



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: 03

Date : 18.10.2020

To : The members of Planning and Evaluation committee

Sub : Planning and Evaluation Meeting on 19.10.2020 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 19th October 2020. The meeting will begin sharp at 11.00 a.m.



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

Agenda:

1. Framing SOPs for staff members and students during the Pandemic
2. Implementing new ICT tools for Teaching and Learning
3. Steps to be taken to make all the students to attend Virtual classes
4. Fixation of rules and regulations for restricted use of mobile phones by the students inside the campus
5. Analysis of NIRF metrics and strategies to be adopted to secure a rank among top 100 institutions
6. Others if any



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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 19.10.2020 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. Framing SOPs for staff members and students during the Pandemic
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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: Framing SOPs for staff members and students during the Pandemic

The Chairman of Planning and evaluation committee Dr. Mrs. V. Sujatha and Governing council members suggested to all the faculty to follow the SOPs recommended by the UGC once the college reopens regular classes for the students.

Resolution 2: Implementing new ICT tools for Teaching and Learning

In the meeting, the members discussed with head of the institution regarding the implementation of various platforms like Google meet, Microsoft teams and Moodle's for successful conduction of online classes for the students.

Resolution 3: Steps to be taken to make all the students to attend Virtual classes

During the meeting, the members analyse the number of students who could not attend the online classes due to the lack of a mobile phones due to their economic reasons. This was resolved to provide minimum number of mobile phones to the needy students in turn to enhance their learning attitude.

Resolution 4: Fixation of rules and regulations for restricted use of mobile phones by the students inside the campus

The members of the Governing Council and Head of the Institution planned to formulate to restrict the use of mobile phones by the students inside the campus.

Resolution 5: Analysis of NIRF metrics and strategies to be adopted to secure a rank among top 100 institutions

The NIRF in charge requested the members to frame a team to analyze the various metrics of NIRF and a comparison of our institutional score with few top 100 institutions. All strategies were discussed to improve our score to reach among top 100 institutions.

V. Sujatha
Principal

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



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

MEETING OF THE PLANNING AND EVALUATION COMMITTEE

Date: 19/10/2020

Time: 11.00 am

Venue: Principal's Chamber

Category	No	Members	Signature
Principal	1	Dr Mrs V Sujatha, M.Com, M. Phil, Ph.D	V. Sujatha 19.10.2020
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	Mrs V Ramya 19.10.2020
Faculty Members	3	Dr S Ramalakshmi, Vice- Principal	S. Ramalakshmi 19/10/20
		Dr Sinthu Janita Prakash, Vice- Principal	S. Janita Prakash 19.10.2020
		Dr H Abirami, Dean of science	H. Abirami 19/10/2020



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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 19.10.2020 at 11.00 A.M in Principals chamber.

S.No	ITEM DISCUSSED	ACTION TAKEN
1	Framing SOPs for staff members and students during the Pandemic	It has been resolved to introduce a new SOP from UGC after the approval of College Governing Council members and Head of the Institution.
2	Implementing new ICT tools for Teaching and Learning	The Head of the institution dr. V. Sujatha instructed all the faculty must implement learning platforms like Google meet, Microsoft teams and Moodle's for successful conduction of online classes for the students
3	Steps to be taken to make all the students to attend Virtual classes	The members rendered their financial support to purchase 50 mobile phones to the needy students who could not attend the online classes due to the lack of a mobile phones due to their economic reasons.
4	Fixation of rules and regulations for restricted use of mobile phones by the students inside the campus	The members of the Governing Council and Head of the Institution recommended the new rules and regulations for the restriction of the use of mobile phones by the students inside the campus.
5	Analysis of NIRF metrics and strategies to be adopted to secure a rank among top 100 institutions	Two teams were set to analyze the various metrics of NIRF and a comparison of our institutional score with few top 100 institutions. The team discussed all strategies to improve our score to reach among top 100 institutions.



N. V. Jolly
Principal
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PLANNING AND EVALUATION COMMITTEE

Circular No: 04

Date : 24.02.2021

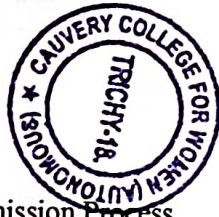
To : The members of Planning and Evaluation committee

Sub : Planning and Evaluation Meeting on 25.02.2021 at 10.30 a.m

This is to inform the Members of the *Planning and Evaluation Committee* to be present in Principal's Chamber on 25th February 2021. The meeting will begin sharp at 10.30 a.m.

