

# NEHRU MEMORIAL COLLEGE

(AUTONOMOUS)

NATIONALLY ACCREDITED WITH "A" GRADE BY NAAC

PUTHANAMPATTI, TRICHY- 621007



**The Code of Conduct Teaching Staff and  
Non-Teaching Staff is monitor by the  
College Committee**



தமிழ்நாடு தமில்நாடு TAMILNADU

16 DEC 2020

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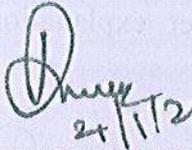
திரா. சாந்தி  
கி.சி.சி

V. செல்வராணி  
உரிமம் எண்: 8/2008  
திருவெறும்பூர்  
திருச்சி (தமிழ்நாடு)

**Teachers Agreement with College Committee of  
Nehru Memorial College, Puthanampatti.**

This agreement made on this Sixteenth day of December Two Thousand Twenty between the College Committee of Nehru Memorial College, Puthanampatti, Tiruchirapalli District Represented by Thiru.P.Ravichandran, Secretary of the College Committee of the one part (herein after referred to as the College Committee) and Dr.R.SHANTHI, M.A., M.Phil., Ph.D. (herein after referred to as the Teacher) of the other part.

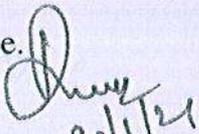
Whereas the College Committee has agreed to engage the teacher to serve in the Nehru Memorial College, Puthanampatti, Tiruchirapalli District in her capacity of a Teacher.

  
24/11/21  
SECRETARY

V.R. Shanthi

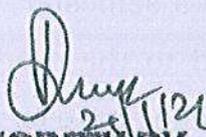
Now these presents witness and the parties hereunto hereby agree as follows:-

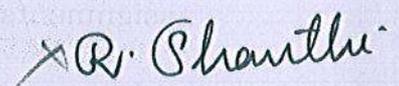
1. That the College Committee shall employ the said Teacher as **Assistant Professor in the Department of English** in the college at Puthanampatti (Tiruchirapalli District) from the date of her taking charge of such appointment until such employment is determined as hereinafter provided.
2. That the said teacher shall be on probation for a period of two years from the date of her joining of duty. The College Committee may for reasons to be recorded in writing extend the period of probation to a further period not exceeding one year at a time. If no orders extending the period of probation are passed in writing within nine months after the period of probation, the said teacher shall be deemed to have completed her probation.
3. That the said Teacher shall employ herself honestly, efficiently and diligently under the orders and instructions of the Principal or College Committee of the said College.
4. That the said Teacher shall not normally or on any pretext absent herself from her duties without the previous permission of the Principal. In case of sickness or other inevitable causes, she shall forward a proper medical certificate or communication explaining the extraordinary circumstances to the Principal.
5. That the said Teacher shall during the tenure of employment devote her attention to the duties of her employment and shall not on her own account or otherwise either directly or indirectly carry on or to be concerned in any trade, business or canvassing work, private tuition or the like, of a remunerative nature without the specific sanction / permission of the College Committee in writing in that behalf.
6. That the said Teacher and the College Committee shall confirm to all the provisions of the Tamil Nadu Private Colleges Regulation Act, 1976 and the Tamil Nadu Private Colleges Regulation Rules, 1976.
7. a). That the College Committee shall not dismiss, remove or reduce in rank or terminate the services of the said Teacher without informing 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 her and giving her in writing reasonable time to send her explanation to the College Committee.

  
25/11/21  
**SECRETARY**

  
R. Shanthi

- b). After considering her explanation, the College Committee shall communicate to her its findings and if so desired by the said Teacher, conduct a personal hearing or enquiry, wherein 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 Teacher and a notice shall be issued to her setting out the proposed punishment and she shall be given a reasonable time to submit the statement of defense against the proposed punishment.
- d). After the receipt of the statement of defense from her and after taking it into consideration, the College committee shall inform 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 Teacher is unfit to discharge her duties for reasons of ill health, to terminate her services, on paying her three months pay and allowances less any amount which might have been paid to her as leave salary after the date of her last appearance in the College for the regular discharge of her duties and subject to minimum of one month full pay and allowances.
9. That the said Teacher shall be entitled to have 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 teacher 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.

  
25/11/21  
**SECRETARY**



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

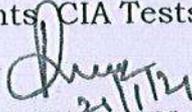
11. That the said teacher shall be paid a sum of **Rs.57700/-** per men sum in the scale of pay of **Rs.. 57700-182400** with effect from **20.11.2020** and other allowances granted by Government from time to time. Such teacher shall be entitled to increments according to the said scale of pay.

12. Any teacher who is suspended on a temporary measure or who is declared unfit to hold the post for a temporary period, shall have a right for reinstatement in service in the college in which she was working prior to her relief, on the expiry of the term of her punishment. The College Committee shall reinstate her in the post which she held before such punishment was imposed.

