



VIRUDHUNAGAR HINDU NADARS' SENTHIKUMARA NADAR COLLEGE

(An Autonomous College Affiliated to Madurai Kamaraj University)

VIRUDHUNAGAR - 626 001.

Education ✦ Discipline ✦ Culture

Re - accredited with 'A' Grade by NAAC

A.S.K.R.J. SARAVANAN, B.E.,
Secretary & Correspondent

Cell : 96778 61516

05-09-2016

CODE OF CONDUCT OF PRINCIPAL

- The Principal is the academic and administrative head of the institute and works for the growth of the institute. He will implement the policies approved by the Governing Body, the highest decision making body of the college. He shall achieve coordination among various statutory committees and non-statutory bodies including Academic Council.
- He is the ex- officio member of Governing Body, Chairman of Academic Council, Chairman of Finance committee and also Chief Controller of the Examinations. He monitors admissions, examinations, evaluation for smooth functioning of the system.
- He is authorized to nominate Deans, Co-ordinators, members and other administration functionaries in various committees. He is responsible according extension or changes various functionaries in the administration, with the approval of Governing Body.
- To conduct the meetings of the Governing Body as per the stipulated guidelines.
- To hold Academic Council meetings as per the norms.
- To coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively.
- Shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.
- He is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of technical education in particular.
- He, along with all the staff working under him, is singularly and collectively responsible to the Governing Body, Academic council, University, State Government, AICTE/UGC, students and parents for the smooth and effective functioning of the college.



(2)

The duties of the Principal may be suitably categorized as

a) Academic Administration:

(i) On academic matters the Principal is generally guided by the rules and regulation as well as the norms laid down by Madurai Kamaraj University, AICTE, UGC, State Government, College Managing Board and the Governing Body of the college.

(ii) Shall be assisted by various Heads of the departments, Deans (Academic), Controller of Examinations of the college, senior faculty members and various committees mentioned in the manual.

(iii) In matters related to decision implementation, Principal will be assisted by the Governing Body, IQAC and Academic council of the college.

(iv) In matter of admissions, admissions committee will assist the Principal.

(v) In matters related to academic work, he will be assisted by the Deans (Academic), Chairman, Board of Studies and heads of the departments.

(vi) An integrated time table of the entire institution shall be prepared and submitted to the Principal. In this endeavor, coordinator of time-tables, first year coordinators along with the various heads of the departments extend support to the Principal.

(vii) Shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in-charges.

(viii) Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.

(ix) Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.

(x) If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.

(xi) In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Principal will be assisted by Controller of examinations, Joint Controller of Examinations and Dean-Internal of the college.

(xii) In matters related to student attendance, drop outs, medical condonation, Principal gets assistance from Dean Student Services.



(3)

(xiii) The Principal should plan for Training Need Analysis (TNA) of the staff and devise training programmes such as refresher courses, orientation courses, Faculty Improvement Programmes, Quality Enhancement Programmes etc.

(xiv) Principal shall also ensure quality assurance and he should be assisted by Co-ordinator, IQAC.

(xv) Shall monitor, evaluate research, development and consultancy activities. Dean, Research should assist the Principal in this matter. He should advise the faculty members to get sponsored research projects from various funding agencies.

(xvi) The Principal should promote industry-institute interaction for better employability of the students.

(xvii) Shall promote Internal Revenue Generation (IRG) activities with the help of staff and students.

(xviii) Arrange finishing School for the students with the active association of Placement and Training Officer.

(xix) Shall efforts to look after overall welfare of staff and students.

(xx) For effective functioning of the college he shall build close rapport between staff, students and management.

(xxi) Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.

(xxii) Shall maintain regular, right and appropriate contacts and interaction with government, UGC, AICTE, University, TANSCH, Department of Technical Education authorities.

(xxiii) Shall involve faculty members at different levels for various institutional activities.

b) General Administration:

On general administrative matters Principal shall be assisted by Dean (Academic), Controller of Examinations, Coordinator IQAC, Heads of Departments, functional heads etc.

