

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

PLANNING AND EVALUATION COMMITTEE

Circular No: 05

Date

: 09.11.2021

To

: The members of Planning and Evaluation committee

Sub

: Planning and Evaluation Meeting on 10.11.2021 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 10th November 2021. The meeting will begin sharp at 10.00 a.m.



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

- 1. Confirmation of the minutes of the previous meeting and the evaluation of action taken
- 2. Re constitution of Statutory and Non statutory committee
- 3. Preparation of AQAR and NIRF 2021-22
- 4. To motivate faculty to prepare project and apply to funding agency like DST, UGC
- 5. Academic plan for even semester 2021-22
- 6. Introduction of Value added courses
- 7. Allocation of seed money fund
- 8. Planning of ISO Surveillance remote audit II
- 9. Evaluation of Examination results



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 10.11.2021 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.G. Muthukrishnan, President, College Governing Council, CCW(A)
- 3. Mr. K. Thiruneelakandan, Secretary, College Governing Council, CCW(A)
- 4. Mr. S. Chandra Sekaran, Treasurer, College Governing Council, CCW(A)
- 5. Dr. V. Sinthu Janita Prakash, Dean of Science & Coordinator, IQAC, CCW(A)
- 6. Ms. V. Ramya, Controller of Examinations, CCW(A)
- 7. Dr. S. Ramalakshmi, Vice Principal, CCW(A)
- 8. Dr. S. Jeyabharathi, Associate Professor, Dept of. Microbiology, CCW(A)
- 9. Dr. R. Gayathri, Associate Professor, Dept of. Physics, CCW(A)

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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. R. Gayathri brought forth the items in the agenda and the members have discussed and the following resolutions were taken.

Resolution 1: Confirmation of the Minutes of the Previous Meeting held on 11.02.2021 and the Review of the Action Taken Report of the Previous Meeting

Dr. S. Jeyabharathi, Member of Planning and Evaluation committee, CCW(A), presented the Minutes of the Meeting and the Action Taken Report of the meeting held on 11.02.2021 and was confirmed by the members present in the meeting.

Resolution 2: Re constitution of Statutory and Non statutory committee

Re constitute of Statutory and non Statutory committee for the year 2022-2023 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.

Resolution 3: Preparation of AQAR and NIRF 2021-22

IQAC coordinator Ms. V. Ramya, CCW(A) and Dean of Science Dr. V. Sinthu Janita Prakash, CCW(A) explained an overview of the submission process for both the Annual Quality Assurance Report (AQAR) and the National Institutional Ranking Framework (NIRF). It was informed that the preparation for AQAR has already begun and will closely follow the timeline for submission in August. Additionally, the process for preparing the NIRF submission has already commenced, and we decided to submit it as soon as the portal opens.

Resolution 4: To motivate faculty to prepare project and apply to funding agency like DST, UGC

The Chairman of Planning and Evaluation committee Dr. V. Sujatha explained the importance of funding projects and instruct the Dean of Arts and Science and Research committee to monitor the preparation of projects and motivate the faculty to apply funding agencies like DST, UGC and TNSCST.

Resolution 5: Academic plan for even semester 2021-22

The discussions were held regarding the planning of the academic schedule for the even semester. Specifically, the focus dates for internal exams, end semester examination as well as the practical exams.



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These discussions were conducted in the presence of the Controller of Examinations Ms. V. Ramya. Resolution 6: Introduction of Value added courses

During the meeting, discussion was the inclusion of value-added courses. IQAC Coordinator elaborated on how value-added courses are instrumental in the NAAC evaluations and These courses hold significant importance as they contribute to the overall development and enhancement of students' skills and knowledge. These courses provide students with additional learning opportunities beyond their regular curriculum, allowing them to acquire practical skills and specialized knowledge. By including value-added courses, educational institutions can foster holistic development and ensure that students are well-prepared for their future endeavors.

Resolution 7: Allocation of seed money fund

In the meeting, discussion revolved around the allocation of seed money grants for faculty members in the academic year 2021-2022. The primary focus was on devising a fair and effective method to allocate the seed money for research purposes. In order to prepare a seed money policy, the committee discussed the need for clear guidelines, application procedures, evaluation procedures, and reporting requirements. The aim was to establish a robust framework that promotes research excellence and supports faculty members in their scholarly pursuits.

Resolution 8: Planning of ISO Surveillance remote audit - II

During the meeting, the timing for conducting the ISO Surveillance remote audit - II was discussed. It has been noted that the ISO Surveillance remote audit - II will be planned to conduct in the month of March, 2022.

