

GRIEVANCE REDRESSAL CELL FOR NON-TEACHING STAFF

Minutes of the meeting

Venue: Lecture Hall 3

Date & Time: 07.06.2023 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 create awareness about the effects of a sedentary life style among all the staff working in the office

It was discussed by the committee members to conduct an awareness program for the office staff of CARE about low back pain and other illnesses caused due to prolonged sitting. The members suggested coordinating with the Department of Physiotherapy and teaching the staff a few stretching exercises which can be done while sitting. It was also recommended by the members that after the awareness program is conducted it will be advantageous if it is practised as a routine

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to do the stretching exercise everyday as two sessions in the morning and evening at a particular time

Agenda 2: To provide sanitisers near finger biometry and gates

The committee members suggested requesting sanitisers near finger biometry and gates. Every time a staff enter the college, they have to keep their fingerprint in the gates. Providing sanitizer near them will be considered to avoid infection transmission from one person to another. With this initiation, many unforeseeable diseases can be prevented.

Agenda 3: To conduct an awareness program for the cleaning staff about cleaning

The committee members discussed appealing for a seminar for all custodians working in the CARE colleges about the techniques advised to clean rooms and bathrooms. It was suggested by the committee members to request the Department of Community Medicine to initiate this program and also to explain to the staff the importance of hygiene.

It was decided to request the Vice Chancellor and Registrar to plan for the above-mentioned awareness programs and to provide sanitisers in areas where needed. The convener thanked all the committee members and concluded the meeting.

A handwritten signature in blue ink, appearing to read 'Mr. Manickam'.

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