

DUTY ORDER

This is to inform B.Tech. Electrical Engineering (Working Professional) students that the ESE examinations are scheduled to take place from Wednesday, 8th January 2025, to Monday, 20th January 2025.

GENERAL INSTRUCTIONS

1. **Reporting Time:** Report to the Examination Cell by **01:30 PM**
2. **Mobile Phones:** Mobile phones must be switched off or kept on silent during the examination.
3. **Conduct:** Be punctual, professional, and cooperative to facilitate an orderly examination process.
4. **Duty Substitute:** If unable to fulfill your duty due to unavoidable circumstances/emergencies, kindly arrange a suitable substitute and inform the undersigned through the proper channel at least **one day in advance**.

INSTRUCTIONS FOR FLYING SQUAD MEMBERS (FSM)

1. **Presence:** Remain present at the Examination Centre throughout the examination period.
2. **Rounds and Monitoring:** Conduct regular rounds to monitor the activities of students and invigilators. Ensure no unauthorized individuals (except those permitted by the Controller of Examination [CoE]) enter the examination area.
3. **Reporting Issues:** Report any lapses in invigilation or exam protocol to the Centre Superintendent or CoE immediately. Kindly provide separate individual FSM report.
4. **Prohibited Items:** Ensure no examinee enters the exam hall with mobile phones, electronic gadgets, or unauthorized materials.
5. **Seating Plan Adherence:** Confirm that students are seated according to their prescribed seating plan.
6. **Frisking:** Conduct frisking discreetly and respectfully to ensure students are not carrying unauthorized materials.

INSTRUCTIONS FOR INVIGILATORS

1. **Reporting Time:** Arrive at the Examination Cell at least **30 minutes** before the scheduled commencement of the exam.
2. **Admit Card/Registration Card (RC) Check:** Verify each student's Admit Card/Registration Card before distributing answer books.
3. **Preliminary Announcements:** Remind students to check their pocket and belongings for any prohibited items before distributing the answer books.
4. **Seating Plan Adherence:** Verify that students are seated according to the prescribed seating plan.
5. **Vigilance:** Maintain strict vigilance to prevent the use of unfair means during the examination.
6. **Presence:** Stay inside the examination room throughout the invigilation period.
7. **Answer Book Submission:** Ensure no student leaves the exam room before **30 minutes** after the commencement of the examination and only after submitting their answer book.
8. **Attendance:** Record attendance separately for each subject code and include this information in the invigilator report.
9. **Answer Book Collection:** Collect answer books separately for each subject code and submit them to the Examination Cell immediately after the exam.
10. **Queries and Discrepancies:** Contact Exam Cell officials promptly for any issues, requirements, or discrepancies in seating arrangements.


(Prof. Rajesh Kumar Verma)

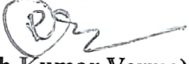
Additional Controller of Examinations
& Centre Superintendent (CS)

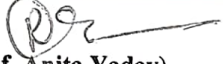

(Prof. Anita Yadav)

Controller of Examinations

Invigilation Duty Order
B.Tech. Electrical Engineering (Working Professional)
Academic Session: 2024-2025 (Odd Semester)

Date	Name of Invigilator	Exam Time
08-01-2025	Prof. Yaduvir Singh Dr. Chhavi Lal	02:00PM -04:30PM
10-01-2025	Prof. Archana Singh Mr. Rajat Sachan	02:00PM -04:30PM
13-01-2025	Prof. Sanjiv Kumar Dr. Govind Kant Mishra	02:00PM -04:30PM
15-01-2025	Dr. Shailendra Kumar Bhasker Prof. C.N. Singh	02:00PM -04:30PM
17-01-2025	Mr. J.K. Dwivedi Dr. Chandrabhan Vishwakarma	02:00PM -04:30PM
20-01-2025	Mr. Jameel Ahmad Dr. Afroz Alam	02:00PM -04:30PM
Flying Squad Members		
08-01-2025	Prof. Lalit Kumar Singh (DAA)	02:00PM -04:30PM
10-01-2025		02:00PM -04:30PM
13-01-2025	Prof. Vinay Pratap singh (DSOE)	02:00PM -04:30PM
15-01-2025		02:00PM -04:30PM
17-01-2025	Prof. Ashish Kapoor (DISA)	02:00PM -04:30PM
20-01-2025		02:00PM -04:30PM


(Prof. Rajesh Kumar Verma)
Additional Controller of Examinations
& Centre Superintendent (CS)


(Prof. Anita Yadav)
Controller of Examinations


Office of the Controller of Examinations
Harcourt Butler Technical University, Kanpur


Ref. No. 225/COE/End (Odd) Semester Exam /2025

Date:02.01.2025

Copy forwarded for information and necessary action to:

- 1- HOD (EE) / All Deans of Schools / Dean, Acad. Affairs / Dean Students Welfare: for information with the request to inform all the faculty members and students of the Deptt.
- 2- Registrar: for information.
- 3- OSD: for kind information to Hon'ble Vice Chancellor.
- 4- System Manager: for uploading on University website for information to all concerned.


(Prof. Rajesh Kumar Verma)
Additional Controller of Examinations
& Centre Superintendent (CS)


(Prof. Anita Yadav)
Controller of Examinations