

GRIEVANCE REDRESSAL CELL FOR NON-TEACHING STAFF

Minutes of the meeting

Venue: Lecture Hall 3

Date & Time: 09.08.2021 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 : Request for Installation of additional finger print biometry devices

It was discussed on behalf of the request received from non-teaching staffs working in Chettinad Academy of Research Education to arrange for the additional finger print biometry devices at the easily accessible sites of the institution. The convener requested the committee members to check for the number to be increased and accessible sites of installation.

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Agenda 2 : Grievance reporting sensitization

The committee members deliberated to conduct sensitization programme at frequent intervals among non-teaching staffs of CARE to report grievance at the earliest to the committee for appropriate and timely action.

The members of the committee agreed for the same and it was decided to raise a request to Vice Chancellor and Registrar for additional finger print biometry device installation for non-teaching staffs. The convener thanked all the members and with this the meeting came to an end.

A handwritten signature in blue ink, appearing to read 'Manickam', with a horizontal line underneath.

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