



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: 09

Date : 08.09.2023

To : The members of Planning and Evaluation committee

Sub : Planning and Evaluation Meeting on 09.09.2023 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 9th September 2023. The meeting will begin sharp at 10.00 a.m.



V. V. V. V.
Chairman & The Principal
Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Truchirappalli - 620 018.
Tamilnadu.

Agenda:

1. Confirmation of the minutes of the previous meeting and the evaluation of action taken.
2. Review of Seed money policy and revision of seed money grant.
3. Preparation of AQAR and NIRF 2022-23.
4. Scheduling the Odd semester examination
5. Planning of ISO internal audit
6. Preparation of Triennial inspection visit
7. Arrangement of NSS - RDC camp
8. Planning of Academic schedule for even semester
9. Utilization of AV room



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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 09.09.2023 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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8. Planning of Academic schedule for even semester
9. Utilization of AV room

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.



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Resolution 1: Confirmation of the Minutes of the Previous Meeting held on 11.04.2023 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 11.04.2023 and was confirmed by the members present in the meeting.

Resolution 2: Review of Seed money policy and revision of seed money grant

Dr. R. Gayathri, Faculty in charge of Planning and Evaluation committee, CCW (A), explained the need to review the seed money from Rs 20,000/- to Rs 1,00,000/- for the year 2023-2024.

Resolution 3: Preparation of AQAR and NIRF 2022-23

IQAC coordinator and Dean of Science, Dr .V. Sinthu Janita Prakash explained an overview of the submission process for both the Annual Quality Assurance Report (AQAR) and the National Institutional Ranking Framework (NIRF). It was informed that the preparation for AQAR has already begun and will closely follow the timeline for submission in August. Additionally, the process for preparing the NIRF submission has already commenced, and we decided to submit it as soon as the portal opens.

Resolution 4 : Scheduling the Odd semester examination

The odd semester exam schedule has been discussed with Controller of examination Ms V. Ramya It was decided that the examinations would typically be held in the month of November.

Resolution 5 : Planning of ISO internal audit

During the meeting, the timing for conducting the ISO audit was discussed. It was noted that the ISO audit is typically conducted at the end of each semester, including the odd semester and the Even semester. In this semester, it was agreed upon to conduct the audit at the end of November. Holding meetings at the end of each semester allows for a comprehensive review and observation of all activities.



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Resolution 6: Preparation of Triennial inspection visit

The members discussed about Triennial Inspection. It was mentioned that the college submits the necessary data for inspection on an annual basis to university. The university will inform the college of the date when the members are scheduled to arrive for the inspection. Once the date is communicated, the IQAC will makes arrangements to contact and coordinate with the visiting members accordingly.

Resolution 7: Arrangement of NSS - RDC camp

During the meeting, the chairman of planning and evaluation committee and Principal of the college discussed about NSS-RDC camp. It was announced that our college has been given the opportunity to host the NSS-RDC parade. Volunteers from other states such as Kerala and Karnataka will be attending the camp. The necessary arrangements for the camp are being made, and the NSS coordinator is overseeing the preparations. This is a significant event that brings together NSS volunteers and coordinators from different regions, fostering collaboration and sharing of experiences.

Resolution 8: Planning of Academic schedule for even semester

The discussions were held regarding the planning of the academic schedule for the even semester. Specifically, the focus dates for internal exams, end semester examination as well as the practical exams. These discussions were conducted in the presence of the Controller of Examinations Ms. V. Ramya

Resolution 9: Utilization of AV room

The utilization of the AV room was discussed during the meeting, and it was decided that Dr. Parveen would be responsible for overseeing the AV room utilization. Based on the discussion, it was agreed that each department would be provided with a schedule for utilizing the AV room on a timetable basis.



Parveen
Principal
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PLANNING AND EVALUATION COMMITTEE

Date : 09.09.2023

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	 9/9/23
Faculty Members	Mrs.V.Ramya , Controller of Examinations	 9/9/2023
	Dr.S.Ramalakshmi, Vice Principal, Dept. of Tamil	 9/9/23
	Dr.S.Jeyabharathi, Dept of Microbiology	 9/9/23
	Dr.R.Gayathri, Dept of Physics	 9/9/23



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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 09.09.2023 at 10.00 A.M in Principals chamber.

