



# 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, 2594 0393  
Mobile : 74488 82082  
E-mail : tnc\_98@thiruthangalnadarcollege.edu.in  
principal@thiruthangalnadarcollege.edu.in  
Website : www.thiruthangalnadarcollege.edu.in

**Dr. V. Devi** M.B.A., M.C.A., M.Phil., Ph.D.,  
Principal  
Member - Senate, University of Madras

Date: 25.05.2026

TNC/CIR/2026-27/001

## CIRCULAR

Dear Staff Members,

### **Warm Greetings for the New Academic Year 2026–2027!**

This is to inform all Teaching and Non-Teaching Staff members that, with effect from the Academic Year 2026–2027 [26-05-2026 onwards], all requests pertaining to:

- Leave Applications
- Permission Requests
- On Duty (OD) Applications

must be submitted through the ERP Embase portal without exception.

After applying in ERP Embase, staff members are instructed to submit a printed copy of the application to the Office for record and approval process.

Any leave, permission, or OD request submitted without prior application in the ERP system will not be considered and shall be rejected and counted as LOP.

V. Devi  
25/5/26  
PRINCIPAL

**Copy to:**

**All the Teaching Staff and Non teaching staff**

**Office file**