

Form EM1

INDIAN INSTITUTE OF INFORMATION
TECHNOLOGY, DESIGN AND
MANUFACTURING, KANCHEEPURAM



भारतीय सूचना प्रौद्योगिकी, अभिकल्पना
एव विनिर्माण संस्थान, कांचीपुरम

OFFICE OF EXAMINATION

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Minutes of the Class First Committee Meeting

*Agenda: (i) Discussion on marks distribution and grading pattern
(ii) Attendance verification
(iii) Course/Teacher feedback*

Semester: Jan-May/Jul-Nov

AY: 20.....-20.....

Batch, Year, Sem (eg. EC20,III,5) :

Date and time of the CC Meeting :

Name of the CC Chairperson :

Marks distribution and grading pattern : *To be entered on the rear side of this form*

Attendance verification : *To be entered on the rear side of this form*

Specific concerns raised by the students about the course/teacher:

Feedback from course faculty:

Signature of Class Representatives:

Signature of Course faculty:

CC Chairperson

HoD

For Office Use

Received on:

PIC (Acad.)

PIC (Exam.)

Dean (Academics)

Distribution of Marks

S. No.	Course Code	Course Name	Name of course faculty	Pre-End Sem*						End Sem*	Grading pattern (Absolute/Relative) ^{\$}	Remarks (if any)
				Q1	Q2	Mid-Sem	Assg.	Proj.	Others			

^{\$}For courses which follow **absolute** grading pattern, the grade cut-offs may be entered below

Sl. No.	Course No.	Course Title	Name of faculty	Grade cut-off						
				S	A	B	C	D	E	

* The weightages may be subject to: End sem examination - 40-50%; Pre-end semester (Quizzes, Mid sem examination, Assignments, Projects etc.) – 50-60%.

Certified that the attendance sheets for all the above courses have been verified.

Date:

CC Chairperson