



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 DOCUMENT

QUALITY INDICATOR FRAME WORK

CRITERION – 6

**GOVERNANCE, LEADERSHIP
AND MANAGEMENT**

SUBMITTED BY

IQAC

INTERNAL QUALITY ASSURANCE CELL

INDRA GANESAN COLLEGE OF ENGINEERING





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



Academic Year (2019 – 2020) / ODD SEMESTER

CIRCULAR

Date: 07.12.2019

Faculty Development Programme on “DISASTER MANAGEMENT” will be conducted by Indra Ganesan college of Engineering from 09.12.2019 TO 13.12.2019. All the Faculty members are invited to attend the program in our college Auditorium.

Venue: Auditorium


PRINCIPAL

Cc:

1. All HoD's & Faculty members
2. All UG & PG classes
3. IQAC Coordinator
4. IPR Coordinator
5. Notice board
6. Officefile


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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Cordially invites you for the

Faculty Development Programme

 **Indra Ganesan**
COLLEGE OF ENGINEERING
Madurai Main Road (NH-45B), Manikandam, Tiruchirappalli - 620 012
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Faculty Development Programme

DISASTER MANAGEMENT

Organised by
Indra Ganesan College of Engineering

Chief guest

Mr. A. Sooriyaoli, Managing Director Novi Tech R&D Pvt Ltd,	Mr. R. Rajesh, Project Manager, Novi Tech R&D Pvt Ltd,
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Venue : Auditorium

Date : 09.12.2019 TO 13.12. 2019


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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ACADEMIC YEAR (2019 – 2020) / ODD SEMSTER

Faculty Development Programme

On

“DISASTER MANAGEMENT”

AGENDA

Date	: 09.12.2019
Time	: 10 am
Venue	: Auditorium
Welcome Address	: MR. RAMESH BABU R Mech, Indra Ganesan College of Engineering, Trichy.
Introduction of Chief Guest	: Dr. S. Bharathi Raja Principal Indra Ganesan College of Engineering
Resource Person	: Mr. A. Sooriyaoli, Managing director, Novi tech R&D Pvt Ltd, Mr. Dhineshwaran G Project Manager, Novi tech R&D Pvt Ltd,
Session I	: Community Resilience Building in Disaster Management
(FN)	
Session II	: Advanced Technologies in Disaster Preparedness and
(AN)	Response
Vote of Thanks	: Prof. A. Ramya CSE, Indra Ganesan College of Engineering, Trichy.

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



ACADEMIC YEAR (2019 – 2020) / ODD SEMESTER

EVENT DATE : 09.12.2019
 VENUE : Auditorium
 ORGANIZED BY : IGCE
 Resource Person **Mr. A. Sooriyaoli,**
 Managing director,
 Novi tech R&D Pvt Ltd,
Mr. Dhineshwaran G
 Project Manager,
 Novi tech R&D Pvt Ltd

DAY/ TIME	10.00 am -10.30am	10.30 am -11.30 am		11.45am -1.05 pm		1.45 pm -3.30 pm		3.30 pm -4.00 pm
DAY 1 09.12.2019	Welcome and program overview	Definition and components of emotional intelligence (EI)	T E A B R E A K	Importance of EI in teaching, research, and faculty-student interactions	L U N C H B R E A K	Self-assessment of EI using validated tools	T E A B R E A K	Group discussion on personal experiences related to emotional intelligence
DAY 2 10.12.2019	Understanding self-awareness and its role in emotional intelligence	Techniques for recognizing and regulating emotions		Mindfulness exercises and stress management techniques		Role-playing scenarios to practice self-management skills		Reflection and goal-setting for improving self-awareness and self-management
DAY 3 11.12.2019	Exploring the concept of social awareness and empathy	Strategies for recognizing and understanding the emotions of others		Effective communication techniques for building rapport and trust		Conflict resolution and negotiation skills		Role-playing exercises to practice active listening and empathetic responses
DAY 4 12.12.2019	Incorporating emotional intelligence into pedagogical practices	Creating a supportive and inclusive learning environment		Strategies for providing constructive feedback with empathy		Mentorship techniques to support student growth and development		Case studies and best practices in using emotional intelligence in academic settings
DAY 5 13.12.2019	Understanding the role of emotional intelligence in leadership	Collaborative decision-making and team dynamics		Conflict resolution strategies for academic leaders		Building trust and fostering positive relationships within academic departments		Action planning for applying emotional intelligence in leadership roles


 IPR Coordinator


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


 Principal



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FIVE DAYS FACULTY DEVELOPMENT PROGRAMME

on

“DISASTER MANAGEMENT”

EVENT DATE : 09.12.2019
VENUE : Auditorium
NO OF PARTICIPANTS : 70
ORGANIZED BY : IGCE

A five days Faculty Development Program (FDP) on “DISASTER MANAGEMENT” at Seminar Hall on 09.12.2019 to 13.12.2019. The Resource persons were Mr. A. Sooriyaoli, Managing Director, Novi tech R&D Pvt Ltd, Mr. R. Rajesh, Project Manager, Novi Tech R&D Pvt , Ltd,

The outcome of the FDP are listed below

- FDP equips participants with skills to coordinate efforts among various stakeholders involved in disaster management, including government agencies, NGOs, community groups, and international organizations.
- Participants learn decision-making frameworks tailored to the complexities of disaster situations, enabling them to make timely and effective choices under pressure.
- Participants develop strategies for engaging and mobilizing local communities in disaster preparedness, response, and recovery efforts, fostering resilience at the grassroots level.
- Participants learn to develop flexible and adaptive disaster management plans that can be adjusted based on evolving circumstances, such as changes in the disaster's magnitude or scope.
- Leaders develop logistical management skills to ensure the efficient distribution of relief supplies, the deployment of personnel, and the establishment of temporary shelters and medical facilities.


IPR COORDINATOR


PRINCIPAL


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

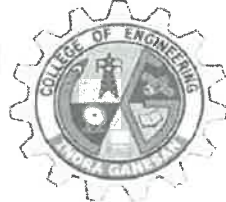
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Academic Year (2019-20) / ODD Semester

Attendance List

Five Days FDP on "DISASTER MANAGEMENT"

DATE: 09.12.2019 TO 13.12.2019

Staff Name List

S.N O	NAME	DEPT	SIGNATURE				
			09.12.2019	10.12.2019	11.12.2019	12.12.2019	13.12.2019
1	DR. K SENGOTTAIN	AGRI					
2	MR. S RAMALINGAM	CIVIL					
3	MR. M KALIRAJ	CIVIL					
4	MS. K GAYATHRI	CIVIL					
5	MS G BHARANI	CIVIL					
6	MS K VANISRI	CIVIL					
7	MR S DINESHKUMAR	AGRI					
8	MS E VINODHA	CIVIL					
9	DR. P SUDHARAJAM	CIVIL					
10	DR. K PANDIYARAJAN	CSE					
11	MRS. D INDRA DEVI	CSE					
12	MRS. GETSYAL	CSE					
13	MR S VIMALATHITHAN	CSE					
14	MR C JEGADEESAN	CSE					
15	MR P SURESH PANDI	CSE					
16	MRS. A RAMYA	CSE					
17	MS. J JENIFER	MATHS					
18	MS. A SUGANYA	CSE					
19	DR. G BALAKRISHNAN	CSE					
20	MRS. D B RENA	ME. CSE					
21	DR. B KANISHA	ME. CSE					
22	DR. UTHRA DEVI K	IT					

