

DUTY ORDER

Mid Sem I Examination [MSE-I] 2025-26 for all UG, PG, and Ph.D. students will be conducted from 22 September 2025 (Monday) to 27 September 2025 (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 9:30 AM and For B-Shift, report to the Examination Cell by 1:30 PM.
2. **Late/Non-reporting:** Invigilator reporting after 9:30 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)
Centre Superintendent(CS)



(Prof. Anita Yadav)
Controller of Examinations &

Name of Invigilator		Dates of invigilation duties (September 22 to September 27, 2025)											
		A-SHIFT Reporting Time Before 09:30 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					
Bio-Chemical Engg. Deptt.													
1	Prof. Lalit Kumar Singh (FSM)	22	23			26			23	24	25		
2	Mr. Brajesh Singh (Assoc. Prof.)		23	24			R				25	26	
3	Dr. Sachin Kumar (Assoc. Prof.)		23			26	27	22					R
4	Ms. Roma Agrahari (Asstt. Prof.)		23	24	25	26			23			R	
5	Dr. Shravan Kumar (Asstt. Prof.)		23	24	R		27				25		27
6	Mr. Mohit Kumar Yadav (G.F.)	22	23	24	25		R		23	24		26	
7	Dr. Ashutosh Kr Pandey (G.F)	22	23	24	25		R		23	24			27
B. Pharma. Deptt.													
8	Ms. Priyanka Mishra (Contract.)		23	24	25	26		22		24	R		27
9	Mr. Ashish Kumar Gupta (Contract.)		23	24	25	R	27	22		24		26	
10	Ms. Mamta Kumari (Contract.)		23	24		26	27		23	24	25	R	
11	Ms. Neetu Sachan (Contract.)		23	24	25		R		23	24	25		27
Biotechnology Deptt.													
12	Dr. Neeraj Mishra (Contract.)		23	24	25	26			23	24	R	26	
13	Dr. Umesh Kumar (Contract.)			24	25	26	27		23	24	R		27
14	Dr. Yukti Gupta (Contract.)		23	24	25	26			23	24	25	R	
15	Mr. Mohit Nigam (Contract.)		23	24	25	26			23	24	25	R	
16	Ms. Pooja Singh (Contract.)		23	24	25	26			23	24	25	R	
Chemical Engg. Deptt.													
17	Prof. Ashwani Sood (Professor)		23		R					24			
18	Prof. Rajesh Katiyar (Professor)		23		R					24			
19	Prof. G.L. Devanani (FSM)		23		25		27	22		24	25		

20	Prof. A. K. Rathore (Professor)			24	R					25		
21	Prof Ashish Kapoor (Professor)		23		R				24			
22	Mr. Jitendra Kumar (Asso. Prof.)			24	25	R	27				26	
23	Dr. SVAR Sastry (Asso. Prof.)		23		25			22		R		26
24	Dr. Adarsh Kumar Arya (Asso. Prof.)	R		24	25				23			26
25	Dr. Shina Gautam (Asso. Prof.)		23	24				R			25	26
26	Dr. Pranav Chaudhary (Asstt. Prof.)		23	24	25	26				24	R	
27	Dr. Anjali Awasthi (Asstt. Prof.)		23	24	25	26			23		R	
28	Mr. Pankaj Kumar Lodhi (G.F.)	22	23	24	25		27		23		25	R
29	Dr. Vijay Kumar Verma (G.F.)	22	23	24	25	26	27		23		R	
30	Dr. Brijesh Kumar Yadav (G.F.)		23	24	25	R	27		23	24	25	
31	Mr Avanish (G.F.)		23	24	25		R	22	23	24	25	
32	Dr Nidhi (G.F.)		23	24	25		R	22	23		25	27
33	Ms Shipra (G.F.)	22	23	24	25	26			23	24	R	
Chemistry Deptt.												
34	Prof. C.L. Gehlot (Prof.)				24				23		R	
35	Dr. Santosh Kumar (Assoc. Prof.)			24	25				23	R		26
36	Dr. Shaili Pal (Asstt. Prof.)		23	24	25	26				24	R	
37	Ms. Sadhana Singh (G.F.)	22	23		25	26	27		23	24		R
38	Ms. Anamika (G.F.)		23	24	25	R	27		23	24	25	
39	Dr. Sandhya Singh (G.F.)		23	24	25		R		23	24	25	26
40	Mr. Ashvani Yadav (G.F.)		23	24	25	R	27		23	24	25	
41	Mr. Deepak Kumar (G.F.)		R	24	25		27		23	24	25	26
42	Dr. Arti Saroj (G.F.)		23	24	25	R	27		23	24	25	
43	Dr. Ruby Kumari (G.F.)		23	24	25		R		23	24	25	26
Civil Engg. Deptt.												
44	Prof. Deepesh Singh (Professor)		23		R					24		
45	Dr. Rajiv Ganguly (Asso. Prof.)		23		25			22		24	R	
46	Mr. Manish Kumar (Asstt. Prof.)			R	25	26	27		23	24		

