

DUTY ORDER

End (Even) Semester Examination [ESE] 2025-26 for all UG, PG, BBA, MBA and Ph.D. students will be conducted from 02nd May 2026 (Saturday) to 20th May 2026 (Wednesday). 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 1:30 PM.
2. **Late/Non-reporting:** Invigilator reporting after 10:00 AM (A-Shift) and 1:30 PM (B-Shift) shall be marked late/non-reported and same will be intimated to competent authority.
1. **Mobile Phones:** Mobile phones must be switched off or kept on silent during the examination.
2. **Conduct:** Be punctual, professional, and cooperative to facilitate an orderly examination process.
3. **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. Direct emailed application will not be considered.
4. **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.

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.

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 30 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.



(Prof. S.K.S. Yadav)

Additional Controller of Examinations
& Centre Superintendent(CS)



(Prof. Anita Yadav)

Controller of Examinations

Dates of Invigilation Duties

(May 02 to May 20, 2026)

A-SHIFT: 10:30AM to 01:00 PM [Reporting Time Before 10:00 AM]


B-SHIFT: 02:00PM to 04:30 PM [Reporting Time Before 01:30 PM]

		Date		2-May		4-May		5-May		6-May		7-May		8-May		11-May		12-May		13-May		14-May		15-May		16-May		18-May		19-May		20-May	
S. No	Invigilators/Shift	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B		
	Bio-Chemical Engg. Deptt.																																
1	Prof. Lalit Kumar Singh (FSM)	FSM			FSM		FSM					FSM							FSM				FSM			FSM	FSM				FSM		
2	Prof. Ajay Kumar Singh (Professor)	2			4				6		7											14						18		R			
3	Mr. Brajesh Singh (Assoc. Prof.)				4		5			6	7		8						R				15			16					20		
4	Dr. Sachin Kumar (Assoc. Prof.)						5			6	7		8			11				R			15			16					20		
5	Dr. Roma Agrahari (Asstt. Prof.)	2			4				6	R	7		8				11	12		13			14			15							
6	Dr. Shravan Kumar (Asstt. Prof.)	2			4				R	6				8				11	12			13	14			15				18			
7	Mr. Mohit Kumar Yadav (G.F.)	2			4				5		6	6	7	7				11			12		13	14		15	R	16		18			
8	B. Pharma. Deptt.																																
9	Mr. Ashish Kumar Gupta (On Contract)		2		4				5		6	7		8					R			13		14			16	16	18		19		
10	Ms. Mamta Kumari (On Contract)	2	2						5		6		7	8			11			R		13	14			15	16		18		19		
11	Ms. Neetu Sachan (On Contact)	2	2						5		6		7	8			11			R		13	14			15	16		18		19		
12	Biotechnology Deptt.																																
13	Dr. Neeraj Mishra (Contract.)		2		4				5		6	7		8					R				14			15	15	16		18		19	
14	Dr. Umesh Kumar (Contract.)	2							5		6		7	8			11					13	14			15	15	16		18		19	
15	Dr. Yukti Gupta (Contract.)	2	2						5		6		7	8			11					13	14			15		16		18		19	
16	Mr. Mohit Nigam (Contract.)		2						5		6	7	7	8					12			13	14			15		16		18		19	
17	Chemical Engg. Deptt.																																
18	Prof. Ashwani Sood (Professor)	2			4									8	11							13		R	15								
19	Prof. Rajesh Katiyar (Professor)				4				5								11		12			R				15				18			
20	Prof. G.L. Devanani (FSM)				FSM				FSM		FSM			FSM					FSM		FSM							FSM		FSM		FSM	
21	Prof Ashish Kapoor (Professor)				4		5			6									12					R				16	18				
22	Prof. A. K. Rathore (Professor)				4					6		7			8				R			13						16					
23	Prof. SVAR Sastry (Professor.)				4					6				8			R					13		14		15							
24	Prof. Adarsh Kumar Arya (Professor)	2								6				8			R					13				15				18			
25	Mr. Jitendra Kumar (Asso. Prof.)	2								6	R			8	11							13		14		15		16					
26	Dr. Shina Gautam (Asso. Prof.)		R		4					6				8	11			12						R		15		16					
27	Dr. Pranava Chaudhari (Asstt. Prof.)		R		4					5				8			11			12			13	14						18			
28	Dr. Anjali Awasthi (Asstt. Prof.)				4					5				8			11	12				13				15			16		R		

