

DUTY ORDER

Date: 10/02/2025

Mid (Even) Semester Examination [MSE 1] 2024-25 for all UG, PG, and Ph.D. students will be conducted from 12th February (Wednesday) to 18th February 2025 (Tuesday). 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

- 1. 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**.
- 2. 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.
- 3. Mobile Phones:** Mobile phones must be switched off or kept on silent during the examination.
- 4. Conduct:** Be punctual, professional, and cooperative to facilitate an orderly examination process.
- 5. 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**.
- 6. 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.
- 7. It is requested to all concerned, please ensure the compliance of the order of the Dean Academic Affairs (DAA) regarding attendance issue**

INSTRUCTIONS FOR FLYING SQUAD MEMBERS (FSM)

- 1. Presence:** Remain present at the Examination Centre throughout the examination period.
- 2. 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.
- 3. Reporting Issues:** Report any lapses in invigilation or exam protocol to the Centre Superintendent or CoE immediately. **Kindly provide separate individual FSM report.**
- 4. Prohibited Items:** Ensure no examinee enters the exam hall with mobile phones, electronic gadgets, or unauthorized materials.
- 5. Seating Plan Adherence:** Confirm that students are seated according to their prescribed seating plan.
- 6. 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*

INSTRUCTIONS FOR INVIGILATORS

- 1. Reporting Time:** Arrive at the Examination Cell at least **30minutes** 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.

N.B. :It is requested to all invigilators, please ensure the compliance of the order of the Dean Academic Affairs (DAA) regarding attendance issue

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

(Prof. Anita Yadav)
Controller of Examinations

Name of Invigilator		Dates of invigilation duties (February 12 to February 18, 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					
Bio-Chemical Engg. Deptt.													
1	Prof. Lalit Kumar Singh (FSM)	12	13					12	13	14	15		
2	Prof. Ajay Kumar Singh (Professor)	12	R	14									
3	Mr. Brajesh Singh (Assoc. Prof.)	12	13	14						R	15		
4	Ms. Roma Agrahari (Asstt. Prof.)	12	13	14				12	13	R	15		
5	Dr. Shravan Kumar (Asstt. Prof.)	12	R	14				12	13	14	15		
6	Mr. Mohit Kumar Yadav (G.F.)	12	13	14	15	17		12	13		R		
B. Pharma. Deptt.													
7	Ms. Priyanka Mishra (Faculty on Contract)	12	13	14		17		12	13	14	R		
8	Mr. Ashish Kumar Gupta (Faculty on Contract)	12	13	14		17		12	13	14	R		
9	Ms. Mamta Kumari (Faculty on Contract)	12	13	14	R	17			13	14	15		
Chemical Engg. Deptt.													
10	Prof. G.L. Devanani (FSM)	12	13				18	12	13				17
11	Prof. Ashish Kapoor (FSM)			14		17		12	13	14	15		
12	Prof. S.K. Gupta (Professor)	R							13		15		

13	Prof. Ashwani Sood (Professor)	12	R								15	
14	Prof. Rajesh Katiyar (Professor)		13					12			R	
15	Prof. A. K. Rathore (Professor)	12		R					13			
16	Mr. Jitendra Kumar (Asso. Prof.)	R	13	14				12			15	
17	Dr. Adarsh Kumar Arya (Asso. Prof.)	R	13	14		17		12				
18	Dr. Shina Gautam (Asso. Prof.)	R	13	14				12	13			
19	Dr. Pranav Chaudhary (Asstt. Prof.)	12	13	14		17				R	15	17
20	Dr. Anjali Awasthi (Asstt. Prof.)	12	R	14				12	13		15	17
21	Dr. Dan Bahadur Pal (Asstt. Prof.)	12	13	14				12	13	R	15	
22	Dr. Bineeta Singh (Asstt. Prof.)	12	13	14		R		12	13	14		
23	Mr. Pankaj Kumar Lodhi (G.F.)	12	13	14		17		12	13	14	R	
24	Dr. Pooja Sahu (G.F.)	12	13	14	R			12	13	14	15	
25	Dr. Vijay Kumar Verma (G.F.)	12	13	14		17		12	13	14	R	
26	Dr. Brijesh Kumar Yadav (G.F.)	12	13	14		17		12	13	14	R	
27	Dr. Amit Kumar Pandey (G.F.)	12	13	14		17		12	13	14	R	
Chemistry Deptt.												
28	Prof. C.L. Gehlot (Prof.)		13	14						R		
29	Dr. Santosh Kumar (Assoc. Prof.)			14		17		12	13		R	
30	Dr. Shaili Pal (Asstt. Prof.)			14	15	17	18			R	15	17
31	Ms. Sadhana Singh (G.F.)	12	13	14		17		12	13	14	R	

