

DHARMAMURTHI RAO BAHADUR
CALAVALA CUNNAN CHETTY'S HINDU COLLEGE
PATTABIRAM ::::: CHENNAI ::::: 600 072

SERVICE RULES SHIFT-I AIDED

Appointments of Teaching Staff and Non-Teaching Staff

(i) Teaching Staff members are appointed based on the norms of the University Grants Commission and the Government of Tamil Nadu. The minimum eligibility standard structures PG 55% in the relevant subject SLET/NET or Ph.D., as per the norms of the UGC are followed. The appointment process shall be as per rules and regulations applicable to minority educational institutions.

(ii) The Non-teaching staff members are appointed as per the educational qualifications prescribed by the Government of Tamil Nadu and the appointment process applicable to minority educational institutions are followed.

Joining Procedure

Both Teaching and Non-Teaching appointed furnished Joining Report and they have to submit original certificates supporting their educational qualification and experience for verification.

Probation

The Teaching and Non-teaching staff members appointed by the Management Committee shall be on probation for a period of two years within a continuous period of three years on duties.

Code of Contact

Every Teaching and Non-Teaching staff members being appointed by the Management committee shall be governed by the rules and regulations of the University Grants Commission, Government of Tamil Nadu and the code of contact of the Management Committee.

The Teacher/Employee discharge himself/herself honestly, efficiently and diligently under the orders and instructions of the Principal or Management Committee.

Resignation and Termination

If a teacher/employee violates the code of contact or the provision of the UGC/Government of Tamil Nadu shall be liable to such disciplinary action as may be prescribed. Three months notice or paying three months salary in lieu of notice shall be the criteria for both the sides i.e. the College or the Employee to terminate or resign from service.


PRINCIPAL
DHARMAMURTHI RAO BAHADUR CALAVALA
CUNNAN CHETTY'S HINDU COLLEGE,
DHARMAMURTHI NAGAR,
PATTABIRAM, CHENNAI - 600 072.

Career Advancement

The UGC prescribes certain norms for the career advancement of the Teaching staff members and teachers who fulfill the criteria shall be recommended to the Jt.DCE for sanctioning of the career advancement. In respect of the Non-teaching staff members the norms are as prescribed by the Government of Tamil Nadu.

Pay

The pay and other allowances granted by the Government of Tamil Nadu shall be payable to Teaching and Non-teaching staff members.

Increment

The annual increment is normally sanctioned to Teaching and Non-teaching staff members subject to fulfillment of new rules and contract rules.

New Rules

Both the Teaching and Non-teaching staff members are entitled for availing the leave rules such as Casual Leave, Medical Leave, Earned Leave, Maternity Leave etc., within the norms of the Government of Tamil Nadu.

On Duty

The Teaching staff members are allowed to avail on duty (OD) for attending central valuation work TNPSC question setters/valuation etc., provided they submit attendance certificate. Further OD is also sanctioned by the concerned Jt.DCE for attending Orientation, Refresher courses, Short Term Courses, Workshop, Seminar, Conference FIP etc.,.

Encashment of Earned Leave

Teaching and Non-teaching staff members are entitled for Encashment of Earned Leave at the rate of 15 days per year as prescribed by the Government of Tamil Nadu.

Punishment

The management Committee by following the rules in force shall impose major punishment such as dismissal, removal, reduction in rank withholding increment etc., for any irregularity after conduction through enquiry and due procedures as prescribed by the Government/Management Committee.

G. Kalanidhi
PRINCIPAL,
DHARMAMURTHI RAO BHADUR CALAVALA
CUNNAN CHETTY'S HINDU COLLEGE,
DHARMAMURTHI NAGAR,
PATTABIKAM, CHENNAI - 600 072.

G. Kalanidhi
PRINCIPAL,
DHARMAMURTHI RAO BHADUR CALAVALA
CUNNAN CHETTY'S HINDU COLLEGE,
DHARMAMURTHI NAGAR,
PATTABIKAM, CHENNAI - 600 072.



