



# ST. PHILOMENA'S COLLEGE

(Autonomous), Bannimantap, Mysore  
Affiliated with the University of Mysore



## The Roadmap of the IQAC for the Academic Year 2024 - 2025



St. Philomena's College(AU) Mysore

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# ADMINISTRATIVE & ACADEMIC HEADS 2024





**Internal Quality Assurance Cell (IQAC)**  
**ST. PHILOMENA'S COLLEGE (Autonomous)**  
**Governed by the Mysore Diocesan Educational Society - MDES®**  
**(Affiliated to the University of Mysore)**  
**Mysuru - 570 015**



## **ROADMAP – 2024-2025 and IQAC Manual**

### **THE MANAGEMENT - THE MYSORE DIOCESAN EDUCATIONAL SOCIETY**

*The Mysore Diocesan Educational Society (MDES) was established in the year 1966 by the great visionary His Excellency late **Rt. Rev. Dr. Mathias Fernandes**, the former Bishop of the Catholic Diocese of Mysore. Over many decades, the MDES has achieved this through its 149 institutions spread out in the four revenue districts of Mysuru, Mandya, Kodagu, and Chamarajanagara of Karnataka State through its dedicated service which has borne rich dividends by offering value-based education to students not only in urban areas but also in remote rural areas. The alumni of the MDES institutions have crossed boundaries and borders and have left their indelible mark in the different sectors of society. The MDES is currently governed by **His Grace Most Rev. Dr. Bernard Blasius Moras**, the Apostolic Administrator, the Diocese of Mysore. The MDES continues to mentor the progress of this Institution.*

### **A BRIEF HISTORY OF THE COLLEGE**

*St. Philomena's College was established in the year 1946 with the motto 'Caritas in Scientia' i.e. 'Love through Knowledge'. It was the first Private Science Degree College to be established in the erstwhile Mysore State. The altruism of the then Maharaja of Mysore, **His Excellency Sri Jayachamarajendra Wodeyar**, and the personal efforts of the then Bishop of Mysore, **His Excellency Rt. Rev. Dr. Rene Feuga**, gave a legendary beginning to the institution.*

*St. Philomena's College has established Academic Excellence. Over the years, the College has evolved several programmes, both at the Undergraduate and Postgraduate levels. The Academic Environment, student-friendly campus and*

*Value-Based Education imparted in a harmonious atmosphere attract students from several parts of the Country and the world. The Guiding Values such as Love, Justice, Equality, and Peace are enshrined as Institutional Objectives. The College is wedded to its zeal of democratizing Education and aims at Social Equity. The College constantly strives to evolve conducive and viable practices to transact the curriculum and upgrade the infrastructure.*

*An assiduous commitment to its core values has helped the institution to earn an A+ Grade (Cycle 1) from NAAC in the year 2004. The College was granted Autonomy by the University Grants Commission in the year 2011. Retaining its vigor, the College secured an A Grade with a CGPA rating of 3.58 on a 4-point scale during the re-accreditation by NAAC in 2014 (Cycle 2). The UGC had declared the College as “A College with Potential for Excellence” in the year 2010 and in the year 2015; the UGC elevated the College to “College of Excellence”. In the year 2020, the College secured B++ Grade (Cycle 3) from the NAAC.*

*The College campus is spread over 25 acres of land on the Mysuru Bangalore highway and has 35 Departments at the Undergraduate level comprising of Science, Arts, Commerce, Management, Social Work, Tourism & Hospitality Management, BCA, B. Voc, and Community College. The College has a separate PG Studies and Research Centre offering 11 PG programmes under CBCS-LOCF pattern in Science, Arts and Commerce, and Ph. D programmes in the departments of Social Work and Chemistry.*

### **College - VISION**

*The College is guided by the visionary zeal of providing Value-Based Education to everyone irrespective of religion, caste, creed, or sex by which the character is formed, intellect is expanded, and one can stand on his/her own feet.*

### **College – MISSION**

*To transform young men and women who come to learn not just from books, but also from life and to share the experience of working and playing together to inculcates life skills to become good citizens with integrity and discipline.*

## **College - AIMS AND OBJECTIVES**

*Striving to optimize education opportunities, the College constantly reinvigorates the Mission and Vision statement keeping its essential core strong. It aims to*

- *Continue the pursuit of Excellence in the areas of teaching, learning, and practical applications of Knowledge.*
- *Facilitate the acquisition of core competencies and channel students towards critical literacy.*
- *Establish tenable industry-academia interfaces.*
- *Engender Ethical Values in students.*

## **ASSESSMENT & ACCREDITATION by NAAC**

*Education plays a vital role in the development of any nation. Therefore, there is a premium on both quantity (increased access) and quality (relevance and excellence of academic programmes offered) of higher education. The NAAC has been set up to facilitate the volunteering institutions to assess their performance vis-a-vis set parameters through introspection and a process that provides space for participation of the institution.*

### **Benefits of Accreditation**

- *Institution to know its strengths, weaknesses, and opportunities through an informed review process.*
- *Identification of internal areas of planning and resource allocation.*
- *Collegiality on the campus.*
- *Funding agencies look for objective data for performance funding.*
- *Institutions to initiate innovative and modern methods of pedagogy.*
- *New sense of direction and identity for institutions.*
- *The society look for reliable information on quality education offered.*
- *Employers look for reliable information on the quality of education offered to the prospective recruits.*
- *Intra and inter-institutional interactions.*

## **UNITS OF ASSESSMENT**

*NAAC's instrument is developed to assess and grade institutions of higher education through a three-step-process and make the outcome as objective as possible. Though the methodology and the broad framework of the instrument is similar, there is a slight difference in the focus of the instrument depending on the unit of Accreditation, i.e., Affiliated / Constituent colleges / Autonomous colleges / Universities / Health Science / Teacher / Physical Education.*

### ***Institutional Accreditation***

**University:** *University Central Governance Structure along with all the Undergraduate and Postgraduate Departments.*

**College:** *Any College - affiliated, constituent, or autonomous with all its departments of studies.*

### ***Department Accreditation***

*Any department/School/Centre of the University.*

*Presently, NAAC is undertaking only institutional accreditation. Experts' groups have been constituted to work on Program Accreditation.*

