



# 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 2019-20

### Inter Quality Assurance Cell (IQAC)



# ST PHILOMENA COLLEGE, PUTTUR

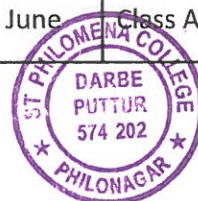
IQAC

ANNUAL ACTION PLAN

2019-20

Odd Sem

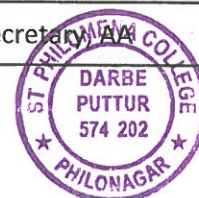
SN	Activity	Mandated date	Responsibility
1	World Environment Day	5, June	Eco / Nature Club
2	World Blood Donor Day	14, June	YRC
3	IQAC meeting	17, June	Coordinator, IQAC
4	Commencement of the Academic Year(UG)	17, June	
5	Availability of College Calendar	19, June	College Office
7	Availability of College Annual Magazine	19, June	Editor, College Annual Magazine
8	Distribution of Time Table	19, June	Convener, Time Table Committee
9	Distribution of Academic Calendar and Work Diaries	19, June	Coordinator, IQAC
10	Staff meeting	19, June	Staff Secretary
11	Commencement of I, III and V Semester Classes	20, June	
12	Orientation on Higher Education and Campus life for I Year students	20, June	Student Welfare Officers
13	Availability of Plan of Action for the semester - Individual, departments and functional units	20, June	Teacher / HoD / Convener
14	Availability of Teaching Plan	20, June	Individual Teacher
15	International Yoga Day	21, June	NCC
16	Orientation on academic programme and learning outcomes	21, June	Class Adviser
17	Entry level competency test (course-wise)	22, June	Class Adviser
18	Bridge courses	24-26 June	Subject Teachers
19	Availability of plan of action of IQAC and the Institution	24 June	Coordinator, IQAC
20	Availability of appraisal report on Entry level competency tests	24, June	Class Adviser



21	Availability of proposals for organizing Seminars / workshops	26, June	HoD
22	Availability of proposals for Minor/Major research projects	26, June	Individual Teacher
23	Orientation on CC/EC Activities	27, June	Convener, CC/EC Activities
24	Selection of beneficiaries for mid-day meal	27, June	Secretary, PTA
25	Commencement of the Academic Year (PG)	1, July	
26	Meeting of Sports Advisory Committee	03, July	Secretary, Sports Advisory Committee
27	Meeting of Library Advisory Committee	04, July	Secretary, Library Advisory Committee
28	Meeting of Research & Development Cell	05, July	Convener, R & D Cell
29	Elections to the Students Council	05, July	Student Welfare Officers
30	Enrollment of students in certificate courses	06, July	Convener, Certificate Courses Committee
31	Availability of College Calendar (PG)	5, July	College Office
32	Distribution of Time Table (PG)	8, July	PG Program Coordinators
33	Distribution of Academic Calendar and Work Diaries (PG)	10, July	Coordinator, IQAC
34	Availability of Teaching Plan (PG)	12, July	Individual Teacher
35	Commencement of certificate courses	11, July	Coordinator, Certificate Courses
36	Selection of student Office Bearers of functional units	12, July	Conveners, Functional Units
37	Commencement of I and III Semester PG Classes	15, July	
38	Inauguration of the activities of Students' Council and functional units	20, July	Student Welfare Officers
39	Staff Development Programme	22, July	Coordinator, IQAC
40	Orientation on academic programme and learning outcomes (PG)	22, July	Class Adviser
41	Orientation Program to I Year PG Students about Higher Education and Campus life (PG)	23, July	Student Welfare Officers
42	Kargil Vijay Diwas	26, July	NCC
43	Faculty Development Programme	31, July	Coordinator, IQAC
44	I Internal Assessment examinations	5-8, Aug	Convener, Examination Committee
45	Philomena Feast – Patron the Institution	11, Aug	DCA
46	National Library Day	12, Aug	



