



ST PHILOMENA COLLEGE

Affiliated to Mangalore University | Re-Accredited by NAAC at 'A' Grade

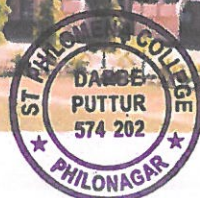
Managed by the Catholic Board of Education, Mangalore

PHILONAGAR, DARBE, PUTTUR, D.K. - 574 202, KARNATAKA

www.spcputtur.ac.in | info@spcputtur.ac.in

ANNUAL ACTION PLAN 2016-17

Inter Quality Assurance Cell (IQAC)



ST PHILOMENA COLLEGE, PUTTUR

IQAC

ANNUAL ACTION PLAN

(2016-17)

Odd Semester

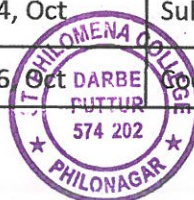
SN	Activity	Mandated date	Responsibility
1	World Environment Day	5, June	Eco / Nature Club
2	World Blood Donor Day	14, June	YRC
3	International Yoga Day	21, June	NCC
4	IQAC meeting	30, June	Coordinator, IQAC
5	Commencement of Classes for I, II and V Semester	1, July	
6	Orientation on Higher Education and Campus life for I Year students (UG)	2, July	Student Welfare Officers
7	Availability of College Calendar (UG)	4, July	College Office
8	Orientation on academic programme and learning outcomes (UG)	4, July	Class Adviser
9	Availability of College Annual Magazine	5, July	Editor, College Annual Magazine
10	Distribution of Time Table (UG)	5, July	Convener, Timetable Committee
11	Distribution of Academic Calendar and Work Diaries (UG)	5, July	Coordinator, IQAC
12	Entry level competency test (course-wise)	5, July	Class Adviser
13	Staff meeting	7, July	Staff Secretary
14	Bridge courses	7- 9, July	Subject Teachers
15	Availability of Plan of Action for the semester - Individual, departments and functional units	9, July	Teacher / HoD / Convener
16	Availability of Teaching Plan (UG)	11, July	Individual Teacher
17	Orientation on CC/EC Activities	11, July	Convener, CC/EC Activities
18	World Population Day	11, July	Convener, Humanity Association
19	Availability of plan of action of IQAC and the Institution	12, July	Coordinator, IQAC
20	Availability of appraisal report on Entry level competency tests	13, July	Class Adviser
21	Enrollment of students in certificate courses	13, July	Convener, Certificate Courses Committee
22	Availability of proposals for organizing Seminars /	15, July	HoD



	workshops		
23	World Youth Skill Day	15, July	NSS
24	Availability of proposals for Minor/Major research projects	16, July	Individual teacher
25	Selection of beneficiaries for mid-day meal	16, July	Secretary, PTA
26	Meeting of Sports Advisory Committee	16, July	Secretary, Sports Advisory Committee
27	Commencement of certificate courses	18, July	Coordinator, Certificate Courses
28	Meeting of Library Advisory Committee	18, July	Secretary, Library Advisory Committee
29	Meeting of Research & Development Cell	18, July	Convener, R & D Cell
30	Elections to the Students Council	23, July	Student Welfare Officers
31	Commencement of the Academic Year (PG)	25, July	
32	Kargil Vijay Diwas	26, July	NCC
33	Selection of student Office Bearers of functional units	26, July	Conveners, Functional Units
34	Inauguration of the activities of Students' Council and functional units	30, July	Student Welfare Officers
35	Availability of College Calendar (PG)	30, July	College Office
36	Staff Development Programme	1, Aug	Coordinator, IQAC
37	Distribution of Timetable (PG)	1, Aug	PG Program Coordinators
38	PTA Executive committee meeting	3, Aug	PTA Secretary
39	Talents Day	8, Aug	Student Welfare Officers
40	Philomena Feast – Patron the Institution	11, Aug	DCA
41	National Library Day	12, Aug	Library
42	Distribution of Academic Calendar and Work Diaries (PG)	12, Aug	Coordinator, IQAC
43	International Youth Day	12, Aug	NSS
44	I Internal Assessment examinations (UG)	13 Aug-18, Aug	Convener, Examination Committee
45	Independence Day	15, Aug	NCC
46	Availability of Teaching Plan (PG)	16, Aug	Individual Teacher
47	Commencement of I and III Semester PG Classes	17, Aug	
48	IQAC – PTA Interaction	17, Aug	Secretary, PTA
49	Orientation Program to I Year PG Students about Higher Education and Campus life (PG)	22, Aug	Student Welfare Officers
50	Orientation on academic programme and learning outcomes (PG)	23, Aug	Class Adviser



