

**CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS) TRICHY-18**  
**INFRASTRUCTURE MAINTENANCE COMMITTEE MEETING (2021-22)**

**CIRCULAR**

**Date : 19/10/2022**

**To : Members of Infrastructure Maintenance Committee**

**Sub: Infrastructure Maintenance Committee on 21/10/2022**

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*19.10.22*

This is to inform the Members of Infrastructure Maintenance Committee to be present in the **Rameshwari Nallusamy Hall** on **21<sup>st</sup> October, 2022** for the **Odd Semester Meeting**.

The Meeting will begin at 01.30 pm sharp.

| CATEGORY          | NO | DESIGNATION                      |
|-------------------|----|----------------------------------|
| Principal         | 1  | Dr. V.Sujatha                    |
| Office            | 1  | Ms.Subashini                     |
| Vice-Principals   | 2  | Dr.S.Ramalakshmi<br>Dr.S.Shameem |
| Physical Director | 1  | Dr.B.BabyShakila                 |
| <b>B Block</b>    | 16 |                                  |
| Ground Floor      |    | Dr.R.MerlinPackiam               |
| First Floor       |    | Dr.M.Parveen                     |
| Second Floor      |    | Dr.P.Pungayee@Amirtham           |
| Third Floor       |    | Dr.B.Thamilmaraiselvi            |
| <b>C Block</b>    |    | Dr.G.Maheswari                   |
| Ground Floor      |    | Dr.R.Rameshwari                  |
| First Floor       |    | Dr.S.Jayashree Agarwal           |
| Second Floor      |    | Dr.G.Mettilda Buvaneshwari       |
| Third Floor       |    |                                  |

|                         |   |   |
|-------------------------|---|---|
| <b>D Block</b>          |   | Dr.S.Premalatha   |
| Ground Floor            |   | Ms.S.Pommi  |
| First Floor             |   | Dr.S.Sudha  |
| Second Floor            |   | Dr.J.Tamilselvi   |
| Third Floor             |   | Dr.A.R.Gomathi  |
| <b>E Block</b>          |   | Dr.A.Yasodha  |
| First Floor             |   | Dr.N.Subha  |
| Second Floor            |   | Mr.P.Guhanraj   |
| Third Floor             |   |   |
| <b>Auditorium</b>       |   |   |
| Student Representatives | 3 | College Union President<br>College Union Secretary<br>College Union Treasurer |

**CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS) TRICHY-18**  
**INFRASTRUCTURE MAINTENANCE COMMITTEE MEETING (2022-2023)**

**DATE: 21/10/2022      TIME: 1:30 P.M**

**MEMBERS PRESENT**

| MEMBERS                       | DESIGNATION                          | SIGNATURE                               |
|-------------------------------|--------------------------------------|---|
| Principal                     | Dr. V. Sujatha                       | V. Sujatha                              |
| Vice-Principals               | Dr. S. Ramalakshmi<br>Dr. S. Shameem | S. Shameem<br>21/10/22<br>S. S. Shameem |
| Physical Directress           | Dr. B. Baby Shakila                  | B. Baby Shakila                         |
| Head, Dept of CA              | Dr. R. Merlin Packiam                | R. Merlin Packiam                       |
| Head, Dept of IT              | Dr. M. Parveen                       | M. Parveen                              |
| Head, Dept of Chemistry       | Dr. P. Pungayee @ Amirtham           | P. Pungayee                             |
| Head, Dept of MB              | Dr. B. Thamilmaraivelvi              | B. Thamilmaraivelvi                     |
| Head, Dept of Physics         | Dr. G. Maheswari                     | G. Maheswari<br>21/10/22                |
| Head, Dept of Bio Tech        | Dr. R. Rameshwari                    | R. Rameshwari                           |
| Head, Dept of English         | Dr. S. Jayashree Agarwal             | S. Jayashree Agarwal                    |
| Head, Dept of SW              | Dr. G. Mettilda Buvaneshwari         | G. Mettilda Buvaneshwari                |
| Head, Dept of Maths           | Dr. S. Premalatha                    | S. Premalatha                           |
| Librarian                     | Ms. S. Pommi                         | S. Pommi<br>21/10/22                    |
| Office                        | Ms. Subashini                        | S. Subashini                            |
| Head Incharge of PG Comm.     | Dr. S. Sudha                         | S. Sudha                                |
| Head, Dept of BBA             | Dr. J. Tamilselvi                    | J. Tamilselvi                           |
| Associate Prof. Dept of Tamil | Dr. A.R. Gomathi                     | A.R. Gomathi                            |

