

GRIEVANCE REDRESSAL CELL FOR NON-TEACHING STAFF

Date & Time: 25.10.2019

Venue: College council room

MINUTES OF THE MEETING

Meeting Attendees

- | | | |
|--|---|----------|
| 1. Dr. Manickam, Head-Infrastructure, CARE | - | Convener |
| 2. Ar.Loganathan, Prof & Dean, Architecture | - | Member |
| 3. Ms. Ruchi Sinha Assistant Prof, Chettinad School of Law | - | Member |
| 4. Mrs Esther Kavitha, Sr. Manager, HR, CARE | - | Member |

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

Agenda:

Tea break of 15 minutes was requested by the technical staff of the college departments. The committee discussed the issue and reached a consensus that not all will have the break at the same time. They could take the break after having another colleague cover their work.

The members agreed for the same and it was decided to have a tea break time of 15 minutes for each staff and to send a request to Vice Chancellor and Registrar for necessary action. The meeting came to an end.



Dr. Manickam,

Head- Infrastructure-CARE
Convener, Grievance Redressal Cell for Non-teaching Staff