



# 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**



**2022-2023**

**ACADEMIC YEAR**

**(2022-2023)**

**ANNUAL REPORT OF GRIEVANCE REDRESSAL COMMITTEE**

| <b>S.No</b> | <b>Reference</b>                | <b>Content</b>                 | <b>Page number</b> |
|-------------|---------------------------------|--------------------------------|--------------------|
| <b>1</b>    | <b>IGCE/GRC/2018-19/ODD/01</b>  | <b>GRC MEETING CIRCULAR</b>    | <b>3</b>           |
|             |                                 | <b>GRC MEETING ATTENDANCE</b>  | <b>4</b>           |
|             |                                 | <b>GRC MEETING MINUTES</b>     | <b>5</b>           |
|             |                                 | <b>GRC ACTION TAKEN REPORT</b> | <b>6-8</b>         |
| <b>2</b>    | <b>IGCE/GRC/2018-19/ODD/02</b>  | <b>GRC MEETING CIRCULAR</b>    | <b>9</b>           |
|             |                                 | <b>GRC MEETING ATTENDANCE</b>  | <b>10</b>          |
|             |                                 | <b>GRC MEETING MINUTES</b>     | <b>11</b>          |
|             |                                 | <b>GRC ACTION TAKEN REPORT</b> | <b>12-14</b>       |
| <b>3</b>    | <b>IGCE/GRC/2018-19/EVEN/01</b> | <b>GRC MEETING CIRCULAR</b>    | <b>15</b>          |
|             |                                 | <b>GRC MEETING ATTENDANCE</b>  | <b>16</b>          |
|             |                                 | <b>GRC MEETING MINUTES</b>     | <b>17</b>          |
|             |                                 | <b>GRC ACTION TAKEN REPORT</b> | <b>18-20</b>       |

2022-23

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, 2017 Status Institution by UGC



REF: IGCE/GRC/2022-2023/ODD/01

Date: 24/09/2022

### CIRCULAR

It has been scheduled to conduct the Grievance and Redressal committee meeting at 1.00 pm in IQAC cell on 29/09/2022. 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

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



# Indra Ganesan

COLLEGE OF ENGINEERING

Madurai Main Road (NH-45B), Manikandam, Tiruchirappalli - 620 012  
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NAAC Accredited, 2(F) Status Institution by UGC



## GRIEVANCE AND REDRESSAL COMMITTEE ATTENDANCE SHEET

REF: IGCE/GRC/2022-2023/ODD/01

Date: 29/09/2022

| S.No | Name                | Category    | Signature |
|------|---------------------|-------------|-----------|
| 1    | Dr. V.S. Thangarasu | Chairperson |           |
| 2    | Dr.K.Pandiarajan    | Coordinator |           |
| 3    | Dr.N.Kavitha        | Member      |           |
| 4    | Dr.S.Boopalan       | Member      | N. Kumar  |
| 5    | Mrs.N.Ramya         | Member      |           |
| 6    | Mrs.T.Sugashini     | Member      |           |
| 7    | Mrs.K.Vani Sri      | Member      |           |
| 8    | Mr.R.Ramesh Babu    | Member      |           |
| 9    | Mr.V.J.Velu         | Member      |           |
| 10   | Mr.Surendran        | Member      |           |
| 11   | Ms.Yogapriya        | Member      |           |

  
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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AAC Accredited, 2(F) Status Institution by IGC



### GRIEVANCE AND REDRESSAL COMMITTEE MEETING MINUTES

REF: IGCE/GRC/2022-2023/ODD/01


Date: 30/09/2022

The grievance and Redressal meeting was conducted on 29-09-2022 at 01.00 in IQAC Cell.

