


Following is the action taken report on the basis of the meeting held on
14.11.2019

Item No.	Minutes of the meeting	Resolution	Action Taken	Remarks
1.	Complaint regarding irregular LCC classes in the Department of Bengali and English	1.Students to be included in different WhatsApp groups 2.The routine for LCC classes has to be followed 3.Prior intimation of the students regarding the class in case any alteration happens in the class schedule 4.Attendance must be taken after each class	The TIC had been informed about the issue. The head of the institution had issued a notice regarding asking everyone to comply with the resolutions taken in the meeting.	The matter was resolved successfully


Signature of the convenor


Signature of the Teacher-in-Charge
14.11.2019
Teacher-in-Charge
Domkal Girls' College