

Check List for Organizing Principal / Chairman Meeting

Meeting Type : Academic / Administration / Research / Placement / Training / Higher Education /
Innovation / Faculty / Students / Hostel / HR / Accounts

Meeting Date :

Meeting Venue :

S. No	Requisite	Available / Not Available	Verified & Approved
1	Action Taken Report (ATR).		
2	Circular for Principal meeting with members List.		
3	Agenda.		
4	Attendance Report (Members both the Present and Absent details).		
5	Minutes of Meeting.		
6	Geo-tagged Photos		
7	Settlement Form / Account Statement / Bill Copies. (If applicable).		

Faculty In-Charge

Dean-IQAC