



# IQAC meeting record template

## BLANK WORKING FORM

Blank working template. Record a real meeting and its authorised decisions; this form does not establish an IQAC composition or stand in for signed minutes. Keep attendance and supporting documents in the office archive; publish only the reviewed minutes.

Academic year / meeting number / date / time / venue

Chairperson / recorder / members present / apologies (attach attendance)

Agenda item and evidence reviewed

Decision actually taken / dissent or deferred items

Action owner / due date / evidence required

Previous actions reviewed / next review date

Prepared by / reviewed by / approval date (complete after review)