

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

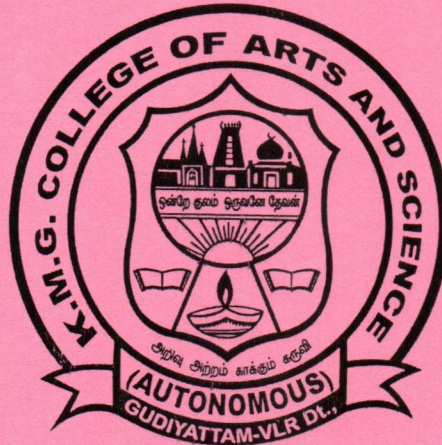
**(AUTONOMOUS)**

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](http://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.

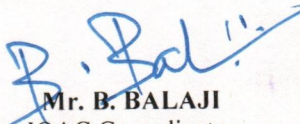
Prepared by

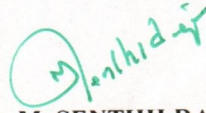
Reviewed by

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.**





**K.M.G. COLLEGE OF ARTS AND SCIENCE, GUDIYATTAM**  
**PLANNING EVALUATION COMMITTEE (PEC)**



**CIRCULAR**

**Date: 22-07-2024**

A meeting for the Planning and Evaluation Committee will be held on 24.07.24 (Wednesday) at 11 a.m. in the Principal's chamber. All the HODs, the IQAC Co-ordinators and the PEC representatives are requested to attend this meeting. The purpose of this meeting is to discuss the strategic planning of our institution as per the parameters submitted by NAAC.

*Def*  
*22.7.24*

**Dr. P. DANIEL SUNDARRAJ**

**Co-ordinator**

**(Planning Evaluation Committee)**

**HEAD OF THE DEPARTMENT  
PG & RESEARCH DEPARTMENT OF COMPUTER  
K.M.G. COLLEGE OF ARTS AND SCIENCE  
(AUTONOMOUS)  
GUDIYATTAM - 635 803**

*[Signature]*  
*22/7/2024*

**PRINCIPAL**

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





## **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) at 'A' Grade

### **Meeting of the Planning and Evaluation Committee (PEC)**

**Date: 24.07.24 (Wednesday)**

**Time: 11 A.M.**

#### **Agenda & Discussions:**

##### **General Planning:**

1. The plans and executions of all the departments for the academic year 2024-2025 are to be discussed.
2. The requirements submitted by the various departments are to be discussed.
3. The MOUs to be signed by the institution and the departments are to be discussed.
4. The college website updation and its requirements are to be discussed.
5. The admission process for the academic year 2024-2025 is to be discussed.
6. The newly Add-On courses/Value-Added courses/ Certificate courses to be introduced in the academic year 2024-2025 are to be discussed.
7. The CIA examinations for the first semester pertaining to the academic year 2024-2025 are to be discussed.
8. The Seminars/Conference/Workshops/Symposiums/FDP/Awareness Programs/Guest Lecture programs are to be discussed.
9. The Ward Meetings/Parent -Teachers meeting to be conducted are to be discussed.
10. The Books /Journals for the library to be procured are to be discussed.
11. The Placement drive programs to be conducted are to be discussed.



12. To be discussed about the establishment of computer laboratory for the Artificial Intelligence and Data Science departments.

13. IQAC plans and executions to be discussed.

Apart from the above general planning, the following institutional planning aspects are to be discussed.

#### **Strategic Planning:-**

- Developing and updating the College's strategic plan, setting long-term goals and aligning institutional priorities.

#### **Budget Planning and Oversight:-**

- Allocating financial resources to support academic programs, facilities and student services in line with strategic goals.

#### **Program Review and Development:-**

- Assessing and effectiveness and relevance of academic programs and recommending changes or new initiatives based on evaluation outcomes and industry trends.

#### **Accreditation and Compliance:**

- Ensuring the college meets accreditation standards and regulatory requirements through evaluation and documentation.

#### **Resource Allocation :**

- Prioritizing resources for faculty development, students support services, research initiatives and infrastructure enhancements.



