



ST PAULS INSTITUTE OF COMMUNICATION EDUCATION FOR WOMEN
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SPICEFW/IQAC/2023-24/018

Date: 14th June 2023

NOTICE

The IQAC department of St Pauls Institute of Communication & Education for Women is organizing a meeting on 20th June 2023 at 1.30 pm in conference room to discuss the following agenda points for the academic year 2023-24

Agenda:

- 1) Plan & discuss on extra curricular activities & their implementation
- 2) Finalize & discuss dates, title, expenditure for National conference
- 3) Review the procedure to obtain short term course certification under MSBVEE for UG & PG courses.
- 4) NAAC documentation.
- 5) Plan & discuss on Green Audit, Water Conservation, Waste Segregation, alternate sources of energy measures
- 6) Conduct student feedback twice every semester.
- 7) Instruct faculties towards filling of academic diaries, upload study material on college website for easy reference to students.
- 8) Faculties must be punctual with their lectures & lecture time.
- 9) College to start professional counselling session to help student combat stress
- 10) Certificate course of sound engineering, is not conducted regularly, BAMMC Coordinator to follow up for the same.
- 11) Faculties & Class mentors to identify weak performers.
- 12) Class mentors to encourage students to visit library & use e-resources
- 13) Any other provision with discussion with the chair.

Fr (Dr) Plavendran Irudayasamy

Principal