



BIRLA INSTITUTE OF TECHNOLOGY
Offshore Campus, Ras Al Khaimah, UAE

Dr. P. K Upadhyay, Ph.D (BIT)
Academic Coordinator

Date: 14/11/2013

Dear Parents,

This is to inform you that as per the standard practice of our Institute, we have planned to have a “parent-teachers meeting” on **29-11-2013, (Friday)** for the students of 1st Semester Diploma course (admitted in September 2013). The meeting will be held **strictly during 10AM to 12PM** in the seminar hall of our Institute and is planned to discuss all the academic and other aspects of the students of this batch for their overall progress and development.

We therefore request you to kindly cooperate with us and be **present in time** to have a proper discussion with all the concerned faculty members and other administrative personnel of our Institute.

Looking forward for a fruitful interaction

Yours truly,



(P.K Upadhyay)