



Indra Ganesan

COLLEGE OF ENGINEERING

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
Accredited by NAAC with 'B+' Grade, 2(F) & 1(B) 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

Meduna Main Road (NH-45B), Marikandam, Tiruchirappalli - 620 012
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
N.A.A.C. Accredited, DPE, Trichy. Certificate No. 1552



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. C. Balakrishnan, M.E., Ph.D.
Principal
Indra Ganesan College of Engineering
K. Valley, Meduna Main Road
Marikandam, Trichy-620 012



Indra Ganesan

COLLEGE OF ENGINEERING

Medhaval Main Road (P.O. And), Marthandapur, Tiruchengode - 640 018
Approved by AICTE, Government of Tamil Nadu
W.A.C. Accredited, NETA Status Institution by UET



Cordially invites you for the

Faculty Development Programme



Indra Ganesan

COLLEGE OF ENGINEERING

Medhaval Main Road (P.O. And), Marthandapur, Tiruchengode - 640 018
Approved by AICTE, Government of Tamil Nadu
W.A.C. Accredited, NETA Status Institution by UET



Faculty Development Programme

DISASTER MANAGEMENT

Organised by

Indra Ganesan College of Engineering

Chief guest

Mr. A. Sureshbabu,

Managing Director

Novi Tech R&D Pvt Ltd,

Mr. R. Rajesh,

Project Manager,

Novi Tech R&D Pvt Ltd,

Venue : Auditorium

Date : 09.12.2019 TO 13.12.2019


Dr. G. S. Srinivasan, M.E., Ph.D.

Principal

Indra Ganesan College of Engineering

85 Yercaud, Medhaval Main Road

Marthandapur, Tiruchengode-640 018



Indra Ganesan

COLLEGE OF ENGINEERING

Marudam Main Road, Near IAS, Marudam, Trichy-620 012
Established by A.P. J. Sankaranarayanan & Associates in 1984 (Approved by UGC)
Aided Institution - 1977, Affiliated to Anna University, Chennai



ACADEMIC YEAR 2019 - 2020 / 1ST SEMESTER

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. Sureshbabu,
Managing Director,
New Tech R&D Pvt Ltd,
Mr. Dhineshwaran G
Project Manager,
New Tech R&D Pvt Ltd.
- Session I** : TOPICS
: 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. Babukrishnan, M.E., Ph.D.,

Principal

Indra Ganesan College of Engineering

15, Velupillai, Marudam Main Road

Marudam, Trichy-620 012.



Indra Ganesan

COLLEGE OF ENGINEERING

Medur, Main Road (NH-45B), Marikandam, Trichy - 620 012
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
MAA No. A-2009044. IETI Status Conferred by UGC



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)	Importance of EI in teaching, research, and faculty-student interactions	Self-assessment of EI using validated tools	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
Indra Ganesan College of Engineering
10 Valley, Madurai-Man Road
Marikandam, Trichy - 620 012.


Principal



Indra Ganesan

COLLEGE OF ENGINEERING

Mudam Main Road (N9-46B), Mankurichi, Tiruchengode - 620 014

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

N.A.A.C. Accredited, ISO 9001:2015 Certified Institution by KJ Somaiya



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

SN O	NAME	DEPT	SIGNATURE				
			09.12.2019	10.12.2019	11.12.2019	12.12.2019	13.12.2019
1	M.R. SIVASNAKAR	CIVIL					
2	DR. SENKOTTAIN	CIVIL					
3	MRS. RAMALINGAM	CIVIL					
4	MR.M. KALIRAJ	CIVIL					
5	MS.K. GAYATHRI	CIVIL					
6	MS.G. BHARANI	CIVIL					
7	MS. VANISRI	CIVIL					
8	MRS. DINESHUMAR	CIVIL					
9	MSE. VINODHA	CIVIL					
10	DR.P. SUBHARAJAM	CSE					
11	DR.K. PANDIYARAJAN	CSE					
12	MRS.D. INDRA DEVI	CSE					
13	MRS.GETSYAL	CSE					
14	MRS. VIMALATHITHAN	CSE					
15	MRC. JEGADEESAN	CSE					
16	MR.P. SURESH PANDI	CSE					

17	MRS.A. RAMYA	CSE	A.Ramya	A.Ramya	A.Ramya	A.Ramya	A.Ramya
18	MS.J. JENIFER	CSE	J.Jenifer	J.Jenifer	J.Jenifer	J.Jenifer	J.Jenifer
19	MS.A. SUGANYA	CSE	A.Suganya	A.Suganya	A.Suganya	A.Suganya	A.Suganya
20	DR.G. BALAKRISHNAN	CSE	G	G	G	G	G
21	MRS.HUSSAIN BIBI SIANDAR	ME-CSE	S.Bibi	S.Bibi	S.Bibi	S.Bibi	S.Bibi
22	MRS.D.B. RENA	ME-CSE	D.Rena	D.Rena	D.Rena	D.Rena	D.Rena
23	DR.B. KANISHA	IT	B	B	B	B	B
24	DR. UTHARA DEVI K	IT	U	U	U	U	U
25	DR. NANCY V	IT	Nancy	Nancy	Nancy	Nancy	Nancy
26	MR. DEVAN D P	IT	Devan	Devan	Devan	Devan	Devan
27	MS.S. SURYA	IT	Surya	Surya	Surya	Surya	Surya
28	MR. VIVEK IGNATIUS A	IT	Vivek	Vivek	Vivek	Vivek	Vivek
29	MRS.JENILA S	IT	Jenila	Jenila	Jenila	Jenila	Jenila
30	MRS.KARTHIGA M	IT	Karthiga	Karthiga	Karthiga	Karthiga	Karthiga
31	MRS.SAROJA DEVI S	IT	S	S	S	S	S
32	DR.G. MALATHI	EEE	G.Malathi	G.Malathi	G.Malathi	G.Malathi	G.Malathi
33	MR.G. KARTHIK	EEE	G.Karthik	G.Karthik	G.Karthik	G.Karthik	G.Karthik
34	MR.S. VIJAI	EEE	S.Vijai	S.Vijai	S.Vijai	S.Vijai	S.Vijai
35	MR.S. PONMATHI RAJITHUMAR	EEE	S.Ponmathi	S.Ponmathi	S.Ponmathi	S.Ponmathi	S.Ponmathi
36	MR.D. PRAVEEN SANGEETHUMAR	EEE	D.Praaveen	D.Praaveen	D.Praaveen	D.Praaveen	D.Praaveen
37	MR.A. RICHARD RETHINASAMY	EEE	A.Richard	A.Richard	A.Richard	A.Richard	A.Richard
38	MR.K. SEETHARAMAN	EEE	K.Seetharaman	K.Seetharaman	K.Seetharaman	K.Seetharaman	K.Seetharaman
39	MR.B. ARUNPANDIYAN	EEE	B.Arunpandiyam	B.Arunpandiyam	B.Arunpandiyam	B.Arunpandiyam	B.Arunpandiyam
40	MRS.J. BELCY JENIFER	EEE	J.Belcy	J.Belcy	J.Belcy	J.Belcy	J.Belcy
41	DR.N. VAIJAYANTHI	ECE	N.Vaijayanthi	N.Vaijayanthi	N.Vaijayanthi	N.Vaijayanthi	N.Vaijayanthi

