



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

**DATE:05.09.2022**

**Minutes of the meet:5**

A comprehensive list of discussion points related to the incubation facility and its operations. Here's a summary highlighting the main themes:

1. **Facility Maintenance:** Emphasis on maintaining a conducive environment for incubation activities.
2. **Time Management:** Strategies for effective attendance logging using entry book credentials.
3. **Financial Processes:** Review of the purchase and payment processes, with a focus on streamlining these operations.
4. **Technical Training:** Provision of training on troubleshooting equipment to enhance staff skills.
5. **Funding Allocation:** Revenue from campus companies will support entrepreneurship development programs.
6. **Operational Efficiency:** Plans to improve operational efficiency and expand training opportunities for students.
7. **Equipment Maintenance:** Agreement on the importance of timely maintenance to prevent disruptions.
8. **Support for Ventures:** Discussion of additional resources to aid student-led projects.
9. **Performance Tracking:** Suggestions for key performance indicators to monitor marketing skill progress.
10. **Revenue Optimization:** Strategies to enhance revenue generation for promotional activities.
11. **Future Training:** Upcoming sessions will focus on practical troubleshooting for new equipment.

These points reflect a strong commitment to improving both the operational aspects of the facility and the support provided to students and ventures.





## Members of the meeting

1. Dr. S. Sowmiya & Dr. R. Subha, Incubation Incharges
- 2.. Ms. Nithya, SIC stores
4. Ms. Somiya, SIC Stores
5. Ms. Nivethadevi, SIC bakes
6. Ms. Nivetha, SIC Gallery
7. Ms. Bindhiya, SIC Printers



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