32	Mr. Shubham Jaiswal (G.F.)			14	15	17	18			14	15	17
33	Ms. Anamika (G.F.)	12	R	14	15	17		12	13	14	15	
34	Dr. Priya Singh (G.F.)	12	R	14		17		12	13	14		17
35	Dr. Sandhya Singh (G.F.)	12	13	14	R			12	13	14	15	
36	Mr. Ashvani Yadav (G.F.)					17	18					17
37	Mr. Deepak Kumar (G.F.)	12	13	14	R	17		12	13	14	15	
Civil Engg. Deptt.												
38	Prof. Deepesh Singh (Professor)			R				12	13			
39	Dr. Rajiv Ganguly (Asso. Prof.)		13	14		17					15	R
40	Mr. Manish Kumar (Asstt. Prof.)					17	18					17
41	Mr. Jaiprakash Nayak (Asstt. Prof.)	12	R	14	15			12	13		15	
42	Ms. Kajol Priya (Asstt. Prof.)	R	13	14		17		12	13	14		
43	Ms. Shivani Koshtha (Asstt. Prof.)	12	13	14	15				R	14		17
44	Dr. Kavita Tandon (Asstt. Prof.)	12	13	14		17		12	13	R		
45	Dr. Riya Cathrine George (Asstt. Prof.)	12	R	14				12	13		15	17
46	Mr. Ashish Katiyar (G.F.)	12	R	14	15	17		12	13	14		
47	Mr. Rajneesh Singh (G.F.)	12	13	14		17		12	13	14	R	
48	Mr. Harshit Verma (G.F.)	12	13	14	15			12	13	14	R	
Computer Sc. & Engg. Deptt.												
49	Prof. Raghuraj Singh (FSM)	12	13	14		17					15	17

50	Prof. Vandana Dixit Kaushik (FSM)	12	13	14		17		12			15	
51	Prof. N. Kohli (Professor)			R				12	13			
52	Dr. Vivek Singh Verma (Assoc. Prof.)	12	13	14					R		15	
53	Dr. Bharat Bhusan Sagar (Assoc. Prof.)	12	13			17			R			17
54	Dr. Shashwati Banerjea (Assoc. Prof.)							12	13	R	15	17
55	Dr. Imran Khan (Asstt. Prof.)	12	13	14	15	17				R	15	
56	Mr. Amit Gupta (G.F.)					17	18					17
57	Mr. Rajat Mishra (G.F.)	12	13	14	15			12	13	R		17
58	Mrs. Sonia Gupta (G.F.)	12	13	14	15	17			13		R	17
59	Mrs. Priyanka Pandey (G.F.)	12	13	14	R			12	13	14	15	
60	Mrs. Pooja Agnihotri (G.F.)	12	13	14	R	17			13	14	15	
61	Mrs. Tamanna (G.F.)	12	13	14	15	R		12	13	14		
62	Ms. Vaishnavi Shukla (G.F.)	12	13	14		17		12	13	14		R
63	Mrs. Mekhla Shukla (G.F.)	12	13	14	15			12	13	14		R
64	Mr. Amlendra Kumar (G.F.)	12	13		15	17	R	12	13			17
65	Mrs. Pragya Tripathi (G.F.)	12	13	14	15			12	13	14		R
66	Mr. Rashmi Kiran Pandey (G.F.)	12	13	14	R	17			13	14	15	
Electrical Engg. Deptt.												
67	Prof. Yaduvir Singh (Professor)			R				12	13			

