

ORDER

MID (Even) Semester Examination(MSE) for the session 2022-23 of Ist year M.Tech., M.Sc., Ph.D. MCA, BBA & MBA students is scheduled from **April 24 to April 27, 2023**. The Flying Squad & Invigilation duties are assigned to the following faculty members in dates as indicated against their names. **They are required to report at Examination Control Room on all dates / Shift of their duties on time as stated in the table below.** Kindly go through the followings carefully.

- 1- Reporting time for invigilators; before 1:30 PM**
- 2- Keep your mobile phone switched off during examinations.**
- 3- Be sincere, punctual and cooperative in smooth conduction of the examination.**
- 4- In case of classes, a proper substitute is to be arranged by the Invigilators & undersigned has to be informed at least a day before through proper channel.**

Important Instructions for:

Flying Squad Members (FSM):

1. The Flying Squad Team must be available in the Centre during entire period of Examination.
2. They have to take rounds in the Examination halls during conduct of Examination to observe the activities of the Students, Invigilators and ensure that no outsider (except the ones permitted by Controller of Examination [CoE]) can enter the Examination area during Exam duration.
3. If Poor invigilation is noticed in any Examination hall, the matter is to be immediately reported to the Centre Superintendent/ CoE and ensure that proper remedial action is taken forthwith. This may also be recorded in their daily report.
4. **They have to check and ensure No Cell-phone or other electronic gadgets** or unwanted material be taken by the Examinees during the period of examination in to the examination halls.
5. The Flying Squad Members[FSM] have to check that the students are seated as per seating plan. It is to be also checked that the students of same branch do not sit on the right or left side or immediate front or back side of any candidate.
6. The members of Flying Squad/Center Superintendent team shall ensure that the Answer Books of Unfair Means (UFM) Cases are packed separately.
7. **FSM can frisk the Examinees with care to ensure** that there is no Un-wanted material being used by them during the Examination period.

Invigilators:

1. Invigilator must report half an hour before Exam time.
2. Invigilators are required to be punctual and attentive during the Examination period so that use of Unfair means by the Examinee can be checked
3. Be always inside the exam room during the invigilation period.
4. Keep your mobile switch off/ on silent mode. Use your mobile only in emergent situation.
5. **Ensure that the students are sitting in their room as per the seating plan.**
6. **Invigilators are required to make an announcement to examinees to check their pockets & belonging so that there should not be any material with them which falls under the category UFM, before handing over the answer books.**
7. **Check the REGISTRATION CARD & I CARD of Examinee before handing over the unused answer books.**
8. Please ensure that no student leave the room before time & only after submission of their answer book.
9. Prepare the Invigilators report & take attendance of Examinees.
10. Carefully collect the answer books subject wise & hand it over to the officials of Exam control room at the end of Examination time.
11. Invigilators can contact Exam cell officials in case of any query or requirement or discrepancy in seating arrangement.

P.T.O.

Sr. No.	Name of Invigilator	Dates of invigilation duties (April 24 to April 27, 2023)
		B1-02:00 to 03:00 PM, B2-04:00 to 05:00 PM Reporting Time Before 1: 30 PM
Chemical Engg. Deptt.		
1.	Dr. S.K. Gupta (FSM)	24, 26
2.	Dr. Shailesh Kumar	24
3.	Dr. Shitanshu Pandey	25
4.	Dr. Vijay Kumar Verma	26
Civil Engg. Deptt.		
5.	Mr. Pulkit Tiwari	24
6.	Ms. Rachna Gupta	26
Electrical Engg. Deptt.		
7.	Mr. Sundram Mishra	24
8.	Mr. Arvind Kumar Singh	26
Electronics Engg. Deptt.		
9.	Mr. Ajeet Kumar	25
10.	Ms. Varunika Dixit	26
Mechanical Engg. Deptt.		
11.	Mr. Mayank Shekhar	24
Computer Sc. & Engg. Deptt.		
12.	Mr. Indresh Kumar Gupta	24
13.	Mr. Amit Gupta	25
14.	Mr. Rajat Mishra	26
Bio-Chemical Engg. Deptt.		
15.	Dr. Dilip Kumar	26
Food Technology Deptt.		
16.	Dr. Pankaj Jha	24
Plastic Technology Deptt.		
17.	Mohd. Rashid Khan	26
Oil Technology Deptt.		
18.	Dr. P.K.S. Yadav (FSM)	25, 27
19.	Mr. H.S. Sharma	25
Paint Technology Deptt.		
20.	Mr. Brajendra Mohan Singh	25
Humanities Deptt.		
21.	Dr.V.K. Yadav (FSM)	24, 26
22.	Dr. Om Nath Trivedi	24, 27
23.	Mr. S.M. Qasim	24, 27
24.	Mr. Vivek Katiyar	24, 25
25.	Ms. Anjana Gupta	25, 26
26.	Dr. Parul Singh	25, 26
27.	Ms. Neetu	25, 26
28.	Dr. Rajjan Prasad	25, 26
29.	Dr. Avinas Awadh	24, 26
30.	Ms. Ruchi Katiyar	24, 26
31.	Ms. Sanu Rajput	24, 26
32.	Ms. Smrit Yadav	25, 26
33.	Mr. Shiv Bahadur Singh	25, 27
34.	Ms. Tanu Singh	25, 27
Physics Deptt.		
35.	Dr. Alok Singh	24

Maths Deptt.		
36.	Dr. Ashutosh Pandey	24
Chemistry Deptt.		
37.	Dr. C.L. Gehlot (FSM)	25, 27
38.	Ms. Sadhana Singh	24
39.	Ms. Sweta Pal	25
Leather Technology		
40.	Dr. Pramendra Gaurh	25



(Prof. Pradeep Kumar)
Controller of Examinations

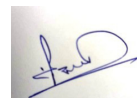
Office of the Controller of Examinations
Harcourt Butler Technical University, Kanpur

No. 556 /COE/ Mid (Even) Semester Exam /2023

Date: April 18, 2023

Copy forwarded for information and necessary action to:

- 1- All HOD s/ All Deans of Schools / Dean, Acad. Affairs / Dean Students Welfare: for information with the request to inform all the faculty members 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. Pradeep Kumar)
Controller of Examinations