



MINUTES OF THE 1st CLASS COMMITTEE MEETING

Date :

The 1st class committee of _____(Year / Session) was held on _____(Date), _____(time) in the _____ . The following members were present.

Sl. No.	Faculty	Student
1.		
2.		
3.		
4.		
5.		
6.		

1. Review of Courses

Sl. No.	Course Code	Course Name	Prerequisite	Credit	Name of the faculty
1.					
2.					
3.					
4.					
5.					
6.					

2. Review of Course Plan

Sl. No.	Course Code	Course Name	Number of Assessments	Attendance policy (%)	Compensation Assessment Policy (Yes / No)	Course Plan uploaded* (Yes / No)
1.						
2.						
3.						
4.						

3. Any other matter

Signature (Faculty / Student Member)

Sl. No.	Faculty	Student
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Chairman (Class committee)

Forwarded

Head of the department

Copy to:

All members (Faculty / Student)
Dean (Academic)