

SACRED HEART COLLEGE, TIRUPATTUR, VELLORE DT
IQAC - ANNUAL PLAN ::: 2017-18

S.No	Major Tasks& Related activities	Responsible Person	Schedule
1.	Orientation Program for Heads of the Departments	Principal/IQAC	June 2017
2.	Orientation Programme for all the faculty members	Principal/IQAC	June 2017
3.	Uploading and sending AQAR of 2016-17	IQAC	June 2017
4.	Library Audit	Principal/IQAC	July 2017
5.	Annual Plan of the Faculty	Principal/IQAC	July 2017
6.	Department Action Plan for the academic Year 2015-16 based on NAAC criterion	Principal/IQAC	July 2017
7.	Orientation for CQC Leaders	Principal/IQAC	July 2017
8.	Orientation for Non Academic Associations	Vice Principal/IQAC	Aug 2017
9.	Applying for UGC sponsored conferences	IQAC	Sep 2017
10.	Evaluation of the departments - Odd semester	Principal/IQAC	Nov 2017
11.	COE's Office Auditing	Principal/IQAC	Jan 2018
12.	Evaluation of ISR –Sharing Day Report	IQAC	Jan 2018
13.	Evaluation of Physical Education Audit	IQAC	Feb 2018
14.	Evaluation of Faculty publications [Journal/Papers] 2013 -2018	IQAC	Feb 2018
15.	Orientation Programme -administrative and support staff	Principal/IQAC	Feb 2018
16.	Annual Newsletter	Principal/IQAC	Apr 2018
17.	Faculty evaluation of students after the Even semester	Principal/IQAC	Apr 2018
18.	Evaluation of Academic Associations	Vice Principal/IQAC	Apr 2018
19.	Evaluation of Non Academic Associations	Vice Principal/IQAC	Apr 2018
20.	Evaluation of the departments - Even semester	Principal/IQAC	Apr 2018
21.	Non-Teaching Staff Training	Principal/IQAC	Apr 2018