



**CAUVERY COLLEGE FOR WOMEN, AUTONOMOUS**  
**STUDENT INCUBATION CENTRE**  
**PROGRESS MEETING**

**DATE:05.01.2022**

**Minutes of the meet:3**

- Maintenance of the incubation facility was discussed to ensure a conducive environment for activities.
- Effective time management strategies for logging attendance using entry book credentials were addressed.
- Issues with the purchase and payment process for products were reviewed.
- Training on troubleshooting equipment was provided to enhance technical skills.
- Revenue from campus companies will be allocated to EDC programs to promote entrepreneurship.
- Plans to enhance operational efficiency and expand training opportunities for students were outlined.
- Consensus was reached on ensuring timely equipment maintenance to avoid disruptions.
- Additional resources were discussed to support student-led ventures.
- Key performance indicators for tracking progress in marketing skills were suggested.
- Strategies to optimize generated revenue for promotional programs were deliberated.
- Streamlining the payment process for purchasing supplies was explored.
- Future training sessions will focus on practical troubleshooting techniques for new equipment.

**Members of the meeting**

- 1..Dr.S.Sowmiya & Dr.R.Subha, Incubation Incharges
- 2..Ms.Adhitya, SIC stores
- 3..Ms.Somiya, SIC Stores
- 4..Ms.Pavithra, SIC Bakes
5. Ms. Daniya Rajkumar, SIC Gallery
- 6.. Ms.Bindhiya, SIC Printers



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