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

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23	DR. NANCY V	IT	Nm	Nm	Nm	Nm	Nm
24	MR. DEVAN D P	IT	Dnp	Dnp	Dnp	Dnp	Dnp
25	MS. S SURYA	IT	Sh	Sh	Sh	Sh	Sh
26	MR. VIVEK IGNATIUS A	IT	Vh	Vh	Vh	Vh	Vh
27	MRS. JENILA S	IT	Sh	Sh	Sh	Sh	Sh
28	MRS. KARTHIGA M	IT	Mh	Mh	Mh	Mh	Mh
29	MRS. SAROJA DEVI S	IT	Sh	Sh	Sh	Sh	Sh
30	MR. O KARTHIKEYAN	IT	Ohr	Ohr	Ohr	Ohr	Ohr
31	DR. G MALATHY	EEE	Ch	Ch	Ch	Ch	Ch
32	MRS. R MEGALA DEVI	EEE	Rhr	Rhr	Rhr	Rhr	Rhr
33	MR. S VIJAI	EEE	Sh	Sh	Sh	Sh	Sh
34	MR.S PONMATHI RAJITHKUMAR	EEE	Sh	Sh	Sh	Sh	Sh
35	MR. D PRAVEEN SANGEETHKUMAR	EEE	Sh	Sh	Sh	Sh	Sh
36	MR. A RICHARDS RETHINASAMY	EEE	Ahr	Ahr	Ahr	Ahr	Ahr
37	MR. K SEETHARAMAN	EEE	Khr	Khr	Khr	Khr	Khr
38	MRS. J BELCY JENIFER	EEE	Jhr	Jhr	Jhr	Jhr	Jhr
39	DR. N VAIJAYANTHI	EEE	Nhr	Nhr	Nhr	Nhr	Nhr
40	DR. M BHUVANESWARI	ECE	Mhr	Mhr	Mhr	Mhr	Mhr
41	MR. K KUMAR	ECE	Khr	Khr	Khr	Khr	Khr
42	MR J MANOKARAN	ECE	Jhr	Jhr	Jhr	Jhr	Jhr
43	MS. R NITHYA	ECE	Rhr	Rhr	Rhr	Rhr	Rhr
44	MR. B G GOPAL	ECE	Bhr	Bhr	Bhr	Bhr	Bhr
45	MRS. P SANTHANA SELVI	ECE	Phr	Phr	Phr	Phr	Phr
46	MR. S BALAKRISHANAN	ECE	Sh	Sh	Sh	Sh	Sh
47	MRS. B SARASWATHI	ECE	Bhr	Bhr	Bhr	Bhr	Bhr
48	MRS. V ELAKKIYA	ECE	Vhr	Vhr	Vhr	Vhr	Vhr
49	MRS. S RAHAMATHNISHA	ECE	Sh	Sh	Sh	Sh	Sh
50	MRS. G KEERTHANA	ECE	Ch	Ch	Ch	Ch	Ch
51	DR. R RAJAMOHAMED	ECE	Rhr	Rhr	Rhr	Rhr	Rhr
52	MRS. M NANDHINI	ME. VLSI	Nhr	Nhr	Nhr	Nhr	Nhr
53	MRS. D KOKILA	ME. VLSI	Dhr	Dhr	Dhr	Dhr	Dhr
54	DR. S BHARATHIRAJA	ME. VLSI	Sh	Sh	Sh	Sh	Sh
55	DR. K BALAMURAGAN	MECH	Khr	Khr	Khr	Khr	Khr
56	DR. A ARULSELVAN	MECH	Ahr	Ahr	Ahr	Ahr	Ahr

Dr. G. Rajamohamed, Ph.D., F.I.T.D.,
Principal
Indra Ganesan College of Engineering
IG Valley, Madurai Main Road
Manikandam, Trichy-620 012.

57	MR. MADHAN J	MECH	Mms	Mms	mms	Mms	Mm
58	MR. SAMUEL M	MECH	SAM	SM	sm	SM	SM
59	MR. K N PRABHAKARAN	MECH	KNR	KNR	knr	KNR	KNR
60	MR. T DAVID UBHARA SAMY	MECH	TDS	TDS	TDS	TDS	TDS
61	S MAHESHWARAN	MECH	SMH	SMH	SMH	SMH	SMH
62	MR. RAMESH BABU R	MECH	Rrb	Rrb	Rrb	Rrb	Rrb
63	MR. C SARAVANAKUMAR	MECH	Ssk	Ssk	Ssk	Ssk	Ssk
64	MR. THIRUNAVUKARASU R	MECH	TRN	TRN	TRN	TRN	TRN
65	MR. R GANESH	MECH	RGR	RGR	RGR	RGR	RGR
66	MR. J SEBASTIN JOYAL	MECH	JJS	JJS	JJS	JJS	JJS
67	MR. G DINESHWARAN	MECH	GDV	GDV	GDV	GDV	GDV
68	NAGARAJAN P	MECH	NAP	NAP	NAP	NAP	NAP
69	DR. SOUNDAR RAJAN C	MECH	SRC	SRC	SRC	SRC	SRC
70	DR. VELALUTHAM C	MBA	VLC	VLC	VLC	VLC	VLC
71	MRS. NISHA MARTINA L	MBA	NML	NML	NML	NML	NML
72	MRS. MINIPRIYA N	MBA	MN	MN	MN	MN	MN
73	MR. GUNA V S	MBA	GVS	GVS	GVS	GVS	GVS
74	THAZHALI B	MBA	TB	TB	TB	TB	TB
75	VELU J V	MBA	VJV	VJV	VJV	VJV	VJV
76	SANGEETHA T	MBA	ST	ST	ST	ST	ST
77	DR. SARAVANAN V	MBA	SV	SV	SV	SV	SV
78	DR. ANUSUYA M	PHYSICS	AM	AM	AM	AM	AM
79	DR. MANIVASAHAM A	PHYSICS	MA	MA	MA	MA	MA
80	MRS. LALITHA P	PHYSICS	LAP	LAP	LAP	LAP	LAP
81	MRS. KALAIVANI T	PHYSICS	KT	KT	KT	KT	KT
82	MRS. RAMYA K	MATHEMATICS	RK	RK	RK	RK	RK
83	DR. IRAVIATHUL BASIRA A	CSE	IB	IB	IB	IB	IB
84	MRS. POONGODI S	MATHEMATICS	PS	PS	PS	PS	PS
85	DR. JAYALAKSHMI R	MATHEMATICS	JR	JR	JR	JR	JR
86	MR. DHANAPAL K	MATHEMATICS	DK	DK	DK	DK	DK
87	DR BOOBALAN S	CHEMISTRY	BS	BS	BS	BS	BS
88	MR. ARUL C	CHEMISTRY	AC	AC	AC	AC	AC
89	DR. ANUSOOYA P	CHEMISTRY	AP	AP	AP	AP	AP
90	MRS. ANTOINETTE SHEELA A	ENGLISH	AS	AS	AS	AS	AS

