



CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS)
Nationally Accredited (III cycle) with 'A' Grade by NAAC
ISO 9001:2015 Certified
TRICHY- 620018

PLANNING AND EVALUATION COMMITTEE

Circular No: 07

Date : 20.10.2022

To : The members of Planning and Evaluation committee

Sub : Planning and Evaluation Meeting on 21.10.2022 at 10.00 a.m

This is to inform the Members of the *Planning and Evaluation Committee* to be present in Principal's Chamber on 21st October 2022. The meeting will begin sharp at 10.00 a.m.



V. Chandra
Chairman & The Principal

Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018.
Tamilnadu.

Agenda:

1. Confirmation of the minutes of the previous meeting and the evaluation of action taken
2. Initiation of best researcher awards
3. Preparation of AQAR and NIRF 2021-22
4. Scheduling the Odd semester examination
5. Planning of ISO internal audit
6. Planning of Academic schedule for even semester
7. Evaluation of Results



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PLANNING AND EVALUATION COMMITTEE

Minutes of the Planning and Evaluation Meeting

The Planning and Evaluation Committee Meeting, Cauvery College for Women (Autonomous), Tiruchirappalli was conducted on 21.10.2022 at 10.00 A.M in Principals chamber.

The following members were present:

1. Dr. V. Sujatha, Principal, CCW(A), Chair Person, IQAC
2. Mr.G. Muthukrishnan, President, College Governing Council, CCW(A)
3. Mr. K. Thiruneelakandan, Secretary, College Governing Council, CCW(A)
4. Mr. S. Chandra Sekaran, Treasurer, College Governing Council, CCW(A)
5. Dr .V. Sinthu Janita Prakash, Dean of Science & Coordinator, IQAC, CCW(A)
6. Ms.V. Ramya, Controller of Examinations, CCW(A)
7. Dr. S. Ramalakshmi, Vice Principal, CCW(A)
8. Dr. S. Jeyabharathi, Associate Professor, Dept of. Microbiology, CCW(A)
9. Dr. R. Gayathri, Associate Professor, Dept of. Physics, CCW(A)

Agenda:

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PLANNING AND EVALUATION COMMITTEE

The meeting began with Chairman of Planning and evaluation Dr. Mrs. V. Sujatha, Principal extending a warm welcome to all the members.

The member of the Committee Dr. R. Gayathri brought forth the items in the agenda and the members have discussed and the following resolutions were taken.

Resolution 1: Confirmation of the Minutes of the Previous Meeting held on 04.04.2022 and the Review of the Action Taken Report of the Previous Meeting

Dr. S. Jeyabharathi, Member of Planning and Evaluation committee, CCW(A), presented the Minutes of the Meeting and the Action Taken Report of the meeting held on 04.04.2022 and was confirmed by the members present in the meeting.

Resolution 2: Initiation of best researcher awards

Dr. R. Gayathri, the Research Committee in charge and Member of the Planning Committee, mentioned the significance of the Researcher Award and explained the rationale behind its introduction. The committee members discussed on the criteria for granting this award. Additionally, they deliberated on the process of awarding the Researcher Award to individuals who publish a substantial number of research articles. Furthermore, the another award present the Scopus and Web of Science Indexing Award to those researchers who garner the highest number of citations. Finally, the members discussed plans to distribute two awards to the Arts faculty and two awards to the Science faculty to ensure equal recognition across disciplines.

Resolution 3: Preparation of AQAR and NIRF 2021-22

Dr. V. Sinthu Janita Prakash, IQAC coordinator and Dean of Science explained about AQAR (Annual Quality Assurance Report) and NIRF (National Institutional Ranking Framework) submissions. AQAR and NIRF preparations are currently being worked out. The respective teams both are being worked on it. The submission for AQAR is planned for November, while NIRF preparation has already started and will be submitted once the portal opens.



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Resolution 4 : Scheduling the Odd semester examination

Controller of Examinations Ms. V. Ramya has explained the odd semester exam schedule. The examinations usually take place in the month of November, it was agreed.

Resolution 5 : Planning of ISO internal audit

The date and time of the ISO audit has been discussed. It was mentioned that the ISO audit is usually carried out at the end of every semester. It was decided to carry out the audit at the end of November this semester. Every semester, meetings are held to provide a thorough evaluation and observation of all activities.

