

# Manual on Code of Conduct

(For the guidance of Principal, Teaching staff, Non-Teaching Staff, Students, Parents and Visitors)



Estd. 1919

## NATIONAL COLLEGE (AUTONOMOUS)

(Nationally re - accredited at 'A+' grade by NAAC with CGPA of 3.61 on 4.00 Scale)

(Affiliated to Bharathidasan University), TIRUCHIRAPALLI - 620 001.

Unit of Dr. V. Krishnamurthy Educational Foundation, Website: [www.nct.ac.in](http://www.nct.ac.in); e-mail: [principal@nct.ac.in](mailto:principal@nct.ac.in)  
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# National College

(Autonomous)

College with Potential for Excellence  
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A Unit of Dr.V. Krishnamurthy Educational Foundation



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## Policy Document on Code of Conduct and Ethics

### Introduction

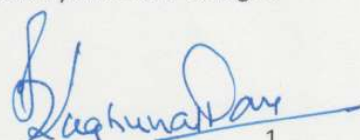
In recognition of the importance of ethical conduct in the workplace, the National College (Autonomous), Tiruchirappalli, has established Codes of Conduct and Ethics to be observed by the faculty members and the students. In this policy, it is specified how the entire faculty as employees and all students studying in this College are expected to comply with the standard procedures and practices regarding appropriate conduct and ethical behaviour. The Code of Conduct and Ethics, as well as the associated rights and responsibilities, must be strictly adhered to and followed by all at all times. For the purposes of ensuring good conduct and ethical practices within the College, guidelines and norms are outlined in this document. A thorough understanding of the Code of conduct and academic ethics is required of all stakeholders, which can also be found on the College's official website. By enforcing these Codes, the College hopes to establish an egalitarian, conscientious, efficient, effective, and expeditious discipline process for students and staff, and to provide a system for individual and collective responsibility that promotes their development.

### Ethics and Conduct

All the faculty members are governed by the service rules promulgated by the government and the periodical guidelines issued by the University Grants Commission and Bharathidasan University, Tiruchirappalli. In addition, the college has evolved during its one hundred and five years of its existence certain rules and practices that are unwritten and expected to be followed by every teacher. Similarly, all students on campus are to follow a standard of conduct, including activities sponsored by the College, functions hosted by other recognized student organizations, and any conduct off campus that may or may not have severe consequences for the College or adversely impact its reputation. As a part of its commitment to fostering a safe and efficient working environment, the College enforces behavioural standards. Throughout their academic career, staff and students are expected to adhere to academic integrity, respect all persons, protect their property and ensure other people's safety. In addition to refraining from engaging in any and all forms of misconduct, staff and students must also refrain from participating in any activity that could negatively affect the College's interests and reputation.

  
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It is illegal to discriminate against an individual on the basis of his or her gender, caste, race, religion, personal beliefs, colour, region, language, marital or family status, physical or mental disability. Damage or destruction of College property or that of other students or faculty members is reprehensible and will invite heavy fine apart from the payment of reparation charges. There should be no disruptive behaviour in the classroom or at any College-sponsored event. Refusing to produce the identity card when requested by campus security guards, teachers or staff will be viewed seriously. It may result in prevention of entry into campus, classroom, examination hall, laboratory, library or any place of public utility on campus.

**Students are advised to stay away from activities such as:**

- Organizing meetings and processions under any banner without permission from the authorities
- Accepting membership in organizations that have been banned by the government
- Violating the law of the land by possessing, carrying or using lethal weapons, ammunition and explosives.
- Indulging in malpractices during the conduct of Continuous Internal Assessment Tests and End-of-the-semester Examinations
- Damaging or tearing pages away from books in the library or pilfering books
- Smoking of tobacco products on the College campus
- Possessing, consuming, distributing, or selling alcohol or drugs on the campus
- Throwing away empty plastic bottles around or littering the campus with plastic products, broken ball pens or tetra packs
- Leaving a vehicle unattended in a 'no parking zone' or in an area designated for another type of vehicle
- Accessing the resources belonging to others without proper authorization

In order to maintain the fair name and reputation of the College, students are not permitted to interact with media representatives on behalf of the College or invite media representatives to the campus without the express permission of the College authorities. Using social media responsibly and carefully is expected of students. The College prohibits students from posting derogatory comments about College employees on social media or engaging in any other activity that may adversely affect

  
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the individual's or College's reputation. It is forbidden to engage in any form of harassment or bullying that is deemed severe and obscenely abusive, which is defined as conduct motivated by a person's race, colour, national identity or ethnicity, citizenship, religion, age, sexual orientation, gender identity, caste identity, marital status, ancestry, physical or mental disability, or medical condition.