(i) Shall make proposal for appointment to all posts of cadres including contract, part-time, adhoc, and daily wage employees.

(ii) Arrange performance appraisal of faculty and supporting staff.

(iii) Shall have power to sanction CL to all the staff members except himself.

(iv) Campus maintenance cell shall work under the instructions of Principal.



(4)

c) Financial Administration:

- (i) Principal is assisted by the Finance committee in financial administration.
- (ii) Subject to the budget allocations for a specific area of expenditure, Principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.
- (iii) Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body.
- (iv) All contracts for and on behalf of the college (except himself and the college) when authorized by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the college shall be executed by the Principal.
- (v) The Principal shall counter sign all kinds of scholarship bills in respect of students of the college.
- (vi) Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.
- (vii) Shall countersign T.A bills.

J. S. S. S.
5/9/16..

SECRETARY & CORRESPONDENT

விருதுநகர் இந்து நாடார்கள் செந்திக்குமார நாடார் கல்லூரி, விருதுநகர்.

கல்லூரிக் கமிட்டி கூட்டத் தீர்மானங்கள்

16-10-2006ம் தேதி திங்கட்கிழமை மாலை 4-30 மணியளவில் நமது கல்லூரியில் கல்லூரிக் கமிட்டி தலைவர் திரு T.S. சங்கரவேல் அவர்களது தலைமையில் நடைபெற்ற கல்லூரிக் கமிட்டிக் கூட்டத்து நடவடிக்கைகள்.

ஆஜரான அங்கத்தினர்கள்

வ. எண்	பெயர்	பதவி	கையொப்பம்
1.	THIRU M.V.R.R. SARAVANAVEL, B.COM.	MEMBER	SD. X X X X
2.	THIRU T.J.JEIKUMAR, M.B.A.	MEMBER	SD. X X X X
3.	THIRU S.P.G.R. MATHAVAN, B.Sc.	MEMBER	SD. X X X X
4.	THIRU V.S.P.S.R. SANKARALINGAM, B.Sc.	MEMBER	SD. X X X X
5.	THIRU S.A.S.MURALIDHARAN, M.B.A.	MEMBER	SD. X X X X
6.	TMTY. A.V.SUJATHA VIVEKARAJAN	MEMBER	SD. X X X X
7.	THIRU T. JEYARAJ	SUPERINTENDENT & MEMBER	SD. X X X X
8.	THIRU. S. KANAGAVEL, M.Sc., M.PHIL.,	SENIOR MOST LECTURER & MEMBER	SD. X X X X
9.	DR. N. RAJAMANICKAM, M.Sc.,M.PHIL.,PH.D.	SENIOR MOST LECTURER & MEMBER	SD. X X X X
10.	DR. R. SANKARAPPAN, M.A.,M.PHIL.,PH.D.,	UNIVERSITY REPRESENTATIVE	SD. X X X X
11.	THIRU V.V.R.J. SENKUTTUVAN, B.Sc.	MEMBER	SD. X X X X
12.	THIRU S.V. PARAMANANDHAM	MEMBER	SD. X X X X
13.	DR. N.ANANDAM,M.Sc.,M.PHIL.,PH.D.,	PRINCIPAL & MEMBER	SD. X X X X
14.	TMTY. K.V.R.P. PARIMALA PRABAKARAN	MEMBER	SD. X X X X
15.	THIRU P.C.S. GOVINDARAJA PERUMAL, B.A.	SECRETARY	SD. X X X X
16.	THIRU T.S. SANKARAVEL	PRESIDENT	SD. X X X X

