



**MINUTES OF THE 1<sup>st</sup> CLASS COMMITTEE MEETING**

**Date :**

The 1<sup>st</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.		
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)**

<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)