S.No	ITEM DISCUSSED	ACTION TAKEN
1	Review of Seed money policy and revision of seed money grant	Seed money amount has been revised from 20,000 to 1,00,000 by the management and for the Academic year 2022-2023 eleven faculty has been benefitted. This decision marks an important milestone in supporting innovative projects and initiatives within our institution.
2	Preparation of AQAR and NIRF 2022-23	AQAR was submitted on 18-10-2023, while NIRF was submitted on December 18th, 2023. Both submissions have been completed within the specified timeline.
3	Scheduling the Odd semester examination	Following this resolution, the action was taken to schedule the examinations accordingly. As a result, undergraduate (UG) students were scheduled to start their examinations on the 9 th of November 2023 and all students were complete their examinations by the 20 th November. This timeline ensures a structured and efficient examination process for all students.
4	Planning of ISO internal audit	ISO Internal Audit was conducted on the 30 th of september 2023, in our college. The audit was carried out by the trained internal auditors of our college, who visited different departments to conduct the audit. After completing the audit, the final report submitted to Dr.P.Urmila Organization Representative
5	Preparation of Triennial inspection visit	As per the communication and allocation of members, the inspection was successfully completed on October 13, 2023. The committee members during the inspection, evaluated the college's compliance and performance. After



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		the inspection report has been submitted as per the requirements.
6	Arrangement of NSS - RDC camp	NSS -RDC Camp has been conducted and completed successfully. The inauguration took place on the scheduled date of 30 October 2023, followed by the parade camp which closed on 8 November 2023. It's commendable that the entire event and arrangements were organized on our campus. The report indicates a well-executed camp, showcasing the dedication and efforts of the NSS team and volunteers. Such events play a crucial role in promoting social service and community engagement.
7	Planning of Academic schedule for even semester	The controller section has prepared a comprehensive schedule for the even semester. This schedule encompasses various important aspects such as question bank preparations, question paper setting continuous internal assessment (CIA) examinations and CIA dates, and practical examination dates for all departments. This well-structured schedule ensures an organized and efficient examination process, allowing students and faculty members to plan and prepare accordingly.
8	Utilization of AV room	The utilization of AV room for preparing e- contents has been planned and the schedule has been planned and distributed to all the departments. Department wise faculty as well as students prepared 20 E-Content and published in Social media



V. Jayathar
Principal
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PLANNING AND EVALUATION COMMITTEE

Circular No: 10

Date : 27.03.2024

To : The members of Planning and Evaluation committee

Sub : Planning and Evaluation Meeting on 28.03.2024 at 12.30 p.m

This is to inform the Members of the *Planning and Evaluation Committee* to be present in KRT Hall on 28th March 2024. The meeting will begin sharp at 12.30 p.m.



V. Vignesh
Chairman & The Principal

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

28.3.24

Agenda:

1. Confirmation of the minutes of the previous meeting and the evaluation of action taken
2. Calendar preparation for the Academic Year 2024-25
3. Proposal for NAAC Collaborative seminar
4. Evaluation of Semester results
5. Admission process and sale of Application
6. Feed back evaluation
7. IIQA and SSR Submission
8. ISO Internal Audit



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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 28.03.2024 at 12.30 P.M in KRT Hall

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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6. Feedback evaluation
7. IIQA and SSR Submission
8. ISO Internal Audit

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.



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PLANNING AND EVALUATION COMMITTEE

Resolution 1: Confirmation of the Minutes of the Previous Meeting held on 09.09.2023 and the Review of the Action Taken Report of the Previous Meeting

Dr. R.Gayathri, Member of Planning and Evaluation committee, CCW(A), presented the Minutes of the Meeting and the Action Taken Report of the meeting held on 09.09.2023 and was confirmed by the members present in the meeting.

Resolution 2: Calendar preparation for the Academic Year 2024-25

During the meeting, Members discussed the preparation for the academic year 2024-25 calendar. The calendar will feature a comprehensive year plan, emphasizing important dates such as holidays and examination schedules. Moreover, it will include special events like Hostel Day, Sports Day, and College Day, along with holidays. The committee will engage in discussions to plan and update the calendar, ensuring it meets the college's requirements and aligns with the academic goals for the upcoming year.