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DHARMAMURTHI RAO BAHADUR CALAVALA CUNNAN CHETTY'S CHARITIES

242, (Old # 116), Govindappa Naick Street, Chennai - 600 072
Ph: 25360525 +2030211, 25360525 E-mail: dharmamurthi2011@gmail.com



Ref. No. _____

Date _____

**RESOLUTION OF THE TRUST BOARD OF
DHARMAMURTHI RAO BAHADUR CALAVALA CUNNAN CHETTY'S CHARITIES
DATED 30.12.2020**

RESOLVED to approve and ratify the Guidelines already formulated by the Honorary Secretary, College in the interest of Administration for the Constitution of Selection Committee for appointment of Teaching Staff to various faculties in the Dharmamurthi Rao Bahadur Calavala Cunnan Chetty's Hindu College (Shift 2 Self Financing Stream).

1. SELECTION COMMITTEE

Chair person shall be the Honorary Secretary, College and other Members shall be Principal, Director, Head of the Department concerned and one Subject Expert.

2. The Selection committee will follow the usual procedures prescribed (viz.) Interview scoring Sheet, Pre Interview Notes etc. while selecting the candidate however subject to satisfaction of UGC norms except where suitable qualified candidates are not available inspite of Second Interview.

Eswr



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PRAVIN TELLAJULA
PRESIDENT

C. Kalanidhi
PRINCIPAL i/c.
DHARMAMURTHI RAO BAHADUR CALAVALA
CUNNAN CHETTY'S HINDU COLLEGE,
DHARMAMURTHI NAGAR,
PATTABIRAM, CHENNAI - 600 072.

C. Vasuvaran
PRINCIPAL,
DHARMAMURTHI RAO BAHADUR CALAVALA
CUNNAN CHETTY'S HINDU COLLEGE,
DHARMAMURTHI NAGAR,
PATTABIRAM, CHENNAI - 600 072.

MEMBERS OF THE TRUST BOARD

Sri M. V. Cunniah Chetty Sri C. Venkataschalam Sri V. Umadevi Sri M. Venkatesaperumal
Sri Pravin TellaJula Sri R. Balaji Gupta Sri G. Chandrashekar Sri P. S. Chitra



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DHARMAMURTHI RAO BAHADUR CALAVALA CUNNAN CHETTY'S CHARITIES

242, (Old # 116), Govindappa Naick Street, Chennai - 600 001.
Ph: 25350525, 42030211, 25350526 E-mail: drbccccharities2011@gmail.com



RESOLUTION OF THE TRUST BOARD OF

Ref. No. DHARMAMURTHI RAO BAHADUR CALAVALA CUNNAN CHETTY'S CHARITIES
DATED 02.01.2021

The Honorary Secretary, Dharmamurthi Rao Bahadur Calavala Cunnan Chetty's Hindu College (Shift 2-Self Financing Stream), Pattabiram, Chennai-72, after examining the suggestions placed by the Principal/Director, Dharmamurthi Rao Bahadur Calavala Cunnan Chetty's Hindu College (Shift 2-Self Financing Stream), Pattabiram, Chennai-72 has accepted to evolve a Policy on promotion stating that persons holding the post of Assistant Professor ship shall acquire the following attainments for being posted as Associate Professorship in the Dharmamurthi Rao Bahadur Calavala Cunnan Chetty's Hindu College (Shift 2-Self Financing Stream), Pattabiram, Chennai-72.

1. Should have completed 13 years of service as an Assistant Professor. The service put in other Colleges duly certified by the Correspondent of the respective College shall also be taken into account. Any brake in service for reasons such as pursuing Ph.D., and other genuine reasons will be considered subject to satisfaction by the Honorary Secretary.
2. Must be in possession of Ph.D., at that point of time.
3. Master Degree in the relevant subject with a minimum of 55% of Marks (for SC/ST 50% of marks)
4. Satisfactory performance during the period of 13 years as certified by the Principal.

The Educational Agency of Dharmamurthi Rao Bahadur Calavala Cunnan Chetty's Hindu College (viz.) the Trust Board of Dharmamurthi Rao Bahadur Calavala Cunnan Chetty's Charities after considering the proposals of the Honorary Secretary, College

RESOLVED to accept and ratify the action of the Honorary Secretary, Dharmamurthi Rao Bahadur Calavala Cunnan Chetty's Hindu College (Shift 2-Self Financing Stream) in having evolved a Policy decision on promotion from the post of Assistant Professor to Associate Professor and grant exemptions if any considering any administrative reasons on valid grounds.

