Check List for Organizing IQAC Meeting

IQAC Meeting Number :

Date of IQAC Meeting   :

Venue   :

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

Faculty In-charge   **IQAC Team**   **Dean-IQAC**