



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

**DATE:20.07.2023**

**Minutes of the meet:6**

- Ensuring regular maintenance to create a conducive environment for incubation.
- Implementing preventive measures to avoid facility disruptions.
- Allocation of resources for environmental sustainability within the facility.
- Optimizing the use of entry books and digital systems for logging attendance.
- Implementing automated time-tracking systems for staff and incubates.
- Setting clear guidelines for staff attendance and accountability.
- Reviewing the current purchase and payment processes to identify bottlenecks.
- Streamlining procurement and payment cycles for faster operations.
- Establishing better financial controls to minimize delays and ensure transparency.
- Offering targeted training programs to enhance staff skills in troubleshooting equipment.
- Developing regular skill-building workshops to keep the team updated with the latest technology.
- Partnering with external experts for specialized technical training.
- Allocating revenue from campus companies to fund entrepreneurship programs.
- Ensuring equitable distribution of resources across various projects and ventures.
- Exploring additional funding sources to supplement existing programs.
- Introducing process improvements to enhance operational workflows.
- Reducing redundancies and streamlining internal communication.
- Prioritizing timely and regular equipment maintenance to avoid operational disruptions.
- Implementing an equipment tracking system to monitor usage and schedule maintenance.




- Creating a maintenance log to track repairs and issues for future reference.
- Increasing the availability of resources and mentorship for student-led ventures.
- Expanding funding opportunities for start-ups to enhance growth.
- Providing access to professional networks and partnerships for venture development.
- Introducing key performance indicators (KPIs) to measure the progress of marketing skills.
- Creating performance benchmarks for incubated companies and staff.
- Using data-driven insights to monitor and improve performance over time.
- Developing strategies to maximize revenue generation from facility services.
- Identifying potential promotional activities to enhance visibility and attract partnerships.
- Diversifying income streams to ensure financial sustainability.

### **Members of the meeting**

- 1. 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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