


ANNAMALAI UNIVERSITY
(Accredited with 'A+' Grade by NAAC)
(EXAMINATIONS – AFFILIATED COLLEGES)

Date: 15/11/2023

INSTRUCTIONS TO CANDIDATES

1. The candidates are advised to reach the examination venue / hall half an hour before the commencement of the examination.
2. The candidates are instructed to keep their Identity Card and Hall Ticket with them till the completion of the examination.
3. The candidates are instructed to **read the instructions** printed in the Answer Booklet before filling up all the details.
4. In the first page of the answer booklet, the candidates have to **legibly write and shade** their Register Number properly.
5. The candidates are instructed to write their **Registration** Number, course details, programme details etc.
6. The candidates **should not write their name in any part of the answer booklet** and any unwarranted markings should be avoided. In any case if such unwarranted markings are found in the answer booklet, it shall be viewed as malpractice and liable for punishment also.
7. The maximum number of pages of the answer booklet is **40**.
8. No additional sheets or booklet(s) shall be given to candidates.
9. Students are not permitted to carry or use mobile phones or any other electronic gadgets in the examination hall.
10. Any misbehavior with the Hall Invigilator, Chief Superintendent or University Representatives shall be viewed as serious offence and such misbehaviour is liable for severe punishment.

Dr. M. PRAKASH
Controller of Examinations.

(EXAMINATIONS – AFFILIATED COLLEGES)

INSTRUCTIONS TO UNIVERSITY REPRESENTATIVES

1. The University Representatives (UR) should reach the Examination Centres one day before the commencement of examinations.
2. They shall ensure that the available Infrastructure in the Examination centre is sufficient for accommodating the allotted students.
3. The UR presence in the examination centre is essential till the completion of the examinations. The UR should be available in the control room at the time of opening of question paper packets and at the time of sealing the answer papers bundles.
4. The UR is requested to take all necessary steps along with Principal / Chief Superintendent to conduct the examinations smoothly and remain in the examination centre till all the works are completed.
5. A meeting of the Invigilators along with the Principal / Chief Superintendent should be convened prior to commencement of the examinations for briefing them on the procedures to be adopted while conducting the examinations, and a report of the same should be sent to the Controller of Examinations.
6. The UR must ensure that, only registered candidates are permitted to write the examinations.
7. **The UR should arrange to tear Part – A of the answer booklet and pack them using Rubber bands only (Don't Staple) in a separate cover and filled in Annexure A should be pasted on front side of the cover.**
8. The representatives should ensure that separate covers are used for packing the answer papers as follows.
 - i) UG Courses, ii) PG Courses iii) Session wise, iv) Subject wise,**
 - v) Not Exceeds 25 Answer Booklets in a Cover**The covers should be super scribed with the above particulars.
9. The UR should ensure that a copy of the instructions to the candidates should be displayed on the Notice Board.
10. After completion of all the examinations the UR must submit Attendance Sheets, Absentees' Statement, Answer Booklets account, seals etc., without any delay.
11. On return to Headquarters, a report on the conduct of examinations in the Centre, difficulties experienced, suggestions for improvement, nature of cooperation extended by the Principal / Chief Superintendent should be submitted to The Controller of Examinations, Annamalai University.

PROCEDURES TO BE FOLLOWED AT THE EXAMINATION CENTRE:

1. All the candidates should be asked to produce their Identity Cards compulsorily at the time of examinations. This detail may be displayed in the Notice Board.
2. Candidates whose names are not on the nominal roll or who are not in receipt of Hall-Tickets may be allowed to write the Examinations, with their **Register Number**, subject to the fulfilment of the following conditions:
 - a. Such candidates should submit a written declaration with a passport size photo recently taken, to the Principal / Chief Superintendent, giving full particulars regarding themselves and furnishing evidence of registration for Examination at the appropriate time along with the prescribed fees.
 - b. The answer booklet of such candidates should be sent to the Controller of Examinations (by Name) in a separate sealed cover along with other answer books.
 - c. The answer booklets of such candidates will not be evaluated unless it is made clear that the omission of their names is not due to their fault.
 - d. Such candidates will abide by the decision of the University authorities.
3. If a candidate represents that his name appears in a wrong place or that he has to write some other paper/s in addition to the paper/s given on the roll, he/she may be admitted to the Examination after obtaining a written declaration.
4. The UR should ensure that separate covers are used for packing the Answer papers as follows:
 1. UG Courses
 2. PG Courses
 3. Other Courses, if any.
5. The unutilised answer booklets should be returned to The Controller of Examinations, Annamalai University.
6. All the UR has to maintain a detailed report regarding session wise. Serial nos. of answer booklet used and unused which are returned to Controller of Examinations office.
7. A copy of the Instructions to the candidates may be displayed on the Notice Board.

PROCEDURES TO BE FOLLOWED IN THE EXAMINATION HALLS:

1. The University representative/Principal / Chief Superintendent should instruct the invigilators to verify that the candidates have **written and shade their Register Number properly** in the Main Answer booklet. Under any circumstances, the UR/ Principal / Chief Superintendent should not alter/correct the Register Number written by the candidate on the answer booklet. The Register Nos. written by the candidates should be verified with the Hall Tickets.
2. The Representatives must collect the answer papers after the prescribed time is over. No extra time shall be given to candidate, except physically challenged students’.
3. Make use of the **PORTAL for absentee’s entry daily.**
4. UR/Principal/Chief Superintendent should not allow the candidates to write the examination without Hall tickets.

In case of any emergency contact the Controller of Examinations, Annamalai University office through email aujcoecac@gmail.com / Fax: 04144-238145.

Dr. M. PRAKASH

Controller of Examinations

GUIDELINESS FOR CONDUCTING EXAMINATIONS

1. Convey the meeting of Hall Invigilators and other supporting staff well before the commencement of the examinations and explain rules and regulations to be followed by the **Invigilators** and **Candidates** during the examinations.
2. Don't allow the candidates to write examinations without Identity Card (ID) and Hall Ticket.
3. Ensure Appointment of **Sufficient Invigilators** for each Examination Hall.
4. The University Representative/Chief Superintendent should instruct the invigilators to verify that the **candidates have written and shade their Register Number properly** in the Main Answer Booklet.
5. The Invigilator must collect the answer papers after the prescribed time is over. No extra time shall be given to candidates.
6. Hall Invigilator should get signature from the candidate in the answer book acknowledgement and also mark the absentees if any.
7. After completion of examination, the Chief Superintendents are requested to send the **Written OMR Booklets** to the Controller of Examinations, Annamalai University through **our vehicle** only. As far as **unused OMR answer booklets**, the Chief Superintendents are requested to send those papers soon after the completion of all the examinations.
8. Submit the all necessary original **Vouchers** and **Bills** within 15 days from the date of completion of the examinations.
9. Display the necessary instructions for candidates in the **Notice Board**.
10. **Malpractices by the candidates** should be booked along with the evidences duly signed by the hall invigilators and Chief Superintendent soon after completion of the **examinations** and communicated to Controller of Examination, Annamalai University.
11. Extend necessary co-operation to the University Representatives for smooth conduct of examinations.

Dr. M. PRAKASH
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