Electrical Engg. Deptt.													
73	Prof. Yaduvir Singh (Professor)			24	25						R		
74	Prof. Archana Singh (Professor)		23		25				R				
75	Prof. Sanjiv Kumar (FSM)		23	24			27	22		25	26		
76	Prof. C.N. Singh (Professor)			24				23				R	
77	Mr. J.K. Dwivedi (Assoc. Prof.)				25		27		23	24		R	
78	Mr. Jameel Ahmad (Assoc. Professor)			24	25		R	22	23				
79	Dr. Chandrabhan Vishwakarma (Assoc. Prof.)	R	23	24						25	26		
80	Dr. Afroz Alam (Asstt. Prof.)		R		25	26	27		23	24			
81	Dr. Shailendra Kumar Bhasker (Asstt. Prof.)		23	24	25				R	24	25		
82	Dr. Chhavi Lal (G.F.)		23	24	25	26			R	24	25	26	
83	Dr. Govind Kant Mishra (G.F.)		23	24		26			R	24	25	26	27
84	Mr. Rajat Sachan (G.F.)		23	24	25	26			R	24	25	26	
85	Mr. Ashutosh Yadav (G.F.)		R	24	25	26			23	24	25	26	
Electronics Engg. Deptt.													
86	Prof. A.K. Shankwar (Professor)			R					23	24			
87	Prof. Ashutosh Singh (Professor)			24							25	R	
88	Dr. Nand Kishore (Asstt. Prof.)				R			22	23	24	25		27
89	Dr. Kumar Gaurav (Asstt. Prof.)		23	24	R		27		23		25		
90	Dr. Vipin Kumar Upadhyay (Asstt. Prof.)		R	24	25	26			23				27
91	Dr. Deo Chandra Jaiswal (G.F.)		R	24	25	26			23	24	25	26	
92	Dr. Anju Yadav (G.F.)		R	24	25	26			23	24	25	26	
93	Mr. Sharad Kumar Gupta (G.F.)		R	24	25	26	27		23	24	25		
94	Mr. Shaeque Afroz Kazmi (G.F.)		R	24	25		27		23	24	25		27
95	Mr. Ajeet Kumar (G.F.)		23	24	25				23	24	25		27
96	Mr. Ritesh Sachan (G.F.)		23	R	25	26			23	24	25	26	
97	Mohd. Hasnain Ansari (G.F.)		23	R	25	26	27			24	25	26	
98	Mr. Raj Kumar Singh (G.F.)		23	24	25	26			23	24	25		R