G. Vealeenarasay
PRINCIPAL i/c

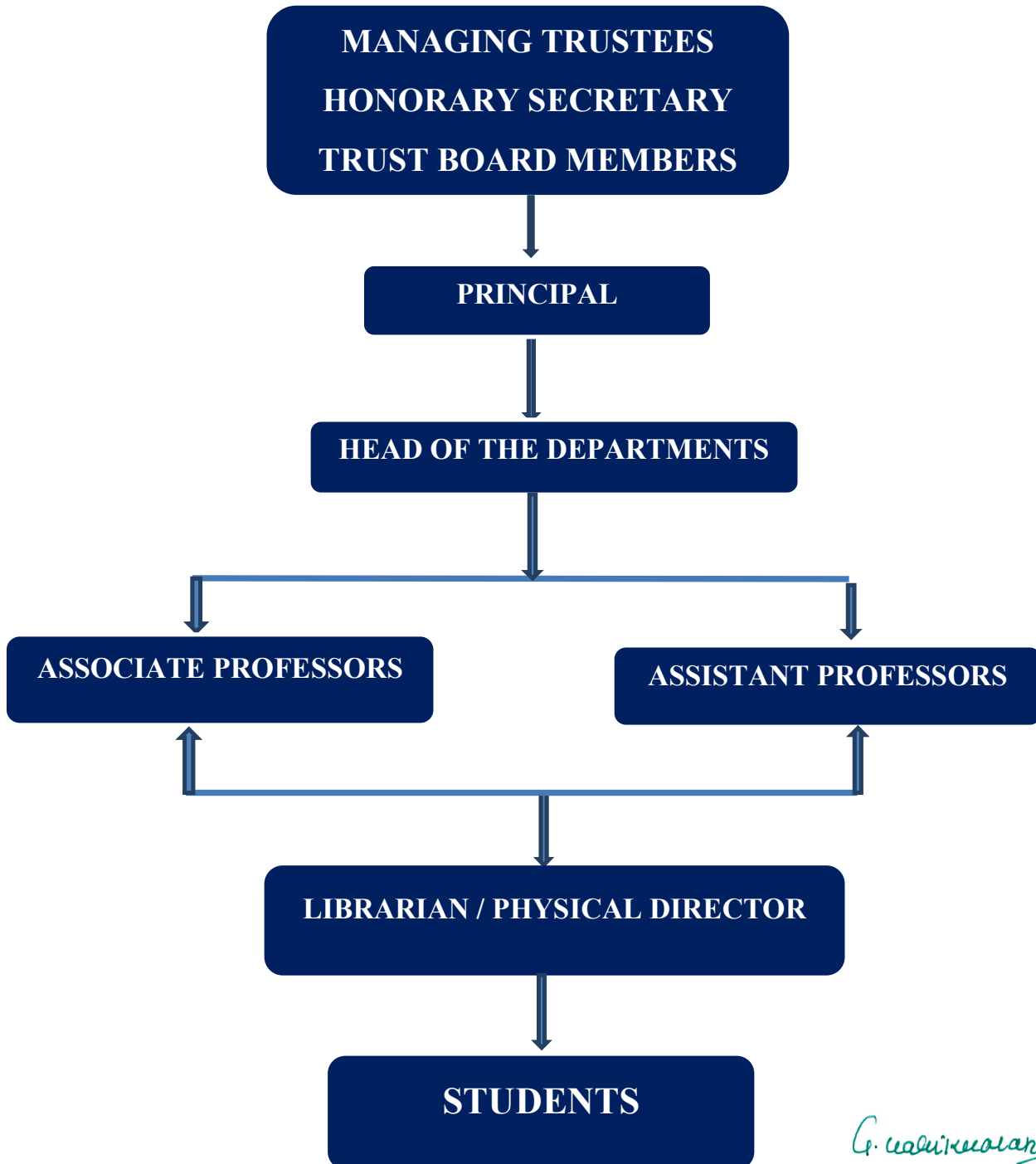
G. Vealeenarasay
PRINCIPAL

[Signature]
PRESIDENT

DHARMAMURTHI RAO BAHADUR CALAVALA CUNNAN CHETTY'S HINDU COLLEGE,
Sri M. Govindappa Naick Street, Pattabiram, Chennai-72. DHARMAMURTHI RAO BAHADUR CALAVALA CUNNAN CHETTY'S HINDU COLLEGE,
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Sri M. Govindappa Naick Street, Pattabiram, Chennai-72. DHARMAMURTHI RAO BAHADUR CALAVALA CUNNAN CHETTY'S HINDU COLLEGE,
Sri M. Govindappa Naick Street, Pattabiram, Chennai-72.



