



# 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)

## ANNUAL ACTION PLAN

2022-23

## Inter Quality Assurance Cell (IQAC)



# ST PHILOMENA COLLEGE, PUTTUR

## IQAC

### ANNUAL PLAN of ACTION

2022-23

#### Odd Sem

SN	Activity	Mandated date	Responsibility
01	Commencement of I Sem Class	Sept, 1	Student Council Directors
02	Orientation Program for Freshers	Sept, 2	IQAC
03	Teachers' Day	Sept, 5	Students Council
04	Commencement of III & V semester Class	Sept, 10	Student Council Directors
05	Staff Meeting	Sept,11	Staff Secretary
06	Hindi Diwas	Sept, 14	Dept of Hindi
07	AA Executive Committee meeting	Sept, 15,	Secretary, AA
08	Orientation on academic programme and learning outcomes	Sept, 16	Class Adviser
09	Entry-level competency test (course-wise)	Sept, 17	Class Adviser
10	Availability of plan of action of IQAC and the Institution	Sept, 19	Coordinator, IQAC
11	Availability of appraisal report on Entry level competency tests	Sept, 20	Class Adviser
12	Availability of proposals for organizing Seminars / workshops	Sept, 21	HoD
12	Availability of proposals for Minor/Major research projects	Sept,22	Individual teacher
13	Bridge courses	Sept, 22-24	Subject Teachers
14	NSS Day	Sept, 24	NSS
15	Selection of beneficiaries for mid-day meal	Sept, 23	Secretary, PTA
16/17	Department meetings	Sept, 24-26	Department HoD
18	Submitting plan of action of Departments to IQAC	Sept, 27	Department HoD
19	Functional Units Plan of action to IQAC	Sept, 28	Directors
20	IQAC meeting	Sept 29	Coordinator, IQAC
21	IQAC & Functional Units Heads meeting	Sept, 29	Coordinator, IQAC

22	PTA Executive Committee meeting	Sep, 29	Secretary, PTA
23	I Internal Assessment examinations	Sep, 25-30	Convener, Examination Committee
24	Gandhi Jayanthi	Oct, 2	Students Council
25	Availability of appraisal report on student performance and attendance	Oct, 4	Class Advisors
26	Progress report on certificate courses	6, Oct	Coordinator, Certificate Courses
27	Report on student progression after graduation	6, Oct	Placement Cell
28	Interim report from functional units & departments	6, Oct	Conveners / HoDs
29	Interim report on student support and welfare schemes	6, Oct	Student Welfare Officers
30	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>	6, Oct	Coordinator, IQAC
31	IQAC meeting	06, Oct	Coordinator, IQAC
32	Staff meeting	07, Oct	Staff Secretary
33	Rastriya Ekta Diwas	Oct, 31	Students Council
34	Commencement of II Internal Examination (PG)	4, Nov	PG Program coordinator
35	Availability of appraisal report on student performance and attendance (PG)	13, Nov	Class Advisors
36	Vigilance Awareness Week	Oct 26 – Nov 1	Consumer Forum
37	Karnataka Rajyothsava	Nov, 1	Students Council
38	World Science Day for Peace and Development	Nov, 10	Science Forum
39	National Library Week	Nov, 14-20	Library
40	Meeting of Sports Advisory Committee	11, Dec	Secretary, Sports Advisory Committee
41	Meeting of Library Advisory Committee	12, Dec	Secretary, Library Advisory Committee
42	Meeting of Research & Development Cell	13, Dec	Convener, R & D Cell
43	Constitution Day	Nov, 26	Dept of Political Science
44	Institution's Founder Day	Dec, 10	DCA
45	International Human Rights Day	Dec, 10	Human Rights Association

46	National Mathematics Day	Dec, 22	Dept of Mathematics
47	National Consumers Day	Dec, 24	Consumer Forum
48	IQAC meeting	Jan, 1	IQAC coordinator
49	IQAC – PTA Interaction	4, Jan	Secretary, PTA
50	IQAC – Alumni Interaction	5, Jan	Secretary, AA
51	Faculty Development Programme	9, Jan	Coordinator, IQAC
52	Staff Development Programme	10, Jan	Coordinator, IQAC
53	Availability of appraisal report on Bridge courses	10, Jan	Subject Teachers
54	National Youth Day	Jan, 12	NSS
55	Student feed back collection	Jan 9-14	IQAC
56	II IA examination	Jan 16-20	Examination committee
57	Availability of appraisal report on student performance and attendance	Jan, 28	Class Advisors
58	Staff meeting	Jan, 30	Staff Secretary

## Even Sem

SN	Activity	Mandated date	Responsibility
1	Commencement of Even semesters – II, IV and VI Semesters	March, 6	Student Council Directors
2	Staff meeting	March, 7	Staff Secretary
3	PTA executive committee meeting	15, Mar	Secretary, PTA
4	AA executive committee meeting	16, Mar	Secretary, AA
5	IQAC meeting	16, Mar	Coordinator, IQAC
6	World Water Day	March, 22	Eco / Nature Club
7	Review of Certificate courses	March 24	Certificate course coordinator
8	Availability of appraisal report on student performance and attendance	22, Mar	Class Advisors
9	Availability of appraisal report on Remedial courses	29, Mar	Subject Teachers
10	Availability of appraisal report on certificate courses	29, Mar	Coordinator, Certificate Courses
11	Availability of appraisal report from functional units & departments	29, Mar	Conveners / HoDs
12	Availability of appraisal report on student support and welfare schemes	29, Mar	Student Welfare Officers
13	Availability of appraisal report on student performance and attendance	22, Mar	Class Advisors
14	Availability of appraisal report on Remedial courses	29, Mar	Subject Teachers
15	Availability of the appraisal report on certificate courses	29, Mar	Coordinator, Certificate Courses
16	I IA examination	Apr 1-5	Examination Committee
17	Birth Anniversary of Dr. B.R. Ambedkar	Apr, 14	Dept of Political Science
18	Availability of Benchmarking Report	15, April	Coordinator, IQAC
19	Availability of Institution's Green Audit Report	15, April	Coordinator, IQAC
20	Availability of annual budget	15, April	Coordinator, IQAC
21	Availability of report on MoUs and consultancy services	15, April	Coordinator, IQAC
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23	International Mother Earth Day		

24	Availability of SWOC analysis report and prioritization of issues	15, April	Coordinator, IQAC
25	Availability of Academic Audit Report	20, April	Coordinator, IQAC
26	Availability of Benchmarking Report	22, April	Coordinator, IQAC
27	Academic Audit review meeting	22, April	Coordinator, IQAC
28	International Mother Earth Day	Apr, 22	Eco/Nature Club
29	Availability of Institution's Green Audit Report	25, April	Coordinator, IQAC
30	Availability of annual budget	5, May	Coordinator, IQAC
31	Availability of report on MoUs and consultancy services	10, May	Coordinator, IQAC
32	II IA Examination	18, May	Examination Committee
33	World Environment Day	Jun, 5	Eco / Nature Club
34	World Blood Donor Day	Jun, 14	YRC
35	IQAC meeting	16, June	Coordinator, IQAC
36	Self Appraisal Reports	20, June	Coordinator, IQAC