42	DR.M. BHUVANESWARI	ECE	Bhuv	Bhuv	Bhuv	Bhuv	Bhuv
43	MS.R. BHUVANESWARI	ECE	Bhuv	Bhuv	Bhuv	Bhuv	Bhuv
44	MR.B.G. GOPAL	ECE	B.G.	B.G.	B.G.	B.G.	B.G.
45	MRS.P. SANTHANA SELVI	ECE	Selvi	Selvi	Selvi	Selvi	Selvi
46	MR.S. BALAKRISHNAN	ECE	Balakrishnan	Balakrishnan	Balakrishnan	Balakrishnan	Balakrishnan
47	MRS.V. ELAKKIYA	ECE	Elakkiya	Elakkiya	Elakkiya	Elakkiya	Elakkiya
48	MRS.B. SARASWATHI	ECE	Saraswathi	Saraswathi	Saraswathi	Saraswathi	Saraswathi
49	MR.K. KUMAR	ECE	Kumar	Kumar	Kumar	Kumar	Kumar
50	MS.R. NITHYA	ECE	Nithya	Nithya	Nithya	Nithya	Nithya
51	MRS.S. RAHAMATHNISHA	ECE	Rahamathnisha	Rahamathnisha	Rahamathnisha	Rahamathnisha	Rahamathnisha
52	MS.K. SARUTUHI	ECE	Sarutuhi	Sarutuhi	Sarutuhi	Sarutuhi	Sarutuhi
53	MRS.G. KEERTHANA	ECE	Keerthana	Keerthana	Keerthana	Keerthana	Keerthana
54	DR.R. RAJA MOHAMED	MEVLSI	Raja Mohamed	Raja Mohamed	Raja Mohamed	Raja Mohamed	Raja Mohamed
55	MRS.M. NANDHINI	MEVLSI	Nandhini	Nandhini	Nandhini	Nandhini	Nandhini
56	MRS.D. KOKILA	MEVLSI	Kokila	Kokila	Kokila	Kokila	Kokila
57	DR.S. BHARATHIRAJA	MEVLSI	S. Bharathiraja	S. Bharathiraja	S. Bharathiraja	S. Bharathiraja	S. Bharathiraja
58	DR.K. BALAMURUGAN	MECH	Balamurugan	Balamurugan	Balamurugan	Balamurugan	Balamurugan
59	MR. MADAN J	MECH	Madan J	Madan J	Madan J	Madan J	Madan J
60	MR. SAMUEL M	MECH	Samuel M	Samuel M	Samuel M	Samuel M	Samuel M
61	DR.A. ARULSELVAN	MECH	Arulseivan	Arulseivan	Arulseivan	Arulseivan	Arulseivan
62	MR. PRABAHAR K N	MECH	Prabahar K N	Prabahar K N	Prabahar K N	Prabahar K N	Prabahar K N
63	MR. JERRY ANDREWSFABIAN	MECH	Jerry Andrews Fabian	Jerry Andrews Fabian	Jerry Andrews Fabian	Jerry Andrews Fabian	Jerry Andrews Fabian
64	MR. T DAVID UBHARA SAMY	MECH	T David Ubhara Samy	T David Ubhara Samy	T David Ubhara Samy	T David Ubhara Samy	T David Ubhara Samy
65	MR.S. MAHESWARAN	MECH	Maheswaran	Maheswaran	Maheswaran	Maheswaran	Maheswaran
66	MR.R. RAMESH BABU	MECH	Ramesh Babu	Ramesh Babu	Ramesh Babu	Ramesh Babu	Ramesh Babu