47	Talents Day	14, Aug	Student Welfare Officers
48	Independence Day	15, Aug	NCC
49	IQAC – PTA Interaction	17, Aug	Secretary, PTA
50	Sadbhavana Diwas	20, Aug	Humanities Association
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	Availability of Result analysis report (semester examinations)	28, Aug	Convener, Student Progress and Evaluation Committee
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
61	Commencement of I Internal Examination (PG)	9, Sept	PG Program Coordinators
62	II Internal Assessment examinations	09-13, Sept	Convener, Examination Committee
63	PTA Executive Committee meeting	14, Sept	Secretary, PTA
64	Hindi Diwas	14, Sept	Dept of Hindi
65	AA Executive Committee meeting	16, Sept	Secretary, AA

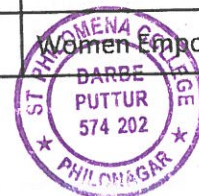


66	IQAC meeting	21, Sept	Coordinator, IQAC
67	NSS Day	24, Sept	NSS
68	Gandhi Jayanthi	02, Oct	Students Council
69	Availability of appraisal report on student performance and attendance	04, Oct	Class Advisors
70	Availability of appraisal report on Remedial courses	04, Oct	Subject Teachers
71	Interim report on certificate courses	09, Oct	Coordinator, Certificate Courses
72	Report on student progression after graduation	09, Oct	Placement Cell
73	Interim report from functional units & departments	09, Oct	Conveners / HoDs
74	Interim report on student support and welfare schemes	09, Oct	Student Welfare Officers
75	Collect proceedings of the meetings of <ul style="list-style-type: none"> <li>▪ Library Advisory Committee</li> <li>▪ Admission Committee</li> <li>▪ Sports Advisory Committee</li> <li>▪ R &amp; D Cell</li> <li>▪ Academic Council</li> <li>▪ IQAC</li> </ul>	09, Oct	Coordinator, IQAC
76	IQAC meeting	10, Oct	Coordinator, IQAC
77	Staff meeting	11, Oct	Staff Secretary
78	Vigilance Awareness Week	26, Oct – 1, Nov	Consumer Forum
79	Rastriya Ekta Diwas	31, Oct	Students Council
80	Karnataka Rajyothsava	1, Nov	Students Council
81	Commencement of II Internal Examination (PG)	4, Nov	PG Program coordinator
82	Availability of appraisal report on student performance and attendance (PG)	13, Nov	Class Advisors
83	End of I and III Semester classes (PG)	16, Nov	
84	Commencement of semester exams (PG)	25, Nov	
85	World Science Day for Peace and Development	10, Nov	Science Forum
86	National Library Week	14-20, Nov	Library
87	Constitution Day	26, Nov	Dept of Political Science



## Odd Sem

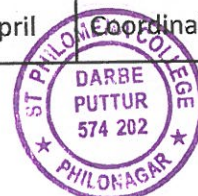
SN	Activity	Mandated date	Responsibility
1	Commencement of II, IV and VI Semester Classes	2, Dec	
2	Distribution of Time Table	30, Nov	Convener, Time Table Committee
3	Staff meeting	30, Nov	Staff Secretary
4	Bridge courses	02-05, Dec	Subject Teachers
6	Availability of Teaching Plan	08 Dec	Individual Teacher
7	Institution's Founder Day	10, Dec	DCA
8	International Human Rights Day	10, Dec	Human Rights 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	IQAC meeting	14, Dec	Coordinator, IQAC
13	Distribution of timetable (PG)	16, Dec	PG Course coordinator
14	Commencement of II and IV Semester classes (PG)	16, Dec	
15	Availability of teaching plan (PG)	20, Dec	Individual Teachers
16	National Mathematics Day	22, Dec	Dept of Mathematics
17	National Consumers Day	24, Dec	Consumer Forum
18	Christmas Eve	24, Dec	DCA
19	IQAC – PTA Interaction	4, Jan	Secretary, PTA
20	IQAC – Alumni Interaction	5, Jan	Secretary, AA
21	Faculty Development Programme	9, Jan	Coordinator, IQAC
22	Staff Development Programme	10, Jan	Coordinator, IQAC
23	Availability of appraisal report on Bridge courses	10, Jan	Subject Teachers
24	National Youth Day	12, Jan	NSS
25	I Internal Assessment examinations	13-17, Jan	Convener, Examination Committee
26	IQAC meeting	18, Jan	Coordinator, IQAC
27	Annual sports meet	20, Jan	Physical Director
28	National Girl Child Day	24, Jan	Women Empowerment Cell]