51	Feedback on Library from ▪ Students ▪ Staff Availability of Analysis Report on feedback (LAC) Feedback review meeting	22-26, Aug	Librarian
52	IQAC – Alumni Interaction	24, Aug	Secretary, AA
53	Feedback from ▪ Students on programme, teaching staff, non-teaching staff & institution ▪ Outgoing students on programme, teaching staff, non-teaching staff & institution ▪ PTA on institution & programme ▪ Alumni on institution & programme ▪ Industry on institution & programme ▪ Academic peers on Institution Availability of Analysis Report on feedback Feedback review meeting (IQAC)	22-26, Aug	Coordinator, IQAC
54	Feedback on Hostels from ▪ Inmates ▪ Parents ▪ Outgoing residents Availability of Analysis Report on feedback (HAC) Feedback review meeting	25-31, Aug	Wardens
55	Availability of appraisal report on student performance and attendance	26, Aug	Class Advisors
56	AGM of PTA	27, Aug	Secretary, PTA
57	Availability of Result analysis report (semester examinations)	28, Aug	Convener, Student Progress and Evaluation Committee
58	Availability of appraisal report on Bridge courses	30, Aug	Subject Teachers
59	AQAR	31, Aug	Coordinator, IQAC
60	Teachers Day	05, Sept	Student Union
61	AA Executive Committee meeting	15, Sept	Secretary, AA
62	International Day for the protection of Ozone Layer	16, Sept	Convener, Eco club
63	II Internal Assessment examinations (UG)	17-21, Sept	Convener, Examination Committee
64	IQAC meeting	28, Sept	Coordinator, IQAC
65	Student Progress Evaluation	29, Sept	HOD
66	I Internal examination (PG)	3-8, Oct	PG Program Coordinators
67	Availability of appraisal report on student performance and attendance	04, Oct	Class Advisors
68	Availability of appraisal report on Remedial courses	04, Oct	Subject Teachers
69	Interim report on certificate courses	06, Oct	Coordinator, Certificate Courses



70	Report on student progression after graduation	06, Oct	Placement Cell
71	Interim report from functional units & departments	06, Oct	Conveners / HoDs
72	Interim report on student support and welfare schemes	06, Oct	Student Welfare Officers
73	Collect proceedings of the meetings of ▪Library Advisory Committee ▪Admission Committee ▪Sports Advisory Committee ▪R & D Cell ▪Academic Council ▪ IQAC	06, Oct	Coordinator, IQAC
74	Staff meeting	07, Oct	Staff Secretary
75	International Day of Girl Child	11, Oct	Women Empowerment Cell
76	PTA Executive Committee Meeting	17, Oct	Secretary, PTA
77	AA Executive Committee Meeting	18, Oct	Secretary, AA
78	End of I, III and V Sem Semester	22, Oct	
79	Commencement of I, III and V Sem Exams	26, Oct	
80	Kannada Rajyotsava	01, Nov	Student Union
81	International Day of Tolerance	16, Nov	Equal Opportunity Cell
82	II Internal examination (PG)	28, Nov -3, Dec	PG Program Coordinators
83	Availability of appraisal report on student performance and attendance (PG)	10, Dec	Class Advisors
84	End of I and III Semester classes (PG)	17, Dec	
85	Commencement of semester exams (PG)	22, Dec	



ST PHILOMENA COLLEGE

	<ul style="list-style-type: none"> ▪ R & D Cell ▪ Academic Council ▪ IQAC 		
52	Availability of Self appraisal – teaching & non-teaching staff	29, Mar	Individual staff
53	Availability of data on Student Learning Achievement	29, Mar	Deans
54	Availability of annual stock verification / calibration / status report	29, Mar	Coordinator, Verification Panel
55	Result analysis report (semester examinations)	30, Mar	Convener, Student Progress and Evaluation committee
56	Staff meeting	31, Mar	Staff secretary
57	World Health Day	7, Apr	Youth Red Cross
58	Meeting of Academic Council Classes for II, IV and VI Semester	10, Apr	IQAC
59	Birth Anniversary of Dr. B.R. Ambedkar	14, Apr	Dept of Political Science
60	Availability of SWOC analysis report and prioritization of issues	15, Apr	Coordinator, IQAC
61	Availability of Academic Audit Report	15, Apr	Coordinator, IQAC
62	Availability of Benchmarking Report	15, Apr	Coordinator, IQAC
63	Availability of Institution's Green Audit Report	15, Apr	Coordinator, IQAC
64	Availability of annual budget	15, Apr	Coordinator, IQAC
65	Availability of report on MoUs and consultancy services	15, Apr	Coordinator, IQAC
66	International Mother Earth Day	22, Apr	Eco/Nature Club
67	Academic Audit review meeting	22, Apr	Coordinator, IQAC
68	Benchmarking review meeting	24, Apr	Coordinator, IQAC
69	Joint meeting of IQAC and Academic Council	24, Apr	Coordinator, IQAC
70	List of IQAC recommendation to management	24, Apr	Coordinator, IQAC
71	II Internal Examination (PG)	24-29, Apr	PG Program Coordinators
72	IQAC Annual Report	30, Apr	Coordinator, IQAC
73	Availability of College Prospectus	30, Apr	Convener, Prospectus & Calendar Committee
74	Availability of Admission Policy	30, Apr	Convener, Admission Committee
75	Availability of appraisal report on student performance and attendance (PG)	8, May	Class Advisors
76	End of II and IV Semester classes (PG)	12, May	
77	Commencement of semester exams (PG)	18, May	
78	Formation of committees and cells	15, May	Coordinator, IQAC

Appalaballi
Coordinator
IQAC

St. Philomena College, Puttur

Julia
PRINCIPAL
ST PHILOMENA COLLEGE
PHILONAGAR, DARBE, PUTTUR - 574 202