**13. Service Rules / code of conduct for of Teachers and other persons employed in a college under sub-rule (3) of rule 12 of tamilnadu private college regulations rules 1976.**

**A) RESPONSIBILITY AND ACCOUNTABILITY**

1. Teachers should handle the subjects assigned by the Head of the Department
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. Tutor – Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
4. Assignment topics for each course are to be given to the students within a week of the beginning of the semester.
5. Assignments should be written in Note Books. The Note Books are to be collected from the students in time and returned to the students after correction.
6. Three CIA Tests are to be conducted in a semester. Answer books are to be valued and marks are to be informed to the students. Marks for the assignments CIA Tests, Seminars if attended are to be submitted in writing.

  
21/1/24  
**SECRETARY**

x *R. Bharathi*

7. Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.

8. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.

9. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

### **B) PUNCTUALITY AND ATTENDANCE**

1. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.

2. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties. This is subject to restrictions as regards frequency. Permission for going out of the College shall not be given during the class hours.

3. Teachers should sign the attendance register while reporting for duty.

4. Teachers must be aware that their workload is 40 hours a week even though their maximum class hours are only 16 a week.

5. Teachers are expected to be present in the college campus atleast 30 minutes before the College beginning time.

6. Teachers should remain in the campus till the end of the College hours.

### **C) LEAVE**

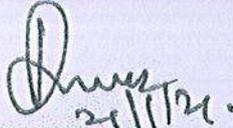
1. Prior written permission is required from the Principal / atleast a day in advance while availing CL or OD.

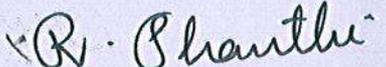
2. Not more than 25% of staff members in a Department will be allowed to go on OD / CL / RH on a particular day.

3. Only three days or the maximum period of valuation work at a stretch in a valuation session whichever is shorter will be allowed as OD for evaluation work.

4. Half a day CL will not be sanctioned.

5. 12 days of causal leave can be availed in a calendar year.

  
21/11/24.  
**SECRETARY**

  
R. Shanthi

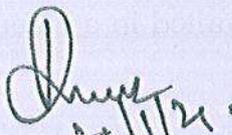
6. Causal leave can be combined with other holidays. However, the total period of continuous absence from duty should not exceed ten days.
7. All must report for duty on the re-opening day and the last working day of each semester.
8. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.
9. Study leave for higher studies will be granted at the discretion of the management.

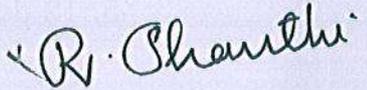
**D) PUBLICATION OF RESEARCH PAPERS & BOOKS AND PARTICIPATION IN RESEARCH PROJECTS, SEMINARS, CONFERENCES ETC.**

1. Staff members should write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
2. Staff members should take up Research projects.
3. Staff members should attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge without fail.
4. Staff members should undergo a Practical Training in Industry and can take consultancy Work as part of Industry – Institute interaction.
5. Absence from duty for the above matters will be treated as on duty and may be suitably rewarded at the discretion of the management either monetarily or by Way of consideration during promotion.

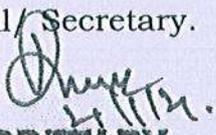
**E) GENERAL RULES**

1. No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.
2. No teacher should involve himself or herself in any form of political activity inside or outside the campus.
3. Teachers should attend the College neatly dressed, and wearing shoes. Dress code should be followed as the occasion demands. Lady teachers should wear over-coats inside the Class rooms. Jeans pant & T-Shirts are prohibited.

  
**SECRETARY**



4. Teachers should not participate in any strikes or demonstrations either inside or outside the campus without 7 days prior intimation to the management.
5. Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
6. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
7. Teachers are barred from using cell phones while taking classes.
8. Teachers must always wear their identity badges while inside the college premises.
9. Heads of Departments must submit the Department's time table and individual teacher's time tables to the Principal on the last working day of the previous semester. Any change must also be reported to the Principal in writing.
10. Teachers should conduct research on their topic of interest. Management will provide necessary infrastructure for the same.
11. Each Department Association must conduct atleast three special meetings in each semester.
12. Teachers are required to attend Department academic association meetings, seminars etc., and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
13. Teachers are expected, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.
14. Unless it is urgent, any representation in person to the Principal can be made only after College hours (3.45 p.m)
15. For making any representation to the Principal, teachers should desist meeting the Principal as a group.
16. Teachers should Read and sign circulars / communication sent by the HOD / Principal / Secretary.

  
**SECRETARY**

*x R. Shanthi*

17. Teachers should register their Bio Metric attendance both morning and evening.

18. No representation to any Government authority or University in the name of the College should be made, by any teacher, without the Principal or Secretary's permission.