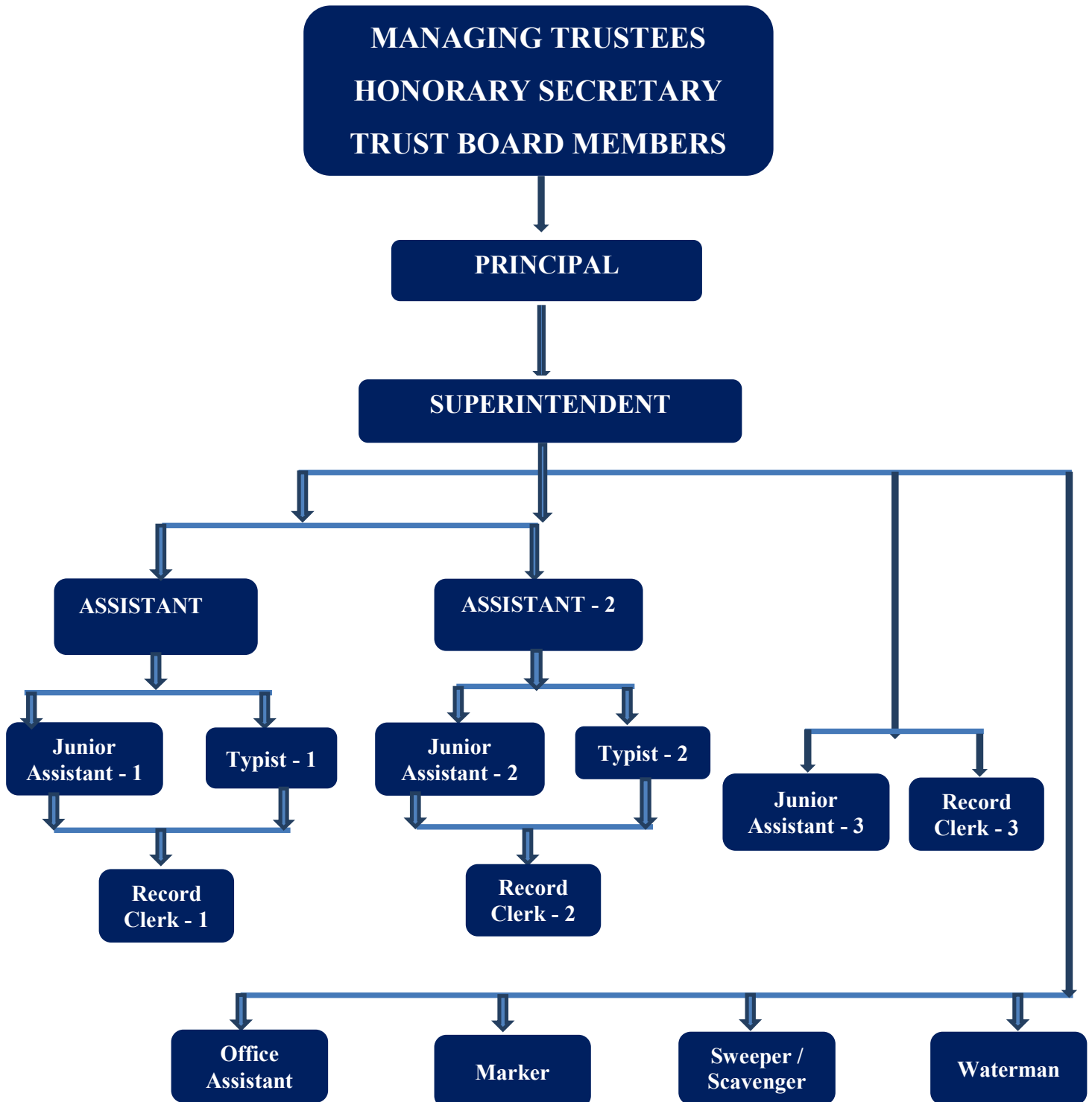
**DHARMAMURTHI RAO BAHADUR CALAVALA
CUNNAN CHETTY'S HINDU COLLEGE
(SHIFT - 1) AIDED STREAM
ACADEMIC ORGANOGRAM**



