

IQAC/CL/CFRD/01

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

Date

ıe	:			
Requisite			Available / Not Available	Verified & Approved
Circular / Notice.				
Requisition Letter to the members.				
3 Acceptance Letter from members.				
Attendance Report.				
Minutes of Meeting.				
Geotagged Photos for Ea	nch Session – Minimum 4 Photos	5.		
7 Action Taken Report (ATR).				
8 Settlement Form / Account Statement / Bill Copies.				
Faculty In-charge ERP In-charge Asso. Dean-CF		Dean-CFRD		
ied by	IQAC Team	Dean-IQAC		
	Requisition Letter to the Acceptance Letter from Attendance Report.  Minutes of Meeting.  Geotagged Photos for Eat Action Taken Report (At Settlement Form / According According According According According According Acc	Requisite  Circular / Notice.  Requisition Letter to the members.  Acceptance Letter from members.  Attendance Report.  Minutes of Meeting.  Geotagged Photos for Each Session – Minimum 4 Photos  Action Taken Report (ATR).  Settlement Form / Account Statement / Bill Copies.  aculty In-charge  ERP In-charge	Requisite  Circular / Notice.  Requisition Letter to the members.  Acceptance Letter from members.  Attendance Report.  Minutes of Meeting.  Geotagged Photos for Each Session – Minimum 4 Photos.  Action Taken Report (ATR).  Settlement Form / Account Statement / Bill Copies.  acculty In-charge ERP In-charge Asso. Dean-CFR field by	Requisite  Available / Not Available  Circular / Notice.  Requisition Letter to the members.  Acceptance Letter from members.  Attendance Report.  Minutes of Meeting.  Geotagged Photos for Each Session – Minimum 4 Photos.  Action Taken Report (ATR).  Settlement Form / Account Statement / Bill Copies.  Desired by