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

91	MRS.EVA JOHNSY MARGARET S	ENGLISH	EVSa	ESu	ESu	ESu	ESu
92	MRS. REVATHI N	ENGLISH	RevN	RevN	RevN	RevN	RevN
93	MRS. SUGASHINI T	CSE	SuT	SuT	SuT	SuT	SuT
94	MR. KARTHIK S	CSE	KarS	KarS	KarS	KarS	KarS
95	MR. RAJKIRAN B	CSE	RaB	RaB	RaB	RaB	RaB
96	MR. PRITHIVIRAJ	MECH	PrR	PrR	PrR	PrR	PrR
97	MRS. MAHALAKSHMI R	MECH	MaR	MaR	MaR	MaR	MaR


IPR Coordinator


Principal



Dr. G. Balakrishnan, M.E., Ph.D.,
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Indra Ganesan College of Engineering
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Academic Year (2019 – 2020) / ODD SEMESTER

CIRCULAR

Date: 05.06.2019

Faculty Development Programme on “COMMUNICATIONS SKILL” will be conducted by Indra Ganesan college of Engineering from 11.06.2019 to 15.06.2019. All the Faculty members are invited to attend the program in our college Seminar Hall.

Venue : Seminar Hall


PRINCIPAL

Cc:

1. All HoD's & Faculty members
2. All UG & PG classes
3. IPR Coordinator
4. Notice board
5. Office file



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

Principal

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Faculty Development Programme



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Faculty Development Programme

COMMUNICATIONS SKILL

Organised by

Indra Ganesan College of Engineering

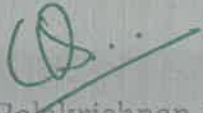
Chief guest

Mr. Abhu
Manager,
UNIQ MEP, Trichy.

Mr. David Ubharasamy,
Executive,
UNIQ MEP, Trichy

Venue : Seminar Hall

Date : 11.06.2019 TO 15.06.2019


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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ACADEMIC YEAR (2019 – 2020) / ODD SEMSTER

Faculty Development Programme

On

“COMMUNICATIONS SKILL”

AGENDA

Date	:11.06.2019
Time	: 10 am
Venue	:Seminar Hall
Welcome Address	:MR. RAMESH BABU R Mech,Indra Ganesan College of Engineering, Trichy.
Introduction of Chief Guest	:Dr. S. Bharathi Raja Principal Indra Ganesan College of Engineering
Resource Person	:Mr. Abhu Manager UNIQ-MEP, Trichy. Mr. David Ubahasamy Executive UNIQ-MEP, Trichy.
<u>TOPICS</u>	
Session I	:Effective Communication: Foundations for Success
(FN)	
Session II	:Mastering Business Communication: Writing and Presenting
(AN)	with Impact
Vote of Thanks	:Prof. N. Vaijyanthi ECE,Indra Ganesan College of Engineering, Trichy.


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

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Academic Year (2019– 2020) / ODD Semester


Faculty Development Programme On


“COMMUNICATIONS SKILL”

Schedule of the Program

EVENT DATE : 11.06.2019
VENUE : Seminar Hall
ORGANIZED BY : IGCE
RESOURCE PERSONS : **Mr. Abhu**
Manager
UNIQ-MEP, Trichy.
Mr. David Ubaharasamy
Executive
UNIQ-MEP, Trichy.

TIME	10.00 am -10.30	10.30 am -11.30 am	11.45am -1.05 pm	1.45 pm -3.30 pm	3.30 pm -4.00 pm
DAY 1 11.06.2019	Foundations of Effective Communication: Verbal and Non-Verbal Aspects	Active Listening Skills for Improved Communication	Clarity and Conciseness in Communication	Building Empathy in Communication	Body Language and its Impact on Communication
DAY 2 12.06.2019	Effective Presentation Skills: Engaging Your Audience	Business Communication Etiquette and Professionalism	Cross-Cultural Communication: Understanding and Adapting	Conflict Resolution through Effective Communication	Building Confidence in Public Speaking
DAY 3 13.06.2019	Constructive Feedback and Criticism Skills	Strategies for Persuasive Communication	Developing Assertiveness in Communication	Effective Written Communication: Emails, Reports, and Proposals	Adapting Communication Styles to Different Audiences
DAY 4 14.06.2019	Interpersonal Communication in Team Settings	Using Technology for Efficient Communication	Negotiation and Communication Skills	Storytelling Techniques for Impactful Communication	Building Rapport and Trust through Communication
DAY 5 15.06.2019	Handling Difficult Conversations with Diplomacy	Crisis Communication: Strategies for Effective Response	Communication in Leadership: Inspiring and Motivating Teams	Media and Social Media Literacy for Effective Communication	Networking and Relationship Building through Communication


IPR Coordinator


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Principal



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FACULTY DEVELOPMENT PROGRAMME

on

“COMMUNICATIONS SKILL”

EVENT DATE : 11.06.2019
VENUE : Seminar Hall
NO OF PARTICIPANTS : 33
ORGANIZED BY : IGCE


A Five days Faculty Development Program (FDP) on “COMMUNICATIONS SKILL” at Seminar Hall on 11.06.2019 to 15.06.2019. The Resource persons were : **Mr. Abhu**, Manager, UNIQ-MEP, Trichy. **Mr. David Ubaharasamy**, Executive, UNIQ-MEP, Trichy.

The outcomes of the FDP are listed below

- Faculty members develop the ability to craft clear and concise messages tailored to different audiences, ensuring that information is effectively communicated and understood.
- Leaders learn to communicate empathetically, acknowledging and validating the perspectives and emotions of others, which fosters stronger connections and collaboration.
- Faculty members develop awareness of nonverbal cues such as body language, facial expressions, and tone of voice, enhancing their ability to convey messages effectively and interpret the signals of others accurately.
- Leaders learn techniques for persuasive communication, including storytelling, framing, and using evidence and logic to influence stakeholders and drive action.
- Faculty members learn to provide constructive feedback and coaching to their colleagues and team members, helping them develop their communication skills and achieve their full potential.


PROGRAM COORDINATOR


PRINCIPAL


Dr. G. Balakrishnan, M.E., Ph.D.,
Principal
Indra Ganesan College of Engineering
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Academic Year (2019- 20) / ODD Semester

Attendance List

: FDP on

“COMMUNICATION SKILLS”

DATE: 11.06.2019 TO 15.06.2019.

