



# ST PHILOMENA COLLEGE

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

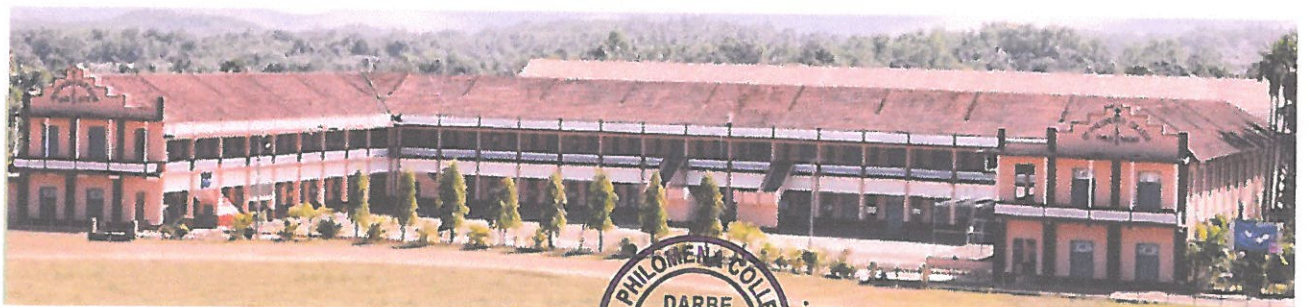
Managed by the Catholic Board of Education, Mangalore

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

[www.spcputtur.ac.in](http://www.spcputtur.ac.in) | [info@spcputtur.ac.in](mailto:info@spcputtur.ac.in)

## ANNUAL ACTION PLAN 2020-21

### Inter Quality Assurance Cell (IQAC)



# ST PHILOMENA COLLEGE, PUTTUR

IQAC

## ANNUAL ACTION PLAN

(2020-21)

Odd Sem

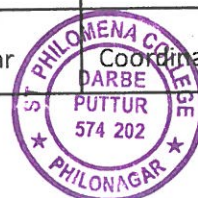
SN	Activity	Mandated date	Responsibility
1	Karnataka Rajyothsava	1, Nov	Students Council Directors
2	World Science Day for Peace and Development	10, Nov	Science Forum
3	National Library Week	14-20, Nov	Library
4	Children's day	14, Nov	Student's council Directors
5	Beginning of the Odd Semester and Staff meeting	15, Nov	Staff Secretary
6	Availability of College Calendar	15, Nov	College Office
7	Availability of College Annual Magazine	15, Nov	Editor, College Annual Magazine
8	Distribution of Time Table	15, Nov	Convener, Time Table Committee
9	Distribution of Academic Calendar and Work Diaries	15, Nov	Coordinator, IQAC
10	Staff meeting	15, Nov	Staff Secretary
11	Orientation on Higher Education and Campus life for I Year students	15, Nov	Student Welfare Officers
12	Distribution of Time Table	15, Nov	Convener, Time Table Committee
13	IQAC meeting	16, Nov	IQAC Coordinator
14	Availability of plan of action of IQAC and the Institution	16, Nov	Coordinator, IQAC
15	Availability of Plan of Action for the semester - Individual, departments and functional units	19, Nov	Teacher / HoD / Convener
16	Availability of Teaching Plan	22, Nov	Individual Teacher
17	Constitution Day	26, Nov	Dept of Political Science
18	Bridge Course	Nov – 26- Dec 1	Bridge Course
19	Student Council Election	02, Dec	Student welfare officers
20	Institution's Founder Day	10, Dec	DCA
21	International Human Rights Day	Dec, 10	Human Rights Association
22	Inauguration and beginning of functional Units	Dec11- Dec - 15	Directors of Clubs and Associations
23	Meeting of Sports Advisory Committee	11, Dec	Secretary, Sports Advisory Committee





24	Meeting of Library Advisory Committee	12, Dec	Secretary, Library Advisory Committee
25	Meeting of Research & Development Cell	13, Dec	Convener, R & D Cell
26	IQAC meeting	15, Dec	Coordinator, IQAC
27	Distribution of timetable (PG)	16, Dec	PG Course coordinator
28	Commencement of II and IV Semester classes (PG)	16, Dec	
29	Meeting of Sports Advisory Committee	18, Dec	Meeting of Sports Advisory Committee
30	Meeting of Library Advisory Committee	18, Dec	Meeting of Library Advisory Committee
31	Meeting of Research & Development Cell	18, Dec	Meeting of Research & Development Cell
32	IQAC meeting	19, Dec	IQAC meeting
33	Meeting of Sports Advisory Committee	18, Dec	Meeting of Sports Advisory Committee
34	Availability of teaching plan (PG)	20, Dec	Individual Teachers
35	National Mathematics Day	22, Dec	Dept of Mathematics
36	National Consumers Day	24, Dec,	Consumer Forum
37	Christmas Eve	24, Dec	DCA
38	IQAC – PTA Interaction	4, Jan	Secretary, PTA
39	IQAC – Alumni Interaction	5, Jan	Secretary, AA
40	Faculty Development Programme	9, Jan	Coordinator, IQAC
41	Staff Development Programme	10, Jan	Coordinator, IQAC
42	Availability of appraisal report on Bridge courses	10, Jan	Subject Teachers
43	National Youth Day	12, Jan	NSS
44	Annual sports meet	19, Jan	Physical Director
45	IQAC meeting	19, Jan	Coordinator, IQAC
46	National Girl Child Day	24, Jan	Women Empowerment Cell]
47	National Voters' Day	25, Jan	Electoral Literacy Club
48	Republic Day	26, Jan	NCC
49	Internal Assessment examinations	27-31 Jan	Convener, Examination Committee
50	Martyrs Day	30, Jan	NCC
51	International Day of Zero Tolerance to Female Genital Mutilation	6, Feb,	Women Empowerment Cell
52	Feedback on Library from ▪ Students ▪ Staff Availability of Analysis Report on feedback Feedback review meeting (LAC)	13-18, Feb	Librarian 

