



MINUTES OF THE 3rd CLASS COMMITTEE MEETING

Date :

The 3rd 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. Tentative Schedule for Final Assessment

Sl. No	Course Code	Course Name	Date	Time

Venue:

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)