### **Community and Stakeholder Engagement:-**

- Collaborating with faculty, staff, students and external stakeholders to gather input, foster transparency and build consensus around institutional priorities and decisions.

### **Risk Management:-**

- Identifying potential risks to the College's operations and developing mitigation strategies.

### **Continuous Improvement -**

- Promoting a culture of continuous improvement by implementing feedback mechanisms, conducting periodic reviews and adapting strategies based on evaluation findings.

24/02/24  
HEAD OF THE DEPARTMENT  
PG & RESEARCH DEPARTMENT OF COMPUTER SCIENCE  
K.M.G. COLLEGE OF ARTS AND SCIENCE  
(AUTONOMOUS)  
GUDIYATTAM - 635 803

(co-ordinator - PEC)





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

(Autonomous)

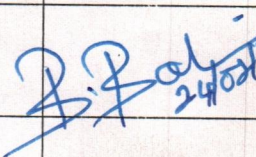
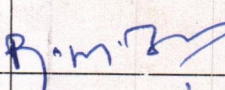
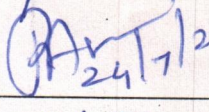

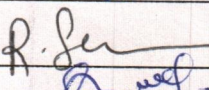
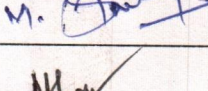
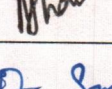
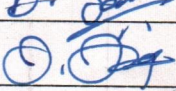


Approved by The Government of TamilNadu  
Permanently Affiliated to Thiruvalluvar University, Vellore.  
Recognized under Section 2(f) and 12(B) of the UGC Act 1956  
Accredited by NAAC (2nd Cycle) with (CGPA of 3.24/4) at 'A' Grade

## Minutes of Meeting

### (Planning and Evaluation Committee)

24.07.2024

A meeting of Planning and Evaluation Committee for the Academic Year 2024-2025 was held on 24.07.2024 at 11.00 A.M. in the principal's chamber. The principal who is chairperson of the committee convened this meeting and the following members of Planning and Evaluation Committee attended it for discussions and suggestions.

S. No	Name of the Staff Representative	Department	Role	Signature (Member)
1.	Prof. B. Balaji	IQAC Co-Ordinator	Member	
2.	Prof.R.M.Balamurugan	IQAC Member	Member	
3.	Prof.P.Anjugam	Controller of Examinations	Member	
4.	Prof.K.Hari	Deputy Controller of Examinations	Member	
5.	Prof. R. Sangeetha	Tamil	Member	
6.	Prof. M. Suresh	English	Member	
7.	Dr. P. Shankar	Business Administration	Member	
8.	Dr. D. Saravanan	Commerce	Member	
9.	Dr. S. Kamaraj	Commerce CA	Member	
10.	Prof. S. Pavithra	Computer Applications	Member	



11	Prof. K. Aruna	Computer Science	Member	AAA
12	Prof. S. Karthigaidevi	Biochemistry	Member	Karthigaidevi
13	Prof. K. Gandhimathi	Chemistry	Member	K.C.
14	Prof. D. Mohan	Mathematics	Member	D. Mohan
15	Dr. S. Dineshkumar	Microbiology	Member	Dr. S. Dineshkumar
16	Prof. V.S. Vinitha Janani	Data Science	Member	V.S. Vinitha Janani
17	Prof. N.S. Rajanandan	Artificial Intelligence	Member	N.S. Rajanandan
18	Prof. M. Mohanapriya	Physics	Member	M. Mohanapriya
19	Prof. K. Paranthaman	Librarian	Member	K. Paranthaman
20	Prof. Ranjitham	Physical Director	Member	Ranjitham
21	Mrs. M. Jayanthi	Administrative Officer	Member	M. Jayanthi

### Agenda & Discussions:

#### General Planning:

1. The plans and executions of all the departments for the academic year 2024-2025 were discussed.
2. The requirements submitted by the various departments were discussed.
3. The MOUs to be signed by the institution and the departments were discussed.
4. The college website updation and its requirements were discussed.
5. The admission process for the academic year 2024-2025 was discussed.
6. The newly Add-On courses/Value-Added courses/ Certificate courses to be introduced in the academic year 2024-2025 were discussed.
7. The CIA examinations for the first semester pertaining to the academic year 2024-2025 were discussed.
8. The Seminars/Conference/Workshops/Symposiums/FDP/Awareness Programs/Guest Lecture programs were discussed.
9. The Ward Meetings/Parent -Teachers meeting to be conducted were discussed.
10. The Books /Journals for the library to be procured were discussed.
11. The Placement drive programs to be conducted were discussed.