### Regulation of Violations of the Codes

If the committee handling grievances and their redressal receives a complaint against a student for possible violation of the Code of Conduct, the committee will investigate the alleged violation and suggest appropriate disciplinary action to be instituted against the student. In order to determine the nature of the misconduct, the committee may enquire the student to ascertain the severity of the problem in more than one sitting before disciplinary action is taken.

### Academic Integrity

It is our commitment to fostering an intellectual and ethical environment based on the principles of academic integrity that makes the College a premier institution for advanced studies, research, and education. In order to maintain academic integrity, researchers must be honest and responsible, as well as aware of ethical standards that govern research and scholarship. The College believes that it is important to acknowledge other's ideas and contributions in all academic work. To ensure the success of the College's research missions and achieve its goals, academic integrity is essential.

### Students' role

It is the student's responsibility to check the dissertation (M.Phil) or thesis (PhD) for plagiarism before submitting it to the college or university. Additionally, the student should acknowledge that he or she is aware of the academic guidelines of the College, that the document has been checked for plagiarism, and that it is an original piece of work. Fudging data, violating copyright, misrepresenting facts and any act lacking academic scruples will be viewed seriously and may lead to suspension or dismissal from the college. Students are encouraged to desist from any violation of the academic integrity policy and report to the authorities any violation by others.

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## Teachers' role

To ensure that accurate data are recorded and saved for future use, faculty members should follow proper methods when performing experiments, computations and theoretical developments. A thorough review of manuscripts and theses should also be conducted by them. As a part of their responsibility for maintaining academic integrity, faculty members must also ensure compliance with the broad issues listed above. In addition, it is the faculty member's responsibility to inform students and ensure that there is no academic dishonesty in their specific courses, and to respond appropriately and timely to violations of academic integrity.

## Institution's role

In the event of a breach of academic integrity, there will be long-term consequences for the individual as well as the College, which will result in various sanctions. A student who commits the first academic breach will receive a warning. Repetition of the offence, if considered sufficiently serious, may lead to expulsion. Academic violations should be brought to the attention of the department by faculty members. An investigation may be initiated by the Principal upon receipt of reports of scientific misconduct and appropriate measures may be suggested.

## Anti-Ragging Committee (The Discipline Committee)

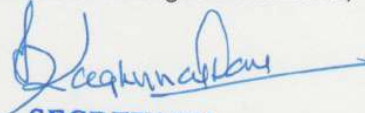
Ragging is a punishable offence. The College's Anti-Ragging Committee, which is headed by the Principal, will receive all complaints of ragging and examine the merit of the complaint and recommend suitable action in accordance with the nature of the incident. The committee comprises the coordinator and senior faculty members of the College who are vested with authority.

## Students should follow these guidelines at all times

- Any act by a student or students that has the effect of teasing, treating or handling any student rudely, whether through words or deeds;
- Crude and vulgar behaviour by a student or students that may cause, or may be likely to cause, annoyance, hardship, physical harm, or raise fear and apprehension among fellow students;

  
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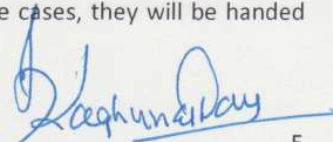
- The act of requiring any student to perform an act that they would not normally do, and that has the effect of causing or generating shame, torment, or embarrassment, or otherwise adversely affecting their body or mind;
- Acts committed by seniors that prevent, disrupt, or disturb a student's regular academic activities;
- A student who is subjected to financial extortion or is forced to incur excessive expenditures by other students;
- The act of physical abuse in any form, including sexual abuse, stripping, forcing obscene and lewd acts, gestures, or causing bodily harm;
- The act of mental abuse includes using abusive language in emails, short messages, posts, and public insults as well as obtaining perverted pleasure or sadistic thrill from actively or passively participating in the discomfiture of any other student.
- An act that affects a student's mental health or self-confidence, whether or not it is done with an intent to derive sadistic pleasure or to demonstrate one's power, authority, or superiority over another.

