



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

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INDRA GANESAN COLLEGE OF ENGINEERING





Indra Ganesan

COLLEGE OF ENGINEERING

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

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6.1.1 Minutes of Meeting

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Minutes of the Meeting -: Even Semester 2022-23

Meeting on 14-03-2023 (Tuesday)

1. ERP software related Submission completed this week.
2. HOD's need to prepare and send the supporting documents for autonomous application.
3. Minimum 750 students must be enrolled in an Alumni Related program
4. MBA Department technical content posters correction and printing should get completed immediately.
5. Students should attend internal internship program and need to submit individual feedback after completion of programme and also feedback submitted on the table
6. The placement coordinator cooperate to select the maximum company for the placement drive
7. All events in July should be featured in Magazines
8. To send the letter for EV lab confirmation from TVS company and C414 lab
9. To Link with MOU 'S with Technical sector.
10. Arrangements should be made for events related to orientations
11. To fill the PG admission should cooperated
12. All Hod should attend the RDDP meeting
13. Work load submission for higher semester should be done this week
14. Only qualified reputed Company must participate in the eight semester internship programme.
15. College time table to be posted on the notice board

hobbs


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

2022-23



Indra Ganesan

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Minutes of the Meeting (EVEN SEMESTER)

Name	Signature
1. N. Mohan Prabhu	
2. Dr. R. SIVASANKAR	
3. MS. K. VANISRI.	
4. D. Inda Devi	
5. Dr. M. BHUVANESWARAN	
6. Dr. C. SOUNDAR RAJAN	
7. Dr. K. Uthra Devi	
8. G. MALATHI	
9. Mr. R. RAMESH BABU	

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 of the Meeting -: odd Semester 2022-23

Meeting on 04-07-2023 (Tuesday)

1. ERP software related grievance should be addressed to the concerned company and work should be completed within this week.
2. HoD's need to prepare and send the supporting documents for autonomous application.
3. Alumni meeting brochure and registration link should get circulated to all department alumni students within today and need to get the participation count.
4. Department technical content posters correction and printing should get completed immediately.
5. Students should attend internal internship program and need to submit individual feedback about the internship program. HoD's need to collect the internship amount from students immediately.
6. Placement schedule/news with date of interview should get prepared and need to submit before 10th July 2023
7. Placement officer need to submit schedule of Placement drive in our campus (Minimum 6 companies for each department).
8. HoD's need to identify companies for signing MoU's towards student's internship, training and placement. (Minimum 3 companies for each department). Identification of company should get completed before 13th July 2023.
9. Faculties should act as mentor for a group of students assigned and they need to confirm the students for attending the one day orientation programme scheduled on 12th or 13th July 2023. Faculties need to get positive lead from the assigned students to fill the approved intake of 420 seats.
10. HoD Agri need to submit the class room allocation marked in the floor plan and need to identify the shortage of class room for higher semester classes before 6th July 2023.
11. HoD's of CSE, ECE & EEE, need to encourage the 2023 B.E passed out students to join PG course and ensure that all seat are filled in PG course this year.
12. HoD's need to ensure all faculties should involve in research proposals and publications.

hosh

[Signature]

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

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2022-23




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Minutes of the Meeting (ODD SEMESTER)

Name	Signature
1. P. Indea Devi	- P. Indea
2. N. Mohan Prabhu	- N. Mohan Prabhu
3. M. BHUVANESWARAN	- M. Bhuvan
4. Dr. C. SUNDAR RASAN	- C. Sundar
5. Dr. K. Uthra Devi	- K. Uthra
6. MS. K. Vanisri	- K. Vanisri
7. Mr. R. SIVASANKAR	- R. Sivasankar
8. G. MALATHI	- G. Malathi
9. Mr. R. RAMESH BABU	- R. Ramesh
10. Dr. S. Beebalan	- S. Beebalan


 Dr. G. Balakrishnan, M.E., Ph.D.,
 Principal
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Minutes of the Meeting -: Even Semester 2021-22

Meeting on 12.04.2022

1. The Unit and First semester Exam Question Papers were discussed and finalized.
2. Syllabus for the Unit I was discussed and it was decided to include the first two units and in the third Unit the text lesson.
3. The First semester Assignments to be graded in accordance with the set parameters, given by the Principal.
4. Two assignments should be taken for submission before Unit I.
5. Faculty will be assigned students under their cc's.
6. Paper Presentations and publications are mandatory and there must be at least a minimum of one for the Academic Year 2021-22.
7. In labs faculty need not be sit idle, each faculty divide the work among them.
8. Evaluation of Unit Test marks and labs marks should be done strictly.
9. Weak students have to be identified in the classes and remedial classes have to be conducted and attendance will be considered for the classes.
10. In coaching hours case studies and problems has to be conducted by the faculties.
11. Instructed the faculties to cover the syllabus of Unit I by conducting extra classes on Saturdays.

