



CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS)
Nationally Accredited (III cycle) with 'A' Grade by NAAC
ISO 9001:2015 Certified
TRICHY- 620018

PLANNING AND EVALUATION COMMITTEE


Circular No: 01

Date : 02.05.2019

To : The members of Planning and Evaluation committee

Sub : Planning and Evaluation Meeting on 03.05.2019 at 11.00 a.m

This is to inform the Members of the *Planning and Evaluation Committee* to be present in Principal's Chamber on 3rd May 2019. The meeting will begin sharp at 11.00 a.m.


Chairman & The Principal
Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Truchirappalli - 620 018.
Tamilnadu.

Agenda:

1. Planning of Academic Events of the college
2. Calendar preparation for the Academic Year 2019-20
3. Constitution of Non statutory committee and nomination member





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PLANNING AND EVALUATION COMMITTEE

Minutes of the Planning and Evaluation Meeting

The Planning and Evaluation Committee Meeting, Cauvery College for Women (Autonomous), Tiruchirappalli was conducted on 03.05.2019 at 11.00 A.M in Principals chamber.

The following members were present:

1. Dr. V. Sujatha, Principal, CCW(A), Chair Person, IQAC
2. Mr. K. Thiruneelakandan, President, College Governing Council, CCW(A)
3. Prof. Dr.P.Vijayaraghavan, Secretary, College Governing Council, CCW(A)
4. Mr. S. Gopal, Treasurer, College Governing Council, CCW(A)
5. Ms.V. Ramya, Controller of Examinations, Coordinator, IQAC, CCW(A)
6. Dr. S. Ramalakshmi, Vice Principal, CCW(A)
7. Dr .V. Sinthu Janita Prakash, Vice Principal, CCW(A)
8. Dr. H. Abirami, Dean of Science, CCW(A)

Agenda:

1. Planning of Academic Events of the college
2. Calendar preparation for the Academic Year 2019-20
3. Constitution of Non statutory committee and nomination member

The meeting began with Chairman of Planning and evaluation Dr. Mrs. V. Sujatha, Principal extending a warm welcome to all the members.

The member of the Committee Dr. H.Abirami brought forth the items in the agenda and the members have discussed and the following resolutions were taken



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Resolution 1: Planning of Academic Events of the college

The discussions were held regarding the planning of the academic schedule for the year 2019-20. Specifically, the focus dates for mid semester and model examinations

Resolution 2: Calendar preparation for the Academic Year 2019-20

The preparation for the academic year 2019-20 calendar was discussed. The calendar will include a comprehensive year plan, highlighting important dates such as holidays and mid semester, model examinations schedules. Additionally, special events like Hostel Day, Sports Day, and College Day will be incorporated into the calendar, along with holidays.

Resolution 3: Constitution of Non statutory committee

Constitute of non Statutory committee for the year 2019-2020 and onwards was brought up for discussion. The discussions revolved around the new members, as well as the specific roles and responsibilities they would undertake.



V. Rajalakshmi
Principal
Cauvery College For Women
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Annamalai Nagar,
Truchirappalli - 620 018,
Tamilnadu.

**CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS),
TIRUCHIRAPALLI – 620 018
PLANNING AND EVALUATION COMMITTEE**

CATEGORY	NO	MEMBERS	SIGNATURE
Principal	1	Dr. Mrs. V. Sujatha, M.Com., M.Phil., Ph.D	V. Sujatha
Management	3	Mr K Thiruneelakandan, B.A., President, College Governing Council	K. Thiruneelakandan
		Prof. Dr. P Vijayaraghavan Secretary, College Governing Council	P. Vijayaraghavan
		Mr. S Gopal, B.Com, D.B.M., Treasurer, College Governing Council	ABSENT
IQAC	1	Mrs. V. Ramya, Controller of Examinations & IQAC Coordinator	M. Ramya
Faculties	3	Dr. S. Ramalakshmi, Vice- Principal	S. Ramalakshmi
		Dr. Sinthu Janita Prakash, Vice- Principal	Sinthu Prakash
		Dr. H. Abirami, Dean of Science	H. Abirami



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PLANNING AND EVALUATION COMMITTEE

ACTION TAKEN REPORT

The Planning and Evaluation Committee Meeting, Cauvery College for Women (Autonomous), Tiruchirappalli was conducted on 03.05.2019 at 11.00 A.M in Principals chamber.