68	Prof. Archana Singh (Professor)		R					12		14		
69	Prof. Sanjiv Kumar (Professor)	12	R							14		
70	Prof. C.N. Singh (Professor & Head)	R							13	14		
71	Mr. J.K. Dwivedi (Assoc. Prof.)		R	14						14	15	17
72	Mr. Jameel Ahmad (Assoc. Professor)	12	13	14						R	15	
73	Dr. Chandrabhan Vishwakarma (Assoc. Prof.)	R	13	14				12	13			
74	Dr. Afroz Alam (Asstt. Prof.)	12	13	14	15			12		R		17
75	Dr. Shailendra Kumar Bhasker (Asstt. Prof.)	12	13	14				12	13	14	R	
76	Dr. Chhavi Lal (G.F.)	12	13	14	15	R		12	13	14		
77	Dr. Govind Kant Mishra (G.F.)	12	13	14				12	13	14	R	17
78	Mr. Rajat Sachan (G.F.)	12	13	14	R			12	13	14	15	
Electronics Engg. Deptt.												
79	Prof. A.K. Shankhwar (Professor)			R				12	13			
80	Prof. Ashutosh Singh (Professor & Head)			R				12	13			
81	Dr. Nand Kishore (Asstt. Prof.)	12	13	14	15			12	R	14		
82	Dr. Kumar Gaurav (Asstt. Prof.)	12	13	14				12	R	14	15	
83	Dr. Vipin Kumar Upadhyay (Asstt. Prof.)	12	R	14	15			12	13	14		
84	Dr. Preeti Agarwal Mittal (G.F.)	12	13	14	R			12	13	14	15	
85	Dr. Deo Chandra Jaiswal (G.F.)	12	13	14	15			12	13	14	R	

86	Mr. Sharad Kumar Gupta (G.F.)	12	13	14		17		12	13	14	R	
87	Mr. Shaeque Afroz Kazmi (G.F.)	12	13	14		17		12	13	14	R	
88	Mr. Ajeet Kumar (G.F.)	12	13	14		17		12	13	14	R	
Food Technology Deptt.												
89	Prof. Alak Kumar Singh (FSM)	12		14	15				13	14		17
90	Prof. Vivek Kumar (Professor)	R								14		17
91	Mr. Vipul Kumar (Asstt. Prof.)	12	13	14				12	R	14	15	
92	Dr. Arunima Singh (G.F.)	12	13	14	15			12	13	14	R	
93	Mr. Vikas Yadav (G.F.)	12	13	14		R		12	13	14	15	
94	Ms. Aisha Rahaman (G.F.)	12	13	14	15			12	13	14	R	
Humanities Deptt.												
95	Prof. V.K. Yadav (Professor)			R				12	13			
96	Dr. Kaumudi Singh (Asstt. Prof.)	12	13	14	R			12	13	14		
97	Dr. Avinas Awadh (G.F.)	12	13	14	15			12	13	14	R	
98	Dr. Rajjan Prasad (G.F.)	12	13	14	15			12	13	14	R	
99	Dr. Om Nath Trivedi (G.F.)	12	13	14	15			12	13	14	R	
100	Ms. Sonal Mehrotra (G.F.)	12	13	14	15			12	13	14	R	
101	Mr. Ashok Kumar Yadav (G.F.)	12	13	14	15			12	13	14	R	
102	Ms. Nida Ambreen (G.F.)	12	13	14	15			12	13	14	R	
Leather Technology												

103	Mr. Sumant Chaterjee (Assoc. Prof.)	12		14		17			R	14		
104	Dr. Abhishek Kumar Lal (Asstt. Prof.)	12	13	14	15			R	13	14		
105	Dr. Pramendra Gaurh (G.F.)	12	13	14				12	13	14	R	17
106	Ms Kritika Vagme (G.F.)	12	13			17	18	12	13			17
Maths Deptt.												
107	Prof. Rekha Bali					R				14		17
108	Prof. R.N. Tripathi (FSM)	12	13	14	15		18					17
109	Dr. Uday Pratap Singh (Assoc. Prof.)	12	13	14							15	R
110	Dr. Shivam Shreevastava (Asstt. Prof.)	12	13	14				R	13	14	15	
111	Dr. Swati Mishra (G.F.)	12	13	14	15			12	13	14		R
112	Dr. Vinod Kumar Yadav (G.F.)		13	14	15	R	18		13	14		17
113	Dr. Pratibha Mishra (G.F.)	12	13	14	15			12	13	R		17
114	Dr. Anuj Kumar (G.F.)	12	13	14	R	17		12	13	14		
115	Mr. Ashutosh Pandey (G.F.)	12	13	14	15			12	13	14	R	
116	Mr. Chamma Awasthi (G.F.)	12	13	14	15			12	13	14	R	
Mechanical Engg. Deptt.												
117	Prof. Anand Kumar (Prof. & Head)			R				12	13			
118	Prof. S.K. Singhal (Professor)			R				12	13			
119	Prof. Vinay Pratap Singh (FSM)		13	14		17			13	14	15	
120	Prof. Jitendra Bhaskar (FSM)	12	13		15					14	15	17

