

## GRIEVANCE REDRESSAL CELL FOR NON-TEACHING STAFF

### Minutes of the meeting

**Venue:** Lecture Hall 3

**Date & Time:** 08.11.2021 at 10:30 a.m.

#### **Members List:**

1. Mr. Manickam, Head-Infrastructure, CARE - Convener
2. Ar. Loganathan, Prof & Dean, Architecture - Member
3. Ms. Ruchi Sinha Assistant Prof, Chettinad School of Law - Member
4. Dr. P Senthil, Prof & Dean i/c, Chettinad School of Physiotherapy - Member
5. Mr. Manikandan, Sr. Technician, Dept.of Biochemistry, CHRI - Member
6. Mrs. I. Vimala, Nursing Superintendent, CHRI - Member
7. Mrs. Sournavalli, Secretary, FAHS, CHRI - Member
8. Mr. E. Palani Raja - Secretary, Chettinad College of Nursing - Member

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

#### **Agenda 1 : To increase the allotted parking slots**

The non-teaching staffs of the institution requested for increased parking space for both two wheelers and four wheelers. Based on this request it was decided to enquire regarding the same to the Administration office. The committee also opined on various ways to allot individual parking space for all registered staffs.

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## Agenda 2 : Sensitization of the staffs

As a part of sensitization programme being conducted in the institution, it was decided to create social media groups with all the members of the committee and the non-teaching staffs of CARE to get instant and timely details of the grievances faced by them.

The members of the committee agreed for the same and it was decided to raise a request to Vice Chancellor and Registrar for necessary action. The convener thanked all the members and with this the meeting came to an end.

  
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