

OFFICE OF THE PRINCIPAL
DR. B.K.B. COLLEGE

P.O. : Puranigudam, Nagaon - 782141 (Assam)

Estd. 1967

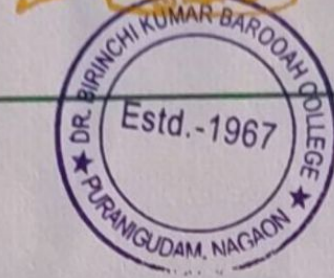
From :

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Date 08/12/2020



Action Taken Report on Administrative Audit Report
(Session 2019-20)

The Principal as authority of the College has taken the following actions and measures on the basis of the analysis of Administrative Audit Report (2019-2020) submitted by Dr. B. N. Pattanaik, Principal of Rupahi College, Rupahi, Nagaon.

1. One (01) clerical and one (01) Grade IV staff are appointed.
2. For making contractual employees of permanent category communication with the Director of Higher Education, Govt. of Assam is made.
3. Measures are taken for training of the existing staff of the College for enhancing their skill.
4. Use of ICT in Office is prioritized in all aspects.
5. Administrative Staff under the leadership of the Principal is made accountable to provide hassle free and prompt service to all stakeholders.
6. It is proposed to introduce Office Automation for making the College administration up-to-date and modern.

The undersigned has been trying to play an important role for making the administration beneficial in all respects to students, teachers and the society as a whole.

Nripen Ch. Das
08/12/2020

(Dr. Nripen Chandra Das)
Principal, Dr. B. K. B. College
Puranigudam, Nagaon, Assam.

Principal
Dr. B.K.B. College
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