



**MINUTES OF THE 2<sup>nd</sup> CLASS COMMITTEE MEETING**

**Date :**  
The 2<sup>nd</sup> 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)**

<b>Sl. No.</b>	<b>Faculty</b>	<b>Student</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		

**Chairman (Class committee)**

**Forwarded**

**Head of the department**

**Copy to:**

All members (Faculty / Student)  
Dean (Academic)