

DUTY ORDER

Mid Sem II Examination (including Improvement Exam) [MSE-II] 2025-26 for all UG, PG, and Ph.D. students will be conducted from 01 November 2025 (Saturday) to 07 November 2025 (Friday). 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.
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.



(Prof. Rajesh Kumar Verma)
Center Superintendent (CS)



(Prof. Anita Yadav)
Controller of Examinations

16	Dr. Neeraj Mishra (Contract.)	1	R		6	7		3	4		7
17	Dr. Umesh Kumar (Contract.)	1	R		6	7	1	3	4		
18	Dr. Yukti Gupta (Contract.)	1			6	7		3	4	6	R
19	Mr. Mohit Nigam (Contract.)	1			6	7		3	4	6	R
20	Ms. Pooja Singh (Contract.)	1			6	7		3	4	6	R
21	Chemical Engg. Deptt.										
22	Prof. Ashwani Sood (Professor)		3		R				4		
23	Prof. Rajesh Katiyar (Professor)		3		R				4		
24	Prof. G.L. Devanani (FSM)		3				1		4	6	
25	Prof. A. K. Rathore (Professor)		R	4						6	
26	Prof Ashish Kapoor (Professor)	1				R				6	
27	Mr. Jitendra Kumar (Asso. Prof.)			4		7		3		R	
28	Dr. SVAR Sastry (Asso. Prof.)		3				1		R		7
29	Dr. Adarsh Kumar Arya (Asso. Prof.)	R			6			3			7
30	Dr. Shina Gautam (Asso. Prof.)		3				R			6	7
31	Dr. Pranav Chaudhary (Asstt. Prof.)	1			6	7			4		R
32	Dr. Anjali Awasthi (Asstt. Prof.)		3			7	1		4		R
33	Mr. Pankaj Kumar Lodhi (G.F.)		3		6	7		3	R	6	7
34	Dr. Vijay Kumar Verma (G.F.)	1	3		6	7	1	3		R	
35	Mr Avanish (G.F.)	R	3	4		7	1		4	6	
36	Dr Nidhi (G.F.)	R	3	4		7	1		4		7
37	Dr Kanhaiya Lal	1		4	6	R	1	3		6	
38	Dr Alok	1		4	6	R	1	3		6	
39	Ms Shipra (G.F.)	1	3	4		7		3	4	R	
40	Chemistry Deptt.										
41	Prof. C.L. Gehlot (Prof.)	1						3		R	

42	Dr. Santosh Kumar (Assoc. Prof.)	1						3	R		7
43	Dr Krishna Kumar (Assoc. Prof)	1						3	R		7
44	Dr. Shaili Pal (Asstt. Prof.)	1			6	7			4	R	
45	Ms. Sadhana Singh (G.F.)	1	3			7	1	3	4		R
46	Ms. Anamika (G.F.)	1	3	4		R		3	4	6	
47	Dr. Sandhya Singh (G.F.)	R	3	4				3	4	6	7
48	Mr. Ashvani Yadav (G.F.)	1	3	4		R			4	6	7
49	Mr. Deepak Kumar (G.F.)	1	R	4				3	4	6	7
50	Dr. Arti Saroj (G.F.)	1	3	R		7		3	4	6	
51	Dr. Ruby Kumari (G.F.)	1	3	R				3	4	6	7
52	Civil Engg. Deptt.										
53	Prof. Deepesh Singh (Professor)		3		R				4		
54	Dr. Rajiv Ganguly (Asso. Prof.)		3				1		4	R	
55	Mr. Manish Kumar (Asstt. Prof.)	1		R		7		3	4		
56	Mr. Jaiprakash Nayak (Asstt. Prof.)			R	6	7		3	4		
57	Ms. Kajol Priya (Asstt. Prof.)	1		R		7		3	4		
58	Ms. Shivani Koshtha (Asstt. Prof.)		3	4	6		1			R	
59	Dr. Kavita Tandon (Asstt. Prof.)	1			R	7	1			6	
60	Dr. Riya Cathrine George (Asstt. Prof.)	R		4	6	7	1				
61	Mr. Ashish Katiyar (G.F.)	1	3	4		7	R	3		6	
62	Mr. Rajneesh Singh (G.F.)		3	4	6			3	4	R	7
63	Mr. Harshit Verma (G.F.)	1	3	4			R	3	4		7
64	Mr. Tarun Raj Singh (G.F.)	R	3	4				3	4	6	7
65	Ms. Shivani Singh (G.F.)	1	3	4	6	R			4	6	
66	Computer Sc. & Engg. Deptt.										
67	Prof. Raghuraj Singh (FSM)		3	4		7				6	

