

Check List for Organizing PAC Meeting

PAC Meeting Number :

Date of PAC Meeting :

Venue :

S. No	Requisite	Available / Not Available	Verified & Approved
1	Action Taken Report of the previous meeting.		
2	Members List.		
3	Invitation copy of PAC meeting to all members.		
4	Request letter for Food/Refreshments		
5	Poster.		
6	Agenda.		
7	Minutes of Meeting.		
8	Supporting Documents (Annexures).		
9	Geo-tagged Photos.		
10	Settlement Form / Account Statement / Bill Copies.		
11	Settlement Form / Account Statement / Bill Copies.		

Faculty In-charge

PAC Head

HoD

Verified by

IQAC Team

Dean-IQAC