Staff Name List

S.NO	NAME	DEPT	SIGNATURE				
			09.12.2019	10.12.2019	11.12.2019	12.12.2019	13.12.2019
1	Mr.C.Muruganandham	Physical Education	C. Murugan	C. Murugan	C. Murugan	C. Murugan	C. Murugan
2	Mr.V.Raja	Library	V. Raja	V. Raja	V. Raja	V. Raja	V. Raja
3	Mr.R.Rajesh Kannan	Library	R. Raja	R. Raja	R. Raja	R. Raja	R. Raja
4	Mrs.M.Latha	Library	M. Latha	M. Latha	M. Latha	M. Latha	M. Latha
5	Mr.P.Arokianathan	Agri	P. Aroki	P. Aroki	P. Aroki	P. Aroki	P. Aroki
6	Mr.V.Prabakaran	ECE	V. Prabh	V. Prabh	V. Prabh	V. Prabh	V. Prabh
7	Mr.M.Abubakkar Siddiq	Mech	M. Abub	M. Abub	M. Abub	M. Abub	M. Abub
8	Mr.K. Veerakumar	EEE	K. Veer	K. Veer	K. Veer	K. Veer	K. Veer
9	Mrs.C.Nandhini Priya	CSE	C. Nandhi	C. Nandhi	C. Nandhi	C. Nandhi	C. Nandhi
10	Mr.C.Mullaiselvan	Mech	C. Mulli	C. Mulli	C. Mulli	C. Mulli	C. Mulli
11	Mrs.K.Sangeetha	ECE	K. Sangeetha	K. Sangeetha	K. Sangeetha	K. Sangeetha	K. Sangeetha
12	Mrs.B.Sumathi	CSE	B. Sumathi	B. Sumathi	B. Sumathi	B. Sumathi	B. Sumathi
13	Mr.K.Kannan	CSE	K. Kannan	K. Kannan	K. Kannan	K. Kannan	K. Kannan
14	Mr.A.Anthuvan Albino	CSE	A. Anthu	A. Anthu	A. Anthu	A. Anthu	A. Anthu
15	Mr.A.Sabeer Hussain	Agri	A. Sabeer	A. Sabeer	A. Sabeer	A. Sabeer	A. Sabeer
16	Mr.R.Nithyanandham	EEE	R. Nithya	R. Nithya	R. Nithya	R. Nithya	R. Nithya
17	Mr.P.Balaji	Agri	P. Balaji	P. Balaji	P. Balaji	P. Balaji	P. Balaji
18	Mr.A.Ilangeswaran	Agri	A. Ilanges	A. Ilanges	A. Ilanges	A. Ilanges	A. Ilanges
19	Ms.K.Suganya	ECE	K. Suganya	K. Suganya	K. Suganya	K. Suganya	K. Suganya
20	Mr.M.Sudhakaran	Mech	M. Sudha	M. Sudha	M. Sudha	M. Sudha	M. Sudha
21	Mr.L.Thirupathi	EEE	L. Thirupa	L. Thirupa	L. Thirupa	L. Thirupa	L. Thirupa
22	Mr.K.Senthil Kumar	AIDS	K. Senthil	K. Senthil	K. Senthil	K. Senthil	K. Senthil
23	Mrs.P.Eswari	AIDS	P. Eswari	P. Eswari	P. Eswari	P. Eswari	P. Eswari
24	Mr.T.V.Elangovan	ECE	T. V. Elan	T. V. Elan	T. V. Elan	T. V. Elan	T. V. Elan
25	Mr.R.Manikandan	IT	R. Mani	R. Mani	R. Mani	R. Mani	R. Mani
26	Mr.S.Vinayagamoorathi	AIDS	S. Vinay	S. Vinay	S. Vinay	S. Vinay	S. Vinay
27	Mr.V.Sivanantham	BME	V. Siva	V. Siva	V. Siva	V. Siva	V. Siva
28	Mr.N.Arunmani	IT	N. Arun	N. Arun	N. Arun	N. Arun	N. Arun
29	Mr.A.Jeyaraj	EEE	A. Jeyaraj	A. Jeyaraj	A. Jeyaraj	A. Jeyaraj	A. Jeyaraj

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

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30	Mrs.S.Palaniyammal	IT	S. Palani	S. Palani	S. Palani	S. Palani	S. Palani
31	Mr.V.Kumar	Mech	V. Kumar	V. Kumar	V. Kumar	V. Kumar	V. Kumar
32	Mr.R.Murali	AIDS	R. Murali	R. Murali	R. Murali	R. Murali	R. Murali
33	Mr.N.Moorthy	BME	N. Moorthy	N. Moorthy	N. Moorthy	N. Moorthy	N. Moorthy

T. S. S.

PROGRAM COORDINATOR

[Signature]

PRINCIPAL

[Signature]

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Academic Year (2019 – 2020) / EVEN SEMESTER

CIRCULAR

Date: 28.05.2019


FDP on “**DIGITAL LITERARY PROGRAM**” will be conducted by **Indra Ganesan college of Engineering** from 01.06.2019 to 05.06.2019. All the Faculty members are invited to attend the program in our college Auditorium.

Venue: AUDITORIUM


PRINCIPAL

Cc:

1. All HoD's & Faculty members
2. All UG & PG classes
3. IQAC Coordinator
4. IPR Coordinator
5. Notice board
6. Officefile


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Cordially invites you for the
Faculty Development Programme



Indra Ganesan

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Faculty Development Programme


DIGITAL LITERARY PROGRAM

Organised by
Indra Ganesan College of Engineering

Chief guest

<p>Mr. V. Tamilventhan, Director, Lift Technologies, Trichy</p>	<p>Mr. G. Ganesh, Project Leader, Lift Technologies, Trichy</p>
--	--

Venue : Auditorium
Date : 01.06.2019 TO 05.06.2019



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



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ACADEMIC YEAR (2019 – 2020) / EVEN SEMSTER

Faculty Development program On “DIGITAL LITERARY PROGRAM”

AGENDA

Date	:01.06.2019
Time	:10 am
Venue	:Auditorium
Welcome Address	:MR. RAMESH BABU R Mech, Indra Ganesan College of Engineering, Trichy.
Introduction of Chief Guest	:Dr. S. Bharathi Raja Principal Indra Ganesan College of Engineering
Resource Person	:Mr. V. Tamilventhan Director Lift Technologies, Trichy. Mr. G. Ganesh, Lift Technologies, Trichy.
Project Leader,	
<u>TOPICS</u>	
Session I	:Digital Storytelling: Crafting Compelling Narratives in
(FN)	the Digital Age
Session II	:E-publishing and Self-Publishing: Navigating the
(AN)	Digital Literary Landscape
Vote of Thanks	:Prof. N. Vijayanthi ECE, Indra Ganesan College of Engineering, Trichy.