## IQAC Calendar / Roadmap 2024- 2025

Month	Date	Day	Name of the activity Proposed	Teaching Day	Working Day
June 2024					
JUNE	01/06/2024	Sat			
	02/06/2024	Sun			
	03/06/2024	Mon			
	04/06/2024	Tue	The International Day of Innocent Children Victims of Aggression		
	05/06/2024	Wed	World Environment Day		
	06/06/2024	Thu			
	07/06/2024	Fri			
	08/06/2024	Sat	Second Saturday - World Ocean Day		
	09/06/2024	Sun			
	10/06/2024	Mon			
	11/06/2024	Tue			
	12/06/2024	Wed	Calendar of events for the AY 2024-2025 - Preparation		
	13/06/2024	Thu	Action plan for the AY 2024-2025 - Preparation		
	14/06/2024	Fri	World Blood Donors' Day Academic Timetable for the AY 2024-2025 - Preparation		
	15/06/2024	Sat	Teaching plan for the AY 2024-2025 - Preparation		
	16/06/2024	Sun	Father's Day		
	17/06/2024	Mon	Purchase Committee Meeting		
	18/06/2024	Tue	BAKRID - Holiday		
	19/06/2024	Wed			
	20/06/2024	Thu	World Refugee Day		
	21/06/2024	Fri	International Yoga Day 2024 Calendar of events for the AY 2024-2025 - Meeting		
	22/06/2024	Sat	Fourth Saturday		
	23/06/2024	Sun			
	24/06/2024	Mon			
	25/06/2024	Tue			
	26/06/2024	Wed	International Day Against Drug Abuse and Illicit Trafficking		
	27/06/2024	Thu			
	28/06/2024	Fri			
	29/06/2024	Sat			
	30/06/2024	Sun			

Month	Date	Day	Name of the activity Proposed	Teaching Day	Working Day
<b>July 2024 - Month # 1</b>					
<b>JULY</b>	01/07/2024	Mon	<b>National Doctors' Day</b> Chartered Accountants' Day		
	02/07/2024	Tue	Academic Calendar Committee Meeting		
	03/07/2024	Wed	ERP Committee meeting		
	04/07/2024	Thu			
	05/07/2024	Fri	Academic Heads, Deans & HoDs meeting 19 <sup>th</sup> Academic Council Meeting		
	06/07/2024	Sat			
	07/07/2024	Sun	↓ Week # 01		
	08/07/2024	Mon	Academic Calendar Committee Meeting		
	09/07/2024	Tue	Planning and Evaluation Committee Meeting		
	10/07/2024	Wed	Commencement of 3 <sup>rd</sup> and 5 <sup>th</sup> Semesters classes (UG) Apostolic Administrator's Address to the Faculty General Staff Meeting Release of the IQAC Roadmap 2024-2025 Release of the Gender Audit Report (2020 – 2024) Issue of the Work Diary to the faculty Day 1 – 6-day Faculty Development Programme		
	11/07/2024	Thu	<b>World Population Day</b> Day 1 - Deeksharambh 2024-25 – Orientation for 3 <sup>rd</sup> and 5 <sup>th</sup> semester students Day 2 – 6-day Faculty Development Programme		
	12/07/2024	Fri	Day 2 - Deeksharambh 2024-25 – Orientation for 3 <sup>rd</sup> and 5 <sup>th</sup> semester students Day 3 – 6-day Faculty Development Programme		
	13/07/2024	Sat	Second Saturday Day 4 – 6-day Faculty Development Programme		
	14/07/2024	Sun	↓ Week # 02		
	15/07/2024	Mon	Day 5 – 6-day Faculty Development Programme		
	16/07/2024	Tue	Day 6 – 6-day Faculty Development Programme		
	17/07/2024	Wed	<b>MUHARRAM - Holiday</b>		
	18/07/2024	Thu	Day 1 - Deeksharambh 2024-25 – Orientation for 1 <sup>st</sup> semester students Meeting of Deans – Academic Section meeting		
	19/07/2024	Fri	Day 2 - Deeksharambh 2024-25 – Orientation for 1 <sup>st</sup> semester students Planning & Evaluation Committee Meeting		
	20/07/2024	Sat	Day 3 - Deeksharambh 2024-25 – Orientation for 1 <sup>st</sup> semester students Meeting with NAAC criteria leaders Academic Calendar Committee Meeting		
	21/07/2024	Sun	↓ Week # 03		
	22/07/2024	Mon	Departmental Monthly meeting - Online/Offline Submission of departmental Action Plans Timetable committee meeting Web Journal Committee Meeting		



23/07/2024	Tue	Academic Section meeting on "Open Electives" Admission Committee meeting NIRF Meeting/ Activity		
24/07/2024	Wed	IPR Cell Meeting/Activity Academic Networking and Collaborations Committee Meeting Revisiting the college Organogram		
25/07/2024	Thu	Preparation for National/International Conference Competitive Examinations Cell Meeting/ Activity		
26/07/2024	Fri	Kargil Vijay Diwas E content (LMS) preparation – Teaching Faculty - → <a href="mailto:spcecontent@gmail.com">spcecontent@gmail.com</a> Purchase Committee Meeting Website Committee Meeting		
27/07/2024	Sat	Fourth Saturday ERP Committee meeting Extension Activities & Best Practices Committee Meeting		
28/07/2024	Sun	↓ Week # 04 - <b>Autonomy granted day – Commemoration</b> World Hepatitis Day World Nature Conservation Day NSS Committee Meeting		
29/07/2024	Mon	Research Development Cell/Research Meeting / Activity NCC Committee Meeting Women's Cell Meeting		
30/07/2024	Tue	Green Cell Meeting/Activity Outcome Based Education (OBE) Committee Meeting IIQA readiness meeting - IQAC		
31/07/2024	Wed	Equal Opportunity Cell Meeting/Activity Work Diary submission		

