



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

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ANNUAL ACTION PLAN 2017-18

Inter Quality Assurance Cell (IQAC)



ST PHILOMENA COLLEGE, PUTTUR

IQAC

ANNUAL PLAN of ACTION

(2017-18)

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	IQAC meeting	16, June	Coordinator, IQAC
4	Commencement of the Academic Year (UG)	18, June	
5	Availability of College Calendar	19, June	College Office
6	Availability of College Annual Magazine	19, June	Editor, College Annual Magazine
7	Distribution of Time Table	19, June	Convener, Time Table Committee
8	Distribution of Academic Calendar and Work Diaries	19, June	Coordinator, IQAC
9	Staff meeting	19, June	Staff Secretary
10	Commencement of classes for III and V Semester	19, June	
11	Commencement of classes for I Semester	20, June	
12	Availability of Plan of Action for the semester - Individual, departments and functional units	20, June	Teacher / HoD / Convener
13	Availability of Teaching Plan	20, June	Individual Teacher
14	Orientation on Higher Education and Campus life for I Year students	21, June	Student Welfare Officers
15	International Yoga Day	21, June	NCC
16	Orientation on academic programme and learning outcomes	22, June	Class Adviser
17	Entry level competency test (course-wise)	23, June	Class Adviser
18	Availability of plan of action of IQAC and the Institution	24, June	Coordinator, IQAC
19	Availability of appraisal report on Entry level competency tests	24, June	Class Adviser
20	Availability of proposals for organizing Seminars / workshops	26, June	HoD
21	Availability of proposals for Minor/Major research projects	26, June	Individual teacher
22	Bridge courses	22-24 June	Subject Teachers



23	Selection of beneficiaries for mid-day meal	27, June	Secretary, PTA
24	Orientation on CC/EC Activities	30, June	Convener, CC/EC Activities
25	Meeting of Sports Advisory Committee	03, July	Secretary, Sports Advisory Committee
26	Meeting of Library Advisory Committee	04, July	Secretary, Library Advisory Committee
27	Meeting of Research & Development Cell	05, July	Convener, R & D Cell
28	Enrollment of students in certificate courses	06, July	Convener, Certificate Courses
29	Elections to the Students Council	08, July	Student Welfare Officers
30	Commencement of certificate courses	10, July	Coordinator, Certificate Courses
31	World Population Day	11, July	Humanity Association
32	Selection of student Office Bearers of functional units	15, July	Conveners, functional units
33	World Youth Skills Day	15, July	IT Club
34	Commencement of Academic year (PG)	17, July	
35	Availability of College Calendar (PG)	19, July	College Office
36	Staff Development Programme	21, July	Coordinator, IQAC
37	Inauguration of the activities of Students' Council and functional units	22, July	Student Welfare Officers
38	Distribution of Academic Calendar and Work Diaries (PG)	22, July	Coordinator, IQAC
39	Distribution of Time Table (PG)	22, July	PG Program Coordinator
40	Commencement of III Semester classes (PG)	24, July	
41	PTA Executive Committee Meeting	25, July	Secretary PTA
42	Availability of Teaching Plan (PG)	26, July	Individual Teacher
43	Kargil Vijay Diwas	26, July	NCC
44	AA Executive Committee Meeting	27, July	Secretary, AA
45	Faculty Development Programme	31, July	Coordinator, IQAC
46	Commencement of I Semester classes (PG)	1, Aug	
47	Talents Day	1, Aug	Student Welfare Officers
48	Orientation Program to I Year PG Students about Higher Education and Campus life (PG)	3, Aug	Student Welfare Officers
49	Orientation on academic programme and learning outcomes (PG)	4, Aug	Class Adviser
50	I Internal Assessment examinations	5-9, Aug	Convener, Examination Committee
51	Philomena Feast – Patron the Institution	11, Aug	DCA
52	National Library Day	12, Aug	Library
53	International Youth Skills Day	12, Aug	Student Council