Food Technology Deptt.												
99	Prof. Alak Kumar Singh (FSM)			24	25	26			23	24		26
100	Prof. Vivek Kumar (Professor)				25				23			R
101	Mr. Vipul Kumar (Asstt. Prof.)		23	24	25					R	25	27
102	Dr. Arunima Singh (G.F.)		23	R	25	26			23	24	25	27
103	Mr. Vikas Yadav (G.F.)		23	R	25	26	27		23	24	25	
104	Ms. Aisha Rahaman (G.F.)	22	23	R	25	26			23	24	25	
Humanities Deptt.												
105	Prof. V.K. Yadav (Professor)			R					23		25	
106	Dr. Kaumudi Singh (Asstt. Prof.)		23	24	25					R	25	27
107	Dr. Avinas Awadh (G.F.)		23	R	25		27		23	24	25	26
108	Dr. Rajjan Prasad (G.F.)		23	R	25	26	27		23	24	25	
109	Dr. Om Nath Trivedi (G.F.)		23	24	25	26			23		25	26
110	Ms. Sonal Mehrotra (G.F.)		23	24	25	26	27		23		25	
111	Mr. Ashok Kumar Yadav (G.F.)		23	24	25		27		23	24	25	R
112	Ms. Nida Ambreen (G.F.)		23	24	25		27	R	23	24	25	
113	Ms. Samiya Sharfuddin (G.F.)		23	24	25	R	27		23	24	25	
Leather Technology												
114	Mr. Sumant Chaterjee (Assoc. Prof.)		23	24	25			22				R
115	Dr. Abhishek Kumar Lal (Asstt. Prof.)		R		25	26			23	24	25	
116	Mr. Ranveer Singh (Asstt. Prof.)		23	24	25			R		24	25	
117	Dr. Pramendra Gaurh (G.F.)		23	24	25	R	27		23	24	25	
118	Ms Kritika Vagme (G.F.)		23	24	25		R		23	24	25	27
Maths Deptt.												
119	Prof. Rekha Bali (Professor)		23		25					R		
120	Prof. R.N. Tripathi (FSM)		23	24	25	26	27					26
121	Dr. Uday Pratap Singh (Assoc. Prof.)			24	25	R		22	23			
122	Dr. Shivam Shreevastava (Asstt. Prof.)		23	24	25	26				24	R	
123	Dr. Swati Mishra (G.F.)		23	24	25		27		R	24	25	26

124	Dr. Vinod Kumar Yadav (G.F.)		23	24	25		R		23	24	25		27
125	Dr. Pratibha Mishra (G.F.)		23	24	25		R		23	24	25	26	
126	Dr. Anuj Kumar (G.F.)		23	24	25	R	27		23	24			27
127	Mr. Ashutosh Pandey (G.F.)		23	24	25		R		23	24	25	26	
128	Mr. Chamma Awasthi (G.F.)	22	23		25	R	27		23		25	26	
Mechanical Engg. Deptt.													
129	Prof. Anand Kumar (Professor)			24	R							26	
130	Prof. Vinay Pratap Singh (FSM)		23	24		26			23		25		27
131	Prof. Jitendra Bhaskar (FSM)		23		25				23	24	25		27
132	Prof. S.K.S. Yadav (Professor)				25	26							R
133	Mr. R.K. Ambikesh (Assoc. Professor)		23		25	26				24			R
134	Dr. Yashvir Singh (Assoc. Prof.)			24	25	R						26	27
135	Dr. Rishi Kant (Asstt. Prof.)		23	24	25	26			23		R		
136	Mr. Praveen Kumar Rai(G.F.)		23	24	25	26		R	23	24	25		
137	Mr. Keshav Gupta(G.F.)		23	24	25	R	27		23	24	25		
138	Ms Nisha Singh (G.F.)		23	24	25		27		R	24	25		27
Oil Technology Deptt.													
139	Prof. P.K.S. Yadav (Professor)		23							24			R
140	Dr. Neeraj Praphulla Awasthi (Assoc. Prof.)		R	24	25				23			26	
141	Dr Vineeta Gautam (Asstt. Prof.)		23	24	25	26		R					27
142	Mr Gaurav Singh (Asstt. Prof.)		R	24	25	26					25		27
143	Mr. Sanjay Kumar Singh (Asstt. Prof.)			R					23	24	25	26	27
144	Mr. Sameer Singh (G.F.)	22	23	24	25				23	24	R		27
145	Ms. Nandita Mishra (G.F.)		23	24	25		27		R	24	25	26	
Paint Technology Deptt.													
146	Prof. Arun Maithani (Professor)		23							R	25		
147	Dr. Radha Sachan (Asstt. Prof.)		23	24	25	26			23			R	
148	Mr. Ghanshyam (G.F.)		23	24	25	26			23	24	25		

