



भाकृअनुप-केन्द्रीय पटसन एवं समवर्गीय रेशा अनुसंधान संस्थान
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MEETING / TRAINING CHECKLIST

Name of the Meeting / Training:

Venue: Date & Time:

<u>Status</u>	<u>Item</u>	<u>Status</u>	<u>Item</u>
☐	Room cleaned	☐	Agenda and documents available
☐	AC working and temperature set	☐	Stationery reg. kits/ souvenir available
☐	Lighting adequate and stable	☐	Seating arranged
☐	Sound system clear	☐	Name plates placed (if required)
☐	Projector/Display working	☐	Drinking water arranged
☐	Laptop/PC ready	☐	Refreshments arranged (if any)
☐	Clicker/Pointer working (if any)	☐	Clock visible
☐	Internet/Wi-Fi working	☐	Attendance sheet filed
☐	Video conferencing setup ready (if any)	☐	Power supply and backup available
☐	Ornamental Pots arranged aesthetically		
☐	Pre-Post Evaluation Report		
☐	Participants: ☐ Male ☐ Female		
☐	Training report with photographs: ☐ DKMA ☐ AKMU ☐ PME ☐ Director Cell		
☐	Social Media Content: ☐ Facebook ☐ Twitter/X ☐ Instagram		
☐	Issues (if any):		

Signature
(Organising Secretary)