

# **K.M.G. COLLEGE OF ARTS AND SCIENCE**

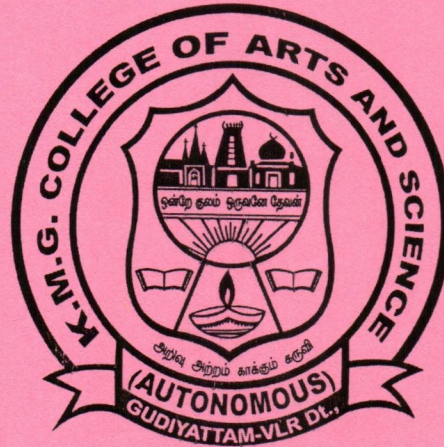
## **(AUTONOMOUS)**

Approved by the Government of TamilNadu

Permanently Affiliated to Thiruvalluvar University, Vellore.

Recognized under Section 2(f) and 12(B) of the UGC Act 1956

Accredited by NAAC (2nd Cycle) with (CGPA of 3.24/4) 'A' Grade



## **POLICY DOCUMENT**

### **Planning and Evaluation Committee**



# **K.M.G. COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)**

R.S.ROAD, AMMANANGKUPPAM, GUDIYATTAM - 635 803.

Approved by Govt.of Tamilnadu & Permanently Affiliated to Thiruvalluvar University

Recognized under section 2(f) and 12(B) of the UGC Act 1956

Accredited By NAAC with 'A' GRADE (CGPA of 3.24/4 - II<sup>nd</sup> Cycle)

PH: 04171- 227906, 227306,229206

Email: kmgcollege@gmail.com

website: www.kmgcollege.edu.in

## **Policy Document: Planning Evaluation Committee (PEC)**

### **Introduction**

The Planning and Evaluation Committee (PEC) is established as a statutory body of K.M.G College of Arts and Science (Autonomous) to oversee the planning, evaluation, and continuous improvement processes within the institution. This policy document outlines the objectives, composition, function, and procedures of the PEC.

### **Vision**

Our vision is to be a leading institution of higher education committed to excellence, innovation, and societal impact. We aspire to nurture intellectual curiosity, critical thinking, and ethical leadership among our students, faculty, and staff, contributing to the advancement of knowledge and the betterment of society.

### **Mission**

Our mission is to provide transformative learning experiences, foster a culture of research and scholarship, and promote inclusive excellence in education. Through rigorous academic programs, interdisciplinary collaboration, and community engagement, we aim to empower individuals to become lifelong learners, responsible citizens, and global leaders.

## Objectives of the committee

- To develop and implement the strategic plans and executions
- To define, articulate and implement plans and executions for introducing new courses.
- To develop centers for excellence.
- To develop a master plan for improving the infra-structural facilities in the campus.
- To monitor the improvement of enrollment process in every department and the co-curricular activities.
- To develop a well-defined plan for the wellness of Students, Teaching faculty and Non-Teaching staff.

## Composition

The PEC shall consist of the following members:

S. No	Name of the Staff	Department	Role
1.	Prof. Dr. M. Senthilraj	Principal	Chairperson
2.	Dr. P. Daniel Sundarraj	Computer Science	Co-ordinator
3.	Prof. R. Sangeetha	Tamil	Member
4.	Prof. M. Suresh	English	Member
5.	Dr. P. Shankar	Business Administration	Member
6.	Dr. D. Saravanan	Commerce	Member
7.	Dr. S. Kamaraj	Commerce CA	Member
8.	Prof. S. Pavithra	Computer Applications	Member
9.	Prof. K. Aruna	Computer Science	Member
10.	Prof. S. Karthigaidevi	Biochemistry	Member
11.	Prof. K. Gandhimathi	Chemistry	Member
12.	Prof. D. Mohan	Mathematics	Member
13.	Dr. S. Dineshkumar	Microbiology	Member
14.	Prof. V.S. Vinitha janani	Data Science	Member
15.	Prof. N.S. Rajanandan	Artificial Intelligence	Member
16.	Prof. R. Ranjitham	Physical Education	Member
17.	Prof. K. Paranthaman	Librarian	Member
18.	Prof. M. Mohanapriya	Physics	Member
19.	Mrs. M. JAYANTHI	Administrative Officer	Members
20.	Ms. R. JAYANTHI	Finance Officer	Members

## **Functions**

The functions of the PEC include, but are not limited to, the following:

- Developing and reviewing the institution's strategic plans ,goals and objectives.
- Monitoring the implementation of strategic initiatives and action plans
- Conducting periodic reviews and evaluations of academic programs, courses, and support services.
- Analyzing data and feedback to assess the effectiveness and efficiency of institutional processes.
- Recommending measures for quality enhancement and improvement based on evaluation findings.
- Ensuring alignment with regulatory requirements, accreditation standards, and best practices.
- Facilitating stakeholders engagement and participation in planning and evaluation activities.
- Reporting periodically to the higher authorities and stakeholders on the progress and outcomes of planning and evolution efforts.

## **Procedures**

The Procedures for conducting meetings, making decisions and documenting outcomes shall be as follows:

- Regular meetings shall be scheduled in advance, and agendas shall be circulated to members in a timely manner.
- Meetings shall be conducted in accordance with established protocol, allowing for open discussion and deliberation.
- Minutes of meetings including decisions taken and action points identified, shall be recorded and maintained for future reference.

- Follow-up actions shall be assigned to responsible individuals or subcommittees, with clear timelines and deliverables.
- Progress reports on the implementation of decisions and action plans shall be reviewed at subsequent meetings.

## Review and Revision

This policy document shall be subject to periodic review and revision as necessary to ensure its relevance and effectiveness. Proposed changes shall be considered by the PEC and approved by the appropriate authorities.

## Conclusion

The Planning and Evaluation Committee (PEC) plays a vital role in guiding the strategic direction and continuous improvement efforts of K.M.G. College of Arts and Science (Autonomous). Through collaborative and data-driven processes, the PEC aims to enhance the quality and impact of academic and administrative activities across the institution.

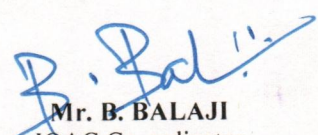
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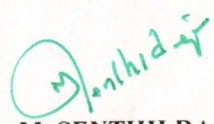
Reviewed by

Approved by

  
Dr. P. DANIEL SUNDARRAJ  
Co-ordinator

  
Dr. D. MANIKANDAN  
Dean – Academic

  
Mr. B. BALAJI  
IQAC Co-ordinator

  
Dr. M. SENTHILRAJ  
Principal

**PRINCIPAL,**  
**K.M.G. COLLEGE OF ARTS AND SCIENCE**  
**(AUTONOMOUS),**  
**GUDIYATTAM, VELLORE DISTRICT - 635 803.**