



ST PAULS INSTITUTE OF COMMUNICATION EDUCATION FOR WOMEN
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Date: 20th January 2022

Minutes of the Meeting

The IQAC department of St Pauls Institute of Communication & Education for Women organized a meeting on 17th January 2022 at 1.30 pm in conference room. Following points were discussed.

Agenda:

- 1) **Discuss on students attendance & their regularity, remedial sessions for slow learners**
Attendance being a major concern, discussion took place on measures to be taken to enhance student attendance
- 2) **Performance Appraisal meetings for faculties to be scheduled & held**
Performance review was taken of teaching & non teaching to decide appraisals for future
- 3) **Discuss & prepare exams timetable for semester exams, duty chart.**
Discussion took place with regards timetable preparation, duty chart, syllabus completion

Fr (Dr) Plavendran Irudayasamy

Principal