|                               |   |                                      |
|-------------------------------|---|--------------------------------------|
| Associate Prof. Dept of Tamil | Dr.A. Yasodha   | A. Yasodha                           |
| Associate Prof. Dept of Tamil | Dr.N. Subha   | N. Subha                             |
| Cultural In charge            | Mr.P. Guhanraj  | P. Guhanraj                          |
| Student Representatives       | College Union President<br>College Union Secretary<br>College Union Treasurer | N. Subha<br>T. Sridhija<br>S. Nithya |

**CAUVERY COLLEGE FOR WOMEN(AUTONOMOUS)TRICHY-18  
INFRASTRUCTURE MAINTENANCE COMMITTEE MEETING (2022-2023)**

**AGENDA**

**Date : 21/10/2022**

**To : Members of Infrastructure Maintenance Committee**

**Sub: Infrastructure Maintenance Committee on 21/10/2022**

This is to inform the Members of Infrastructure Maintenance Committee to be present in the Rameshwari Nallusamy Hall on 21<sup>st</sup> October,2022 for the Odd Semester Meeting.

The meeting will begin sharp at 01.30 pm.

Purpose of the meeting is to discuss and ensure that

- 1.Maintenance of the grievance register in all the departments.
- 2.The overall register as maintained by the Physical Director Dr.B.Baby Shakila
- 3.The HOD's/ floor in charges monitoring of the various floors and venues as assigned.
- 5.Reporting/Maintenance of the AOE Lab,Language Lab and the NET lab by Dr.S.JayashreeAgarwal,Dr,P.Urmila and Dr.Parveen respectively.
6. Any other relevant matter with the permission of the chair.

## Infrastructure Maintenance Committee

### Minutes of the Meeting

The members of the Infrastructure Maintenance Committee met on 21.10.2022 at the Rameshwari Nallusamy Hall. The Principal Dr.V.Sujatha chaired the meet with all the designed members. The purpose of the meeting started with the review of the maintenance of Computer Labs and LCD's installed in the classrooms which was elaborated by Dr.Parveen, Head, ~~and~~ Department of Information Technology.

A review on the AOE-Lab & Language Lab maintained by Dr.Jayashree Agarwal and Dr.P.Urmila, Head, Department of English was presented. The Plan for the proper maintenance of the Auditorium was discussed

As per the last meeting recommendations various rooms have been re-allocated as requested by the concerned departments and In-charges. C7 is allotted for E-Content Development and is the new multi- media room. Now rooms B22, B23 have been allocated as Meditation Room and Medical Room. As per Secretary Sir's instruction any maintenance work of the departments has to be reported to the Physical Director through the HoDs and the floor in- charges. Madam Principal Dr,V.Sujatha urged all the departments to avoid unnecessary expenditure on the maintenance and to take up more number of awareness programs in the regular Monday assembly CESGA focusing on cleanliness and energy conservation and waste management. Maintenance of the Department Register by all the departments was analysed. Dr.Baby Shakila, the Physical Director presented the Overall Register maintained by her in the meeting.



*V. Sujatha*  
Principal  
Cauvery College For Women  
(Autonomous)  
Anna Nagar,  
Tiruchirappalli - 620 018.  
Tamilnadu.

