Maulana Azad National Urdu University

(To be pasted at various places for the students at all Examination Centres)

INSTRUCTIONS TO THE STUDENTS

1. **All entries in the OMR sheet should be in blue / black ball pen.**
2. **The OMR sheet should not be damaged.**
3. **All the students are supposed to maintain high standard of discipline in the Examination Hall. Students should read the instructions on the answer booklet.**

4. **Students are NOT supposed to talk in the Examination Hall.**

5. **Students trying to indulge in any unfair means shall be DEBARRED from the examination.**

6. The timetable of the Examination is accessible at the Examination Centre and also available on the University website. It is the duty of the students to ascertain the dates and times at which they are required to attend Examination.

7. 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.

8. 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.

9. **No candidate shall be allowed in the Examination Hall without a Hall Ticket.**

10. 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 candidates 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 the production of two photographs along with the student's MANUU ID Card. However, such candidates must consult the Centre Superintendent **at least two hours before** the Examination.

11. All the seats in the Examination Hall are arranged as per the Hall Ticket Numbers. Students should take seat as per his Hall Ticket Number only. Students found at any other seat will be debarred.

12. The candidate should fill all the columns on the front page of the answer script compulsorily, and should ensure that the Invigilator signs his answer script. (Answer scripts/OMR without the signature of the Invigilators shall NOT be evaluated.)

13. No candidate is permitted to write anything in the Question Paper, except in the space provided for rough work, during this time.

Timing:

8) The Candidates should enter at least 30 minutes before the commencement of the Entrance Test.
   Candidates are not permitted to enter the Examination Room/Hall after the commencement of the ET. The candidates are also not permitted to leave the Examination Room/Hall till the end of the Exam.

9) During the exam, 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 student's I-card.**

Unauthorized Material

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

Candidate's Behaviour during the Examination

The candidate is not 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 exam. However, the Invigilator shall report to the Center Superintendent and Observer first, then submit a written report to the Controller of the Examination, MANUU.

Controller of the Examination