G. Kalvikkarasi

Dr.G. KALVIKKARASI
PRINCIPAL
DHARMAMURTHI RAO BAHADUR
CALAVALA CUNNAN CHETTY'S HINDU COLLEGE
PATTABIRAM, CHENNAI-600072

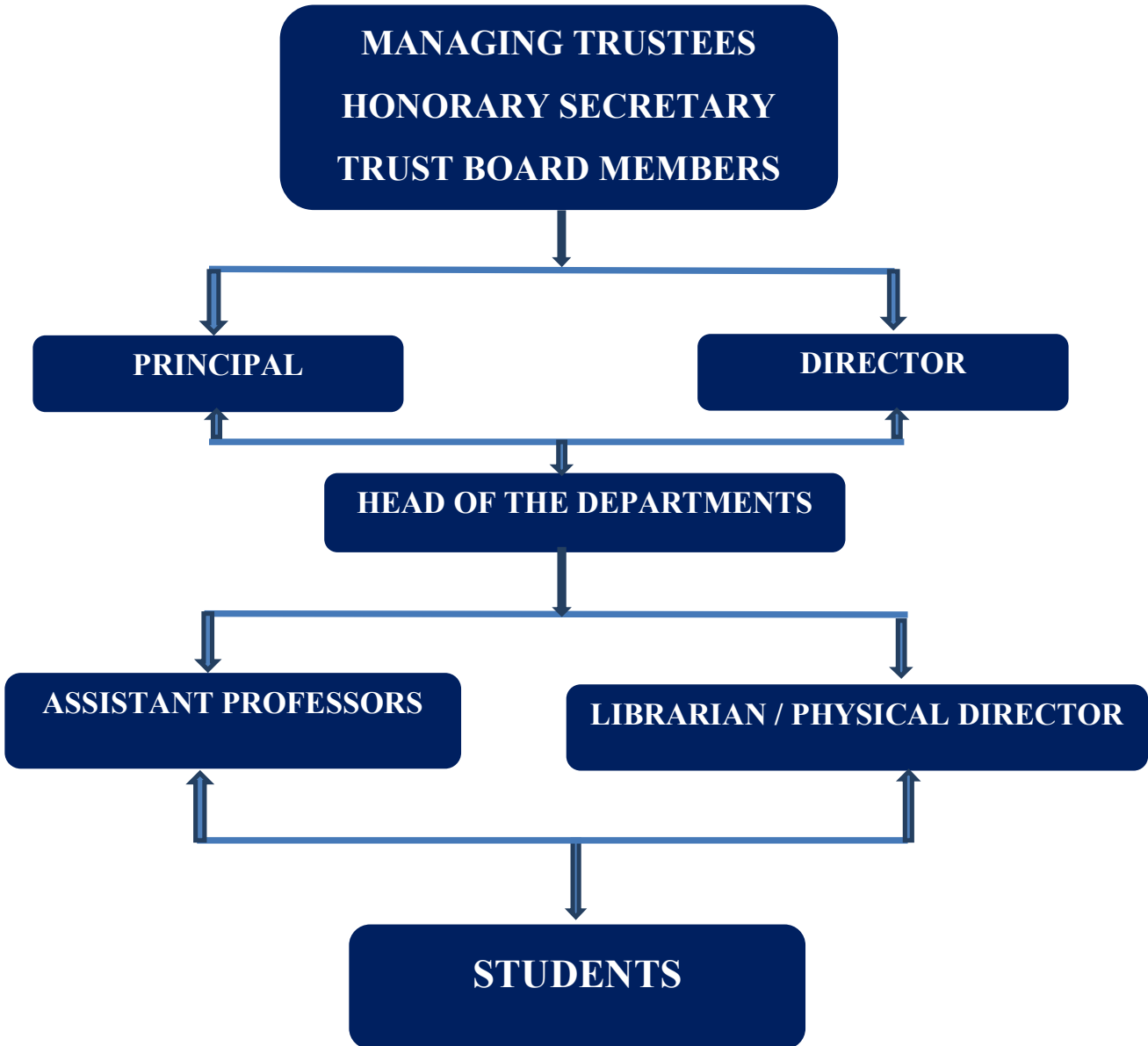
**DHARMAMURTHI RAO BAHADUR CALAVALA
CUNNAN CHETTY'S HINDU COLLEGE
(SHIFT - 1) AIDED STREAM
ADMINISTRATION ORGANOGRAM**