12. Discussed about the establishment of computer laboratory for the Artificial Intelligence and Data Science departments.
13. Instructions were given to the PEC members to co-ordinate with the IQAC for their plans and executions.

Apart from the above general planning, the following institutional planning aspects were also discussed.

#### **Strategic Planning:-**

- Developing and updating the College's strategic plan, setting long-term goals and aligning institutional priorities.

#### **Budget Planning and Oversight:-**

- Allocating financial resources to support academic programs, facilities and student services in line with strategic goals.

#### **Program Review and Development:-**

- Assessing and effectiveness and relevance of academic programs and recommending changes or new initiatives based on evaluation outcomes and industry trends.

#### **Accreditation and Compliance:**

- Ensuring the college meets accreditation standards and regulatory requirements through evaluation and documentation.

#### **Resource Allocation :**

- Prioritizing resources for faculty development, students support services, research initiatives and infrastructure enhancements.



### Community and Stakeholder Engagement:-

- Collaborating with faculty, staff, students and external stakeholders to gather input, foster transparency and build consensus around institutional priorities and decisions.

### Risk Management:-

- Identifying potential risks to the College's operations and developing mitigation strategies.

### Continuous Improvement -

- Promoting a culture of continuous improvement by implementing feedback mechanisms, conducting periodic reviews and adapting strategies based on evaluation findings.

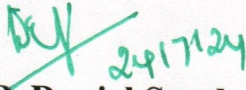
### Copy to:

1. All the HODs
2. All the members of Planning and Evaluation Committee.

**Date of the meeting: 24-07-2024**

**Venue : Principal's Chamber**

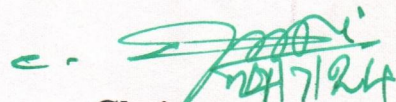
**Time : 11.00 AM to 12.00 PM**

  
**Dr. P. Daniel Sundarraj**

**Co-Ordinator**

**(Planning and Evaluation Committee)**

**HEAD OF THE DEPARTMENT**  
PG & RESEARCH DEPARTMENT OF COMPUTER SCIENCE  
K.M.G. COLLEGE OF ARTS AND SCIENCE  
(AUTONOMOUS)  
GUDIYATTAM - 635 803

  
**Chairman**

**(Planning and Evaluation Committee)**

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





# **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

## **PLANNING AND EVALUATION COMMITTEE**

### **REPORT (2024-2025)**

**30.04.2025**

### **INTRODUCTION**

The Planning and Evaluation Committee (PEC) is responsible for monitoring and assessing the academic and institutional progress of the colleges. This year-end report summarizes the key initiatives, performance metrics, and outcomes achieved during the academic year 2024-2025

### **COMMITTEE MEMBERS**

Chairman : **DR.C.DHANDAPANI**

Co-Ordinator : **DR.P.DANIEL SUNDARRAJ**

Members : Senior Faculty Members from all the Departments, IQAC Co-Ordinator, Controller of Examinations, Administrative officer, Finance Officer, Physical Director, Librarian, Placement Officer.

### **OBJECTIVES**

- To assess the implementation of academic and infrastructure plans
- To evaluate the outcomes of teaching, learning and administrative processes
- To recommend improvements based on feedback and data

### **MAJOR ACTIVITIES UNDERTAKEN**

- Reviewed Departmental Annual Reports
- Conducted internal academic Audit
- Monitored implementation of NAAC Recommendations, UGC Regulations.