29	National Voters' Day	25, Jan	Electoral Literacy Club
30	Republic Day	26, Jan	NCC
31	Martyrs Day	30, Jan	NCC
32	International Day of Zero Tolerance to Female Genital Mutilation	6, Feb	Women Empowerment Cell
33	Feedback on Library from ▪ Students ▪ Staff Availability of Analysis Report on feedback Feedback review meeting (LAC)	13-18, Feb	Librarian
34	Feedback on Hostels from ▪ Inmates ▪ Parents ▪ Outgoing residents Availability of Analysis Report on feedback Feedback review meeting (HAC)	13-18, Feb	Wardens
35	Annual games competitions	14, Feb	Physical Director
36	Availability of appraisal report on student performance and attendance	15, Feb	Class Advisors
37	IQAC meeting	15, Feb	Coordinator, IQAC
38	Commencement of I Internal Examination (PG)	17, Feb	PG Program coordinator
39	Annual Cultural competitions	20-24, Feb	Student Welfare Officers
40	▪ 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
41	National Science Day	28, Feb	Science Forum
42	II Internal Assessment examinations	2-5, Mar	Convener, Examination Committee
43	Zero Discrimination Day	1, Mar	Equal Opportunity Cell
44	International Women's Day	8, Mar	Women Empowerment Cell
45	Annual day celebrations	13-14, Mar	Student Welfare Officers
46	PTA executive committee meeting	16, Mar	Secretary, PTA
47	AA executive committee meeting	17, Mar	Secretary, AA



48	IQAC meeting	21, Mar	Coordinator, IQAC
49	World Water Day	22, Mar	Eco / Nature Club
50	Availability of appraisal report on student performance and attendance	23, Mar	Class Advisors
51	Availability of appraisal report on Remedial courses	29, Mar	Subject Teachers
52	Availability of the appraisal report on certificate courses	29, Mar	Coordinator, Certificate Courses
53	Availability of appraisal report from functional units & departments	29, Mar	Conveners / HoDs
54	Availability of appraisal report on student support and welfare schemes	29, Mar	Student Welfare Officers
55	Collect proceedings of the meetings of <ul style="list-style-type: none"> <li>▪ Library Advisory Committee</li> <li>▪ Admission Committee</li> <li>▪ Sports Advisory Committee</li> <li>▪ R &amp; D Cell</li> <li>▪ Academic Council</li> <li>▪ IQAC</li> </ul>	29, Mar	Coordinator, IQAC
56	Availability of Self appraisal – teaching & non-teaching staff	29, Mar	Individual staff
57	Availability of data on Student Learning Achievement	29, Mar	Deans
58	Availability of annual stock verification / calibration / status report	29, Mar	Coordinator, Verification Panel
59	Commencement of II Internal Examination (PG)	30, Mar	PG Program coordinator
60	Result analysis report (semester examinations)	30, Mar	Convener, Student Progress and Evaluation committee
61	Staff meeting	31, Mar	Staff secretary
62	Availability of appraisal report on student performance and attendance (PG)	13, April	Class Advisors
63	Birth Anniversary of Dr. B.R. Ambedkar	14, April	Dept of Political Science
64	Availability of SWOC analysis report and prioritization of issues	15, April	Coordinator, IQAC
65	Availability of Academic Audit Report	15, April	Coordinator, IQAC
66	Availability of Benchmarking Report	15, April	Coordinator, IQAC
67	Availability of Institution's Green Audit Report	15, April	Coordinator, IQAC
68	Availability of annual budget	15, April	Coordinator, IQAC
69	Availability of report on MoUs and consultancy services	15, April	Coordinator, IQAC





70	End of II and IV Semester classes (PG)	18, April	
71	International Mother Earth Day	22, April	Eco/Nature Club
72	Academic Audit review meeting	22, April	Coordinator, IQAC
73	Benchmarking review meeting		
74	Joint meeting of IQAC and Academic Council		
75	List of IQAC recommendation to management	22, April	Coordinator, IQAC
76	Commencement of semester exams (PG)	27, April	
77	IQAC Annual Report	30, April	Coordinator, IQAC
78	Availability of College Prospectus	30, April	Convener, Prospectus & Calendar Committee
79	Availability of Admission Policy	30, April	Convener, Admission Committee
80	Formation of committees and cells	15, May	Coordinator, IQAC

*APRadhall*

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

*[Signature]*

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