Dr. G. Balakrishnan, M.E., Ph.D.,
Principal
Indra Ganesan College of Engineering
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2021-22



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Minutes of the Meeting (EVEN SEMESTER)

Name	Signature
1. Mr. R. RAMESH BABU	- R. Ramesh Babu
2. Dr. M. BHUVANESWAR	- M. Bhuvaneshwar
3. Dr. R. SIVASANKAR	- R. Sivasankar
4. Dr. C. SUNDAR RAJAN	- C. Sundar Rajan
5. P. Indira Devi	- P. Indira Devi
6. Dr. K. Uthra Devi	- K. Uthra Devi
7.	
8. Ms. K. VANLRI	- K. Vanlri
9. A. MALATHI	- A. Malathi
10. Dr. S. Boobalan	- S. Boobalan


Dr. G. Balakrishnan, M.E., Ph.D.,
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Indra Ganesan College of Engineering
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HoDs Meeting-03: Minutes of the Meeting

Date: 30.10.2021

Time: 11.30 am

Venue: Principal Room

Chair Person: The Principal

Points Discussed:

Class and Lab Arrangement: Every department should ensure class and lab arrangements and cleaning on or before 2.11.2021. It should be reported to the principal on 2.11.2021 without fail.

Deepavali Holidays: It is decided to declare Deepavali Holidays from 3.11.2021 to 7.11.2021. HoDs should convey to their students about Holidays. Also, inform Hostel Students to get out pass on 1.11.2021 itself. Hostel Students shall be allowed to go home on 2.11.2021 Afternoon itself.

Freshmen Induction Program: HoD S&H is directed to plan for Freshmen Induction program for first year students from 8.11.2021. The department should prepare the program schedule and hall arrangements on or before 2.11.2021. Final work completion status should be reported to the Principal on 2.11.2021 for further process.

Long Absentees: Department wise discussions are made about students having long absence. It is directed to monitor the status of the students and not to engage them in the class without the knowledge of the Principal.

Attendance & Internal Marks Entry in Anna University COE Portal: Third web Portal entry should be completed on or before 11.11.2021 as per the schedule given by CoE, Anna University. HoDs should prepare the attendance & mark entry for higher semesters on or before 9.11.2021 and complete the entry work well before the deadline given by CoE.

Unit Test 2 Result Analysis: Every department should analyze Unit Test 2 results along with corrections and corrective actions and submit the same to the Principal on or before 9.11.2021 for information and future action.

PMSS Students Maintenance Amount Remittance: It is decided to prepare the list of students availing PMSS Scholarship for 4 years (2017-2020). It has been assigned to Dr. Mahaveer & Mrs. Poongodi S&H Department. HoDs should get the list from S&H Department and give it to CC's of every class for maintenance fees collection from students (if not paid so far) and remit to the office through concerned in-charges.

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9th Graduation Day: It is planned to conduct our 9th Graduation day for 2020 passed out students on **28.11.2021**. 2019 graduates are also permitted to participate in the graduation day for getting their degree certificates. The procedure for conducting graduation day has been explained by the Principal at that meeting.

Alumni Meeting: It is proposed to Conduct 8th Alumni meeting on **26.1.2022** in the college premises. Office bearers of alumni should be finalized well before the alumni meeting. HoDs should give full support to the alumni office bearers for successful completion of the meeting. Also, alumni meetings shall be conducted once in a year probably **26th of January** in every year.

Anna University Regulations 2021 Discussions: It is planned to arrange all staff meeting on **1.11.2021** for the discussion of Anna University 2021 regulations. **Dr. Manivasagam**, Assistant Professor/Physics is taking the responsibility for presenting Anna University regulations 2021 by comparing 2017 regulations.


Dr.S.BHARATHI RAJA
PRINCIPAL


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

2021-22



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Minutes of the Meeting (ODD SEMESTER)

Name	Signature
1. Dr. K. Uthra Devi	- [Signature]
2. Dr. M. BHUVANESWAR	- [Signature]
3. Dr. C. SOUNDAR RAJAN	- [Signature]
4. P. Indira Devi	- [Signature]
5. Mr. R. SIVASANKAR	- [Signature]
6. G. MALATHI	- [Signature]
7. Mr. P. RAMESH BABU	- [Signature]
8. Dr. S. Boobalan	- [Signature]


Dr. G. Balakrishnan, M.E., Ph.D.,
Principal
Indra Ganesan College of Engineering
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Minutes of the Meeting -: Even Semester 2020-21

Meeting on 15-6-2021 (Tuesday)

1. HoDs need to collect letter stating fees dues and tentative date of payment from all fees pending students
2. Unit Test-II result analysis should be done and need to be submitted.
3. Inform the University examination completed final year students to collect the transfer certificate.
4. All faculty members need to support student admission and Hod's from Agri,ECE and Mech department need to fill the department intake seat compulsorily.
5. Faculty members need to submit hard copy of subject notes for the subject assigned before 21.6.21.
6. Internal internship programme poster will be finalized and get ready by the end of this week (25.6.21)
7. Issue of college bus pass should be completed before end of this week.
8. HoD's need to follow of alumini students for Alumini meeting and also provide the count of alumini students going to participate in the meeting.


