



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



2021-2022

ACADEMIC YEAR

(2021-2022)

ANNUAL REPORT OF GRIEVANCE REDRESSAL COMMITTEE

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2021-22

Grievance Redressal
Committee

Meeting Minutes &
Action Taken with
Proof



Indra Ganesan

COLLEGE OF ENGINEERING

Madurai Main Road (NH-45B), Manikandam, Tiruchirappalli - 620 012

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
NAAC Accredited, 2(F) Status Institution by UGC



REF: IGCE/GRC/2021-2022/ODD/01

Date: 05/10/2021

CIRCULAR

It has been scheduled to conduct the Grievance and Redressal committee meeting at 1.00 pm in IQAC cell on 07/10/2021. 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.

Cc:

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


PRINCIPAL


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

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



Indra Ganesan

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GRIEVANCE AND REDRESSAL COMMITTEE ATTENDANCE SHEET

REF: IGCE/GRC/2021-2022/ODD/01

Date: 07/10/2021

S.No	Name	Category	Signature
1	Dr.S.Bharathi raja	Chairperson	[Signature]
2	Dr.M.Bhuvaneshwari	Coordinator	[Signature]
3	Dr.S.Anitha	Member	[Signature]
4	Mrs.V.Hemalatha	Member	[Signature]
5	Mrs.T.Sugashini	Member	[Signature]
6	Mr.K.N.Prabahar	Member	[Signature]
7	Mr.S.Prasanna	Member	[Signature]
8	Mr.K.Abdul Razeed	Member	[Signature]
9	SHAREEN BANU M R	Student	[Signature]
10	Shalini Gayathri S	Student	[Signature]
11	ABDUR RAHMAN J	Student	[Signature]

[Signature]

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



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GRIEVANCE AND REDRESSAL COMMITTEE MEETING MINUTES


REF: IGCE/GRC/2021-2022/ODD/01

Date: 08/10/2021

The grievance and Redressal meeting was conducted on 07-10-2021 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	SHAREEN BANU M R	Student
10	Shalini Gayathri S	Student
11	ABDUR RAHMAN J	Student


Dr. G. Balakrishnan, M.E., Ph.D.,
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	Bus route for Thuvrankurichy (Received from I-MECH,I-CSE,I-IT students through complaint form)	28/09/2021	Discussed with transport in-charge and added a bus route to thuvrankurichi stop. 	02/10/2021

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

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



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GRIEVANCE AND REDRESSAL COMPLAINT FORM

Date: 28.09.2021

Name of the student Abdul raguman

Department CSE

Year 1

Mail id Sigma boy 123@gmail.com

Grievances type (please tick):

Academic

Transport

Hostel

Others

Description: need bus from Iruvarankurichy

Signature of the student

Abdul raguman

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

Principal

Indra Ganesan College of Engineering

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Manikandam, Trichy-620 012.



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DATE:02.10.2021

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 03.10.2021 bus will be operate from Thuvarankurichy. Details of the departure from various bus stops are attached.

Bus No:10

S.No	Starting time	Bus stop Name
1	7.00am	Thuvarankurichy
2	7.20am	Kodumbalur
3	7.30am	Viralimalai
4	8.05am	Sethurapatty
5	8.40am	Nagamangalam
6	9.00am	College

PRINCIPAL

Dr. G. Balakrishnan, Principal
Indra Ganesan College of Engineering
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Manikandam, Trichy-620 012.



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N.A.A.C Accredited, 2017 Status Institution by UGC



REF: IGCE/GRC/2021-2022/EVEN/01

Date: 12/04/2022

CIRCULAR

It has been scheduled to conduct the Grievance and Redressal committee meeting at 1.00 pm in IQAC cell on 13/04/2022. 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.

Cc:

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


PRINCIPAL



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



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GRIEVANCE AND REDRESSAL COMMITTEE

ATTENDANCE SHEET

REF: IGCE/GRC/2021-2022/EVEN/01

Date: 13/04/2022

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	
9	Priyanga	Student	
10	Rajeswari	Student	
11	Ramesh	Student	

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

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Manikandan, Trichy-620 012.