68	Prof. Vandana Dixit Kaushik (FSM)	1			6	7			4		
69	Dr. Rashi Agrawal (Assoc. Prof.)				6		1		R		7
70	Dr. Vivek Singh Verma (Assoc. Prof.)	R		4				3			7
71	Dr. Bharat Bhusan Sagar (Assoc. Prof.)		3	4	6		R				
72	Dr. Imran Khan (Asstt. Prof.)		3	4		7	1		R		
73	Dr. Siddharth Srivastava (Asstt. Prof.)		3	4		7	1		R		
74	Mr. Amit Gupta (G.F.)	R	3	4				3	4	6	7
75	Mrs. Priyanka Pandey (G.F.)		3	4		7	R	3	4		7
76	Mrs. Pooja Agnihotri (G.F.)	1	3	4		7		R	4		7
77	Ms. Anuja Priyam (G.F.)	1	3	4	6	7			4		R
78	Ms. Diksha Shukla (G.F.)		3	4	6	7		R	4		7
79	Mr. Rashmi Kiran Pandey (G.F.)		3	4	6	7	1		R		7
80	Ms. Shruti Yadav (G.F.)	1	3	4		7		R	4		7
81	Ms. Harshita Gupta (G.F.)		3	4	6	7		R	4		7
82	Mr. Mayank Manohar (G.F.)		3	4	6	7		R	4		7
83	Electrical Engg. Deptt.										
84	Prof. Yaduvir Singh (Professor)			4	6						R
85	Prof. Archana Singh (Professor)		3		6				R		
86	Prof. Sanjiv Kumar (Professor)		3	4			1				7
87	Prof. C.N. Singh (Professor)			4				3			R
88	Mr. J.K. Dwivedi (Assoc. Prof.)				6			3	4		R
89	Mr. Jameel Ahmad (Assoc. Professor)				6	R	1	3			
90	Dr. Chandrabhan Vishwakarma (Assoc. Prof.)	R	3		6						7
91	Dr. Afroz Alam (Asstt. Prof.)	1	R	4	6			3			
92	Dr. Shailendra Kumar Bhasker (Asstt. Prof.)	1	3			7		R	4		
93	Dr. Chhavi Lal (G.F.)	1		4	6	7		R	4		7

94	Dr. Govind Kant Mishra (G.F.)		3	4		7	1	R	4		7
95	Mr. Rajat Sachan (G.F.)	1	3		6	7		R	4		7
96	Mr. Ashutosh Yadav (G.F.)	1	R		6	7		3	4		7
97	Electronics Engg. Deptt.										
98	Prof. A.K. Shankhwar (Professor)	1		R				3			
99	Prof. Ashutosh Singh (Professor)	1								6	R
100	Dr. Nand Kishore (Asstt. Prof.)	1	3	4	6						R
101	Dr. Kumar Gaurav (Asstt. Prof.)			4	R	7		3		6	
102	Dr. Vipin Kumar Upaddhyay (Asstt. Prof.)		R	4	6	7	1				
103	Dr. Deo Chandra Jaiswal (G.F.)	1	3		6	7			4	R	7
104	Dr. Anju Yadav (G.F.)	1	3		6	7			R	6	7
105	Mr. Sharad Kumar Gupta (G.F.)	1	3	4	6	7			4	R	
106	Mr. Shaeque Afroz Kazmi (G.F.)	1	3	4	6	7	1		R		
107	Mr. Ajeet Kumar (G.F.)		3	4	6	7	1		R		7
108	Mr. Ritesh Sachan (G.F.)	1		R	6	7			4	6	7
109	Mohd. Hasnain Ansari (G.F.)	1	3	R	6	7			4		7
110	Mr. Raj Kumar Singh (G.F.)	1		4	6	7	R	3		6	
111	Food Technology Deptt.										
112	Prof. Alak Kumar Singh (FSM)				6	7		3	4		
113	Prof. Vivek Kumar (Professor)			4				3			R
114	Mr. Vipul Kumar (Asstt. Prof.)		3	4		7	1		R		
115	Dr. Arunima Singh (G.F.)		3	R	6	7	1		4	6	
116	Mr. Vikas Yadav (G.F.)	1	3	R	6	7			4	6	
117	Ms. Aisha Rahaman (G.F.)		3	R	6	7			4	6	7
118	Humanities Deptt.										
119	Prof. V.K. Yadav (Professor)	1		4				R			