Agenda:

1. Streamlining of Online Admission Process
2. Introduction of new courses and conversion of existing section with special syllabi based on the market requirement
3. Finalizing program wise fee structure and transportation fee
4. Framing guidelines for student enrolment and approving Academic plans
5. Budget preparation for the forthcoming financial year
6. Infrastructural requirements for Academic and Administrative activities
7. Infrastructure upgradation
8. Construction of a gymnasium
9. Industry – Academic Collaboration and new MoUs
10. Others if any



V. Vignath

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 25.02.2021 at 10.30 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. Streamlining of Online Admission Process
2. Finalizing program wise fee structure and transportation fee
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4. Budget preparation for the forthcoming financial year
5. Infrastructural requirements for Academic and Administrative activities
6. Construction of a gymnasium
7. Industry – Academic Collaboration and new MoUs
8. Others if any



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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: Streamlining of Online Admission Process

Prof. Vijayaraghavan, Secretary, College Governing Council suggested various stages at which the online applications that are received should be processed and also suggested the necessary steps to be taken for admitting the students in various programmes.

Resolution 2: Finalizing program wise fee structure and transportation fee

Prof. Vijayaraghavan, Secretary, College Governing Council, while discussing the program wise fee structure for the forthcoming Academic year. The revision will be finalized after discussion with the members of the College Governing Council.

Resolution 3: Framing guidelines for student enrolment and approving Academic plans

During the meeting, The Deans and Vice Principals requested to finalize cut off marks for admissions of all the Undergraduate Programmes to Head of the Institution and Governing Council members.

Resolution 4: Budget preparation for the forthcoming financial year

The head of the institution Dr. V. Sujatha proposed the preparation of annual Budget and Budget requirement for Various departmental activities for the forthcoming Academic year.

Resolution 5: Infrastructural requirements for Academic and Administrative activities

In the meeting, All the members discussed with the Governing Council members to increase the infrastructural requirements for Academic and Administrative activities and also maintenance of records for all the upgradations.

Resolution 6: Construction of a gymnasium The Infrastructural in charge propse to the members to construct a new Gymnasium for the faculty members and students to maintain their physical health.

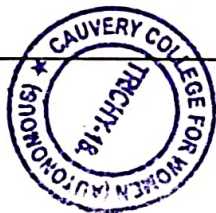
Resolution 7: Industry – Academic Collaboration and new MoUs

The members of College Governing Council requested the members to increase the MoUs. They also insisted that all the departments should develop new Industry – Academia collaboration.

V. Sujatha

Principal

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

PLANNING AND EVALUATION COMMITTEE MEETING

ON 25/02/2021

Venue: Principal's Chamber

Time: 10.30 am

Category	Members	Signature
Principal	Dr Mrs V Sujatha Principal	V. Sujatha
Management	Mr K Thiruneelakandan, President, College Governing Council	K. Perumal
	Prof. P. Vijayaraghavan, Secretary, College Governing Council	P. Vijayaraghavan
	Mr. S Gopal, Treasurer, College Governing Council	ABSENT
IQAC Coordinator	Mrs V Ramya, Controller of Examinations	for N. Girish
Faculty Members	Dr S Ramalakshmi, Vice- Principal	S. Ramalakshmi 27/2/21
	Dr Sinthu Janita Prakash, Vice- Principal	Sinthu Prakash
	Dr H Abirami, Dean of Science	H. Abirami 27/2/2021



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ACTION TAKEN REPORT

The Planning and Evaluation Committee Meeting, Cauvery College for Women (Autonomous), Tiruchirappalli was conducted on 25.02.2021 at 10.30 A.M in Principals chamber.

S.No	ITEM DISCUSSED	ACTION TAKEN
1.	Streamlining of Online Admission Process	It is resolved to publish simple key guidelines for various stages of online applications in our college website. The necessary steps has been taken for improving student admission process.
2.	Finalizing program wise fee structure and transportation fee	The program wise fee structure and Transportation fee for the forthcoming Academic year has been prepared 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.
3.	Framing guidelines for student enrolment and approving Academic plans	It is resolved to keep 50% as the cut off mark for admission of BA., Tamil and 60% fixed for B.S.W., and average 55% for all other streams.
4.	Budget preparation for the forthcoming financial year	The financial committee and the heads of the 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	Mr. Thiruneelakandan, President College Governing Council permitted to purchase 50 laptops, 12 desktops and 50 LCD projectors. He also render his permission to



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		replace the black boards of all the classrooms with new green boards. The old student desk and sitting benches replaced with new furniture's. The management magnanimously gave permission for purchasing new furniture's for conference halls to avoid furniture shifting.
6.	Construction of a gymnasium	Under the constant monitoring of College Governing Members and Director of Physical education there would be an construction of new Gymnasium in Ground floor of "C" Block with cost of around 7 lakhs.
7.	Industry - Academic Collaboration and new MoUs	The members of College Governing Council appreciated the members to increased the new MoUs with TCS and Bajaj Finserv to developed Industry - Academia collaboration.



V. Vijayathir
Principal
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