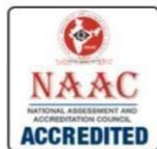




**MOHAMED SATHAK
ENGINEERING COLLEGE**
KILAKARAI, RAMANATHAPURAM DIST.
Approved by AICTE, COA New Delhi, DGS Mumbai, Affiliated to Anna University, Chennai.
(Sponsored by Mohamed Sathak Trust, Chennai - 06.)



Lr. No. MSEC/PMC-2022-23

Date: 3.6.22

PLANNING AND MONITORING COMMITTEE

OBJECTIVE

Planning and Monitoring Committee has been formed for planning, monitoring and evaluating various administrative, financial, research, curricular, co-curricular and extracurricular activities of the institution.

FUNCTIONS OF PLANNING AND MONITORING COMMITTEE

- Review and recommend budget of various departments and monitor budget utilization of previous year.
- Periodically review minutes of HODs meeting and all committee meetings in the institution.
- Approve institution and department academic schedule / calendar and allocate relevant funds for implementation
- Planning of academic/ co-curricular / extra-curricular activities for the forthcoming semester / academic year.
- Discuss feedback analysis report of stakeholders and suggests corrective measures towards improvement of Institution.
- Overview the research and development activities of college in each year and make suggestions for further improvements.
- Monitoring and evaluation of various processes in the institution periodically, towards continuous improvement.

Name	Designation	Category
Dr.N Mohamed Sheriff	Principal	Chairman
Dr.R.Senthil Kumar	Vice Principal	Member
Dr. Dhiravida Chelvi E	Planning Head	Coordinator
Dr. D Alagia Meenal	Academic Head	Member
Mr.H.Peer Oli	Hod\ECE	Member

Tenure of Members: 3 years

Frequency of meeting: Periodically


IQAC Co-ordinator
Mohamed Sathak Engineering College,
Kilakarai-623 806.




PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI-623 806.