Resolution 9: Evaluation of Examination results

The necessary arrangements for the Evaluation of exam papers and Publication of exam results has been discussed with Controller of Examinations Ms. V. Ramya. It would be planned in the Month of December 2021.

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PLANNING AND EVALUATION COMMITTEE

Date: 10.11.2021

Venue: Rameshwari Nallusamy Hall

Composition	Members	Signature
Chairman	Dr. V.Sujatha	
	Principal	40.0
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Management	Mr.G.Muthukrishnan	1
	President, College Governing Council	
~	Mr.K.Thiruneelakandan,	10
	Secretary, College Governing Council	P. Person
	Mr.S.Chandra Sekaran	
	Treasurer, College Governing Council	5. Under
IQAC Coordinator	Dr.V.Sinthu Janita Prakash,	0
	Dean of Science, Dept. of Computer Science	Southerland
Faculty Members	Mrs.V.Ramya,	coluly
	Controller of Examinations	Janes of 10 2020
	Dr.S.Ramalakshmi,	2 12
	Vice Principal, Dept. of Tamil	10 woll 21
	Dr.S.Jeyabharathi,	101
	Dept of Microbiology	John 121 rolli
	Dr.R.Gayathri,	11 00
and Alexander	Dept of Physics	Horry Cl



PLANNING AND EVALUATION COMMITTEE

ACTION TAKEN REPORT

The Planning and Evaluation Committee Meeting, Cauvery College for Women (Autonomous), Tiruchirappalli was conducted on 10.11.2021 at 10.00 A.M in Principals chamber.

S.No	ITEM DISCUSSED	ACTION TAKEN
1	Re constitution of Statutory and Non statutory committee	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.
2	Preparation of AQAR and NIRF 2021-22	AQAR, NIRF have submitted on 23rd December 2022.
3	To motivate faculty to prepare project and apply to funding agency like DST, UGC	Under the guidance of the principal and with the support of the Deans, numerous faculty members have submitted projects to funding agencies such as DST, UGC, and TNSCST. As a result, the faculty members have successfully obtained funding from UGC and TNSCST. Eight student projects have also been approved for funding. This is a significant achievement for the institution, as it demonstrates the commitment and dedication of both the faculty and students towards research.
4	Academic plan for even semester 2021-22	The controller section has prepared a comprehensive schedule for the even semester. This schedule encompasses various important aspects such as question bank preparations, question paper setting continuous internal assessment (CIA) examinations and CIA dates, and practical examination dates for all departments. This well-structured schedule ensures an organized and efficient



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		examination process, allowing students and faculty members to plan and prepare accordingly.
5	Introduction of Value added	Following the discussion with the heads of departments,
	courses	Deans, controller of examinations with the principal has
		introduced value-added courses. These courses aim to
		provide students with additional skills and knowledge
		enhancing their academic experience. A total of 91 skill
		oriented courses have been introduced, including
		specialized courses offered by various departments
		Moreover, extracurricular activities such as sports, yoga
	,	and the institutional innovation council have also been
		incorporated into the value-added courses. It is mandatory
		for each student to enroll in at least one course for each
		academic year, ensuring a well-rounded education tha
		goes beyond the core curriculum.
6	Allocation of seed money fund	The Research Advisory Committee received a total of 64
		research proposals from faculty members across various
		departments. To ensure a fair evaluation process, selected
		members of the BOS. were assigned to evaluate these
		proposals. The proposals with the highest scores were
		selected for funding. For departments such as Physics
		Chemistry, Microbiology, and Biotechnology, an allocation
		of Rs. 15,000 was sanctioned, while the remaining
		denartments were granted De 10 000 To 10 T
		departments were granted Rs. 10,000. In total, Rs. 1,70,000
		has been sanctioned for research funding this year. This
	0 0 4	demonstrates the college's commitment to supporting and
		promoting research activities among its faculty members.



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Planning of ISO Surveillance	ISO Surveillance Audit was conducted on the 9th of June,
remote audit – II	2022, in our college. The audit was carried out by the trained external auditors who visited different departments
	virtually as samples. After completing the audit, the final report submitted to Dr. P. Urmila Organization Representative
Evaluation of Examination results	Following this resolution, the action was taken to schedule the examinations accordingly. The Evaluation Started once the exams over and results declared on 10-12-2021
	remote audit – II Evaluation of Examination



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PLANNING AND EVALUATION COMMITTEE

Circular No: 06

Date

: 03.04.2022

To

: The members of Planning and Evaluation committee

Sub

: Planning and Evaluation Meeting on 04.04.2022 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 4th April 2022. The meeting will begin sharp at 10.00 a.m.



