

**Check List for Organizing Parents Teachers Meeting**

**Name of the Event Organizer :**  
**Department :**  
**Semester :**  
**Event Date (From & To) :**  
**Event Venue :**

S. No	Requisite	Available / Not Available	Verified & Approved
1	Requisition Letter to Head of the Institution seeking permission to organize the event through HoD.		
2	Request letter for Food / Refreshment.		
3	Requisition Letter to Head of the Institution for Financial Assistance.		
4	Department circular regarding Parents-Teachers Meeting.		
5	Intimation letter to Parents.		
6	Event Brochure / Flyer.		
7	Event Schedule (Detailed).		
8	Event Attendance Sheet.		
9	Event Report.		
10	Feedback from Parents. (Manually Filled).		
11	Geotagged Photos for each session.		
12	Settlement Form / Account Statement / Bill Copies.		
13	Press / Media Materials. (If any).		

**Dept. IV Coordinator**  
*Verified by*

**ERP In-charge**

**HoD**

**IQAC Team**

**Dean-IQAC**