Month	Date	Day	Name of the activity Proposed	Teaching Day	Working Day
<b>August 2024 - Month # 2</b>					
<b>Workshop/Symposia/Guest lecture/Invited talk /Open Day/ Extension Activities/ Experiential Learning/Outreach Meeting/Activity Month</b>					
<b>AUGUST</b>	01/08/2024	Thu	Finance Committee Meeting Departmental Monthly meeting - Online/Offline Preparation for Swayam/MOOCs – Departments		
	02/08/2024	Fri	SSR Preparation Meeting OBE Implementation Committee Meeting/ Activity Anti-ragging Committee Meeting		
	03/08/2024	Sat	Last Teaching Day for PG Programmes Induction programme for newly appointed teachers		
	04/08/2024	Sun	↓ Week # 05		
	05/08/2024	Mon	NCC Inauguration Meeting of Deans Mentoring Committee Meeting Skill Development Committee Meeting Management's visit to departments on NAAC readiness		
	06/08/2024	Tue	<b>Hiroshima Day</b> - Blood Donation Camp Admission Committee meeting Sports Committee Meeting Management's visit to departments on NAAC readiness		
	07/08/2024	Wed	UUCMS Committee meeting Rovers and Rangers Committee Meeting Management's visit to departments on NAAC readiness		
	08/08/2024	Thu	ERP Committee meeting Management Heads Monthly meeting		
	09/08/2024	Fri	Meeting on "Open Day" Quit India Day (Kranti Diwas), Nagasaki Day, International Day of the World's Indigenous Peoples		
	10/08/2024	Sat	Second Saturday		
	11/08/2024	Sun	↓ Week # 06 <b>Feast of St. Philomena</b>		
	12/08/2024	Mon	Students Grievances Redressal Committee meeting Extension Activities & Best Practices Committee Meeting		
	13/08/2024	Tue	Sports Activities – Inauguration		
	14/08/2024	Wed	IIQA readiness meeting - IQAC Entrepreneurship Development Cell Meeting/Activity Web Journal Committee Meeting		
	15/08/2024	Thu	<b>INDEPENDENCE DAY - Celebration</b>		
	16/08/2024	Fri	Varamahalakshmi Vrata – Restricted Holiday Library Committee meeting		
	17/08/2024	Sat	Gender Sensitization Meeting/Activity Cultural Committee Meeting		
	18/08/2024	Sun	↓ Week # 07		
	19/08/2024	Mon	Rig/Yajur Upakarma - Restricted Holiday Senior teachers briefing junior teachers		
	20/08/2024	Tue	<b>Sadbhavana Diwas</b> Narayanaguru Jayanti - Restricted Holiday Academic Networking and Collaborations Committee Meeting "Open Day"		
	21/08/2024	Wed	World Senior Citizens Day		

			Alumni Meeting/Activity Research Development Cell/Research Meeting / Activity		
22/08/2024	Thu		Women's Cell Meeting/Activity Examinations Committee Meeting		
23/08/2024	Fri		National Space Day Preparation for "Fests" Career Guidance & Placement Cell Meeting Website Committee Meeting		
24/08/2024	Sat		Fourth Saturday Cultural Activities – Inauguration		
25/08/2024	Sun		↓ Week # 08		
26/08/2024	Mon		Janmashtami - Restricted Holiday: Governing Body Meeting		
27/08/2024	Tue		Uploading E content – Teaching Faculty - → spcecontent@gmail.com		
28/08/2024	Wed		Meeting with NAAC criteria leaders		
29/08/2024	Thu		10th Convocation (2020-23) UG & (2021-23) PG National Sports Day Science Heads meeting Magazine Committee Meeting		
30/08/2024	Fri		20 <sup>th</sup> Academic Council Meeting		
31/08/2024	Sat		PG Exams End Presentation of Swayam/MOOCs by the departments Work Diary submission		

Month	Date	Day	Name of the activity Proposed	Teaching Day	Working Day
<b>September 2024 – Month # 3</b>					
<b>SEPTEMBER</b>	01/09/2024	Sun	↓ Week # 09		
	02/09/2024	Mon	Departmental Monthly meeting - Online/Offline Commencement of C1 Tests for 1st, 3rd and 5th semester (UG)		
	03/09/2024	Tue	Management Heads Monthly meeting ERP Committee meeting SSR Preparation Meeting		
	04/09/2024	Wed	IIQA readiness meeting - IQAC Academic Heads, Deans & HoDs meeting Web Journal Committee Meeting		
	05/09/2024	Thu	Teachers' Day Outcome Based Education (OBE) Committee Meeting		
	06/09/2024	Fri	Swarnagowri Vrata – Restricted Holiday		
	07/09/2024	Sat	GANESH CHATURTHI - Holiday		
	08/09/2024	Sun	St. Mary's Feast - ↓ Week # 10 International Literacy Day		
	09/09/2024	Mon	5 - Day FDP by ICT Cell		
	10/09/2024	Tue	UTSAH Meeting Remedial/Competitive Exams Coaching Committee Meeting		
	11/09/2024	Wed	Counselling Committee Meeting Meeting with NAAC criteria leaders		

12/09/2024	Thu	Cultural Committee Meeting		
13/09/2024	Fri	Entrepreneurship Development Cell Meeting		
14/09/2024	Sat	Second Saturday Hindi Diwas Research Development Cell/Research Meeting / Activity		
15/09/2024	Sun	THIRU ONAM - ↓ Week # 11		
16/09/2024	Mon	ID-MEELAD – Holiday & Anantha Padmanabha Vrata International Day for the Preservation of the Ozone Layer		
17/09/2024	Tue	Vishwakarma Jayanti - Restricted Holiday Academic Networking and Collaborations Committee Meeting		
18/09/2024	Wed	PARENTS-TEACHERS MEETING/ Feedback		
19/09/2024	Thu	Extension Activities & Best Practices Committee Meeting Equal Opportunity Cell Meeting		
20/09/2024	Fri	Green Cell Meeting/Activity		
21/09/2024	Sat	International Day of Peace IC Committee for Redressal of Atrocities Against Women Meeting		
22/09/2024	Sun	↓ Week # 12		
23/09/2024	Mon	Website Committee Meeting International Students Committee Meeting		
24/09/2024	Tue	NSS Committee Meeting		
25/09/2024	Wed	NCC Committee Meeting		
26/09/2024	Thu	Rovers and Rangers Committee Meeting		
27/09/2024	Fri	World Tourism Day UUCMS Committee meeting		
28/09/2024	Sat	Fourth Saturday Students' Grievance Redressal Committee (SGRC) Meeting		
29/09/2024	Sun	↓ Week # 13		
30/09/2024	Mon	Work Diary submission		