Chairman & The Principal
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- 1. Confirmation of the minutes of the previous meeting and the evaluation of action taken
- 2. Calendar preparation for the Academic Year 2022-23
- 3. Proposal for NAAC sponsored seminar
- 4. Evaluation of Semester results
- 5. Purchasing of Plagiarism software
- 6. Updation of PFMS portal including Digital signature of Principal
- 7. Admission proses and sale of Application
- 8. Feed back evaluation
- 9. External peer team visit



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 04.04.2022 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.G. Muthukrishnan, President, College Governing Council, CCW(A)
- 3. Mr. K. Thiruneelakandan, Secretary, College Governing Council, CCW(A)
- 4. Mr. S. Chandra Sekaran, Treasurer, College Governing Council, CCW(A)
- 5. Dr .V. Sinthu Janita Prakash, Dean of Science & Coordinator, IQAC, CCW(A)
- 6. Ms. V. Ramya, Controller of Examinations, CCW(A)
- 7. Dr. S. Ramalakshmi, Vice Principal, CCW(A)
- 8. Dr. S. Jeyabharathi, Associate Professor, Dept of. Microbiology, CCW(A)
- 9. Dr. R. Gayathri, Associate Professor, Dept of. Physics, CCW(A)

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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. R. Gayathri brought forth the items in the agenda and the members have discussed and the following resolutions were taken.

Resolution 1: Confirmation of the Minutes of the Previous Meeting held on 10.11.2021 and the Review of the Action Taken Report of the Previous Meeting

Dr. S. Jayabharathi, a member of the Planning and Evaluation Committee, provided a detailed explanation of the minutes from the last meeting. She also presented a review of the action taken report from the previous meeting. This discussion aimed to ensure that all decisions and tasks assigned during the previous meeting were duly addressed and completed. By reviewing the action taken report, the committee could assess the progress made and identify any pending actions that still need attention.

Resolution 2: Calendar preparation for the Academic Year 2022-23

The preparation for the academic year 2022-23 calendar was discussed. The calendar will include a comprehensive year plan, highlighting important dates such as holidays and examination schedules. Additionally, special events like Hostel Day, Sports Day, and College Day will be incorporated into the calendar, along with holidays. The committee will engage in discussions regarding planning and updating the calendar, ensuring that it reflects the college's requirements and aligns with the academic goals for the upcoming year.

Resolution 3: Proposal for NAAC sponsored seminar

During the meeting, there was a discussion on the application of the seminar proposal sponsored by NAAC. The committee deliberated on the appropriate titles to be given for the proposal, ensuring that they accurately reflect the focus and objectives of the seminar. This step is crucial in attracting participants and garnering interest in the event. Following this, the committee shifted their attention on fostering global competence among higher education institutions through technology.



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Resolution 4: Evaluation of Semester results

In the meeting, the committee discussed the evaluation procedure, including the date for conducting central valuations and the timeline for completing the evaluation process. The controller of examinations also addressed the important matter of declaring the results. the deliberated on the appropriate timeframe for the central valuations and the subsequent announcement of results.

Resolution 5: Purchasing of Plagiarism software

During the meeting, the committee engaged in a discussion regarding the needs and importance of purchasing plagiarism software. The committee recognized the significance of such software in promoting academic integrity and ensuring originality in students' work. They also highlighted how plagiarism software can support both students and faculty in detecting and preventing instances of plagiarism. Additionally, the committee explored different quotations for plagiarism software, considering the budget and requirements of the college. They examined the features and functionalities offered by various software providers, aiming to select the most suitable option for their specific needs. Furthermore, the committee discussed the different types of flags commonly used in other colleges and universities to identify potential instances of plagiarism. This helped them gain insights into best practices and determine the most effective approach to implementing plagiarism detection systems at our college.

Resolution 6: Updation of PFMS portal including Digital signature of Principal

During the meeting, the committee focused on updating the PFMS (Public Financial Management System) portal and reviewed the current scenario of the principal's digital signature. The committee discussed the importance of keeping the PFMS portal up to date, as it serves as a common platform for managing and monitoring funding from various sources. Additionally, the committee discussed the need to maintain the PFMS portal effectively, ensuring accurate and transparent financial management. They explored the process of obtaining a digital signature for the principal, which is crucial for authentication and secure access to the portal.

Resolution 7: Admission proses and sale of Application

During the meeting, the members engaged in a productive discussion regarding the admission process and explored ways to enhance its efficiency and delved into the steps required to address the challenges



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faced last year, seeking viable solutions. Additionally, the secretary focused on the sale of application process, strategies for online and offline sales. Together, the members analyzed various approaches to ensure a seamless and user-friendly experience for applicants. By actively discussing these aspects, the members aimed to refine our admission procedures and optimize the application process.

