



MAILAM Engineering College

Approved by AICTE, New Delhi, affiliated to Anna University, Chennai, Accredited by NBA, NAAC & TCS

EXAMINATION CELL

MEC/EXCEL/CIR 07/2025-26

06-11-2025

CIRCULAR

Instructions for the Conduct of Examinations

1. All examination activities are under CCTV surveillance, including question paper opening and script packing.
2. Only AUR, CS, Exam Cell faculty, and internal/external invigilators are allowed during question paper opening.
3. Scribbling on desks or walls is strictly prohibited.
4. Loose papers are not allowed inside or near exam halls; such violations must be avoided.
5. Invigilators must ensure:
 - o Only defect-free answer scripts are issued.
 - o Candidate photo IDs are verified with hall tickets.
 - o Only non-programmable calculators are used; smartwatches and electronic devices are banned.
 - o Nothing should be written on the question paper except the registration number.
 - o Registration number errors must be corrected and signed.
 - o Total pages written and ✓ are marked on the answer booklet.
 - o Only black or blue pens are used.
6. Attendance must be closed within 30 minutes of exam commencement.
7. Verify subject code and name carefully before distributing question papers.
8. Faculty from the same institution should not invigilate Ph.D. examinations.
9. Maintain a 50% internal and 50% external invigilator ratio.
10. Inform the authority immediately if data books or graph sheets are required, with correct subject details.


PRINCIPAL

To

All HODs (with a request to inform the Faculties)

Copy to

1. The Director – For the kind information
2. Administrative Officer
3. Principal Office