

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

Date: 24.02.2020.

NOTICE

We wish to inform you that planning and evaluation committee meeting of Sri Sankara Arts and Science College will be held on 26.02.2020 at 2.00 pm in our college premises to discuss the items cited under Agenda.




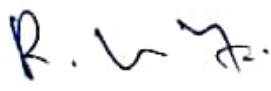
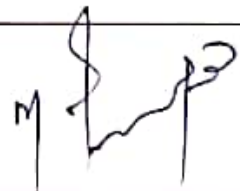
1. Prayer
2. Confirmation of minutes of the previous meeting held on 24.10.2019.
3. Presentation and evaluation of the activities of the college conducted during the year 2019 – 2020.
4. Discussion on planning for the activity to be conducted for the academic year 2020 – 2021.
5. Any other.

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 26.02.2020 at 2.00 pm 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	

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MINUTES

PLANNING AND EVALUATION COMMITTEE MEETING

The planning and evaluation committee met on **26.02.2020** at **2.00 pm** at the principal's office. The following are the minutes of that meeting.

1. The minutes of the previous meeting held on **24.10.2019** 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 2019 – 2020. The members of the committee carefully evaluated the activity planned and conducted under the heads:
 - i. Curricular aspects.
 - ii. Teaching, Learning and Evaluation
 - iii. Research and Extension.
 - iv. Infrastructure and learning resources
 - v. Student Support and Progression.

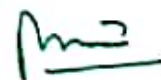
After discussion the committee unanimously approved the activity carried out during the academic year 2019 – 2020 and placed on record their appreciation to the Principal, Teaching and Non-Teaching Staff for commitment and co-operation.

3. Principal Presented plan of action for the academic year 2020 – 2021

- To encourage faculty members, participates in FDP, Conferences, Workshops and Seminars during this lockdown period.
- Proposed to conduct workshop on ICT enabled Teaching and Learning.
- Preparation of content for Online/REL mode is initiated. The content of the paper should be divided into episodes. Duration of each episode will be 30 minutes. A paper should contain minimum of 20 episodes. (20x30 = 600 minutes).

The committee unanimously approved the plans for the coming academic year 2019 – 2020.

4. To motivate faculty to publish research papers in UGC approved/ Scopus indexed journals.



PRINCIPAL