



**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



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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