



# THIRUTHANGAL NADAR COLLEGE

(Belongs to the Chennaiyazh Thiruthangal Hindu Nadar Uravinmurai 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

## CONTINUITY OF SERVICE POLICY

### Continuity of Service Every End of the Academic Year:

All the teaching and non-teaching staff members need to give their willingness status through the format given by the Principal to continue service for the next academic year. April 25<sup>th</sup> of the academic year will be considered as the last working day for the staff who are getting relieved

### Rules and regulations for Continuity of Service:

- A two months notice period must be followed for both teaching and non-teaching staff members irrespective of mid of semester (or) end of the semester.
- Staff relieving without prior notice for emergency reasons should surrender two months' salary to the college.



*V. Devi*

**Dr.V.DEVI** M.B.A., M.C.A., M.Phil., Ph.D  
**PRINCIPAL**  
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