Principal


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Principal
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2020-21



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Minutes of the Meeting (EVEN SEMESTER)

Name	Signature
1. D. Indira Devi	- D. Indira Devi
2. M. BHUVANESWARAN	- M. Bhuvaneshwaran
3. Mr. R. SIVASANKAR	- R. Sivasankar
4. G. MALATHI	- G. Malathi
5. P. RAMESH BABU	- P. Ramesh Babu
6. Dr. B. Thiagarajan	- B. Thiagarajan
7. K. Uthra Devi	- K. Uthra Devi
8. Dr. S. Boobalan	- S. Boobalan

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Minutes of the Meeting -: ODD Semester 2020-21

Meeting on 21-07-2020 (Tuesday)

Date: 21.07.2020

Venue: Seminar Hall, Main Block

Minutes of the Meeting

The meeting started with the self-introduction of all the faculty members. The following points were discussed in the meeting:

1. The mentor-mentee relationship should be strengthened to ensure student's discipline and his/her academic performance in a better manner.
2. All the faculty members should involve in research activities like publishing papers in reputed journals, filing patents, applying for grants, publishing book chapters and books.
3. Faculty should attend Seminars, Workshops and Faculty Development Programs to enhance their domain knowledge and enrich their profile.
4. Registration fee/ Nominal publication charges shall be claimed by submitting appropriate proof.
5. Research and Development team will be appointed from External Agencies for the betterment of the faculties.
6. All the laboratories and class rooms should be maintained properly.
7. All the students must improve their reading skills through library.
8. HOD's, Class Teachers and Mentors are responsible for the 100% result of the students.

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Principal
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Minutes of the Meeting (ODD SEMESTER)

Name	Signature
1. Mr. R. SIVA SANKAR	<i>R. Siva Sankar</i>
2. M. BHUVANESWAR	<i>M. Bhuvaneshwar</i>
3. Dr. B. Thiagarajan	- <i>B. Thiagarajan</i>
4. D. Indra Devi	- <i>D. Indra Devi</i>
5. K. Uthra Devi	- <i>K. Uthra Devi</i>
6. G. MALATHI	- <i>G. Malathi</i>
7. Mr. R. RAMESH BABU	- <i>R. Ramesh Babu</i>
8. Dr. S. Boobalan.	- <i>S. Boobalan</i>

(S)

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Principal
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Minutes of the Meeting -: EVEN Semester 2019-20

Meeting on 17-03-2020 (Tuesday)

Date: 17.03.2020

Venue: Seminar Hall, Main Block


Minutes of the Meeting

The meeting started with the self-introduction of all the faculty members. The following points were discussed in the meeting:

1. The faculty members should enrich their knowledge for the welfare of the student community as well as for themselves. Those who have 3 and above years of experience should register for Ph.D in the forthcoming year.
2. The mentor-mentee relationship should be strengthened to ensure student's discipline and his/her academic performance in a better manner.
3. All the faculty members should involve in research activities like publishing papers in reputed journals, filing patents, applying for grants, publishing book chapters and books.
4. Faculty should attend Seminars, Workshops and Faculty Development Programs to enhance their domain knowledge and enrich their profile.
5. Registration fee/ Nominal publication charges shall be claimed by submitting appropriate proof.
6. Research and Development team will be appointed from External Agencies for the betterment of the faculties.
7. All the laboratories and class rooms should be maintained properly.
8. All the students must improve their reading skills through library.
9. HOD's, Class Teachers and Mentors are responsible for the 100% result of the students.

Circulated to:

- All the HoD's
- All Faculty Members


Dr. G. Balakrishnan, M.E., Ph.D.,
Principal
Indra Ganesan College of Engineering
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2019-20



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Minutes of the Meeting (EVEN SEMESTER)

Name	Signature
1. D. Indra Devi	- D. Judd
2. M. BHUVANESWARI	- M. Judd
3. Mr. R. SIVASANKAR	- Sivasankar
4. Dr. B. Thagarajan.	- B. Thagarajan
5. K. Uthra Devi	- K. Uthra Devi
6. A. MALATHI	- A. Malathi
7. Mr. R. RAMESH BABU	- R. Ramesh Babu


Dr. G. Balakrishnan, M.E., Ph.D.,
Principal
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Minutes of the Meeting -: Odd Semester 2019-20

Meeting on 13-10-2020 (Tuesday)