121	Prof. S.K.S. Yadav (Professor)			14				12			R	
122	Mr. R.K. Ambikesh (Assoc. Professor)	R	13	14	15			12				
123	Dr. Yashvir Singh (Assoc. Prof.)	R	13	14				12		14		
124	Dr. Rishi Kant (Asstt. Prof.)	R	13	14		17		12	13	14		
125	Mr. Praveen Kumar Rai(G.F.)		13	14	15	17			13	14	R	17
126	Ms Nisha Singh (G.F.)	12	13	14	15			12	13	14	R	
127	Mr. Keshav Gupta(G.F.)		13			17		12	13	14	15	R
Oil Technology Deptt.												
128	Prof. P.K.S. Yadav (Prof. & Head)	R	13							14		
129	Dr. Neeraj Praphulla Awasthi (Assoc. Prof.)	12	13	14		17				R		
130	Mr. Sanjay Kumar Singh (Asstt. Prof.)	R	13	14		17		12		14	15	
131	Mr. Sameer Singh (G.F.)	12	13	14			18	12	13	14	R	
Paint Technology Deptt.												
132	Dr. Radha Sachan (Asstt. Prof.)	12	13	14				R	13	14	15	
133	Mr. Ghanshyam (G.F.)	12	13	14		17		12	13	14	R	
134	Mr. Brajendra Mohan Singh (G.F.)	12	13	14		17		12	R	14	15	
135	Mr. Sunil Mehrotra (G.F.)	12	13	14				12	R	14	15	17
Plastic Technology Deptt.												
136	Prof. Deepak Srivastava (Professor)			R							15	17
137	Prof. Indira Nigam (Professor & Head)	12		R				12				

138	Dr. Soma Banerjee (Asstt. Prof.)	12	13	14				R	13	14		17
139	Dr. Manish Kumar (Asstt. Prof.)	12	13	14				R	13	14	15	
140	Mohd. Rashid Khan (G.F.)	12	13	14	15			12	13	14	R	
141	Ms. Malika singh (G.F.)	12	13	14		17		12	13	14		R
Physics Deptt.												
142	Prof. Sudhir Kr. sharma (FSM)	12		14	15			12	13			17
143	Prof. Manoj Kumar (FSM)				15	17	18	12	13	14		
144	Dr. Abhishek Kumar Gupta (Associ.Prof.)	12	13	14	15					R		
145	Dr. Divya Somvanshi (Asstt. Prof.)	12	13	14	15				R	14		17
146	Dr. Braj Bhusan Singh (Asstt. Prof.)	12	13	14				R	13	14		17
147	Dr. Suresh Kumar Sharma (G.F.)	12	13	14	15			12	R	14		17
Department of Management Studies												
148	Dr. Asheesh Trivedi (Assoc. Prof. & Head)	12	13		R						15	17
149	Dr. C.K. Tewari (Assoc. Prof.)	12		14					13	14		
150	Dr. Yogesh Puri (Asstt. Prof.)	12	13	14	15			R		14		17
151	Dr Richa Mishra (Asstt. Prof.)	12	13	14	15			12	R	14		
152	Dr. Smita Dron (Asstt. Prof.)	12	13	14				12	R	14		17
153	Dr. Reetu Singh (Asstt. Prof.)	12	13	14			18	R	13	14		
154	Dr. Suchita Shukla (Asstt. Prof.)	12	13	14	15			R	13	14		
155	Dr. Krishna Kant Bharti (Asstt. Prof.)	12	13	14	15			R	13	14		

156	Dr. Rashi Saxena (Asstt. Prof.)	12	13	14	15			R	13	14		
157	Dr. Priyanka Gupta (Asstt. Prof.)	12	13	14				R	13	14		17
158	Ms. Rashika Shukla (G.F.)	12	13	14			18	12	R	14		17
159	Ms. Jigisha Srivastava (G.F.)	12	13	14			18	12	R	14		17
Workshop												
160	Dr. Deepak Kumar (W.S.)	12	R	14	15			12		14		17
Training & Placement												
161	Dr. Naveen Kumar Gupta (T&P)			R	15			12				

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

Ref. No.1264 /COE/Mid (Even) Semester Exam /2025

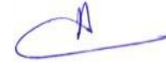
Date:10/02/2025

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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