67	MR SARAYANA KUMAR	MECH	SR	SR	SR	SR	SR
68	MR GANESH R	MECH	GR	GR	GR	GR	GR
69	MR SEBASTIN JOYAL J	MECH	SR	SR	SR	SR	SR
70	C.JEGATHEESAN	MECH	SR	SR	SR	SR	SR
71	MR THIRUNAVUARASU R	MECH	SR	SR	SR	SR	SR
72	MR.G. DINESHWARAN	MECH	DR	DR	DR	DR	DR
73	NAGARAJAN P	MECH	DR	DR	DR	DR	DR
74	M.R.LEO FRAKASH	MECH	DR	DR	DR	DR	DR
75	DR. THAGARAJAN B	MBA	DR	DR	DR	DR	DR
76	DR. SOUNDAR RAJAN C	MBA	DR	DR	DR	DR	DR
77	DR. VELAYUTHAM C	MBA	DR	DR	DR	DR	DR
78	MRS.NISHA MARTINA L	MBA	DR	DR	DR	DR	DR
79	MRS.MINIPRIYA N	MBA	DR	DR	DR	DR	DR
80	MR. GUNA V S	MBA	DR	DR	DR	DR	DR
81	THAZHALI B	MBA	DR	DR	DR	DR	DR
82	VELU J V	MBA	DR	DR	DR	DR	DR
83	SANGEETHA T	MBA	DR	DR	DR	DR	DR
84	DR. SARAVANAN V	PHYSICS	DR	DR	DR	DR	DR
85	DR. ANUSUYA M	PHYSICS	DR	DR	DR	DR	DR
86	DR. MANIVASAHAM A	PHYSICS	DR	DR	DR	DR	DR
87	MRS.LALITHA P	PHYSICS	DR	DR	DR	DR	DR
88	MRS.KALAIVANI T	MATHS	DR	DR	DR	DR	DR
89	MRS.RAMYA K	MATHS	DR	DR	DR	DR	DR
90	DR. IRAVIATHUL BASIRA A	MATHS	DR	DR	DR	DR	DR
91	MRS.POONGODI S	MATHS	DR	DR	DR	DR	DR

92	DR. JAYALAKSMI R	MATHS	R. Srid	P. Sri	P. Srid	R. Sri	R. Sri
93	MR. DHANAPAL K	CHEMISTRY	K. Dal	K. Dal	K. Dal	K. Dal	K. Dal
94	DR. BOOBALAN S	CHEMISTRY	S. Sridhar	S. Sridhar	S. Sridhar	S. Sridhar	S. Sridhar
95	MR. ARUL C	CHEMISTRY	*	*	*	*	*
96	DR. ANUSOOYA P	ENGLISH	P. Anu	P. Anu	P. Anu	P. Anu	P. Anu
97	MRS. ANTOINETTE SHEELA A	ENGLISH	A. Anta	A. Anta	A. Anta	A. Anta	A. Anta
98	MRS. EVA JOHNSY MARGARET S	ENGLISH	S. Siva	S. Siva	S. Siva	S. Siva	S. Siva
99	MRS. REVATHI N	MECH	R. Revathi	R. Revathi	R. Revathi	R. Revathi	R. Revathi
100	MRS. SUGASHINI T	CSE	S. Sugan	S. Sugan	S. Sugan	S. Sugan	S. Sugan
101	MR. KARTHIK S	CSE	S. Karthik	S. Karthik	S. Karthik	S. Karthik	S. Karthik
102	MR. RAJKIRAN B	MECH	R. Rajkiran	R. Rajkiran	R. Rajkiran	R. Rajkiran	R. Rajkiran
103	MRS. SAVARIAMMALC AROLINE A	MATHS	A. Savi	A. Savi	A. Savi	A. Savi	A. Savi
104	MRS. MAHALASHMI R	CSE	R. Mahi	R. Mahi	R. Mahi	R. Mahi	R. Mahi

[Handwritten Signature]

PROGRAM COORDINATOR

[Handwritten Signature]

PRINCIPAL



Indra Ganesan

COLLEGE OF ENGINEERING

Madurai Main Road (925-858), Manikandam, Tiruchirappalli - 620 012
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
NAAC Accredited. ISO 9001 certified by ICF



FIVE DAYS FACULTY DEVELOPMENT PROGRAMME

08

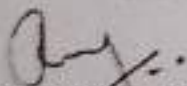
"DISASTER MANAGEMENT"

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
Indra Ganesan College of Engineering
10 Vally, Madurai Main Road
Manikandam, Trichy-620 012.



Indra Ganesan

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S.A.A.C Accredited, 21st State Institution by S.A.C.



Academic Year (2019 – 2020) / ODD SEMESTER

CIRCULAR

Date: 07.12.2019

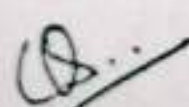
Faculty Development Programme on "COMMUNICATIONS SKILL" will be conducted by Indra Ganesan college of Engineering from 09.12.2019 to 13.12.2019. All the Faculty members are invited to attend the program in our college Seminar Hall.

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

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



Indra Ganesan

COLLEGE OF ENGINEERING

Madurai Main Road (NH-408), Manikandam, Trichirappalli - 620 012
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B.A.B. Accredited, SIIP Status Institution by SIIP



Cordially invites you for the
Faculty Development Programme

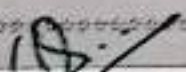
Indra Ganesan
COLLEGE OF ENGINEERING
Madurai Main Road (NH-408), Manikandam, Trichirappalli - 620 012
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
B.A.B. Accredited, SIIP Status Institution by SIIP

Faculty Development Programme
COMMUNICATIONS SKILL

Organized by
Indra Ganesan College of Engineering

Chief Guest
Mr. Anbu
Manager,
SARLADP,
Tiruv
Mr. David Utharacamy
Executive,
SARLADP,
Tiruv

Venue : Seminar Hall
Date : 05.11.2018



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



Indra Ganesan

COLLEGE OF ENGINEERING

Medurai Main Road (IG Valley), Marudamalai, Tirupattur District - 629 012
Approved by AICTE, Government of India & Affiliated by Anna University, Chennai
U.P. No. 123456789, 10/10/2018, 10/10/2018, 10/10/2018



Academic Year (2019 - 2020) / Odd Semester

Faculty Development Programme On

"COMMUNICATION SKILLS"

Schedule of the Program

EVENT DATE : 09/12/2019
 VENUE : Seminar Hall
 ORGANIZED BY : I.C.E.
 PROJECT PERSONS : Mr. Abha
 Manager
 (0842-1689, Trichy)
 Mr. David Abharasany
 Executive
 (0842-1689, Trichy)

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 11.06.2019	Foundations of Effective Communication: Verbal and Non-Verbal Aspects	Active Listening Skills for Improved Communication	T E A S E A K	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

J. S.
IPK Coordinator

(Signature)
Dr. G. Balakrishnan, M.E., Ph.D.,
Principal

(Signature)
Principal

Indra Ganesan College of Engineering
IG Valley, Medurai Main Road
Marudam, Trichy-629 012.