Resolution 3: Proposal for NAAC Collaborative seminar

During the meeting, there was a discussion regarding the application of the seminar proposal collaborated by NAAC. The committee deliberated on selecting suitable titles for the proposal, ensuring they accurately reflect the seminar's focus and objectives.

Resolution 4: Evaluation of Semester results

In the meeting, the committee discussed the evaluation procedure, covering the date for conducting central valuations and the timeline for completing the evaluation process. The Controller of Examinations also addressed the important matter of declaring the results. Furthermore, she deliberated on the appropriate timeframe for the central valuations and the subsequent announcement of results.

Resolution 5: Admission process and sale of Application

During the session, the members analysed various approaches to ensure a seamless and user-friendly experience for applicants. Through active discussion of these aspects, the members aimed to refine our admission procedures and the application process, both online and offline.



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Resolution 6: Feedback evaluation

During the meeting, there was a conversation concerning the feedback gathered from students through the online feedback system. The IQAC Coordinator outlined the process for assessing this feedback and underscored the significance of maintaining it as documentation.

Resolution 7: IIQA and SSR Submission

IQAC coordinator and Dean of Science, Dr .V. Sinthu Janita Prakash explained an overview of the submission process for both the IIQA and SSR . It was informed that the preparation for IIQA and SSR has already begun and will closely follow the timeline for submission in May. Additionally, the process for preparing the SSR submission and current status of preparing SSR in criterion-wise discussed and it presented by IQAC Coordinator

Resolution 8: ISO Internal Audit

During the meeting, the timing for conducting the ISO audit was discussed. It was noted that the ISO audit is typically conducted at the end of each semester, including both the odd and even semesters. For this semester, it was agreed upon to conduct the audit at the end of March. Holding meetings at the end of each semester allows for a comprehensive review and observation of all activities.



V. Sinthu Janita Prakash
Principal
Cauvery College For Women
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Tiruchirappalli - 620 018.
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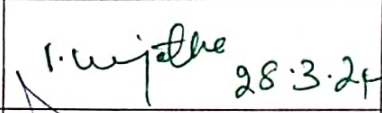


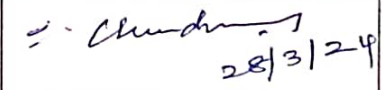
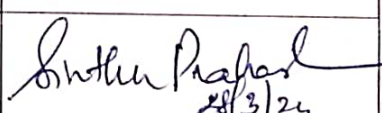
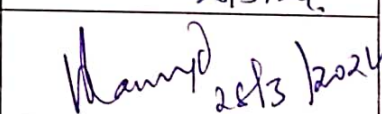
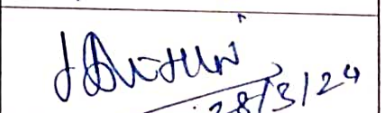
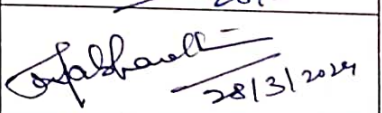
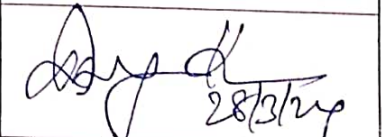


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PLANNING AND EVALUATION COMMITTEE

Date : 28.03.2024

Venue : KRT Hall

Composition	Members	Signature
Chairman	Dr. V.Sujatha Principal	 28.3.24
Management	Mr.G.Muthukrishnan President, College Governing Council	
	Mr.K.Thiruneelakandan, Secretary, College Governing Council	
	Mr.S.Chandra Sekaran Treasurer, College Governing Council	 28/3/24
IQAC Coordinator	Dr.V.Sinthu Janita Prakash, Dean of Science, Dept. of Computer Science	 28/3/24
Faculty Members	Mrs.V.Ramya , Controller of Examinations	 28/3/2024
	Dr.S.Ramalakshmi, Vice Principal, Dept. of Tamil	 28/3/24
	Dr.S.Jeyabharathi, Dept of Microbiology	 28/3/2024
	Dr.R.Gayathri, Dept of Physics	 28/3/24