G. Kalvikkarasi

Dr.G. KALVIKKARASI
PRINCIPAL
DHARMAMURTHI RAO BAHADUR
CALAVALA CUNNAN CHETTY'S HINDU COLLEGE
PATTABIRAM, CHENNAI-600072

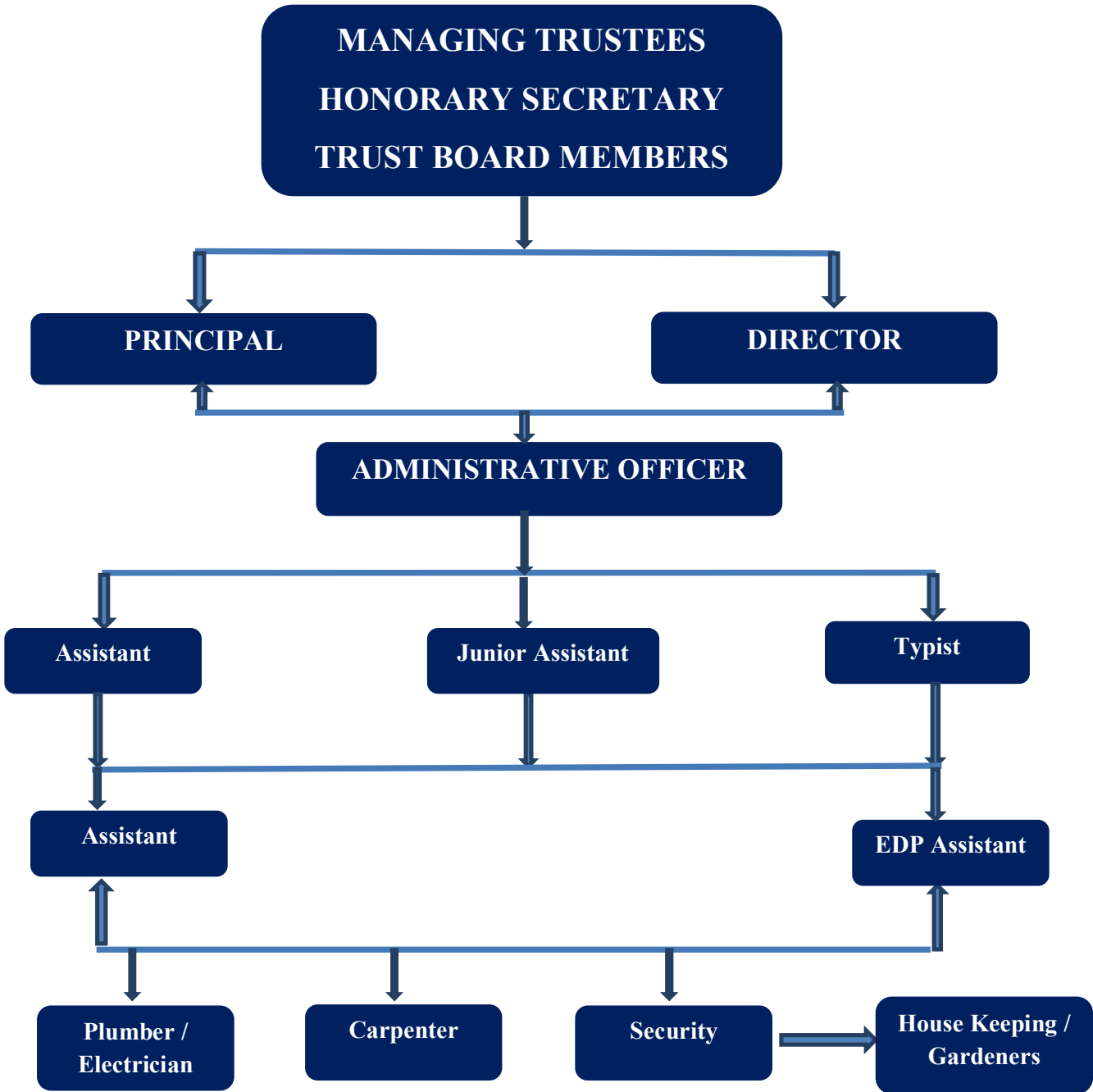
**DHARMAMURTHI RAO BAHADUR CALAVALA
CUNNAN CHETTY'S HINDU COLLEGE
(SHIFT - 2) SELF - FINANCING STREAM
ACADEMIC ORGANOGRAM**



