



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

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

**Date: 05/12/2016**

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 **09-12-2016, (Friday)** for all students of **Engineering, Diploma and BCA programs** (New & Old Batches). The meeting will be held **strictly during 10 AM to 1 PM** in the Auditorium of our Institute and is planned to discuss all the academic and other aspects of the students 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)

