



**ST PAULS INSTITUTE OF COMMUNICATION EDUCATION FOR WOMEN**  
(Affiliated to the University of Mumbai)  
24<sup>th</sup> Road, Bandra (W), Mumbai 400 050 Tel: 022-26435709  
E-mail: [director@stpaulsice.com](mailto:director@stpaulsice.com)/ Web: [mum.stpaulscollege.edu.in](http://mum.stpaulscollege.edu.in)

Date: 17th November, 2023

## Minutes of the Meeting

The IQAC department of St Pauls Institute of Communication & Education for Women organized a meeting on 14<sup>th</sup> November 2023 at 1.30 pm in conference room. Following points were discussed.

### Agenda:

- 1) **NAAC Documentation**  
Criteria wise document checking & updations to be executed
- 2) **Recruitment of BMS Course Coordinator**  
Discussion took place to draft vacancy message on social media (Whats App) groups asking for suitable/experienced candidates to apply for the post
- 3) **Discuss & review Mediathon Fest activities (Sponsors, budget)**  
Discussion took place regarding Inter Collegiate fest , number of stalls , footfall from colleges, permissions to be taken from authorities, duty allocation & so on.
- 4) **Prepare & Plan the commencement of short term course exam in February 2024 for UG & PG courses.**  
Certificate course completed & exams to be held in February 2024, for which follow up taken by admin staff-Savita & Vivek.
- 5) **Faculty to check & complete syllabus on time .Maintain punctuality**  
Course Coordinators to share syllabus completion sheet to all faculties , to know the syllabus completion status , for arranging extra lectures is needed
- 6) **Class mentors to hold regular meetings.**  
Regular meetings with department members to be held to analyze problems & issues faced by students or faculties & the same to be brought to Principal notice
- 7) **Faculties to identify weak students academic wise & frame effective measures.**  
Students who perform below average need to be traced & remedial, counselling, one on one attention etc.. measures to be introduced to help them improve their attendance & marks.



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**8) AC to be installed in FY Classrooms**

It was brought to attention the need for installing AC 's in FY classrooms by the students , which shall be taken into consideration soon after discussion with management.

Fr (Dr) Plavendran Irudayasamy

Principal