

**SRI SANKARA ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ENATHUR, KANCHIPURAM – 631 561**

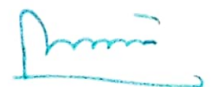
Date: 16.05.2016

NOTICE

We wish to inform you that planning and evaluation committee meeting of Sri Sankara Arts and Science College will be held on **19.05.2016** at **10.30 am** in our college premises to discuss the items cited under Agenda.






1. Prayer
2. Confirmation of minutes of the previous meeting held on **14.10.2015**.
3. Presentation and evaluation of the activities of the college conducted during the year 2015 – 2016.
4. Discussion on planning for the activity to be conducted for the academic year 2016 – 2017.
5. Any other.

Kindly attend the meeting and render your valuable suggestions.



Principal

Attendance pertaining to the planning and evaluation committee of the college which is held on **19.05.2016** at **10.30 am** in our college premises.

Sl. No	Name and Designation	Signature
1	Dr. K. R. Venkatesan Chairman and Convener	
2	Mr. C. Jayasankar Teacher Representative	
3	Dr. B. Ramesh Teacher Representative	
4	Mr. R. Krishnamoorthy Teacher Representative	
5	Mr. M. Seshagiri Administrative Officer	

**SRI SANKARA ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ENATHUR, KANCHIPURAM – 631 561**

MINUTES

PLANNING AND EVALUATION COMMITTEE MEETING

The planning and evaluation committee met on **19.05.2016** at **10.30 am** at the principal's office. The following are the minutes of that meeting.

1. The minutes of the previous meeting held on **14.10.2015** was unanimously confirmed and approved by the members of the Planning and Evaluation Committee.
2. The principal of the college, Dr. K. R. Venkatesan presented before the committee the report of the activity of the college conducted during the academic year 2015 – 2016. The members of the committee carefully evaluated the activity planned and conducted under the heads:
 - i. Curricular aspects.
 - ii. Teaching, Learning and Evaluation
 - iii. Students Support and Progression
 - iv. Innovative Practices

After discussion the committee unanimously approved the activity carried out during the academic year 2015 – 2016 and placed on record their appreciation to the Principal, Teaching and Non-Teaching Staff for commitment and co-operation.

3. Principal Presented plan of action for the academic year 2016 – 2017

➤ To organize and conduct the following Programmes:

- Examination Reforms – practice based examinations
- Work shop on development of question bank.
- Orientation and faculty development Programmes to equip teaching staffs.
- Area study Programmes for the benefit of the community.

The committee unanimously approved the plans for the coming academic year 2016 – 2017.

4. To organize special lectures in various fields.



PRINCIPAL