S.No	ITEM DISCUSSED	ACTION TAKEN
1.	Planning of Academic Events of the college	.An exhaustive schedule has been prepared. The schedule includes a number of crucial elements, including Examinations. This well planned timetable guarantees a systematic and effective test procedure, enabling faculty and students to make appropriate plans and preparations.
2	Calendar preparation for the Academic Year 2019-20	As per the prepared calendar, all mid-semester examinations, model examinations, leaves, and important college events such as college day and hostel day have been planned and organized accordingly. This meticulous scheduling has allowed for smooth operations and effective time management throughout the academic year
3	Constitution of Non statutory committee and nomination member	The new Members of Statutory and Non Statutory Committee was declared by Management and it has been Published in our College Website for Public disclosure



[Signature]
Principal
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PLANNING AND EVALUATION COMMITTEE

Circular No: 02

Date : 05.02.2020

To : The members of Planning and Evaluation committee

Sub : Planning and Evaluation Meeting on 06.02.2020 at 10.00 a.m

This is to inform the Members of the *Planning and Evaluation Committee* to be present in Principal's Chamber on 6th February 2020. The meeting will begin sharp at 10.00 a.m.

Agenda:

1. Introduction of new courses and programmes
2. Framming guidelines for student enrolment and approving Academic plans
3. Finalizing program wise fee structure and transportation fee
4. Budget preparation for every financial year
5. Infrastructural requirements for Academic and Administrative activities
6. Infrastructure upgradation
7. Fixation and revision of Salary for Teaching and Non-teaching
8. Budget allocation for staff and student welfare measures
9. Financial support to staff and students to exercise Research and Academic Achievements
10. Planning Faculty Development programmes
11. Norms for reimbursement of various claims
12. Establishing campus companies and to provide required support for marketing
13. Others if any



V. C. Srinivasan
Chairman & The Principal
Principal
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PLANNING AND EVALUATION COMMITTEE

Minutes of the Planning and Evaluation Meeting

The Planning and Evaluation Committee Meeting, Cauvery College for Women (Autonomous), Tiruchirappalli was conducted on 06.02.2020 at 10.00 A.M in Principals chamber.

The following members were present:

1. Dr. V. Sujatha, Principal, CCW(A), Chair Person, IQAC
2. Mr. K. Thiruneelakandan, President, College Governing Council, CCW(A)
3. Prof. Dr.P.Vijayaraghavan, Secretary, College Governing Council, CCW(A)
4. Mr. S. Gopal, Treasurer, College Governing Council, CCW(A)
5. Ms.V. Ramya, Controller of Examinations, Coordinator, IQAC, CCW(A)
6. Dr. S. Ramalakshmi, Vice Principal, CCW(A)
7. Dr .V. Sinthu Janita Prakash, Vice Principal, CCW(A)
8. Dr. H. Abirami, Dean of Science, CCW(A)

Agenda:

1. Introduction of new courses and programmes
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PLANNING AND EVALUATION COMMITTEE

The meeting began with Chairman of Planning and evaluation Dr. Mrs. V. Sujatha, Principal extending a warm welcome to all the members.

The member of the Committee Dr. H. Abirami brought forth the items in the agenda and the members have discussed and the following resolutions were taken.

Resolution 1: Introduction of new courses and programmes

The Chairman of Planning and evaluation committee Dr. Mrs. V. Sujatha proposed the planning about starting two new Ph.D programmes in Physics and Microbiology

Resolution 2: Framing guidelines for student enrolment and approving Academic plans

During the meeting, the members discussed with head of the institution regarding the guidelines for selection of students for Academic council student representatives and proposed the members of College Governing council.

Resolution 3: Finalizing program wise fee structure and transportation fee

In the meeting, the members discussed on the preparation of new fee structure for Arts and Science streams and also transportation fees for the forth coming Academic year. The discussion revolved the considerations and approval by the members of the Governing Council and Head of the Institution.

Resolution 4: Budget preparation for every financial year

The member of Finance Committee bring forward to the discussion about the proposal of budget preparation of every course and requesting the approval by the members of the Governing Council and Head of the Institution.

Resolution 5: Infrastructural requirements for Academic and Administrative activities

The infrastructure incharge proposed the infrastructural requirements for academic activities as well as administrative activities such as establishment of two new seminar halls in the new administrative block to the advancement of education and fostering positive change in the educational landscape.

Resolution 6: Infrastructure upgradation

During the meeting, the committee members engaged in a fruitful discussion regarding the improvement of infrastructural upgradation in terms of purchasing new laboratory equipment and systems to enhance consultancy services and boost revenue generation through the Research.

Resolution 7: Fixation and revision of Salary for Teaching and Non-teaching



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The head of the institution proposed to the management to revise the salary for Teaching and non-teaching staff. It was decided that the implement of Salary for the academic year 2023-24.

Resolution 8: Budget allocation for staff and student welfare measures

The member of finance committee proposes the upgradation of endowment funds for Staff and Students to improve the financial assistance for needy students and faculty.

Resolution 9: Financial support to staff and students to exercise Research and Academic Achievements

The research coordinator requested to approve Seed money to the management to pursue research and also seeking assistance for one way Air fare to the faculty for their research paper presentations in international conferences.

