

Minutes of Meeting

Date: 25.05.2021

As per the notice dated 25.05.2021 with Ref. No. GNIT/COE/EVEN/2021/127, an examination committee meeting was held in the office of COE from 4.30 pm to 5.30 pm in presence of following members regarding even 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

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.
2. 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.
 - c. Form fill-up issue.
 - d. Problem in downloading the admit card.
3. Advance leave application of faculty members during examination



Controller of Examination
Guru Nanak Institute of Technology
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Agenda 1: Pre-examination planning seat planning, invigilation duty roster, roving observer, and Mobile team

Resolution: The responsibility of seat planning, invigilation planning roster, roving observer duty roster preparation, and Mobile team formation are divided among the Examination Cell Members under the supervision of COE and ACOE.

Agenda 2: Discussion on grievance received from the students as

Resolution: It is decided that these issues are to be taken care by the Supervisor, Ms.Pallabi Das.

1. The student mobile no and email id are to be corrected by ACOE after receiving the application from the students.
2. After completing the form fill-up process properly, the admit cards are generated and students can download from the portal.

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

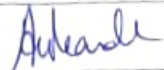


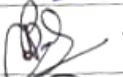


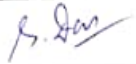




Meeting ended with vote of thanks by Controller of the Examination.




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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