

7.1.12
(See sub-rule 2 (i) of rule 11 of the Tamil Nadu Private Colleges
(Regulation) Rules, 1976)

**Form of agreement to be executed by the college committee of a Private College in
respect of permanent teachers.**

Agreement made this _____ day of _____
_____ between the
College Committee of Saiva Bhanu Kshatriya College of the One Part and
_____ (teacher) of the
other part:

Whereas the College Committee has agreed to engage the said
Thiru/Thirumathi/Selvi. _____
hereinafter referred to as the said teacher to serve in the Saiva Bhanu Kshatriya College in
the capacity of a teacher and on the pay and allowance hereinafter mentioned.

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

1) That the college committee shall employ the said teacher as a
_____ in the college at Aruppukottai from the
date of his/here 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 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 not exceeding one
year.

If so orders extending the period of probation are passed in writing within six months
after the period of probation, the said teacher shall be deemed to have completed his/her
probation.

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

b) If the said teacher is a Principal he/she shall in that capacity be responsible for the
internal management of the college and the academic work of the college and exercise such
powers as may be necessary for the due discharge of his/her duties.

4. That the said teacher shall not normally or on any pretext absent himself/herself
from his/her duties without the previous permission of the Principal, and if he/she is a
Principal, without the prior permission of the college committee. In case of sickness or
other inevitable causes he/she shall forward a proper medical certificate or communication
explaining the extraordinary circumstances to the Principal or if the said teacher is a
Principal he/she shall send such communication to the college committee.

5. That the said teacher 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, private tuition or the like of a remunerative nature without the specific
sanction of the college committee in writing in that behalf.

6. That the said teacher and the college committee shall conform 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 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 teacher, 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 teacher 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 and after taking it into consideration, the college 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 teacher 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 teacher 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 if he/she is a permanent teacher. In the case of a teacher who is not permanent the period of notice shall be two months and the amount payable in lieu thereof shall be two months pay and allowances.

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.

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.

7.1.12

(3)

11. That the said teacher shall be paid a sum of Rs. _____ per mensem in the scale of pay of Rs. _____ with effect from _____ Other allowance granted by Government from time. Such teacher shall be entitled to increment indicated in the said scale.

12. Any permanent teacher whose certificate 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/her relief, on the expiry of the term of his/her punishment.

The college committee shall reinstate him/her in the post which he/she held before such punishment was imposed.

In witness where of _____ the secretary of the college committee and Thiru. _____ have hereunto set their hands on the day, month and year first written above.

Signed by the said

Secretary

In the presence of

1. First witness
Signature
Name
Address
Occupation.

2. Second witness
Signature
Name
Address
Occupation.

Signed by the said

(Teacher)

Signature of the Teacher

In the Presence of

(1) First witness

Signature
Name
Address
Occupation

(2) Second Witness

Signature
Name

7.1.12
Saiva Bhonu Kshatriya College, Aruppukottai

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.....day of.....
College Committee of 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 presents 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 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 causes, 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)

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 his/her and after taking it into consideration, the college committee shall inform his/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 allowance.

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.

11. That the said employee shall be paid a sum of Rs. per mensem in the scale of pay of Rs. 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/her relief, on the expiry of the term of his/her punishment.

The college committee shall reinstate him/her in the post which he/she 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.

In witness where of _____ the secretary of the college committee and Thiru. _____ have hereunto set their hands on the day, month and year first written above.

Signed by the said

Secretary

In the presence of

1. First witness

Signature
Name
Address
Occupation.

2. Second witness

Signature
Name
Address
Occupation.

Signed by the said

(Employee)

Signature of the Employee

In the Presence of

(1) First witness

Signature
Name
Address
Occupation

(2) Second Witness

Signature
Name
Address
Occupation

GENERAL DISCIPLINE

- a) At 10.00 a.m. sharp, morning session will commence with prayer everyday. Students will assemble in their respective classrooms in time.
- b) Students are expected to greet the members of the staff on meeting them for the first time in the day.
- c) If any member of the staff or any visitor enters the classroom, the student shall rise from their seats and remain standing till they are asked to be seated.
- d) No student shall leave the class room until after member of the staff has left it except with the permission or under express orders from the members of the staff concerned.
- e) Students are forbidden to enter any laboratory except with the permission of the teacher in-charge.
- f) Students are expected to co-operate with the authorities in keeping the premises of the college clean and tidy. They will avoid writing on the wall, throwing scraps of paper in the lecture halls, verandahs or anywhere in the premises. Any infringement of this rule will be severely dealt with.
- g) Loitering and making noise in the college campus are strictly forbidden.
- h) Students attending the class or the meeting of the college societies or other gathering within the college premises are expected to be neatly

dressed in accordance with rules of approved etiquette.

