

**SACRED HEART COLLEGE, TIRUPATTUR, VELLORE DT**  
**IQAC - ANNUAL PLAN::: 2016-17**

<b>S.No</b>	<b>Major Tasks&amp; Related activities</b>	<b>Person Responsible</b>	<b>Schedule</b>
1.	Orientation Program for Heads of the Departments	Principal/IQAC	June 2016
2.	Orientation Programme for all the faculty members	Principal/IQAC	June 2016
3.	Annual Plan of the Faculty	Principal/IQAC	July 2016
4.	Department Action Plan for the academic Year 2015-16 based on NAAC criterion	Principal/IQAC	July 2016
5.	Orientation for Non Academic Associations	Vice Principal/IQAC	July 2016
6.	Orientation for CQC Leaders	Principal/IQAC	Aug 2016
7.	Uploading and sending AQAR of 2015-16	IQAC	Nov 2016
8.	Applying for UGC sponsored conferences	IQAC	Nov 2016
9.	Evaluation of the departments at the end of odd semester	Principal/IQAC	Oct/Nov 2016
10.	COE's Office Auditing	Principal/IQAC	Nov 2016
11.	A Workshop to analyze NAAC Recommendations	Principal/IQAC	Dec 2016
12.	Green Auditing	Principal/IQAC	Jan/Feb 2017
13.	Orientation programme for all the administrative and support staff	Principal/IQAC	Feb / Mar 2017
14.	Annual Newsletter	Principal/IQAC	Mar/Apr 2017
15.	Faculty evaluation of students after the Even semester	Principal/IQAC	Mar/Apr 2017
16.	Evaluation of Academic Associations	Vice Principal/IQAC	Mar/Apr 2017
17.	Evaluation of Non Academic Associations	Vice Principal/IQAC	Mar/Apr 2017
18.	Evaluation of the departments at the end of even semester	Principal/IQAC	Mar / Apr 2017