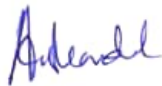


Minutes of Meeting

Date: 09.05.2019

As per the notice dated 06.05.2019 with Ref. No. GNIT/COE/EVEN/2019/103, an examination committee meeting was held in the office of COE from 3 pm to 4 pm in presence of following members regarding even semester 2018-2019:

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

A handwritten signature in blue ink, appearing to read 'A. Mondal', is positioned above the official title.

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

Agenda:

1. Pre-examination planning seat planning, invigilation duty roster, roving observer and Mobile team.
2. Assignment of the Evaluator.
3. Advance leave application of faculty members during examination.
4. 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.
5. Misc.

Agenda 1: Pre-examination planning seat planning, invigilation duty roster, roving observer, and Mobile team

Resolution: It is decided that before the commencement of examination seat planning, invigilation duty roster, roving observer list and Mobile team formation are to be made by a team headed by Ms. Santana Das and Mr. Sayan Roy Chaudhuri.

Agenda 2: Assignment of the Evaluator

Resolution: The decision was taken for the Allocation of answer script to respective examiners/evaluators for checking of answer scripts are to be completed within a week of completion of Examination.

Agenda 3: Advance leave application of faculty members during examination

Resolution: A notice will be issued by the COE for submitting the advance leave application of faculty members during examination with valid reason for smooth conduction of semester examination.

Agenda 4: Discussion on grievance received from the students

Resolution:

1. The students face some problem during form fill-up and they apply to resolve these. It is decided that these issues are to be taken care by the departmental examination committee members. The problems are to be resolved from the office of the controller.
2. The student databases are to be corrected by ACOE after receiving the application from the students.

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3. Mobile number related issues for form fill-up are updated by ACOE through examination portal.
4. After completing the form fill-up process properly, the admit cards are generated and students can download from the portal.

Meeting ended with vote of thanks.

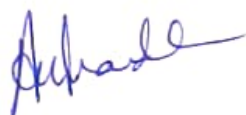


Prof (Dr.) Arun Kumar Mondal
Controller of Examination,
Guru Nanak Institute of Technology

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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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