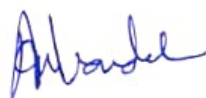


## Minutes of Meeting

Date: 19.07.2018

As per the notice dated **18.07.2018** with Ref. No. GNIT/COE/ODD/2018/117, an examination committee meeting was held in the office of COE from 3.30 pm to 4.30 pm in presence of following members regarding odd 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. Ms. Palasri Dhar, Member



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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. Question paper for Examination
2. Unit Test room allocation and Seating Arrangement
3. Discussion on grievance received from the students as
  - a. Correction in student database like name, fathers name, pin code etc.
  - b. Update of mobile no and email id.

**Agenda 1: Question paper for Examination**

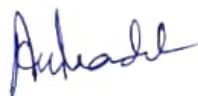
**Resolution:** It has been decided that all question papers of Unit Test1, Unit Test2, assignment and Semester Model question paper must be mapped with CO and BT level. And the format of Semester Model Question Paper will be shared by the Office of the COE.

**Agenda 2; Unit Test room allocation and Seating Arrangement**

**Resolution:** Unit Test Routine along with seating allotment will be will be prepared Examination cell. The responsibility has been given to Pallabi Das.

**Agenda 3: Discussion on grievance received from the students**

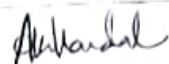







**Resolution:** It is decided that these issues are to be taken care by the Supervisor, Ms.Pallabi Das. The student mobile no and email id are to be corrected by ACOE after receiving the application from the students.

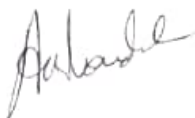


Prof(Dr.) Arun Kumar Mondal  
Controller of Examination,  
Guru Nanak Institute of Technology

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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.	Ms Palasri Dhar	Member	

  
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