Resolution 6: Planning of Academic schedule for even semester

The conceptualization of the academic schedules for the even semester was the subject of discussion. In particular, the dates of emphasis for the practical, end-of-semester, and internal exams explained by Ms. V. Ramya, the Controller of Examinations.

Resolution 7: Evaluation of Results

After the end semester examination, a discussion took place regarding Central Valuation. The details and procedures for paper valuation discussed, ensuring a fair and accurate assessment of the students' performance. Additionally, there was a discussion regarding the result publication date.



V. Ramya
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PLANNING AND EVALUATION COMMITTEE

Date : 21.10.2022

Venue : Rameshwari Nallusamy Hall

Composition	Members	Signature
Chairman	Dr. V.Sujatha Principal	
Management	Mr.G.Muthukrishnan President, College Governing Council	
	Mr.K.Thiruneelakandan, Secretary, College Governing Council	
	Mr.S.Chandra Sekaran Treasurer, College Governing Council	
IQAC Coordinator	Dr.V.Sinthu Janita Prakash, Dean of Science, Dept. of Computer Science	 21/10/22
Faculty Members	Mrs.V.Ramya , Controller of Examinations	 29/10/22
	Dr.S.Ramalakshmi, Vice Principal, Dept. of Tamil	 21/10/22
	Dr.S.Jeyabharathi, Dept of Microbiology	 21/10/22
	Dr.R.Gayathri, Dept of Physics	 21/10/22



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PLANNING AND EVALUATION COMMITTEE

ACTION TAKEN REPORT

The Planning and Evaluation Committee Meeting, Cauvery College for Women (Autonomous), Tiruchirappalli was conducted on 21.10.2022 at 10.00 A.M in Principals chamber.

S.No	ITEM DISCUSSED	ACTION TAKEN
1	Initiation of best researcher awards	The Researcher Award for faculty members was conferred in 2022. In the Science department, the award was presented to Dr.R.Meenakshi, Associate Professor of Physics who had published the highest number of research papers. In the Maths department, the award was given to Dr.K.Kalaiarasi, who had garnered the most citations. And, Dr.Thamaraiselvi, Associate Professor of Management from the Arts stream received the award for having the highest number of publications. These individuals were recognized for their outstanding contributions to research and their commitment to advancing knowledge in their respective fields. The Best Researcher Award served as a testament to their dedication and achievements in the realm of academia.
2	Preparation of AQAR and NIRF 2021-22	AQAR and NIRF was submitted on December 22 nd , 2022, Both submissions have been completed within the specified timeline.
3	Scheduling the Odd semester examination	Undergraduate (UG) students were scheduled to start their examinations on the 2 nd of November 2022, postgraduate (PG) students were scheduled to start on the 7 th of November 2022, and all students were complete their examinations by the 18 th of November 2022. This timeline ensures a structured and efficient examination process for all students.



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4	Planning of ISO internal audit	On 30-09-2022, an ISO Internal Audit was carried out at our college. Our college's internal auditors, who have undergone training, conducted the audit by visiting several departments. as per the schedule Following the audit, the final report was turned over to the organisation representative to Dr. P. Urmila.
5	Planning of Academic schedule for even semester	For the even semester, an exhaustive schedule has been prepared by the controller section. The schedule includes a number of crucial elements, including question bank preparation, question paper scheduling for continuous internal assessment (CIA) exams and CIA dates, and Practical examination dates for all department. This well planned timetable guarantees a systematic and effective test procedure, enabling faculty and students to make appropriate plans and preparations.
6	Evaluation of Results	For the odd semester 2022-23, the examination results were initially published on 05-12-2022 the website after the completion of examination within 15 days, the exam results were also published by the COE (Controller of Examinations) section. The results for undergraduate (UG) students showed an overall pass percentage of 97%, while the postgraduate (PG) students achieved an impressive pass percentage of 100%.



V. Urmila
Principal
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PLANNING AND EVALUATION COMMITTEE

Circular No: 08

Date : 10.04.2023

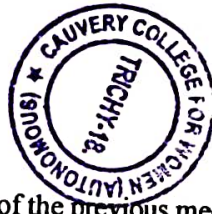
To : The members of Planning and Evaluation committee

Sub : Planning and Evaluation Meeting on 11.04.2023 at 10.00 a.m

This is to inform the Members of the *Planning and Evaluation Committee* to be present in Principal's Chamber on 11th April 2023. The meeting will begin sharp at 10.00 a.m.