பொருள் : 1

நமது கல்லூரி வணிகவியல் துறையில் தேர்வுநிலை விரிவுரையாளராகப் பணிபுரிந்து வரும் திரு K. ராமதாஸ், எம்.காம்.,பி.ஐ.டி.சி.ஏ., அவர்கள் தனது 28-09-2006ம் தேதிய கடிதத்தில் தாம் 10-11-2006ம் தேதியுடன் 58 வயதைப் பூர்த்தி செய்து 30-11-2006ம் தேதியுடன் ஓய்வு பெற இருப்பதாகவும், தன்னை 01-12-2006 முதல் 31-05-2007ம் தேதி முடிய உள்ள காலத்திற்கு மீளப்பணியில் அமர்த்தும் திட்டத்தின் கீழ் நமது கல்லூரியில் தொடர்ந்து பணிபுரிய அனுமதி கோரியிருப்பதின் பேரில் அன்னாரை நமது கல்லூரியில் 01-12-2006ம் தேதி முதல் 31-05-2007ம் தேதி முடிய உள்ள காலத்திற்கு மீளப்பணியில் அமர்த்தும் திட்டத்தின் கீழ் தொடர்ந்து பணிபுரிய உயர்கல்வித் துறைச் செயலாளர் அவர்களின் கடிதம் எண் 29438/F-1/2002-18 நாள் 16-06-2006ல் கூறிய நிபந்தனைகளுக்கு ஏற்ப அனுமதி வழங்குவது பற்றி முடிவு செய்ய.

தீர்மானம் : 1

நமது கல்லூரி வணிகவியல் துறையில் தேர்வுநிலை விரிவுரையாளராகப் பணிபுரிந்து வரும் திரு K. ராமதாஸ்,எம்.காம்.,பி.ஐ.டி.சி.ஏ., அவர்கள் 10-11-2006ம் தேதியுடன் தனது 58 வயதைப் பூர்த்தி செய்து 30-11-2006ம் தேதியுடன் பணி ஓய்வு பெறுவதால் அன்னாரின் 28-09-2006ம் தேதிய விண்ணப்பத்தின் பேரில் உயர் கல்வித்துறை செயலாளர் அவர்களின் கடிதம் எண் 29438/F-1/2002-18 நாள் 16-06-2006ல் கூறியுள்ள அறிவுரை மற்றும் சென்னை உயர்நீதிமன்றம், தமிழக அரசு நிர்வாகத் தீர்ப்பாயங்களில் நிலுவையாக உள்ள மூல வழக்குகளில் வழங்கப்படும் இறுதித் தீர்ப்பிற்கேற்ப மாறுதலுக்குரியது என்ற நிபந்தனைகளுக்குட்பட்டு அவரது பணி நிலையிலேயே 01-12-2006ம் தேதி முதல் 31-05-2007ம் தேதி வரை உள்ள காலத்திற்கு மீளப் பணியில் அமர்த்தும் திட்டத்தின் கீழ் நமது கல்லூரியில் தொடர்ந்து பணிபுரிய அனுமதி வழங்குவதற்கு கமிட்டி ஒப்புதல் அளிக்கின்றது.

.. 2 ..

பொருள் : 2

31-01-2006ம் தேதி நடைபெற்ற நமது கல்லூரிக் கமிட்டிக் கூட்ட தீர்மானம் எண் 3ன்படி, நமது கல்லூரியில் ஆய்வுக்கூட உதவியாளராகப் பணிபுரிந்து வரும் திரு பி. ஆனந்தராஜ் மீதான குற்றச்சாட்டுகளுக்கு தண்டனை வழங்க, தமிழ்நாடு தனியார் கல்லூரிகள் (ஒழுங்குபடுத்துதல்) சட்டம் 1976 பிரிவு 19(1)ன்படி மதுரை மண்டல கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களிடம் ஒப்புதல் வேண்டி சமர்ப்பித்த 06-02-2006ம் தேதிய நமது கருத்துரு தொடர்பாக மதுரை மண்டல கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களிடமிருந்து வரப்பெற்ற 15-09-2006ம் தேதிய கடிதம் கமிட்டியின் தகவலுக்கும், ஆலோசனைக்கும்.

