PRINCIPAL
Dr. R. N. Nadar
M.Com., M.B.A.(HR), M.Phil, Ph.D.

SECRETARY
Dr. Prerana R. Kolhe
D.Litt, M.A. (History), M.A. (Marathi Lit.), B.Ed

FOUNDER PRESIDENT
Dr. Rajkumar M. Kolhe
Ph.D., NET (UGC), B.Ed., M.A. (Eng. Lit.), M.A. (History), M.A. (Hindi Lit.) M.B.A., D.Litt.

MOB.: 9892564889 | principal@vandemataramcollege.com
MOB.: 9892531965

PLANNING & EVALUATION COMMITTEE

1. About the Planning & Evaluation Committee

The Planning & Evaluation Committee of JMF's Vande Mataram College of Arts, Commerce & Science is constituted to ensure systematic planning, effective implementation, continuous monitoring, and periodic evaluation of the institution's academic, administrative, infrastructural, and developmental activities.

The committee serves as an important institutional mechanism for reviewing educational objectives, assessing institutional performance, identifying areas for improvement, and recommending strategies for academic excellence and sustainable development.

It works in coordination with the Principal, Internal Quality Assurance Cell (IQAC), College Development Committee (CDC), academic departments, and administrative sections to ensure that institutional activities are aligned with the college's vision, mission, and quality enhancement objectives.

Through strategic planning, performance evaluation, stakeholder participation, resource optimisation, and evidence-based decision-making, the committee strives to strengthen institutional effectiveness, accountability, and continuous quality improvement.

2. Objectives of the Planning & Evaluation Committee

1. To prepare and implement short-term and long-term institutional development plans.
2. To establish measurable objectives for academic, administrative, and institutional growth.
3. To monitor the implementation of approved academic calendars, programmes, policies, and institutional activities.
4. To evaluate teaching-learning practices, academic performance, and student progression.
5. To assess the effectiveness of academic and administrative processes.
6. To identify institutional strengths, challenges, and areas requiring improvement.
7. To promote effective utilisation of financial, human, infrastructural, and technological resources.

8. To facilitate coordination among academic departments, institutional committees, and administrative units.
9. To encourage systematic collection, analysis, and utilisation of institutional performance data.
10. To support quality assurance, accreditation preparedness, and continuous institutional improvement.
11. To incorporate relevant stakeholder feedback into institutional planning.
12. To recommend corrective and preventive measures for improving institutional performance.
13. To promote innovation, accountability, transparency, and sustainable educational development.

3. Composition of the Planning & Evaluation Committee

The committee shall consist of members appointed by the competent institutional authority, with suitable representation from academic leadership, quality assurance, teaching faculty, and administration.

Sr. No.	Name of Member	Committee Position	Contact Details
1	Mrs. Manjula Sandeep Dhawle	Chairperson	manjudhawle21@gmail.com
2	Dr. Vanita Lokhande	IQAC Representative	vanitalokhande23@gmail.com
3	Mr. Mohan Adude	Member - Senior Faculty Arts	mohanadude.am@gmail.com
4	Mr. Vitthal Kolhe	Member - Senior Faculty Arts	vitthalkolhe099@gmail.com
5	Mrs. Mahek Bhatia	Member - Academic Commerce	mahek.bhatia2911@gmail.com
6	Ms. Sharvari Kharade	Member - Academic Professional Commerce	sharvari.kharade03@gmail.com
7	Mrs. Bharati Sachin Gaikar	Member - Academic Science	grbharati2609@gmail.com
8	Mr. Subhash Asawale	Member - Administrative Representative	asw_Subhash@rediffmail.com

4. Key Areas of Planning and Evaluation

Sr. No.	Planning Area	Evaluation Focus
1	Academic Planning	Academic calendar, teaching schedules, and curriculum delivery
2	Teaching-Learning	Teaching effectiveness, student engagement, and learning outcomes
3	Examination and Results	Academic performance and result analysis
4	Faculty Development	Training, professional development, and academic enrichment
5	Research and Innovation	Research activities, publications, and academic collaboration
6	Infrastructure	Availability, maintenance, and utilisation of facilities
7	Library and Learning Resources	Academic resources, digital facilities, and library utilisation
8	Student Development	Mentoring, employability, and extracurricular participation
9	Administration	Institutional procedures and operational efficiency
10	Quality Assurance	Quality initiatives, institutional audits, and accreditation preparedness
11	Resource Utilisation	Resource planning, allocation, and effective utilisation
12	Institutional Development	Progress on approved strategic and development plans

5. Planning and Evaluation Procedure

Step 1 – Identification of Institutional Requirements

The committee shall review institutional objectives, departmental requirements, and development priorities.

Step 2 – Preparation of Annual Action Plan

An annual plan shall be developed with clear activities, responsibilities, implementation schedules, and expected outcomes.

Step 3 – Establishment of Performance Indicators

Relevant indicators shall be identified to measure progress and institutional effectiveness.

Step 4 – Implementation of Approved Plans

Approved initiatives shall be implemented by the respective departments and institutional committees.

Step 5 – Periodic Monitoring

Progress shall be monitored through departmental reports, institutional records, and committee reviews.

Step 6 – Performance Evaluation

The committee shall evaluate activities against established goals and identify areas requiring improvement.

Step 7 – Recommendations

Corrective and preventive recommendations shall be submitted to the Principal or competent authority.

Step 8 – Follow-up and Action Taken Report

Implementation of approved recommendations shall be monitored and documented.

Step 9 – Annual Review

The committee shall prepare an annual evaluation report summarising institutional progress, challenges, achievements, and recommendations for the following academic year.

6. Major Activities of the Planning & Evaluation Committee

1. Preparation of the Annual Institutional Action Plan.
2. Review of Academic Calendar Implementation.
3. Department-wise Academic Performance Evaluation.
4. Teaching-Learning and Student Progress Reviews.
5. Analysis of Examination Results and Academic Outcomes.
6. Review of Faculty Development and Research Activities.
7. Infrastructure and Learning Resource Requirement Assessment.
8. Review of Stakeholder Feedback and Improvement Measures.
9. Academic and Administrative Performance Monitoring.
10. Coordination with IQAC and CDC for Institutional Development.
11. Preparation of Periodic Evaluation Reports.
12. Review of Action Taken Reports and Institutional Improvement Initiatives.

7. Meetings and Documentation

The Planning & Evaluation Committee may meet quarterly or as required by institutional planning and review activities, subject to its approved terms of reference.

The following records shall be maintained:

- Committee constitution and appointment order.
- Annual Institutional Action Plan.
- Meeting notices, agendas, and minutes.
- Departmental planning and progress reports.
- Academic calendar implementation reports.
- Institutional performance evaluation reports.
- Student academic performance summaries.
- Infrastructure and resource planning reports.
- Stakeholder feedback analysis.
- Institutional development recommendations.
- Quarterly and annual review reports.
- Action Taken Reports (ATR).
- Annual Planning & Evaluation Committee Report.

8. Institutional Commitment

JMF's Vande Mataram College of Arts, Commerce & Science is committed to ensuring systematic planning, continuous evaluation, institutional accountability, and sustainable development.

The Planning & Evaluation Committee supports this commitment by reviewing institutional objectives, monitoring academic and administrative performance, recommending quality enhancement measures, and facilitating effective implementation of approved development initiatives.

Through coordinated planning, participative evaluation, responsible resource utilisation, and continuous monitoring, the committee strives to strengthen institutional efficiency, academic excellence, and overall educational quality.

"Effective Planning, Continuous Evaluation and Institutional Excellence."