54	Independence Day	15, Aug	NCC
55	IQAC – PTA Interaction	17, Aug	Secretary, PTA
56	Student Progress Evaluation	18, Aug	HOD
57	SadbhavanaDiwas	20, Aug	Humanities Association
58	Feedback on Library from ▪ Students ▪ Staff Availability of Analysis Report on feedback (LAC) Feedback review meeting	22-26, Aug	Librarian
59	IQAC – Alumni Interaction	24, Aug	Secretary, AA
60	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
61	Feedback on Hostels from ▪ Inmates ▪ Parents ▪ Outgoing residents Availability of Analysis Report on feedback (HAC) Feedback review meeting	25-31, Aug	Wardens
62	Availability of Result analysis report (semester examinations)	28, Aug	Convener, Student Progress and Evaluation Committee
63	Availability of appraisal report on Bridge courses	30, Aug	Subject Teachers
64	IQAC Meeting	31, Aug	Coordinator, IQAC
65	AQAR	31, Aug	Coordinator, IQAC
66	Teachers' Day	5, Sept	Students Council
67	AGM of PTA	7, Sept	Secretary, PTA
68	II Internal Assessment examinations	09-13, Sept	Convener, Examination Committee
69	Hindi Diwas	14, Sept	Dept of Hindi
70	NSS Day	24, Sept	NSS
71	Commencement of I Internal examination (PG)	26, Sept	PG Program coordinator
72	Student Progress Evaluation	27, Sept	HOD
73	IQAC meeting	28, Sept	Coordinator, IQAC
74	Gandhi Jayanthi	29, Sept	Students Council



75	Meeting of Academic Council	3, Oct	Coordinator, IQAC
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	6, Oct	Coordinator, Certificate Courses
70	Report on student progression after graduation	6, Oct	Placement Cell
71	Interim report from functional units & departments	6, Oct	Conveners / HoDs
72	Interim report on student support and welfare schemes	6, 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	6, Oct	Coordinator, IQAC
75	Staff meeting	07, Oct	Staff Secretary
76	End of I, III and V Semester Classes	7, Oct	
77	PTA Executive Committee Meeting	13, Oct	Secretary, PTA
78	Commencement of I, III and V Semester Exams	16, Oct	Convenor, Examination Committee
79	AA Executive Committee Meeting	19, Oct	Secretary, AA
80	Vigilance Awareness Week	26, Oct – 1, Nov	Consumer Forum
81	Rastriya Ekta Diwas	31, Oct	Students Council
82	Karnataka Rajyothsava	1, Nov	Students Council
83	World Science Day for Peace and Development	10, Nov	Science Forum
84	Commencement of II Internal Examination (PG)	16, Nov	PG Program coordinator
85	International Day for Tolerance	16, Nov	Student Council
86	Availability of appraisal report on student performance and attendance (PG)	24, Nov	Class Advisors
87	National Library Week	14-20, Nov	Library
88	Constitution Day	26, Nov	Dept of Political Science
89	End of I and III Semester classes (PG)	30, Nov	
90	Commencement of semester exams (PG)	7, Dec	Convenor, Examination Committee



Even Semester

SN	Activity	Mandated date	Responsibility
1	Commencement of II, IV and VI Semester	30,Nov	
2	Distribution of Timetable	30, Nov	Convener, Time Table Committee
3	Staff meeting	30, Nov	Staff Secretary
4	Bridge courses	02-05, Dec	Subject Teachers
5	Availability of Plan of Action for the semester - Individual, departments and functional units	08, Dec	Teacher / HoD / Convener
6	Availability of Teaching Plan	08, Dec	Individual Teacher
7	International Anti-Corruption Day	09, Dec	Student Council
8	Human Rights Day	10, Dec	Humanity Association
9	Meeting of Sports Advisory Committee	11, Dec	Secretary, Sports Advisory Committee
10	Meeting of Library Advisory Committee	12, Dec	Secretary, Library Advisory Committee
11	Meeting of Research & Development Cell	13, Dec	Convener, R & D Cell
12	Annual Sports meet	19, Dec	Physical Director
13	IQAC meeting	22, Dec	Coordinator, IQAC
14	National Mathematics Day	22, Dec	Dept of Mathematics
15	National Consumers Day	24, Dec	Consumer Forum
16	Christmas Eve	24, Dec	DC Association
17	Distribution of timetable (PG)	2, Jan	PG Course coordinator
18	Commencement of II and IV Semester classes (PG)	3, Jan	
19	Availability of teaching plan (PG)	6, Jan	Individual Teachers
20	PTA Executive Committee Meeting	9, Jan	Secretary, PTA
21	AA Executive Committee Meeting	10, Jan	Secretary, AA
22	Availability of appraisal report on Bridge courses	10, Jan	Subject Teachers
23	Faculty Development Programme	11, Jan	Coordinator, IQAC
24	Staff Development Programme	12, Jan	Coordinator, IQAC
25	National Youth Day	12, Jan	NSS
26	IQAC meeting	19, Jan	Coordinator, IQAC
27	National Girl Child Day	24, Jan	Women Empowerment Cell
28	National Voters' Day	25, Jan	Electoral Literacy Club
29	Republic Day	26, Jan	NCC
30	Internal Assessment examinations	27-31, Jan	Convener, Examination Committee
31	Martyrs Day	30, Jan	NCC
32	International Day of Zero Tolerance to Female	6, Feb	Women Empowerment Cell



