

## PONDICHERRY ENGINEERING COLLEGE, PUDUCHERRY - 605014

Minutes of the Class Committee Meeting (CCM) for the B.Tech. Programme

Department		CCM Number (tick)	First	Second	Third
Semester		Academic Year			
CCM Venue		CCM Date			

**I. Members Present**

<b>S.No.</b>	<b>Name and Designation</b>	<b>Position in the Class Committee</b>	<b>Signature</b>
1		Chairperson (HoD / First Year Coordinator)	
2		Faculty member	
3		Faculty member	
4		Faculty member	
5		Faculty member	
6		Faculty member	
7		Faculty member	
8		Faculty member	
9		Faculty member	
10		Faculty member	
11		Faculty member	
12		Student Member (CR)	
13		Student Member	
14		Student Member	
15		Student Member	
16		Convener (Faculty Advisor)	

Note: The Minutes of the Class Committee Meeting shall be filed in the 'Class Committee Meeting file' of the Department

<b>II. Minutes</b> (Points discussed and decisions taken)			
<b>S.No.</b>	<b>Agenda items</b>	<b>Discussed ( Yes/No)</b>	<b>Comments / Remarks</b>
<b>A) General Review</b>			
1	Pace of coverage of syllabus and issues regarding coping up of students to the syllabus coverage discussed		
2	Nature of Continuous Assessment Test (CAT) and Assessment Procedure discussed		
3	Assignments and Tutorials given to the students reviewed		
<b>B) Performance Review</b>			
4	Whether CAT marks for all subjects pertaining to the class made available to the meeting? Performance of students in CAT is reviewed.		
5	Whether subjects in which students performance is poor identified and any remedial classes / additional tutorials suggested for any subjects		
<b>C) Regularity Review</b>			
6	Whether attendance details for all subjects pertaining to the class made available to the meeting? Class attendance is reviewed and irregular students identified.		
<b>D) Students' Feed Back</b>			
7	Specific Students' Feed Back, if any, is recorded		
8	Other academic matter discussed:		

(Attach a separate sheet to present more information if required)