



ST PAULS INSTITUTE OF COMMUNICATION EDUCATION FOR WOMEN
(Affiliated to the University of Mumbai)
24th Road, Bandra (W), Mumbai 400 050 Tel: 022-26435709
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Date: 22nd June 2023

Minutes of the Meeting

The IQAC department of St Pauls Institute of Communication & Education for Women organized a meeting on 20th June 2023 at 1.30 pm in conference room. Following points were discussed.

Agenda:

- 1) Plan & discuss on extra curricular activities & their implementation**
Discussion took place on various extracurricular activities to be conducted & documents to be maintained for the same.
- 2) Finalize & discuss dates, title, expenditure for National conference**
Committee members decided to conduct national seminar on Thursday 30th November 2023 on title Proliferation of AI & its impact on media & social sectors from 10: am onwards.
- 3) Review the procedure to obtain short term course certification under MSBVVEE for UG & PG courses.**
Follow up & inquiry was executed for certificate courses for BMS students & only 30 students were granted approval to register as per the course framework
- 4) NAAC preparations.**
Criteria wise work allocation, follow up was held.
- 5) Plan & discuss on Green Audit, Water Conservation , Waste Segregation , alternate sources of energy measures**
It was decided to introduce above measures for the betterment of institution & students by Principal Sir
- 6) Conduct student feedback twice every semester.**
Principal suggested to conduct student teacher feedback twice a semester for better performance
- 7) Instruct faculties towards filling of academic diaries, upload study material on college website for easy reference to students.**
All faculties were advised to inform their department members to get academic diaries signed by Principal , at the end of every week.
- 8) Faculties must be punctual with their lectures & lecture time.**



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Considering discipline & proper code of conduct Fr Renold & Fr Plavendran advised staff to be regular

9) College to start professional counselling session to help student combat stress

Due to lack of parental care , incase of outstation students ,& exposure to stress & challenges , it was decided by faculties to conduct counselling session for students, to help overcome such issues

10) Certificate course of sound engineering , is not conducted regularly , BAMMC Coordinator to follow up for the same.

It was discussed that regular lecture commencement must be taken seriously & course coordinator to follow up for the same.

11) Faculties to identify weak performers

Students who show weak performance should be identified by class mentors & suitable course of action to be introduced

12) Class mentors to encourage students to visit library & use e-resources

Principal Fr.(Dr) Plavendran suggested faculties to encourage students to visit library & use e resources

Fr (Dr) Plavendran Irudayasamy

Principal