

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



2020-2021

#### **ACADEMIC YEAR**

#### (2020-2021)

#### ANNUAL REPORT OF GRIEVANCE REDRESSAL COMMITTEE

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# 2020-21 Grievance Redressal Committee Meeting Minutes & Action Taken with Proof

REF: IGCE/GRC/2020-2021/ODD/01

Date: 20/10/2020

#### CIRCULAR

It has been scheduled to conduct the Grievance and Redressal committee meeting at 1.00 pm in IQAC cell on 21/10/2020. 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:

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

Dr. G. Balakrishnan, M.E., France principal Indra Ganesan College of Engineering IG Valley, Madurai Main Road

Manikandam, Trichy-620 012.



# GRIEVANCE AND REDRESSAL COMMITTEE ATTENDANCE SHEET

REF: IGCE/GRC/2020-2021/ODD/01

Date: 21/10/2020

S.No	Name	Category	Signature
1	Dr.S.Bharathi raja	Chairperson	= 21-
2	Dr.M.Bhuvaneshwari	Coordinator	MAR Gland
3	Dr.S.Anitha	Member	CA H
4	Mrs.V.Hemalatha	Member	Hoal
5	Mrs.T.Sugashini	Member	1. X60M
6	Mr.K.N.Prabahar	Member	The
7	Mr.S.Prasanna	Member	100.
8	Mr.K.Abdul Razeed	Member	Last
9	Mr.Riyas Mohammed.K	Student	
10	Mr.Ramesh.M	Student	8(0)
11	Miss.Kaviya.K	Student	M. Kayhta
12	Miss Kamali.A	Student	Kamali

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

Indra Ganesan College of English IG Valley, Madurai Main Road Manikandam, Trichy-620 012.



#### **GRIEVANCE AND REDRESSAL COMMITTEE**

#### **MEETING MINUTES**

REF: IGCE/GRC/2020-2021/ODD/01

Date: 22/10/2020

The grievance and Redressal meeting was conducted on 21-10-2020 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.Riyas Mohammed.K	Student
10	Mr.Ramesh.M	Student
11	Miss.Kaviya.K	Student
12	Miss Kamali.A	Student

Meeting Facilitator: Dr.M.Bhuvaneshwari

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

Principal
Indra Ganesan College of Engineering
IG Valley, Madurai Main Road
Manikandam, Trichy-620 012.



#### 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	Additional Bus route for Manaparai (Received from II-ECE,III- EEE,I-CIVIL students through complaint form)	13/10/2020	Discussed with transport incharge and added another van to Manaparai.	17/10/2020

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



# Indra Ganesan GOLLEGE OF ENGINEERING Medurai Main Road (NH-45B), Manikandam Tinaki



Medural Main Road (NH-45B), Manikandam, Tiruchirappalli - 620 012
Apparent by AICTE, NowDelli & Affiliated to Anna University, Channel
NAA: Accredited, 1866

#### **GRIEVANCE AND REDRESSAL COMPLAINT FORM**

Name of the student

Department

ECE

Year

Mail id

Grievances type (please tick):

Academic

Transport

Hostel

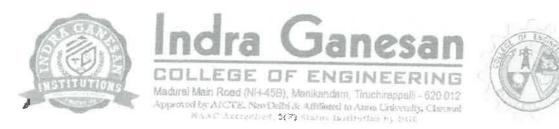
Others

Description: Additional bus need from Manaparai.
Available bus very rush.

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

Principal

Indra Ganesan College of Engineering IG Valley, Madural Main Road Manikandam, Trichy-620 012.



Date: 17.10.2020

#### CIRCULAR

Greetings from Indra Ganesan College of Engineering!

Dear students & Faculty members,

As per the request received from the students we hereby inform that from 19.10.2020 additional van will be operate from Manaparai. Details of the time and various bus stops are attached.

Van No: 21

S.No	Starting time	Bus stop Name
T	7.30am	Manaparai
2	7.50am	J.J College
3	8.20am	Dheeran nagar
4	8.30am	Karumandapam
5	8.40am	Crawford
6	9.00am	College

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

Principal

Indra Ganesan College of Engineering IG Valley, Madurai Main Road Manikandam, Trichy-620 012.

