

## ORDER

Mid Semester Examination for the session 2022-23 of students of I<sup>st</sup> year B.Tech, MCA, MBA, and BBA, is scheduled from **January 16 to January 19, 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 times as stated in the table below.** Kindly go through the followings carefully.

- 1- Reporting time for invigilators; 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.**

### **Important Instructions for:**

#### **Flying Squad Members (FSM):**

- 1.** The Flying Squad Team is expected to take several rounds individually or in group in the rooms 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 that No Cell-phone / smart watch / other electronic gadgets / 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.
- 8. FSM team members have to submit their report on daily basis.**

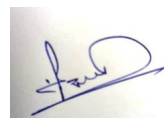
#### **Invigilators:**

- 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.** They are expected to be inside the exam room during the entire invigilation period.
- 4.** Please keep your mobile switch off or in silent mode.
- 5. Please 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 / nearby desk belongings so that there should not be any objectionable material with them which falls under the category of UFM, before handing over the answer books.**
- 7. Please 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 stipulated 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 controlroom at the end of Examination time.
- 11.** Please note that in case of missing answer book at the time of submission will be the sole responsibility of all the invigilators assigned to the concerned room.
- 12.** Invigilators can contact Exam cell officials in case of any query or requirement or discrepancy in seating arrangement.

	Name of Invigilator	Dates of duties ( January 16 to January 19, 2023)
		B1-02:00 PM to 03:00 PM, B2-04:00 PM to 05:00 PM
<b>Chemical Engg. Deptt.</b>		
1.	Dr. Zeenat Arif	16, 17
2.	Dr. Pranav Chaudhary	16, 18
3.	Dr. Anjali Awasthi	16, 17
4.	Dr. Dan Bahadur Pal	17, 18
5.	Dr. Bineeta Singh	17, 18
6.	Dr. Amit Kumar Pandey	16, 18
7.	Dr. Shailesh Kumar	16, 18
8.	Dr. Shitanshu Pandey	16, 17
9.	Dr. Vijay Kumar Verma	17, 18
10.	Mr. Pankaj Kumar Lodhi	16, 18
11.	Mr. Ranvijay Singh	16, 19
12.	Mr. Avanish Kumar	18, 19
<b>Civil Engg. Deptt.</b>		
13.	Mr. Manish Kumar	17, 18
14.	Mr. Jaiprakash Nayak	17, 18
15.	Ms. Kajol Priya	17, 18
16.	Ms. Shivani Koshtha	17, 18
17.	Dr. Kavita Tandon	17, 18
18.	Mr. Pulkit Tiwari	16, 18
<b>Electrical Engg. Deptt.</b>		
19.	<b>Dr. Sanjiv Kumar (FSM)</b>	<b>16, 17, 18, 19</b>
20.	Dr. Afroz Alam (Assi. Prof.)	18, 19
21.	Ms. Saumya Shukla	16, 17
22.	Mr. Sundram Mishra	16, 18
23.	Mr. Prashant Kumar	16, 18
24.	Mr. Arvind Kumar Singh	16, 18
<b>Electronics Engg. Deptt.</b>		
25.	Dr. Nand Kishore	16, 18
26.	Dr. Kumar Gaurav	17, 18
27.	Dr. Preeti Agarwal Mittal	16, 18
28.	Ms. Pooja Nishad	16, 18
<b>Mechanical Engg. Deptt.</b>		
29.	Dr. Virendra Kumar	16, 18
30.	Dr. Rishi Kant	17, 18
31.	Dr. Gaurav Saini	16, 18
32.	Mr. Mayank Shekhar	17, 18
<b>Computer Sc. &amp; Engg. Deptt.</b>		
33.	<b>Dr. Rashi Agrawal (FSM)</b>	<b>16, 17, 18, 19</b>
34.	Dr. Imran Khan	16, 17
35.	Mr. Indresh Kumar Gupta	16, 17

