

GRIEVANCE REDRESSAL CELL FOR NON-TEACHING STAFF

Minutes of the meeting

Venue: Lecture Hall 3

Date & Time: 22.08.2022 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: Requesting for installation of additional finger print biometry devices

The committee members addressed upon the request of the non-teaching staff to install additional fingerprint biometry devices in order to optimize time.

Agenda 2: Soft skills training to the new recruits and old employee

It was discussed by the committee members about importance of soft skill training especially for the new recruits to enhance the performance of the staffs and productivity of the organization. It was also emphasized that old employees should be a part of this training to learn how to work as a team to achieve a common goal.

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Agenda 3: 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 to increase additional finger print biometry and to plan for soft skills training 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'.

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