



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

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

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### **Action Taken Report April 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 April 2023.

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

1. It was observed that Feedback taken at end of semester does not serve the purpose and it is decided to conduct feedback 2 times every semester so that actions can be taken to manage problem before well in time from the next academic year.
2. Faculty members instructed to fill out the Handbook in detail, writing about the topics and sub-topics covered so that syllabus coverage could be tracked.
3. All Faculty members are instructed to be punctual in lectures
4. It is understood that many students are facing stress and other issues, hence college will start professional counselling session
5. Faculty members are directed to identify the weak students in each class and organize remedial session for them
6. The Class Mentors were asked to pay more attention to students and take more one-to-one sessions.
7. All teachers were instructed to motivate students to visit the library more often
8. A report of the analysis was forwarded to the head of the institution and to IQAC.

**Principal**