

DUTY ORDER

Special Carry Over Examination [SCO] 2025-26 for all UG, PG, and Ph.D. students will be conducted from 10th June 2026 (Wednesday) to 20th June 2026 (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

- 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 (June 10 to June 20, 2026), SCO Examination 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		10-Jun		11-Jun		12-Jun		13-Jun		15-Jun		16-Jun		17-Jun		18-Jun		19-Jun		20-Jun	
S.No	Invigilators/Shift	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B
1	Bio-Chemical Engg. Deptt.																				
2	Prof. Ajay Kumar Singh (Professor)							13													
3	Dr. Sachin Kumar (Assoc. Prof.)					12			13												
4	Mr. Mohit Kumar Yadav (G.F.)	10								15	16					18					
5	B. Pharma. Deptt.																				
6	Ms. Priyanka Mishra (On Contract)																	19		20	
7	Ms. Mamta Kumari (On Contract)									15				17					19		20
8	Biotechnology Deptt.																				
9	Dr. Neeraj Mishra (Contract.)													17			18		19	20	
10	Dr. Umesh Kumar (Contract.)	10		11																	
11	Mr. Mohit Nigam (Contract.)														17	18		19			20
12	Chemical Engg. Deptt.																				
13	Prof. G.L. Devanani (FSM)														FSM	FSM		FSM		FSM	
14	Dr. Pranava Chaudhari (Asstt. Prof.)																		19		20
15	Dr. Bineeta Singh (Asstt. Prof.)					12			13								18				
16	Dr. Vivek Kr Jaiswal (Asstt. Prof.)		10				12									18					
17	Dr. Garima Mishra (Asstt.Prof.)	10			11										17						
18	Mr. Pankaj Kumar Lodhi (G.F.)	10							13			16				18					
19	Dr. Vijay Kumar Verma (G.F.)	10							13			16					18				

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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
42	Computer Sc. & Engg. Deptt.																						
43	Prof. Vandana Dixit Kaushik (FSM)		FSM	FSM		FSM			FSM		FSM												
44	Dr. Siddharth Srivastava (Asstt. Prof.)								13		15						18						
45	Dr. Amit Gupta (G.F.)					12		13					16		17								
46	Mrs. Priyanka Pandey (G.F.)					12		13							17					19			
47	Mrs. Pooja Agnihotri (G.F.)					12		13						17		18							
48	Mrs. Anuja Priyam (G.F.)							13			15			17		18							
49	Mr. Rashmi Kiran Pandey (G.F.)							13			15			17		18							
50	Ms. Diksha Shukla (G.F.)					12		13							17	18							
51	Ms. Shruti Yadav (G.F.)					12		13							17	18							
52	Ms. Harshita Gupta (G.F.)					12		13			15						18						
53	Mr. Mayank Manohar (G.F.)					12		13			15						18						
54	Electrical Engg. Deptt.																18						
55	Prof. C.N. Singh (Professor)																						20
56	Mr. J.K. Dwivedi (Assoc. Prof.)														17				19				
57	Dr. Chhavi Lal (G.F.)					12		13			15						18						
58	Mr. Rajat Sachan (G.F.)			11			12			15							18						
59	Mr. Ashutosh Yadav (G.F.)			11			12										18						20
60	Electronics Engg. Deptt.																						
61	Dr. Nand Kishore (Asstt. Prof.)												16							19			20
62	Dr. Kumar Gaurav (Asstt. Prof.)				11		12		13														
63	Dr. Anju Yadav (G.F.)			11			12												19				20

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64	Mr. Sharad Kumar Gupta (G.F.)	10					12													19			20
65	Mr. Shaeque Afroz Kazmi (G.F.)	10					12													19			20
66	Mr. Ajeet Kumar (G.F.)	10				12														19			20
67	Mr. Ritesh Sachan (G.F.)	10				12														19		20	
68	Mohd. Hasnain Ansari (G.F.)	10				12															19	20	
69	Mr. Raj Kumar Singh (G.F.)				11		12														19	20	
70	Food Technology Deptt.																						
71	Mr. Vipul Kumar (Asstt. Prof.)		10													17							20
72	Mr. Vikas Yadav (G.F.)				11		12														19	20	
73	Ms. Aisha Rahaman (G.F.)						12		13												19	20	
74	Dr. Arunima Singh (G.F.)				11		12														19	20	
75	Humanities Deptt.																						
76	Dr. Avinas Awadh (G.F.)				11				13		15												20
77	Dr. Rajjan Prasad (G.F.)				11				13		15												20
78	Dr. Om Nath Trivedi (G.F.)				11				13		15												20
79	Ms. Sonal Mehrotra (G.F.)				11				13		15												20
80	Mr. Ashok Kumar Yadav (G.F.)				11					13	15												20
81	Dr. Nida Ambreen (G.F.)				11					13												19	20
82	Mrs. Samiya Sharfuddin (G.F.)				11					13											19		20
83	Leather Technology																						
84	Mr. Sumant Chaterjee (Assoc. Prof.)																					19	20
85	Dr. Abhishek Kumar Lal (Asstt. Prof.)		10	11		12																	
86	Mr. Ranveer Singh (Asstt. Prof.)		10												17			18					

