



Thiruthangal Nadar College

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

Selavayal, Chennai - 51.

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

Office : 2594 1717, 2594 2525

Mobile : 94444 51975

E-mail : tnc_98@thiruthangalnadarcollege.edu.in

secretary@thiruthangalnadarcollege.edu.in

Website : www.thiruthangalnadarcollege.edu.in

A. Narayanamurthy M.Tech.,
Secretary & Correspondent

Date: **11.02.2026**.....

TNC/CIR/2025-26/068

CIRCULAR

GENERAL INSTRUCTIONS

RULES AND REGULATIONS FOR TEACHING & NON – TEACHING STAFF

Meeting Protocol with Management:

- ❖ Meetings with Management members shall be conducted strictly as per the approved agenda.
- ❖ Only agenda-related points shall be discussed during the meeting.
- ❖ Personal matters, unrelated issues, or informal discussions are not permitted.
- ❖ Participants shall come well-prepared with relevant data and documents related to the agenda.
- ❖ Time discipline shall be strictly followed.
- ❖ Any additional points shall be taken up only with prior approval of the Chair.
- ❖ Decisions taken during the meeting shall be recorded and followed up as per instructions.
- ❖ All participants shall maintain professional conduct and decorum throughout the meeting.
- ❖ The decision of the Management shall be final and binding.

Decorum to be maintained by Faculty Members in the Secretary & Principal's Chamber:

- ❖ Faculty members shall enter the Secretary & Principal's Chamber only during permitted hours or with prior appointment.
- ❖ Faculty members shall greet respectfully and seek permission before discussing any matter.
- ❖ Discussions shall be brief, relevant, and conducted in a calm and respectful manner.
- ❖ Raised voices, arguments, or inappropriate language are strictly prohibited.

(P.T.O.)

Secretary & Correspondent.
THIRUTHANGAL NADAR COLLEGE
SELAVAYAL, CHENNAI-600 051



Thiruthangal Nadar College

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

Selavayal, Chennai - 51.

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

Office : 2594 1717, 2594 2525

Mobile : 94444 51975

E-mail : tnc_98@thiruthangalnadarcollege.edu.in

secretary@thiruthangalnadarcollege.edu.in

Website : www.thiruthangalnadarcollege.edu.in

A. Narayanamurthy M.Tech.,
Secretary & Correspondent

Date:.....

- ❖ Mobile phones must be kept on silent mode while inside the Secretary & Principal's Chamber.
- ❖ Confidential matters discussed in the Secretary & Principal's Chamber shall not be disclosed outside.
- ❖ Faculty members shall not interrupt ongoing meetings or discussions.
- ❖ No faculty member shall enter the chamber in groups unless specifically instructed.
- ❖ Faculty members shall leave the chamber promptly after the purpose of the visit is completed.
- ❖ Any grievance or representation shall be submitted through proper channel, preferably in writing.
- ❖ Non-compliance with decorum standards will lead to disciplinary proceedings, which may extend to termination of service.

Student-Staff Relationship Policy:

- ❖ The relationship between students and staff shall be strictly professional, respectful, and ethical at all times.
- ❖ Staff members shall treat all students with fairness, dignity, and impartiality, without discrimination or favouritism.
- ❖ Any form of harassment, intimidation, abuse, or inappropriate behaviour - verbal, physical, or digital is strictly prohibited.
- ❖ Staff members shall not engage in personal, emotional, or financial relationships with students.
- ❖ Academic guidance, mentoring, and counseling shall be conducted only within institutional norms and approved platforms.
- ❖ Personal meetings between staff and students on academic related issues shall be held only during working hours and preferably in open or designated academic spaces.
- ❖ Communication between staff and students shall remain professional and limited to academic or institutional matters.

(P.T.O.)

Secretary & Correspondent.
THIRUTHANGAL NADAR COLLEGE
SELAVAYAL, CHENNAI-600 051



Thiruthangal Nadar College

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

Selavayal, Chennai - 51.

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

Office : 2594 1717, 2594 2525

Mobile : 94444 51975

E-mail : tnc_98@thiruthangalnadarcollege.edu.in
secretary@thiruthangalnadarcollege.edu.in

Website : www.thiruthangalnadarcollege.edu.in

A. Narayanamurthy M.Tech.,
Secretary & Correspondent

- Date:.....
- ❖ Staff members shall maintain confidentiality of student records and personal information.
 - ❖ Any complaint regarding misconduct shall be reported to the Grievance Redressal / Internal Complaints Committee.

Complaints and Grievance Redressal – Proper Channel:

- ❖ All complaints and grievances from staff shall be submitted only through the prescribed institutional channels.
- ❖ Verbal complaints shall not be entertained except in emergencies.
- ❖ Grievances shall be submitted in written form to the concerned authority:
 - Staff → HOD → Principal → Secretary → Management (if required).
- ❖ Anonymous complaints shall not be considered.
- ❖ Complaints must be factual, specific, and supported with relevant details.
- ❖ Matters already settled or under enquiry shall not be repeatedly raised.
- ❖ Confidentiality of the complainant shall be maintained as per institutional norms.
- ❖ The Grievance Redressal Committee shall examine the complaint and take appropriate action within a reasonable time.
- ❖ Any misuse of the grievance mechanism or false complaints will invite disciplinary action.
- ❖ Direct approach to higher authorities without following the proper channel is discouraged.
- ❖ The decision of the competent authority shall be final and binding.

Note :Strict adherence to all campus rules and regulations by staff members is mandatory. Any violation may result in disciplinary action, including termination of service.

Copy to: Office

~ ~ ~ 11/2/20
Secretary & Correspondent
Secretary & Correspondent
THIRUTHANGAL NADAR COLLEGE
SELAVAYAL, CHENNAI-600 051