Indra Ganesan

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MCAE Accredited, JCI Status Institution by JCI



Academic Year (2019 -20) / ODD Semester

Attendance List Five Days FDP on

"COMMUNICATION SKILL"

Date: 09.12.2019 TO 13.12.2019

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	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
2	Mr. V. Raja	Library	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
3	Mr. R. Rajesh Kannan	Library	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
4	Mrs. M. Latha	Library	M. Latha	M. Latha	M. Latha	M. Latha	M. Latha
5	Mr. P. Arunkanathan	CIVIL	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
6	Mr. V. Prabhakaran	ECE	V. Reth	V. Reth	V. Reth	V. Reth	V. Reth
7	Mr. M. Abubakkar Siddiq	Mech	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
8	Mr. K. Veerakumar	EEE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
9	Mrs. C. Nandhini Priya	CSE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
10	Mr. C. Mollaisivan	Mech	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
11	Mrs. K. Sangeetha	ECE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
12	Mrs. B. Somathi	CSE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
13	Mr. K. Kannan	CSE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
14	Mr. A. Anithuvan Albino	CSE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
15	Mr. A. Saabeer Hussain	CIVIL	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
16	Mr. R. Nithyanandham	EEE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
17	Mr. P. Balaji	CIVIL	P. Balaji	P. Balaji	P. Balaji	P. Balaji	P. Balaji

18	Mr. A. Rangaswaran	CIVIL	Ilangan	Ilangan	Ilangan	Ilangan	Ilangan
19	Mrs. K. Soganya	ECE	K. Soganya	K. Soganya	K. Soganya	K. Soganya	K. Soganya
20	Mr. M. Sudhakaran	Mech	M. Sudhakaran	M. Sudhakaran	M. Sudhakaran	M. Sudhakaran	M. Sudhakaran
21	Mr. L. Thirupathi	EEE	L. Thirupathi	L. Thirupathi	L. Thirupathi	L. Thirupathi	L. Thirupathi
22	Mr. K. Senthil Kumar	CSE	K. S. K.	K. S. K.	K. S. K.	K. S. K.	K. S. K.
23	Mrs. P. Eswari	CSE	P. Eswari	P. Eswari	P. Eswari	P. Eswari	P. Eswari
24	Mr. T. V. Elangovan	ECE	T. V. Elangovan	T. V. Elangovan	T. V. Elangovan	T. V. Elangovan	T. V. Elangovan
25	Mr. R. Manikandan	IT	R. Manikandan	R. Manikandan	R. Manikandan	R. Manikandan	R. Manikandan
26	Mr. S. Vinayamoorthi	CSE	S. Vinayamoorthi	S. Vinayamoorthi	S. Vinayamoorthi	S. Vinayamoorthi	S. Vinayamoorthi
27	Mr. V. Sivanandham	ECE	V. Sivanandham	V. Sivanandham	V. Sivanandham	V. Sivanandham	V. Sivanandham
28	Mr. N. Arumani	IT	N. Arumani	N. Arumani	N. Arumani	N. Arumani	N. Arumani
29	Mr. A. Jeyaraj	EEE	A. Jeyaraj	A. Jeyaraj	A. Jeyaraj	A. Jeyaraj	A. Jeyaraj
30	Mrs. S. Palaniyandam	IT	S. Palaniyandam	S. Palaniyandam	S. Palaniyandam	S. Palaniyandam	S. Palaniyandam
31	Mr. V. Kumar	Mech	V. Kumar	V. Kumar	V. Kumar	V. Kumar	V. Kumar
32	Mr. R. Murali	CSE	R. Murali	R. Murali	R. Murali	R. Murali	R. Murali
33	Mr. N. Moorthy	ECE	N. Moorthy	N. Moorthy	N. Moorthy	N. Moorthy	N. Moorthy

PROGRAM COORDINATOR

PRINCIPAL

Dr. G. B. ...

Indira College of Engineering
 K. V. ...
 Madurai - 625 012



Indra Ganesan

COLLEGE OF ENGINEERING

Madurai Main Road (NH-46B), Manikandam, Trichy - 620 012
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TWO DAYS FACULTY DEVELOPMENT PROGRAMME

on

“COMMUNICATION SKILLS”

EVENT DATE : 09.12.2019
VENUE : Seminar Hall
NO OF PARTICIPANTS : 33
ORGANIZED BY : IGCE

A Two days Faculty Development Program (FDP) on “COMMUNICATION SKILLS” at Seminar Hall on 09.12.2019 to 13.12.2019. The Resource persons were : Mr. Abhu, Manager, UNIQ-MEP, Trichy. Mr. David Ubahasamy, Executive, UNIQ-MEP, Trichy.

To create productive, digestible feedback, make sure it's clear, empathetic, and actionable. Give examples of when their work or behavior wasn't ideal, and provide clear, achievable goals for follow-up. Also, point out accomplishments and emphasize why the feedback is important. Keep disseminating your brilliant work. I cannot thank you enough for your time, for the suggested reading and for the very helpful and thought-provoking session. It was very informative and I feel I can use this with my students and staff. Excellent workshop – learned a great deal and inspired to learn more. This workshop was beautifully executed to bring together research & practice. I appreciated the final discussion regarding implementation.


PROGRAM COORDINATOR


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


PRINCIPAL



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100th Anniversary Celebrations 1984-2014

Continually working for the best

Faculty Development Programme

Faculty Development Programme			
MENTAL LITERACY PROGRAMME			
Organized by Indra Ganesan College of Engineering			
Faculty Name			
Date			
Name of the Faculty		Date of Completion	
Signature		Signature	
Name		Date	
Name of the Faculty			
Date of Completion			

Dr. S. Srinivasan, Head of Department
Indra Ganesan College of Engineering
Arundel Nagar, Madhavaram Road
Madhavaram, Chennai-600031



Indra Ganesan COLLEGE OF ENGINEERING

Madurai Main Road (MH-480), 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. Vajjayanthi ECE, 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.