REF: IGCE/GRC/2020-2021/ODD/02

Date: 07/11/2020

#### CIRCULAR

It has been scheduled to conduct the Grievance and Redressal committee meeting at 1.00 pm in IQAC cell on 08/11/2020. 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.

PRINCIP &L

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.



## Approved by AICTE, NewDelhi & Affiliated to Anna University, Chennai

#### GRIEVANCE AND REDRESSAL COMMITTEE

#### ATTENDANCE SHEET

REF: IGCE/GRC/2020-2021/ ODD/02

Date: 08/11/2020

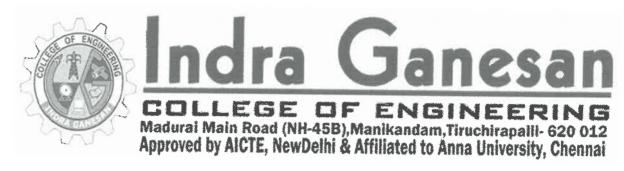
S.No	Name	Category	Signature
1	Dr.S.Bharathi raja	Chairperson	
2	Dr.M.Bhuvaneshwari	Coordinator	11/2/
3	Dr.S.Anitha	Member	M. Hum
4	Mrs.V.Hemalatha	Member	Herel
5	Mrs.T.Sugashini	Member	- Took
6	Mr.K.N.Prabahar	Member	
7	Mr.S.Prasanna	Member	TX.
8	Mr.K.Abdul Razeed	Member	
9	Mr.Riyas Mohammed.K	Student	
10	Mr.Ramesh.M	Student	K)
11	Miss.Kaviya.K	Student	Harry State of the
2	Miss Kamali.A	Student	kanjan

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

Principal

Indra Ganesan College of Engineering IG Valley, Madurai Main Road

Manikandam Trichy-620 012.



#### **GRIEVANCE AND REDRESSAL COMMITTEE**

#### **MEETING MINUTES**

REF: IGCE/GRC/2020-2021/ ODD/02

Date: 09/11/2020

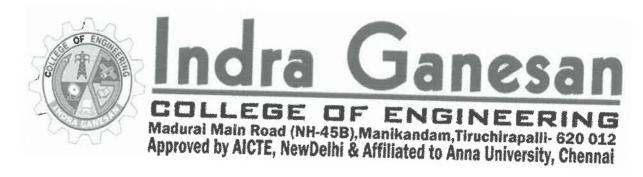
The grievance and Redressal meeting was conducted on 08-11-2020 at 01.00 in IQAC Cell.

#### 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.Riyas Mohammed.K	Student
10	Mr.Ramesh.M	Student Dr.
11	Miss.Kaviya.K	Student
12	Miss Kamali.A	Student

G. Balakrishnan, M.E., Ph.D.,
Principal
Ira Ganesan College of Engineering

ndra Ganesan College of Engineering IG Valley, Madurai Main Road Manikandam, Trichy-620 012.



#### 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	Change hostel menu complaint from II,III Year CSE,IT	12/11/2020		Balakrishnan, M.E., Principal Ganesan College of Engine Valley, Madural Main Ros

IG Valley, Madura 1000 Manikandam, Trichy-620 012



### Indra Ganes COLLEGE OF ENGINEERING



Madural Main Road (NH-45B), Manikandam, Tiruchirappalli - 620 012 Approved by AICTE New Delhi & Affiliated to Anna University, Chemot NAME Accredited, 2(F) Status Institution by UGL

#### **GRIEVANCE AND REDRESSAL COMPLAINT FORM**

Date: 12.11. 2020 Name of the student : 5. Keer than a : CSE Department : Ist Year Year Mail id Grievances type (please tick): **Academic Transport** Hostel **Others** Description: Morning Menu Changed request for all

Signature of the student

Dr. G. Balakrishnan, M.E., Ph.L. S. Weeval

Principal

Indra Ganesan College of Engineering IG Valley, Madurai Main Road Manikandam, Trichy-620 012.





