



**ST PAULS INSTITUTE OF COMMUNICATION EDUCATION FOR WOMEN
(AFFILIATED TO MUMBAI UNIVERSITY)**

**Department of Mass Media
24th Road, Bandra (W), Mumbai 400 050**

Action Taken Report November A.Y. 2022-23

This Report is produced in response to the feedback collected from the Students of second year, third year BAMMC and first year BMS students of St Pauls Institute of Communication Education for Women in the month of November 2022.

According to the feedback collected and the analysis, the below mentioned actions have been taken:

1. Students faced a problem in Media studies and Film Communication –I in SYBAMMC and Accounts in FYBMS, the respective teachers were informed and were asked to improve in the future.
2. Faculty members instructed to fill the Handbook on weekly basis and get it signed by the principal
3. All Faculty members are instructed to be punctual in lectures and not give attendance to students who report late for lecture.
4. The BMS department was instructed to start new certificate courses.
5. Teachers were instructed to give more innovative projects to students and use innovative teaching methods
6. Faculty members are directed to identify the weak students in each class and organize remedial session for them
7. The Class Mentors were asked to pay more attention to students and take more one-to-one sessions.
8. All teachers are asked to identify Subject/industry experts to conduct master classes
9. A report of the analysis was forwarded to the head of the institution and to IQAC.

Principal