



H. J. THIM TRUST'S  
**THEEM COLLEGE OF ENGINEERING**  
Department of Electrical Engineering

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***INVITATION***

Dear parents/ Guardians

Subject: Parents Teachers meet on 25<sup>th</sup> Aug, 2018.

The HOD of Electrical Department, Theem College of Engineering cardinally invites you to attend Parents Teacher meet on Saturday 25<sup>th</sup> Aug 2018, at 10:30 am.

This meet provides an opportunity to ensure your ward's performance and discussion on your ward's area of interest and concern.

You will also interact with Principal and HOD.

**Schedule:**

10:30 AM to 11:30 AM: Interaction with Faculty.

11:30 AM to 12:30 PM to PM: Elaboration of objectives by Class Advisor.

With best Regards,

**HOD**

(Name of the HOD)

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**ACKNOWLEDGEMENT LETTER**

(to be filled by parent only)

Please check one,

\_\_\_\_\_ I will be able to attend as scheduled.

\_\_\_\_\_ I will NOT be able to attend as scheduled.

Name of student: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Parent Mobile No: \_\_\_\_\_

Parent's signature: \_\_\_\_\_