



**CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS),  
Nationally Accredited (IV cycle) with 'A+' Grade by NAAC  
TRICHY- 620018.**

**PLANNING AND EVALUATION COMMITTEE**

**Circular No:**

**Date:- 11/10/2025**

**To:- The members of Planning and Evaluation committee**

**Sub: Planning and Evaluation Meeting on 14.10.2025 at 12.30 p.m**

This is to inform the Members of the *Planning and Evaluation Committee* to be present in Principal's Chamber on 14<sup>th</sup> October 2025. The meeting will begin sharp at 12.30 p.m.

  
14/10/25  
Chairman & The Principal

**Agenda:**

1. Confirmation of the minutes of the previous meeting and the evaluation of action taken
2. Preparation of AQAR and NIRF 2024-25
3. Scheduling the Odd semester examination
4. Planning of Academic schedule for even semester
5. Proposal preparation for organizing National/ International Seminar



# CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS)

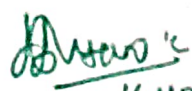
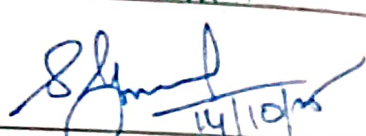
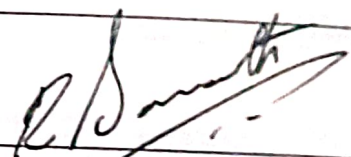
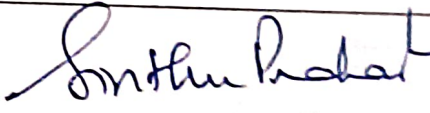
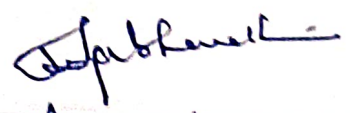
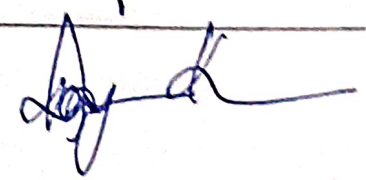
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Tiruchirappalli - 620 018

## PLANNING AND EVALUATION COMMITTEE

Date: 14.10.2025

Venue: Rameshwari Nallusamy

Composition	Members	Signature
Chairman	<b>Dr. S. Ramalakshmi</b> Principal i/c	 14/10/25
Management	<b>Mr. S. Gopal</b> President, College Governing Council	 14/10/25
	<b>Mr. V. Ramanathan @ Sekar</b> Secretary, College Governing Council	V. Ramanathan
	<b>Mr. R. Saranath</b> Treasurer, College Governing Council	
IQAC Coordinator	<b>Dr. P. Pungayee @ Amirtham</b> Associate Professor, Dept. of Chemistry	P. Amirtham
Faculty Members	<b>Dr. N. Girubagari</b> Vice Principal	N. Girubagari 14/10/25
	<b>Dr. V. Sinthu Janita</b> Dean of Science	
	<b>Dr. G. Mettilda Buvaneswari</b> Dean of Arts	G. Mettilda
	<b>Dr. S. Premalatha</b> Controller of Examinations	S. Premalatha
	<b>Dr. J. Sangeetha</b> Deputy Controller of Examinations	J. Sangeetha
	<b>Dr. S. Jeyabharathi,</b> Dept of Microbiology	
	<b>Dr. R. Gayathri,</b> Dept of Physics	





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## **PLANNING AND EVALUATION COMMITTEE**

### **Minutes of the Planning and Evaluation Committee Meeting**

The Planning and Evaluation Committee Meeting, Cauvery College for Women (Autonomous), Tiruchirappalli was convened on 14.10.2025 at 10.00 A.M in Principals chamber.

#### **The following members were present:**

1. Dr. S. Ramalakshmi, Principal i/c, CCW(A), Chair Person, IQAC
2. Mr. S. Gopal, President, College Governing Council, CCW(A)
3. Mr. V. Ramanathan @ Sekar, Secretary, College Governing Council, CCW(A)
4. Mr. R. Saranath, Treasurer, College Governing Council, CCW(A)
5. Dr. N. Girubagari, Vice Principal, CCW(A)
6. Dr. P. Pungayee @ Amirtham, Coordinator, IQAC, CCW(A)
7. Dr. V. Sinthu Janita, Dean of Science, CCW(A)
8. Dr. G. Metilda Bhuvaneswari, Dean of Arts, CCW(A)
9. Dr. S. Premalatha, Controller of Examinations, CCW(A)
10. Dr. J. Sangeetha, Deputy Controller of Examinations, CCW(A)
11. Dr. S. Jeyabharathi, Associate Professor, Dept of. Microbiology, CCW(A)
12. Dr. R. Gayathri, Associate Professor, Dept of. Physics, CCW(A)

#### **Agenda:**

1. Confirmation of the minutes of the previous meeting and the evaluation of action taken
2. Preparation of AQAR and NIRF 2024-25
3. Scheduling the Odd semester examination
4. Planning of Academic schedule for even semester
5. Proposal preparation for Organizing National/International seminar.

The meeting began with Chairman of Planning and evaluation Dr. S. Ramalakshmi, 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 25.03.2025 and the Review of the Action Taken Report of the Previous Meeting***

Dr. S. Jeyabharathi, Faculty incharge of Planning and Evaluation committee, CCW(A), presented the Minutes of the Meeting and the Action Taken Report of the meeting held on 25.03.2025 and was confirmed by the members present in the meeting.

***Resolution 2: Preparation of AQAR and NIRF 2024-25***

The Chairman of Planning and evaluation committee Dr. S. Ramalakshmi and Governing council members suggested to all the faculty to follow the AQAR format 2024-25 the members also insist to the NIRF in charges to analyze the various metrics of NIRF and make our institution with top ranking for the forth coming Academic years.

***Resolution 3: Scheduling the Odd semester examination***

The members of Planning and evaluation committee and Governing council members discussed with Dr. S. Premalatha Controller of Examinations and Dr. J. Sangeetha Deputy controller of Examinations with smooth conduct of Odd Semester examinations. They all discussed about the beginning and end dates of Examinations and the necessary arrangements for the Evaluation of exam papers and Publication of exam results.

***Resolution 4: Planning of Academic schedule for even semester***

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. These discussions were conducted in the presence of the Controller of Examinations Dr. S. Premalatha, Deputy controller of Examinations Dr. J. Sangeetha and Vice Principal Dr. N. Girubagari.

***Resolution 5: Proposal preparation for Organizing National/International seminar***

During the meeting the Dean of Arts Dr. G. Metilda Bhuvaneshwari, Dean of Science Dr. V. Sinthu Janita and Dr. Amirtham IQAC Coordinator discussed about the preparation of proposals for organizing national and international seminars from Arts and Science streams. They also suggested the possible funding agencies and their time line for submission of proposals.



*J. Sangeetha*  
23/11/24  
Principal I/C  
Cauvery College For Women  
(Autonomous)  
Annemalai Nagar,  
Tiruchirappalli - 620 016.  
Tamilnadu.