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ACADEMIC YEAR (2019 – 2020) / EVEN SEMSTER

Faculty Development programme On “DIGITAL LITERARY PROGRAM”

EVENT DATE : 01.06.2019

VENUE : Auditorium

ORGANIZED BY : IGCE

Resource Person : **Mr. V.Tamilventhan**

Director

Lift Technologies, Trichy.

Mr. G.Ganesh,

Project Leader,

Lift Technologies, Trichy

DAY/ TIME	10.00 am -10.30am	10.30 am -11.30 am	11.45am -1.05 pm	1.45 pm -3.30 pm	3.30 pm -4.00 pm
DAY 1 01.06.2019	Welcome and program overview	Definition and components of Digital literary program (EI)	Importance of EI in teaching, research, and faculty-student interactions	Self-assessment of EI using validated tools	Group discussion on personal experiences related to Digital literary program
DAY 2 02.06.2019	Understanding self-awareness and its role in Digital literary program	Techniques for recognizing and regulating Digital literary program	Mindfulness exercises and stress management techniques	Role-playing scenarios to practice self-management skills	Reflection and goal-setting for improving self-awareness and self-management
DAY 3 03.06.2019	Exploring the concept of social awareness and empathy	Strategies for recognizing and understanding the emotions of others	Effective communication techniques for building rapport and trust	Conflict resolution and negotiation skills	Role-playing exercises to practice active listening and empathetic responses
DAY 4 04.06.2019	Incorporating emotional intelligence into pedagogical practices	Creating a supportive and inclusive learning environment	Strategies for providing constructive feedback with empathy	Mentorship techniques to support student growth and development	Case studies and best practices in using Digital literary program in academic settings
DAY 5 05.06.2019	Understanding the role of Digital literary program in leadership	Collaborative decision-making and team dynamics	Conflict resolution strategies for academic leaders	Building trust and fostering positive relationships within academic departments	Action planning for applying Digital literary program in leadership roles

IPR Coordinator

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

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FIVE DAYS FACULTY DEVELOPMENT PROGRAMME

on

“DIGITAL LITERARY PROGRAM”

EVENT DATE : 01.06.2019)

VENUE : Auditorium

NO OF PARTICIPANTS : 70

ORGANIZED BY : IGCE

A five days Faculty Development Program (FDP) on “DIGITAL LITERARY PROGRAM” at Auditorium on 01.06.2019 to 05.06.2019. The Resource persons were Mr. V.Tamilventhan, Director, Lift Technologies, Trichy. Mr. G. Ganesh, project leader, Lift technologies, trichy.

The outcomes of FDP are listed below

- Increased awareness and understanding of digital literacy concepts, including digital citizenship, information literacy, and online safety, among faculty members.
- Development of strategies for integrating digital literacy skills into academic curricula across disciplines, preparing students to navigate and critically evaluate digital information effectively.
- Proficiency in utilizing digital tools and technologies for teaching, learning, and research purposes, enhancing the educational experience and engagement of students.
- Enhancement of communication skills for fostering digital collaboration, networking, and knowledge sharing among faculty members and students.
- Promotion of ethical and responsible use of digital resources and platforms, including copyright compliance and data privacy considerations.


Dr. G. Balakrishnan, M.B.A., M.Ed., M.Phil., Ph.D.

Principal

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IPR Coordinator


Principal



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Academic Year (2019-20) / EVEN Semester

Attendance List

Five Days FDP on "DIGITAL LITERARY PROGRAM"

DATE: 01.06.2019 TO 05.06.2019

Staff Name List

S.NO	NAME	DEPT	SIGNATURE				
			01.06.2019	02.06.2019	03.06.2019	04.06.2019	05.06.2019
1	DR. K SENGOTTAIN	AGRI	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
2	MR. S RAMALINGAM	CIVIL	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
3	MR. M KALIRAJ	CIVIL	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
4	MS. K GAYATHRI	CIVIL	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
5	MS G BHARANI	CIVIL	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
6	MS K VANISRI	CIVIL	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
7	MR S DINESHKUMAR	AGRI	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
8	MS E VINODHA	CIVIL	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
9	DR. P SUDHARAJAM	CIVIL	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
10	DR. K PANDIYARAJAN	CSE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
11	MRS. D INDRA DEVI	CSE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
12	MRS. GETSYAL	CSE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
13	MR S VIMALATHITHAN	CSE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
14	MR C JEGADEESAN	CSE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
15	MR P SURESH PANDI	CSE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
16	MRS. A RAMYA	CSE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
17	MS. J JENIFER	MATHEMATICS	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
18	MS. A SUGANYA	CSE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
19	DR. G BALAKRISHNAN	CSE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
20	MRS. D B RENA	ME, CSE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

[Signature]
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Principal

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21	DR. B KANISHA	ME. CSE	B.kin	B.kin	B.kin	B.kin	B.kin
22	DR. UTHRA DEVI K	IT	Uthi	Uthi	Uthi	Uthi	Uthi
23	DR. NANCY V	IT	Nancy	Nancy	Nancy	Nancy	Nancy
24	MR. DEVAN D P	IT	Dev	Dev	Dev	Dev	Dev
25	MS. S SURYA	IT	S.S	S.S	S.S	S.S	S.S
26	MR. VIVEK IGNATIUS A	IT	Vivek	Vivek	Vivek	Vivek	Vivek
27	MRS. JENILA S	IT	Jenila	Jenila	Jenila	Jenila	Jenila
28	MRS. KARTHIGA M	IT	Karthiga	Karthiga	Karthiga	Karthiga	Karthiga
29	MRS. SAROJA DEVI S	IT	Saroja	Saroja	Saroja	Saroja	Saroja
30	MR. O KARTHIKEYAN	IT	O.K	O.K	O.K	O.K	O.K
31	DR. G MALATHY	EEE	G.Mal	G.Mal	G.Mal	G.Mal	G.Mal
32	MRS. R MEGALA DEVI	EEE	R.Megala	R.Megala	R.Megala	R.Megala	R.Megala
33	MR. S VIJAI	EEE	S.Vijai	S.Vijai	S.Vijai	S.Vijai	S.Vijai
34	MR.S PONMATHI RAJITHKUMAR	EEE	P.Rajith	P.Rajith	P.Rajith	P.Rajith	P.Rajith
35	MR. D PRAVEEN SANGEETHKUMAR	EEE	P.Praveen	P.Praveen	P.Praveen	P.Praveen	P.Praveen
36	MR. A RICHARDS RETHINASAMY	EEE	A.Richards	A.Richards	A.Richards	A.Richards	A.Richards
37	MR. K SEETHARAMAN	EEE	K.Seetharaman	K.Seetharaman	K.Seetharaman	K.Seetharaman	K.Seetharaman
38	MRS. J BELCY JENIFER	EEE	J.Belcy	J.Belcy	J.Belcy	J.Belcy	J.Belcy
39	DR. N VAJAYANTHI	EEE	N.Vajayanthi	N.Vajayanthi	N.Vajayanthi	N.Vajayanthi	N.Vajayanthi
40	DR. M BHUVANESWARI	ECE	M.Bhuvan	M.Bhuvan	M.Bhuvan	M.Bhuvan	M.Bhuvan
41	MR. K KUMAR	ECE	K.Kumar	K.Kumar	K.Kumar	K.Kumar	K.Kumar
42	MR J MANOKARAN	ECE	J.Manokaran	J.Manokaran	J.Manokaran	J.Manokaran	J.Manokaran
43	MS. R NITHYA	ECE	R.Nithya	R.Nithya	R.Nithya	R.Nithya	R.Nithya
44	MR. B G GOPAL	ECE	B.Gopal	B.Gopal	B.Gopal	B.Gopal	B.Gopal
45	MRS. P SANTHANA SELVI	ECE	P.Santha	P.Santha	P.Santha	P.Santha	P.Santha
46	MR. S BALAKRISHANAN	ECE	S.Balakrish	S.Balakrish	S.Balakrish	S.Balakrish	S.Balakrish
47	MRS. B SARASWATHI	ECE	B.Saraswathi	B.Saraswathi	B.Saraswathi	B.Saraswathi	B.Saraswathi
48	MRS. V ELAKKIYA	ECE	V.Elakkiya	V.Elakkiya	V.Elakkiya	V.Elakkiya	V.Elakkiya
49	MRS. S RAHAMATHNISHA	ECE	S.Rahamath	S.Rahamath	S.Rahamath	S.Rahamath	S.Rahamath
50	MRS. G KEERTHANA	ECE	G.Keerthana	G.Keerthana	G.Keerthana	G.Keerthana	G.Keerthana
51	DR. R RAJAMOHAMED	ECE	R.Rajamohamed	R.Rajamohamed	R.Rajamohamed	R.Rajamohamed	R.Rajamohamed
52	MRS. M NANDHINI	ME. VLSI	M.Nandhini	M.Nandhini	M.Nandhini	M.Nandhini	M.Nandhini
53	MRS. D KOKILA	ME. VLSI	D.Kokila	D.Kokila	D.Kokila	D.Kokila	D.Kokila