Month	Date	Day	Name of the activity Proposed	Teaching Day	Working Day
<b>October 2024 - Month # 4</b>					
<b>OCTOBER</b>	01/10/2024	Tue	Departmental Monthly meeting - Online/Offline		
	02/10/2024	Wed	GANDHI JAYANTI – Holiday; Mahalaya Amavasya		
	03/10/2024	Thu	Management Heads Monthly meeting SSR Preparation Meeting		
	04/10/2024	Fri	IIQA readiness meeting - IQAC Academic Networking and Collaborations Committee Meeting		
	05/10/2024	Sat	ERP Committee meeting Web Journal Committee Meeting		
	06/10/2024	Sun	↓ Week # 14		
	07/10/2024	Mon	Career Guidance & Placement Cell Meeting		
	08/10/2024	Tue	Magazine Committee Meeting		
	09/10/2024	Wed	"INCEPTA" - Founders' (Establishment) Day – Celebration (09.10.1946)		

10/10/2024	Thu	World Mental Health Day Research Development Cell/Research Meeting / Activity		
11/10/2024	Fri	AYUDHA POOJA / Maha Navami - Holiday		
12/10/2024	Sat	VIJAYA DASHAMI – Holiday; Second Saturday		
13/10/2024	Sun	↓ Week # 15		
14/10/2024	Mon	Commencement of C2 Tests for 1st, 3rd and 5th semester (UG)		
15/10/2024	Tue	Cultural Committee Meeting		
16/10/2024	Wed	Library Committee meeting		
17/10/2024	Thu	MAHARSHI VALMIKI JAYANTI – Holiday; Tula Sankramana		
18/10/2024	Fri	Mentoring Committee Meeting		
19/10/2024	Sat	Sports Committee Meeting		
20/10/2024	Sun	↓ Week # 16		
21/10/2024	Mon	UUCMS Committee meeting		
22/10/2024	Tue	Website Committee Meeting		
23/10/2024	Wed	Youth Red Cross Committee Meeting		
24/10/2024	Thu	IPR Cell Meeting/Activity		
25/10/2024	Fri	Meeting with NAAC criteria leaders		
26/10/2024	Sat	Fourth Saturday		
27/10/2024	Sun	↓ Week # 17		
28/10/2024	Mon	Students' Grievance Redressal Committee (SGRC) Meeting		
29/10/2024	Tue	National Ayurveda Day Extension Activities & Best Practices Committee Meeting		
30/10/2024	Wed	Work Diary submission		
31/10/2024	Thu	National Unity Day NARAKA CHATURDASHI - Holiday		

Month	Date	Day	Name of the activity Proposed	Teaching Day	Working Day
<b>November 2024 – Month # 5</b>					
<b>NOVEMBER</b>	01/11/2024	Fri	KANNADA RAJYOTSAVA - Holiday		
	02/11/2024	Sat	BALIPADYAMI - Holiday		
	03/11/2024	Sun	↓ Week # 18		
	04/11/2024	Mon	Management Heads Monthly meeting		
	05/11/2024	Tue	Departmental Monthly meeting - Online/Offline		
	06/11/2024	Wed	ERP Committee meeting SSR Preparation Meeting		
	07/11/2024	Thu	Commencement of Practical Exams (UG)		
	08/11/2024	Fri	Cultural Committee Meeting		
	09/11/2024	Sat	Second Saturday: Last Teaching Day for ODD semester (UG)		

10/11/2024	Sun	↓ Week # 19		
11/11/2024	Mon	National Education Day Entrepreneurship Development Cell Meeting		
12/11/2024	Tue	Examinations Committee Meeting		
13/11/2024	Wed	IC Committee for Redressal of Atrocities Against Women Meeting		
14/11/2024	Thu	International Students Committee Meeting		
15/11/2024	Fri	Gurunanak Jayanti – Restricted Holiday		
16/11/2024	Sat	National Press Day Magazine Committee Meeting		
17/11/2024	Sun	↓ Week # 20 International Students' Day		
18/11/2024	Mon	KANAKADASA JAYANTI - Holiday		
19/11/2024	Tue	International Men's Day Remedial/Competitive Exams Coaching Committee Meeting		
20/11/2024	Wed	Research Development Cell/Research Meeting / Activity		
21/11/2024	Thu	UUCMS Committee meeting		
22/11/2024	Fri	Website Committee Meeting		
23/11/2024	Sat	Fourth Saturday Youth Red Cross Committee Meeting		
24/11/2024	Sun	↓ Week # 21		
25/11/2024	Mon	Commencement of Semester End Exams for 1st, 3rd and 5 <sup>th</sup> (UG)		
26/11/2024	Tue	Constitution Day (Samvidhana Diwas)		
27/11/2024	Wed	Meeting with NAAC criteria leaders		
28/11/2024	Thu			
29/11/2024	Fri			
30/11/2024	Sat	Work Diary submission		

Month	Date	Day	Name of the activity Proposed	Teaching Day	Working Day
<b>December 2024 – Month # 6</b>					
<b>DECEMBER</b>	01/12/2024	Sun	↓ Week # 22 World AIDS Day		
	02/12/2024	Mon	Management Heads Monthly meeting		
	03/12/2024	Tue	Departmental Monthly meeting - Online/Offline		
	04/12/2024	Wed	Academic Heads, Deans & HoDs meeting Indian Navy Day		
	05/12/2024	Thu	ERP Committee meeting SSR Preparation Meeting		
	06/12/2024	Fri	Website Committee Meeting		
	07/12/2024	Sat	Meeting with NAAC criteria leaders Armed Forces Flag Day		
	08/12/2024	Sun	↓ Week # 23		