**The Anti-Ragging Committee will impose one or more of the following punishments on a student found guilty of ragging:**

- The suspension of academic privileges and attendance at classes.
- Exclusion from all tests/examinations and other evaluation processes.
- Results may be withheld.
- Suspension from Hostel /Mess or expulsion.
- Cancellation of admission.
- The college must resort to collective punishment in the event of the individual perpetrators or facilitators of the act of ragging are not identified.
- An appropriate decision, including punishment, will be taken by the Anti-Ragging Committee of the College based upon the facts and circumstances of each incident of ragging as well as the nature and severity of the incident. Appeals may be made to the Principal of the College against any of the punishments listed herein above. In extreme cases, they will be handed over to the law enforcement or crime prevention officials.

  
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## Jurisdiction

All acts of misconduct, including instances of ragging or other incidents occurring on the college campus or in connection with college-related activities and functions, are to be considered by the College as a matter of jurisdiction over the conduct of the stakeholders associated with the college and enrolled with the college.

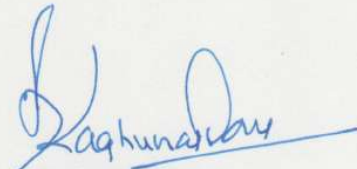
There are certain instances in which the College may have jurisdiction over behaviour on campus that is in violation of the ideals of student conduct and discipline outlined in the Policy. This includes, but is not limited to, the following:

- Inappropriate conduct against other students of the College as defined by the College's Sexual Harassment Policy.
- Intimidating, assaulting, or threatening other students' health or safety in any manner;
- Armed or explosive devices on campus or their possession or use
- Manufacturing, selling, or distributing substances or alcohol that are prohibited.
- Inconveniencing the members of the surrounding community with words or deeds or negatively affecting others on campus by reprehensible conduct.

As part of its determination of whether to exercise off-campus jurisdiction in cases enumerated above, the College shall evaluate the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off-campus conduct is part of a series of actions both on and off campus.

  
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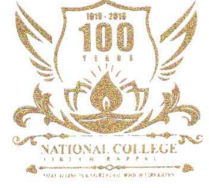
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## CODE OF CONDUCT FOR PRINCIPAL

The role of the college Principal encompasses a diverse array of responsibilities, embodying the functions of a patron, custodian, supervisor, administrator, adjudicator, protector, and inspirer. As the chief academic and administrative leader of the institution, the Principal is obligated to adhere to ethical standards as outlined by the University Grants Commission (UGC), in conjunction with the guidelines established by the Ministry of Human Resource Development (MHRD) and the regulations set forth by the Higher Education Department, Government of Tamil Nadu. The specific codes relevant to the Principal's conduct, as interpreted and implemented by National College are detailed below.

- The Principal is responsible for overseeing the administration of academic programs and general operations to ensure efficiency and effectiveness.
- The Principal must prepare budgetary allocations and review the Institute's audited financial statements.
- The Principal holds the authority to implement necessary measures to uphold discipline within the Institute.
- The Principal should establish various committees at the college level to facilitate institutional development.
- The Principal should promote continuous professional development for Faculty Members through seminars, workshops, and conferences.
- The Principal should encourage Faculty Members to write books and publish research articles in reputable journals and periodicals.
- The Principal is tasked with providing leadership, direction, and coordination within the Institute.
- The Principal should regularly assess the Code of Conduct to ensure compliance with laws and institutional standards, addressing any identified weaknesses.
- The Principal is accountable for the development of the Institute's academic programs.
- The Principal should organize meetings of relevant authorities, bodies, or committees as necessary to ensure effective governance.

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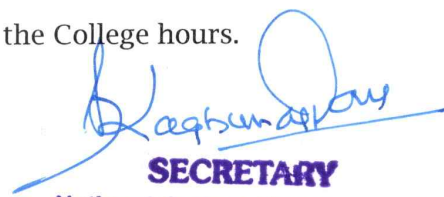
## CODE OF CONDUCT FOR TEACHING AND NON-TEACHING STAFF

### Responsibility and Accountability

1. Teachers should handle the subjects assigned by the Head of the Department
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. Tutor - Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
4. Assignment topics for each course are to be given to the students within a week of the beginning of the semester.
5. Assignments should be written in Note Books. The Note Books are to be collected from the students in time and returned to the students after correction.
6. Two CIA Tests are to be conducted in a semester. Answer books are to be valued and marks are to be informed to the students. Marks for the assignments, CIA Tests, Seminars if attended are to be entered in the counseling report.
7. Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
8. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
9. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

