

## DUTY ORDER

Date: 22/03/2025

**Second Mid Semester (Even) Examination [MSE II] 2024-25** for all UG, PG, and Ph.D. students will be conducted from **25<sup>th</sup> March (Tuesday)** to **29<sup>h</sup> March 2025 (Saturday)**. Faculty members assigned Flying Squad and Invigilation duties are requested to strictly adhere to the following instructions to ensure the smooth conduct of the examination process.

### GENERAL INSTRUCTIONS

- Reporting Time:** For **A-Shift**, report to the Examination Cell by **10:00 AM** and for **B-Shift**, report to the Examination Cell by **2:00 PM**.
- Late/Non-reporting:** Invigilator reporting after **10:00 AM (A-Shift)** and **2:00PM (B-Shift)** **shall be marked late/non-reported** and same will be intimated to competent authority.
- Mobile Phones:** Mobile phones must be switched off or kept on silent during the examination.
- Conduct:** Be punctual, professional, and cooperative to facilitate an orderly examination process.
- Duty Substitute:** If unable to fulfill your duty due to unavoidable circumstances/emergencies, kindly arrange a suitable substitute and inform the undersigned through the proper channel at least **one day in advance**.
- Reserve Invigilators (R):** Reserve Invigilators (R) **must report at the same time** as other invigilators. They will be assigned duties if needed and may be relieved 15 minutes after the exam begins with proper intimation to CS.
- It is requested to all concerned, please ensure the compliance of the order of the Dean Academic Affairs (DAA) regarding attendance issue (if any received through email/other medium)*

### INSTRUCTIONS FOR FLYING SQUAD MEMBERS (FSM)

- Presence:** Remain present at the Examination Centre throughout the examination period.
- Rounds and Monitoring:** Conduct regular rounds to monitor the activities of students and invigilators. Ensure no unauthorized individuals (except those permitted by the Controller of Examination [CoE]) enter the examination area.
- Reporting Issues:** Report any lapses in invigilation or exam protocol to the Centre Superintendent or CoE immediately. **Kindly provide separate individual FSM report.**
- Prohibited Items:** Ensure no examinee enters the exam hall with mobile phones, electronic gadgets, or unauthorized materials.
- Seating Plan Adherence:** Confirm that students are seated according to their prescribed seating plan.
- Frisking:** Conduct frisking discreetly and respectfully to ensure students are not carrying unauthorized materials.
- N.B.:** *It is requested to all FSM, please ensure the compliance of the order of the Dean Academic Affairs (DAA) regarding attendance issue (if any received through email/other medium)*

## INSTRUCTIONS FOR INVIGILATORS

- 1. Reporting Time:** Arrive at the Examination Cell at least **30 minutes** before the scheduled commencement of the exam.
- 2. Admit Card/Registration Card (RC) Check:** Verify each student's Admit Card/Registration Card before distributing answer books.
- 3. Preliminary Announcements:** Remind students to check their pockets and belongings for any prohibited items before distributing the answer books.
- 4. Seating Plan Adherence:** Verify that students are seated according to the prescribed seating plan.
- 5. Vigilance:** Maintain strict vigilance to prevent the use of unfair means during the examination.
- 6. Presence:** Stay inside the examination room throughout the invigilation period.
- 7. Answer Book Submission:** Ensure no student leaves the exam room before **50 minutes** after the commencement of the examination and only after submitting their answer book.
- 8. Attendance:** Record attendance separately for each subject code and include this information in the invigilator report.
- 9. Answer Book Collection:** Collect answer books separately for each subject code and submit them to the Examination Cell immediately after the exam.
- 10. Queries and Discrepancies:** Contact Exam Cell officials promptly for any issues, requirements, or discrepancies in seating arrangements.
- 9. N.B. :** *It is requested to all invigilators, please ensure the compliance of the order of the Dean Academic Affairs (DAA) regarding attendance issue (if any received through email/other medium)*