Agenda:

1. Confirmation of the minutes of the previous meeting and the evaluation of action taken
2. Admission Process and Sale of Application
3. Calendar Preparation for the Academic Year 2023-24
4. Planning of Short term course for better utilization funded equipment's
5. Enhancement of Consultancy services
6. Proposal for NAAC collaborated seminar
7. Discussion of TANSHE syllabus
8. Evaluation of Semester results
9. Academic plan for the odd semester 2023-24
10. Schedule for Academic council and Governing body meeting
11. Feedback evaluation
12. Increase more number of Summer research fellowships



V. U. J. The
Chairman & The Principal
Principal
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PLANNING AND EVALUATION COMMITTEE

Minutes of the Planning and Evaluation Meeting

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The following members were present:

1. Dr. V. Sujatha, Principal, CCW(A), Chair Person, IQAC
2. Mr.G. Muthukrishnan, President, College Governing Council, CCW(A)
3. Mr. K. Thiruneelakandan, Secretary, College Governing Council, CCW(A)
4. Mr. S. Chandra Sekaran, Treasurer, College Governing Council, CCW(A)
5. Dr .V. Sinthu Janita Prakash, Dean of Science & Coordinator, IQAC, CCW(A)
6. Ms.V. Ramya, Controller of Examinations, CCW(A)
7. Dr. S. Ramalakshmi, Vice Principal, CCW(A)
8. Dr. S. Jeyabharathi, Associate Professor, Dept of. Microbiology, CCW(A)
9. Dr. R. Gayathri, Associate Professor, Dept of. Physics, CCW(A)

Agenda:

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7. Discussion of TANSHE syllabus
8. Evaluation of Semester results
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The meeting began with Chairman of Planning and evaluation Dr. Mrs. V. Sujatha, Principal extending a warm welcome to all the members.

The member of the Committee Dr. R. Gayathri brought forth the items in the agenda and the members have discussed and the following resolutions were taken.

Resolution 1: Confirmation of the Minutes of the Previous Meeting held on 21.10.2022 and the Review of the Action Taken Report of the Previous Meeting

Dr. S. Jeyabharathi, Member of Planning and Evaluation committee, CCW(A), presented the Minutes of the Meeting and the Action Taken Report of the meeting held on 21.10.2022 and was confirmed by the members present in the meeting.

Resolution 2: Admission Process and Sale of Application

During the meeting, the members engaged in a productive discussion regarding the admission process and explored ways to enhance its efficiency and delved into the steps required to address the challenges faced last year, seeking viable solutions. Additionally, the secretary focused on the sale of application process, strategies for online and offline sales. Together, the members analyzed various approaches to ensure a seamless and user-friendly experience for applicants. By actively discussing these aspects, the members aimed to refine our admission procedures and optimize the application process.

Resolution 3: Calendar Preparation for the Academic Year 2023-24

During the meeting, the members discussed on the preparation of the calendar for the upcoming academic year of 2023-2024. The calendar will serve as a blueprint for the year's plan, including important dates such as examinations, leave, holidays, CIA examinations and hostel day. The discussion revolved around the details and considerations necessary for creating an effective and comprehensive calendar.

Resolution 4: Planning of Short term course for better utilization funded equipment's

In the meeting, Dr. R. Gayathri, the Research Committee in charge and Member of the Planning Committee, engaged in a discussion regarding the possibility of conducting short-term courses for



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individuals outside our institution. This initiative aims to extend our expertise and knowledge to a wider audience, providing valuable learning opportunities. Additionally, an idea of organizing training programs for students from other colleges, specifically focusing on research equipment funded by UGC, DST-Fist and DST - Curie Project. By sharing our resources and expertise, we can contribute to the development of students from different institutions, fostering collaboration and knowledge exchange.

Resolution 5: Enhancement of Consultancy services

During the meeting, the committee members engaged in a fruitful discussion regarding the improvement of revenue generation through the Research Equipment and Training Program. The objective was to devise strategies and ideas to effectively enhance these aspects of the organization. The committee members left with a set of actionable steps to enhance consultancy services and boost revenue generation through the Research Equipment and Training Program, ensuring continued growth and success for the college.