தீர்மானம் : 2

காரியதரிசி அவர்களின் 06-02-2006ம் தேதிய கருத்துரு மதுரை மண்டல கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் 03-05-2006ம் தேதிய கடிதம், ஷே கடிதத்திற்கு விளக்கம் சமர்ப்பித்த காரியதரிசி அவர்களின் 14-06-2006ம் தேதிய கடிதம், மற்றும் மதுரை மண்டல கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் 15-09-2006ம் தேதிய கடிதங்கள் படித்துப் பதிவு செய்யப்பட்டன.

அன்னாருக்கு ஒரு தண்டனை வழங்கும் பொருட்டு ஆய்வுக்கூட உதவியாளர் பணிநிலையிலிருந்து பெருக்குபவர் பணிநிலைக்கு பணியிறக்கத் தண்டனை (Reduction in Rank) வழங்கத் தீர்மானிக்கின்றது. அன்னாருக்கு இத்தண்டனை வழங்க தமிழ்நாடு தனியார் கல்லூரிகள் (ஒழுங்குபடுத்துதல்) சட்டம் 1976ன்படி மதுரை மண்டல கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களிடம் ஒப்புதல் பெறுவதென கல்லூரிக் கமிட்டி தீர்மானிக்கின்றது.

பொருள் : 3

12-07-2006ம் தேதியில் நடைபெற்ற நமது கல்லூரிக் கமிட்டி கூட்டத்தில் காரியதரிசி அவர்களால் கொண்டு வரப்பெற்ற இதர விஷயங்கள் தீர்மானம் எண் 2ன்படி, நமது கல்லூரி வணிகவியல் துறையில் பணிபுரிந்து வரும் இணைப்பேராசிரியர் முனைவர் N. முருகேசன் அவர்களது மாற்றுப்பணி விண்ணப்பத்திலுள்ள குறைபாடுகள் தொடர்பாக விளக்கம் கோரிய காரியதரிசி அவர்களின் 15-07-2006, 19-07-2006 & 11-08-2006ம் தேதிய குறிப்பாணைகள் மற்றும் அன்னாரது 19-07-2006 & 20-07-2006ம் தேதிய கடிதங்களும் கமிட்டியின் பார்வைக்கு.

தீர்மானம் : 3

நமது கல்லூரி வணிகவியல் துறை இணைப்பேராசிரியர் முனைவர் N. முருகேசன் அவர்களது மாற்றுப்பணி விண்ணப்பத்திலுள்ள குறைபாடுகள் தொடர்பாக விளக்கம் கோரிய காரியதரிசி அவர்களின் 15-07-2006, 19-07-2006 மற்றும் 11-08-2006ம் தேதிய குறிப்பாணைகள் மற்றும் அன்னாரது 19-07-2006ம் மற்றும் 20-07-2006ம் தேதிய கடிதங்கள் படித்துப் பதிவு செய்யப்பட்டன.

பொருள் : 4

12-07-2006ம் தேதியில் நடைபெற்ற நமது கல்லூரிக் கமிட்டிக் கூட்ட தீர்மானம் எண் 13ன்படி நமது கல்லூரியின் புகழ் மற்றும் நலன் கருதி கல்லூரி ஆசிரியர்கள் கடைப்பிடிக்க உத்தேசித்திருக்கும் நடத்தை விதிகளை(Standards of Conduct) அமல்படுத்துவது தொடர்பாக ஆலோசித்து முடிவு செய்ய.

தீர்மானம் : 4

நமது கல்லூரியின் புகழ் மற்றும் நலன் கருதி கீழே கண்ட நடத்தை விதிகளை (Standards of Conduct) நமது கல்லூரி ஆசிரியர்கள் கடைப்பிடித்துவர அமல்படுத்துவது என கல்லூரிக் கமிட்டி தீர்மானிக்கின்றது.

STANDARDS OF CONDUCT FOR COLLEGE TEACHERS

Teaching is a noble profession. It needs devotion, sincerity, and perseverance. It certainly adds to the pride and prestige of the teaching profession if teachers perform their duties conscientiously and observe certain simple rules of conduct, which are commonly accepted as professional codes of conduct.

