



GENERAL INSTRUCTIONS TO THE CANDIDATES (for Entrance Tests-2020)

1. Candidates must read the Instructions carefully before coming to the Entrance Test Centre for writing the Entrance Test (ET).
2. Candidates are liable to be checked before entering Entrance Test Venue & during Entrance Test.
3. **Candidates must bring along with them:**
 - i. Hall Ticket
 - ii. Candidate's original Identity Card (i.e., College ID/ Adhaar/ License/ Passport/ etc.) for verification to the Entrance Test Centre.
 - iii. Mask (to protect from Covid). Candidates without mask shall not be permitted inside.
 - iv. Blue/Black Ball Point Pen.
 - v. Transparent Water bottle (Though water shall be available at the Test Centre, in view of Covid, candidates are requested to have their own water bottle.)
4. The material **not allowed** in the ET are: books, writing papers, notes, manuscripts, electronic instruments, cell phones, programmable calculators, notebook, iPad and every form of electronic item. Candidates found with these or any unauthorized material will be debarred from writing the Entrance Test.
5. 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.
6. No candidate shall be allowed in the Examination Hall without a Hall Ticket.
7. All entries in the OMR Sheet must be made with blue / black ball point pen ONLY. All details must be entered correctly on OMR Sheet, failing which the OMR will not be evaluated.
8. Candidates must fill all the columns on the front page of the OMR compulsorily, and must ensure that the Invigilator signs the OMR. OMR Sheet without the Signature of the Invigilators will NOT be evaluated.
9. Candidates who indulge in any unfair means or found with any unauthorized material shall be DEBARRED from the ET.
10. Candidates are supposed to maintain high standard of discipline in the Examination Hall. Candidates should read the instructions given on the OMR Sheet and Question Booklet.
11. Candidates are NOT supposed to talk in the Examination Hall.



12. The schedule of the Examination is available on the Hall Ticket and the University website. It is the duty of the candidates to ascertain the date and time at which they are required to attend the Entrance Test.
13. 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.
14. All the seats in the Examination Hall are arranged as per the Hall Ticket Numbers. Candidates should take seat as per his Hall Ticket Number only. Candidates found at any other seat will be debarred.
15. Rough work should be done only in the space provided within the Question Booklet.
16. Candidates should handover the OMR sheet to the Invigilator before leaving the Examination Hall.

Timing:

17. Candidates shall be permitted to enter the Examination Hall one hour before the commencement of the Test.
18. Candidates are not permitted to enter the Examination Room/Hall after the commencement of the exam. The candidates are also not permitted to leave the Examination Room/Hall till the end of the Exam.
19. During the exam, if any extraordinary situation arises, with the special permission of the Observer and Centre Superintendent the candidate may leave the Hall under the supervision of a person nominated by the Center Superintendent in due intimation to Controller of Examinations.

20. 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.

21. Exclusion from the Examination Hall

An Invigilator is empowered to exclude a candidate from taking the Test/Examination, if he /she finds the candidate indulging in any activity which constitutes Breach of Code of test /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.

22. Mere issuance of the Hall Ticket and/or appearance in Entrance Test will not entitle a candidate for any claim of provisional admission. Admission of a candidate shall be subject to the candidate's eligibility criteria vis-a-vis other admissions provisions and rules of MANUU.

مولانا آزاد نیشنل اردو یونیورسٹی
مौलانا آزاد नेशनल उर्दू यूनिवर्सिटी

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)



23. There shall be no negative marking.

24. After the completion of Entrance Test, the Candidate should carefully fold the perforation and detach the 'Candidate's Copy' of OMR. It shall be the responsibility of the candidate not to cause any damage to the 'University OMR' sheet.

25. After the Entrance Test, candidate should handover the University OMR/ first copy of OMR to the invigilator. However the candidate can take the 'Candidate's Copy' of OMR/second copy.

26. Damaged OMR sheets cannot be scanned, hence cannot be evaluated.

27. For any grievance in future, the Candidate is supposed to bring the 'Candidate's Copy' of OMR.

28. Candidates who are appearing for BEd/MEd program at CTE Srinagar, Bhopal and Darbhanga are required to sign a Self Declaration form, provided at the Test Centre.

Sd/-

Controller of the Examination



Special Instructions to the Candidate in view of COVID-19

1. Candidates must maintain social distancing starting from point of entry in the exam venue till his/her exit from the exam venue. Candidates need to follow directions given by representatives & need to stand in the circles drawn at the entry points of Test Centre.
2. Candidate must bring their own **Masks** to safeguard themselves. You may also bring flexible white colour **gloves**, personal **hand sanitizer** (50ml) and **transparent water bottle** (if you wish). No other items will be permitted inside exam venue.
3. Temperature of candidates will be checked at the entry to the exam venue by an Infrared Digital Thermometer.
4. Candidates suffering with Covid shall not be permitted to appear the test.
5. Candidates found with symptoms will be facilitated to appear in the examination in an isolated room following all SOPs.
6. At registration desk, the candidate will be directed to sanitize his / her hands using the sanitizer.
7. All the candidates shall be asked to **sign declaration** stating that he/she have NOT tested positive for the Corona virus or identified as a potential carrier of the COVID-19 provided at ET Centre.
8. No waiting place will be provided to the accompanying persons at the test centres in view of COVID-19 Pandemic.
10. MHRD has issued Guidelines for Conduct of Examinations and Standard Operating System vide Office Memorandum No. F.No. 16-16/2020-U1A dated 6th July 2020 and Letter dated D.O.No.F.1-1/2020 (Secy) dated 8th July 2020. **As per the SOP (para 2) in case there is a restriction on movements in certain areas, admit/identity cards issued to the candidates should be treated as pass for the movement of candidates.** State Government is requested to issue instructions to all local authorities to issue movement passes to all personnel engaged in the conduct of examination. Details can be seen at (page 3) at the following link:
https://www.mhrd.gov.in/sites/upload_files/mhrd/files/OM%20dated%2006072020%20regarding%20instructions%20for%20conduct%20of%20exam.pdf

Sd/-

Controller of the Examination