

## Minutes of Meeting

Date: 15.04.2020

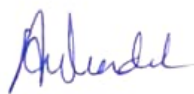
As per the notice dated 09.04.2020 with Ref. No. GNIT/COE/EVEN/2020/121, an examination committee meeting was held in the office of COE from 04.00 p.m. in presence of following members regarding Even Semester Examination 2019-2020.

1.	Prof.(Dr.) Arun Kumar Mondal	COE
2.	Ms.Trishita Ghosh	ACOE
3.	Mr.Sayan Roy Chaudhuri	ACOE
4.	Ms.Pallabi Das	Supervisor
5.	Dr. Mainak Debnath	Member
6.	Ms.Santana Das	Member
7.	Mr.Amit Debnath	Member
8.	Ms.Palasri Dhar	Member
9.	Ms.Dolanchapa Sikdar	Member
10.	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 of the meeting:

1. List of the Examiner and Head Examiner.
2. Planning of the Pre examination such as room allocation, seat planning.
3. Discussion on grievance received from the students as
  - a. Correction in student database like name, mobile number, email id etc.
  - b. Form fill-up password issue.
  - c. Problem in downloading the admit card.
4. Miscellaneous



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**Agenda 1:**

**List of the Evaluator**

**Resolution:**

Subject wise list of the Evaluator is to be prepared by Mr. Sayan Roy Chaudhuri and Answer Scripts are to be allocated accordingly.

**Agenda 2:**

**Planning of the Pre examination preparation such as room allocation, seat planning.**

**Resolution:**

The responsibilities of room allocation, invigilators list preparation is divided among the examination members under the supervision of COE and ACOE.

**Agenda 3.**

**Discussion on grievance received from the students as**

**Resolution:**

1. Discussed on the grievance of the students occur 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 after receiving the application from the students.
3. Password related issues for form fill-up are updated from the examination cell by resetting the new password and inform the student departmental committee members.
4. After completing the form fill-up process properly, the admit cards are generated and students can download from the portal.

**Agenda 4: Miscellaneous**

**Subject teacher and Invigilation duty**

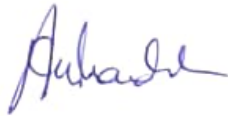
**Resolution:**

It is decided that the subject expert should not be allotted the same paper invigilation duty. This point is raised by Dr. Mainak Debnath, member of the Examination cell.

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**Member 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.Santana Das	Member	
7.	Mr.Amit Debnath	Member	
8.	Ms.Palasri Dhar	Member	
9.	Ms.Dolanchapa Sikdar	Member	
10.	Ms.Somalina Chowdhury	Member	



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