**(Prof. Rajesh Kumar Verma)**  
Additional Controller of Examinations  
& Centre Superintendent(CS)



**(Prof. Anita Yadav)**  
Controller of Examinations

Name of Invigilator		Dates of invigilation duties ( March 25 to March 29, 2025)							
		A-SHIFT Reporting Time 10:00 AM				B-SHIFT Reporting Time 2:00 PM			
		A1: 10:30AM to 11:30 AM A2: 12:30PM to 01:30PM				B1: 02:30 PM to 03:30 PM B2: 04:30PM to 05:30PM			
<b>Bio-Chemical Engg. Deptt.</b>									
<b>1</b>	<b>Prof. Lalit Kumar Singh (FSM)</b>	<b>25</b>		<b>27</b>	<b>28</b>				<b>28</b>
<b>2</b>	Prof. Ajay Kumar Singh (Professor)	25	R	27					
<b>3</b>	Mr. Brajesh Singh (Assoc. Prof.)			R	28		25	26	
<b>4</b>	Ms. Roma Agrahari (Asstt. Prof.)	25	26				25	26	
<b>5</b>	Dr. Shravan Kumar (Asstt. Prof.)		26		28	R			27 28
<b>6</b>	Mr. Mohit Kumar Yadav (G.F.)	25	26	27	28			R	28
<b>B. Pharma. Deptt.</b>									
<b>7</b>	Ms. Priyanka Mishra (Cont Faculty)	25	26	27				26	27 R
<b>8</b>	Mr. Ashish Kumar Gupta (Cont Faculty)	25	26	27				26	27 R
<b>9</b>	Ms. Mamta Kumari (Cont Faculty)	25	26		28			26	28
<b>Chemical Engg. Deptt.</b>									
<b>10</b>	<b>Prof. G.L. Devanani (FSM)</b>	<b>25</b>	<b>26</b>				<b>25</b>		<b>27</b>
<b>11</b>	<b>Prof. Ashish Kapoor (FSM)</b>	<b>25</b>	<b>26</b>		<b>28</b>				<b>27</b>
<b>12</b>	Prof. S.K. Gupta (Professor)			27	28				R
<b>13</b>	Prof. Ashwani Sood (Professor)	25	R		28				
<b>14</b>	Prof. Rajesh Katiyar (Professor)		26		R				27
<b>15</b>	Prof. A. K. Rathore (Professor)			R	28			26	
<b>16</b>	Mr. Jitendra Kumar (Asso. Prof.)	25			28		R	26	
<b>17</b>	Dr. Adarsh Kumar Arya (Asso. Prof.)	25	26			R		26	
<b>18</b>	Dr. Shina Gautam (Asso. Prof. )	25	26			R		26	
<b>19</b>	Dr. Pranav Chaudhary (Asstt. Prof.)					29			
<b>20</b>	Dr. Anjali Awasthi (Asstt. Prof.)	25	26				25	26	
<b>21</b>	Dr. Dan Bahadur Pal (Asstt. Prof.)	25	26				25	26	
<b>22</b>	Dr. Bineeta Singh (Asstt. Prof.)	25	26				25	26	
<b>23</b>	Mr. Pankaj Kumar Lodhi (G.F.)	25	26	27				26	27 R
<b>24</b>	Dr. Pooja Sahu (G.F.)	25	26	27	R			26	27

