

Minutes of Meeting

Date: 09.11.2018

As per the notice dated 05.11.2018 with Ref. No. GNIT/COE/ODD/2018/117, an examination committee meeting was held in the office of COE from 3 pm to 4 pm regarding Odd semester 2018-2019 in presence of following members:

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

Agenda of the meeting:

1. Invigilation
2. Practical Examination.
3. Pre examination planning such as room allocation, seat planning.
4. 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.



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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: Invigilation

Resolution: It also decided in the meeting that no Invigilator should leave the Examination Cell until the total count of Answer Script is completed.

Agenda 2: Practical Examination:

Resolution: Practical Examination for all Odd Semester will be to be conducted in presence of External Examiner.

Agenda 3: Pre examination planning such as room allocation, seat planning

Resolution: The responsibility of seat planning, invigilation duty roster preparation etc. are divided among the examination members under the supervision of Ms. Trishita Ghosh, ACOE and Ms. Pallabi Das, Supervisor

Agenda 4: Discussion on grievance received from the students

Resolution:

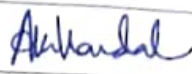
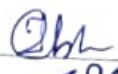




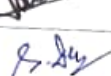

- It is decided that the student database correction and update of the mobile number, email id are to be done by ACOE after receiving the application from the students.
- After completion of the form fill-up, the admit cards are generated and students can download the same from the portal.
- If any problem arises in downloading the admit card, the issue will be resolved from the COE office. Mr. Sayan Roy Chaudhuri will be the contact person for this.



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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