



Indra Ganesan

COLLEGE OF ENGINEERING

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
Accredited by NAAC with 'B+' Grade, 2(f) & 12B Status Institution by UGC

IG Valley, Madurai Main Road, Manikandam, Tiruchirappalli - 620012

NAAC DOCUMENTS

QUALITY INDICATOR FRAME WORK

CRITERION – 5

STUDENT SUPPORT AND PROGRESSION

SUBMITTED BY

IQAC

INTERNAL QUALITY ASSURANCE CELL

INDRA GANESAN COLLEGE OF ENGINEERING



2019-2020

ACADEMIC YEAR

(2019-2020)

ANNUAL REPORT OF GRIEVANCE REDRESSAL COMMITTEE

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2019-20

Grievance Redressal
Committee

Meeting Minutes &
Action Taken with
Proof



Indra Ganesan

COLLEGE OF ENGINEERING

**Madurai Main Road (NH-45B), Manikandam, Tiruchirapalli- 620 012
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai**

REF: IGCE/GRC/2019-2020/ODD/01

Date: 29/10/2019

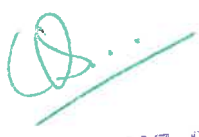
CIRCULAR

It has been scheduled to conduct the Grievance and Redressal committee meeting at 1.00 pm in IQAC cell on 30/10/2019. Members of GRC are requested to attend the meeting and give their suggestions. The agenda of the meeting is to discuss the grievances received from the students and the action taken by the members.


PRINCIPAL

Cc:

1. All members of GRC
2. IQAC Coordinator
3. GRC file
4. Office file


Dr. G. Balakrishnan, M.E., Ph.D.,
Principal
Indra Ganesan College of Engineering
IG Valley, Madurai Main Road
Manikandam, Trichy-620 012.



Indra Ganesan

COLLEGE OF ENGINEERING

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GRIEVANCE AND REDRESSAL COMMITTEE

ATTENDANCE SHEET

REF: IGCE/GRC/2019-2020/ODD/01

Date: 30/10/2019

S.No	Name	Category	Signature
1	Dr.S.Bharathi raja	Chairperson	
2	Dr.M.Bhuvaneshwari	Coordinator	
3	Dr.S.Anitha	Member	
4	Mrs.V.Hemalatha	Member	
5	Mrs.T.Sugashini	Member	
6	Mr.K.N.Prabahar	Member	
7	Mr.S.Prasanna	Member	
8	Mr.K.Abdul Razeed	Member	
9	Mr.Vengatraman.V	Student	
10	Mr.Hariharan.R	Student	
11	Miss.Janani.S	Student	
12	Mr.Srikanth.M	Student	

Dr. G. Balakrishnan, M.E., Ph.D.,

Principal

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GRIEVANCE AND REDRESSAL COMMITTEE

MEETING MINUTES

REF: IGCE/GRC/2019-2020/ODD/01

Date: 31/10/2019

The grievance and Redressal meeting was conducted on 30-10-2019 at 01.00 in IQAC Cell.

Following members were present in the meeting:

S.No	Name	Category
1	Dr.S.Bharathi raja	Chairperson
2	Dr.M.Bhuvaneshwari	Coordinator
3	Dr.S.Anitha	Member
4	Mrs.V.Hemalatha	Member
5	Mrs.T.Sugashini	Member
6	Mr.K.N.Prabahar	Member
7	Mr.S.Prasanna	Member
8	Mr.K.Abdul Razeed	Member
9	Mr.Vengatraman.V	Student
10	Mr.Hariharan.R	Student
11	Miss.Janani.S	Student
12	Mr.Srikanth.M	Student

Dr. G. Balakrishnan

Principal

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Minutes discussed in the meeting were

- The facilitator welcomed the committee members and highlighted the importance of addressing and resolving student grievances effectively
- The minutes of the previous GRC meeting were presented and ensured all the grievances were resolved within the stipulated time period.
- The facilitator thanked the committee members for their active participation and valuable contributions to resolve the grievances.
- At the end of the meeting the chairperson insisted the GRC members to ensure that the grievances received from students at any time should be addressed and resolved within 5 working days under any circumstances.

GRIEVANCES ADDRESSED AND ACTION TAKEN REPORT

Sl.No	Grievances Addressed	Grievances Received Date	Action Taken	Grievances Redressal Date
1	Coaching class needed for MA 8353 Transforms and partial differential equation (Received from II ECE students through complaint form)	22/10/2019	Additional class hour for MA 8353 Transforms and partial differential equation class has been allocated 	25/10/2019

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GRIEVANCE AND REDRESSAL COMPLAINT FORM

Date: 22 10 19

Name of the student M. SRILAKSHMI

Department ECE

Year IInd year

Mail id Sri Lakshmi2004@gmail.com

Grievances type (please tick):

- Academic
 Transport
 Hostel
 Others

Description: Coaching class needed for TPDE (second year students)

Dr. G. Balakrishnan, M.E., Ph.D.,
Principal
Indra Ganesan College of Engineering
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Signature of the student



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DEPARTMENT OF ECE

DATE: 25.10.2019

CIRCULAR

Dear students,

Special coaching class will be scheduled for II year students for Transform partial Differential Equation subject. So All the students are instructed to attend the class compulsorily without fail.