1. The attainment for the batch 2019-2020 was analyzed in detail.
2. After reviewing, the members suggested the following points to be implemented for improving the performance of the students through various activities.
3. The Motivational counselling should be given to average students so that their interest towards Project can be increased and hence their performance.
4. The faculty should help the students to know how to present papers for a inter college competitions and motivating them to participate in project events.
5. It is also inferred that overall attainment can still be development through projects and paper presentations.
6. HoD's accepted and Explained the members about the co-curricular activities in the department in the form of mini projects, workshops, project expo, guest lectures.
7. Slow learners adopted should be given and counselling frequently for doing project works.
8. It is also explained that student progression and their results should be intimated to parents and their feedback can be got regarding the same.
9. Members also discussed about the conversion of projects to papers in referred journals, conferences and participation in competitions and project expos.

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2019-20



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Minutes of the Meeting (ODD SEMESTER)

Name	Signature
1. D. Indra Devi	- D. Udd
2. Dr. B. Thiagarajan.	- B. Theer
3. MR. R. SIVASANKAR.	Sivasankar
4. M. BHUVANESWAR	- M. Bhuvan
5. K. Uthra Devi	- Uthra
6. G. MALATHI	- G. Malathi
7. P. Ramesh Babu	- P. Ramesh


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Minutes of the Meeting -: EVEN Semester 2018-19

Meeting on 20-03-2019 (Tuesday)

- 1) Preparation of mentor list and files to be done in a week.
- 2) Mentor List & files for SY & TY classes of all programs disseminated in April and FY classes in May end 2019.
- 3) To organize a session on online education resources; e content development
- 4) Initiatives/reforms in TLP: Interdisciplinary lectures by all departments at least one per term and learning outcome guideline, each faculty to measure learning outcome for each module of one class for one paper peer learning. Course coordinators and HOD to review lecture & subject plan reports of members and submit a brief review report. An indicative guideline will be provided by IQAC and planning boards.
- 5) Technical staff to be made available for a week, tentatively during last week of April.
- 6) List of stationery/material requirements was prepared and were procured from the office.
- 7) Alumni association needs to be developed.
- 8) Within 2 years' college should be known for flagship events like sports (campus track can be utilized for a particular event) and some innovative cultural program may be conducted.
- 9) Compulsory workshop/seminar for students to improve their writing skills.
- 10) Exposing students and faculties to the other disciplines/domains.
- 11) Sir suggested a compulsory soft copy to be taken from students of projects and check the same for plagiarism.
- 12) Regarding student satisfaction survey required for NAAC purpose other colleges need to be contacted regarding the same and further the best practices followed by the college should be listed out.
- 13) Internship to be made compulsory for all the streams wherever possible.


Principal


Dr. G. Balakrishnan, M.E., Ph.D.,
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2018-2019



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Minutes of the Meeting (EVEN SEMESTER)

Name	Signature
1. N. Vaijayanthi	N. Vaijayanthi
2. Mr. R. SIVASANKAR	R. Sivasankar
3. Mr. P. RAMESH BABU	P. Ramesh Babu
4. Dr. B. Thiagarajan	B. Thiagarajan
5. D. Indra Devi	D. Indra Devi
6. K. Uthra Devi	K. Uthra Devi
7. G. MALATHI	G. Malathi


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Minutes of the Meeting -: odd Semester 2018-19

Meeting on 15-01-2019 (Tuesday)

1. The Principal emphasized that the academic performance of the students has to be viewed seriously.
2. The Principal insisted that a Quality Assessment committee (QAC) is formed to assess the performance of the students in Internal Assessment Tests.
3. All the Hods are requested to nominate the members for forming the committee.
4. The Principal instructed that the Question papers for IA tests have to be set by the faculty members to meet our the course outcomes.
5. All the HoDs are required to conduct an enquiry on the absentees for the IA test and Makeup test and take some stringent actions to avoid the absenteeism in the following tests.
6. It was instructed by the Principal that the students having Makeup test or Remedial class must not be allowed to take part in the cultural competitions.
7. It is informed that the different question papers by the subject expert and course coordinator have to be set for a particular course for each internal assessment test.
8. HoD has to scrutinize the standard of each question paper and choose the best suited one for the internal assessment test.
9. HoDs are asked to convey the points that have been discussed in the meeting to the department faculty members.


Principal


Dr. G. Balakrishnan, M.E., Ph.D.,
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2018 - 2019



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Minutes of the Meeting (ODD SEMESTER)

Name	Signature
1. B.Thiagarajan	- B. Teer
2. D. Indra Devi	- D. Indar
3. N. Vaijayanthi	N. Deepthi
4. R. SIVASANKAR	- R. Sivasankar
5. G. MALATHI	- G. Malathi
6. P. RAMESH BABU	- P. Ramesh
7. K. Uthra Devi	- K. Uthra


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