

**Dr.G.R.Damodaran College of Science(Autonomous),
Coimbatore-641 014**

Planning and Evaluation Committee

Date: 10.06.2024

Venue: Principal Room

Minutes of the Meeting (2024-2025)

- Principal instructed all the Head of the Departments to plan the activities of their departments such as Conferences, National Seminars and FDPs for the forthcoming academic year.
- The faculty members should be encouraged to publish books/contribute book chapters and participate/present papers in reputed National and International Conferences.
- The faculty members should also be encouraged to contribute Papers to reputed Journals.
- Activities like Helmet Awareness Rally, Eye Checkup Camps, Drug Awareness Programmes were planned on behalf of NSS/YRC.
- The members suggested that the students should visit to the library by incorporating library hour in the timetable.
- The infrastructure and equipment required for the labs to be submitted to the main office
- The Directors and HODs were asked to keep the ISO documents ready for the Re-certification audit during the year.
- Sport activities must be encouraged for the physical activeness of the students. All the Departments were encouraged to conduct Intra mural Sports meet, On-duty can be given to students for participating in sports activities.
- Participation of the students in extra-curricular activities conducted at the National and the International Level should be encouraged.
- The Principal insisted that Disciplinary Issues should be viewed seriously at the Department level and the Disciplinary action can be taken at the Department Level.
- The Vigilance Committee has been given the responsibility to monitor the students' discipline inside the campus. There are asked to be present at the allotted venue during the morning breaks, lunch time and after the college hours.
- Hostel committee should visit both the hostels during lunch hour to ensure the discipline of the inmates.