



CAUVERY COLLEGE FOR WOMEN, AUTONOMOUS
STUDENT INCUBATION CENTRE
PROGRESS MEETING

DATE: .21.07.2024

Minutes of the meet:8

- Ensure regular facility maintenance with preventive measures to avoid disruptions and promote environmental sustainability.
- Improve attendance tracking by upgrading entry book systems and implementing automated time-tracking for staff and incubates.
- Streamline purchase and payment processes, eliminating bottlenecks, improving financial control, and ensuring transparency.
- Provide specialized technical training for staff through regular workshops and partnerships with external experts to enhance troubleshooting skills.
- Allocate revenue from campus companies to support entrepreneurship programs, ensuring fair distribution of resources while exploring additional funding sources.
- Improve operational efficiency by reducing redundancies, streamlining communication, and optimizing workflows.
- Implement timely equipment maintenance with tracking systems and logs to prevent disruptions and enhance operational reliability.
- Boost support for student-led ventures by increasing resources, mentorship, and funding opportunities while providing access to professional networks for development.

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
8. Ms.Pavithra, Accounts
9. Ms.Poojadevi, Accounts
10. Ms.Kowshika, SIC stores



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