Indra Ganesan

COLLEGE OF ENGINEERING

Modura Main Road (NH-459) Manikandam, Tiruchirappalli - 620 012

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ACADEMIC YEAR 2018 - 2019 - EVEN SEMESTER

Faculty Development programme On

"DIGITAL LITERARY PROGRAM"

EVENT DATE : 01.06.2019

VENUE : Auditorium

ORGANIZED BY : KCE

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

Dr. C. Rajasekaran, Principal

Principal

Indra Ganesan College of Engineering

IG Valley, Modura Main Road

Manikandam, Tiruchy-620 012

IPR Coordinator

Principal



Indra Ganesan

COLLEGE OF ENGINEERING

Meduni Main Road (NH-45B), Menkandam, Tiruchirappalli - 620 012
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
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Academic Year (2019 - 20) / Even Semester

Attendance List Five Days FDP on

“DIGITAL LITERARY PROGRAM”

DATE: 01.06.2020 TO 05.06.2020

Staff Name List

S.N O	NAME	DEPT	SIGNATURE				
			01.06.2020	02.06.2020	03.06.2020	04.06.2020	05.06.2020
1	MR.R. SIVASANAKAR	CIVIL	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
2	DR. SENKOTTAIN	CIVIL	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
3	MR.S. RAMALINGAM	CIVIL	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
4	MR.M. KALIRAJ	CIVIL	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
5	MS.K. GAYATHRI	CIVIL	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
6	MS.G. BHARANI	CIVIL	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
7	MS. VANISRI	CIVIL	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
8	MR.S. DINESHUMAR	CIVIL	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
9	MS.E. VINODHA	CIVIL	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
10	DR.P. SUBHARAJAM	CSE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
11	DR.K. PANDIYARAJAN	CSE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
12	MRS.D. INDRA DEVI	CSE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
13	MRS.GETSYAL	CSE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
14	MR.S. VIMALATHITHAN	CSE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
15	MR.C. JEGADEESAN	CSE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

16	MR.P. SURESH PANDI	CSE	Pandi	Pandi	Pandi	Pandi	Pandi
17	MRS.A. RAMYA	CSE	A.Ramya	A.Ramya	A.Ramya	A.Ramya	A.Ramya
18	MS.J. JENIFER	CSE	J.Jenifer	J.Jenifer	J.Jenifer	J.Jenifer	J.Jenifer
19	MS.A. SUGANYA	CSE	A.Suganya	A.Suganya	A.Suganya	A.Suganya	A.Suganya
20	DR.G. BALAKRISHNAN	CSE	G	G	G	G	G
21	MRS.HUSSAIN BIBI SIANDAR	ME-CSE	S.Bibi	S.Bibi	S.Bibi	S.Bibi	S.Bibi
22	MRS.D.B. RENA	ME-CSE	D.Rena	D.Rena	D.Rena	D.Rena	D.Rena
23	DR.B. KANISHA	IT	B	B	B	B	B
24	DR. UTHARA DEVI K	IT	U	U	U	U	U
25	DR. NANCY V	IT	Nancy	Nancy	Nancy	Nancy	Nancy
26	MR. DEVAN D P	IT	Devan	Devan	Devan	Devan	Devan
27	MS.S. SURYA	IT	Surya	Surya	Surya	Surya	Surya
28	MR. VIVEK IGNATIUS A	IT	Vivek	Vivek	Vivek	Vivek	Vivek
29	MRS.JENILA S	IT	Jenila	Jenila	Jenila	Jenila	Jenila
30	MRS.KARTHIGA M	IT	Karthiga	Karthiga	Karthiga	Karthiga	Karthiga
31	MRS.SAROJA DEVI S	IT	S	S	S	S	S
32	DR.G. MALATHI	EEE	G.Malathi	G.Malathi	G.Malathi	G.Malathi	G.Malathi
33	MR.G. KARTHIK	EEE	G.Karthik	G.Karthik	G.Karthik	G.Karthik	G.Karthik
34	MR.S. VIJAI	EEE	S.Vijai	S.Vijai	S.Vijai	S.Vijai	S.Vijai
35	MR.S. PONMATHI RAJITHUMAR	EEE	S.Pon	S.Pon	S.Pon	S.Pon	S.Pon
36	MR.D. PRAVEEN SANGEETHUMAR	EEE	D.Praveen	D.Praveen	D.Praveen	D.Praveen	D.Praveen
37	MR.A. RICHARD RETHINASAMY	EEE	A.Richard	A.Richard	A.Richard	A.Richard	A.Richard
38	MR.K. SEETHARAMAN	EEE	K.Seetha	K.Seetha	K.Seetha	K.Seetha	K.Seetha
39	MR.B. ARUNPANDIYAN	EEE	B.Arun	B.Arun	B.Arun	B.Arun	B.Arun
40	MRS.J. BELCY JENIFER	EEE	J.L	J.L	J.L	J.L	J.L

