

Check List for Organizing Academic Council Meeting

Academic Council Meeting Number :
Date of Academic Council Meeting :
Venue :

S. No	Requisite	Available / Not Available	Verified & Approved
1	Action Taken Report to Previous Meeting.		
2	Proof of Anna University Nominee.		
3	Members List.		
4	Invitation copy of Academic Council 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

Dean-Academics

Verified by

IQAC Team

Dean-IQAC