Date		2-May		4-May		5-May		6-May		7-May		8-May		11-May		12-May		13-May		14-May		15-May		16-May		18-May		19-May		20-May	
	Invigilators/Shift	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B		
61	Mr. Tarun Raj Singh (G.F.)		2	4		5				R	7	8		11	11	12		13		14				16	16			19			
62	Ms. Shivani Singh (G.F.)		2	4		5				R	7			11	11	12		13	13		14				16			19			20
63	Computer Sc. & Engg. Deptt.																														
64	Prof. Raghuraj Singh (Prof.)				4			R					8			12		13		14					16						
65	Prof. Vandana Dixit Kaushik (FSM)		FSM			FSM		FSM	FSM			FSM			FSM		FSM			FSM	FSM										
66	Prof. Rashi Agarwal (P:rofessor)				4	5		6					8					13					15					R			
67	Dr. Vivek Singh Verma (Assoc. Prof.)					5		6			7	8		11			12			14			15			R					
68	Dr. Bharat Bhusan Sagar (Assoc. Prof.)			4		5			6	7					11	12		13							16	R					
69	Dr. Imran Khan (Asstt. Prof.)				4				6		7		8		R	12			13		14		15				18		19		
70	Dr. Siddharth Srivastava (Asstt. Prof.)		2		4	5		6			7		8	R		12			13				15				18				
71	Dr. Amit Gupta (G.F.)		2	4	4	5		R		7			8	11				13		14		15			16		18				20
72	Mrs. Priyanka Pandey (G.F.)		2	4		5	5			7		8		11			R	13	13		14		15	16							20
73	Mrs. Pooja Agnihotri (G.F.)	2	2		R		5		6	7	7			11			12	13		14		15			16						20
74	Mrs. Anuja Priyam (G.F.)		2	4		5	R	6		7		8		11			12	13						16	16	18		19			
75	Mr. Rashmi Kiran Pandey (G.F.)		2							7		8		11	11	12		13	13	14		15		16				19		R	20
76	Ms. Diksha Shukla (G.F.)		2							7		8		11		12		13	13	14	R		15	16	16		18		19		
77	Ms. Shruti Yadav (G.F.)		2	4		5	5			R				11				13		14		15	15	16			18			20	20
78	Ms. Harshita Gupta (G.F.)		2		4	5		6	6		7	R		11			12			14	14				16	18				20	
79	Mr. Mayank Manohar (G.F.)		2	4		5		6	7			8	8	11			12		13	14				R	16		18				
80	Electrical Engg. Deptt.																														
81	Prof. Yaduvir Singh (Professor)				4								8		11		12				R						18				20
82	Prof. Archana Singh (Professor)				4				6		7	R					12				14						18				
83	Prof Sanjiv Kumar (FSM)	FSM				FSM		FSM					FSM				FSM			FSM				FSM				FSM			
84	Prof. C.N. Singh (Professor)						R			7							12	13			14	15									20
85	Prof. Chandrabhan Vishwakarma (Professor)	R				5		6	7		8					12				14											
86	Mr. J.K. Dwivedi (Assoc. Prof.)					5		6				8			11	12		13		14							R				20
87	Mr. Jameel Ahmad (Assoc. Prof.)			4		5			6	7		8			11		12			14					R						
88	Dr. Afroz Alam (Asstt. Prof.)	2		4		5		6			7		8	11			12			14			15						R		
89	Dr. Shailendra Kumar Bhasker (Asstt. Prof.)	2		4				6			7	8	R			12		13			14	15					18				
90	Dr. Chhavi Lal (G.F.)	2				5	5	6			7	8		11			12			14	14	15			16	18			R		
91	Mr. Rajat Sachan (G.F.)	2	2	4		5	5	6		R	7		8					13			14		15				18				20
92	Mr. Ashutosh Yadav (G.F.)	2	2	4		5	5	6			7		8			R				14	14		15				18				20

