

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/2021-22/01 Date: 13.09.2021

The 1st meeting of the Non Teaching staff grievances redressal Committee for the odd semester of the Academic year 2021-22, will be held on 15.09.2021 at 01.30 PM at M/E 106

Agenda

The following points are lined up for discussion

1. To discuss about providing of using EL on excess holidays taken in a month due to medical/other emergencies
2. To consider the adjustment of available EL for excess leave taken in a month due to emergency purposes, in order to avoid loss of pay.
3. To discuss about the permissible On-duty for the NTS staff members coming late by few minutes on rainy days.
4. To discuss on providing the on duty facilities for medical emergencies.
5. To discuss on the staff welfare fund for the Non-Teaching staff members to meet out contingencies


13/09/2021
PRINCIPAL

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1. Academic Coordinator
2. All Dept HODs
3. Office of the IQAC
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ACTION TAKEN REPORT of the Non Teaching Staff grievances minutes Ref No: VTMT/
MINUTES/ EVEN/ 2020-21/02 dated 08.01.2021

Sl. No	Points Discussed	Action Taken
1.	The Chairperson discussed providing the transport facility till Avadi Bus stop and railway station due to Covid situation	Transport facility provided for staff members
2.	The Members requested to replace the old and damaged ID cards	Replaced old and damage ID cards with new one
3.	The Members requested the Chairperson to increase grace time from 5 to 10 minutes	Instead of time extension, no of occasions is increased upto 3 times
4.	The Members requested the Chairperson to arrange for taking stock of lab equipment	Arrangements made
5.	The Members requested the Chairperson to arrange for NTS development programs.	NTS development program was conducted

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Reference No: VTMT/NTSGRC Meeting-Minutes/ODD/2021-22/01 Date: 15.09.2021

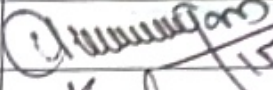
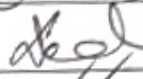

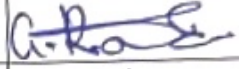

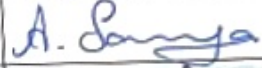
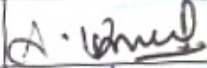

Members Present:

Dr.A.Karthikeyan-Chairperson Mr.K.A.Harish- Academic Coord Mr.Ramamoorthy-Convener
Mr.Sathish- Library Incharge Mr.Rajaselvalingam.S-Member Ms.Uma Mageshwari-Member
Mrs.Saranya-Member Mrs.Prabha-Member

Following points were discussed today:

Sl. No	Points Discussed	Responsibility
1.	The Chairperson discussed about providing of using EL on excess holidays taken in a month due to medical/other emergencies	Chairperson
2.	The Members requested the Chairperson to adjust available EL for excess leave taken in a month due to emergency purposes, in order to avoid loss of pay.	Chairperson
3.	The Members requested the Chairperson to provide on duty for NTS staff members coming late by few minutes on rainy days	Chairperson
4.	The Members requested the Chairperson to provide on duty facilities for medical emergencies	Chairperson
5.	The Members requested the Chairperson to provide staff welfare fund to meet out contingencies	Academic Coordinator


CHAIRPERSON
15/09/2021

S.No	Name of the Member	Designation	Signature
1	Dr.A.Karthikeyan	Chairperson	
2	Mr.K.A.Harish	Academic Head	
3	Mr.Sathish	Library Incharge	
4	Mr.Ramamoorthy	Convener	
5	Mr. Rajaselvalingam.S	Member	
6	Mrs Saranya	Member	
7	Ms. Uma Maheshwari	Member	
8	Mrs.Prabha	Member	

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NON TEACHING STAFF GRIEVANCES REDRESSAL COMMITTEE

MEETING

Circular-02

Reference No: VTMT/NTSGRC Meeting-Agenda/Even/2021-22/02 Date: 09.02.2022

The 1st meeting of the Non Teaching staff grievances redressal Committee for the even semester of the Academic year 2021-22, will be held on 11.02.2022 at 01.30 PM at M/E 106

Agenda

The following points are lined up for discussion

1. To discuss about the vacation leave for the NTS staff members who have completed one year of service.
2. To discuss about the invigilation duties for computer based exams.
3. To discuss about the frequency of MTC bus issues for the NTS coming by it.
4. To discuss about reducing the gate duty
5. To discuss about availing paternity leave.


PRINCIPAL

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3. Office of the IQAC
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ACTION TAKEN REPORT of the Non Teaching Staff grievances minutes Ref No: VTMT/
MINUTES/ ODD/ 2021-22/01 dated 15.09.2021

Sl. No	Points Discussed	Action Taken
1.	The Chairperson discussed about providing of using EL on excess holidays taken in a month due to medical/other emergencies	Implemented as per norms
2.	The Members requested the Chairperson to adjust available EL for excess leave taken in a month due to emergency purposes, in order to avoid loss of pay.	Approved with permission as per norms
3.	The Members requested the Chairperson to provide on duty for NTS staff members coming late by few minutes on rainy days	Approved with permission
4.	The Members requested the Chairperson to provide on duty facilities for medical emergencies	Approved with permission as per norms
5.	The Members requested the Chairperson to provide staff welfare fund to meet out contingencies	Approved with permission as per norms

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Reference No: VTMT/NTSGRC Meeting-Minutes/EVEN/2021-22/02 Date: 11.02.2022

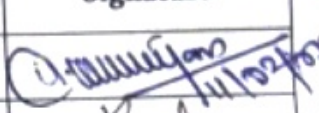


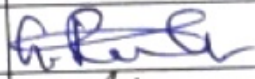


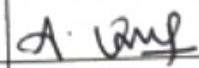

Members Present:

Dr.A.Karthikeyan-Chairperson Dr.K.A.Harish- Academic Coord Mr.Ramamoorthy-Convener
Mr.Sathish- Library Incharge Mr.Rajaselvalingam.S-Member Ms.Uma Mageshwari-Member
Mrs.Saranya-Member Mrs.Prabha-Member

Following points were discussed today:

Sl. No	Points Discussed	Responsibility
1.	The Chairperson discussed about the vacation leave for the NTS staff members who have completed one year of service	Chairperson
2.	The Chairperson discussed about the invigilation duties for computer based exams	CMC Head
3.	The Chairperson discussed about the frequency of MTC bus issues for the NTS coming by it.	Transport Manager
4.	The Members requested the Chairperson to reduce the hours of daily gate duty.	Chairperson
5.	The Members requested the Chairperson to provide paternity leave for the male staffs	Principal


CHAIRPERSON

S.No	Name of the Member	Designation	Signature
1	Dr.A.Karthikeyan	Chairperson	
2	Dr.K.A.Harish	Academic Head	
3	Mr.Sathish	Library Incharge	
4	Mr.Ramamoorthy	Convener	
5	Mr. Rajaselvalingam.S	Member	
6	Mrs Saranya	Member	
7	Ms. Uma Maheshwari	Member	
8	Mrs.Prabha	Member	

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