

UPDATED ORDER

Special Carry Over Examination 2022-23 for B.Tech. 1st & 2nd Year B.Tech. Students & 1st Year MBA Students from October 04 to October 10, 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 A before 10:00 AM & Shift B before 01:30 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 :

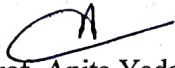
1. Invigilator must report half an hour before Exam time.
2. Invigilators are required to be punctual and attentive during the Examination period so that use of Unfair means by the Examinee can be checked
3. Be always inside the exam room during the invigilation period.
4. Keep your mobile switch off/ 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	Dates of invigilation duties (October 04 to October 10, 2023)	
		A-Shift	B-Shift
		A-10:30 to 01:00 PM, Reporting Time Before 10: 00 AM	B-02:00 to 04:30 PM, Reporting Time Before 1: 30 PM
Bio-Chemical Engg. Deptt.			
1.	Ms. Roma Agrahari		5
2.	Dr. Shravan Kumar	5	10
3.	Mr. Mohit Kumar Yadav	4, 7	
Chemical Engg. Deptt.			
4.	Dr. S.K. Gupta (FSM)	9	9
5.	Dr. A. K. Rathore (FSM)	4	4
6.	Dr. Zeenat Arif		9
7.	Dr. Pranav Chaudhary		9
8.	Dr. Anjali Awasthi		4
9.	Dr. Dan Bahadur Pal		5
10.	Dr. Bineeta Singh	5	
11.	Mr. Pankaj Kumar Lodhi	4, 7	
Chemistry Deptt.			
12.	Dr. Shaili Pal	5	
13.	Ms. Sadhana Singh		6
14.	Mr. Shubham Jaiswal	10	4
15.	Ms. Anamika	4, 7	
Civil Engg. Deptt.			
16.	Dr. Deepesh Singh (FSM)	5	5
17.	Mr. Manish Kumar		6
18.	Mr. Jaiprakash Nayak		4
19.	Ms. Shivani Koshtha		5
20.	Dr. Kavita Tandon	5	
21.	Mr. Suyog Gupta	10	4
22.	Mr. Mohit Singh	4, 7	
Computer Sc. & Engg. Deptt.			
23.	Dr. Imran Khan	5	
24.	Mr. Amit Gupta		9
25.	Mr. Rajat Mishra		9
26.	Mrs. Sonia Gupta	7	
27.	Mrs. Priyanka Pandey		7
28.	Mrs. Pooja Agnihotri		7
29.	Mrs. Tamanna		6
30.	Ms. Vaishnavi Shukla	10	6
31.	Mrs. Mekhla Shukla	5	10
32.	Mr. Amlendra Kumar	7	4
33.	Mrs. Pragya Tripathi	4	5
Electrical Engg. Deptt.			
34.	Dr. Archana Singh (FSM)	6	6
35.	Dr. Sanjiv Kumar (FSM)	10	10
36.	Dr. Afroz Alam	4	
37.	Dr. Shailendra Kumar Bhasker		5

38.	Dr. Chhavi Lal	10	4
39.	Dr. Rohit Kumar Verma	5	4
Electronics Engg. Deptt.			
40.	Dr. Nand Kishore		4
41.	Dr. Kumar Gaurav	4	
42.	Dr. Vipin Kumar Upaddhyay		5
43.	Dr. Preeti Agarwal Mittal		9
44.	Dr. Dinesh Kumar Kotary		6
45.	Dr. Deo Chandra Jaiswal	10	4
46.	Mr. Mohit Kumar Srivastava	5	6
Food Technology Deptt.			
47.	Mr. Vipul Kumar	4	
48.	Dr. Anit Kumar	10	6
49.	Dr. Pankaj Jha	5	10
Humanities Deptt.			
50.	Dr. Kaumudi Singh	4	
51.	Dr. Avinas Awadh		9
52.	Dr. Rajjan Prasad		9
53.	Dr. Om Nath Trivedi	7	10
54.	Ms. Sonal Mehrotra		7
55.	Mr. Ashok Kumar Yadav	9	6
56.	Ms. Nida Ambreen	5	10
Leather Technology			
57.	Dr. Abhishek Kumar Lal	4	
58.	Dr. Pramendra Gaurh	10	7
59.	Dr. Sunil Kumar Saini	9	6
Maths Deptt.			
60.	Dr. Shivam Shrivastav		5
61.	Dr. Swati Mishra	7	9
62.	Dr. Vinod Kumar Yadav		7, 10
63.	Dr. Pratibha Mishra	10	5
64.	Mr. Anuj Kumar	6, 9	
Mechanical Engg. Deptt.			
65.	Dr. S.K.S. Yadav (FSM)	7	7
66.	Dr. Rishi Kant		7
67.	Dr. Gaurav Saini	10	6
68.	Mr. Anurag Mishra	6, 9	
Oil Technology Deptt.			
69.	Dr. Vinceta Gautam		9
70.	Mr. Gaurav Singh		5, 10
71.	Dr. R.K. Trivedi		7
72.	Mr. Sameer Singh	6, 9	
Paint Technology Deptt.			
73.	Dr. Durgesh Soni		7
74.	Ms. Radha Sachan	9	
75.	Dr. Pramod Kumar		6
76.	Mr. Ghanshyam	6, 9	
Plastic Technology Deptt.			
77.	Dr. Soma Banerjee	6	10
78.	Mohd. Rashid Khan	6, 9	

Physics Deptt.			
79.	Dr. Divya Somvanshi		7
80.	Dr. Braj Bhusan Singh	6	10
81.	Dr. Suresh Kumar Sharma	6, 9	
Department of Management Studies			
82.	Dr. Yogesh Puri	6	
83.	Dr. Richa Mishra		9
84.	Dr. Smita Dron	7	
85.	Dr. Reetu Singh	7	
86.	Dr. Satish Chandra Ojha	9	
87.	Dr. Suchita Shukla	6	
88.	Dr. Krishna Kant Bharti		4
89.	Dr. Rashi Saxena		5, 10
90.	Mrs. Priyanka Gupta	10	7


(Prof. Anita Yadav)

Additional Controller of Examinations


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

No. 786/COE/ Exam Cell/2023

Date: October 3 , 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. Anita Yadav)

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