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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
87	Dr. Pramendra Gaurh (G.F.)				11							15									19		20
88	Ms Kritika Vagme (G.F.)				11							15									19		20
89	Maths Deptt.																						
90	Prof. Rekha Bali (Professor)													16									
91	Prof. Uday Pratap Singh (Professor.)																			19			
92	Prof. Neeraj Kumar (Prof.)			11																			
93	Dr. Swati Mishra (G.F.)				11							15								19			20
94	Dr. Vinod Kumar Yadav (G.F.)				11							15								19			20
95	Dr. Pratibha Mishra (G.F.)				11							15		16					18				
96	Dr. Anuj Kumar (G.F.)				11							15		16					18				
97	Mr. Ashutosh Pandey (G.F.)			11								15		16					18				
98	Dr. Chhama Awasthi (G.F.)		10									15			16		17						
99	Mechanical Engg. Deptt.																						
100	Prof. Vinay Pratap Singh (FSM)	FSM		FSM			FSM								FSM						FSM		
101	Prof. Jitendra Bhaskar (FSM)											FSM			FSM		FSM		FSM				FSM
102	Prof. Rajesh Kumar Verma (FSM)							FSM		FSM			FSM		FSM			FSM					
103	Dr. Rohit Kumar (Asstt. Prof.)			11									15			17							
104	Dr Chandra Kant Kaithwas (Asstt. Prof.)								13			15											20
105	Dr Saurabh Sangal (Asstt. Prof.)												15	16									20
106	Mr. Praveen Kumar Rai (G.F.)		10										15		16		17						
107	Mr. Keshav Gupta(G.F.)		10										15		16		17						
108	Ms Nisha Singh (G.F.)		10										15			17			18				

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109	Oil Technology Deptt.																						
110	Prof. P.K.S. Yadav (FSM)		FSM		FSM	FSM																	FSM
111	Dr. Neeraj Praphulla Awasthi (Assoc. Prof.)	10								15													
112	Mr. Sameer Singh (G.F.)		10									15			17			18					
113	Ms. Nandita Mishra (G.F.)		10									15			17			18					
114	Paint Technology Deptt.																						
115	Prof. Arun Maithani (Professor)																			19			
116	Mr. Ghanshyam (G.F.)		10									15				17	18						
117	Mr. Brajendra Mohan Singh (G.F.)		10									15				17	18						
118	Mr. Sunil Mehrotra (G.F.)		10									15				17	18						
119	Plastic Technology Deptt.																						
120	Dr. Manish Kumar (Asstt. Prof.)											15		16									20
121	Dr Prajesh Nayak (Asstt. Prof.)	10						13									18						
122	Ms Pooja Rani				11								16		17								
123	Mohd. Rashid Khan (G.F.)		10									15			17		18						
124	Ms. Malika Singh (G.F.)		10									15			17		18						
125	Mr. Krishna Raj (G.F.)	10										15			17		18						
126	Physics Deptt.																						
127	Prof. S.K. Sharma (FSM)											FSM			FSM		FSM		FSM				FSM
128	Dr. Savita Singh (G.F.)	10		11										16				18					
129	Dr. Pankaj Kr Mishra (G.F.)	10		11										16				18					
130	Mr. Jitendra Kumar (G.F.)	10		11										16				18					

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131	Department of Management Studies																						
132	Dr. Asheesh Trivedi (Assoc. Prof.)	10			11																		
133	Dr. C.K. Tewari (Assoc. Prof.)												16				18						
134	Dr. Yogesh Puri (Asstt. Prof.)					12								17						19			
135	Dr. Reetu Singh (Asstt. Prof.)												16				18		19				
136	Dr. Suchita Shukla (Asstt. Prof.)												16		17		18						
137	Dr. Rashi Saxena (Asstt. Prof.)	10			11			13															
138	Dr. Priyanka Gupta (Asstt. Prof.)		10	11			12																
139	Ms. Jigisha Srivastava (G.F.)	10		11									16						19				
140	Dr. Vikas Mishra (G.F.)	10		11									16						19				
141	Ms. Tanushree Banerjee (G.F.)	10		11									16						19				



(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. : 3076/COE/Special Carry Over Exam /2026

Date : 09/06/2026

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.



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