42	DR.M. BHUVANESWARI	ECE	Bhuvan	Bhuvan	Bhuvan	Bhuvan	Bhuvan
43	MS.R. BHUVANESWARI	ECE	Bhuvan	Bhuvan	Bhuvan	Bhuvan	Bhuvan
44	MR.B.G. GOPAL	ECE	Gopal	Gopal	Gopal	Gopal	Gopal
45	MRS.P. SANTHANA SELVI	ECE	Selvi	Selvi	Selvi	Selvi	Selvi
46	MR.S. BALAKRISHNAN	ECE	Balaya	Balaya	Balaya	Balaya	Balaya
47	MRS.V. ELAKKIYA	ECE	Elakkiya	Elakkiya	Elakkiya	Elakkiya	Elakkiya
48	MRS.B. SARASWATHI	ECE	Saraswathi	Saraswathi	Saraswathi	Saraswathi	Saraswathi
49	MR.K. KUMAR	ECE	Kumar	Kumar	Kumar	Kumar	Kumar
50	MS.R. NITHYA	ECE	Nithya	Nithya	Nithya	Nithya	Nithya
51	MRS.S. RAHAMATHNISHA	ECE	Rahmath	Rahmath	Rahmath	Rahmath	Rahmath
52	MS.K. SARUTUHI	ECE	Sarutuhi	Sarutuhi	Sarutuhi	Sarutuhi	Sarutuhi
53	MRS.G. KEERTHANA	ECE	Keethana	Keethana	Keethana	Keethana	Keethana
54	DR.R. RAJA MOHAMED	MEVLSI	Raja	Raja	Raja	Raja	Raja
55	MRS.M. NANDHINI	MEVLSI	Nandhini	Nandhini	Nandhini	Nandhini	Nandhini
56	MRS.D. KOKILA	MEVLSI	Kokila	Kokila	Kokila	Kokila	Kokila
57	DR.S. BHARATHIRAJA	MEVLSI	Bharathiraja	Bharathiraja	Bharathiraja	Bharathiraja	Bharathiraja
58	DR.K. BALAMURUGAN	MECH	Balamurugan	Balamurugan	Balamurugan	Balamurugan	Balamurugan
59	MR. MADAN J	MECH	Madan	Madan	Madan	Madan	Madan
60	MR. SAMUEL M	MECH	Samuel	Samuel	Samuel	Samuel	Samuel
61	DRA. ARULSELVAN	MECH	Arulsevan	Arulsevan	Arulsevan	Arulsevan	Arulsevan
62	MR. PRABAHAR K N	MECH	Prabahar	Prabahar	Prabahar	Prabahar	Prabahar
63	MR JERRY ANDREWSFABIAN	MECH	Jerry	Jerry	Jerry	Jerry	Jerry
64	MR. T DAVID UBHARA SAMY	MECH	David	David	David	David	David
65	MR.S. MAHESWARAN	MECH	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh
66	MR.R. RAMESH BABU	MECH	Ramesh	Ramesh	Ramesh	Ramesh	Ramesh

67	MR. SARAVANA KUMAR	MECH	<u>Sar</u>	<u>Sar</u>	<u>Sar</u>	<u>Sar</u>	<u>Sar</u>
68	MR. GANESH R	MECH	<u>Ganesh.R</u>	<u>Ganesh.R</u>	<u>Ganesh.R</u>	<u>Ganesh.R</u>	<u>Ganesh.R</u>
69	MR. SEBASTIN JOYAL J	MECH	<u>Joyal</u>	<u>Joyal</u>	<u>Joyal</u>	<u>Joyal</u>	<u>Joyal</u>
70	C JEGATHEESAN	MECH	<u>Thiru</u>	<u>Thiru</u>	<u>Thiru</u>	<u>Thiru</u>	<u>Thiru</u>
71	MR. THIRUNAVUARASU R	MECH	<u>Thiru</u>	<u>Thiru</u>	<u>Thiru</u>	<u>Thiru</u>	<u>Thiru</u>
72	MR.G. DINESHWARAN	MECH	<u>dinesh</u>	<u>dinesh</u>	<u>dinesh</u>	<u>dinesh</u>	<u>dinesh</u>
73	NAGARAJAN P	MECH	<u>Naga</u>	<u>Naga</u>	<u>Naga</u>	<u>Naga</u>	<u>Naga</u>
74	MR.E.LEO PRAKASH	MECH	<u>Leo.E</u>	<u>Leo.E</u>	<u>Leo.E</u>	<u>Leo.E</u>	<u>Leo.E</u>
75	DR. THAGARAJAN B	MBA	<u>Tha</u>	<u>Tha</u>	<u>Tha</u>	<u>Tha</u>	<u>Tha</u>
76	DR. SOUNDAR RAJAN C	MBA	<u>Sound</u>	<u>Sound</u>	<u>Sound</u>	<u>Sound</u>	<u>Sound</u>
77	DR. VELAYUTHAM C	MBA	<u>V</u>	<u>V</u>	<u>V</u>	<u>V</u>	<u>V</u>
78	MRS.NISHA MARTINA L	MBA	<u>Nisha</u>	<u>Nisha</u>	<u>Nisha</u>	<u>Nisha</u>	<u>Nisha</u>
79	MRS.MINIPRIYA N	MBA	<u>Mini</u>	<u>Mini</u>	<u>Mini</u>	<u>Mini</u>	<u>Mini</u>
80	MR. GUNA V S	MBA	<u>Guna</u>	<u>Guna</u>	<u>Guna</u>	<u>Guna</u>	<u>Guna</u>
81	THAZHALI B	MBA	<u>Tha</u>	<u>Tha</u>	<u>Tha</u>	<u>Tha</u>	<u>Tha</u>
82	VELU J V	MBA	<u>Velu</u>	<u>Velu</u>	<u>Velu</u>	<u>Velu</u>	<u>Velu</u>
83	SANGEETHA T	MBA	<u>T.Sangeetha</u>	<u>T.Sangeetha</u>	<u>T.Sangeetha</u>	<u>T.Sangeetha</u>	<u>T.Sangeetha</u>
84	DR. SARAVANAN V	PHYSICS	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>
85	DR. ANUSUYA M	PHYSICS	<u>M.A</u>	<u>M.A</u>	<u>M.A</u>	<u>M.A</u>	<u>M.A</u>
86	DR. MANIVASAHAM A	PHYSICS	<u>A.M</u>	<u>A.M</u>	<u>A.M</u>	<u>A.M</u>	<u>A.M</u>
87	MRS.LALITHA P	PHYSICS	<u>Lalitha</u>	<u>Lalitha</u>	<u>Lalitha</u>	<u>Lalitha</u>	<u>Lalitha</u>
88	MRS.KALAIVANI T	MATHS	<u>K</u>	<u>K</u>	<u>K</u>	<u>K</u>	<u>K</u>
89	MRS.RAMYA K	MATHS	<u>R</u>	<u>R</u>	<u>R</u>	<u>R</u>	<u>R</u>
90	DR. IRAVIATHUL BASIRA A	MATHS	<u>I</u>	<u>I</u>	<u>I</u>	<u>I</u>	<u>I</u>
91	MRS.POONGODI S	MATHS	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>

