

GRIEVANCE REDRESSAL CELL FOR NON-TEACHING STAFF

Minutes of the meeting

Venue: Lecture Hall 3

Date & Time: 10.10.2024 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. Ms. Vishalatchi.VR.S, Finance Officer, 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: Orientation for New Non-Teaching Staff

The committee proposed conducting an orientation program for newly joined non-teaching staff.

The program will cover workplace policies, grievance redressal mechanisms, and channels of communication for concerns.

Agenda 2: To Organize Stress-Relief Activities

The committee discussed conducting stress management workshops in collaboration with the Psychiatry Department. The sessions will focus on relaxation techniques, managing workplace stress, and balancing work-life challenges.

The committee members agreed to the proposal and decided to raise a request to the Vice Chancellor and Registrar to conduct the aforementioned program. The convener thanked all the members, and with that, the meeting concluded.



Mr.Denny P Thomas,

Senior General Manager-Infrastructure, CARE

Convener, Grievance Redressal Cell for Non-teaching Staff

CC: The Vice Chancellor, CARE

Registrar, CARE

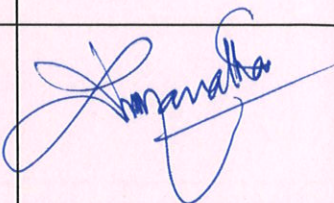
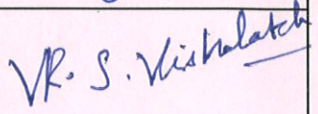
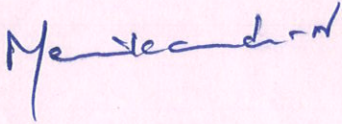
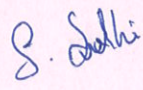
Dean, CHRI

Director, Research

Principal, FAHS,

Principal, CCN

Attendance List For the Meeting held on 10-10-2024

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	
3	Ms. Vishalatchi.VR.S, Finance Officer, 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	