19. Duties and Service conditions (standards of conduct) of the Teachers as framed under Sec.18 (2) of Tamil Nadu Private Colleges (Regulation) Act, 1976 are to be followed.

20. Teachers are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipment's, chemicals, and electrical appliances) must be reported to the Principal in writing immediately. It is their duty to extract work from the Non-Teaching staff in keeping the Department clean & Tidy.

21. Teachers should submit the annual self-assessment and performance based appraisal report at the end of each academic year.

21. All department meetings of Teachers shall be held only after 3.45 p.m. and not during class hours. No department staff meeting should be held at the cost of class hours.

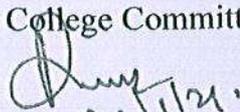
#### **F) DISCIPLINARY ACTION**

Violation or non-observance of the service rules will invite punishment either in the form of censure or deferment of increment or suspension or termination from service after a due enquiry at the discretion of the management.

The Management appeals to all staff members to work as a team in institution-building and in upgrading our institution into one of Excellence in Higher Learning.

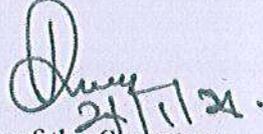
14. This agreement is always subject to modifications as may be made by the College Committee in pursuance of any rule, regulation, or order of the authorities of the University or any other law for the time being in force now.

15. The teacher agrees to abide by the above Service Rules / Code of conduct for teachers framed by the College Committee.

  
**SECRETARY**

X R. Shanthi

In witness whereof Thiru.P.Ravichandran, M.Com., the Secretary of the College Committee and Dr.R.SHANTHI, M.A., M.Phil., Ph.D have hereunto set their hands on the day, month and year first written above.

  
Signature of the Secretary  
of the College Committee  
**Secretary**  
**Nehru Memorial College**  
**(Autonomous)**  
**Puthanampatti - 621 007,**  
**Tiruchirappalli District**

In the presence of:-

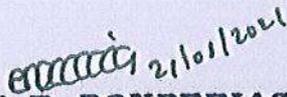
1. First Witness:-

Signature

Name

Address

Occupation

  
**Dr. A.R. PONPERIASAMY**  
M.Sc.(Phy), M.Sc.(CS), PGDCA, MCA, M.Phil., Ph.D.,  
**Principal**  
**Nehru Memorial College (Autonomous)**  
**Puthanampatti - 621 007, Tiruchirappalli District**

2. Second witness:-

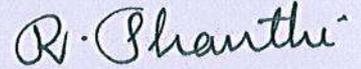
Signature

Name

Address

Occupation

  
**Dr. G. BALASUBRAMANIAN, M.Com., M.Phil., Ph.D.**  
**Assistant Professor,**  
**PG & Research Department of Commerce**  
**Nehru Memorial College (Autonomous),**  
**Puthanampatti-621 007,**  
**Tiruchirappalli District**

  
Signature of the Teacher

In the presence of:-

1. First witness:-

Signature

Name

Address

Occupation

  
**R. SELVAKUMAR**  
**LIBRARIAN (SS)**  
**NEHRU MEMORIAL COLLEGE**  
**(AUTONOMOUS)**  
**Puthanampatti-621 007, Trichy-Dist.**

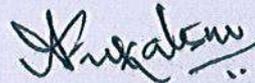
2. Second witness:-

Signature

Name

Address

Occupation

  
**Dr. A. VENKATESAN**  
**Associate Professor**  
**PG and Research Department of Physics**  
**Nehru Memorial College (Autonomous)**  
**Puthanampatti-621 007**  
**Tiruchirappalli District, India.**



₹20/-

தமிழ்நாடு தமில்நாடு TAMIL NADU

6403

05 JAN 2016

பி. வைரமணி

கேள்விநிலையக்கல்வி

மதுரை

19AB 851409

N. சரவணன், அ.மு.வி.,  
104, கல்நெடு நகர், திருச்சி ரோடு,  
துறைமுகம், உரிமை எண் - 29/2008.



**FORM - 7 C**

**AGREEMENT**

Agreement made this **Fifth** day of **January** two thousand **Sixteen** between the College Committee of Nehru Memorial College (Autonomous), Puthanampatti, Tiruchirappalli District of the one part and **Thiru P.Vairamani** (employee) of the other part.

Whereas the College Committee has agreed to engage the said **Thiru.P.Vairamani** (hereinafter referred to as the "said employee") to serve in the Nehru Memorial College (Autonomous), Puthanampatti, Tiruchirappalli District in his capacity of a **Office Assistant** and on the pay and allowances hereinafter mentioned.

*Signature*  
5/1/16

*Signature*  
5/1/16

Now these presents witness and the parties hereunto hereby agree as follows:-

1. That the College Committee shall employ the said employee as **Office Assistant** in the College at Puthanampatti (Tiruchirappalli District) from the date of his 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 two year from the date of taking charge of his appointment. The College Committee may for reasons to be recorded in writing extend the period of probation to a further period not exceeding two 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 probation.