- Approved new Add-On Courses
- Overseen the establishment of Laboratories, Classrooms and Other Infrastructural Facilities

## **EVALUATION SUMMARY**

- Overall Result Percentage: **UG:69.5%, PG:86.25%**
- Collected Digital feedback from students and faculty.
- Number of Staff Recruited :18
- Number of MoU's Signed:12
- Number of Add-On Courses:30
- Number of Faculty Development Program Conducted: 2
- Number of Seminars/Conferences/symposiums/Workshops Conducted: 21
- Funded Research Activity Carried out: 01
- ICSSR funded Project applied : 04
- Number of Parents Teachers Meeting Conducted: 2 Per Year by each department.
- Number of Alumni Meetings Conducted: 10
- Number of Placement drives Conducted:06
- Number of Placed Students: 344
- Number of Students Participated in Sports Activities  
University/District/State/National/International Level: 36  
Winners (District Level Cricket) - 15  
Runners (District Level Table Tennis)-2
- Total Number of Library Books Purchased: 461
- Total number of Journals/Magazine purchased:44
- Established a new Multipurpose Computer Laboratory exclusively for DATA SCIENCE and ARTIFICIAL INTELLIGENCE Courses on 05.09.2024.
- Number of Computer System Purchased:50
- Number of Research Publications: 09
- Number of NSS Camps Conducted: 01
- Number of Programs Conducted by NSS: 11



- Established Indian Knowledge System for the Autonomous Stream.

## RECOMMENDATIONS

- To Encourage the Department Faculties to apply for Major and Minor Research Projects.
- To Encourage the Department Students and Faculty members to do more Research Activities.
- To Conduct more number of Faculty Development Programs in the coming years.
- To appoint a Co-Ordinator for developing the physical Infrastructure of the College to oversee the work progress.

## CONCLUSION

The Planning and Evaluation Committee appreciates the Cooperation of staff and students throughout the year. The college has made notable progress toward its institutional objectives and the PEC recommends the timely execution of proposed strategies for the coming Year.

## REFERENCE LINKS

Department of Tamil: <https://kmgcollege.edu.in/tamil.html>

Department of English: <https://kmgcollege.edu.in/english.html>

Department of Business Administration: <https://kmgcollege.edu.in/bba.html>

Department of Commerce: <https://kmgcollege.edu.in/bcom.html>

Department of Commerce

(Computer Applications): <https://kmgcollege.edu.in/bcomca.html>

Department of Computer Science: <https://kmgcollege.edu.in/cs.html>

Department of Computer Applications: <https://kmgcollege.edu.in/bca.html>

Department of Microbiology: <https://kmgcollege.edu.in/micro.html>

Department of Biochemistry: <https://kmgcollege.edu.in/bio.html>

Department of Chemistry: <https://kmgcollege.edu.in/chemistry.html>

Department of Mathematics: <https://kmgcollege.edu.in/maths.html>

Department of Artificial Intelligence: <https://kmgcollege.edu.in/ai.html>

Department of Data Science: <https://kmgcollege.edu.in/ds.html>



Department of Physics: <https://kmgcollege.edu.in/physics.html>

Department of Economics: <https://kmgcollege.edu.in/economics.html>

Department of Physical Education: <https://kmgcollege.edu.in/pe.html>

College Library: <https://kmgcollege.edu.in/library.html>

Research: <https://kmgcollege.edu.in/research.html>

Placement: <https://kmgcollege.edu.in/place.html>

Exam Cell: <https://kmgcollege.edu.in/exam.html>

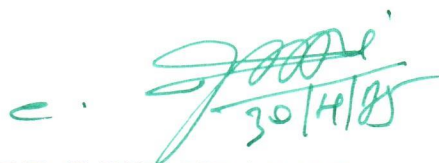
NSS; <https://kmgcollege.edu.in/nss.html>

  
30/4/25

**DR. P. DANIEL SUNDARRAJ**

**Co-Ordinator (PEC)**

**HEAD OF THE DEPARTMENT  
PG & RESEARCH DEPARTMENT OF COMPUTER SCIENCE  
K.M.G. COLLEGE OF ARTS AND SCIENCE  
(AUTONOMOUS)  
GUDIYATTAM - 635 803**

  
30/4/25

**DR.C.DHANDAPANI**

**Chairman (PEC)**

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