

**Check List for Organizing Research Advisory Board Meeting**

**Date** :

**Venue** :

S. No	Requisite	Available / Not Available	Verified & Approved
1	Circular / Notice.		
2	Requisition Letter to the members.		
3	Acceptance Letter from members.		
4	Attendance Report.		
5	Minutes of Meeting.		
6	Geotagged Photos for Each Session – Minimum 4 Photos.		
7	Action Taken Report (ATR).		
8	Settlement Form / Account Statement / Bill Copies.		

**Faculty In-charge**

**ERP In-charge**

**Asso. Dean-CFRD**

**Dean-CFRD**

***Verified by***

**IQAC Team**

**Dean-IQAC**