

MEGHNAD SAHA INSTITUTE OF TECHNOLOGY

Nazirabad, P.O. Utchepota Via Sonarpur, Kolkata:700150

Ref. No. MSIT/DO/NOTICE-2018/119

Date: 24.09.2018

NOTICE

SUB: PARENT TEACHER MEETING

Parent-Teacher-Meeting of Odd Semester 2018-19 will be held on **SATURDAY 29TH SEPTEMBER 2018** at the institute premises as per following schedule:

1st year (Except MCA) & 2nd year : 10:30 am to 12:00 noon
3rd year (Except BBA, BCA & MCA): 12:15 pm to 1:15 pm

Students of concerned classes are advised to inform & invite their parents to come and meet the Class Coordinators, Faculty members, HODs on that day for exchange of information related to students.

Class Coordinators are advised to keep attendance, performance and other related updated data available with them.

Accounts dept is advised to send class-wise sorted list of students with Fee-Dues to departments in advance.

HODs are advised to send list of faculty and staff members to be present on that day to undersigned in advance for CCL authorisation.



Dr. S. Ray Chaudhuri
Director, MSIT