3. That the said employee shall employ himself honestly, efficiently and deli gently 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 from his duties without the previous permission of the Principal. Incase of sickness or other inevitable causes, he 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 attention to the duties of his employment and shall not on his 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.

*[Handwritten signature]*  
5/11/16

P. *[Handwritten signature]*  
5/11/16

7. A) That the College Committee shall not dismiss, remove or reduce in rank or terminate the services or the said employee without informing him 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 and giving him in writing reasonable time to send his explanation to the College Committee.
- b) After considering his explanation, the College Committee shall communicate to him its findings and if so desired by the said employee, conduct a personal hearing or enquiry, wherein he 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 setting out the proposed punishment and he shall be given a reasonable time to submit the statement of defense against the proposed punishment.
- d) After the receipt of the statement of defense from him and after taking it into consideration, the College Committee shall inform him 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 duties for reasons of ill health, to terminate his services, on paying him three months pay and allowances less any amount which might have been paid to him as leave salary after the date of his last appearance in the College for the regular discharge of his duties and subject to a minimum of one months full pay and allowances.
9. That the said employee shall be entitled to have his 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.

*[Handwritten Signature]*  
5/11/16

P. *[Handwritten Signature]*  
5/11/16

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.

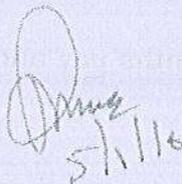
Entries shall be made in the service register of the said employee only in respect of penalties other than censure. Such entries shall be made only after the appeal, if any, preferred by the said employee is disposed of by the competent appellate authorities specified in the rules.

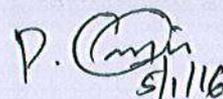
11. That the said employee shall be paid a sum of **Rs.4800+1300 GP/-** per mensem in the scale of pay of **Rs. 4800-10000+1300 GP** with effect from 28<sup>th</sup> December 2015 and other allowances granted by government from time to time. Such employee shall be entitled to increments according to the said scale of pay.

12. Any employee who is suspended on a temporary measure or who is declared unfit to hold the post for a temporary period, shall have a right for reinstatement in service in the college in which he was working prior to his relief, on the expiry of the term of his punishment.

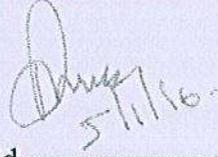
The College Committee shall reinstate him in the post which he held before such punishment was imposed.

13. This agreement is always subject to modifications as may be made by the college committee in pursuance of any rule, regulation, or order of the authorities of the University or any other law for the time being in force now.

  
5/11/16

  
5/11/16

In witness whereof Thiru **P.RAVICHANDIRAN** the Secretary of the College Committee and **Thiru P.Vairamani** have hereunto set their hands on the day, month and year first written above.

  
Signed by the said -----  
[Secretary]  
Signature of the Secretary of the  
College Committee

**In the presence of :-**

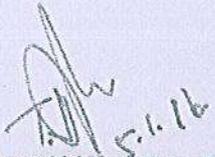
1. First Witness-

Signature

Name

Address

Occupation

  
**Dr. T. JAYAPRAKASAM, M.Com., M.Phil., Ph.D.,**  
**PRINCIPAL**  
**Nehru Memorial College,**  
**(Autonomous)**  
**Puthanampatti - 621 007**  
**Tiruchirappalli District**

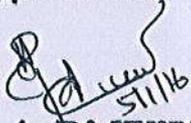
2. Second Witness-

Signature

Name

Address

Occupation

  
**Lt (NCC) Dr. A. RAJENDRAN**  
**Associate NCC Officer**  
**TN/SD/NCC/14110199**  
**04/2 COY, 2TN BN NCC**  
**Nehru Memorial College (Autonomous),**  
**Puthanampatti-621 007.**  
**Tiruchirappalli, Tamil Nadu**

  
Signed by the said -----  
[Employee]  
Signature of the Employee.

**In the presence of :-**

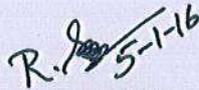
1. First Witness-

Signature

Name

Address

Occupation

  
**R. SELVAKUMAR**  
**LIBRARIAN (SS)**  
**NEHRU MEMORIAL COLLEGE**  
**(AUTONOMOUS)**  
**Puthanampatti-621 007, Trichy-Dist.**

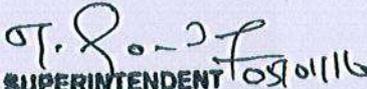
2. Second Witness-

Signature

Name

Address

Occupation

  
**SUPERINTENDENT**  
**Nehru Memorial College**  
**(Autonomous)**  
**Puthanampatti - 621 007.**  
**Tiruchirappalli District**