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GRIEVANCE AND REDRESSAL COMMITTEE MEETING MINUTES


REF: IGCE/GRC/2021-2022/EVEN/01

Date: 14/04/2022

The grievance and Redressal meeting was conducted on 13-04-2022 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	Priyanga	Student
10	Rajeswari	Student
11	Ramesh	Student


Dr. G. Balakrishnan, M.E., Ph.D.,
Principal
Indra Ganesan College of Engineering
IG Valley, Madurai Main Road
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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	Purifier is not working complaint received from IV Year CSE,IT,EEE,MECH	05/04/2022	The request was forwarded to management and rectified it. 	09/04/2022

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

Principal

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GRIEVANCE AND REDRESSAL COMPLAINT FORM

Date: 5 / 04 / 2022

Name of the student *Ramesh. P*

Department *EEE*

Year *Final year*

Mail id *ramesh057@ganil.com*

Grievances type (please tick):

Academic

Transport

Hostel

Others

Description:

purifier is not working

Signature of the student

Ramesh. P

Dr. G. Balakrishnan, B.Sc.
Principal
Indra Ganesan College of Engineering
IG Valley, Madurai Main Road
Manikandam, Trichy-620 012.

15719 33PKLPS12623271

DTECH AQUA CARE

(Purity Is our Surity)

All Products from ISO 9001 2008 Certified Company

5/44 Madhav Road Cauvery Park Melancherryhall

(Opp. Kalagar Anayam) Trichy

Cell 98654 09073, 90803 23747



No 987

INVOICE CUM RECEIPT

Date 09/04/2022

Mr. J. S. ...
 ...
 ...

S.No	DESCRIPTION	QTY	RATE PER	AMOUNT Rs.
1	...	01	1400	1400
2	... 5 litres	01	1700	1700
3	...	01	700	700
TOTAL				3800
CGST @ %				
SGST @ %				
GRAND TOTAL				3800

... three thousand eight hundred only

STOCKIST



FOR DTECH AQUA CARE

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

Indra Ganesan College of Engineering

IG Valley, Madurai Main Road
Manikandam, Trichy-620 012.

R. Kalan
AUTHORIZED SIGNATURE

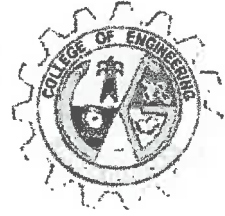
... kinds of RO system service at your door step



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REF: IGCE/GRC/2021-2022/EVEN/02

Date: 10/05/2022


CIRCULAR

It has been scheduled to conduct the Grievance and Redressal committee meeting at 1.00 pm in IQAC cell on 11/05/2022. 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
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GRIEVANCE AND REDRESSAL COMMITTEE ATTENDANCE SHEET

REF: IGCE/GRC/2021-2022/EVEN/02

Date: 11/05/2022

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	Thanasekaran	Student	
10	Swetha	Student	
11	Pavithra	Student	


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

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GRIEVANCE AND REDRESSAL COMMITTEE MEETING MINUTES

REF: IGCE/GRC/2021-2022/EVEN/02

Date: 12/05/2022

The grievance and Redressal meeting was conducted on 11-05-2022 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	Thanasekaran	Student
10	Swetha	Student
11	Pavithra	Student


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

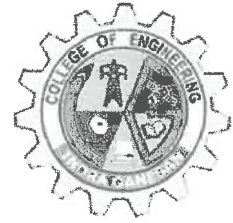
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Minutes discussed in the meeting were

- The facilitator welcomed the committee members and highlighted the importance of addressing and resolving student grievances effectively
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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
1	Need additional coaching classes Technical drawing for I year MECH students through complaint form	05/05/2022	Discussed with principal and arrange Saturday used for coaching.	07/05/2022

Dr. G. Baiakrishnan
Principal
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GRIEVANCE AND REDRESSAL COMPLAINT FORM

Date: 5/5/22

Name of the student

Pavithran

Department

Mech

Year

I

Mail id

commandu@gmail.com

Grievances type (please tick):

Academic

Transport

Hostel

Others

Description:

Need additional coaching class
for Engineering Drawing.

Signature of the student

Pavithran

Dr. G. Balakrishnan, Principal

Principal

Indra Ganesan College of Engineering

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DEPARTMENT OF MECH

DATE: 07.05.2022

CIRCULAR

Dear students,

Special coaching class will be scheduled for I year students for Technical Drawing 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	GE 3251- Engineering Graphics	14.05.2022	1&2	9.30AM TO 1.30AM	Mr.Ramesh Babu	
2	GE 3251- Engineering Graphics	21.05.2022	1&2	9.30AM TO 1.30AM	Mr.Ramesh Babu	


HOD MECH


PRINCIPAL

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