



**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 October A.Y. 2023-24

This Report is produced in response to the feedback collected from the Students of second year, third year BAMMC and first, second year BMS students of St Pauls Institute of Communication Education for Women in the month of October 2023.

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

1. The teachers who had consistent low feedback were asked meet the Principal personally
2. Faculty members advised to check their subject syllabus completion and finish in time.
3. All Faculty members are instructed to be punctual in lectures and not give attendance to students who report late for lecture.
4. A count of courses completed by students were taken and teachers were instructed to encourage students to take up more courses.
5. Class mentors are instructed to hold regular mentoring session to help students cope with various problems they face on day to day basis.
6. Faculty members are directed to identify the weak students and arrange for remedial lectures.
7. In accordance with last meeting the AC were installed in FY class rooms.
8. A report of the analysis was forwarded to head of the institution and to IQAC.

Principal