

10.10.24

**CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS) TRICHY-18**  
**INFRASTRUCTURE MAINTENANCE COMMITTEE MEETING (2024-25)**

**CIRCULAR**

**Date : 10/10/2024**

**To : Members of Infrastructure Maintenance Committee**

**Sub: Infrastructure Maintenance Committee on 15/10/2024**

This is to inform the Members of Infrastructure Maintenance Committee to be present in the **Rameshwari Nallusamy Hall** on **15<sup>th</sup> October, 2024** for the **Odd Semester Meeting**.

The Meeting will begin at 2.00 pm sharp.

CATEGORY	NO	DESIGNATION
Principal	1	Dr.V.Sujatha
Vice-Principals	2	Dr.S.Ramalakshmi 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>		
Ground Floor		Dr.G.Maheswari
First Floor		Dr.R.Rameshwari
		Dr.S.Jayashree Agarwal

10  
10.10.24

**CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS) TRICHY-18**  
**INFRASTRUCTURE MAINTANENCE COMMITTEE MEETING (2024-25)**

**AGENDA**

**Date : 10/10/2024**

**To : Members of Infrastructure Maintenance Committee**

**Sub: Infrastructure Maintenance Committee on 15/10/2024**

This is to inform the Members of Infrastructure Maintenance Committee to be present in the Rameshwari Nallusamy Hall on 15<sup>th</sup> October, 2024 for the Odd Semester Meeting.

The meeting will begin sharp at 2.00 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 Director of Physical Education Dr.B.Baby Shakila
- 3.Reporting of the the HOD's/ Floor In charges monitoring various floors and venues assigned.
4. Reporting/ Maintainence of the AOE Lab, Language Lab and the NET Lab by  
Dr.S.JayashreeAgarwal, Dr.P.Urmila and Dr.Parveen respectively.
5. Any other relevant matter with the permission of the Chair (Updation of the Room Allotments).

**CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS) TRICHY-18**  
**INFRASTRUCTURE MAINTAINENCE COMMITTEE MEETING (2024-25)**

**DATE: 15/10/2024 TIME:2.00 PM**

**MEMBERS PRESENT**

MEMBERS	DESIGNATION	SIGNATURE
Principal	Dr.V.Sujatha	<i>V. Sujatha</i>
Vice-Principals	Dr.S.Ramalakshmi	<i>S. Ramalakshmi</i>
	Dr.S.Shameem	<i>S. Shameem</i>
Office	Manager	
Director of Physical Education	Dr.B.BabyShakila	<i>B. BabyShakila</i>
Head,Dept of CA	Dr.R.MerlinPackiam	
Head,Dept of IT	Dr.M.Parveen	<i>M. Parveen</i>
Head,Dept of Chemistry	Dr.P.Pungayee@Amirtham	<i>P. Pungayee</i>
Head,Dept of MB	Dr.B.Thamilmaraiselvi	<i>B. Thamilmaraiselvi</i>
Head,Dept of Physics	Dr.G.Maheswari	<i>G. Maheswari</i>
Head,Dept of Bio Tech	Dr.R.Rameshwari	<i>R. Rameshwari</i>
Head,Dept of English	Dr.S.Jayashree Agarwal	<i>S. Jayashree</i>
Head,Dept of SW	Dr.G.Mettilda Buvaneswari	<i>G. Mettilda</i>
Head,Dept of Maths	Dr.S.Premalatha	<i>S. Premalatha</i>
Librarian	Ms.S.Pommi	<i>S. Pommi</i>
Head Incharge of PG Comm.	Dr.S.Sudha	<i>S. Sudha</i>
Head,Dept of BBA	Dr.J.Tamilselvi	<i>J. Tamilselvi</i>
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>
Associate Prof.Dept of Tamil	Dr.N.Subha	<i>N. Subha</i>
Cultural In charge	Mr.P.Guhanraj	<i>P. Guhanraj</i>
Student Representatives	College Student Union President	
	College Student Union Secretary	
	College Student Union Treasurer	

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		
Third Floor		Mr.P.Guhanraj
Auditorium		
Student Representatives	3	College Student Union President College Student Union Secretary College Student Union Treasurer



## **Infrastructure Maintenance Committee**

### **Report of the Meeting**

The Members of the Infrastructure Maintenance Committee met on 15.10.2024 at 2 pm at the Rameshwari Nallusamy Hall. The Principal, Dr. V. Sujatha chaired the meet with all the designated members. The Periodical monitoring of the various Labs (Aoe Lab, Language Lab, Computer Labs) was reported by the respective Incharges and the files were checked. The Floor Incharges of the various blocks reported the action taken through their reports.

