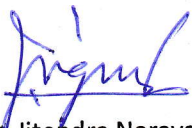


Minutes	Action Taken Report
Preparation of Two separate Academic Calendars for B.Com (Main Campus) & BBA (Extension Campus)	Prepared and implemented
Fixation of pay to a higher scale of two Teachers under CAS	All formalities and procedures followed up and a meeting with JDPI, Govt. of West Bengal, University subject experts was organized for incumbent interview and promotion procedures completed.
Improvement of Academic-Environment	Students attendances were counted on quarterly basis and action were taken against the students having poor attendance and ultimately attendance improved a lot. Teachers were encouraged to carry on research work for their promotion. Dr. Arup Pramanik and Sri Sandipan Bhattacharya participated and presented separate research papers in the "London International Conference on Education" at Cambridge University (UK) held on 11 th – 14 th of December, 2017. At state level 3(three) papers were presented by Dr. Chinmoy Sarkar and Mr. Ayub Ali in the Seminars.
Holding of Career Awareness Camp and Health Check-up Camp, Swachh Bharat Abhiyan etc.	Our students organized Swachh Bharat Abhiyan and celebrated Independence Day and Republic Day. We organized Dengue Awareness Camp and Career Awareness Camp in our Extension Campus. Our NCC Cadets planted trees in the College Campus, participated in Cancer Awareness Rally (September 12, 2017), Women Trafficking Rally (November 16, 2017) and organized Environment Awareness Camp. (September 5, 2017)




 Dr. Jitendra Narayan Gupta
 Co-ordinator IQAC