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54	DR. S BHARATHIRAJA	ME. VLSI	S.Bh	S.Bh	S.Bh	S.Bh	S.Bh
55	DR. K BALAMURAGAN	MECH	Bala	Bala	Bala	Bala	Bala
56	DR. A ARULSELVAN	MECH	A.Arul	A.Arul	A.Arul	A.Arul	A.Arul
57	MR. MADHAN J	MECH	Madhan	Madhan	Madhan	Madhan	Madhan
58	MR. SAMUEL M	MECH	Samuel	Samuel	Samuel	Samuel	Samuel
59	MR. K N PRABHAKARAN	MECH	K.N.R	K.N.R	K.N.R	K.N.R	K.N.R
60	MR. T DAVID UBHARA SAMY	MECH	T.David	T.David	T.David	T.David	T.David
61	S MAHESHWARAN	MECH	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh
62	MR. RAMESH BABU R	MECH	Ramesh	Ramesh	Ramesh	Ramesh	Ramesh
63	MR. C SARAVANAKUMAR	MECH	Sarava	Sarava	Sarava	Sarava	Sarava
64	MR. THIRUNAVUKARASU R	MECH	Thirun	Thirun	Thirun	Thirun	Thirun
65	MR. R GANESH	MECH	R.Gan	R.Gan	R.Gan	R.Gan	R.Gan
66	MR. J SEBASTIN JOYAL	MECH	J.S	J.S	J.S	J.S	J.S
67	MR. G DINESHWARAN	MECH	G.D	G.D	G.D	G.D	G.D
68	NAGARAJAN P	MECH	Naga	Naga	Naga	Naga	Naga
69	DR. SOUNDAR RAJAN C	MECH	Sound	Sound	Sound	Sound	Sound
70	DR. VELALUTHAM C.	MBA	Velal	Velal	Velal	Velal	Velal
71	MRS. NISHA MARTINA L	MBA	Nisha	Nisha	Nisha	Nisha	Nisha
72	MRS. MINIPRIYA N	MBA	Minipri	Minipri	Minipri	Minipri	Minipri
73	MR. GUNA V S	MBA	Guna	Guna	Guna	Guna	Guna
74	THAZHALI B	MBA	Thazhal	Thazhal	Thazhal	Thazhal	Thazhal
75	VELU J V	MBA	Velu	Velu	Velu	Velu	Velu
76	SANGEETHA T	MBA	Sangeetha	Sangeetha	Sangeetha	Sangeetha	Sangeetha
77	DR. SARAVANAN V	MBA	Sarava	Sarava	Sarava	Sarava	Sarava
78	DR. ANUSUYA M	PHYSICS	Anusuya	Anusuya	Anusuya	Anusuya	Anusuya
79	DR. MANIVASAHAM A	PHYSICS	Maniva	Maniva	Maniva	Maniva	Maniva
80	MRS. LALITHA P	PHYSICS	Lalitha	Lalitha	Lalitha	Lalitha	Lalitha
81	MRS. KALAIVANI T	PHYSICS	Kalaiva	Kalaiva	Kalaiva	Kalaiva	Kalaiva
82	MRS. RAMYA K	MATHEMATICS	Ramya	Ramya	Ramya	Ramya	Ramya
83	DR. IRAVIATHUL BASIRA A	CSE	Ira	Ira	Ira	Ira	Ira
84	MRS. POONGODI S	MATHEMATICS	Poongi	Poongi	Poongi	Poongi	Poongi
85	DR. JAYALAKSHMI R	MATHEMATICS	Jayal	Jayal	Jayal	Jayal	Jayal
86	MR. DHANAPAL K	MATHEMATICS	Dhanapal	Dhanapal	Dhanapal	Dhanapal	Dhanapal

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87	DR BOOBALAN S	CHEMISTRY	Boobal	Boobal	Boobal	Boobal	Boobal
88	MR. ARUL C	CHEMISTRY	Arul.c	Arul.c	Arul.c	Arul.c	Arul.c
89	DR. ANUSOOYA P	CHEMISTRY	Anusoya	Anusoya	Anusoya	Anusoya	Anusoya
90	MRS. ANTOINETTE SHEELA A	ENGLISH	Ante	Ante	Ante	Ante	Ante
91	MRS.EVA JOHNSY MARGARET S	ENGLISH	Eva	Eva	Eva	Eva	Eva
92	MRS. REVATHI N	ENGLISH	Revathi	Revathi	Revathi	Revathi	Revathi
93	MRS. SUGASHINI T	CSE	Sugashi	Sugashi	Sugashi	Sugashi	Sugashi
94	MR. KARTHIK S	CSE	S.K	S.K	S.K	S.K	S.K
95	MR. RAJKIRAN B	CSE	Rajkiran	Rajkiran	Rajkiran	Rajkiran	Rajkiran
96	MR. PRITHIVIRAJ	MECH	Prithi	Prithi	Prithi	Prithi	Prithi
97	MRS. MAHALAKSHMI R	MECH	Maha	Maha	Maha	Maha	Maha


IPR Coordinator


Principal


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Academic Year (2019 – 2020) / EVEN SEMESTER

CIRCULAR

Date: 28.05.2019

Faculty Development Programme on “SOFT SKILLS FOR PERSONAL EFFECTIVENESS OFFICE ADMINISTRATION” will be conducted by Indra Ganesan college of Engineering from 01.06.2019 to 05.06.2019. All the Faculty members are invited to attend the program in our college Seminar Hall.