Resolution 6: Proposal for NAAC collaborated seminar

At the meeting, the topic of conducting a seminar in collaboration with NAAC or as a sponsored seminar by NAAC was discussed. To align with the current scenario and the new education policy, it was decided to prepare a proposal for a seminar that takes a holistic approach. With a well-prepared proposal that emphasizes the importance of a holistic approach and the new education policy, the college can seek NAAC's collaboration or sponsorship for the seminar, thereby contributing to the advancement of education and fostering positive change in the educational landscape.

Resolution 7: Discussion of TANSHE syllabus

The discussion based on the TANSHE syllabus in all colleges was discussed. As an autonomous college, it was determined that the college can make modifications to the TANSHE syllabus. According to the decision reached, 25% of the TANSHE syllabus can be changed, while 75% of the syllabus remains as per the TANSHE. Due to the autonomous institution, the flexibility allows the college to tailor the syllabus to meet the specific needs and requirements of its students while ensuring alignment with the overall framework provided by TANSHE. It was decided that the implement of the TANSHE syllabus for 1st-year students will start from the 2023-24 academic year.



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Resolution 8: Evaluation of Semester results

After the end semester examination, a discussion took place regarding Central Valuation. The details and procedures for paper valuation discussed, ensuring a fair and accurate assessment of the students' performance. Additionally, there was a discussion regarding the result publication date.

Resolution 9: Academic plan for the odd semester 2023-24

The conceptualization of the academic schedules for the odd semester(2023-24) was the subject of discussion. In particular, the dates of emphasis for the practical, end-of-semester, and internal exams explained by Ms. V. Ramya, the Controller of Examinations.

Resolution 10: Schedule for Academic council and Governing body meeting

In the meeting ,discussed the scheduling of the Board of Studies meeting, the Academic Council meeting, and the Governing Body meeting. After thorough deliberation, the Academic Council meeting will be held in the second week of June, just before the college reopens. This allows the council to review and finalize academic programs. Following the Academic Council meeting, the Governing Body meeting will be conducted within a span of 30 days. This timeframe provides sufficient time for the necessary preparations and coordination.

Resolution 11: Feedback evaluation

During the meeting, there was a discussion regarding the feedback collected from students through the online feedback system. IQAC Coordinator explained the procedure for evaluating this feedback and the importance of maintaining it as documentation. It was emphasized that proper documentation is essential to ensure that the feedback is easily retrievable and can be referred to in the future.

Resolution 12: Increase more number of Summer research fellowships

Dr. R. Gayathri, the Member in Research Committee and Planning evaluation committee, provided valuable insights on how to motivate students to attend summer research fellowships. She emphasized the importance of showcasing the benefits and opportunities that these fellowships offer to faculty and students.



V. Gayathri
Principal

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Date : 11.04.2023

Venue : Rameshwari Nallusamy Hall

Composition	Members	Signature
Chairman	Dr. V.Sujatha Principal	
Management	Mr.G.Muthukrishnan President, College Governing Council	
	Mr.K.Thirunelakandan, Secretary, College Governing Council	
	Mr.S.Chandra Sekaran Treasurer, College Governing Council	
IQAC Coordinator	Dr.V.Sinthu Janita Prakash, Dean of Science, Dept. of Computer Science	 11/4/23
Faculty Members	Mrs.V.Ramya , Controller of Examinations	 11/4/23
	Dr.S.Ramalakshmi, Vice Principal, Dept. of Tamil	 11/4/23
	Dr.S.Jeyabharathi, Dept of Microbiology	 11/4/23
	Dr.R.Gayathri, Dept of Physics	 11/4/23



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ACTION TAKEN REPORT

The Planning and Evaluation Committee Meeting, Cauvery College for Women (Autonomous), Tiruchirappalli was conducted on 11.04.2023 at 10.00 A.M in Principals chamber.