91	MRS. POONGODI B	MATHS	Poong	Poong	Poong	Poong	Poong
92	DR. JAYALAKSHMI H	MATHS	R. Sai	R. Sai	R. Sai	R. Sai	R. Sai
93	MR. DHANAPAL K	CHEMISTRY	K. Dal	K. Dal	K. Dal	K. Dal	K. Dal
94	DR. BOOBALAN B	CHEMISTRY	B. Boobalan	B. Boobalan	B. Boobalan	B. Boobalan	B. Boobalan
95	MR. ARUL C	CHEMISTRY	A	A	A	A	A
96	DR. ANUSOOYA P	ENGLISH	P. Anu	P. Anu	P. Anu	P. Anu	P. Anu
97	MRS. ANTOINETTE SHEELA A	ENGLISH	Sheela	Sheela	Sheela	Sheela	Sheela
98	MRS. EVA JOHNSY MARGARET B	ENGLISH	Eva	Eva	Eva	Eva	Eva
99	MRS. REVATHI N	MECH	N. Revathi	N. Revathi	N. Revathi	N. Revathi	N. Revathi
100	MRS. SUGASHINI T	CSE	Sugashini	Sugashini	Sugashini	Sugashini	Sugashini
101	MR. KARTHIK S	CSE	S. Karthik	S. Karthik	S. Karthik	S. Karthik	S. Karthik
102	MR. RAJKIRAN B	MECH	B. Rajkiran	B. Rajkiran	B. Rajkiran	B. Rajkiran	B. Rajkiran
103	MRS. SAVARIAMMALC AROLINE A	MATHS	A. Ar	A. Ar	A. Ar	A. Ar	A. Ar
104	MRS. MAHALASHMI R	CSE	R. Mahalashmi	R. Mahalashmi	R. Mahalashmi	R. Mahalashmi	R. Mahalashmi


PROGRAM COORDINATOR


PRINCIPAL



Indra Ganesan

COLLEGE OF ENGINEERING

Medurupeta - Trichy - 761145, Tamil Nadu, India. Phone: 0420-2211111
E-mail: info@igce.edu.in, admission@igce.edu.in, placement@igce.edu.in
Website: www.igce.edu.in



FIVE DAYS FACULTY DEVELOPMENT PROGRAMME

ON

"DIGITAL LITERACY PROGRAM"

EVENT DATE : 01.06.2019 - 05.06.2019
VENUE : Auditorium
NO OF PARTICIPANTS : 70
ORGANIZED BY : IGCE

A five days Faculty Development Program (FDP) on "DIGITAL LITERACY PROGRAM" Auditorium on 01.06.2019 to 05.06.2019. The Resource persons were Mr. V. Dhanasekaran, Director, IIT Technologies, Trichy, Mr. G. Ganesh, project leader, IIT 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. Subramanian,
Principal
Indra Ganesan College of Engineering
E-Valley, Medurupeta Main Road,
Mankambam, Trichy-620 022

IPR Coordinator

Principal



Indra Ganesan

COLLEGE OF ENGINEERING

Madurai Main Road (201-450), Manikandam, Trichinappalli - 620 012
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
NAAC Accredited, TIPS Status Institution by UGC




Academic Year (2019 – 2020) / EVEN SEMESTER

CIRCULAR

Date: 28.05.2020


Faculty Development Programme on "SOFT SKILLS FOR PERSONAL EFFECTIVENESS OFFICE ADMINISTRATION" will be conducted by Indra Ganesan college of Engineering from 01.06.2020 to 05.06.2020. 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

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



Indra Ganesan

COLLEGE OF ENGINEERING

Medur Main Road (IG-100), Manikandam, Trichy-620 012
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
NAAC Accredited, FETI Grade Institution by 2007



Cordially invites you for the
Faculty Development Programme



Indra Ganesan

COLLEGE OF ENGINEERING



Faculty Development Programme

**SOFT SKILLS FOR PERSONAL EFFECTIVENESS OFFICE
ADMINISTRATION**

Organized by

Indra Ganesan College of Engineering

Chief Guest

Mr Abhu

Manager,

IGM-ITP,

Trichy

Mr David Dhanarajam

Executive,

IGM-ITP,

Trichy

Venue : Seminar Hall

Date : 07.12.2020

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

Principal

Indra Ganesan College of Engineering

IG Valley, Medur Main Road

Manikandam, Trichy-620 012.



Indra Ganesan

COLLEGE OF ENGINEERING

INDRA GANESAN COLLEGE OF ENGINEERING, MADURAI MAIN ROAD, MANILANDAM, TRICHY-620 012



ACADEMIC YEAR 2019 - 2020, EVEN SEMESTER

Faculty Development Programme

On

"SOFT SKILLS FOR PERSONAL EFFECTIVENESS OFFICE ADMINISTRATION"

AGENDA

Date : 28.05.2020

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. Abdu
Manager,
UNQ-MEP, Trichy.
Mr. David Ubharasamy
Executive
UNQ-MEP, Trichy.

TOPICS

Session I

(FN)

: Enhancing Personal Effectiveness: Developing Essential Soft Skills


Session II

(AN)

: Office Administration Excellence: Navigating Tasks and Interactions

Vote of Thanks

: Prof. N. Vijayanthi
ECE, Indra Ganesan College of Engineering,
Trichy.