15/08/2016
PRINCIPAL
VIRUDHUNAGAR HINDI NADARS
CHIKUMARA NADAR COLLEGE
AUTONOMOUS
VIRUDHUNAGAR.

Our College Committee has defined a few standards of conduct to be observed by teachers. *Adherence to this set of codes does not in any way mean that the freedom of teachers is being curtailed.* These standards of conduct have been defined with the sole aim of improving the standard and reputation of our College among the academia and the student community in particular, and the society in general.

1. TIME SCHEDULE :

Punctuality is very essential for a teacher. In this regard he/she shall make himself/herself an example to students.

- a) A Teacher shall be present in his/her department at 9.55 a.m. in the morning session and at 1.55 p.m. in the afternoon session. HOD shall be present at 9.50 a.m.
- b) A Teacher shall engage his/her classes regularly and punctually as per the timetable framed by the HOD and approved by the Principal.
- c) A Teacher shall make himself/herself available whenever he/she is needed for consultation or discussion on various matters that come up in the institution.

2. COLLEGE ACTIVITIES AND STUDENT – CARE :

- a) A Teacher's academic duties shall include guidance and instruction to students in the form of tutorials / seminars / laboratory work / assessment / conducting tests & examination / invigilation / evaluation work assigned to him/her by competent authorities of the College.
- b) A Teacher shall participate fully and enthusiastically in the campus life and shall perform any other curricular, co-curricular, and extra curricular work assigned to him/her from time to time by the appropriate college authorities.
- c) A Teacher shall continually improve his/her academic excellence by doing research work and / or acquiring additional academic qualifications.
- d) HOD shall nominate a teacher for every class in his/her department as class teacher-in-charge after consultation with the Principal. HOD shall furnish the list of the class teachers-in-charge to the office at the beginning of each academic year. The class teacher-in-charge shall be wholly responsible for guiding, tracking and evaluating the students' all round progress in academic, extra-curricular, and co-curricular activities.
- e) A Teacher shall speak in the class room preferably in English except in Part I Tamil classes and in Tamil medium courses. Outside the classroom also a Teacher may speak to students in English with a view to improve the students' communication skill in English.
- f) If a Teacher finds it difficult to complete the syllabi within the prescribed academic schedule, he/she shall handle special / extra classes to finish the same.
- g) A Teacher shall assess impartially the performance of students. He/She shall not indulge in over-marking or under-marking. Victimization of the students by giving low marks or grades is a professionally very unethical practice.
- h) If students are found to be poor and weak in their subject, the Teacher shall give them special coaching and shall help them in all possible ways. He/She shall give special attention / training to brilliant students to motivate them to excel academically.

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3. MAINTENANCE OF DISCIPLINE :

- a) A Teacher shall emphasize and ensure perfect discipline among the students within and outside the classroom. In case of any student unrest, he/she shall help pacify the students and restore order and discipline in the campus.
- b) A Teacher shall not refuse to carry out the decision(s) of the administrative and academic bodies of the college.
- c) A Teacher shall perform diligently all work assigned to him/her from time to time by the higher authorities of the college.
- d) Teacher shall not **without prior permission** resort to any type of agitational expressions inside or in front of the college, or suspend their work seeking redressal of their grievances.
- e) A Teacher shall promote an atmosphere conducive to learning. He/She shall form a wholesome relationship with students. Our college is an institution of co-education. Hence he/she shall advise and persuade the students to behave in such a manner that will safeguard the name and reputation of the institution as well as the teachers.
- f) A Teacher shall ensure that his/her students wear their ID cards when they are in the college campus.
- g) A Teacher shall avoid using cell phone during class hours.

4. DRESS CODE :

Teacher shall, in appearance, distinguish themselves from the students. They shall wear such dresses that will enhance their dignity and prestige.

It is desired that all the Teachers wear their identity card in the college campus. A Teacher shall wear the identity card during the functions and participation in the curricular/co-curricular / extra-curricular activities in the college and during his/her meetings with the higher authorities in the college.

