



MINUTES OF THE 2nd CLASS COMMITTEE MEETING

Date :
The 2nd 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.		

1. Review of Assessment

Sl. No.	Course Code	Course Name	Name of the faculty	Status of Assessment (Date)
1.				
2.				
3.				
4.				
5.				

2. Review of conduction of course

Sl. No.	Course Code	Course Name	Portions covered (%)	Number of classes conducted	Attendance shortage* (Roll Numbers)
1.					
2.					
3.					
4.					
5.					

* Separate sheet can be attached

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)