The Students Grievance regarding the water facility was addressed and appropriate action was taken. The students reported that the Toilet facilities are adequate and well maintained. The College Student Union Executive Representatives through the Departmental Representatives have briefed the students not to litter the campus with plastic papers and other waste. They reinforced that our campus is Plastic Free.

The Principal re-emphasized that the repair works in labs should be completed with sufficient follow up action and record maintenance. The Physical Director updated the members with the Inventory of the Infrastructural facilities of the entire college and submitted the Overall Maintenance Record Register.

V. Sujatha

**CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS) TRICHY-18**  
**INFRASTRUCTURE MAINTENANCE COMMITTEE MEETING (2024-25)**

**CIRCULAR**

**Date : 24/03/2025**

**To : Members of Infrastructure Maintenance Committee**

**Sub: Infrastructure Maintenance Committee on 26/03/2025**

This is to inform the Members of Infrastructure Maintenance Committee to be present in the Rameshwari Nallusamy Hall on 26<sup>th</sup> March, 2025 for the Even 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 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 Buvaneswari
Third Floor		
<b>D Block</b>		Dr.S.Premalatha
Ground Floor		Ms.S.Pommi
First Floor		Dr.S.Sudha

**CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS) TRICHY-18**  
**INFRASTRUCTURE MAINTENANCE COMMITTEE MEETING (2024-25)**

**AGENDA**

**Date : 26/03/2025**

**To : Members of Infrastructure Maintenance Committee**

**Sub: Infrastructure Maintenance Committee on 26/03/2025**

This is to inform the Members of Infrastructure Maintenance Committee to be present in the Rameswari Nallusamy Hall on 26<sup>th</sup> March, 2025 for the Even 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 relevance matter with the permission of the chair.



**CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS) TRICHY-18**  
**INFRASTRUCTURE MAINTENANCE COMMITTEE MEETING (2024-25)**

**DATE: 26/03/2025 TIME:1.30PM**

**MEMBERS PRESENT**

MEMBERS	DESIGNATION	SIGNATURE
Principal	Dr.V.Sujatha	V. Sujatha 26.3.25
Vice-Principals	Dr.S.Ramalakshmi	S. Ramalakshmi 26/3/25
	Dr.S.Shameem	S. Shameem 26/3/25
Physical Directress	Dr.B.BabyShakila	B. BabyShakila 26/3/25
Head,Dept of CA	Dr.R.MerlinPackiam	R. MerlinPackiam 26/3/25
Head,Dept of IT	Dr.M.Parveen	M. Parveen 26/3/25
Head,Dept of Chemistry	Dr.P.Pungayee@Amirtham	P. Pungayee 26/3/25
Head,Dept of MB	Dr.B.Thamilmaraiselvi	B. Thamilmaraiselvi 26/3/25
Head,Dept of Physics	Dr.G.Maheswari	G. Maheswari 26/3/25
Head,Dept of Bio Tech	Dr.R.Rameshwari	R. Rameshwari 26/3/25
Head,Dept of English	Dr.S.Jayashree Agarwal	S. Jayashree Agarwal 26/3/25
Head,Dept of SW	Dr.G.Mettilda Buvaneswari	G. Mettilda Buvaneswari 26/3/25
Head,Dept of Maths	Dr.S.Premalatha	S. Premalatha 26/3/25
Librarian	Ms.S.Pommi	S. Pommi 26/3/25
Office	Ms.Subashini	Ms. Subashini 26/3/25
Head Incharge of PG Comm.	Dr.S.Sudha	S. Sudha 26/3/25
Head,Dept of BBA	Dr.J.Tamilselvi	J. Tamilselvi 26/3/25
Associate Prof. Dept of Tamil	Dr.A.R.Gomathi	A. R. Gomathi 26.3.25
Associate Prof. Dept of Tamil	Dr.A.Yasodha	A. Yasodha 26.3.25
Associate Prof. Dept of Tamil	Dr.N.Subha	N. Subha 26/3/25
Cultural In charge	Mr.P.Guhanraj	P. Guhanraj 26/3/25
Student Representatives	College Union President College Union Secretary College Union Treasurer	S. Subashini



Second Floor		Dr.J.Tamilselvi
Third Floor		
<b>E Block</b>		Dr.A.R.Gomathi
First Floor		Dr.A.Yasodha
Second Floor		Dr.N.Subha
Third Floor		
Auditorium		Mr.P.Guhanraj
Student Representatives	3	College Union President College Union Secretary College Union Treasurer

## Infrastructure Maintenance Committee Meeting (2024-25)

### Minutes of the Meeting

The members of the Infrastructure Maintenance Committee met on 26.03.2025 at the Rameswari 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. S.Jayashree Agarwal and Dr.P.Urmila, Head, Department of English was also 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. 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. 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