Form. All scripts should be packed in GOOD QUALITY ENVELOPES ONLY. The envelope should be labeled giving details of Examination Centre/Date of Examination/Subject/total no. of scripts (present cases) /no. of absent cases/no. of malpractice cases. (Scripts of various subjects should not be mixed.)
  - All separate envelopes should be packed in a plastic cover; and this in turn should be **packed and stitched in a cloth firmly**. This packet should give details of From Address.

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Controller of Examinations



**EXAMINATION BRANCH**  
**Instructions to the Invigilators**

*(A copy of the Instructions should be given to each Invigilator)*

- 1) All the Invigilators should report to the Centre Superintendent one hour before the commencement of each Examination.
- 2) All the Invigilators should reach the Examination Hall at least 10 minutes before the commencement of each Examination.
- 3) The Invigilator should be **VIGILANT** throughout the duration of the Examination.
- 4) The Invigilators should ensure that no Candidate shall carry any type of unauthorized material in the Examination Hall.
- 5) No Candidates should be permitted in the Examination Hall without Hall Ticket.
- 6) The Answer Script should be handed over to the Candidate who possesses proper Hall Ticket only.
- 7) The Question Paper should be given to the candidate as per the timetable and the date/time mentioned on the envelope of the Question Papers.
- 8) **The Invigilators are requested to maintain high standard of discipline in the Examination Hall. No Candidate shall be permitted to take the Examination by any unfair means. No Candidate shall be permitted to talk in the Examination Hall.**
- 9) **It is the primary duty of the Invigilator to ensure the fair conduct of Examinations.** Non compliance shall attract disciplinary action.
- 10) No Candidate should be permitted in the Examination Hall after 15 minutes of the commencement of the Examination.
- 11) No Candidate should be permitted to leave the Examination Hall till the completion of the Examination time.
- 12) **The Invigilator should ensure that the Enrollment Number entered by the Candidate on the answer booklet must be correct and in proper format.**
- 13) The Invigilator should take the attendance of the Candidates on the printed D-Form after 15 minutes of the commencement of the Examination. Observer / Flying Squad visiting the Examination Hall shall verify the D-Form.



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- 14) All absent cases should be distinctly written in red ink in the D-Form.
- 15) The invigilator should cautiously verify the identity of the Candidate with his Hall Ticket and compare his/her particulars with the ID Card of the Candidate and the duplicate Hall Ticket provided by the Centre Superintendent.
- 16) The Invigilator should verify all the entries on the Answer Script of the Candidate and sign the Answer Script. The Candidate should be asked to fill all the blanks on the answer sheet. (Answer scripts without the signature and name of the Invigilators shall NOT be evaluated.)
- 17) There shall be no additional Answer Scripts for those writing in new format of answer booklets containing 32 pages.
- 18) If any Candidate caught with any unauthorized material, he should be immediately debarred from that Examination. The unauthorized material should be tagged properly to the Answer Script, and the front page of the script should be marked across in red as 'Malpractice Case'.
- 19) All Malpractice cases should be reported to the Centre Superintendent separately.
- 20) Candidate caught in malpractice cases should be immediately moved out of the Examination premises.
- 21) The Invigilator should announce the time at each hour and at the last half an hour.
- 22) No Candidate should be permitted to write anything on the Answer Script after the completion of the Examination time.
- 23) Immediately after the completion of the Examination, the Invigilators should handover the Answer Scripts, D-Forms, remaining question papers, stationary items, details of MP cases, etc., to the Centre Superintendent and obtain acknowledgement.
- 24) The Observer at the Examination Centre and Flying Squad on surprise visits shall be asked to submit their report on the duties performed by the Invigilators.

Sd/-

**Controller of Examinations**