

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

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



From :

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Ref. No. ....

Date ..22/12/2019..



**Action Taken Report on Administrative Audit Report  
(Session 2017-18 & 2018-19)**

The undersigned as authority of the College took following actions and measures on the basis of the analysis and recommendations of the Administrative Audit Report (Session 2017-18 & 2018-19) submitted by Sri Bipul Chakraborty, Vice Principal & HoD of Economics on 29/10/2019.

1. Number of clerical staff is increased marginally by appointing one clerical staff on contractual basis.
2. Number of Grade-IV staff is also increased by appointing one cleaner on contractual basis.
3. Proposal has been sent to concerned authority for conversion of contractual employees into permanent category. It is proposed to organize Orientation Programme for office staff for enhancing their efficiency. They are also sent to other institutions to participate in such type of programmes how and then.
4. Office space is expanded. A few computers are repaired and upgraded.
5. A commerce graduate with computer knowledge is appointed on contractual basis as per requirement of the office.
6. Use of ICT in teaching learning and office management is given priority.
7. Administrative staff is streamlined taking into consideration the works of students and teachers.
8. MIS is partially implemented for office management. It is also proposed to go for office automation.

*Nripen Ch. Das*  
22/12/2019

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