Date:15.11.2020

#### CIRCULAR

Greetings from Indra Ganesan College of Engineering!

Dear hostel students,

As per the request received from the students we hereby inform that menu will be changed from tomorrow morning. Menu will be attached below

DAY	MORNING
Monday	Pondal & Vada, Sambar, Chutney
Tuesday	Idly,Sambar,Chutney
Wednesday	Dosai, Sambar, Chutney
Thursday	Semiya Kichadi,Sambar,Chutney,Aapam
Friday	Poori,Kilangu,Rava Uppuma
Saturday	Chappathi, Kuruma, Oothapam
Sunday	Idly,Dosai,Chutney,Sambar

Dr. G. Balakrishnan, M.E., Pris

Principal

Indra Ganesan College of Engineering IG Valley, Madurai Main Road Manikandam, Trichy-620 012.

**PRINCIPAL** 

REF: IGCE/GRC/2020-2021/ EVEN/01

Date: 20/04/2021

#### CIRCULAR

It has been scheduled to conduct the Grievance and Redressal committee meeting at 1.00 pm in IQAC cell on 21/04/2021. 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,

Principal
Indra Ganesan College of Engineering
IG Valley, Madurai Main Road
Manikandam, Trichy-620 012.



# GRIEVANCE AND REDRESSAL COMMITTEE ATTENDANCE SHEET

REF: IGCE/GRC/2020-2021/EVEN/01

Date: 21/04/2021

S.No	Name	Category	Signature
1	Dr.S.Bharathi raja	Chairperson	57
2	Dr.M.Bhuvaneshwari	Coordinator	MAR
3	Dr.S.Anitha	Member	SALT
4	Mrs.V.Hemalatha	Member	Harris
5	Mrs.T.Sugashini	Member	T. Look
6	Mr.K.N.Prabahar	Member	
7	Mr.S.Prasanna	Member	(5)
8	Mr.K.Abdul Razeed	Member	A
9	Mr.Riyas Mohammed.K	Student	RIVER
10	Mr.Ramesh.M	Student	P
11	Miss.Kaviya.K	Student	K NEG
12	Miss Kamali.A	Student	L.

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

Indra Ganesan College of Engineering IG Valley, Madurai Main Road Manikandam, Trichy-620 012.



## GRIEVANCE AND REDRESSAL COMMITTEE MEETING MINUTES

REF: IGCE/GRC/2020-2021/EVEN/01

Date: 22/04/2021

The grievance and Redressal meeting was conducted on 21-04-2020 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.Riyas Mohammed.K	Student
10	Mr.Ramesh.M	Student
11	Miss.Kaviya.K	Student
12	Miss Kamali.A	Student

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



#### Minutes discussed in the meeting were

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- 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
	Request for extra time for sports playing from III EEE	13/04/2021	And the second s	Balakrishnar, Principal Ganesan College of Valley, Madurai Manikandam, Trichy



#### Indra Ganes COLLEGE OF ENGINEERING Madural Main Road (NH-45B), Manikandam, Tiruchirappalli - 620 012 Approved to AICTE New Held & Affiliated to Anna University, Chemical NAAC Assendites, 2004 Status Institution by UCC



#### **GRIEVANCE AND REDRESSAL COMPLAINT FORM**

	Date: 13,04/2
Name of the student Prad	
Name of the student Pradi	2
Year	
Mailid	panelle 02 @gmail.com
Grievances type (please tick):	7
Academic	
Transport	
Hostel	
Others	
Description:	
Playing is not	more. Allow entry time
to play evening duily	
Dr. G. Balakrishn  Princip  Indra Ganesan Colleg  IG Valley, Madur	ge of Engineering

Manikandam, Trichy-620 012.



Date:17.04.2021

#### CIRCULAR

Greetings from Indra Ganesan College of Engineering!

Dear Hod's & students,

As per the request received from the students we hereby inform that interested Students are avail their sports time from 4.00pm to 6.30pm from Monday to Friday. Students submit their proper permission letter to Hod.

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

PHYSICAL DIRECTOR

PRINCIPAL