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10.4.23

**CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS) TRICHY-18**  
**INFRASTRUCTURE MAINTENANCE COMMITTEE MEETING (2022-23)**

**CIRCULAR**

**Date : 09/04/2023**

**To : Members of Infrastructure Maintenance Committee**

**Sub: Infrastructure Maintenance Committee on 12/04/2023**

This is to inform the Members of Infrastructure Maintenance Committee to be present in the **Rameshwari Nallusamy Hall** on **12<sup>th</sup> April, 2023** for the **Even Semester Meeting**.

The Meeting will begin at 01.30 pm sharp.

| CATEGORY                       | NO | DESIGNATION                      |
|--------------------------------|----|----------------------------------|
| Principal                      | 1  | Dr.V.Sujatha                     |
| Vice-Principals                | 2  | Dr.S.Ramalakshmi<br>Dr.S.Shameem |
| Office                         | 1  | Manager                          |
| Director of Physical Education | 1  | Dr.B.BabyShakila                 |
| <b>B Block</b>                 | 16 |                                  |
| Ground Floor                   |    | Dr.R.MerlinPackiam               |
| First Floor                    |    | Dr.M.Parveen                     |
| Second Floor                   |    | Dr.P.Pungayee@Amirtham           |
| Third Floor                    |    | Dr.B.Thamilmaraiselvi            |
| <b>C Block</b>                 |    | Dr.G.Maheswari                   |
| Ground Floor                   |    | Dr.R.Rameshwari                  |
| First Floor                    |    | Dr.S.Jayashree Agarwal           |
| Second Floor                   |    | Dr.G.Mettilda Buvaneswari        |
| Third Floor                    |    |                                  |

|                         |   |   |
|-------------------------|---|---|
| <b>D Block</b>          |   | Dr.S.Premalatha   |
| Ground Floor            |   | Ms.S.Pommi  |
| First Floor             |   | Dr.S.Sudha  |
| Second Floor            |   | Dr.J.Tamilselvi   |
| Third Floor             |   | Dr.A.R.Gomathi  |
| <b>E Block</b>          |   | Dr.A.Yasodha  |
| First Floor             |   | Dr.N.Subha  |
| Second Floor            |   | Mr.P.Guhanraj   |
| Third Floor             |   |   |
| Auditorium              |   |   |
| Student Representatives | 3 | College Student Union President<br>College Student Union Secretary<br>College Student Union Treasurer |



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10.4.23

**CAUVERY COLLEGE FOR WOMEN(AUTONOMOUS) TRICHY-18**  
**INFRASTRUCTURE MAINTENANCE COMMITTEE MEETING (2022-2023)**

**AGENDA**

**Date : 12/04/2023**

**To : Members of Infrastructure Maintenance Committee**

**Sub: Infrastructure Maintenance Committee on 12/04/2023**

Purpose of the meeting is to discuss and ensure that

- 1.Maintenance of the grievance register in all the departments.
- 2.The overall register as maintained by the Director of Physical Education Dr.B.Baby Shakila
- 3.The HOD's/ floor in charges monitoring of the various floors and venues as assigned.
4. Reporting/ Maintenance of the AOE Lab, Language Lab and the NET Lab by Dr.S.JayashreeAgarwal, Dr.P.Urmila and Dr.Parveen respectively. *Allotment of news rooms. Inventory of the Infrastructural facilities to be done.*
5. Any other relevant matter with the permission of the Chair.

