

# CV. Raman College of Engineering, Bhubaneswar

CVRCE/D-1<sup>st</sup> yr/UO/003/14

Date:- 26<sup>th</sup> August'14

To,

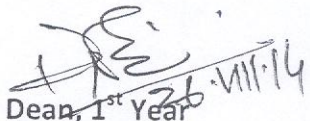
HOD ME/ETC/EE/CSE/IT/Physics/Chemistry/Math/English.

**Sub.: Meeting of faculties relating to 1<sup>st</sup> Semester B.Tech course.**

It is proposed to conduct a meeting of faculties taking classes of 1<sup>st</sup> Semester course 2014 – 15 on 28<sup>th</sup> August'14 at 03:15PM in Cafeteria to discuss on following points:-

1. Review of courses so far taken.
2. Student's attendance.
3. The problems faced by the faculty under existing system.
4. Proctorship for the students.
5. Preparation for smart classes.
6. Other points if any.

HODs are requested to depute the concerned faculties taking classes of 1<sup>st</sup> Semester course to attend the meeting.

  
Dean, 1<sup>st</sup> Year 26.VIII.14

Copy to: DSW/In-charge SSEPL with a request to participate in the discussion.