G. Kalvikkarasi

Dr.G. KALVIKKARASI
PRINCIPAL
DHARMAMURTHI RAO BAHADUR
CALAVALA CUNNAN CHETTY'S HINDU COLLEGE
PATTABIRAM, CHENNAI-600072

**DHARMAMURTHI RAO BAHADUR CALAVALA
CUNNAN CHETTY'S HINDU COLLEGE
(SHIFT - 2) SELF-FINANCING STREAM
ADMINISTRATION ORGANOGRAM**



G. Kalvikkarasi
Dr.G. KALVIKKARASI
 PRINCIPAL
 DHARMAMURTHI RAO BAHADUR
 CALAVALA CUNNAN CHETTY'S HINDU COLLEGE
 PATTABIRAM, CHENNAI-600072



**DHARMAMURTHI RAO BAHADUR
CALAVALA CUNNAN CHETTY'S HINDU COLLEGE**
"LINGUISTIC (TELVGU) MINORITY STATUS
CONFERRED BY THE GOVERNMENT OF TAMIL NADU"
(SHIFT 2 - Self Financing Stream)
Re-accredited by NAAC with 'B' Grade
Affiliated to University of Madras
DHARMAMURTHI NAGAR, PATTABIRAM, CHENNAI - 600 072.
Phone: 044-26850887 / 7397387413
www.drbcchinducollege.ac.in E-mail: drbcchinducollege@yahoo.co.in



Sri M.Venkatesaperumal, B.A., F.C.A.,
Secretary

Dr. (Smt.) G.Kalvikkarasi, M.A., M.Phil., Ph.D.,
Principal

Dr. N. Rajendra Naidu, M.Com., M.Phil., Ph.D.,
Director, Centre for Research and Development

Rc. No. 2 / 2023 - 2024 (40) Dt: 20.07.2023

PROCEEDINGS OF THE SECRETARY

Sub: College (Shift-2) Self Financing Courses - Teaching Staff Dr.S.Kalpana,
M.A., M.Phil.,NET.,Ph.D., Assistant Professor in the Department of Tamil -
Regularisation of services - Orders issued.

The Management of Dharmamurthi Rao Bahadur Calavala Cunnan Chetty's Hindu College, Pattabiram, Chennai - 600 072, after carefully considering the report of the Principal of the College is pleased to regularise the services of **Dr. S.Kalpana, M.A.,M.Phil.,NET.,Ph.D.**, Assistant Professor in the Department of Tamil, with effect from 01.06.2023 subject to the following conditions.

1. That the said teacher shall discharge his/her duties honestly, efficiently and diligently under the orders and instructions of the Principal.
2. That the said teacher shall not normally or under any pretext absent himself/herself from his/her duties without the prior permission of the Principal. In case of absence on sickness or other inevitable causes he/she shall forward a proper medical certificate or communication explaining the extraordinary circumstances to the Principal.
3. 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 Management.

Sri M.Venkatesaperumal



G. Kalvikkarasi

PRINCIPAL,
DHARMAMURTHI RAO BAHADUR CALAVALA
CUNNAN CHETTY'S HINDU COLLEGE,
DHARMAMURTHI NAGAR,
PATTABIRAM, CHENNAI - 600 072.