Following members were present in the meeting:

| S.No | Name              | Category    |
|------|-------------------|-------------|
| 1    | Dr.V.S.Thangarasu | Chairperson |
| 2    | Dr.K.Pandiarajan  | Coordinator |
| 3    | Dr.N.Kavitha      | Member      |
| 4    | Dr.S.Boopalan     | Member      |
| 5    | Mrs.N.Ramya       | Member      |
| 6    | Mrs.T.Sugashini   | Member      |
| 7    | Mrs.K.Vani Sri    | Member      |
| 8    | Mr.R.Ramesh Babu  | Member      |
| 9    | Mr.V.J.Velu       | Member      |
| 10   | Mr.Surendran      | Member      |
| 11   | Ms.Yogapriya      | Member      |

Meeting Facilitator: Dr.K.Pandiarajan

  
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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NAAC Accredited, 2(F) Status Institution by UGC




### 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     | Need Coaching class for CS 3352 Foundation of Data Science (Received from II-CSE students through Complaint form) | 23/09/2022               | Analyzed the curriculum and allocated specific hours for extra coaching class on Saturday's special class time table. | 28/09/2022                |

  
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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NAAC Accredited, U-FI Status Institution by VGC



### GRIEVANCE AND REDRESSAL COMPLAINT FORM

Date: 23.09.2022  
12

Name of the student

Surendran.S

Department

ECE

Year

IV

Mail id

surendransiva@gmail.com

Grievances type (please tick):

Academic

Transport

Hostel

Others

Description:

Need coaching class for CSE (I Year) students,  
Subject Name : Foundation of data science.

Signature of the student

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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COLLEGE OF ENGINEERING

Madurai Main Road (NH-45B), Manikandam, Tiruchireppalli - 620 012  
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NAAC Accredited, 2015 Status Institution by UGC



DEPARTMENT OF CSE

DATE:28.09.2022


## CIRCULAR

Dear Student's,

Special coaching class will be scheduled for II year students. So All the students are instructed to attend the special coaching class compulsorily without fail.

  
HOD/CSE

  
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

COLLEGE OF ENGINEERING

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## SPECIAL COACHING CLASS SCHEDULE

YEAR: II

SEMESTER: III

DATE: 28.09.2022

Date: 01.10.2022

| S.No | Subject Name   | Period | Time               | Staff In charge | Staff Signature |
|------|--|--------|--------------------|-----------------|-----------------|
| 1    | CS 3352 – Foundation Of Data Science                 | 1&2    | 9.30AM TO 11.30AM  | Mrs.T.Sugasini  |                 |
| 2    | CS 3351-Digital Principles And Computer Organization | 3&4    | 12.00 PM TO 1.30PM | Mrs.Nandhini    |                 |

Date: 08.10.2022

| S.No | Subject Name   | Period | Time               | Staff In charge | Staff Signature |
|------|--|--------|--------------------|-----------------|-----------------|
| 1    | CS 3352 – Foundation Of Data Science                 | 1&2    | 9.30AM TO 11.30AM  | Mrs.T.Sugasini  |                 |
| 2    | CS 3351-Digital Principles And Computer Organization | 3&4    | 12.00 PM TO 1.30PM | Mrs.Nandhini    |                 |

Date: 15.10.2022

| S.No | Subject Name   | Period | Time               | Staff In charge | Staff Signature |
|------|--|--------|--------------------|-----------------|-----------------|
| 1    | CS 3352 – Foundation Of Data Science                 | 1&2    | 9.30AM TO 11.30AM  | Mrs.T.Sugasini  |                 |
| 2    | CS 3351-Digital Principles And Computer Organization | 3&4    | 12.00 PM TO 1.30PM | Mrs.Nandhini    |                 |

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NAAC Accredited, 2(E) Status Institution by UGC



REF: IGCE/GRC/2022-2023/EVEN/01

Date: 21/02/2023


### CIRCULAR

It has been scheduled to conduct the Grievance and Redressal committee meeting at 1.00 pm in IQAC cell on 25/02/2023. 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.



