

## **GRIEVANCE REDRESSAL CELL FOR NON-TEACHING STAFF**

### **Minutes of the meeting**

**Venue:** Lecture Hall 3

**Date & Time:** 11.07.2025 at 10:30 a.m.

#### **Members List:**

1. Mr.Denny P Thomas, Senior General Manager-Infrastructure, CARE - Convener
2. Ar.Loganathan.T, Professor & Dean,  
Chettinad School of Architecture - Member
3. Dr.Senthil.P, Professor & Dean i/c,  
Chettinad School of Physiotherapy - Member
4. Mr.Manikandan.N, Supervisor-Lab Services,  
Dept. of Biochemistry, CHRI - Member
5. Ms. Vimala Maragatharaj.I, Nursing Superintendent, CHRI - Member
6. Ms. Kavitha, Secretary,  
Chettinad Hospital and Research Institute - Member
7. Mr.Palaniraja.E, Secretary, Chettinad College of Nursing - Member

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

### **Agenda 1: Training on Conflict Resolution and Teamwork**

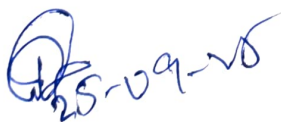
The members emphasized the importance of conflict resolution and teamwork training to reduce interpersonal issues and improve workplace harmony. The HR department will be requested to conduct interactive sessions with case-based discussions.

### **Agenda 2: To Organize Training on Digital Tools for Office Staff**

The committee suggested a hands-on training program on digital tools like MS Office, email communication, and online grievance reporting platforms. This will improve efficiency and reduce communication gaps.

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

Mr.Denny P Thomas,


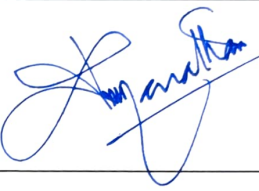






Senior General Manager-Infrastructure, CARE

Convener, Grievance Redressal Cell for Non-teaching Staff

CC: The Vice Chancellor, CARE  
Registrar, CARE  
Dean, CHRI  
Director, Research  
Principal, FAHS,  
Principal, CCN

**Attendance List for the Meeting held on 11-07-2025**

SL.NO.	NAME	POST	SIGNATURE
1	Mr.Denny P Thomas, Senior General Manager-Infrastructure, CARE	Convener	
2	Ar.Loganathan.T Professor & Dean, Chettinad School of Architecture	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	
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