5. LEAVE RULES :

- a) A Teacher shall avoid seeking permission for going on OD based on the message received over telephone.
- b) Any application for leave except on medical grounds shall carry the complete details of the work affected.
- c) It is the responsibility of the HOD to adjust and ensure that the classes are adjusted fully before recommending/forwarding the OD/leave applications.
- d) All the leave applications should reach the office with proper forwarding remarks before 11.00 a.m.
- e) A Teacher shall avail the one-hour permission to leave the campus only during the morning first hour or the last hour in the evening and not any of the hours in between.
- f) Prior permission for OD and EL shall be sought one clear working day in advance. A Teacher shall attach the call letter along with his/her OD application.
- g) A maximum of 50 % of the total strength of the faculty in a department is allowed to avail CL/EL/UEL/OD at a time. A fraction in calculation may be treated as the nearest whole number.

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Teacher shall not avoid attending any college functions. Prior permission may be sought for his/her absence from the functions.

5. காரியதரிசி அவர்களால் கொண்டு வரப்படும் இதர விஷயங்கள் ஏதும் இல்லை.

வ. எண்	பெயர்	பதவி	கையொப்பம்
1.	THIRU M.V.R.R. SARAVANAVEL, B.COM.	MEMBER	SD. X X X X
2.	THIRU V.V.R.J. SENKUTTUVAN, B.Sc.	MEMBER	SD. X X X X
3.	THIRU T.J.JEIKUMAR, M.B.A.	MEMBER	SD. X X X X
4.	THIRU S.A.S.MURALIDHARAN, M.B.A.	MEMBER	SD. X X X X
5.	THIRU V.S.P.S.R. SANKARALINGAM, B.Sc.	MEMBER	SD. X X X X
6.	THIRU S.P.G.R. MATHAVAN, B.Sc.	MEMBER	SD. X X X X
7.	THIRU T. JEYARAJ	SUPERINTENDENT & MEMBER	SD. X X X X
8.	DR. N. RAJAMANICKAM, M.Sc.,M.PHIL.,PH.D.	SENIOR MOST LECTURER & MEMBER	SD. X X X X
9.	DR. R. SANKARAPPAN, M.A.,M.PHIL.,PH.D.	UNIVERSITY REPRESENTATIVE	SD. X X X X
10.	THIRU. S. KANAGAVEL, M.Sc., M.PHIL.,	SENIOR MOST LECTURER & MEMBER	SD. X X X X
11.	DR. N. ANANDAM, M.Sc.,M.PHIL.,PH.D.	PRINCIPAL & MEMBER	SD. X X X X
12.	THIRU S.V. PARAMANANDHAM	MEMBER	SD. X X X X
13.	TMTY. K.V.R.P. PARIMALA PRABAKARAN	MEMBER	SD. X X X X
14.	TMTY. A.V.SUJATHA VIVEKARAJAN	MEMBER	SD. X X X X

ஒப்பம்/- P.C.S. GOVINDARAJA PERUMAL
காரியதரிசி


ஒப்பம்/- T.S. SANKARAVEL
தலைவர்.

/உண்மைநகல்/



(P.C.S. GOVINDARAJA PERUMAL)
காரியதரிசி

விருதுநகர்,
18.10.2006.


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PRIVATE COLLEGES REGULATION LAWS IN TAMIL NADU

WITH NOTES AND CASE LAWS

- The Tamil Nadu Private Colleges (Regulation) Act, 1976.
- The Tamil Nadu Private Colleges (Regulation) Rules, 1976.
- The Grant-in-aid Code of the Tamil Nadu Educational Department.
- The Tamil Nadu Aided Institutions (Prohibition of Transfers of Property) Act, 1948.
- The Tamil Nadu Educational Institutions (Temporary Control of Property) Act, 1949.
- The Tamil Nadu Educational Institutions (Prohibition of Collection of Capitation Fee) Act, 1992.
- The Tamil Nadu Educational Institutions (Prohibition of Collection of Capitation Fee) Rules, 1997.
- The Tamil Nadu Prohibition of Ragging Act, 1997.
- The Tamil Nadu Prohibition of Ragging Rules, 1999.
- The Tamil Nadu Prohibition of Harassment of Woman Act, 1998.
- Duty of the employer or other responsible persons in work places and other institutions.
- Case Law Digest



C. Sitaraman & Co. Pvt. Ltd.

FORM - 7-C.

