



Invigilation Guidelines



BITS Pilani
Pilani Campus



Reporting for Invigilation



- ✓ Check your assigned invigilation duties on AUGSD/AGSRD website.
- ✓ Report at least 20 min. before the commencement of examination to the Instructor-in-charge at his/her chamber.
- ✓ If you are unavailable for the assigned invigilation duty for any reason, then arrange a suitable replacement in your place.

**BITS Pilani**
Pilani Campus
AUGS-AGSR Division

AUGS-AGSR DIVISION
Academic-Undergraduate Studies Division
Academic-Graduate Studies & Research Division

Welcome : Examination Admin | Login IP Address : 172.18.6.46 [My Profile](#) [Logout](#)

Documents	Academic Services	Notices
Academic Regulation	Invigilation Duty Chart	Academic Calendar for (Continuing Students) AY 2022-2023
Bulletin	Course Preferences	Academic Calendar for First Year First Degree Students admitted in AY 2022-2023
Do's and Don'ts in Examinations	First Degree Thesis / Higher Degree Dissertation	List of Rooms with Capacity
Faculty Members should go through National Education Policy 2020	FD / HD Teaching Assistantship Applications	Notice for Students Requests on Medical Background
FAQs	Grade Submission	

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI
AUGS / AGSR DIVISION
MIDSEM EXAMINATION & INVIGILATION ALLOTMENT
SECOND SEMESTER 2022-2023

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Instructor Name: PUNEET MISHRA

SR No.	CODE	COURSE No.	COURSE TITLE	DATE & SESSION	ROOM No.	IC NAME	IC CHAMBER
1	1350	INSTR F343	INDUS INSTRUMENT & CONT	15-Mar-2023 2:00 PM - 3:30 PM	6105	Puneet Mishra	2210-B

NOTE:

1. Please report at least 20 min. before the commencement of examination to the Instructor-in-charge at his/her chamber.
2. In case of RESERVE duty please report to AUGSD Pilani office Room No: 2152 (Time-table room).
3. In case of any problems, contact AUGSD Pilani office Room No: 2152 (Phone No.: 5314).

ASSOCIATE DEAN

Before the start of the examination



Make announcements that

- students must NOT have any electronic device such as a Mobile phone, Smart watch, Digital diary, Palm top, any kind of paper etc. with them.
- there should NOT be any student without an Institute ID card. In case, a student forgot to bring his/her ID card, ask him/her to bring it from the room.
- To occupy the alternate bench

During Examination



- ✓ Verify the students' ID card within 30 minutes of the commencement of the Examination.
- ✓ Ensure that the student writes all the details e.g. Name, course code, date, course title etc. and then sign on the assigned space. (Same applies for the supplementary sheets.)
- ✓ Keep your mobile phone on SILENT mode and make rounds in the examination hall to prevent indiscipline/copying.
- ✗ Don't use your mobile phone except for conversation with IC for any clarification.
- ✗ Don't involve yourself in other activities viz. correction of answer scripts, reading a book etc.

During Examination



- Please don't leave the examination hall unattended at any point of time during the examination.
- Avoid talking in the examination hall. This may cause disturbance to the student.
- In case, examinations of more than one course are scheduled in a room, it will be the responsibility of all the invigilators present in that room to perform invigilation duty for all the courses in that room.

End of the Examination



- In the last 10 min, do not allow any student to leave the hall.
- Go to each student in person and collect the answer sheet after the time examination time get over.
- Invigilators should ensure that the number of answer sheets collected from particular room tallies with the students' attendance. Invigilators are responsible to hand over the correct number of answer sheets to the IC from the room they are invigilating in.
- Once you confirm that everyone has submitted the answer sheet then only allow the student to leave the hall.

In Case of Malpractice



- Ask the student to hand over the answer sheet immediately and give him/her a fresh answer sheet to continue the examination.
- Collect a written report from the student at the end of the examination.
- If the student has copied from a mobile phone or chit, please collect that material (phone or chit) and switch off the mobile phone.
- If the student has written something on hand or leg etc., please capture it in a camera and then ask the student to erase it.

In Case of Malpractice



- Please submit the student's report, the invigilators' report, the materials collected from the student, and both answer sheets to the IC.
- IC in turn should submit a report with all the collected material to the Associate Dean, AUGSD/AGSRD.
- During this, please make sure that the other students should not get disturbed due to the above action.

Emergency Situation



In case of medical, fire, safety & security related emergencies, please dial the following numbers:

1. Dial **5555** using the intercom, if you are in any of the Institute buildings.
2. Dial **255555** if you are dialing from a local landline (e.g. BSNL etc.).
3. Dial **01596-255555** if you are calling from a mobile

Emergency Situation



If you need any medical assistance for a student in your Mid Semester Test/ class/ lab/ Examination hall/ anywhere inside the campus, you may contact any of the **hostel superintendents**:

- Mr. Samunder Singh (9991196473)
- Mr. Ranveer Singh (9588098829)
- Ms. Mallika Upadhyay (9694096469)

Contacts



- For any ambiguity regarding invigilation duties assigned to you, please contact at phone no. **5314**.
- **01596 255314**
- All Instructor-in-charges are hereby requested to share any problems/feedback encountered during the examination to

examinations@pilani.bits-pilani.ac.in.



Thank you