

Vel Tech Multi Tech

Dr.Rangarajan Dr.Sakunthala Engineering College
An Autonomous Institution

NON TEACHING STAFF GRIEVANCES REDRESSAL COMMITTEE MEETING

Circular-01

Reference No: VTMT/NTSGRC Meeting-Agenda/ODD/2020-21/01 Date: 08.08.2020

The 1st meeting of the Non Teaching staff grievances redressal Committee for the odd semester of the Academic year 2020-21, will be held on 11.08.2020 at 01.30 PM through online mode.

Agenda

The following points are lined up for discussion

1. NTS are encouraged to attend various online course related to their field of interest.
2. Wear Mask and Stay Safe.
3. Obey Covid-19 Protocols


PRINCIPAL

Copy to

1. Academic Coordinator
2. All Dept HODs
3. Office of the IQAC
4. Office Copy

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ACTION TAKEN REPORT of the Non Teaching Staff grievances minutes Ref No: VTMT/
MINUTES/ EVEN/ 2019-20/02 dated 11.03.2019

Sl. No	Points Discussed	Action Taken
1.	The Chairperson discussed about providing leave on alternate Saturdays	Provided holiday on every 3 rd saturday
2.	The Chairperson discussed about the invigilation duties for computer based exams	Recorded and implemented
3.	The Chairperson discussed about the MTC bus issues	Informed to transport manager
4.	The Chairperson discussed about changing the college time from 7.30 am to 7.45 am for the non-teaching staffs.	Approved and implemented
5.	The Chairperson discussed about online grievance redressal portal	In process

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Reference No: VTMT/NTSGRC Meeting-Minutes/ODD/2020-21/01 Date: 11.08.2020







Members Present:

Dr.A.Karthikeyan- Chairperson Mr.K.A.Harish- Academic Coord Mr.Rajaselvalingam.S-Member
Mr.N.Babu-Member Ms.Sheeja-Member Mrs.Saranya-Member

Following points were discussed today:

Sl. No	Points Discussed	Responsibility
1.	The Chairperson encouraged the NTS to attend various online course related to their field of interest.	Academic Head
2.	The Chairperson instructed the NTS to Wear Mask and Stay Safe	Principal
3.	The Chairperson instructed the NTS to Obey Covid-19 Protocols	Principal


CHAIRPERSON

S.No	Name of the Member	Designation	Signature
1	Dr.A.Karthikeyan	Vice Principal - Chairperson	
2	Mr.K.A.Harish	Academic Head - Member	
3	Mr.N.Babu	Member	
4	Mr.Rajaselvalingam.S	Member	
5	Ms.Sheeja	Member	
6	Mrs.Saranya	Member	

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NON TEACHING STAFF GRIEVANCES REDRESSAL COMMITTEE MEETING

Circular-02

Reference No: VTMT/NTSGRC Meeting-Agenda/EVEN/2020-21/02 Date: 05.01.2021

The 1st meeting of the Non Teaching staff grievances redressal Committee for the even semester of the Academic year 2020-21, will be held on 08.01.2021 at 01.30 PM at M/E 104

Agenda

The following points are lined up for discussion

1. To discuss about providing the transport facility till Avadi Bus stop and railway station due to Covid situation.
2. To discuss about replacing old and damaged ID cards.
3. To discuss about grace time to increase from 5 to 10 minutes.
4. To discuss about taking equipment details.
5. To discuss about arranging for Non Teaching Staff Development programs.


PRINCIPAL

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ACTION TAKEN REPORT of the Non Teaching Staff grievances minutes Ref No: VTMT/
MINUTES/ ODD/ 2020-21/01 dated 11.08.2020

Sl. No	Points Discussed	Action taken
1.	The Chairperson encouraged the NTS to attend various online course related to their field of interest.	Informed and Ensured
2.	The Chairperson instructed the NTS to Wear Mask and Stay Safe	Informed
3.	The Chairperson instructed the NTS to Obey Covid-19 Protocols	Informed and Ensured

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Reference No: VTMT/NTSGRC Meeting-Minutes/EVEN/2020-21/02 Date: 08.01.2021

Members Present:

Dr.A.Karthikeyan-Chairperson

Mr.K.A.Harish- Academic Coord

Mr.N.Babu-Member

Mr.Rajaselvalingam.S-Member






Ms.Sheeja-Member

Mrs.Saranya-Member

Following points were discussed today:

Sl. No	Points Discussed	Responsibility
1.	The Chairperson discussed providing the transport facility till Avadi Bus stop and railway station due to Covid situation	Principal
2.	The Members requested to replace the old and damaged ID cards	Administrative Officer
3.	The Members requested the Chairperson to increase grace time from 5 to 10 minutes	Principal
4.	The Members requested the Chairperson to arrange for taking stock of lab equipment	Principal
5.	The Members requested the Chairperson to arrange for NTS development programs.	Chairperson


CHAIRPERSON

S.No	Name of the Member	Designation	Signature
1	Dr.A.Karthikeyan	Vice Principal - Chairperson	
2	Mr.K.A.Harish	Academic Head - Member	
3	Mr.N.Babu	Member	
4	Mr.Rajaselvalingam.S	Member	
5	Ms.Sheeja	Member	
6	Mrs.Saranya	Member	