

## Action Taken Report-09

Meeting Date: 09/02/2023 (Thursday)  
Venue: Room No.: A-206 (New Building)  
Time: 11.30 AM

### Actions Taken:

Item NO.	Agenda	Resolution	Action Taken
1	Conducting Aptitude Census for Skill Enhancement	An aptitude census to be carried out in the college to determine the various interests and inclinations of students for the purpose of Skill Enhancement. All teaching and non teaching staffs are requested to cooperate in the process.	A plan was formulated to conduct an aptitude census in the college to determine students' interests and inclinations for skill enhancement purposes. All teaching and non-teaching staff members were briefed about the importance and objectives of the aptitude census. The census was conducted as per the planned schedule, with appropriate measures taken to ensure accuracy and reliability of the data collected.
2	Collection of Student Data	Data regarding students (both present and outgoing) to be collected by any or all of the following methods-Google form survey, Alumni reunion, data sheet, migration records, scholarship records etc.	Data regarding students, both present and outgoing, was collected using multiple methods as outlined in the resolution. These methods included Google form surveys, alumni reunions, data sheets, migration records, and scholarship records.

### Conclusion:

The aptitude census and data collection efforts were successfully carried out with the cooperation of both teaching and non-teaching staff. The collected data will serve as valuable inputs for enhancing students' skills and providing necessary support and resources.

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20/02/23

Convenor,  
Student Support & Progression Sub-Committee(SSP)  
Domkal Girls' College

*Handwritten signature*  
10/08/23  
PRINCIPAL  
Domkal Girls' College  
Domkal, Murshidabad