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NAAC Accredited, 2(F) Status Institution by UGC



### GRIEVANCE AND REDRESSAL COMMITTEE ATTENDANCE SHEET

REF: IGCE/GRC/2022-2023/EVEN/01

Date: 25/02/2023

| S.No | Name              | Category    | Signature |
|------|-------------------|-------------|-----------|
| 1    | Dr.V.S.Thangarasu | Chairperson |           |
| 2    | Dr.K.Pandiarajan  | Coordinator |           |
| 3    | Dr.N.Kavitha      | Member      |           |
| 4    | Dr.S.Boopalan     | Member      |           |
| 5    | Mrs.N.Ramya       | Member      |           |
| 6    | Mrs.T.Sugashini   | Member      |           |
| 7    | Mrs.K.Vani Sri    | Member      |           |
| 8    | Mr.R.Ramesh Babu  | Member      |           |
| 9    | Mr.V.J.Velu       | Member      |           |
| 10   | AKSHAY K          | Student     |           |
| 11   | SELVALAKSHMI G    | Student     |           |
| 12   | TAMILARASI        | Student     |           |

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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NAAC Accredited, 2(F) Status Institution by UGC



### GRIEVANCE AND REDRESSAL COMMITTEE MEETING MINUTES

REF: IGCE/GRC/2022-2023/EVEN/01

Date: 26/02/2023

The grievance and Redressal meeting was conducted on 25-02-2023 at 01.00 in  
IQAC Cell.

Following members were present in the meeting:

| S.No | Name              | Category    |
|------|-------------------|-------------|
| 1    | Dr.V.S.Thangarasu | Chairperson |
| 2    | Dr.K.Pandiarajan  | Coordinator |
| 3    | Dr.N.Kavitha      | Member      |
| 4    | Dr.S.Boopalan     | Member      |
| 5    | Mrs.N.Ramya       | Member      |
| 6    | Mrs.T.Sugashini   | Member      |
| 7    | Mrs.K.Vani Sri    | Member      |
| 8    | Mr.R.Ramesh Babu  | Member      |
| 9    | Mr.V.J.Velu       | Member      |
| 10   | AKSHAY K          | Student     |
| 11   | SELVALAKSHMI G    | Student     |
| 12   | TAMILARASI        | Student     |

Meeting Facilitator: Dr.K.Pandiarajan

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

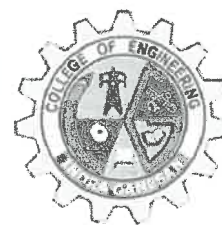




# Indra Ganesan

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NAAC Accredited, 2(F) Status Institution by UGC

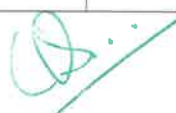


### Minutes discussed in the meeting were

- 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     | Projector is not working(Received from IV ECE students through online) | 15/02/2023               | Issue has been resolved.<br> | 18/02/2023                |

  
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**

Madurai Main Road (NH-45B), Manikandam, Trichinappalli - 620 012  
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NAAC Accredited, 2(2) Status Institution by BGC



## GRIEVANCE AND REDRESSAL COMPLAINT FORM

Date: 15/02/23

Name of the student Yogapriya  
Department ECE  
Year IV  
Mail id yogapriya madhu@gmail.com

Grievances type (please tick):

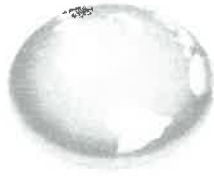
- Academic  
 Transport  
 Hostel  
 Others

Description:

Projector not working in ECE department.

Yogapriya  
Signature of the student

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



115, Aruna Avenue,  
Karumandapam,  
Trichy - 620012.  
CELL: 8220010608

SMART BUSINESS SOLUTION

To

INDRA GANESAN COLLEGE OF ENGINEERING,  
TRICHY-620012.

Ref No:SBC/TRY/2023/041  
Date:18.05.2023

Sir,

We take pleasure in offering our best price to you for the following equipment/components.

| S.No          | Description    | Change component | Amount |
|---------------|----------------|------------------|--------|
| 1             | Projector      | Lens             | 3,700  |
| 2             | Service charge |                  | 700    |
| Total Payable |                |                  | 4,400  |

Terms & Conditions:-


We trust the above meets your requirements, looking forward to receive your valuable order which will have our prompt attention always, we remain

Thanking you.

