

Check List for Organizing Institutional Research Committee 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