

GRIEVANCE REDRESSAL CELL FOR NON-TEACHING STAFF

Minutes of the meeting

Venue: Lecture Hall 3

Date & Time: 10.01.2025 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. Sournavalli.S, Executive Secretary,
Faculty of Allied Health Sciences, CHRI - 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: To Strengthen Communication Channels for Grievance Reporting

The committee emphasized the need for clear and confidential channels to report grievances. Suggestions included setting up a digital reporting system and sealed drop-boxes for anonymous submissions.

Agenda 2: To Conduct a Workshop on Workplace Etiquette and Professional Conduct

The committee proposed conducting a training session on workplace etiquette covering effective communication, conflict management, and professionalism. The HR department will assist in designing the training module.

Agenda 3: To Celebrate Staff Wellness Day

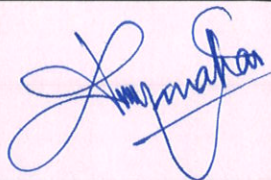
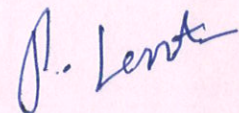
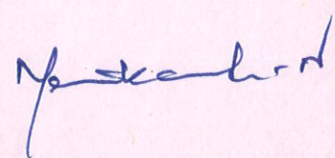
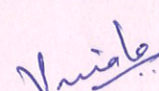
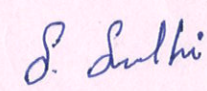
The committee suggested organizing a Staff Wellness Day with free health check-ups, yoga sessions, and motivational talks. Collaboration with the Department of Community Medicine and Physical Education was recommended.

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 10-01-2025

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	
7	Ms. Sournavalli.S, Executive Secretary, Faculty of Allied Health Sciences, CHRI	Member	
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