FOR SMART BUSINESS SOLUTION



Smart Business Solution | 115, Aruna Avenue, Karumandapam, Trichy-620012 | Ph-91-8220010608

  
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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NAAC Accredited, 3161 State Institution by EOC



REF: IGCE/GRC/2022-2023/EVEN/02

Date: 21/03/2023

### CIRCULAR

It has been scheduled to conduct the Grievance and Redressal committee meeting at 1.00 pm in IQAC cell on 24/03/2023. 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. S. Srinivasan, M.Tech, 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/2022-2023/EVEN/02

Date: 24/03/2023

| S.No | Name              | Category    | Signature |
|------|-------------------|-------------|-----------|
| 1    | Dr.V.S.Thangarasu | Chairperson |           |
| 2    | Dr.K.Pandiarajan  | Coordinator |           |
| 3    | Dr.N.Kavitha      | Member      |           |
| 4    | Dr.S.Boopalan     | Member      |           |
| 5    | Mrs.N.Ramya       | Member      |           |
| 6    | Mrs.T.Sugashini   | Member      |           |
| 7    | Mrs.K.Vani Sri    | Member      |           |
| 8    | Mr.R.Ramesh Babu  | Member      |           |
| 9    | Mr.V.J.Velu       | Member      |           |
| 10   | VISHWA S          | Student     |           |
| 11   | AARTHILS          | Student     |           |
| 12   | NITHYA.S          | Student     |           |

  
Dr. G. Balakrishnan, M.E., Ph.D.,  
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### GRIEVANCE AND REDRESSAL COMMITTEE MEETING MINUTES

REF: IGCE/GRC/2022-2023/EVEN/02


Date: 25/03/2023

The grievance and Redressal meeting was conducted on 24-03-2023 at 01.00 in  
IQAC Cell.

Following members were present in the meeting:

| S.No | Name              | Category    |
|------|-------------------|-------------|
| 1    | Dr.V.S.Thangarasu | Chairperson |
| 2    | Dr.K.Pandiarajan  | Coordinator |
| 3    | Dr.N.Kavitha      | Member      |
| 4    | Dr.S.Boopalan     | Member      |
| 5    | Mrs.N.Ramya       | Member      |
| 6    | Mrs.T.Sugashini   | Member      |
| 7    | Mrs.K.Vani Sri    | Member      |
| 8    | Mr.R.Ramesh Babu  | Member      |
| 9    | Mr.V.J.Velu       | Member      |
| 10   | VISHWA S          | Student     |
| 11   | AARTHI.S          | Student     |
| 12   | NITHYA.S          | Student     |

Meeting Facilitator: Dr.K.Pandiarajan

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

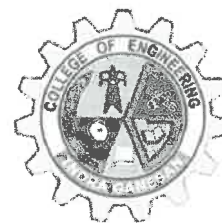




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### Minutes discussed in the meeting were

- 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      | Request for placement aptitude Training programs for placement for II year students | 10/03/2023               | As per the requirement on aptitude training for placement had been conducted (27.03.2023&28.03.2023)<br> | 15/03/2023                |

Dr. G. Balakrishnan, M.E., Ph.D.,  
Principal  
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### GRIEVANCE AND REDRESSAL COMPLAINT FORM

Date: 10/3/23

Name of the student Nithya . S  
Department CSE  
Year II year.  
Mail id nithyaraagaha11@gmail.com

Grievances type (please tick):

- Academic  
 Transport  
 Hostel  
 Others Placement

Description:

Request for aptitude training program for II year students.

Signature of the student

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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### TRAINING AND PLACEMENT CELL

DATE:15.03.2023

### CIRCULAR

The Aptitude training programme will be conducted for all II year students on 27.03.2023 & 28.03.2023 by Evolution careers, Salem. All the II year students are instructed to attend the training program compulsorily without fail.

  
PRINCIPAL



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