09/12/2024	Mon	International Anti-Corruption Day 2024		
10/12/2024	Tue	Human Rights Day		
11/12/2024	Wed			
12/12/2024	Thu			
13/12/2024	Fri			
14/12/2024	Sat	National Energy Conservation Day Huthari – Restricted Holiday/ Second Saturday		
15/12/2024	Sun	↓ Week # 24		
16/12/2024	Mon			
17/12/2024	Tue			
18/12/2024	Wed			
19/12/2024	Thu	Work Diary submission		
20/12/2024	Fri			
21/12/2024	Sat			
22/12/2024	Sun	↓ Week # 25 National Mathematics Day		
23/12/2024	Mon	National Farmers Day		
24/12/2024	Tue	Christmas Eve – Restricted Holiday		
25/12/2024	Wed	CHRISTMAS - Holiday		
26/12/2024	Thu			
27/12/2024	Fri			
28/12/2024	Sat	Fourth Saturday		
29/12/2024	Sun	↓ Week # 26		
30/12/2024	Mon			
31/12/2024	Tue			

Wish you all a very Happy New Year 2025					
Month	Date	Day	Name of the activity Proposed	Teaching Day	Working Day
January 2025 – Month # 7					
JANUARY	01/01/2025	Wed	NEW YEAR DAY – Restricted Holiday		
	02/01/2025	Thu	Departmental Monthly meeting - Online/Offline Commencement of 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semesters classes (UG) 5 days FDP by ICT Academy		
	03/01/2025	Fri	Anti-ragging Committee Meeting		
	04/01/2025	Sat	ERP Committee meeting		
	05/01/2025	Sun	↓ Week # 27		
	06/01/2025	Mon	Management Heads Monthly meeting Web Journal Committee Meeting		
	07/01/2025	Tue	Academic Networking and Collaborations Committee Meeting		

08/01/2025	Wed	Career Guidance & Placement Cell Meeting Purchase Committee Meeting		
09/01/2025	Thu	Cultural Committee Meeting		
10/01/2025	Fri	Outcome Based Education (OBE) Committee Meeting		
11/01/2025	Sat	Second Saturday Skill Development Committee Meeting		
12/01/2025	Sun	↓ Week # 28 National Youth Day		
13/01/2025	Mon	IC Committee for Redressal of Atrocities Against Women Meeting		
14/01/2025	Tue	MAKAR SHANKRANTHI/PONGAL - Holiday		
15/01/2025	Wed	National Army Day International Students Committee Meeting		
16/01/2025	Thu	Extension Activities & Best Practices Committee Meeting Library Committee meeting		
17/01/2025	Fri	Magazine Committee Meeting		
18/01/2025	Sat	Mentoring Committee Meeting		
19/01/2025	Sun	↓ Week # 29		
20/01/2025	Mon	NSS Committee Meeting		
21/01/2025	Tue	NCC Committee Meeting		
22/01/2025	Wed	Remedial/Competitive Exams Coaching Committee Meeting		
23/01/2025	Thu	Research Development Cell/Research Meeting / Activity		
24/01/2025	Fri	Rovers and Rangers Committee Meeting		
25/01/2025	Sat	National Voters Day Fourth Saturday Meeting with NAAC criteria leaders		
26/01/2025	Sun	↓ Week # 30 - REPUBLIC DAY – Celebration		
27/01/2025	Mon	Sports Committee Meeting		
28/01/2025	Tue	UUCMS Committee meeting		
29/01/2025	Wed	Website Committee Meeting		
30/01/2025	Thu	Women's Cell Meeting Students' Grievance Redressal Committee (SGRC) Meeting		
31/01/2025	Fri	Martyrs' Day Work Diary submission		

Month	Date	Day	Name of the activity Proposed	Teaching Day	Working Day
<b>February 2025 – Month # 8</b>					
<b>FEBRUAR</b> Y	01/02/2025	Sat	Youth Red Cross Committee Meeting		
	02/02/2025	Sun	↓ Week # 31 Vasant Panchami		
	03/02/2025	Mon	Management Heads Monthly meeting		
	04/02/2025	Tue	World Cancer Day Departmental Monthly meeting - Online/Offline		



05/02/2025	Wed	Academic Heads, Deans & HoDs meeting		
06/02/2025	Thu	Academic Networking and Collaborations Committee Meeting		
07/02/2025	Fri	ERP Committee meeting Extension Activities & Best Practices Committee Meeting		
08/02/2025	Sat	Second Saturday Examinations Committee Meeting		
09/02/2025	Sun	↓ Week # 32		
10/02/2025	Mon	Counselling Committee Meeting		
11/02/2025	Tue	Cultural Committee Meeting		
12/02/2025	Wed	Web Journal Committee Meeting		
13/02/2025	Thu	Entrepreneurship Development Cell Meeting		
14/02/2025	Fri	Valentine's Day Green Cell Meeting/Activity		
15/02/2025	Sat	Equal Opportunity Cell Meeting		
16/02/2025	Sun	↓ Week # 33		
17/02/2025	Mon	Commencement of C1 Tests for EVEN Semester (UG)		
18/02/2025	Tue	Magazine Committee Meeting		
19/02/2025	Wed	Shivaji Jayanti		
20/02/2025	Thu	Research Development Cell/Research Meeting / Activity		
21/02/2025	Fri	Rovers and Rangers Committee Meeting		
22/02/2025	Sat	Fourth Saturday		
23/02/2025	Sun	↓ Week # 34 - Maharishi Dayanand Saraswati Jayanti		
24/02/2025	Mon	Sports Committee Meeting		
25/02/2025	Tue	UUCMS Committee meeting		
26/02/2025	Wed	<b>MAHA SHIVARATRI - Holiday</b>		
27/02/2025	Thu	Website Committee Meeting Meeting with NAAC criteria leaders		
28/02/2025	Fri	<b>National Science Day</b> Work Diary submission Women's Cell Meeting		

Month	Date	Day	Name of the activity Proposed	Teaching Day	Working Day
<b>March 2025 – Month # 9</b>					
<b>MARCH</b>	01/03/2025	Sat	Departmental Monthly meeting - Online/Offline		
	02/03/2025	Sun	↓ Week # 35		
	03/03/2025	Mon	<b>World Wildlife Day</b> Management Heads Monthly meeting		
	04/03/2025	Tue	ERP Committee meeting		

