



THE BOMBAY ST. PAUL SOCIETY'S

ST PAULS INSTITUTE OF COMMUNICATION EDUCATION FOR WOMEN

AFFILIATED TO THE UNIVERSITY OF MUMBAI, NAAC ACCREDITED (1ST CYCLE) GRADE 'B' (CGPA 2.49)

ST PAULS MEDIA COMPLEX, 24 ROAD, TPS III, BANDRA (WEST), MUMBAI – 400050.

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SPICEFW/IQAC/2024-25/014

06/05/2025

NOTICE FOR IQAC MEETING

This is to inform all IQAC members that an IQAC Meeting has been scheduled as per the details given below.

Details of the Meeting

Day : Friday

Date: 9th May, 2025

Time: 10:30 AM

Venue: Conference Room

Agenda of the Meeting

1. Review of Action Taken on Previous Meeting Decisions
2. Duty Allocation for AQAR 2024-2025
3. Forming a Committee for Institution's Long-Term Perspective Plan
4. FDP planning for Non- Teaching Staff for the Academic Year 2025-2026
5. Strategies for Admissions
6. Any Other Matter with the Permission of the Chair

All members are requested to attend the meeting as per the schedule.

Dr (Fr) Plavendran Irudayasamy

Principal



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Attendance Record of Members for the 2nd IQAC Meeting of the
Academic Year 2024-2025

Sr. No	Members	Designation	Signature
1	Fr. Plavendran Irudayasamy (Principal)	Chairperson	
2	Fr. Sunil Verghese (Director – Society of St Pauls – Bandra)	Management Representative	
3	Fr. Renold Pascal (Vice Principal)	Faculty	
4	Ms. Diana Rayen (BMS Programme Coordinator)	Faculty	
5	Ms. Prabha Jasmine (Asst. Professor – BMS Department)	Faculty	
6	Ms. Arputha Lumina (Asst. Professor – BAMMC Department)	Faculty	
7	Mr. Suyatra Mukhopadhyay (Asst. Professor – BAMMC Department)	Faculty	
8	Mr. Gulabchandra Sharma (Librarian)	Faculty	
9	Ms. Savita Sutre (Academic Admin - St Pauls Institute of Communication Education for Women)	Administrative Officers	
10	Ms. Janki Swamy (Head Accountant - St Pauls Institute of Communication Education for Women)	Administrative Officers	
11	Ms. Mansi Jadhav (Student of BAMMC)	Student Representative	
12	Ms. Angeline Fernandes (Student of BMS)	Student Representative	
13	Mrs. Carneiro Alphonso (Head of Department (Economics) at RD. National College- Bandra)	Parent Representative	
14	Mr. Royston Braganza (CEO -Grameen Foundation India)	Industry Representative	
15	Mrs. Rashmi Joshi (Environmental Consultant)	Local Society Representative	
16	Ms. Rishita Shukla (Asst. Professor – BMS Department)	Coordinator	
17	Ms. Rashmi Raja (BAMMC Programme Coordinator)	Joint Coordinator	



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IQAC Meeting dated 12th September, 2024

Agenda for the Meeting:

1. Confirmation of minutes of the previous IQAC meeting.
2. Review of actions taken on decisions from the previous meeting.
3. Discussion on ongoing mock preparations and peer team visit preparations.
4. Discussion on Talent Hunt Competition.
5. Progress review of alumni registration and application for NIRF registration.
6. Discussion on enhancing the functionality of the Placement Cell, with a focus on preparing students for competitive exams.
7. Proposal to conduct Academic and Administrative Audit (AAA) and external IT audit.
8. Planning and execution of the upcoming National-Level Conference integrating management and media.



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Pointer	Agenda	Summary of discussion
1	Confirmation of minutes of the previous IQAC meeting.	To be read out by IQAC Joint Coordinator: Ms. Rashi Raja
2	Review of actions taken on decisions from the previous meeting.	To be read out by IQAC Coordinator Ms. Rishita S and Joint Coordinator: Ms. Rashi Raja
3	Discussion on ongoing mock preparations and peer team visit preparations.	<p>Latest update: We have got the Dates from the NAAC for the Peer team visit. 7th and 8th October.</p> <p>POA (Plan of Action) already discussed with the principal. To be read out by IQAC Joint Coordinator Ms Rashmi Raja.</p> <p>About Mock: on 17th August, a Mock visit was conducted. We had Prof. K Venkatramani (Ex Registrar UOM and Member of Academic Council – SIES, Dr. Smitha Shukla – IQAC Director (University of Mumbai) and Dr. Moushmi Dutta – Principal Nagindas Khandwala College.</p> <p>Suggestions were given to restructure the PPT.</p> <p>Latest update: PPTs are made as per the suggestions. Suggestions were given to make dedicated IQAC room with Permanent board.</p> <p>Latest update: (Work in progress)</p>
4	Discussion on Talent Hunt Competition.	<p>Latest update: Date finalized – 30th September, 2024 Event Name: Yet to finalize</p>
5	Progress review of alumni registration and application for NIRF registration.	<p>Latest update: Documents for Registration is in progress. Diana Madam (Alumni In-charge) is heading the process.</p> <p>Inviting Diana Madam to share the progress of the work.</p> <p>For NIRF, we will appoint the expert who will guide us on documentation as well as procedural requirements.</p>
6	Discussion on enhancing the functionality of the Placement Cell, with a focus on preparing students for competitive exams.	Inviting Ms. Rashmi Raja to share the proposed plan of Placement committee.
7	Proposal to conduct Academic and Administrative Audit (AAA) and external IT audit.	Inviting IQAC Coordinator Ms. Rishita S and Joint Coordinator: Ms. Rashi Raja to give insights of the pointer and brief about the outcome.
8	Planning and execution of the upcoming National-Level Conference integrating management and media.	Latest update: Theme and Dates are finalized. Inviting Gulab Sir (Librarian) to share the inputs of progress of work
9	Any other business	