120	Dr. Avinas Awadh (G.F.)	1	3	R	6	7			4		7
121	Dr. Rajjan Prasad (G.F.)	1	3	R	6	7			4	6	
122	Dr. Om Nath Trivedi (G.F.)	1		4	6	7		3	R		7
123	Ms. Sonal Mehrotra (G.F.)	1	3	4	6	7		3			
124	Mr. Ashok Kumar Yadav (G.F.)	1		4	6	7	R	3	4		
125	Dr. Nida Ambreen (G.F.)	1		4	6	7	R	3	4		
126	Ms. Samiya Sharfuddin (G.F.)	1	3	4	6	R	1		4		
127	Leather Technology										
128	Mr. Sumant Chaterjee (Assoc. Prof.)			4	6		1				R
129	Dr. Abhishek Kumar Lal (Asstt. Prof.)	1	R	4		7				6	
130	Mr. Ranveer Singh (Asstt. Prof.)		3	4		7	R			6	
131	Dr. Pramendra Gaurh (G.F.)	1	3	4	6	R	1		4		
132	Ms Kritika Vagme (G.F.)	1		4	6	7	1		4		R
133	Maths Deptt.										
134	Prof. Rekha Bali (Professor)	1				7			R		
135	Prof. R.N. Tripathi (FSM)	1		4	6			3			
136	Dr. Uday Pratap Singh (Assoc. Prof.)			4	6	R	1				
137	Dr. Shivam Shreevastava (Asstt. Prof.)	1	3	4		7				R	
138	Dr. Swati Mishra (G.F.)	1	3	4	6	7		R	4		
139	Dr. Vinod Kumar Yadav (G.F.)	1			6	7	1			6	7
140	Dr. Pratibha Mishra (G.F.)	1			6	7	1			6	7
141	Dr. Anuj Kumar (G.F.)	1	3	4	6	7	1	R			
142	Mr. Ashutosh Pandey (G.F.)	R		4	6	7	1		4		7
143	Ms. Chhama Awasthi (G.F.)	1	3	4	6	7				R	7
144	Mechanical Engg. Deptt.										
145	Prof. Anand Kumar (Professor)	1		4	R						

172	Prof. Indira Nigam (Professor)			R	6		1				
173	Dr. Soma Banerjee (Asstt. Prof.)	1		4	6	7			R		
174	Dr. Manish Kumar (Asstt. Prof.)			R	6	7			4	6	
175	Mohd. Rashid Khan (G.F.)	1	3	4	6	7	R				7
176	Ms. Malika singh (G.F.)	1	3	4	6	7		R		6	
177	Mr. Krishna Raj (G.F.)	1	3	4	6	7				6	R
178	Physics Deptt.										
179	Prof. Sudhir Kr. sharma (FSM)	1			6			3			7
180	Prof. Manoj Kumar (FSM)		3				1			6	7
181	Dr. Abhishek Kumar Gupta (Assoc. Prof.)	R		4	6						7
182	Dr. Braj Bhusan Singh (Asstt. Prof.)			4	6	7	1		R		
183	Dr. Savita Singh (G.F.)	R	3	4	6	7	1			6	
184	Dr. Pankaj Mishra (G.F.)	1	3	4	R	7	1			6	
185	Mr. Jitendra Kumar (G.F.)	1	3	4	R	7	1			6	
186	Department of Management Studies										
187	Dr. Asheesh Trivedi (Assoc. Prof.)			4	6	7			R		
188	Dr. C.K. Tewari (Assoc. Prof.)	1		4		7					R
189	Dr. Yogesh Puri (Asstt. Prof.)			4	6		1		R		7
190	Dr Richa Mishra (Asstt. Prof.)		3	4	6	7					R
191	Dr. Smita Dron (Asstt. Prof.)	1		4	R	7	1				
192	Dr. Reetu Singh (Asstt. Prof.)	1		4	6		1				R
193	Dr. Suchita Shukla (Asstt. Prof.)	1	3	4			1		R		
194	Dr. Rashi Saxena (Asstt. Prof.)	1		4	R	7	1				
195	Dr. Priyanka Gupta (Asstt. Prof.)	1		4			1	R			7
196	Ms. Jigisha Srivastava (G.F.)	1	3	4	6	7	R			6	
197	Dr. Vikas Mishra (G.F.)	1		R	6	7	1		4	6	

198	Ms. Tanushree Banerjee (G.F.)		3	R	6	7	1		4		7
199	Training & Placement										
200	Dr. Naveen Kumar Gupta (T&P)		R			7	1				
201	Library										
207	Dr. Pramod Sharma (Librarian)		R			7	1				



(Prof. Rajesh Kumar Verma)
Centre Superintendent (CS)



(Prof. Anita Yadav)
Controller of Examinations

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

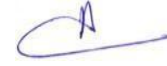
Ref. No. 1915 /COE/Mid Sem-II Exam /2025 Copy
forwarded for information and necessary action to:

Date: 30.10.2025

- **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.**



(Prof. Rajesh Kumar Verma)
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