

Check List for International Advisory Board Meeting

Date :

Venue :

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

Faculty In-charge

ERP In-charge

Head-CHE

Dean-I&R

Verified by

IQAC Team

Dean-IQAC