

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

Gachibowli, Hyderabad – 500 032

(Accredited 'A' Grade by NAAC)

EXAMINATION BRANCH



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.

Sd/-
Controller of Examinations