[See sub-rule (2) (i) of rule 11 of the Tamil Nadu Private Colleges (Regulation) Rules, 1976]

FORM OF AGREEMENT TO BE EXECUTED BY A COLLEGE COMMITTEE OF A COLLEGE IN RESPECT OF EMPLOYEES OTHER THAN TEACHERS.

Agreement made this _____ day of _____ One thousand nine hundred _____ between the college committee _____ college of the one part and _____ (employee) of the other part ;

Whereas, the college committee has agreed to engage the said Thiru / Thirumathi / Selvi _____ (hereinafter referred to as the "said employee") to serve in the _____ college in _____ his / her capacity of a _____ (name of the post to be inserted) and on the pay and allowances hereinafter mentioned.

Now, these present witness and the parties hereunto hereby agree as follows :—

1. That the college committee shall employ the said employee as a _____ in the college at _____ from the date of his / her taking charge of such appointment until such employment is determined as hereinafter provided.

2. That the said employee shall be on probation for a period of not less than one year from the date of taking charge of his / her appointment. The college committee may, for reasons to be recorded in writing, extend the period of probation to a further period of not exceeding one year.

If no orders extending the period of probation are passed in writing within six months after the period of probation, the said employee shall be deemed to have completed his / her probation.

3. That the said employee shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal or college committee of the said college.

4. That the said employee shall not normally or on any pretext absent himself / herself from his / her duties without the previous permission of the Principal. In case of sickness or other inevitable cases, he / she shall forward a proper medical certificate or communication explaining the extraordinary circumstances to the Principal.

5. That the said employee shall during the tenure of employment devote his / her attention to the duties of his / her employment and shall not on his / her own account or otherwise either directly or indirectly carry on or to be concerned in any trade, business or canvassing work, of a remunerative nature without the specific sanction of the college committee in writing in that behalf.

6. That the said employee and the college committee shall conform to all the provisions of the Tamil Nadu Private Colleges (Regulation) Act, 1976 (President's Act 19 of 1976) and the Tamil Nadu Private Colleges (Regulation) Rules, 1976.

7. (a) That the college committee shall not dismiss, remove, reduce in rank or terminate the services of the said employee without informing him / her in writing of the grounds on which they intend to take action and shall follow the following procedure before taking any final decision regarding the punishment to be imposed on him / her and giving him / her in writing reasonable time to send his / her explanation to the college committee.

(b) After considering his / her explanation, the college committee shall communicate to him / her, its findings and if so desired by the said employee, conduct a personal hearing or enquiry wherein he / she shall be given the opportunity to examine or cross examine any of the witnesses and also produce witnesses.

(c) After the conduct of the personal hearing or enquiry by the college committee, the report of such personal hearing or enquiry shall be furnished to the said employee and a notice shall be issued to him / her setting out the proposed punishment and he / she shall be given a reasonable time to submit the statement of defence against the proposed punishment.

(d) After the receipt of the statement of defence from him / her, after taking into consideration, the committee shall inform him / her in writing about its final decision.

8. It shall be open to the college committee, at any time, if satisfied on medical evidence that the said employee is unfit to discharge his / her duties for reasons of ill-health, to terminate his / her services, on paying him / her three months' pay and allowances less any amount which might have been paid to him / her as leave salary after the date of his / her last appearance in the college for the regular discharge of his / her duties and subject to a minimum of one month's full pay and allowances.

9. That the said employee shall be entitled to have his / her services terminated either by giving to the college committee three months' notice thereof in writing or by paying the college committee three months' pay and allowances in lieu of such notice.