05/03/2025	Wed	UTSAH Meeting Web Journal Committee Meeting		
06/03/2025	Thu	IC Committee for Redressal of Atrocities Against Women Meeting		
07/03/2025	Fri	Library Committee meeting		
08/03/2025	Sat	International Women's Day Second Saturday		
09/03/2025	Sun	↓ Week # 36		
10/03/2025	Mon	Expiry of NAAC III Cycle Assessment Academic Networking and Collaborations Committee Meeting		
11/03/2025	Tue	International Students Committee Meeting		
12/03/2025	Wed	Mentoring Committee Meeting		
13/03/2025	Thu	NSS Committee Meeting		
14/03/2025	Fri	Holi Pi Day NCC Committee Meeting		
15/03/2025	Sat	World Consumer Rights Day Remedial/Competitive Exams Coaching Committee Meeting		
16/03/2025	Sun	↓ Week # 37		
17/03/2025	Mon	Research Development Cell/Research Meeting / Activity		
18/03/2025	Tue	UUCMS Committee meeting		
19/03/2025	Wed	Website Committee Meeting		
20/03/2025	Thu	World Sparrow Day IPR Cell Meeting/Activity		
21/03/2025	Fri	Meeting with NAAC criteria leaders		
22/03/2025	Sat	World Day for Water Fourth Saturday		
23/03/2025	Sun	↓ Week # 38 - Stock verification week		
24/03/2025	Mon	Cultural Committee Meeting		
25/03/2025	Tue	Students' Grievance Redressal Committee (SGRC) Meeting		
26/03/2025	Wed	Extension Activities & Best Practices Committee Meeting		
27/03/2025	Thu	World Theatre Day		
28/03/2025	Fri	Stock verification – Last Day		
29/03/2025	Sat	Work Diary submission		
30/03/2025	Sun	↓ Week # 39 - CHANDRAMANA UGADI		
31/03/2025	Mon	RAMDAN - Holiday		

Month	Date	Day	Name of the activity Proposed	Teaching Day	Working Day
<b>April 2025 – Month # 10</b>					
<b>APRIL</b>	01/04/2025	Tue	Management Heads Monthly meeting		
	02/04/2025	Wed	Departmental Monthly meeting - Online/Offline Commencement of C2 Tests for EVEN semester (UG)		
	03/04/2025	Thu	Academic Heads, Deans & HoDs meeting		
	04/04/2025	Fri	ERP Committee meeting		
	05/04/2025	Sat	Career Guidance & Placement Cell Meeting		
	06/04/2025	Sun	↓ Week # 40 - Rama Navami		
	07/04/2025	Mon	<b>World Health Day</b> Academic Networking and Collaborations Committee Meeting		
	08/04/2025	Tue	Outcome Based Education (OBE) Committee Meeting Extension Activities & Best Practices Committee Meeting		
	09/04/2025	Wed	Entrepreneurship Development Cell Meeting		
	10/04/2025	Thu	<b>MAHAVEER JAYANTI - Holiday</b>		
	11/04/2025	Fri	Equal Opportunity Cell Meeting Web Journal Committee Meeting		
	12/04/2025	Sat	Second Saturday Youth Red Cross Meeting		
	13/04/2025	Sun	↓ Week # 41		
	14/04/2025	Mon	<b>AMBEDKAR JAYANTI - Holiday</b>		
	15/04/2025	Tue	Green Cell Meeting/Activity		
	16/04/2025	Wed	<b>National Library Day</b>		
	17/04/2025	Thu	Maundy Thursday		
	18/04/2025	Fri	<b>GOOD FRIDAY - Holiday</b>		
	19/04/2025	Sat	Holy Saturday		
	20/04/2025	Sun	↓ Week # 42 - <b>EASTER SUNDAY</b>		
	21/04/2025	Mon	HoDs meeting (practical exams)		
	22/04/2025	Tue	<b>World Earth Day</b> Meeting with NAAC criteria leaders		
	23/04/2025	Wed	<b>World Book and Copyright Day</b> Work Diary submission UUCMS Committee meeting		
	24/04/2025	Thu	Commencement of Practical Exams EVEN semester (UG)		
	25/04/2025	Fri	Examinations Committee Meeting Website Committee Meeting		
	26/04/2025	Sat	<b>World Intellectual Property Rights Day</b> Fourth Saturday: Last working day of EVEN semester (UG)		
	27/04/2025	Sun	↓ Week # 43		
	28/04/2025	Mon	Magazine Committee Meeting		
	29/04/2025	Tue	Purchase Committee Meeting		
	30/04/2025	Wed	Research Development Cell/Research Meeting / Activity		

Month	Date	Day	Name of the activity Proposed	Teaching Day	Working Day
<b>May 2025 – Month # 11</b>					
<b>MAY</b>	01/05/2025	Thu	<b>MAY DAY - Holiday</b>		
	02/05/2025	Fri	Non-Teaching Faculty Day		
	03/05/2025	Sat	World Press Freedom Day Departmental Monthly meeting - Online/Offline		
	04/05/2025	Sun	↓ Week # 44		
	05/05/2025	Mon	Management Heads Monthly meeting		
	06/05/2025	Tue	Academic Networking and Collaborations Committee Meeting		
	07/05/2025	Wed	<b>World Athletics Day</b> Commencement of Even Semester End Exams (UG)		
	08/05/2025	Thu	<b>Youth Red Cross Day</b> Research Development Cell/Research Meeting / Activity		
	09/05/2025	Fri	ERP Committee meeting		
	10/05/2025	Sat	Second Saturday		
	11/05/2025	Sun	↓ Week # 45 - Mothers' Day		
	12/05/2025	Mon	BUDDHA PURNIMA		
	13/05/2025	Tue	Website Committee Meeting		
	14/05/2025	Wed	IPR Cell Meeting/Activity		
	15/05/2025	Thu	International Day of Families Meeting with NAAC criteria leaders		
	16/05/2025	Fri			
	17/05/2025	Sat	<b>World Telecommunication and Information Society Day</b>		
	18/05/2025	Sun	↓ Week # 46		
	19/05/2025	Mon			
	20/05/2025	Tue			
	21/05/2025	Wed	World Day for Cultural Diversity for Dialogue and Development		
	22/05/2025	Thu	International Day for Biological Diversity		
	23/05/2025	Fri			
	24/05/2025	Sat	Fourth Saturday		
	25/05/2025	Sun	↓ Week # 47		
	26/05/2025	Mon			
	27/05/2025	Tue			
	28/05/2025	Wed	<b>International Day of Action for Women's Health</b>		
	29/05/2025	Thu			

