

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**



No: MANUU/EXAMS/F.104/2020/\_\_\_

2<sup>nd</sup> March 2020

The Incharge, Satellite Campuses, Srinagar  
The Principal I/c CTE Srinagar  
MANUU

**Sub: Examination Branch - Appointment of Centre Superintendent for conduct of Examinations and Chief Examiner for conduct of Evaluations – April 2020 - Reg.**

Sir,

1. The Incharge Satellite Campuses, Srinagar, and the Principal CTE Srinagar are appointed as **Centre Superintendents / Chief Examiners** for conduct of Practical and Theory Semester Examinations/Evaluation to be held in – **April 2020**.
2. **The Centre Superintendents are requested to ensure smooth and fair conduct of Examinations. On each day of exam, opening and closing of Question Paper and Answer Scripts shall be in the presence of Centre Superintendent. They shall also make random visits in the Examination Halls. All Examination Teams must not leave the exam premises during the exam period.**
3. All Principals/Exam Centre Superintendents must direct the Invigilators that on each exam session the Invigilators must ask the examinees to read the instructions given on Answer Script and they should sign only after verifying the correct Roll No. of the student.
4. On each exam session, Invigilators should also read the highlighted Instructions on the page 2 of the Answer Script. They should loudly announce the same in each exam session.
5. The Examination shall be conducted on the new Answer Booklets of 32 pages only. The Answer Booklets for odd and even semesters have already been sent to all the Colleges.
6. Students appearing for English or Hindi can start writing from page 32 onwards.
7. There shall be two Invigilators in each room.
8. The Centre Superintendents shall appoint Invigilators and send the Duty Chart to the Controller of Examinations before commencement of Semester Exams.

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Examination Branch, III Floor, Administrative Building, MANUU, Gachibowli, Hyderabad 500032

Ph: 040-23006605



9. At Satellite Campuses / Constituent Colleges the Question Papers shall be sent by speed post/email.
10. **As per the University Ordinance, students should write the answers in Urdu only. For details, please see the Circular on the website.**
11. The Advance Amount can be claimed for purchase of stationary, postal charges, etc. The payments of honorarium for both internal (on holidays) and external examiners and their TA shall be released by RTGS after the Examinations.
12. All Bills shall be regulated as per the prescribed norms only. Any additional expenditure other than the norms requires prior approval of the CoE.
13. The copy of the Instructions to the Students should be displayed on the Notice Board prominently, and the copy of the Instructions to the Invigilators should be circulated to all the Invigilators.
14. Austerity may please be maintained in incurring expenditure for all Examinations.
15. **Department / College Seal on the Answer Scripts:** The Department/College Seal should be impressed only on the upper part of the front page of Answer Script.
16. There shall be no remuneration to faculty/staff for performing exam duties during the working days.
17. In case of exam duties on non-working days/off days- Saturdays/Sundays/Holidays/Vacations, remuneration as per norms is admissible to faculty/staff for performing exam duties.
18. Anything related to examination, including invigilation, evaluation, etc., is part and parcel of the duty and all the faculty should necessarily comply with the works related to examination.
19. Seating Plan of each Examination Room to be prominently displayed in the Examination Hall.

**IMPORTANT**

20. In view of the decision taken in the Academic Council, (copy enclosed) Evaluation shall be conducted in all the concerned Departments / Satellite Campuses / CTEs / Polytechnics concerned. **Therefore, it is requested NOT to send the Answer Booklets**





to **Headquarters**, instead arrange evaluation with the concerned faculty in the Department / College immediately after the examination.

21. Days have been specified in the Semester Exam Time Tables for '**Discussion of Answer of Semester Exams**'. All the Chief Examiners are requested to complete the evaluation process before the specified days and arrange for Discussion of Answers with the students.
22. Immediately after the discussion, the marks obtained /finalized should be uploaded on the IUMS / University portal. Computer Cell in Exam Branch shall send the PIN number for entry of marks on IUMS.
23. After completion of Examination / Evaluation, separate bills may be forwarded to Exam Branch in the Proforma attached.
24. Examination Branch has issued Notification for conduct of Odd Semester Examinations at MANUU Satellite Campus and College of Teacher Education, Srinagar. In view of non availability of Internet facility, the University IUMS facility shall not be available. Therefore it is requested to take the following measures:

Permit the students to remit the examination fee in the Official Bank Account of the College/Principal. The same should be transferred to the Finance Officer, MANUU under intimation to the Examination Branch, along with the consolidated statement.

Issue a hardcopy of the Examination Application Forms to all the students and issue Admit Cards/Hall Tickets one day before the commencement of the Examinations. No student shall be permitted to appear in the examination without the Hall Ticket.

Consequent upon conduct of the examinations, the answer scripts should be issued to the concerned teachers for evaluation. The Award Lists (hardcopy) should be sent to the Examination Branch (both by online & by speed post) for declaration of results.

**Your cooperation is solicited in this endeavour.**

**Best Wishes,**

**CONTROLLER OF EXAMINATIONS**