

Minutes of Meeting

Date: 08.11.2019

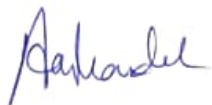
As per the notice dated 01.11.2019 with Ref. No. GNIT/COE/ODD/2019/117, an examination committee meeting was held in the office of COE from 03.00 p.m in presence of following members regarding Odd Semester Examination 2019-2020.

1.	Prof.(Dr.) Arun Kumar Mondal	COE
2.	Ms.Trishita Ghosh	ACOE
3.	Mr.Sayan Roy Chaudhuri	ACOE
4.	Ms.Pallabi Das	Supervisor
5.	Ms.Suparna Karmakar	Member
6.	Ms.Santana Das	Member
7.	Ms.Palasri Dhar	Member
8.	Ms.Dolanchapa Sikdar	Member
9.	Ms.Somalina Chowdhury	Member

Discussions took place on the following issues and the following resolutions were taken by the members present in the meeting-

Agenda:

1. Pre examination plans such as room allocation, seat planning, and room wise distribution of Answer Scripts.
2. Coordination with Accounts Section related to payment issues.
3. Discussion on grievance received from the students such as correction in student database like name, mobile number, email id etc.
4. Miscellaneous



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Agenda 1:

Pre examination plans such as room allocation, seat planning, and room wise distribution of Answer Scripts.

Resolution:

The responsibility of seat planning, invigilation duty roster planning, and room distribution of Answer Scripts are to be made by the examination members under the supervision of COE and ACOE.

Agenda 2:

Coordination with Accounts Section related to payment issues.

Resolution:

If any student faces problem during payment after form fill-up, the student inform the departmental committee members.

Mr. Sayan Roy Chaudhuri will take care of the issues related to payment of the students and resolve the same with Accounts Section.

Agenda 3:

Discussion on grievance received from the students such as correction in student database like name, mobile number, email id etc.

Resolution:

1. Discussed on the grievance of the students occurred during form fill-up. It is decided that these issues are to be taken care by the departmental examination committee members.
2. The student databases are to be corrected by ACOE after receiving the application from the students.
3. Mobile number and email id related issues for form fill-up are updated from the examination cell.
4. If any student faces any problem regarding the downloading of the admit card, the issue is to be resolved by Ms.Trishita Ghosh, ACOE.

Agenda 4: Miscellaneous:

Miscellaneous: Answer Script Counting

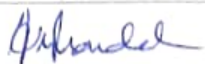



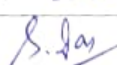




Resolution:

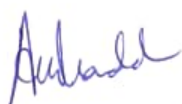
It is decided that the invigilators will not allow the students to leave the room till count of the Answer Script will be over. This point is raised by Ms.Suparna Karmakar with the permission of COE.

The meeting ended with vote of thanks

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Members Present:

Sl. No	Name	Designation	Signature
1.	Prof.(Dr.) Arun Kumar Mondal	COE	
2.	Ms. Trishita Ghosh	ACOE	
3.	Mr. Sayan Roy Chaudhuri	ACOE	
4.	Ms. Pallabi Das	Supervisor	
5.	Dr. Mainak Debnath	Member	
6.	Ms. Suparna Karmakar	Member	
7.	Ms. Santana Das	Member	
8.	Mr. Amit Debnath	Member	
9.	Ms. Palasri Dhar	Member	
10.	Ms. Dolanchapa Sikdar	Member	
11.	Ms. Somalina Chowdhury	Member	


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