

## ACTION TAKEN REPORT

- The examination schedule was finalized and communicated to all students and faculty members.
- Examination halls and invigilation duties were assigned accordingly.
- The HODs of respective departments prepared the list of paper setters.
- The list was submitted to the Principal and Convenor via email on [date].
- Reminders were sent to all paper setters to ensure timely submission.
- All question papers were received by the deadline and reviewed for compliance with the prescribed pattern.
- The question pattern was strictly followed by all paper setters.
- The question papers were verified to ensure adherence to the guidelines.
  
- The HODs prepared the subject-wise list of examiners.
- The list was submitted to the Principal and Convenor via email
  
- The evaluation process was completed, and the award lists were prepared.
- The award lists were submitted to the Principal and Convenor by the stipulated deadline.
- The HODs identified the students who were absent during the examination.

### C. Preparation of Duty Chart:

#### Action Taken:

- The duty chart was prepared and shared with all teaching members.
  - Responsibilities for invigilation, supervision, and other examination-related tasks were assigned accordingly.
- 

### Agenda-4: Any Other Matte

#### Action Taken:

- Mr. BulBul Sarkar was informed of the resolution and took necessary steps to collect the pending fees.
- The process of submitting the bill and collecting the fees was initiated as per the resolution.

Rajib Sarkar



PRINCIPAL  
Domkal Girls' College  
Domkal, Murshidabad