Date: 14.05.2022

S.No	Subject Name	Date	Period	Time	Staff In charge	Staff Signature
1	TPDE	26.10.2019	1 TO 4	9.30AM TO 1.30 PM	Ms.T.Kalaivani	
2	TPDE	27.10.2019	1 TO 4	9.30AM TO 1.30 PM	Ms.T.Kalaivani	


HOD/MECH


PRINCIPAL



Dr. G. Balakrishnan, M.E., Ph.D.,
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REF: IGCE/GRC/2019-2020ODD/02

Date: 26/11/2019

CIRCULAR

It has been scheduled to conduct the Grievance and Redressal committee meeting at 1.00 pm in IQAC cell on 27/11/2019. Members of GRC are requested to attend the meeting and give their suggestions. The agenda of the meeting is to discuss the grievances received from the students and the action taken by the members.



PRINCIPAL

Cc:

1. All members of GRC
2. IQAC Coordinator
3. GRC file
4. Office file



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GRIEVANCE AND REDRESSAL COMMITTEE

ATTENDANCE SHEET

REF: IGCE/GRC/2019-2020/ ODD/02

Date: 27/11/2019

S.No	Name	Category	Signature
1	Dr.S.Bharathi raja	Chairperson	
2	Dr.M.Bhuvaneshwari	Coordinator	
3	Dr.S.Anitha	Member	
4	Mrs.V.Hemalatha	Member	
5	Mrs.T.Sugashini	Member	
6	Mr.K.N.Prabahar	Member	
7	Mr.S.Prasanna	Member	
8	Mr.K.Abdul Razeed	Member	
9	Mr.Vengatraman.V	Student	
10	Mr.Hariharan.R	Student	
11	Miss.Janani.S	Student	
12	Mr.Srikanth.M	Student	

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GRIEVANCE AND REDRESSAL COMMITTEE

MEETING MINUTES

REF: IGCE/GRC/2019-2020/ ODD/02

Date: 28/11/2019

The grievance and Redressal meeting was conducted on 27-11-2019 at 01.00 in IQAC Cell.

Following members were present in the meeting:

S.No	Name	Category
1	Dr.S.Bharathi raja	Chairperson
2	Dr.M.Bhuvaneshwari	Coordinator
3	Dr.S.Anitha	Member
4	Mrs.V.Hemalatha	Member
5	Mrs.T.Sugashini	Member
6	Mr.K.N.Prabakar	Member
7	Mr.S.Prasanna	Member
8	Mr.K.Abdul Razeed	Member
9	Mr.Vengatraman.V	Student
10	Mr.Hariharan.R	Student
11	Miss.Janani.S	Student
12	Mr.Srikanth.M	Student

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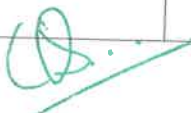
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- At the end of the meeting the chairperson insisted the GRC members to ensure that the grievances received from students at any time should be addressed and resolved within 5 working days under any circumstances.

GRIEVANCES ADDRESSED AND ACTION TAKEN REPORT

Sl.No	Grievances Addressed	Grievances Received Date	Action Taken	Grievances Redressal Date
1	Light is not working in Lecture hall:407, and fan is not working in 405(Received from II year CSE and IT students through complaint form)	19/11/2019	The request was forwarded to management and issue has been resolved. 	23/11/2019


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GRIEVANCE AND REDRESSAL COMPLAINT FORM

Date: 19.11.19

Name of the student

S. Janani

Department

IT

Year

4 Year

Mail id

Janani 17@gmail.com

Grievances type (please tick):

Academic

Transport

Hostel

Others

Description:

In 407 class room light not working.

In 405 fan not working.

Signature of the student

S. Janani

Dr. G. Balakrishnan, M.A., M.B.A., M.Ed.

Principal

Indra Ganesan College of Engineering

IG Valley, Madurai Main Road

Manikandam, Trichy-620 012.



30
ESTIMOTE

7619993
8604993

SHIVAAY ELECTRICLAS

WHOLESALE & RETAIL DEALER

23, Madurai Main road, Vannankoil, Trichy-620009

NO

Date 22/11/2019

To Indra Ganesan College

MOB

Qty	Particulars	R. AMOUNT	P
	Tube light - 10w	578/-	
	Tube light - 9w	488/-	
	Fan choke	215/-	
	coil	95/-	
	Service charge	500/-	

Schneider



PHILIPS



SPEECON

Note

- Goods Only be return within 1 Month
- Loose wire will not be return can not be accepted
- Open All Day

Total

1876

Dr. G. Balakrishnan

Principal

Indra Ganesan College of Engg
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REF: IGCE/GRC/2019-2020/ EVEN/01

Date: 28/04/2020

CIRCULAR

It has been scheduled to conduct the Grievance and Redressal committee meeting at 1.00 pm in IQAC cell on 29/04/2020. Members of GRC are requested to attend the meeting and give their suggestions. The agenda of the meeting is to discuss the grievances received from the students and the action taken by the members.