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



Indra Ganesan

COLLEGE OF ENGINEERING

Medurai Main Road (NH-46B), Manikandam, Trichy - 620 012
 Approved by: AICTE, New Delhi & Affiliated to Anna University, Chennai
 NAAC Accredited, JEPPI Status Institution by JICE



Academic Year (2019 – 2020) / EVEN Semester

Faculty Development Programme On

"SOFT SKILLS FOR PERSONAL EFFECTIVENESS OFFICE ADMINISTRATION"

Schedule of the Program

EVENT DATE : 01.06.2020
 VENUE : Seminar Hall
 ORGANIZED BY : IGCE
 RESOURCE PERSONS : Mr. Abbu
 Manager
 UNIQ-MEP, Trichy.
 Mr. David Ubaharasamy
 Executive
 UNIQ-MEP, Trichy.

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 11.06.2020	Time Management and Prioritization in Office Administration	Effective Communication Skills for Administrative Professionals	Professionalism and Business Etiquette in the Workplace	Adapting to Change: Flexibility in Office Settings	Organizational Skills for Efficient Office Management
DAY 2 12.06.2020	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 13.06.2020	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 14.06.2020	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 15.06.2020	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

T. S. S.
IPR Coordinator

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

[Signature]
Principal

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



Indra Ganesan

COLLEGE OF ENGINEERING

Indra Ganesan Road No. 438, Marudam, Srirangapatna - 570 017
Approved by JCE, Bangalore & Government of Karnataka, Government
of India, Bangalore. Affiliation No. 102



Academic Year (2019-20) / First Semester

Attendance List Five Days FDP on

"SOFT SKILLS FOR PERSONAL EFFECTIVENESS OFFICE ADMINISTRATION"

Date: 01.06.2020 TO 05.06.2020

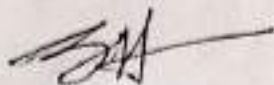
Staff Name List

S.No	Name	Dept	Signature				
			01.06.2020	02.06.2020	03.06.2020	04.06.2020	05.06.2020
1	Mr. C. Kartiganurthi	Physical Education	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
2	Mr. A. Raju	Library	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
3	Mr. E. Rajesh Kumar	Library	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
4	Mr. N. Latha	Library	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
5	Mr. P. Arinathan	CIVIL	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
6	Mr. A. Arinathan	ECE	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
7	Mr. N. Ananth Kumar	Maths	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
8	Mr. E. Arinathan	EEL	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
9	Mr. C. Chandan Prasad	CSE	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
10	Mr. C. Kishore Kumar	Maths	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
11	Mr. A. Suresh Kumar	ECE	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
12	Mr. E. Suresh	CSE	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
13	Mr. A. Jagan	CSE	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
14	Mr. A. Anand Kumar	CSE	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
15	Mr. A. Suresh Kumar	CIVIL	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
16	Mr. E. Suresh Kumar	EEL	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
17	Mr. P. Balaji	CIVIL	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
18	Mr. A. Suresh Kumar	CIVIL	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
19	Mr. E. Suresh	ECE	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
20	Mr. N. Suresh Kumar	Maths	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
21	Mr. L. Suresh Kumar	EEL	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]

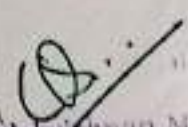
22	Mr. K. Senthil Kumar	CSE	K.S.K	K.S.K	K.S.K	K.S.K	K.S.K
23	Mrs. P. Eswari	CSE	P. Eswari	P. Eswari	P. Eswari	P. Eswari	P. Eswari
24	Mr. T. V. Elangoan	ECE	T.V.E	T.V.E	T.V.E	T.V.E	T.V.E
25	Mr. R. Manikandan	IT	R. Manikandan	R. Manikandan	R. Manikandan	R. Manikandan	R. Manikandan
26	Mr. S. Vinayagomathi	CSE	S. Vinayagomathi	S. Vinayagomathi	S. Vinayagomathi	S. Vinayagomathi	S. Vinayagomathi
27	Mr. V. Srinivasan	ECE	V. Srinivasan	V. Srinivasan	V. Srinivasan	V. Srinivasan	V. Srinivasan
28	Mr. N. Arumudai	IT	N. Arumudai	N. Arumudai	N. Arumudai	N. Arumudai	N. Arumudai
29	Mr. A. Jayaraj	ECE	A. Jayaraj	A. Jayaraj	A. Jayaraj	A. Jayaraj	A. Jayaraj
30	Mrs. S. Palaniammal	IT	S. Palaniammal	S. Palaniammal	S. Palaniammal	S. Palaniammal	S. Palaniammal
31	Mr. V. Kumar	Mech	V. Kumar	V. Kumar	V. Kumar	V. Kumar	V. Kumar
32	Mr. R. Anjali	CSE	R. Anjali	R. Anjali	R. Anjali	R. Anjali	R. Anjali
33	Mr. N. Moorthy	ECE	N. Moorthy	N. Moorthy	N. Moorthy	N. Moorthy	N. Moorthy



PROGRAM COORDINATOR



PRINCIPAL


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



Indra Ganesan

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FIVE DAYS FACULTY DEVELOPMENT PROGRAMME


ON

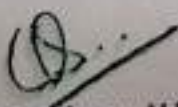
"SOFT SKILLS FOR PERSONAL EFFECTIVENESS OFFICE ADMINISTRATION"


EVENT DATE : 01.06.20
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 01.06.20 to 05.06.20. The Resource persons were: Mr. Abhu, Manager, UNIQ-MEP, Trichy. Mr. David Ubaharasamy, Executive, UNIQ-MEP, Trichy.

To create productive, digestible feedback, make sure it's clear, empathetic, and actionable. Give examples of when their work or behavior wasn't ideal, and provide clear, achievable goals for follow-up. Also, point out accomplishments and emphasize why the feedback is important. Keep disseminating your brilliant work. I cannot thank you enough for your time, for the suggested reading and for the very helpful and thought-provoking session. It was very informative and I feel I can use this with my students and staff. Excellent workshop – learned a great deal and inspired to learn more. This workshop was beautifully executed to bring together research & practice. I appreciated the final discussion regarding implementation.


PROGRAM COORDINATOR


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