

## Meeting & Documentation Norms

### A. Pre-Meeting Norms

Sr. No.	Activity	Norms / Guidelines	Responsibility
1	Meeting Schedule	Meetings shall be planned as per the approved meeting calendar	Chairperson/MS
2	Issue of Notice	Formal notice to be issued at least 15 days in advance	Member Secretary
3	Agenda Preparation	Agenda to include confirmation of minutes, action taken review, and new items	Chairperson/MS
4	Circulation of Agenda	Agenda and supporting documents to be circulated in advance 07 days	Member Secretary
5	Quorum Confirmation	The meeting shall commence only after the quorum is confirmed as per the statutes	Chairperson

### B. Conduct of Meeting Norms

6	Presiding Authority	The meeting shall be chaired by the designated Chairperson	
7	Attendance	Attendance of members shall be recorded and signed	
8	Decision Making	Decisions shall be taken through discussion and consensus	
9	Special Invitees	May be invited with the permission of the Chairperson	
10	Emergency Meetings	Can be convened with short notice, with the approval of the Competent Authority	
11	Mode of Meeting	Physical / Online / Hybrid mode as permitted	

### C. Post-Meeting Documentation Norms

12	Minutes of Meeting	Draft minutes to be prepared within 7 working days	Member Secretary
13	Approval of Minutes	To be approved by the Chairperson	Chairperson
14	Circulation of Minutes	Approved minutes to be circulated to all members	Member Secretary
15	Action Points Identification	Clear action items with responsibility and timelines	Chairperson/MS

### D. Action Taken Report (ATR) Norms

16	ATR Preparation	ATR to be prepared within 30 days of the meeting	Member Secretary
17	Responsibility	Concerned departments/members to submit ATR	Member Secretary

18	Review of ATR	ATR to be reviewed in the subsequent meeting	Member Secretary
19	Documentation	ATR to be attached with next meeting agenda	Member Secretary
<b>E. Record Maintenance &amp; Archival Norms</b>			
20	Notices & Agendas	To be preserved in physical and/or digital form	Member Secretary
21	Attendance Sheets	Mandatory record for audit	Member Secretary
22	Minutes of Meetings	To be bound year-wise / stored digitally	Member Secretary
23	Action Taken Reports	To be preserved with minutes	Member Secretary
24	Supporting Documents	Reports, presentations, and resolutions to be archived	Member Secretary
25	Digital Records	Maintained in a secure institutional repository	Member Secretary
<b>F. Compliance &amp; Audit Norms</b>			
26	Statutory Compliance	Meetings to adhere to UGC / AICTE / University statutes	Chairperson/MS
27	Accreditation Evidence	Documents to be made available for NAAC / NBA	Member Secretary
28	Transparency	Records to be produced during inspections	Member Secretary
29	Confidentiality	Sensitive matters to be handled with confidentiality	Chairperson/MS
30	Reporting	Summary reports are to be submitted to higher authorities when required	Member Secretary

## Office of the IQAC

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