10. That the college committee may impose major punishments such as dismissal, removal or reduction in rank or termination of service or any of the following minor punishments on the said employee for any irregularity, namely :—

(i) censure ;

(ii) withholding of increment, with or without cumulative effect ;

(iii) recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to.

Entries shall be made in the service register of the said employee only in respect of penalties other than censure. Such entries shall be made only after the appeal, if any, preferred by the said employee is disposed of by the competent appellate authorities specified in the rules.

VIRUDHUNAGAR HINDU NADARS' SENTHIKUMARA NADAR COLLEGE



Estd: 1947

(AUTONOMOUS)

[Re-accredited with 'A' Grade by NAAC]

VIRUDHUNAGAR



CALENDAR & HANDBOOK

2017 - 2018

GENERAL DISCIPLINE

1. Every student should be neatly dressed. The boys should wear only pants and shirts. They are prohibited from wearing T-shirts, short shirts, low hip jeans, and any dress with obscene words and pictures. Boys should not have long hairs or hairs with lightning cut. They are advised to come to college with their hairs neatly cut. Girl students should come either by wearing sarees or long churidhar with shawl. They should not wear Pants, T-shirts, leggings and short churidhars. Only first year girl students are allowed to come in half-sarees.
2. Punctuality should be strictly maintained by the students. They should be in their seats before the second bell rings. When the teacher enters the room, all students should rise and remain standing till they are asked to sit. No student should leave the class room without the permission of the teacher or until the class is dismissed.
3. Students are required to spend their leisure hours in the reading room. They should not loiter in the verandahs and disturb other classes.
4. Students are prohibited from damaging or defacing college building, furniture, fittings and other properties. Damage done to the college property will be repaired at the cost of the student or students involved. Wilful damage is a serious offence.
5. Possessing lethal weapons, taking liquor, smoking cigarettes and firing crackers are considered as serious offences and such offences are punishable.
6. Students who whistle or hoot and howl and disturb the normal functioning of the college, who sit on the pitwalls and on the steps and who make indecent comments will be punished.
7. Students should abstain from participating in party or communal politics. They are forbidden from participating in activities which tend to bring discredit to the college or impede its work.
8. Students should park their cycles and two wheelers only in the sheds allotted for them for the purpose. Students riding motor cycles within the premises of the college is strictly prohibited.
9. Girl students are advised to be in their rest room when they do not have classes and during lunch hours.
10. Students should maintain respectable relationship with the teachers and with the non-teaching staff members of the college.

11. Students should wear their identity card when they are in the college campus.
12. Students are prevented from using cell phones and walkman within the college premises.
13. Conversation between a boy and a girl is permissible only in the presence of a teacher.
14. Students are strictly informed that they should not participate either directly or be an accomplice in any kind of eve-teasing or ragging. If the students have any complaint of ragging on the campus, they shall immediately bring it to the notice of the Co-ordinator or any member of Anti-ragging committee. They shall also register the complaint either by calling the toll free number 1800-180-5522 available round the clock or through email at helpline@antiragging.in.
15. Students should go on tour only with the permission of their respective Head of the Department and that too accompanied by a teacher nominated by him. On no account, the students should arrange tours by themselves in the name of the college.

The following may be the punishment to the students who violate the above said rules. The quantum of punishment shall naturally depend upon the nature and gravity of the offence as established by the Student Discipline and Grievance Redressal Cell :

1. Recovery of the total cost of the damage. If more than one is involved, the cost may be recovered equally from all.
2. Expulsion from the college.
3. Suspension from attending classes.
4. Debarring from appearing in any test / examination or other evaluation process.
5. Suspension from the hostel.
6. Issue of conduct certificate without a good remark.

DEPARTMENTAL ASSOCIATIONS AND SOCIETIES

1. Each student shall be a member of the Association named after his major subject in undergraduate Course or Society named after his P.G. Course subject.
2. The following are the Departmental Associations and Societies.

UNDER GRADUATE

1. Tamil Literary Association
2. English Literary Association