	Genital Mutilation		
33	Annual Cultural Competitions	7, Feb	Student Welfare Officers
34	Feedback on Library from <ul style="list-style-type: none"> ▪ Students ▪ Staff Availability of Analysis Report on feedback Feedback review meeting (LAC)	13-18, Feb	Librarian
35	Feedback on Hostels from <ul style="list-style-type: none"> ▪ Inmates ▪ Parents ▪ Outgoing residents Availability of Analysis Report on feedback Feedback review meeting (HAC)	13-18, Feb	Wardens
36	Availability of appraisal report on student performance and attendance	15, Feb	Class Advisors
37	Annual games competitions	15, Feb	Physical Director
38	IQAC meeting	16, Feb	Coordinator, IQAC
39	<ul style="list-style-type: none"> ▪ 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)	20-25, Feb	Coordinator, IQAC
40	Annual Day Celebrations	22-23, Feb	Student Welfare Officers
41	National Science Day	28, Feb	Science Forum
42	II Internal Assessment examinations	28, Feb-03, Mar	Convener, Examination Committee
43	Commencement of I Internal Examination (PG)	1, March	PG Program coordinator
44	Zero Discrimination Day	1, Mar	Equal Opportunity Cell
45	International Women's Day	8, Mar	Women Empowerment Cell
46	Student Progress Evaluation	10, Mar	HOD
47	AA executive committee meeting	15, Mar	Secretary, AA
48	PTA executive committee meeting	16, Mar	Secretary, PTA
49	Availability of appraisal report on student performance and attendance	22, Mar	Class Advisors
50	World Water Day	22, Mar	Eco / Nature Club
51	IQAC meeting	23, Mar	Coordinator, IQAC
52	Meeting of Academic Council	26, Mar	Coordinator, IQAC



53	Availability of appraisal report on Remedial courses	29, Mar	Subject Teachers
54	Availability of the appraisal report on certificate courses	29, Mar	Coordinator, Certificate Courses
55	Availability of appraisal report from functional units & departments	29, Mar	Conveners / HoDs
56	Availability of appraisal report on student support and welfare schemes	29, Mar	Student Welfare Officers
57	Collect proceedings of the meetings of ▪Library Advisory Committee ▪Admission Committee ▪Sports Advisory Committee ▪R & D Cell ▪Academic Council ▪ IQAC	29, Mar	Coordinator, IQAC
58	Availability of Self appraisal – teaching & non-teaching staff	29, Mar	Individual staff
59	Availability of data on Student Learning Achievement	29, Mar	Deans
60	Availability of annual stock verification / calibration / status report	29, Mar	Coordinator, Verification Panel
61	Result analysis report (semester examinations)	30, Mar	Convener, Student Progress and Evaluation committee
62	Staff meeting	31, Mar	Staff secretary
63	End of II, IV and VI Semester Classes	31, Mar	
64	World Health Day	7, Apr	MSW Department
65	Commencement of II Internal examination (PG)	9, Apr	PG Program coordinator
66	Birth Anniversary of Dr. B.R. Ambedkar	14, Apr	Dept of Political Science
67	Availability of SWOC analysis report and prioritization of issues	15, Apr	Coordinator, IQAC
68	Availability of Academic Audit Report	15, Apr	Coordinator, IQAC
69	Availability of Benchmarking Report	15, Apr	Coordinator, IQAC
70	Availability of Institution's Green Audit Report	15, Apr	Coordinator, IQAC
71	Availability of annual budget	15, Apr	Coordinator, IQAC
72	Availability of report on MoUs and consultancy services	15, Apr	Coordinator, IQAC
73	Academic Audit review meeting	22, Apr	Coordinator, IQAC
74	Benchmarking review meeting		
75	Joint meeting of IQAC and Academic Council		
67	List of IQAC recommendation to management	22, Apr	Coordinator, IQAC



68	International Mother Earth Day	22, Apr	Eco/Nature Club
69	IQAC Annual Report	30, Apr	Coordinator, IQAC
70	Availability of College Prospectus	30, Apr	Convener, Prospectus & Calendar Committee
71	Availability of Admission Policy	30, Apr	Convener, Admission Committee
72	Availability of appraisal report on student performance and attendance (PG)	28, Apr	Class Advisors
73	End of II and IV Semester classes except 4 th sem Computer Science (PG)	2, May	
75	Commencement of semester exams (PG)	8, May	
76	Formation of committees and cells	15, May	Coordinator, IQAC
77	End of 4 th Sem M.Sc Computer Science Classes	30, June	



**Coordinator
IQAC
St. Philomena College, Puttur**



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