S.No	ITEM DISCUSSED	ACTION TAKEN
1	Admission Process and Sale of Application	The admission process was meticulously executed, ensuring a smooth experience for all stakeholders involved. The availability of both online and offline modes for application sales facilitated convenience and accessibility. The payment of fees was seamlessly managed, adhering to proper procedures. As a result, students and parents were able to comfortably complete the admission process. The successful outcome of this effort is reflected in the total admission count of 1171 students.
2	Calendar Preparation for the Academic Year 2023-24	Academic calendar 2023-24 all activities, CIA Examination dates and events scheduled by the calendar committee and its properly executed.
3	Planning of Short term course for better utilization funded equipment's	We successfully conducted two short-term training programs at our campus, utilizing our research equipment and collaborated with the Institution Innovation Council. These programs served as valuable learning opportunities for individuals from outside our institution. Through these initiatives, we were able to extend our expertise and knowledge, providing a high-quality learning experience to participants. These training programs have proven to be effective in sharing our resources and expertise with the wider community.
4	Enhancement of Consultancy	The implementation of the strategies discussed in the



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	services	<p>meeting resulted in a significant increase in the number of consultants who conducted training programs. This surge in consultants allowed for a diverse range of training programs, including tax filing, bouquet sale, and soap making, to be offered to a larger audience. According to the consultancy policy, 80% of the generated revenue was attributed to the respective faculty members. This ensured that they were appropriately recognized and rewarded for their expertise and efforts. The remaining 20% of the revenue was utilized by the faculty members, enabling them to further enhance their training programs and provide a high-quality experience for the participants. Over the last six months, the college has generated a revenue of 2,50,000 through its consultancy services. This indicates a positive outcome from the efforts put into expanding and enhancing the consultancy program.</p>
5	Proposal for NAAC collaborated seminar	<p>The collaborative seminar between NAAC and the college was successfully conducted in a hybrid mode. The seminar took place on, 05-07-2023 and 06-07-2023 divided into six sections. This approach allowed for a wider reach and engagement with participants, considering the current circumstances and the need for flexibility. Throughout the seminar and the sessions were aligned with the new education policy, focusing on its key principles and recommendations. The successful completion of the seminar is a testament to the dedication and efforts of the organizing team, with the support of the college's management. Financial assistance provided by the management played a crucial role in ensuring the smooth execution of the seminar. Following the completion of the</p>



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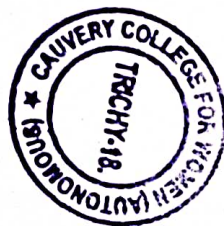
		seminar, a final report was submitted to NAAC, detailing the seminar's objectives, activities, outcomes, and participant feedback. This report serves as a record of the seminar's achievements and provides valuable insights for future collaborations and improvements.
6	Discussion of TANSHE syllabus	The TANSHE syllabus as per the autonomous flexibility designated coursework prepared and approved in the Board of Studies members. Subsequently, it was confirmed and endorsed by the academic council. TANSHE syllabus completed by the 2023-24, I semester UG and PG students in their first year
7	Evaluation of Semester results	For the even semester 2022-23, the examination results were initially published on the website after the completion of examination on 15-05-2023 within 15 days, the exam results were also published by the COE (Controller of Examinations) section. The results for undergraduate (UG) students showed an overall pass percentage of 99.92%, while the postgraduate (PG) students achieved an impressive pass percentage of 100%.
8	Academic plan for the odd semester 2023-24	For the odd semester, an exhaustive schedule has been prepared by the controller section. The schedule includes a number of crucial elements, including question bank preparation, question paper scheduling for continuous internal assessment (CIA) exams and CIA dates, and Practical examination dates for all department. This well planned timetable guarantees a systematic and effective test procedure, enabling faculty and students to make appropriate plans and preparations.
9	Schedule for Academic council and Governing body meeting	The departments Board of Studies meeting took place from April 1 st to April 15th, 2023. Following that, the Academic Council meeting was held on June 15th, 2023. Lastly, the Governing Board meeting occurred on 21-08-2023. By adhering to the predetermined dates, effective progress processed



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10	Feedback evaluation	At the end of the even semester, all the feedback collected from students has been diligently evaluated. The Head of the department has taken the responsibility of recording and documenting the data. This process ensures that the valuable input received from students can be properly analyzed and utilized for future improvements. By recording the feedback data, the department vice ensures that it is securely stored and readily accessible for further analysis and decision-making.
11	Increase more number of Summer research fellowships	As per the initiations given by the research committee, seven faculty members applied for the summer research fellowship. Out of these seven faculty members, six received their fellowships in April. Among the six faculty members, two attended the online mode of fellowship at IIT campus Delhi. For this, the management provided 25,000 rupees each for food and accommodations. The remaining four faculty members attended the offline mode of fellowship. For these four faculty members, the management provided a 5,000 rupees incentive for attending the online mode of summer fellowship.



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