

ORDER

2nd MID (Odd) Semester Examination(MSE) for the session 2023-24 of **IInd Year MBA students** is scheduled from **December 18 to December 21, 2023**. The Flying Squad & Invigilation duties are assigned to the following faculty members on 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 below.** Kindly go through the followings carefully.

- 1- Reporting time for invigilators: Before 1:30 PM for B- Shift**
- 2- Keep your mobile phone switched off or in silent mode 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 one day before, through proper channel.**
- 5- Take due precautions in view of Covid-19.

Important Instructions for:

Flying Squad Members (FSM):

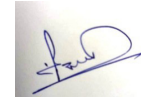
1. The Flying Squad Members must be available in the Centre during entire period of Examination.
2. They have to take rounds in the Examination halls during Examination to observe the activities of the Students & Invigilators and ensure that no outsider, except the ones permitted by Controller of Examination can enter the Examination area during Exam duration.
3. If improper of 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 into the examination halls.
5. The Flying Squad Members have to check that the students are seated as per seating plan. It is also to be 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.

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.
- 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** and vicinity for any **belongings falling under the category of UFM.**
- 7. Check the REGISTRATION CARD 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 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.

Sr. No.	Name of Invigilator	Dates of invigilation duties (December 18 to December 21, 2023)
		B-Shift
		B1-02:00PM to 3:00 PM, B2-04:00PM to 05:00 PM Reporting Time Before 01: 30 PM at Exam Control Room
Department of Management Studies		
1.	Dr. Asheesh Trivedi	18, 19, 20, 21
2.	Dr. Reetu Singh	18, 19, 20, 21
Exam Cell Staff		Reporting Time Before 01:00 PM at Exam Control Room
1.	Shri Kamlesh Kumar	15, 16, 18, 19, 20, 21
2.	Shri R.C. Sonkar	15, 16, 18, 19, 20, 21
3.	Mohd. Vaseem	15, 16, 18, 19, 20, 21



(Prof. Pradeep Kumar)
Controller of Examinations

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

Reff. No. 8 4 7 /COE/ Mid (Odd) Semester Exam /2023
Copy forwarded for information and necessary action to:

Date: 14.12.2023

- 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