

ORDER

END (Odd) Semester Examination for the session 2022-23 of students of 1st, Year M.Tech., M.Sc. & Ph.D., is scheduled from **January 06 to January 16, 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

- 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 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 & ADMIT 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 (January 06 to January 16, 2023)
		Reporting Time 01:30 PM
Chemical Engg. Deptt.		
1.	Dr. S.K. Gupta	6
2.	Dr. Ashwani Sood	6
3.	Dr. Rajesh Katiyar	6
4.	Dr. Ashish Kapoor	13
5.	Mr. Jitendra Kumar	13
6.	Dr. A. K. Rathore	16
7.	Dr. Adarsh Kumar Arya	16
Civil Engg. Deptt.		
8.	Dr. Sunil Kumar (FSM)	6, 9
9.	Dr. Rajiv Ganguly	16
10.	Mr. Jaiprakash Nayak	16
Electrical Engg. Deptt.		
11.	Dr. Yaduvir Singh	6
12.	Mr. J.K. Dwivedi	6
13.	Dr. C.N. Singh	6
14.	Mr. Jameel Ahmad	13
15.	Dr. Archana Singh	13
16.	Dr. Afroz Alam	16
Electronics Engg. Deptt.		
17.	Dr. Krishna Raj (FSM)	6, 9, 11
18.	Dr. A.K. Shankhwar	16
19.	Dr. Ashutosh Singh	13
20.	Dr. Nand Kishore	6
21.	Dr. Kumar Gaurav	6
Mechanical Engg. Deptt.		
22.	Dr. Rajive Gupta (FSM)	13, 16
23.	Dr. S.K. Singhal	6
24.	Dr. Jitendra Bhaskar	6
25.	Dr. Rajesh Kumar Verma	11
26.	Mr. R.K. Ambikesh	11
27.	Dr. S.K.S Yadav	11
28.	Dr. Nishant Kr. Singh	13
29.	Dr. Avadhesh Yadav	13
30.	Dr. Rishi Kant	16
31.	Dr. Gaurav Saini	16
Computer Sc. & Engg. Deptt.		
32.	Dr. N. Kohli	6
33.	Dr. Anita Yadav	6
34.	Dr. Imran Khan	11
35.	Dr. Vivek Singh Verma	11
36.	Mr. Indresh Kumar Gupta	13
37.	Mr. Amit Gupta	16
Bio-Chemical Engg. Deptt.		
38.	Mr. Brajesh Singh	11
39.	Dr. Rajkamal Kushwaha	11
Food Technology Deptt.		
40.	Dr. Alak Kumar Singh	11
41.	Dr. Vivek Kumar	11
Plastic Technology Deptt.		
42.	Dr. Reena Singhal (FSM)	13, 16

43.	Dr. Indira Nigam	11
44.	Dr. Soma Banerjee	11
Oil Technology Deptt.		
45.	Dr. P.K.S. Yadav (FSM)	6, 11, 13,
46.	Dr. Vineeta Gautam	11
47.	Mr. Gaurav Singh	11, 16
Paint Technology Deptt.		
48.	Dr. Arun Maithani (FSM)	6, 16
49.	Ms. Radha Sachan	9
50.	Mr. M.I. Khan	9
Humanities Deptt.		
51.	Dr. (Smt.) Bandana Nigam	9
52.	Dr. V.K. Yadav	9
53.	Mr. S.M. Qasim	13
54.	Mr. Vivek Katiyar	13
55.	Ms. Anjana Gupta	13
56.	Dr. Rajjan Prasad	16
57.	Dr. Avinas Awadh	16
Physics Deptt.		
58.	Dr. Sudhir Kr. Sharma	9
59.	Dr. Divya Somvanshi	9
Maths Deptt.		
60.	Dr. Rekha Bali (FSM)	9, 11, 16
61.	Dr. Ram Naresh (FSM)	9, 11, 13
62.	Dr. Ashutosh Pandey	9
63.	Dr. Pratibha Mishra	9
Chemistry Deptt.		
64.	Dr. C.L. Gehlot	9
65.	Dr. Santosh Kumar	9
Leather Technology		
66.	Mr. Sumant Chaterjee	9
67.	Dr. Abhishek Kumar Lal	9
68.	Dr. Pramendra Gaurh	16



(Pradeep Kumar)
Controller of Examinations

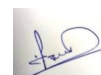
**Office of the Controller of Examinations
Harcourt Butler Technical University, Kanpur**

No. 392/COE/ End (Odd) Semester Exam /2022-23

Date: December 30, 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.



(Pradeep Kumar)
Controller of Examinations