



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 2018-19

Inter Quality Assurance Cell (IQAC)



ST PHILOMENA COLLEGE, PUTTUR

IQAC

ANNUAL PLAN of ACTION

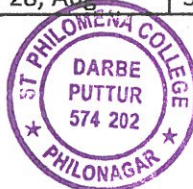
(2018-19)

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	18, June	Coordinator, IQAC
4	Commencement of the Academic Year	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	20, June	Convener, Time Table Committee
8	Distribution of Academic Calendar and Work Diaries	21, June	Coordinator, IQAC
9	International Yoga Day	21, June	NCC
10	Staff meeting	23, June	Staff Secretary
11	Commencement of I, III and V Semester Classes	25, June	
12	Orientation on Higher Education and Campus life for I Year students	26, June	Student Welfare Officers
13	Availability of Plan of Action for the semester - Individual, departments and functional units	26, June	Teacher / HoD / Convener
14	Availability of Teaching Plan	26, June	Individual Teacher
15	Orientation on academic programme and learning outcomes	27, June	Class Adviser
16	Entry level competency test (course-wise)	29, June	Class Adviser
17	Availability of plan of action of IQAC and the Institution	30, June	Coordinator, IQAC
18	Bridge courses	2-4, July	Subject Teachers
19	Availability of appraisal report on Entry level competency tests	02, July	Class Adviser
20	Availability of proposals for organizing Seminars / workshops	02, July	HoD
21	Availability of proposals for Minor/Major	02, July	Individual teacher



	research projects		
22	Orientation on CC/EC Activities	02, July	Convener, CC/EC Activities
23	Selection of beneficiaries for mid-day meal	02, July	Secretary, PTA
24	Meeting of Sports Advisory Committee	03, July	Secretary, Sports Advisory Committee
25	Meeting of Library Advisory Committee	04, July	Secretary, Library Advisory Committee
26	Meeting of Research & Development Cell	05, July	Convener, R & D Cell
27	Elections to the Students Council	05, July	Student Welfare Officers
28	Enrollment of students in certificate courses	06, July	Convener, Certificate Courses Committee
29	Commencement of certificate courses	11, July	Coordinator, Certificate Courses
30	Selection of student Office Bearers of functional units	12, July	Conveners, functional units
31	Commencement of the academic year (PG)	16, July	
32	Availability of College Calendar (PG)	20, July	College Office
33	Distribution of Time Table (PG)	23, July	PG Program Coordinator
34	Distribution of Academic Calendar and Work Diaries (PG)	23, July	Coordinator, IQAC
35	Kargil Vijay Diwas	26, July	NCC
36	Availability of Teaching Plan (PG)	28, July	Individual Teacher
37	Commencement of III Semester PG Classes	30, July	
38	Inauguration of the activities of Students' Council and functional units	30, July	Student Welfare Officers
39	Staff Development Programme	01, Aug	Coordinator, IQAC
40	Commencement of I Semester PG Classes	6, Aug	
41	Orientation on academic programme and learning outcomes (PG)	8, Aug	Class Adviser
42	Orientation Program to I Year PG Students about Higher Education and Campus life (PG)	10, Aug	Student Welfare Officers
43	Faculty Development Programme	10, Aug	Coordinator, IQAC
44	Philomena Feast – Patron the Institution	11, Aug	DCA
45	National Library Day	12, Aug	Library
46	Independence Day	15, Aug	NCC
47	Sadbhavana Diwas	20, Aug	Humanities Association
48	I Internal Assessment examinations	20 -24, Aug	Convener, Examination Committee
49	Talents Day	27, Aug	Student Welfare Officers
50	IQAC – PTA Interaction	28, Aug	Secretary, PTA



