



**MOHAMED SATHAK
ENGINEERING COLLEGE**
KILAKARAI, RAMANATHAPURAM DIST.

Approved by AICTE, CoA NewDelhi, DGS Mumbai, Affiliated to Anna University,
An ISO 9001:2015 Institution, Sponsored by Mohamed Sathak Trust, Chennai - 68.



(Recognized under section 2(f) & 12B of UGC, NewDelhi)

Lr. No. MSEC/PMC-2023-24

Date:08.06.2023

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.S.Selvaperumal	Principal	Chairman
Dr.R.Senthil Kumar	Vice Principal	Member
Dr.E.Dhiravida Chelvi	Planning Head	Coordinator

Tenure of Members: 3 years

Frequency of meeting: Periodically



S. Sathak

PRINCIPAL

PRINCIPAL

MOHAMED SATHAK ENGINEERING COLLEGE

KILAKARAI - 623 806.