Resolution 8: Feed back evaluation

During the meeting, there was a discussion regarding the feedback collected from students through the online feedback system. IQAC Coordinator explained the procedure for evaluating this feedback and the importance of maintaining it as documentation. It was emphasized that proper documentation is essential to ensure that the feedback is easily retrievable and can be referred to in the future.



Principal
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PLANNING AND EVALUATION COMMITTEE

Date: 04.04.2022

Venue: Rameshwari Nallusamy Hall

Composition	Members	Signature
Chairman	Dr. V.Sujatha Principal	v.wjalko
Management	Mr.G.Muthukrishnan President, College Governing Council	
	Mr.K.Thiruneelakandan, Secretary, College Governing Council	P. Sesse
	Mr.S.Chandra Sekaran Treasurer, College Governing Council	3. Chulm 1.
IQAC Coordinator	Dr.V.Sinthu Janita Prakash, Dean of Science, Dept. of Computer Science	Souther Brahay 1/22
Faculty Members	Mrs.V.Ramya, Controller of Examinations	Manyoleza
	Dr.S.Ramalakshmi, Vice Principal, Dept. of Tamil	Didust 122
	Dr.S.Jeyabharathi, Dept of Microbiology	abland 414122
	Dr.R.Gayathri, Dept of Physics	414/22



PLANNING AND EVALUATION COMMITTEE

ACTION TAKEN REPORT

The Planning and Evaluation Committee Meeting, Cauvery College for Women (Autonomous), Tiruchirappalli was conducted on 04.04.2022 at 10.00 A.M in Principals chamber.

S.No	ITEM DISCUSSED	ACTION TAKEN
1	Calant	
1	Calendar preparation for the	Academic calender 2022-23 all activities, CIA
	Academic Year 2022-23	Examination dates and events scheduled by the calender
	4	committee and its properly executed.
2 .	Proposal for NAAC sponsored	After discussion in the meeting, we promptly submitted our
	seminar	proposal and were fortunate enough to secure sponsorship
		from the NAAC for our seminar. A generous sum of Rs.
		30,000 was sanctioned by the NAAC to support the event,
		which we aptly titled: "Two day virtual national seminar
		on fostering global competence among higher education
		institutions through technology" organized on 90-06-2022
		and 10-06-2022. A comprehensive report to NAAC.
3	Evaluation of Semester results	For the even semester 2021-22, the examination results were
		published on 20-05-2022 the website after the completion of
		examination within 15 days, the exam results were also
4		published by the COE (Controller of Examinations) section.
4	Purchasing of Plagiarism	Following the meeting discussions and thorough
	software	evaluations of various quotations, we made the decision to
		purchase the TURNITIN plagiarism software for Rs.
		63,700. This software is currently in the process of being
		implemented for use by both faculty members and
		students. In order to ensure accessibility, the plagiarism
		software has been made available in the library for faculty
		members and students to utilize. As of now, nearly 20



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5	Updation of PFMS portal including Digital signature of Principal	faculty members have successfully utilized the plagiarism software, allowing them to confidently submit their research work to journals, knowing that it is free from any plagiarism concerns. We have updated the PFMS Portal along with digital signature. Additionally, we have installed the necessary software to support the digital signature. As a result, the PFMS portal is now up and running smoothly. Presently,
		the PFMS portal is being utilized for the DST- curie project, with the project assistant responsible for its management and maintenance. This development ensures efficient and secure financial management for the curie project through the PFMS portal.
6	Admission proses and sale of Application	The admission process was meticulously executed, ensuring a smooth experience for all stakeholders involved. The availability of both online and offline modes for application sales facilitated convenience and accessibility. The payment of fees was seamlessly managed, adhering to proper procedures. As a result, students and parents were able to comfortably complete the admission process. The successful outcome of this effort is reflected in the total admission count of 1106 students.
7	Feed back evaluation	At the end of the even semester, all the feedback collected from students has been diligently evaluated. The Head of the department has taken the responsibility of recording and documenting the data. This process ensures that the valuable input received from students can be properly analyzed and utilized for future improvements.



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8 External peer team visit

On February 07th 2022, we conducted an external peer team visit. The visit was carried out with meticulous planning, as different departments were assigned specific schedules for evaluation. Each department had its members assessed by the external team according to the designated schedule. Following the evaluations, department-wise reports were diligently compiled and submitted to the IQAC team. This comprehensive process allowed us to gather valuable insights and feedback from the external peer team, contributing to our ongoing efforts in enhancing the quality and effectiveness of our institution.



Principal

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