PRINCIPAL

Cc:

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GRIEVANCE AND REDRESSAL COMMITTEE ATTENDANCE SHEET

REF: IGCE/GRC/2019-2020/EVEN/01

Date: 29/04/2020

S.No	Name	Category	Signature
1	Dr.S.Bharathi raja	Chairperson	
2	Dr.M.Bhuvaneshwari	Coordinator	
3	Dr.S.Anitha	Member	
4	Mrs.V.Hemalatha	Member	
5	Mrs.T.Sugashini	Member	
6	Mr.K.N.Prabakar	Member	
7	Mr.S.Prasanna	Member	
8	Mr.K.Abdul Razeed	Member	
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GRIEVANCE AND REDRESSAL COMMITTEE

MEETING MINUTES


REF: IGCE/GRC/2019-2020/EVEN/01

Date: 30/04/2020

The grievance and Redressal meeting was conducted on 29-04-2019 at 01.00 in IQAC Cell.

Following members were present in the meeting:

S.No	Name	Category
1	Dr.S.Bharathi raja	Chairperson
2	Dr.M.Bhuvaneshwari	Coordinator
3	Dr.S.Anitha	Member
4	Mrs.V.Hemalatha	Member
5	Mrs.T.Sugashini	Member
6	Mr.K.N.Prabahar	Member
7	Mr.S.Prasanna	Member
8	Mr.K.Abdul Razeed	Member
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10	Mr.Hariharan.R	Student
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GRIEVANCES ADDRESSED AND ACTION TAKEN REPORT

Sl.No	Grievances Addressed	Grievances Received Date	Action Taken	Grievances Redressal Date
1	Request for volley ball net. Complaint from Mech students through letter box.	22/04/2020	This issue has been resolved. 	25/04/2020

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GRIEVANCE AND REDRESSAL COMPLAINT FORM

Date: 22/04/20

Name of the student : Vengatraman .v

Department : Mec

Year : final Year

Mail id :

Grievances type (please tick):

Academic

Transport

Hostel

Others

Description:

Volly ball net damage. So please change it. kindly to the needful

Signature of the student

Dr. G. Balakrishnan, M.E., r...
Principal

Indra Ganesan College of Engineering
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GSTIN : 33AAFPJ7941L1ZH



INVOICE
(Bill of Supply)

Phone : (0431) 2711801
e-mail : jaisportsry@yahoo.com

Jai Sports & Games

7-A/1, Madurai Road, Opp. Holy Cross College, TRICHY - 620 002.
SPORTS TOYS MUSICAL INSTRUMENTS EXERCISING EQUIPMENTS

To: The Principal
Indra Ganesan Institutions
Manikandam - Trichy

Invoice No. : **590**

Date : 3/2/23

Party's GSTIN :

Sl. No.	PARTICULARS	Qty	Rate	Amount		
				Rs.	Ps.	
1	Cricket Bat SS Ton Relio	1	2800	2800	-	129
2	Cricket Bat MB Burn	1	2999	2999	-	129
3	Cricket Bat BDM SUPER TEST	1	2900	2900	-	129
4	Cricket Bat MRF Hit	1	2559	2559	-	129
5	Cricket Batting Gloves SS Clasp	2 Pairs	720	1440	-	7
6	Cricket Batting Gloves SS Elite	1 Pair	1349	1349	-	7
7	Cricket wicket keeping Gloves SS	1 Pair	1849	1849	-	10
8	Cricket w.k. Gloves SS RSD	1 Pair	1829	1829	-	10
9	Cricket w.k. Inner Gloves	2 Pairs	90	180	-	126
10	Cricket w.k. Pad	1 Pair	525	525	-	13
11	Cri/Batting Legguard SS	1 Pair	750	750	-	13
12	Cri/Batting Legguard SS Shield	2 Pairs	1329	2658	-	11
13	Cri/Batting Legguard SS Ecolife	2 Pairs	1699	3398	-	11
14	Cri/Helmet BDM Armstrong	2	925	1850	-	43
15	Cri/Ball Synthetic	6	250	1500	-	128
16	Cri/Ball Plastic Heavy	3	60	180	-	128
17	Cri/Ball BDM Olympic	5	275	1375	-	128
18	Conom Powder	5	70	350	-	15
19	Hand Ball Cosco woman	4	800	3200	-	51
20	Foot Ball Nivia Black-White	6	750	4500	-	17
21	Volley Ball Net Anwash Cotton	2	2600	5200	-	38

46991

Dr. G. Balakrishnan, M.E., Ph.D.
Principal

Indra Ganesan College of Engineering
IG Valley, Madurai Main Road
Manikandam, Trichy-620 022

Total

JAI SPORTS & GAMES

Sales Manager