- i) Smoking is strictly forbidden within the premises of the college.
- j) By whomsoever the college fine is imposed, it must be paid only to the accountant. A receipt for it must be obtained from him.
- k) Any student found to be indifferent or careless in his work and whose conduct is considered to be detrimental to the best interest of the college is liable to be punished which may extend to dismissal from the college.
- l) Students are prevented from using Cell Phone and any kind of musical systems within the college premises.

DISCIPLINARY REGULATIONS

(Extract from the Government of Tamilnadu M.E.R. Ch. VIII)

- 1) Students of school and college should abstain from active participation in party or communal politics.
- 2) Head Masters, Principal or other constituted schools, colleges or hostel authorities may frame and issue from time to time disciplinary rules of a permanent or temporary character regulating the conduct within this school, college or hostel of student on the rolls.
- 3) Head Masters, Principal or other constituted schools, colleges or hostel authorities may frame and issue from time to time disciplinary rules of a

permanent or temporary character regulating the conduct outside the school, college or hostel precincts of student on the rolls so far as such rules seem necessary to maintain the credit, usefulness and reputation of the school, college, hostels.

- 4) Head Masters, Principal or other constituted schools, colleges or hostel authorities shall in the interest of the students of the institutions concerned have full power to inflict the following punishments on the transgressors fine, loss of attendance, loss of term certificates, suspension and expulsion.

The Tamilnadu Prohibition of Ragging Act, 1997

Ragging within or outside any educational institution is prohibited. Students found guilty of these crimes will be dismissed from the college as per the UGC norms.

24 x 7 ANTI RAGGING HELPLINE
Toll Free No. 1800-180-5522
e-mail : helpline@antiragging.net

ATTENDANCE

- a) Every student is expected to attend the classes regularly.
b) Attendance will be marked at the beginning of each period and students are expected to be

punctual to the classes. Late comers are liable to be fined. Absence for one or more hours during a session will be treated as absence for half-a-day.

- c) All applications for Leave shall be made in writing and shall be endorsed by the father or guardian in case of the dayscholar students and by the Resident Superintendent in the case of hostel students.
d) Normally all applications for leave must be given before hand to the Principal.
e) In the case of illness or other unforeseen circumstances, applications for leave must be submitted within 6 days of absence, failing which the name of the student will be removed from the rolls.
f) In the case of an application for leave for more than a week on account of illness, the Principal may insist on the production of a medical certificate.
g) If a student is absent without leave or if leave is refused by the Principal he / she will be liable to pay the fine prescribed.
h) If a student is absent consecutively for five or more days without obtaining leave he / she shall be deemed to have left the College and be dealt with as such.
i) Absence from examination without leave, will be regarded as a serious breach of discipline and will render the student concerned liable to pay the heavy fine and other penalties which may include detention. This applies to class tests also.

NEW NORMS REGARDING ATTENDANCE

- 1) Those students who have attended the classes for 68 days (75%) and above will be permitted to appear for the ensuing University Examinations without any preconditions.
- 2) Those students who have attended the classes for 67 days and less, but 59 days (65%) and above will be permitted to apply for exemption in the prescribed form to the University along with fees Rs.300/- with the specific remarks of the Principal for condonation of attendance.
- 3) Those students who have attended the classes for 58 days and less, but 45 days (50%) and above cannot appear for University examinations provided they can appear for next examinations by paying of Rs.500/- with special permission along with proper documents for sufficient reasons for their absence.
- 4) Those students who have put in 44 days of attendance and less have to repeat the whole semester.

LIBRARY RULES

- 1) The library will be kept open from 9.30 am to 5.00 pm on all working days.
- 2) Each student can borrow books from the library.
U.G. Students : 6 Books
P.G. & M.Phil. Students : 10 Books
- 3) The book issue and return are entered in Computer.

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- 4) Students of all classes can return the library books from 9.30 a.m to 5.00 p.m. Students can borrow books from 9.30 a.m. to 5.00 p.m. as per the following schedule only.

U.G. Girl Students : I, III & V Day orders

U.G. Boy Students : II, IV & VI Day orders

P.G. Students : All working days

- 5) Reading room will be kept opened for all cadres between 9.00 a.m. and 4.30 p.m. on all working days. Lending of library tickets and sub lending of library books are strictly forbidden.
- 6) Loss of library books should be brought to the notice of the Librarian immediately. The student is responsible for the loss of books borrowed from the library.
- 7) On receiving a book from the library, the student must examine it at once and call the attention of the librarian to damage found, if any. Otherwise he / she will be held responsible for any damage detected afterwards.
- 8) A fine of Re.1/- per day will be collected for not returning the library books on due date.
- 9) Library fines will not be cancelled or reduced on any account.
- 10) In the event of loss or damage of a book the person responsible should replace it by a new one or else he will have to pay double the cost of the book, plus binding and postal charges, if necessary.
- 11) The librarian may recall a book at any time for reference or for other purpose.

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