

ORDER

Special Carry Over Examination 2022-23 for Final Year MBA & MCA Students from August 26 to August 29, 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; Shift B 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.**
- 5- **Take precaution in view of Covid-19 pandemic.**

Important Instructions for:

Flying Squad Members (FSM):

1. **The Flying Squad Team must take at least two rounds during entire period of Examination, preferably during first hour and the last hour of the exam.**
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 Unwanted material being used by them during the Examination period.

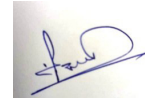
Invigilator :

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 ADMIT CARD for the Spl. C.O. 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 controlroom 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	INVIGILATION DUTIES Reporting Time Before 1: 30 PM
		<i>Special Carry Over Exam (26 August to 29 August, 2023) Shift B- 02:00 to 04:30 PM</i>
Bio-Chemical Engg. Deptt.		
1.	Mr. Mohit Kumar Yadav	26
Chemical Engg. Deptt.		
2.	Dr. S.K. Gupta (FSM)	26, 28
3.	Mr. Pankaj Kumar Lodhi	26
Chemistry Deptt.		
4.	Dr. C.L. Gehlot (FSM)	28, 29
5.	Ms. Sadhana Singh	26
Civil Engg. Deptt.		
6.	Mr. Suyog Gupta	26
Computer Sc. & Engg. Deptt.		
7.	Mr. Amit Gupta	26
Electrical Engg. Deptt.		
8.	Dr. Dinesh Kumar Kotary	26
Electronics Engg. Deptt.		
9.	Dr. Krishna Raj (FSM)	26, 29
10.	Dr. Preeti Agarwal Mittal	28
Food Technology Deptt.		
11.	Dr. Anit Kumr	28
Humanities Deptt.		
12.	Dr. Avinas Awadh	28
13.	Dr. Rajjan Prasad	29
Leather Technology		
14.	Dr. Pramendra Gaurh	28
Maths Deptt.		
15.	Dr. Swati Mishra	28
16.	Dr. Vinod Kumar Yadav	29
Mechanical Engg. Deptt.		
17.	Mr. Anurag Mishra	28

Oil Technology Deptt.		
18.	Mr. Sameer Singh	29
19.	Paint Technology Deptt.	
20.	Mr. Ghanshyam	29
Plastic Technology Deptt.		
21.	Mohd. Rashid Khan	29
Physics Deptt.		
22.	Dr. Suresh Kumar Sharma	29



(Prof. Pradeep Kumar)
Controller of Examinations

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

No. 760 /COE/ Exam Cell/2023

Date: August 23, 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