

**K.L.N.COLLEGE OF INFORMATION TECHNOLOGY**  
**Pottapalayam – 630 612, Sivagangai Dt.**

Ref. No. : KLNCIT / B1 / 2020 / 91

Date: 26.02.2020

**CIRCULAR**

- ❖ Parent-teachers meeting for all B.E. / B.Tech students will be held on 29<sup>th</sup> February 2020, Saturday from 10.00 a.m. to 12.00 noon.
- ❖ Agenda is as follows:
  - 9.00 a.m. – Transport from Crime branch (Near TVS Petrol Station) via. Mahal, Keelavasal, Teppakulam to College (for parents)
  - 9.45 a.m. – Arrival
  - 9.45 a.m. to 10.00 a.m. – Hi-tea (Venue:- Near Block III EEE)
  - 10.00 a.m. to 10.30 a.m. – Presentation by HOD (Venue:- Department)
  - 10.30 a.m. to 12.00 noon – Interaction by Parents with tutors / class in-charges / Academic Co-ordinator
  - 12.30 p.m. – Return Trip
- ❖ All tutor / class incharges are informed to keep the tutor-ward records, University results, CIT marks & Attendance percentage for the meeting.
- ❖ Reporting time for staff members : 9.00 a.m. to College. Refer the Transport schedule in our College website.

  
PRINCIPAL

To be read in all classes