25	Dr. Vijay Kumar Verma (G.F.)	25	26	R			26	27	28
26	Dr. Brijesh Kumar Yadav (G.F.)	25	26	27			26	27	R
27	Dr. Amit Kumar Pandey (G.F.)	25	26	27			26	27	R
<b>Chemistry Deptt.</b>									
28	Prof. C.L. Gehlot (Prof.)		26				25		R
29	Dr. Santosh Kumar (Assoc. Prof.)	25		27			26		R
30	Dr. Shaili Pal (Asstt. Prof.)	25	26				25	26	
31	Ms. Sadhana Singh (G.F.)	25	26	27			26	27	R
32	Mr. Shubham Jaiswal (G.F.)	25			28	29	25		28
33	Ms. Anamika (G.F.)	25	R		28		25	26	28
34	Dr. Priya Singh (G.F.)	25	26	27			25	26	R
35	Dr. Sandhya Singh (G.F.)	25	26	R			25	26	28
36	Mr. Ashvani Yadav (G.F.)	25	26				R	26	27
37	Mr. Deepak Kumar (G.F.)	25	26	27			25	26	R
<b>Civil Engg. Deptt.</b>									
38	Prof. Deepesh Singh ( Professor)		26	R			25		
39	Dr. Rajiv Ganguly (Asso. Prof.)		26	27			25	R	
40	Mr. Manish Kumar (Asstt. Prof.)	25	26				25	26	R
41	Mr. Jaiprakash Nayak (Asstt. Prof.)	25	26		28			R	28
42	Ms. Kajol Priya (Asstt. Prof.)	R	26		28		25	26	
43	Ms. Shivani Koshtha (Asstt. Prof.)	25	26		28		25	R	
44	Dr. Kavita Tandon (Asstt. Prof.)				28	29			28
45	Dr. Riya Cathrine George (Asstt. Prof.)	25	R				25	26	28
46	Mr. Ashish Katiyar (G.F.)	25	R	27			25	26	27
47	Mr. Rajneesh Singh (G.F.)	25	26				25	26	27
48	Mr. Harshit Verma (G.F.)	25	26		28		25	26	R
<b>Computer Sc. &amp; Engg. Deptt.</b>									
49	<b>Prof. Raghuraj Singh (FSM)</b>			<b>27</b>		<b>29</b>	<b>25</b>	<b>26</b>	
50	<b>Prof. Vandana Dixit Kaushik (FSM)</b>		<b>26</b>			<b>29</b>	<b>25</b>		<b>27</b>
51	Prof. N. Kohli (Professor )		R			29			27
53	Dr. Bharat Bhusan Sagar (Assoc. Prof.)	25	R	27				26	
54	Dr Rashi Agarwal (Assoc. Prof.)	25	R	27				26	
55	Dr. Shashwati Banerjea (Assoc. Prof.)			R			25	26	27

56	Dr. Imran Khan (Asstt. Prof.)	25	26		28		26	R		
57	Mr. Amit Gupta (G.F.)	25	26		28		25	26	R	
58	Mr. Rajat Mishra (G.F.)	25	26		28		25	26	R	
59	Mrs. Sonia Gupta (G.F.)	25	26	27			25	26	R	
60	Mrs. Priyanka Pandey (G.F.)		26		28		25	26	27	
61	Mrs. Pooja Agnihotri (G.F.)	25	26	R			25	26	27	
63	Mrs. Mekhla Shukla (G.F.)	R	26	27			25	26	27	
64	Mr. Amlendra Kumar (G.F.)	25	26	27			25	26	R	
65	Mrs. Pragya Tripathi (G.F.)	R	26	27			25	26	27	
66	Mr. Rashmi Kiran Pandey (G.F.)	25	26	27			25	26	R	
<b>Electrical Engg. Deptt.</b>										
67	Prof. Yaduvir Singh (Professor)			R			25	26		
68	Prof. Archana Singh (Professor)		R				25		27	
69	Prof. Sanjiv Kumar (Professor)	25	R						27	
70	Prof. C.N. Singh (Professor & Head)	R						26	27	
71	Mr. J.K. Dwivedi (Assoc. Prof.)		26	27		R	25			
72	Mr. Jameel Ahmad (Assoc. Professor)	25	26	27		R				
73	Dr. Chandrabhan Vishwakarma (Assoc. Prof.)	25	R	27				26		
74	Dr. Afroz Alam (Asstt. Prof.)				28	29			27	
75	Dr. Shailendra Kumar Bhasker (Asstt. Prof.)	25	26				25	26	R	
76	Dr. Chhavi Lal (G.F.)	R	26	27			25	26	27	
77	Dr. Govind Kant Mishra (G.F.)	25	26				25	26	27	
78	Mr. Rajat Sachan (G.F.)	25	26	27			25	26	R	
<b>Electronics Engg. Deptt.</b>										
79	Prof. A.K. Shankhwar (Professor)			R			25	26		
80	Prof. Ashutosh Singh (Professor & Head)			R			25	26		
81	Dr. Nand Kishore (Asstt. Prof.)	25	26				25	R	27	
82	Dr. Kumar Gaurav (Asstt. Prof.)	25	26			R	25	26		
83	Dr. Vipin Kumar Upaddhyay (Asstt. Prof.)	25	R		28		25	26		
84	Dr. Preeti Agarwal Mittal (G.F.)	25	R	27			25	26	27	
85	Dr. Deo Chandra Jaiswal (G.F.)	25	26				25	26	27	
86	Mr. Sharad Kumar Gupta (G.F.)	25	26				25	26	27	
87	Mr. Shaeque Afroz Kazmi (G.F.)	25	26				25	26	27	