149	Mr. Brajendra Mohan Singh (G.F.)		23	24	25				23	24	25	26	R
150	Mr. Sunil Mehrotra (G.F.)		23	24	25	26				24	R	26	27
Plastic Technology Deptt.													
151	Prof. Deepak Srivastava (Professor)		23	24								R	
152	Prof. Indira Nigam (Professor)			R	25				23				
153	Dr. Soma Banerjee (Asstt. Prof.)		23	24	25	26				R	25		
154	Dr. Manish Kumar (Asstt. Prof.)		23	R	25				23	24	25		
155	Mohd. Rashid Khan (G.F.)		23	24	25		27		23	24	25		R
156	Ms. Malika singh (G.F.)		23	24	25	26			R	24	25		27
157	Mr. Krishna Raj (G.F.)		23	24	25	26			23	24	25	R	
Physics Deptt.													
158	Prof. Sudhir Kr. Sharma (FSM)			24	25				23	24		26	27
159	Prof. Manoj Kumar (FSM)		23		25	26			23	24	25		
160	Dr. Abhishek Kumar Gupta (Assoc.Prof.)	R	23	24							25	26	
161	Dr. Braj Bhusan Singh (Asstt. Prof.)		23	24	25				23	R	25		
162	Dr. Savita Singh (G.F.)	R	23	24	25	26				24	25	26	
163	Dr. Pankaj Mishra (G.F.)		23	24	R	26			23	24	25	26	
164	Dr. Jitendra Kumar (G.F.)		23	24	R	26			23	24	25	26	
Department of Management Studies													
165	Dr. Asheesh Trivedi (Assoc. Prof.)			24		26			23	R	25		
166	Dr. C.K. Tewari (Assoc. Prof.)		23	24	25			R	23				
167	Dr. Yogesh Puri (Asstt. Prof.)		23	24	25				23	R	25		
168	Dr Richa Mishra (Asstt. Prof.)		23	24		26			23	24	25	R	
169	Dr. Smita Dron (Asstt. Prof.)		23	24	R	26			23	24			
170	Dr. Reetu Singh (Asstt. Prof.)		23	24	25	26		R					27
171	Dr. Suchita Shukla (Asstt. Prof.)		23	24	25				23	R	25		
172	Dr. Krishna Kant Bharti (Asstt. Prof.)		23	24	25	26					25	R	

173	Dr. Rashi Saxena (Asstt. Prof.)	R	23	24	25	26	27						
174	Dr. Priyanka Gupta (Asstt. Prof.)		23	24	25				R		25		27
175	Ms. Jigisha Srivastava (G.F.)		23	24	25			R	23		25	26	27
176	Dr. Vikas Mishra (G.F.)	R	23	24	25				23	24	25	26	
177	Ms. Tanushree Banerjee (G.F.)	R	23	24	25	26			23		25		27
Workshop													
177	Dr. Deepak Kumar (W.S.)		23	24	25	R			23	24			
178	Dr. Saurabh Sangal (A.W.S.)		23	24	25	R			23	24			
Training & Placement													
179	Dr. Naveen Kumar Gupta (T&P)			24	R				23				
Library													
180	Dr. Pramod Sharma (Librarian)			24	R				23				

(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. 1850 /COE/Mid Sem-I Exam /2025 Copy
forwarded for information and necessary action to:**

Date: 20.09.2025

- **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.**



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