



CIRCULAR_SECOND CLASS COMMITTEE MEETING

Date :

The Second class committee meeting for the _____ Semester, B.Tech. /
B.Arch / M.Tech. / M.Arch. / M.Sc. / MBA / MCA / MA
_____ (Specialization) is scheduled on
_____(Day & Date), _____(time) in the
_____ (Venue).

Agenda:

- Review of Course Plan, First Assessment Performance, Attendance details
- Any other matter

The following (course handling) faculty members and student representatives are requested to attend the meeting.

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

Chairperson (Class committee)