Venue: Seminar Hall


PRINCIPAL

Cc:

1. All HoD's & Faculty members
2. All UG & PG classes
3. IPR Coordinator
4. Notice board
5. Office file


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Faculty Development Programme

SOFT SKILLS FOR PERSONAL EFFECTIVENESS OFFICE ADMINISTRATION

Organised by

Indra Ganesan College of Engineering

Chief Guest

Mr. V. Tamilventhan

Director,

Lift Technologies,

Trichy

Mr.G. Ganesh,

Project Leader,

Lift Technologies,

Trichy.

Venue : Seminar Hall

Date : 01.06.2019 TO 05.06.2019



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

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Madurai Main Road,

Manikandam, Trichy-620 012.



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



ACADEMIC YEAR (2019 – 2020) / EVEN SEMSTER

Faculty Development Program

On


“SOFT SKILLS FOR PERSONAL EFFECTIVENESS OFFICE ADMINISTRATION”

AGENDA

Date	: 01.06.2019
Time	: 10 am
Venue	: Seminar Hall
Welcome Address	: MR. RAMESH BABU R Mech, Indra Ganesan College of Engineering, Trichy.
Introduction of Chief Guest	: Dr. S. Bharathi Raja Principal Indra Ganesan College of Engineering
Resource Person	: Mr. V.Tamilventhan Director Lift Technologies, Trichy. Mr. G.Ganesh, ProjectLeader, Lift Technologies, Trichy.

TOPICS

Session I	: Enhancing Personal Effectiveness: Developing Essential Soft
(FN)	Skills
Session II	: Office Administration Excellence: Navigating Tasks and
(AN)	Interactions
Vote of Thanks	: Prof. N. Vaijayanthi ECE, Indra Ganesan College of Engineering, Trichy.


Dr. G. Balakrishnan
Principal
Indra Ganesan College of Engineering
IG Valley, Madurai Main Road
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Academic Year (2019 – 2020) / EVEN Semester

Faculty Development Programme On

“SOFT SKILLS FOR PERSONAL EFFECTIVENESS OFFICE ADMINISTRATION”

Schedule of the Program

EVENT DATE : 01.06.2019
 VENUE : Seminar Hall
 ORGANIZED BY : IGCE
 RESOURCE PERSONS : **Mr. V.Tamilventhan**
 Director
 Lift Technologies, Trichy.
Mr. G.Ganesh,
 Project Leader,
 Lift Technologies, Trichy.

TIME	10.00 am -10.30 am	10.30 am -11.30 am		11.45am -1.05 pm		1.45 pm -3.30 pm		3.30 pm -4.00 pm
DAY 1 01.06.2019	Time Management and Prioritization in Office Administration	Effective Communication Skills for Administrative Professionals	T E A B R E A K	Professionalism and Business Etiquette in the Workplace	L U N C H B R E A K	Adapting to Change: Flexibility in Office Settings	T E A B R E A K	Organizational Skills for Efficient Office Management
DAY 2 02.06.2019	Conflict Resolution and Problem-Solving in an Administrative Role	Building and Maintaining Positive Relationships with Colleagues and Clients		Critical Thinking and Decision-Making in Office Administration		Stress Management Techniques for Administrative Professionals		Emotional Intelligence for Workplace Success
DAY 3 03.06.2019	Customer Service Excellence in Administrative Roles	Meeting and Event Planning Skills for Administrative Professionals		Effective Email and Written Communication in the Office		Telephone Etiquette and Communication Skills		Professional Networking Strategies for Administrative Professionals
DAY 4 04.06.2019	Multi-Tasking and Handling Workload Pressures	Adopting a Proactive Approach to Problem Solving		Cultural Sensitivity and Diversity Awareness in Office Settings		Negotiation Skills for Administrative Professionals		Team Collaboration and Interdepartmental Communication
DAY 5 15.06.2019	Office Technology Proficiency: Tools and Software Skills	Building a Positive Office Culture and Morale		Presentation Skills for Administrative Professionals		Personal Branding and Career Development for Office Administrators		Continuous Learning and Skill Enhancement in Administration

IPR Coordinator

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



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FIVE DAYS FACULTY DEVELOPMENT PROGRAMME

on

“SOFT SKILLS FOR PERSONAL EFFECTIVENESS OFFICE ADMINISTRATION”

EVENT DATE : 01.06.2019
VENUE : Seminar Hall
NO OF PARTICIPANTS : 33
ORGANIZED BY : IGCE

A five days Faculty Development Program (FDP) on “SOFT SKILLS FOR PERSONAL EFFECTIVENESS OFFICE ADMINISTRATION” at Seminar Hall on 11.06.2019 to 15.06.2019. The Resource persons were Mr. V. Tamilvendhan, Director, Lift Technologies, Trichy. Mr. G. Ganesh, Project leader, Lift technologies, Trichy.

The outcomes of the FDP are listed below

- Participants learn effective time management techniques to prioritize tasks, set goals, and manage workload efficiently, increasing productivity and reducing stress.
- Leaders develop a keen eye for detail, ensuring accuracy and precision in administrative tasks such as data entry, record-keeping, and document preparation.
- Participants learn customer service skills to interact with clients, colleagues, and visitors courteously and effectively, fostering positive relationships and enhancing the organization's reputation.
- Leaders gain strategies for managing stress and maintaining resilience in high-pressure office environments, promoting well-being and preventing burnout.
- Participants enhance their communication skills, including verbal, written, and interpersonal communication, fostering clearer understanding and collaboration among team members.