Resolution 10: Planning Faculty Development programmes

In the meeting ,the members discussed the scheduling of the faculty development programmes on Outcome Based Education and Virtual Teaching- Learning methods to enhance efficient teaching I and fruitful learning process.

Resolution 11: Norms for reimbursement of various claims

IQAC Coordinator proposed for creation of new policy to reimbursement of claims by staff members to motivate them to engage future academic endeavors.

Resolution 12: Establishing campus companies and to provide required support for marketing

Head of the institution provided valuable insights on the importance of campus company and to frame the rules and regulation of running campus companies. She also emphasized the importance of showcasing the benefits and opportunities of the campus companies to promote the financial upgradation of faculty and students.



R. Jayalalitha
Principal
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Tamilnadu.

CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS), TIRUCHIRAPPALLI- 18.

MEETING OF THE PLANNING AND EVALUATION COMMITTEE

Date: 06/02/2020

Time: 10.30 am

Venue: Principal's Chamber

Category	No	Members	Signature
Principal	1	Dr.Mrs.V. Sujatha, M.Com, M. Phil, Ph.D.,	<i>v. Sujatha</i> 6.2.2020
Management	3	Mr. K. Thiruneelakandan, B.A., President, College Governing Council	<i>K. Thiruneelakandan</i>
		Prof. Dr.P. Vijayaraghavan, Secretary, College Governing Council	<i>P. Vijayaraghavan</i>
		Mr.S. Gopal, B.Com, D.B.M., Treasurer, College Governing Council	ABSENT
IQAC	1	Mrs.V. Ramya Controller of Examinations & IQAC Coordinator	<i>Mrs. V. Ramya</i> 6.2.2020
Faculty Members	3	Dr.S. Ramalakshmi, Vice- Principal	<i>S. Ramalakshmi</i> 6/2/20
		Dr. Sinthu Janita Prakash, Vice- Principal	<i>S. Janita Prakash</i> 6.2.2020
		Dr. H. Abirami, Dean of science	<i>H. Abirami</i> 6/2/2020



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ACTION TAKEN REPORT

The Planning and Evaluation Committee Meeting, Cauvery College for Women (Autonomous), Tiruchirappalli was conducted on 06.02.2020 at 10.00 A.M in Principals chamber.

S.No	ITEM DISCUSSED	ACTION TAKEN
1	Introduction of new courses and programmes	The Ph.D. Physics and Microbiology has been applied to Bharathidasan University in the month of March, 20220
2	Framming guidelines for student enrolment and approving Academic plans	The admission Committee prepared a guideline for simple admission process ensuring a smooth experience for all stakeholders. The availability of both online and offline modes for application sales facilitated convenience and accessibility. Calander Committee planned Academic calender 2021-22, in that all activities, CIA Examination dates and events scheduled and its properly executed.
3	Finalizing program wise fee structure and transportation fee	The program wise fee structure and Transportation fee for the forthcoming Academic year has been finalized under the Guidance of Prof. Vijayaraghavan and same was posted in the College web site after the approval of members of the College Governing Council.
4	Budget preparation for every financial year	The financial committee and the heads of various Departments instructed to prepare budget requirement for Academic Activities for the Academic year 2022-2023. It has been presented to the College Governing Council members and Head of the Institution and it has been approved by the Secretary Prof. Vijayaraghavan, College Governing Council.
5	Infrastructural requirements for Academic and Administrative activities	The two new seminar halls – Dr. Rameswari Nallusamy Hall and Cauvery Hall in the new administrative block was established with seating capacity around 200 and 500



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		respectively. One new trust meeting Hall with 150 seating capacity also constructed in The same block third floor.
6	Infrastructure upgradation	The required laboratory equipment's for Physics, Chemistry, Biotechnology and Microbiology and systems for Computer Science were purchased with the requirement of Head of the departments.
7	Fixation and revision of Salary for Teaching and Non-teaching	The implementation of revised salary for teaching and Non-teaching after the approval trust meeting by College Governing Council members.
8	Budget allocation for staff and student welfare measures	It is resolved that the upgradation of endowment funds for Staff and Students to improve the financial assistance for needy students and faculty.
9	Financial support to staff and students to exercise Research and Academic Achievements	The management magnanimously approved Seed money to pursue research and also permitted one way Air fare to the faculty for their research paper presentations in international conferences.
10	Planning Faculty Development programmes	A faculty development programmes were implemented in the month of June 2020 onwards by all the departments based on Outcome Based Education and Virtual Teaching-Learning methods to enhance efficient teaching and fruitful learning process
11	Norms for reimbursement of various claims	A new policy was created band posted in a College web site to reimbursement of claims by staff members to motivate them to engage future academic endeavors.
12	Establishing campus companies and to provide required support for marketing	The new rules and regulation formulated for successful running of campus companies to promote the financial upgradation of faculty and students.



V. S. S. S.
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