4. It shall be open to the Management, at any time if satisfied on medical evidence that the said teacher is unfit to discharge his/ her duties on reasons of ill health / based on insufficient work load / indiscipline grounds or any other reasons to terminate his/her services by giving him/her one month notice or on paying him/her one month pay and allowances.
5. That the said teacher shall be entitled to have his /her services terminated either by giving to the Management one month notice thereof in writing or by paying the Management one month pay and allowances in lieu of such notice.
6. That the Management shall have the right to impose major / minor punishments for any irregularity committed by the Teacher. Violation of any of the standards of conduct defined by the Management shall render the Teacher liable to disciplinary action and punishment.

The above orders are issued subject to the approval of his/her appointment by the University of Madras.

M. Venkatesaperumal
M.VENKATESAPERUMAL
SECRETARY

To
Dr. S.Kalpana, M.A.,M.Phil.,NET.,Ph.D.,
Assistant Professor in Tamil

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Copy to: The Principal, Dharmamurthi Rao Bahadur Calavala Cunnan Chetty's Hindu College,
Dharmamurthi Nagar, Pattabiram, Chennai - 600 072

R



G. valinvaraj

PRINCIPAL,
DHARMAMURTHI RAO BAHADUR CALAVALA
CUNNAN CHETTY'S HINDU COLLEGE,
DHARMAMURTHI NAGAR,
PATTABIRAM, CHENNAI - 600 072.



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Sri M.Venkatesaperumal, B.A., F.C.A.,
Secretary

Dr. (Smt.) G.Kalvikkarasi, M.A., M.Phil., Ph.D.,
Principal

Dr. N. Rajendra Naidu, M.Com., M.Phil., Ph.D.,
Director, Centre for Research and Development

Rc. No. / 2022 - 2023 () Dt. .08.2022

PROCEEDINGS OF THE SECRETARY

Sub: College Shift 2- Appointment of Dr.S.Kalpana, M.A, M.Phil., NET, Ph.D.,
as an Assistant Professor in the Department of Tamil - Extension of Services for
the academic year 2022 - 2023 - Orders - Issued.

The services of Dr.S.Kalpana, M.A., M.Phil., NET., Ph.D., who has been working as
an Assistant Professor in the Department of Tamil temporarily since 01.06.2018 are
extended for the academic year 2022 - 2023.

His / Her pay and allowances from 01.06.2023 will be as follows:

	Rs.
Basic Pay	9040.00 ✓
D.A	6780.00 ✓
H.R.A	6780.00 ✓
Transport Allowance	1600.00 ✓

Gross Salary	24200.00 ✓✓
LESS: PF Deduction	1800.00

Net Salary	22400.00 ✓

The incumbent is expected to be in the campus from 11.30 a.m to 05.30 p.m and work
additionally on the timing / days as directed by the Principal / Director.

G. Kalvikkarasi



**PRINCIPAL,
DHARMAMURTHI RAO BAHADUR CALAVALA
CUNNAN CHETTY'S HINDU COLLEGE,
DHARMAMURTHI NAGAR,
PATTABIRAM, CHENNAI - 600 072.**

Further, He / she is expected to prepare and adhere to syllabus plan, Conduct classes, tests, Seminars, Group Discussions etc., effectively to provide inputs to students on general topics and topics beyond syllabus and to maintain overall discipline of students including dress code and avoidance of cell phone.

His / Her appointment is terminable by one month's notice on either side.

Wishing you all the best.

M. Venkatesaperumal

M.VENKATESAPERUMAL

Secretary

Dharmamurthi Rao Bahadur
Cunnan Chetty's Hindu College (Shift 2)
Dharmamurthi Nagar,
Pattabiram, Chennai-600072.

To
Dr.S.Kalpana, M.A, M.Phil., NET., Ph.D.,
Assistant Professor in Tamil

Q Copy to: The Principal, Dharmamurthi Rao Bahadur Calavala Cunnan Chetty's Hindu College.
Dharmamurthi Nagar, Pattabiram, Chennai - 600 072.

Shiv



C. Kalpana

PRINCIPAL,
DHARMAMURTHI RAO BAHADUR CALAVALA
CUNNAN CHETTY'S HINDU COLLEGE,
DHARMAMURTHI NAGAR,
PATTABIRAM, CHENNAI - 600 072.

Sanction order