**CAUVERY COLLEGE FOR WOMEN(AUTONOMOUS) TRICHY-18**  
**INFRASTRUCTURE MAINTENANCE COMMITTEE MEETING (2022-2023)**

**DATE:12/04/2023      TIME: 1:30 P.M**

**MEMBERS PRESENT**

| MEMBERS                        | DESIGNATION   | SIGNATURE  |
|--------------------------------|---|--|
| Principal                      | Dr.V.Sujatha  | <i>V. Sujatha</i>  |
| Vice-Principals                | Dr.S.Ramalakshmi<br>Dr.S.Shameem  | <i>S. Ramalakshmi</i> 12/4/23<br><i>S. Shameem</i> 12.4.23                     |
| Office                         | Manager   | <i>AAA</i>   |
| Director of Physical Education | Dr.B.BabyShakila  | <i>B. Baby</i>   |
| Head,Dept of CA                | Dr.R.MerlinPackiam  | <i>R. Merlin</i>   |
| Head,Dept of IT                | Dr.M.Parveen  | <i>M. Parveen</i> 12/4/2023  |
| Head,Dept of Chemistry         | Dr.P.Pungayee@Amirtham  | <i>P. Pungayee</i> 12/4/23   |
| Head,Dept of MB                | Dr.B.Thamilmaraiselvi   | <i>B. Thamilmaraiselvi</i>   |
| Head,Dept of Physics           | Dr.G.Maheswari  | <i>G. Maheswari</i> 12/4/23  |
| Head,Dept of Bio Tech          | Dr.R.Rameshwari   | <i>R. Rameshwari</i> 12/4/23   |
| Head,Dept of English           | Dr.S.Jayashree Agarwal  | <i>S. Jayashree</i> 12/4/23  |
| Head,Dept of SW                | Dr.G.Mettilda Buvaneshwari  | <i>G. Mettilda</i> 12/04/2023  |
| Head,Dept of Maths             | Dr.S.Premalatha   | <i>S. Premalatha</i> 12/4/23   |
| Head Incharge of PG Comm.      | Dr.S.Sudha  | <i>S. Sudha</i> 12/4/2023  |
| Head,Dept of BBA               | Dr.J.Tamilselvi   | <i>J. Tamilselvi</i> 12/4/23   |
| Associate Prof. Dept of Tamil  | Dr.A.R.Gomathi  | <i>A.R. Gomathi</i>  |
| Associate Prof. Dept of Tamil  | Dr.A.Yasodha  | <i>A. Yasodha</i> 12.4.23  |
| Associate Prof. Dept of Tamil  | Dr.N.Subha  | <i>N. Subha</i> 12/4/23  |
| Librarian                      | Ms.S.Bommi  | <i>S. Bommi</i>  |
| Cultural In charge             | Mr.P.Guhanraj   | <i>P. Guhanraj</i>   |
| Student Representatives        | College Student Union President<br>College Student Union Secretary<br>College Student Union Treasurer | <i>N. Mohan</i> 12/4/23<br><i>S. Aravind</i> 12/4/23<br><i>Nivedha</i> 12/4/23 |

## Infrastructure Maintenance Committee

### Report

- The members of the Infrastructure Maintenance Committee met on 12.04.2023 at 1.30 pm at the Rameshwari Nallusamy Hall. The Principal Dr.V.Sujatha chaired the meet with all the designated members. The purpose of the meeting was to review conduct the periodical maintenance of Computer Labs and LCDs installed in the classrooms which was elaborated by Dr.Parveen, Professor and Head, Department of Information Technology.
- C-40 has now been allotted as smart classroom. Inventory of the infrastructure
- Review on the AOE-Lab & Language Lab as maintained by Dr.S. Jayashree Agarwal & taken

Dr. P. Urmila Heads, Department of English.

- Discussion on the proper maintenance of the Auditorium.
- Maintenance of the Department Register by all the Departments.
- The Overall Register as maintained by the Director of Physical Education Dr.Baby Shakila. Principal Dr.V.Sujatha emphasized that the Freshers, who would join for the academic year should be trained more towards cleanliness and hygiene as they would not be much aware of the cleanliness and maintenance of infrastructural facilities.

The Auditorium specifically has to be taken extra care in maintenance as the students use it for various purposes like Monday assembly, Meetings, Programmes and Competitions. Madam also directed that more awareness programmes on hygiene and health in the Monday Morning Assembly –CESGA would reinforce the notion on the importance of maintaining cleanliness in and around the campus.

The meeting ended with the updation from the floor incharges that their visits are regular and the registers are maintained by the departments. The Manager explained the different practiced employed to maintain the records of support staff like the Electrician, Contingent Staff and the Gardener. The Overall Register is maintained by the Director of Physical Education Dr. Baby Shakila.



*V. Sujatha*  
Principal  
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