

ORDER

Mid Semester Examination for the session 2022-23 of students of Ist MTech., MSc, MCA, BBA, MBA & Ph.D., is scheduled from **December 22 to December 26, 2022**. 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 9:30 AM**
- 1- Keep your mobile phone switched off during examinations.
- 2- Be sincere, punctual and cooperative in smooth conduction of the examination.
- 3- **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 attentive and to be round of the room so that, during the Examination period, 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.
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.



Name of Invigilator		Dates of duties (December 22 to December 26, 2022)
		A1-10:00 to 11:00 AM, A2-12:00 to 01:00 PM
Chemical Engg. Deptt.		
1.	Dr. Amit Kumar Pandey	24
2.	Dr. Shailesh Kumar	24
3.	Dr. Shitanshu Pandey	24
4.	Dr. Vijay Kumar Verma	22, 26
5.	Mr. Pankaj Kumar Lodhi	22, 24
6.	Mr. Ranvijay Singh	22, 26
7.	Mr. Avanish Kumar	22, 26
Civil Engg. Deptt.		
8.	Dr. Sunil Kumar (FSM)	22, 23
9.	Mr. Pulkit Tiwari	22, 24
Electrical Engg. Deptt.		
10.	Dr. Sanjiv Kumar (FSM)	23, 26
11.	Ms. Saumya Shukla	24
12.	Mr. Sundram Mishra	26
13.	Mr. Prashant Kumar	26
14.	Mr. Arvind Kumar Singh	26
Electronics Engg. Deptt.		
15.	Dr. Preeti Agarwal Mittal	26
16.	Ms. Pooja Nishad	26
17.	Ms. Sikha Singh Chauhan	23
Mechanical Engg. Deptt.		
18.	Dr. Rajive Gupta (FSM)	24, 26
19.	Mr. Mayank Shekhar	26
Computer Sc. & Engg. Deptt.		
20.	Mr. Indresh Kumar Gupta	23
21.	Mr. Amit Gupta	23
22.	Mr. Rajat Mishra	23
23.	Mr. Amlendra Kumar	23
24.	Ms. Parul Pandey	22
25.	Mrs. Sonia Gupta	26
26.	Mrs. Pragya Tripathi	26
27.	Mrs. Priyanka Pandey	26
28.	Mrs. Pooja Agnihotri	26
29.	Mr. Vinay Singh	22
Bio-Chemical Engg. Deptt.		
30.	Mr. Mohit Kumar Yadav	24
31.	Mr. Shashi Kant	22, 24
32.	Dr. Dilip Kumar	26
33.	Mr. Pravin Kr. Sachan	26
Food Technology Deptt.		
34.	Dr. Pankaj Jha	23, 24
Plastic Technology Deptt.		
35.	Mohd. Rashid Khan	23

[Signature]

36.	Ms. Nidhi Shukla	23
Oil Technology Deptt.		
37.	Dr. P.K.S. Yadav (FSM)	22, 24
38.	Mr. P.C. Gupta	24
39.	Mr. Sameer Singh	22
Paint Technology Deptt.		
40.	Mr. M.I. Khan	23, 24
41.	Mr. Sunil Mehrotra	23
42.	Mr. Ghanshyam	22
43.	Mr. Brajendra Mohan Singh	22, 23
Humanities Deptt.		
44.	Ms. Neetu	23
45.	Dr. Rajjan Prasad	23
46.	Ms. Tanu Singh	23
Physics Deptt.		
47.	Dr. Alok Singh	22
48.	Dr. Suresh Kumar Sharma	23, 26
Maths Deptt.		
49.	Dr. Swati Mishra	23, 24
50.	Dr. Vinod Kumar Yadav	22, 24
51.	Dr. Ashutosh Pandey	22, 24
52.	Dr. Pratibha Mishra	22
Chemistry Deptt.		
53.	Dr. Meenakshi Garg	24
Leather Technology		
54.	Dr. Pramendra Gaurh	22, 24
55.	Ms. Shipra Sachan	24


 20/12/22
 Controller of Examinations

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

No. 366/COE/ Mid Semester Exam /2022-23

Date: December 20, 2022

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.


 Controller of Examinations