	30/05/2025	Fri			
	31/05/2025	Sat	World No Tobacco Day Work Diary submission		

Month	Date	Day	Name of the activity Proposed	Teaching Day	Working Day
<b>June 2025 – Month # 12</b>					
<b>JUNE</b>	01/06/2025	Sun	↓ Week # 48		
	02/06/2025	Mon	Management Heads Monthly meeting		
	03/06/2025	Tue	World Bicycle Day Departmental Monthly meeting - Online/Offline		
	04/06/2025	Wed	ERP Committee meeting		
	05/06/2025	Thu	World Environment Day Website Committee Meeting		
	06/06/2025	Fri	Meeting with NAAC criteria leaders		
	07/06/2025	Sat			
	08/06/2025	Sun	↓ Week # 49		
	09/06/2025	Mon			
	10/06/2025	Tue			
	11/06/2025	Wed			
	12/06/2025	Thu	World Day Against Child Labour		
	13/06/2025	Fri			
	14/06/2025	Sat	World Blood Donor Day Second Saturday		
	15/06/2025	Sun	↓ Week # 50		
	16/06/2025	Mon			
	17/06/2025	Tue			
	18/06/2025	Wed			
	19/06/2025	Thu			
	20/06/2025	Fri	World Refugee Day		
	21/06/2025	Sat	International Yoga Day		
	22/06/2025	Sun	↓ Week # 51		
	23/06/2025	Mon			
	24/06/2025	Tue	Calendar of events for the AY 2025-2026 - Preparation		
	25/06/2025	Wed	Action plan for the AY 2025-2026 - Preparation		
	26/06/2025	Thu	International Day Against Drug Abuse and Illicit Trafficking Academic Timetable for the AY 2025-2026 - Preparation		
	27/06/2025	Fri	Teaching plan for the AY 2025-2026 - Preparation		

28/06/2025	Sat	Fourth Saturday		
29/06/2025	Sun	↓ Week # 52		
30/06/2025	Mon	World Social Media Day International Asteroid Day Work Diary submission		

- *Wherever possible online meetings can be conducted.*



### **THE INTERNAL QUALITY ASSURANCE CELL (IQAC)**

*Internal Quality Assurance Cell (IQAC) was established on 01/05/2004 as a post-accreditation quality sustenance measure for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education. According to the National Assessment and Accreditation Council (NAAC), every accredited institution of higher education should establish Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. The primary responsibility of IQAC is to ensure quality enhancement and sustenance. It ensures the efficiency and effectiveness of measures taken/methods used to provide high-quality education and evaluate the degree to which each task is fulfilled. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards the realization of the goals of quality enhancement and sustenance.*

#### ***IQAC VISION***

- *To achieve academic excellence*
- *To enhance the quality of education*
- *To ensure the satisfaction of all the stakeholders*
- *To encourage the research and innovation in teaching and learning methodologies*
- *To promote a culture of continuous incremental improvement in the overall holistic development of the institution*

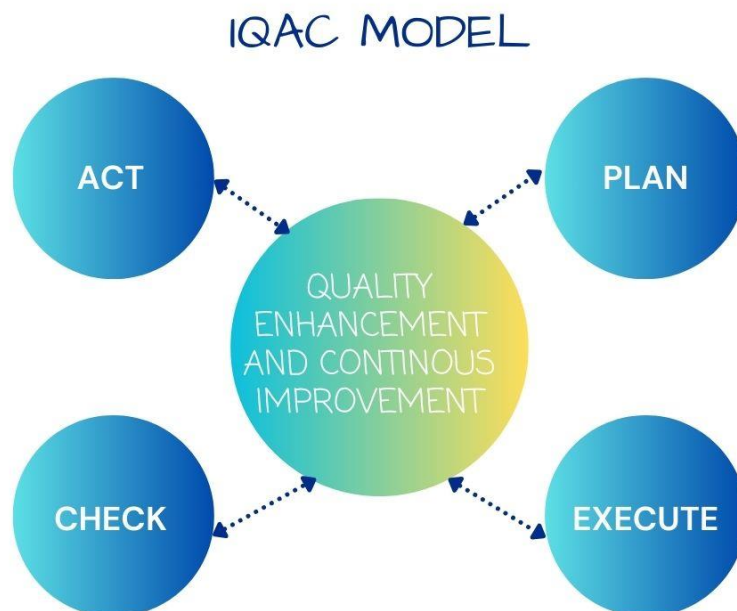
## **IQAC MISSION**

- *To develop the qualitative parameters leading to constant improvement of all academic and administrative activities*
- *To propose the best possible action plans which catalyze the overall academic improvement.*
- *To create the learner – centric environment*

## **OBJECTIVES OF IQAC**

- *To live up to the demanding benchmarks.*
- *To enhance the quality of education and research.*
- *To provide a basis for decision making to improve institutional functioning.*
- *To integrate the modern methods of teaching, learning and evaluation.*

## **IQAC MODEL**



The IQAC vision model for the quality enhancement and improvement is a continuous process that involves the following four steps:

1. **Plan:** The IQAC develops a quality assurance plan aligning with the institution's mission and vision. The plan identifies the areas of focus for quality enhancement, the quality standards, and benchmarks to be used, and the methods for the assessment and data collection.
2. **Execute:** The IQAC executes the quality assurance plan and collects data on the institution's performance against the quality standards and benchmarks.
3. **Check:** The IQAC analyses the data collected and recognizes the areas for improvement.
4. **Act:** The IQAC amends and implements action plans to address the areas identified for improvement.

