

Following is the action taken report on the basis of the meeting held on 22nd January, 2025

Item No.	Minutes of the meeting	Resolution	Action Taken	Remarks
	Forwarding the official messages related to the students	<ol style="list-style-type: none"> 1. Every department will ensure that the official notifications pertaining to Govt. holiday will be forwarded to the students' WhatsApp groups in time. 2. Two faculty members will look into the matter 3. All official notifications to be made before 1.30 p.m. 	Principal had taken positive steps in this regard by intimating every departmental head of the decisions.	
2.	Use of digital signature of Dr. Tulika Chakraborty	The Head of the Department of Education will issue a letter of clarification to Dr. Tulika Chakraborty informing her of the necessary correction to be made with regards to the use of the digital signature.	The principal had instructed the respective head of the department to act in the line of the resolution adopted in the meeting.	

Sahina Akhtar
 Convenor
 Grievance Redressal Cell
 Domkal Girls' College

[Signature]
 Principal
 Domkal Girls' College
 Domkal, Murshidabad