	Feedback on Hostels from <ul style="list-style-type: none"> <li>▪ Inmates</li> <li>▪ Parents</li> <li>▪ Outgoing residents</li> </ul> Availability of Analysis Report on feedback Feedback review meeting (HAC)	13-18, Feb	Wardens
53	Availability of appraisal report on student performance and attendance	15, Feb	Class Advisors
54	Annual games competitions	15 Feb	Physical Director
55	IQAC meeting	16, Feb	Coordinator, IQAC
56	Commencement of I Internal Examination (PG)	17, Feb	PG Program coordinator
57	Annual Cultural competitions	20-24, Feb	Student Welfare Officers
58	<ul style="list-style-type: none"> <li>▪ Feedback from</li> <li>▪ Students on programme, teaching staff, non-teaching staff &amp; institution</li> <li>▪ Outgoing students on programme, teaching staff, non-teaching staff &amp; institution</li> <li>▪ PTA on institution &amp; programme</li> <li>▪ Alumni on institution &amp; programme</li> <li>▪ Industry on institution &amp; programme</li> <li>▪ Academic peers on Institution</li> </ul> Availability of Analysis Report on feedback Feedback review meeting (IQAC)	20-25, Feb	Coordinator, IQAC
59	National Science Day	Feb, 28	Science Forum
60	II Internal Assessment examinations	28 Feb-03 Mar	Convener, Examination Committee
61	Zero Discrimination Day	Mar, 1	Equal Opportunity Cell
62	International Women's Day	8 March	Women Empowerment Cell
63	PTA executive committee meeting	15, Mar	Secretary, PTA
64	AA executive committee meeting	16, Mar	Secretary, AA
65	IQAC meeting	16, Mar	Coordinator, IQAC
66	World Water Day	March, 22	Eco / Nature Club
67	Availability of appraisal report on student performance and attendance	22, Mar	Class Advisors
68	Availability of appraisal report on Remedial courses	29, Mar	Subject Teachers
69	Availability of the appraisal report on certificate courses	29, Mar	Coordinator, Certificate Courses





	Availability of Analysis Report on feedback Feedback review meeting (IQAC)		
43	Feedback on Hostels from ▪ Inmates ▪ Parents ▪ Outgoing residents Availability of Analysis Report on feedback (HAC) Feedback review meeting	25-31, Aug	Wardens
44	Availability of Result analysis report (semester examinations)	28, Augt	Convener, Student Progress and Evaluation Committee
45	Availability of appraisal report on Bridge courses	30, Aug	Subject Teachers
46	AGM of PTA	31, Aug	Secretary, PTA
47	AQAR	31, Aug	Coordinator, IQAC
48	Teachers' Day	Sep, 5	Students Council
49	Commencement of I Internal Examination (PG)	9, Sept	PG Program Coordinators
50	II Internal Assessment examinations	09-13, Sept	Convener, Examination Committee
51	PTA Executive Committee meeting	14, Sept	Secretary, PTA
52	Hindi Diwas	Sep, 14	Dept of Hindi
53	AA Executive Committee meeting	15, Sept	Secretary, AA
54	IQAC meeting	22, Sept	Coordinator, IQAC
55	NSS Day	24, Sept	NSS
56	IQAC Annual Report	30, Sept	Coordinator, IQAC
57	Availability of SWOC analysis report and prioritization of issues	15, April	Coordinator, IQAC
58	Availability of Academic Audit Report	15, April	Coordinator, IQAC
59	Availability of appraisal report on student performance and attendance	26, Aug	Class Advisors
60	Gandhi Jayanthi	Oct, 2	Students Council
61	Availability of appraisal report on student performance and attendance	04, Oct	Class Advisors
62	Availability of appraisal report on Remedial courses	04, Oct	Subject Teachers
63	Interim report on certificate courses	6, Oct	Coordinator, Certificate Courses
64	Report on student progression after graduation	6, Oct	Placement Cell



65	Interim report from functional units & departments	6, Oct	Conveners / HoDs
66	Interim report on student support and welfare schemes	6, Oct	Student Welfare Officers
67	Collect proceedings of the meetings of ▪Library Advisory Committee ▪Admission Committee ▪Sports Advisory Committee ▪R & D Cell ▪Academic Council ▪ IQAC	6, Oct	Coordinator, IQAC
68	IQAC meeting	06, Oct	Coordinator, IQAC
69	Staff meeting	07, Oct	Staff Secretary
70	Rastriya Ekta Diwas	Oct, 31	Students Council
71	Commencement of II Internal Examination (PG)	4, Nov	PG Program coordinator
72	Availability of appraisal report on student performance and attendance (PG)	13, Nov	Class Advisors
73	End of I and III Semester classes (PG)	16, Nov	
74	Commencement of semester exams (PG)	25, Nov	
75	Vigilance Awareness Week	Oct 26 – Nov 1	Consumer Forum

*APRadhah*

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

*Principals*

**PRINCIPAL  
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