

## GRIEVANCE REDRESSAL CELL FOR NON-TEACHING STAFF

### Minutes of the meeting

**Venue:** Lecture Hall 3

**Date & Time:** 24.03.2023 at 10:30 a.m.

#### **Members List:**

1. Mr.Manickam.M, Head-Infrastructure, CARE - Convener
2. Ar.Loganathan.T, Professor & Dean, Chettinad School of Architecture - Member
3. Ms. Vishalatchi.VR.S, Manager, Finance & Accounts, CARE - Member
4. Dr.Senthil.P, Professor & Dean i/c, Chettinad School of Physiotherapy - Member
5. Mr.Manikandan.N, Supervisor-Lab Services, Dept. of Biochemistry, CHRI - Member
6. Ms. Vimala Maragatharaj.I, Nursing Superintendent, CHRI - Member
7. Ms. Sournavalli.S, Executive Secretary, Faculty of Allied Health Sciences, CHRI - Member
8. Mr.Palaniraja.E, Secretary, Chettinad College of Nursing - Member

The convener welcomed the members and took up the agenda for discussion.

#### **Agenda 1: To welcome the new members of the committee and review last year's events**

The meeting began with the convener welcoming all the new committee members. All the members were briefed about last year's happenings by the committee and decided to conduct events for non-teaching staff this year also.

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**Agenda 2: To conduct an emergency drill for non-teaching staff**

The committee members discussed planning a practice run for fire and evacuation drills for all the non-teaching staff working in the different offices of CARE in the upcoming months. The members suggested conducting the drill unannounced so that it would help to analyse and predict the behaviour of staff during a true emergency.

It was decided to request Vice Chancellor and Registrar to plan for the above-mentioned event. The convener thanked all the committee members and concluded the meeting.

A handwritten signature in blue ink, appearing to read 'Manickam', is written over a horizontal line.

Mr. Manickam,

Head- Infrastructure-CARE

Convener, Grievance Redressal Cell for Non-teaching Staff

CC: The Vice Chancellor, CARE

Registrar, CARE

Dean, CHRI

Director, Research

Principal, FAHS,

Principal, CCN