

Maulana Azad National Urdu University

INSTRUCTIONS TO THE INVIGILATORS FOR ENTRANCE TESTS

- All the Invigilators should report to the Centre Superintendent one hour before the commencement of each Entrance Test.
- All the Invigilators should reach the Entrance Test/Examination Hall at least 30 minutes before the commencement of the Entrance Test.
- The Invigilator should be vigilant throughout the duration of the Entrance Test.
- The Invigilators should ensure that no Candidate shall carry any type of unauthorized material in the Entrance Test/Examination Hall.
- No Candidate should be permitted in the Entrance Test/Examination Hall without a Hall Ticket.
- The OMR Sheets and Question/Answer Booklets should be given to the Candidates who possess proper Hall Tickets only.
- The Invigilators are requested to maintain high standard of discipline in the Entrance Test/Examination Hall. No Candidate shall be permitted to take the Entrance Test by any unfair means. No Candidate shall be permitted to talk in the Entrance Test /Examination Hall.
- It is the primary duty of the Invigilator to ensure the fair conduct of Entrance Test. Non-compliance shall attract disciplinary action.
- No Candidate must be permitted in the Entrance Test/Examination Hall after the commencement of the Entrance Test.
- No Candidate must be permitted to leave the Entrance Test/Examination Hall till the completion of the Entrance Test.
- The Invigilator must ensure that the Enrollment Number entered by the Candidate on the OMR Sheet and Answer Booklet must be correct and in proper format.
- The Invigilator must take the attendance of the Candidates on the printed D-Form after 15 minutes of the commencement of the Entrance Test. Observer / Flying Squad visiting the Entrance Test /Examination Hall shall verify the D-Form.
- All absent cases must be distinctly written in red ink in the D-Form.

- The Invigilator must verify the identity of the Candidate with his/her Hall Ticket and compare his/her particulars with the I-Card of the Candidate and the copy of the Hall Ticket provided by the Centre Superintendent.
- The Invigilator must verify all the entries on the OMR Sheet and Answer Booklet of the Candidate and sign on the relevant place on OMR Sheet and Answer Booklet. The Candidate must be asked to fill all the blanks on the OMR Sheet and Answer Booklet. (OMR Sheet and Answer Booklet without the signature of the Invigilator will not be scanned and evaluated respectively.)
- There shall be no Additional Answer Sheet for answering subjective questions.
- If any Candidate caught with any unauthorized material, he/she should be immediately expelled from Entrance Test/Examination Hall. The unauthorized material should be tagged properly to the Answer Booklet, and the front page of the Answer Booklet should be marked across in red as 'Malpractice Case'.
- All Malpractice Cases must be reported to the Centre Superintendent separately.
- Candidates caught in Malpractice Cases should be immediately moved out of the Entrance Test Centre premises.
- The Invigilator must announce the time at each hour and also at the last 10 minutes.
- No Candidate must be permitted to write anything on the Answer Booklet after the completion of the Entrance Test time.
- The Invigilators must collect the OMR Sheets and Question/Answer Booklets from the Candidates at the end of the Entrance Test.
- Immediately after the completion of the Entrance Test, the Invigilators should handover the OMR Sheets, Answer Booklets, D-Forms, remaining question papers, stationary items, details of Malpractice Cases, etc. to the Centre Superintendent and obtain acknowledgement.
- The Invigilators must not use mobile phone in the Entrance Test/Examination Hall.
- Hall Tickets of Candidates who have not uploaded their challan/photograph/signature etc., have been withheld. Information has been sent to such Candidates by SMS/E-mail. Such Candidates are required to visit the University Website and comply with the necessary requirements and report one day before the Entrance Test to the Entrance Test Centre along with sufficient proof for issuance of Hall Ticket.

Controller of the Examination