



CIRCULAR_FIRST CLASS COMMITTEE MEETING

Date :

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

Agenda:

- Course Plan
- 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)