



# THIRUTHANGAL NADAR COLLEGE

(Belongs to the Chennaivazh Thiruthangal Hindu Nadar Uravinmural Dharma Fund)

A Self Financing Co-Educational College of Arts & Science

Affiliated to the University of Madras | 2(f) Status under UGC Act

Re-accredited at 'B++' Grade by NAAC & An ISO 9001:2015 Certified Institution

Selavayal, Chennai 600 051, Tamil Nadu, India

## **BOOK ORDER POLICY**

Teaching staff must adhere to the following rules and regulations of the college.

1. Staff members should get prior permission from the Principal to order the books from the publications to the college address.
2. If they order bulk books for students, they should get prior permission from the Principal with a proper estimation Invoice from the publication and the number of copies ordered from their side.

**If college address is used for communication purpose staff must adhere to the following:**

1. If staff members want to receive any personal courier at the college address, they have to get prior permission from the Principal.
2. Staff members can use the college address only for professional use (University communications).



*V. Devi*  
Dr.V.DEVI M.B.A., M.C.A., M.Phil.,Ph.D  
PRINCIPAL  
THIRUTHANGAL NADAR COLLEGE  
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