51	Feedback on Library from ▪ Students ▪ Staff Availability of Analysis Report on feedback (LAC) Feedback review meeting	22-28, Aug	Librarian
52	IQAC – Alumni Interaction	29, 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	22-28, Aug	Wardens
55	Availability of Result analysis report (semester examinations)	28, Aug	Convener, Student Progress and Evaluation Committee
56	Availability of appraisal report on student performance and attendance	30, Aug	Class Advisors
57	Availability of appraisal report on Bridge courses	30, Aug	Subject Teachers
58	AGM of PTA	31, Aug	Secretary, PTA
59	AQAR	31, Aug	Coordinator, IQAC
60	Teachers' Day	5, Sept	Students Council
50	II Internal Assessment examinations	09-13, Sept	Convener, Examination Committee
61	Hindi Diwas	14, Sept	Dept of Hindi
62	PTA Executive Committee meeting	14, Sept	Secretary, PTA
63	AA Executive Committee meeting	15, Sept	Secretary, AA
64	IQAC meeting	22, Sept	Coordinator, IQAC
65	NSS Day	24, Sept	NSS
66	Commencement of I Internal Examination (PG)	24, Sept	PG Program coordinator
67	Gandhi Jayanthi	2, Oct	Students Council
68	Availability of appraisal report on student performance and attendance	04, Oct	Class Advisors



69	Availability of appraisal report on Remedial courses	04, Oct	Subject Teachers
70	Interim report on certificate courses	6, Oct	Coordinator, Certificate Courses
71	Report on student progression after graduation	6, Oct	Placement Cell
72	Interim report from functional units & departments	6, Oct	Conveners / HoDs
73	Interim report on student support and welfare schemes	6, Oct	Student Welfare Officers
74	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	IQAC meeting	06, Oct	Coordinator, IQAC
76	Staff meeting	07, Oct	Staff Secretary
77	Vigilance Awareness Week	26, Oct – 1, Nov	Consumer Forum
78	Rastriya Ekta Diwas	31, Oct	Students Council
79	World Science Day for Peace and Development	10, Nov	Science Forum
80	Karnataka Rajyothsava	14, Nov	Students Council
81	National Library Week	14-20, Nov	Library
82	Commencement of II Internal examination (PG)	19, Nov	PG Program Coordinator
83	Constitution Day	26, Nov	Dept of Political Science
84	Availability of appraisal report on student performance and attendance (PG)	30, Nov	Class Advisors
85	End of I and III Semester classes (PG)	10, Dec	
86	Commencement of semester exams (PG)	17, Dec	



Even Semester

1	Distribution of Time Table	30, Nov	Convener, Time Table Committee
2	Staff meeting	30, Nov	Staff Secretary
3	Bridge courses	03-06, Dec	Subject Teachers
4	Availability of Plan of Action for the semester - Individual, departments and functional units	08, Dec	Teacher / HoD / Convener
5	Availability of Teaching Plan	08, Dec	Individual Teacher
6	Institution's Founder Day	10, Dec	DCA
7	Meeting of Sports Advisory Committee	11, Dec	Secretary, Sports Advisory Committee
8	Meeting of Library Advisory Committee	12, Dec	Secretary, Library Advisory Committee
9	Meeting of Research & Development Cell	13, Dec	Convener, R & D Cell
10	IQAC meeting	15, Dec	Coordinator, IQAC
11	Diamond Jubilee Grand Finale	19, Dec	
12	National Mathematics Day	22, Dec	Dept of Mathematics
13	National Consumers Day	24, Dec	Consumer Forum
14	Christmas Eve	24, Dec	DCA
15	IQAC – PTA Interaction	4, Jan	Secretary, PTA
16	IQAC – Alumni Interaction	5, Jan	Secretary, AA
17	Faculty Development Programme	9, Jan	Coordinator, IQAC
18	Distribution of timetable (PG)	9, Jan	PG Course Coordinators
19	Commencement of II and IV Semester classes (PG)	9, Jan	
20	Staff Development Programme	10, Jan	Coordinator, IQAC
21	Availability of appraisal report on Bridge courses	10, Jan	Subject Teachers
22	National Youth Day	12, Jan	NSS
23	Availability of teaching plan (PG)	12, Jan	Individual Teachers
24	Annual Sports meet	18, Jan	Physical Director
25	IQAC meeting	19, Jan	Coordinator, IQAC
26	National Girl Child Day	24, Jan	Women Empowerment Cell
27	National Voters' Day	25, Jan	Electoral Literacy Club