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Minutes of the IQAC Meeting dated 12th September, 2024

**Venue: IQAC Office, St. Paul's College for Women
Time: 11:30 am to 1:30 pm**

Attendees:

- **Ms. Rishita Shukla (IQAC Coordinator)**
- **Ms. Rashmi Raja (IQAC Joint Coordinator)**
- **Ms. Diana (Alumni In-charge)**
- **Other IQAC Members**

Agenda:

1. Confirmation of minutes of the previous IQAC meeting
 - Ms. Rashi Raja, the IQAC Joint Coordinator, read out the minutes of the previous meeting.
 - The minutes were reviewed and approved without any amendments.
2. Review of actions taken on decisions from the previous meeting
 - Ms. Rishita Shukla and Ms. Rashi Raja provided a summary of the actions taken on the decisions from the last meeting.
 - The members acknowledged the progress made, with a few points noted for further follow-up.
3. Discussion on ongoing mock preparations and peer team visit preparations
 - Latest Update: The NAAC Peer Team visit has been scheduled for 7th and 8th October.
 - The Plan of Action (POA) has already been discussed with the Principal.
 - Ms. Rashmi Raja reported that a Mock Visit was conducted on 17th August with feedback from Prof. K. Venkatramani, Dr. Smitha Shukla, and Dr. Moushmi Dutta.



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- Suggestions included restructuring the presentation and establishing a dedicated IQAC room.
 - Update: PPTs have been modified based on the feedback, and work on the IQAC room is in progress.
4. Discussion on Talent Hunt Competition
- Update: The event date is finalized for 30th September 2024.
 - The event name is yet to be finalized, and further inputs were invited from the committee.
5. Progress review of alumni registration and application for NIRF registration
- Ms. Diana, the Alumni In-charge, provided an update on the ongoing work for alumni registration, stating that document collection is in progress.
 - For NIRF registration, it was decided to appoint an expert to guide the documentation and procedural requirements.
6. Discussion on enhancing the functionality of the Placement Cell, with a focus on preparing students for competitive exams
- Ms. Rashmi Raja presented the proposed plan from the Placement Committee, which includes targeted workshops and sessions to help students prepare for competitive exams.
 - Members discussed potential tie-ups with external coaching institutes to enhance the program.
7. Proposal to conduct Academic and Administrative Audit (AAA) and external IT audit
- Ms. Rishita Shukla and Ms. Rashmi Raja shared insights on the importance of conducting the AAA and IT audit.
 - The committee discussed the process and the expected outcomes, agreeing to proceed with the necessary arrangements.
8. Planning and execution of the upcoming National-Level Conference integrating management and media
- Update: The theme and dates for the conference are finalized.
 - Ms. Rashmi Raja shared progress on the event planning, including speaker confirmations and logistical arrangements.
9. Any Other Business (AOB)
- No additional points were raised for discussion.



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Conclusion:

The meeting concluded with a consensus on the next steps for each agenda item. The members expressed their commitment to achieving the outlined goals before the NAAC peer team visit.

Next Meeting: 15th October, 2024

Prepared by:

Ms. Rishita Shukla

IQAC Coordinator

Ms. Rashmi Raja
Joint IQAC Coordinator



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Minutes of the Meeting

IQAC Meeting

Time: 11:00 AM

Venue: Conference Room, St Pauls Media Complex.

1. Project Discussion

- Discussion on the progress of ongoing projects.
- Need for timely completion and submission.
- Proposal of new projects for the upcoming academic year.
- Strategies to ensure student engagement in project work were highlighted.
- Introduction of one Continuous Internal Assessment (CIA): It was decided that one comprehensive CIA will be conducted in place of two smaller assessments. This change aims to streamline the evaluation process, reduce the burden on students, and ensure a more focused and in-depth assessment of their learning.

2. Academic Calendar

- Review of the current academic calendar.
- Proposed changes were discussed to accommodate festivals and holidays.
- Adjustment of examination schedules and internal assessments.
- Consideration of additional co-curricular and extension activities to be integrated.

3. Committees / Cells

- Evaluation of the functioning of existing committees and cells.
- Formation of new committees as per NAAC guidelines.
- Proposal to revamp some committees to enhance productivity and collaboration.
- Encouraging faculty and students to take more initiative in these committees.

4. Attendance

- Review of the current attendance system.
- Discussion on improving attendance tracking methods.
- Proposal to introduce stricter attendance regulations, with particular emphasis on student participation in extra-curricular activities.
- Suggestions to streamline attendance for online and hybrid classes were also put forth.