36.	Mr. Amit Gupta	17, 18
37.	Mr. Rajat Mishra	16, 17
38.	Mr. Amlendra Kumar	16, 17
39.	Mrs. Sonia Gupta	16, 17
40.	Mrs. Pragya Tripathi	16, 17
41.	Mrs. Priyanka Pandey	16, 17
42.	Mr. Vinay Singh	16, 19
<b>Bio-Chemical Engg. Deptt.</b>		
43.	Dr. Rajkamal Kushwaha	16, 18
44.	Ms. Roma Agrahari	16, 17
45.	Dr. Shravan Kumar	16, 18
46.	Mr. Mohit Kumar Yadav	16, 17
47.	Mr. Shashi Kant	17, 18
48.	Dr. Dilip Kumar	17, 18
49.	Mr. Pravin Kr. Sachan	16, 18
<b>Food Technology Deptt.</b>		
50.	Mr. Vipul Kumar	17, 18
51.	Dr. Pankaj Jha	16, 17
<b>Plastic Technology Deptt.</b>		
52.	Dr. Soma Banerjee	18, 19
53.	Mohd. Rashid Khan	16, 17
54.	Ms. Nidhi Shukla	17, 18
<b>Oil Technology Deptt.</b>		
55.	Dr. Vineeta Gautam	17, 18
56.	Mr. Gaurav Singh	16, 17
57.	Mr. H.S. Sharma	17, 18
58.	Mr. P.C. Gupta	17, 18
59.	Mr. Sameer Singh	17, 18
<b>Paint Technology Deptt.</b>		
60.	<b>Ms. Radha Sachan (FSM)</b>	<b>16, 17, 18, 19</b>
61.	Mr. M.I. Khan	16, 18
62.	Mr. Sunil Mehrotra	16, 18
63.	Mr. Ghanshyam	16, 18
64.	Mr. Brajendra Mohan Singh	16, 18
<b>Humanities Deptt.</b>		
65.	Dr. (Smt.) Bandana Nigam	17, 18
66.	Dr. Om Nath Trivedi	17, 18
67.	Mr. S.M. Qasim	17, 18
68.	Mr. Vivek Katiyar	17, 18
69.	Ms. Anjana Gupta	17, 18
70.	Dr. Parul Singh	16, 17
71.	Ms. Neetu	16, 18
72.	Dr. Rajjan Prasad	17, 18
73.	Dr. Avinas Awadh	17, 18
74.	Ms. Ruchi Katiyar	17, 18
75.	Ms. Sanu Rajput	17, 19

76.	Ms. Smrit Yadav	16, 17
77.	Mr. Shiv Bahadur Singh	16, 18
78.	Ms. Tanu Singh	16, 18
<b>Physics Deptt.</b>		
79.	Dr. Divya Somvanshi	16, 17
80.	Dr. Braj Bhusan Singh	17, 18
81.	Dr. Suresh Kumar Sharma	16, 17
82.	Dr. Alok Singh	16, 17
<b>Maths Deptt.</b>		
83.	<b>Dr. Uday Pratap Singh (FSM)</b>	<b>16, 17, 18</b>
84.	Dr. Shivam Shrivastav	17, 18
85.	Dr. Swati Mishra	16, 17
86.	Dr. Vinod Kumar Yadav	16, 18
87.	Dr. Ashutosh Pandey	16, 18
88.	Dr. Pratibha Mishra	16, 18
<b>Chemistry Deptt.</b>		
89.	Dr. Shaili Pal	16, 17
90.	Dr. Meenakshi Garg	17, 18
91.	Ms. Sadhana Singh	17, 18
92.	Ms. Sweta Pal	17, 18
93.	Dr. Nazrul Hsan	17, 18
94.	Dr. Atul Dubey	17, 18
<b>Leather Technology</b>		
95.	Dr. Abhishek Kumar Lal	16, 17
96.	Dr. Pramendra Gaurh	17, 18
97.	Ms. Shipra Sachan	16, 17



**(Pradeep Kumar)**  
Controller of Examinations

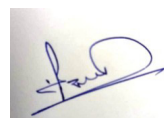
**Office of the Controller of Examinations  
Harcourt Butler Technical University, Kanpur**

No. 428/COE/ Mid (Odd) Semester Exam /23

Date: January 12, 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.



**(Pradeep Kumar)**  
Controller of Examinations