28	Republic Day	26, Jan	NCC
29	Martyrs Day	30, Jan	NCC
30	I Internal Assessment examinations	28-31, Jan	Convener, Examination Committee
31	International Day of Zero Tolerance to Female Genital Mutilation	6, Feb	Women Empowerment Cell
32	Feedback on Library from ▪ Students ▪ Staff Availability of Analysis Report on feedback Feedback review meeting (LAC)	13-18, Feb	Librarian
33	Feedback on Hostels from ▪ Inmates ▪ Parents ▪ Outgoing residents Availability of Analysis Report on feedback Feedback review meeting (HAC)	13-18, Feb	Wardens
34	Availability of appraisal report on student performance and attendance	15, Feb	Class Advisors
35	Annual games competitions	15 Feb	Physical Director
36	IQAC meeting	16, Feb	Coordinator, IQAC
37	Annual Cultural competitions	20-23, Feb	Student Welfare Officers
38	▪ 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
39	National Science Day	28, Feb	Science Forum
40	II Internal Assessment examinations	28, Feb-03, Mar	Convener, Examination Committee
41	Zero Discrimination Day	1, Mar	Equal Opportunity Cell
42	International Women's Day	8, Mar	Women Empowerment Cell
43	Annual day celebrations	13-14, Mar	Student Welfare Officers
44	PTA executive committee meeting	15, Mar	Secretary, PTA



45	AA executive committee meeting	16, Mar	Secretary, AA
46	IQAC meeting	18, Mar	Coordinator, IQAC
47	Commencement of I Internal Examination (PG)	18, Mar	PG Program coordinator
48	World Water Day	22, Mar	Eco / Nature Club
49	Availability of appraisal report on student performance and attendance	22, Mar	Class Advisors
50	Availability of appraisal report on Remedial courses	29, Mar	Subject Teachers
51	Availability of the appraisal report on certificate courses	29, Mar	Coordinator, Certificate Courses
52	Availability of appraisal report from functional units & departments	29, Mar	Conveners / HoDs
53	Availability of appraisal report on student support and welfare schemes	29, Mar	Student Welfare Officers
54	Collect proceedings of the meetings of <ul style="list-style-type: none"> ▪ Library Advisory Committee ▪ Admission Committee ▪ Sports Advisory Committee ▪ R & D Cell ▪ Academic Council ▪ IQAC 	29, Mar	Coordinator, IQAC
55	Availability of Self appraisal – teaching & non-teaching staff	29, Mar	Individual staff
56	Availability of data on Student Learning Achievement	29, Mar	Deans
57	Availability of annual stock verification / calibration / status report	29, Mar	Coordinator, Verification Panel
58	Result analysis report (semester examinations)	30, Mar	Convener, Student Progress and Evaluation committee
59	Staff meeting	31, Mar	Staff secretary
60	Birth Anniversary of Dr. B.R. Ambedkar	14, Apr	Dept of Political Science
50	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	Commencement of II Internal Examination (PG)	22, Apr	PG Program coordinator
69	Benchmarking review meeting	23, Apr	Coordinator, IQAC
70	Joint meeting of IQAC and Academic Council	24, Apr	Coordinator, IQAC
71	List of IQAC recommendation to management	25, Apr	Coordinator, IQAC
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)	2, May	Class Advisors
76	End of II and IV Semester classes (PG)	4, May	
77	Commencement of semester exams (PG)	13, May	
78	Formation of committees and cells	15, May	Coordinator, IQAC

APRadhall

**Coordinator
IQAC**

St. Philomena College, Puttur

[Signature]

**PRINCIPAL
ST PHILOMENA COLLEGE
PHILONAGAR, DAREL, PUTTUR - 574 202**