

## Minutes of Meeting

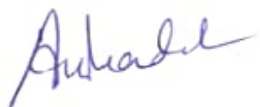
**Date: 12.11.2020**

As per the notice dated 09.11.2020 with Ref. No. GNIT/COE/ODD/2020/135, an examination committee meeting was held in the office of COE from 4:00 PM to 5:00 PM in presence of following members regarding Odd semester 2020-2021:

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

### Agenda of the meeting:

1. Discussion on grievance received from the students as
  - a. Correction in student database like name, mobile number, email id etc.
  - b. Problem in downloading the admit card.
2. Advance leave application of faculty members during examination.



Controller of Examination  
Guru Nanak Institute of Technology  
(An Autonomous Institute)

## **Agenda 1: Discussion on grievance received from the students as**

### **Resolution:**

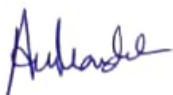
1. Discussed on the grievance of the students occur during form fill-up. It is decided that these issues are to be taken care by the departmental examination committee members.
2. The student data bases are to be corrected by ACOE after receiving the application from the students after receiving the application from the students.
3. Students will be able to download the admit card after successful completion of the online form fill-up.

## **Agenda 2: 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.

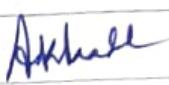





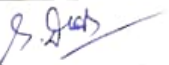
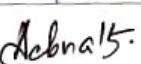



Meeting ended with vote of thanks.

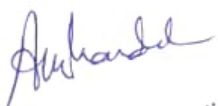


Prof (Dr.) Arun Kumar Mondal  
Controller of Examination,  
Guru Nanak Institute of Technology

Controller of Examination  
Guru Nanak Institute of Technology  
(An Autonomous Institute)

**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	

  
Controller of Examination  
Guru Nanak Institute of Technology  
(An Autonomous Institute)