

DUTY ORDER

First Mid Semester Examination (Improvement) 2025-26 for B.Tech. Students will be conducted from 06 October 2025 (Monday) to 08 October 2025 (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 9:30 AM and For B-Shift, report to the Examination Cell by 1:00 PM.
2. **Late/Non-reporting: Invigilator reporting after 9:30 AM (A-Shift) and 1:00 PM (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.**

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.

NOTE: As per order of competent authority, kindly provide substitute if having lecture/lab at mentioned time.



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



(Prof. Anita Yadav)
Controller of Examinations

FSM		Date of FSM Duties (October 06 to October 08, 2025)					
		A1: 10:00AM to 11:00 AM			B1: 02:00 PM to 03:00 PM		
		A2: 12:00AM to 1:00 AM			B2: 04:00PM to 05:00PM		
1.	Prof. Raghuraj Singh		7			7	
2.	Prof. Vinay Pratap Singh			8	6		
3.	Prof. Vandana Dixit Kaushik		7				8
4.	Prof. GL Devnani			8	6		
5.	Prof. Lalit Kumar	6					8
6.	Prof. Sanjiv Kumar	6				7	

Name of Invigilator		Date of Invigilation Duties (October 06 to October 08, 2025)					
		A-SHIFT Reporting Time Before 9:30 AM			B-SHIFT Reporting Time Before 1:30 PM		
		A1: 10:00AM to 11:00 AM A2: 12:00PM to 01:00PM			B1: 02:00 PM to 03:00 PM B2: 04:00PM to 05:00PM		
1	Dr. Sachin Kumar (Assoc. Prof.)	6	R			7	8
2	Dr. Shravan Kumar (Asstt. Prof.)	R	7		6		8
3	Dr. Pranav Chaudhary (Asstt. Prof.)	6	R	8		7	
4	Ms. Shivani Koshtha (Asstt. Prof.)	R	7		6		8
5	Dr. Kavita Tandon (Asstt. Prof.)		7	R	6		8
6	Dr. Imran Khan (Asstt. Prof.)		7	R	6		8
7	Dr. Siddharth Srivastava (Asstt. Prof.)	6		8	R	7	
8	Dr. Vipin Kumar Upaddhyay (Asstt. Prof.)	6		8	R	7	
9	Dr. Abhishek Kumar Lal (Asstt. Prof.)	6		8		7	R
10	Dr. Manish Kumar (Asstt. Prof.)		7		6	R	8
11	Dr. Gaurav Saini (Asstt. Prof.)	6		8		7	
12	Dr. Radha Sachan (Asstt. Prof.)	6		8		7	
13	Dr. Braj Bh usan Singh (Asstt. Prof.)		7		6	R	8
14	Mr. Ranveer Singh(Asstt. Prof.)		7		6	R	8

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

Ref. No. 1882/COE/First Mid Sem Exam (Improvement) /2025 Date: 27.09.2025

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



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