

Check List for ICC/POSH, GRC, ARC, IIIC, SC/ST, Councilor Committee Meeting

Name of the Committee :

Name of the Faculty Coordinator :

Purpose of Meeting :

Meeting Date :

Meeting Venue :

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

Faculty In-charge
Verified by

ERP In-charge

Committee Chairman

IQAC Team

Dean-IQAC