### ***IQAC COMPOSITION***

*IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.*

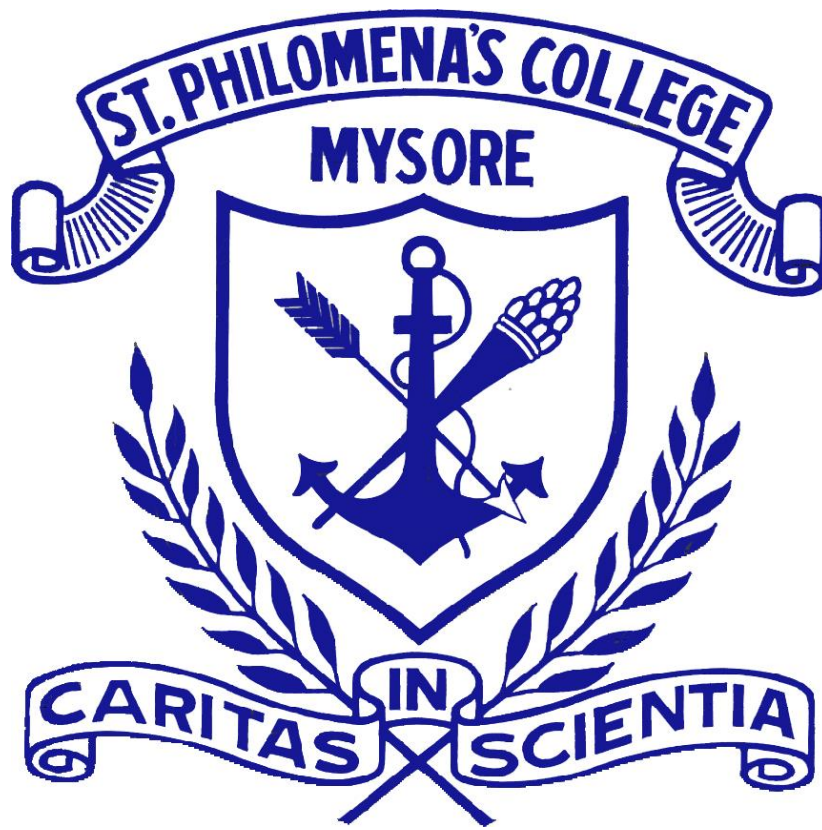
*The composition of the IQAC may be as follows:*

- *Chairperson: Head of the Institution*
- *A few senior administrative officers*
- *Three to eight teachers*
- *One member from the Management*
- *One/two nominees from local society, Students and Alumni*
- *One/two nominees from Employers /Industrialists/stakeholders*
- *One of the senior teachers as the coordinator/Director of the IQAC*



## Composition of IQAC for the Academic Year 2024 - 2024

<b>St. Philomena's College (Autonomous), Mysore</b>			
<b>IQAC/NAAC Committee 2024 - 2025</b>			
<b>Advisory Committee</b>			
<b>Sl No</b>	<b>Name</b>	<b>Designation</b>	<b>Role</b>
01.	Rev. Dr. Lourdu Prasad Joseph	Rector	Advisory Member
02.	Rev. Fr. Jnanapragasam	Campus Administrator	Advisory Member
03.	Rev. Fr. David Sahayaraj S.	Assistant to Rector	Advisory Member
04.	Dr. Ravi J.D. Saldanha	Principal	Advisory Member
05.	Mr. Satheesha B Nanjappa	Vice President, Education, Training and Assessment, Infosys, Mysore	External Member
06.	Mr. Anand N. S.	Assistant Governor (Rotary International) & BAI, INTACH, Mysore	External Member
07.	Dr. Javeed Nayeem	Cardiologist, Mysore	Alumni Nominee
08.	Mr. M. Nagaraj Urs	Vice Principal (Academic)	Advisory Member
09.	Mr. Ronald Prakash Cutinha	Vice Principal (Administration)	Advisory Member
10.	Mr. A. Thomas Gunaseelan	IQAC Coordinator	Advisory Member
11.	Dr. Reena Francis	Controller of Examinations	Advisory Member
12.	Dr. Alphonsus D'Souza	UUCMS Coordinator	Advisory Member
13.	Dr. Noor Mubasheer C.A.	PG Coordinator	Advisory Member
14.	Dr. Deepa V.	IQAC Co-Coordinator	Advisory Member
15.	Dr. Sunil D' Souza	ICT Coordinator	IQAC Member
<b>Taskforce</b>			
<b>Sl No</b>	<b>Name</b>	<b>Designation</b>	<b>Role</b>
01.	Ms. Neena P.K.	Asst. Professor of Zoology	Leader - Criteria 1
02.	Mr. Sandesh D'Souza	Asst. Professor of Commerce	Leader - Criteria 2
03.	Dr. Asha M.S.	Assoc. Professor of PG Chemistry	Leader - Criteria 3
04.	Mr. Babu P.	Asst. Professor of Malayalam	Leader - Criteria 4
05.	Mr. William Joseph J.	Asst. Professor of English	Leader - Criteria 5
06.	Ms. Shruthi Menezes	Asst. Professor of Mathematics	Leader - Criteria 6
07.	Ms. Arshiya Khanum	Asst. Professor of BBA	Leader - Criteria 7
08.	Dr. Bharatha K.	Asst. Professor of PG Mathematics	IQAC Member
09.	Dr. Felan Amal	Asst. Professor of PG Physics	IQAC Member
10.	Dr. Zabiulla	Asst. Professor of PG Chemistry	IQAC Member
11.	Dr. Poornima	Asst. Professor of Hindi	IQAC Member
12.	Ms. Manasa E	Asst. Professor of Computer Science	IQAC Member
13.	Ms. Nithya Johnson	Asst. Professor of Psychology	IQAC Member
14.	Ms. Mirium Precilla J.	IQAC Office	IQAC Member
15.	Ms. Nischita Moras	Front Office	IQAC Member
16.	Ms. Meghana A.	PRO	IQAC Member
17.	Ms. Bhumika N. Sali - II BBA	UG Students' Representative	IQAC Member
18.	Mr. John Joseph - I MSW	PG Students' Representative	IQAC Member



**INTERNAL QUALITY ASSURANCE CELL**



# Homage

We miss you,



**S.V. Ruthresh**  
I BBA student  
& an IQAC member



**IQAC team members 2023 - 2024**



ABC



AICTE



AISHE



APAAR



DCE



IQAC



KSHEC



MOE



NAAC



NAD



NIRF



SPC



SSP



UGC



UTSAH



UUCMS