88	Mr. Ajeet Kumar (G.F.)	25	26				25	26	27	R
89	Dr. Anju Yadav (G.F.)	R	26				25	26	27	28
90	Mr. Ritesh Sachan (G.F.)	R	26				25	26	27	28
<b>Food Technology Deptt.</b>										
91	<b>Prof. Alak Kumar Singh (FSM)</b>			<b>27</b>	<b>28</b>		<b>25</b>	<b>26</b>		
92	Prof. Vivek Kumar (Professor)	R						26	27	
93	Dr Anurag Singh (Assoc. Prof.)	R	26		28		25			
94	Mr. Vipul Kumar (Asstt. Prof.)	25	26				25	26		
95	Dr. Arunima Singh (G.F.)	25	26				25	26	27	R
96	Mr. Vikas Yadav (G.F.)	R	26	27			25	26	27	
97	Ms. Aisha Rahaman (G.F.)	25	26		R		25	26	27	
<b>Humanities Deptt.</b>										
98	Prof. V.K. Yadav (Professor )		26	R			25			
99	Dr. Kaumudi Singh (Asstt. Prof.)	25	26		R		25	26		
100	Dr. Avinas Awadh (G.F.)	25	26		R		25	26	27	
101	Dr. Rajjan Prasad (G.F.)	25	26	27			R	26	27	
102	Dr. Om Nath Trivedi (G.F.)	25	26	27	28		25			R
103	Ms. Sonal Mehrotra (G.F.)	25	26	27	28		25			R
104	Mr. Ashok Kumar Yadav (G.F.)	25	26	27	28		25			R
105	Ms. Nida Ambreen (G.F.)	25	26	27	28		25			R
<b>Leather Technology</b>										
106	Mr. Sumant Chaterjee (Assoc. Prof.)	25	26		28		R			
107	Dr. Abhishek Kumar Lal (Asstt. Prof.)	25	26				25	26		
108	Dr. Pramendra Gaurh (G.F.)	25	26	27	R		25	26		
109	Ms Kritika Vagme (G.F.)	25	26	27		R	25	26		
<b>Maths Deptt.</b>										
110	Prof. Rekha Bali	25	26		R					
111	<b>Prof. R.N. Tripathi (FSM)</b>	<b>25</b>	<b>26</b>		<b>28</b>				<b>27</b>	
112	Dr. Uday Pratap Singh (Assoc. Prof.)	25	26	27	R					
113	Dr. Shivam Shreevastava (Asstt. Prof.)	25	26				R	26	27	
114	Dr. Swati Mishra (G.F.)	25	26	27	R		25	26		
115	Dr. Vinod Kumar Yadav (G.F.)	25	26	27	28		25	R		
116	Dr. Pratibha Mishra (G.F.)	25	26	27			25	26	R	

