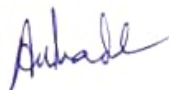


Minutes of Meeting

Date: 25.08.2021

As per the notice dated 20.08.2021 with Ref. No. GNIT/COE/ODD/2021/112, an examination committee meeting was held in the office of COE from 4.00 pm to 4.45 pm in presence of following members regarding odd semester 2021-2022:

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
9. Mr. Sanjoy Biswas



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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 correction in student database like name, fathers name, pin code etc.

Agenda 1: Question paper for Examination

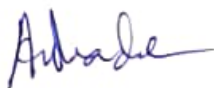
Resolution: It has been decided that all question papers of Unit Test1, Unit Test2, assignment and Semester Model question paper must be mapped with CO and BT level. And the format of Semester Model Question Paper will be shared by the Office of the COE.

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 Mr. Sanjoy Biswas.

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. Santana Das. The student mobile no and email id are to be corrected by ACOE after receiving the application from the students.

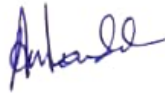


Prof(Dr.) Arun Kumar Mondal
Controller of Examination,
Guru Nanak Institute of Technology

Controller of Examination
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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	ACOE	_____
4.	Ms. Pallabi Das, Supervisor	Supervisor	_____
5.	Dr. Mainak Debnath, Member	Member	_____
6.	Ms. Suparna Karmakar, Member	Member	_____
7.	Ms. Santana Das, Member	Member	_____
8.	Ms. Palasri Dhar, Member	Member	_____
9.	Mr. Sanjoy Biswas	Member	_____



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