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	Invigilators/Shift	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B		
93	Electronics Engg. Deptt.																														
94	Prof. Ashutosh Singh (Professor)				4					7			R		11					14		15					18				
95	Prof. A.K. Shankhwar (Professor)	R			4					7				11		12					14										20
96	Dr. Nand Kishore (Asstt. Prof.)		2		4		5		6		7		8			12		13		14						18		R			
97	Dr. Kumar Gaurav (Asstt. Prof.)	2			4			6			7	8		11		12		13		14						R				20	
98	Dr. Vipin Kumar Upadhyay (Asstt. Prof.)	R			4		5		6		7		8	11		12				14		15				18					
99	Dr. Anju Yadav (G.F.)	2	2		4		R	5					8		11		12	12	13		14		15		16	18					
100	Mr. Sharad Kumar Gupta (G.F.)	2	2							7	R	8		11				13		14		15	15	16				19		20	20
101	Mr. Shaeque Afroz Kazmi (G.F.)							6		7	7	8		11	11	12		13			14	15		16		18		19	R		
102	Mr. Ajeet Kumar (G.F.)	2	2	4	R	5	5	6				8		11		12		13		14		15				18					
103	Mr. Ritesh Sachan (G.F.)	2	2	4		5		6		7			8			12		13		R	14			16	16					20	
104	Mohd. Hasnain Ansari (G.F.)	2	2	4		5	5	6		7			8					13		R	14	15		16						20	
105	Mr. Raj Kumar Singh (G.F.)	2	2			5	5	6			7	8				12		13	R	14		15							20	20	
106	Food Technology Deptt.																														
107	Prof. Alak Kumar Singh (Professor)	2			4										11		12				14							R		20	
108	Prof. Vivek Kumar (FSM)		FSM		FSM				FSM		FSM		FSM	FSM				FSM				FSM					FSM				
109	Mr. Vipul Kumar (Asstt. Prof.)	2			4	5	R	6			7	8		11		12					14			16							
110	Mr. Vikas Yadav (G.F.)	2			4		5		6		7	R	8		11	11	12		13		14		15				18				
111	Ms. Aisha Rahaman (G.F.)		2		4		5	6		7	7		8	11		12			13	14	14	15							R		
112	Dr. Arunima Singh (G.F.)		2		4	4		5	6		7	7	8		R	11	12		13		14		15								
113	Humanities Deptt.																														
114	Prof. V.K. Yadav (Professor)				4			6		7		R				12					14										20
115	Dr. Avinas Awadh (G.F.)	2	2	4	4	5				7		8		11		12		13		14		15	R		16						
116	Dr. Rajjan Prasad (G.F.)	2	2	4		5		6		7		8						13		14	14		15	R		18				20	
117	Dr. Om Nath Trivedi (G.F.)	R			4		5	5		7				11		12		13		14	14	15		16		18				20	
118	Ms. Sonal Mehrotra (G.F.)	2			4	5		6		7	7		R	11		12		13		14	14			16		18					
119	Mr. Ashok Kumar Yadav (G.F.)	2			4		5	5	6		7	7	8									15	15		16		18	R	19		
120	Dr. Nida Ambreen (G.F.)	2			4	4	5		6	7		8		11		12		R	13			15	15							20	
121	Mrs. Samiya Sharfuddin (G.F.)	2			4	4	5		6		7					12			13	14		15	15		16			R		20	
122	Leather Technology																														
123	Mr. Sumant Chaterjee (Assoc. Prof.)	2						6				8			11			13		14				R			18			20	
124	Dr. Abhishek Kumar Lal (Asstt. Prof.)		R		4		5		6		2		8		11	12			13				15				18				

Date		2-May		4-May		5-May		6-May		7-May		8-May		11-May		12-May		13-May		14-May		15-May		16-May		18-May		19-May		20-May	
	Invigilators/Shift	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B		
188	Dr. Asheesh Trivedi (Assoc. Prof)			4			5	6		7		8				12		13						16				R			
189	Dr. C.K. Tewari (Assoc. Prof.)			4			5		6	7			8		11			13				R			16						
190	Dr. Yogesh Puri (Asstt. Prof.)	2		4		5			6	7		8			11			12			14				R	18					
191	Dr. Richa Mishra (Asstt. Prof.)			4		5		6			R	8		11			12	13					15				18			20	
192	Dr. Smita Dron (Asstt. Prof.)			4		5		6		7		8	R	11			12		13				15				18				
193	Dr. Reetu Singh (Asstt. Prof.)			4		5			6	7		8			R	12		13			14		15				18				
194	Dr. Suchita Shukla (Asstt. Prof.)	R		4		5		6		7		8		11			12	13					15			18					
195	Dr. Rashi Saxena (Asstt. Prof.)		2	4		5		6				8			11			12	13		14		R			18					
196	Dr. Priyanka Gupta (Asstt. Prof.)		2	4				6						11			12	13		14		15		R	16	18					
197	Ms. Jigisha Srivastava (G.F.)		2	4	4	5		6	6	7			8		11			13		14		R	15							20	
198	Dr. Vikas Mishra (G.F.)		2	4	4	5		6	6	7		8		11			12			14	R		15					19			
199	Ms. Tanushree Banerjee (G.F.)		2	4	4		5	6	6	7		8		11			12			14		15		R	16						
200	Workshop																														
201	Dr. Deepak Kumar (W.S.)		2	4	R			6		7					11			12	13			14			15			18			
202	Library																														
203	Dr. Pramod (Librarian)			4		5		6					8	11												18					R



(Prof. SKS Yadav)
Centre Superintendent (CS)



(Prof Anita Yadav)
Controller of Examinations

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

Ref. No. 3012/COE/End (Even) Semester Exam /2026

Date: 30/04/2026

Copy forwarded for information and necessary action to:

- **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.**
- **Registrar: for information.**
- **OSD: for kind information to Hon'ble Vice Chancellor.**
- **System Manager: for uploading on University website for information to all concerned.**



(Prof. S.K.S. Yadav)
Additional Controller of Examination
& Centre Superintendent (CS)



(Prof. Anita Yadav)
Controller of Examinations