117	Dr. Anuj Kumar (G.F.)	25	26	27	R		25	26		
118	Mr. Ashutosh Pandey (G.F.)	25	26	27	28		25		R	
119	Mr. Chhama Awasthi (G.F.)	25	26	27	28		25		R	
<b>Mechanical Engg. Deptt.</b>										
120	Prof. Anand Kumar (Prof. & Head)		26	R			25			
121	Prof. S.K. Singhal (Professor)		26	R			25			
122	<b>Prof. Vinay Pratap Singh (FSM)</b>				<b>28</b>		<b>25</b>	<b>26</b>	<b>27</b>	
123	<b>Prof. Jitendra Bhaskar (FSM)</b>	<b>25</b>	<b>26</b>	<b>27</b>						<b>28</b>
124	Prof. S.K.S. Yadav (Professor)		26	R			25			
125	Mr. R.K. Ambikesh (Assoc. Professor)		26	27			25	R		
126	Dr. Yashvir Singh (Assoc. Prof.)	25	26	27		R				
127	Dr. Rishi Kant (Asstt. Prof.)	R	26	27			25	26		
128	Dr. Gaurav Saini (Asstt. Prof.)	R	26	27			25	26		
129	Mr. Praveen Kumar Rai(G.F.)		26	27	28	R	25	26		
130	Ms Nisha Singh (G.F.)	25	26	27	28		25	R		
131	Mr. Keshav Gupta(G.F.)		26		28		25	26	27	
<b>Oil Technology Deptt.</b>										
132	Prof. P.K.S. Yadav (Prof. & Head)	25	26		R					
133	Dr. Neeraj Praphulla Awasthi (Assoc. Prof. )	25	R			29		26		
134	Mr. Sanjay Kumar Singh (Asstt. Prof.)	25	26		28		R			28
135	Mr. Sameer Singh (G.F.)	25	26	27	R		25	26		
<b>Paint Technology Deptt.</b>										
136	Prof Arun Maithani (Professor)	25	26		R					
137	Dr. Radha Sachan (Asstt. Prof.)	25	26				25	26		
138	Mr. Ghanshyam (G.F.)	25	26	27	R		25	26		
139	Mr. Brajendra Mohan Singh (G.F.)	25	26	27	R		25	R	27	
140	Mr. Sunil Mehrotra (G.F.)	25	26		28		25	R	27	
<b>Plastic Technology Deptt.</b>										
141	Prof. Deepak Srivastava (Professor)			27			R	26		
142	Prof. Indira Nigam (Professor & Head)	25		R				26		
143	Dr. Soma Banerjee (Asstt. Prof.)	25	26				25	26		
144	Dr. Manish Kumar (Asstt. Prof.)	25	26		28		R	26		
145	Mohd. Rashid Khan (G.F.)	25	26	27	28		25	R		

146	Ms. Malika singh (G.F.)		26	27	R		25	26	27	
<b>Physics Deptt.</b>										
147	Prof. Sudhir Kr.Sharma (FSM)	25	26	27				26		
148	Prof. Manoj Kumar (FSM)	25	26					26		28
149	Dr. Abhishek Kumar Gupta (Associ.Prof.)		26	27			R	26		
150	Dr. Braj Bhusan Singh (Asstt. Prof.)	25	26			29	R	26		
151	Dr. Suresh Kumar Sharma (G.F.)	25	26	27	28		25	R		
<b>Department of Management Studies</b>										
151	Dr. Asheesh Trivedi (Assoc. Prof. & Head)		26	R	28		25			
152	Dr. C.K. Tewari (Assoc. Prof.)		26	27	28			R		
153	Dr. Yogesh Puri (Asstt. Prof.)	25	26		28	29	R			
154	Dr Richa Mishra (Asstt. Prof.)	25	26				25	R	27	
155	Dr. Smita Dron (Asstt. Prof.)	25	26				25	R	27	
156	Dr. Reetu Singh (Asstt. Prof.)	25					25			
157	Dr. Suchita Shukla (Asstt. Prof.)	25	26				R	26	27	
158	Dr. Krishna Kant Bhartiy (Asstt. Prof.)	25	26				R	26	27	
159	Dr. Rashi Saxena (Asstt. Prof.)	25	26		R		25	26		
160	Dr. Priyanka Gupta (Asstt. Prof.)	25	26		28		R	26		
161	Ms. Rashika Shukla (G.F.)	25	26			R	25	26		28
162	Ms. Jigisha Srivastava (G.F.)	25	26			R	25	26		28
<b>Workshop</b>										
163	Dr. Deepak Kumar (W.S.)	25	R		28		25		27	
<b>Training &amp; Placement</b>										
164	Dr. Naveen Kumar Gupta (T&P)				R		25			28



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

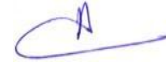
Ref. No.1703 /COE/Second Mid (Even) Semester Exam /2025      Date:22/03/2025

Copy forwarded for information and necessary action to:

- 1- All HODs/ All Deans of Schools / Dean, Acad. Affairs / Dean Students Welfare: for information with the request to inform all the faculty members and students of the Deptt.
- 2- Registrar: for information.
- 3- OSD: for kind information to Hon'ble Vice Chancellor.
- 4- Officer Incharge Security for needful action.
- 5- Chairman Maintenance to ensure uninterrupted water and electric supply.
- 6- System Manager: for uploading on University website for information to all concerned.



**(Prof. Rajesh Kumar Verma)**  
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