PROGRAM COORDINATOR

PRINCIPAL

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Academic Year (2019 – 20) / EVEN Semester

Attendance List

Five Days FDP on

“SOFT SKILLS FOR PERSONAL EFFECTIVENESS OFFICE ADMINISTRATION”

DATE: 01.06.2019 TO 05.06.2019

Staff Name List

S.N O	NAME	DEPT	SIGNATURE				
			01.06.2019	02.06.2019	03.06.2019	04.06.2019	05.06.2019
1	Mr.C.Muruganandham	Physical Education	<i>C. Muruganandham</i>	<i>C. Muruganandham</i>	<i>C. Muruganandham</i>	<i>C. Muruganandham</i>	<i>C. Muruganandham</i>
2	Mr.V.Raja	Library	<i>V. Raja</i>	<i>V. Raja</i>	<i>V. Raja</i>	<i>V. Raja</i>	<i>V. Raja</i>
3	Mr.R.Rajesh Kannan	Library	<i>R. Rajesh Kannan</i>	<i>R. Rajesh Kannan</i>	<i>R. Rajesh Kannan</i>	<i>R. Rajesh Kannan</i>	<i>R. Rajesh Kannan</i>
4	Mrs.M.Latha	Library	<i>M. Latha</i>	<i>M. Latha</i>	<i>M. Latha</i>	<i>M. Latha</i>	<i>M. Latha</i>
5	Mr.P.Arokianathan	Agri	<i>P. Arokianathan</i>	<i>P. Arokianathan</i>	<i>P. Arokianathan</i>	<i>P. Arokianathan</i>	<i>P. Arokianathan</i>
6	Mr.V.Prabaharan	ECE	<i>V. Prabaharan</i>	<i>V. Prabaharan</i>	<i>V. Prabaharan</i>	<i>V. Prabaharan</i>	<i>V. Prabaharan</i>
7	Mr.M.Abubakkar Siddiq	Mech	<i>M. Abubakkar Siddiq</i>	<i>M. Abubakkar Siddiq</i>	<i>M. Abubakkar Siddiq</i>	<i>M. Abubakkar Siddiq</i>	<i>M. Abubakkar Siddiq</i>
8	Mr.K.Veerakumar	EEE	<i>K. Veerakumar</i>	<i>K. Veerakumar</i>	<i>K. Veerakumar</i>	<i>K. Veerakumar</i>	<i>K. Veerakumar</i>
9	Mrs.C.Nandhini Priya	CSE	<i>C. Nandhini Priya</i>	<i>C. Nandhini Priya</i>	<i>C. Nandhini Priya</i>	<i>C. Nandhini Priya</i>	<i>C. Nandhini Priya</i>
10	Mr.C.Mullaiselvan	Mech	<i>C. Mullaiselvan</i>	<i>C. Mullaiselvan</i>	<i>C. Mullaiselvan</i>	<i>C. Mullaiselvan</i>	<i>C. Mullaiselvan</i>
11	Mrs.K.Sangeetha	ECE	<i>K. Sangeetha</i>	<i>K. Sangeetha</i>	<i>K. Sangeetha</i>	<i>K. Sangeetha</i>	<i>K. Sangeetha</i>
12	Mrs.B.Sumathi	CSE	<i>B. Sumathi</i>	<i>B. Sumathi</i>	<i>B. Sumathi</i>	<i>B. Sumathi</i>	<i>B. Sumathi</i>
13	Mr.K.Kannan	CSE	<i>K. Kannan</i>	<i>K. Kannan</i>	<i>K. Kannan</i>	<i>K. Kannan</i>	<i>K. Kannan</i>
14	Mr.A.Anthuvan Albino	CSE	<i>A. Anthuvan Albino</i>	<i>A. Anthuvan Albino</i>	<i>A. Anthuvan Albino</i>	<i>A. Anthuvan Albino</i>	<i>A. Anthuvan Albino</i>
15	Mr.A.Sabeer Hussain	Agri	<i>A. Sabeer Hussain</i>	<i>A. Sabeer Hussain</i>	<i>A. Sabeer Hussain</i>	<i>A. Sabeer Hussain</i>	<i>A. Sabeer Hussain</i>
16	Mr.R.Nithyanandham	EEE	<i>R. Nithyanandham</i>	<i>R. Nithyanandham</i>	<i>R. Nithyanandham</i>	<i>R. Nithyanandham</i>	<i>R. Nithyanandham</i>
17	Mr.P.Balaji	Agri	<i>P. Balaji</i>	<i>P. Balaji</i>	<i>P. Balaji</i>	<i>P. Balaji</i>	<i>P. Balaji</i>
18	Mr.A.Ilangeswaran	Agri	<i>A. Ilangeswaran</i>	<i>A. Ilangeswaran</i>	<i>A. Ilangeswaran</i>	<i>A. Ilangeswaran</i>	<i>A. Ilangeswaran</i>
19	Ms.K.Suganya	ECE	<i>K. Suganya</i>	<i>K. Suganya</i>	<i>K. Suganya</i>	<i>K. Suganya</i>	<i>K. Suganya</i>
20	Mr.M.Sudhakaran	Mech	<i>M. Sudhakaran</i>	<i>M. Sudhakaran</i>	<i>M. Sudhakaran</i>	<i>M. Sudhakaran</i>	<i>M. Sudhakaran</i>
21	Mr.L.Thirupathi	EEE	<i>L. Thirupathi</i>	<i>L. Thirupathi</i>	<i>L. Thirupathi</i>	<i>L. Thirupathi</i>	<i>L. Thirupathi</i>
22	Mr.K.Senthil Kumar	AIDS	<i>K. Senthil Kumar</i>	<i>K. Senthil Kumar</i>	<i>K. Senthil Kumar</i>	<i>K. Senthil Kumar</i>	<i>K. Senthil Kumar</i>
23	Mrs.P.Eswari	AIDS	<i>P. Eswari</i>	<i>P. Eswari</i>	<i>P. Eswari</i>	<i>P. Eswari</i>	<i>P. Eswari</i>
24	Mr.T.V.Elangovan	ECE	<i>T.V. Elangovan</i>	<i>T.V. Elangovan</i>	<i>T.V. Elangovan</i>	<i>T.V. Elangovan</i>	<i>T.V. Elangovan</i>
25	Mr.R.Manikandan	IT	<i>R. Manikandan</i>	<i>R. Manikandan</i>	<i>R. Manikandan</i>	<i>R. Manikandan</i>	<i>R. Manikandan</i>
26	Mr.S.Vinayagamoothi	AIDS	<i>S. Vinayagamoothi</i>	<i>S. Vinayagamoothi</i>	<i>S. Vinayagamoothi</i>	<i>S. Vinayagamoothi</i>	<i>S. Vinayagamoothi</i>
27	Mr.V.Sivanantham	BME	<i>V. Sivanantham</i>	<i>V. Sivanantham</i>	<i>V. Sivanantham</i>	<i>V. Sivanantham</i>	<i>V. Sivanantham</i>
28	Mr.N.Arunmani	IT	<i>N. Arunmani</i>	<i>N. Arunmani</i>	<i>N. Arunmani</i>	<i>N. Arunmani</i>	<i>N. Arunmani</i>

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29	Mr.A.Jeyaraj	EEE	A. Jeyaraj	A. Jeyaraj	A. Jeyaraj	A. Jeyaraj	A. Jeyaraj
30	Mrs.S.Palaniyammal	IT	S. Palani	S. Palani	S. Palani	S. Palani	S. Palani
31	Mr.V.Kumar	Mech	V. Kumar	V. Kumar	V. Kumar	V. Kumar	V. Kumar
32	Mr.R.Murali	AIDS	R. Murali	R. Murali	R. Murali	R. Murali	R. Murali
33	Mr.N.Moorthy	BME	N. Moorthy	N. Moorthy	N. Moorthy	N. Moorthy	N. Moorthy

PROGRAM COORDINATOR


PRINCIPAL



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