



CAUVERY COLLEGE FOR WOMEN, AUTONOMOUS
STUDENT INCUBATION CENTRE
PROGRESS MEETING

DATE: 20.02.2024


Minutes of the meet: 7

- Maintain the facility regularly to ensure a conducive environment, with preventive measures to avoid disruptions and promote sustainability.
- Optimize attendance logging by enhancing entry book systems and implementing automated time-tracking for staff and incubates.
- Streamline purchase and payment processes to eliminate bottlenecks, improve financial control, and ensure transparency.
- Provide targeted training to improve staff troubleshooting skills, with regular workshops and external expert partnerships for specialized training.
- Allocate revenue from campus companies to fund entrepreneurship programs, ensuring fair resource distribution and exploring additional funding sources.
- Enhance operational workflows by reducing redundancies and improving communication.
- Prioritize timely equipment maintenance through tracking systems and maintenance logs to prevent disruptions.
- Increase resources, mentorship, and funding opportunities for student-led ventures, providing access to networks for venture development.
- Introduce key performance indicators (KPIs) to track marketing progress and use data to monitor and improve overall performance.
- Develop revenue optimization strategies, diversify income streams, and identify promotional activities to enhance visibility and financial sustainability.

Members of the meeting

1. Dr. R. Subha, Incubation In charge
2. Ms. Nithya, SIC stores
4. Ms. Somya, SIC Stores
5. Ms. Nivethadevi, SIC bakes
6. Ms. Nivetha, SIC Gallery
7. Ms. Bindhiya, SIC Printers
8. Ms. Pavithra, Accounts
9. Ms. Poojadevi, Accounts
10. Ms. Kowshika, SIC stores




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