### Punctuality and Attendance

1. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
2. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties. This is subject to restrictions as regards frequency. Permission for going out of the College shall not be given during the class hours.
3. Teachers should sign the attendance register while reporting for duty.
4. Teachers must be aware that their workload is 40 hours a week even though their maximum class hours are only 16 a week.
5. Teachers are expected to be present in the college campus atleast 10 minutes before the College beginning time.
6. Teachers should remain in the campus till the end of the College hours.

  
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## Leave

1. Prior written permission is required from the Principal / atleast a day in advance while availing CL or OD.
2. Not more than 25% of staff members in a Department will be allowed to go on OD / CL / RH on a particular day.
3. Only five days or the maximum period of valuation work at a stretch in a valuation session whichever is longer will be allowed as OD for evaluation work in a year.
4. Half a day CL will not be sanctioned.
5. 12 days of causal leave can be availed in a calendar year.
6. Causal leave can be combined with other holidays. However the total period of continuous absence from duty should not exceed ten days.
7. All must report for duty on the reopening day and the last working day of each semester.
8. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.
9. Study leave for higher studies will be granted at the discretion of the management.

## Publication of Research Papers & Books and Participation in Research Projects, Seminars, Conferences etc.

1. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
2. Staff members are encouraged to take up Research projects.
3. Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.
4. Staff members are encouraged to undergo Practical Training in Industry and can take consultancy Work as part of Industry - Institute interaction.
5. Absence from duty to the above matters will be treated as on duty and may be suitably rewarded at the discretion of the management either monetarily or by Way of consideration during promotion.

## General Rules

1. No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.
2. Teachers Associations should not be formed without the permission of the Management.
3. No teacher should involve himself or herself in any form of political activity inside or outside the campus.

  
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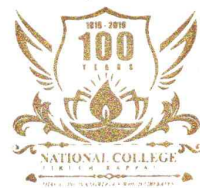
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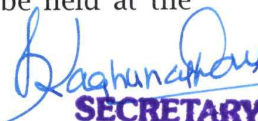
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4. Teachers should attend the College neatly dressed, and wearing shoes. Dress regulations should be followed as the occasion demands. Lady teachers should wear over-coats inside the Class rooms. Jeans pant & T-Shirts are prohibited.
5. Teachers should not participate in any strikes or demonstrations either inside or outside the campus.
6. Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
7. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
8. Teachers are barred from using cell phones while taking classes.
9. Teachers must always wear their identity badges while inside the college premises.
10. Heads of Departments must submit the Department's time table and individual teacher's time tables to the Principal on the last working day of the previous semester. Any change must also be reported to the Principal in writing
11. Teachers are encouraged to conduct research on their topic of interest. Management will provide necessary infrastructure for the same.
12. Each Department Association must conduct atleast three special meetings in each semester.
13. Teachers are expected to attend Department academic association meetings, seminars etc and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
14. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.
15. Unless it is urgent, any representation in person to the Principal can be made only after College hours (2.20 p.m)
16. For making any representation to the Principal, teachers should desist meeting the Principal as a group.
17. No representation to any Government authority or University in the name of the College should be made, by any teacher, without the Principal or Secretary's permission.
18. Duties and Service conditions (standards of conduct) of the Teachers as framed under Sec.18 (2) of Tamil Nadu Private Colleges (Regulation) Act, 1976 are to be followed.
19. HODs are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipments, chemicals, electrical appliances) must be reported to the Principal in writing immediately. It is their duty to extract work from the Non-Teaching staff in keeping the Department clean & Tidy.
20. Vice Presidents of Associations should plan well in advance their activities for the semester and submit the same to the Principal with the Budget.
21. All department meetings of Teachers shall be held only after 2.30 p.m. and not during class hours. No department staff meeting should be held at the cost of class hours.

  
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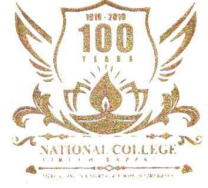
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## Disciplinary Action

- Violation or non observance of the service rules will invite punishment either in the form of censure or deferment of increment or suspension or termination from service after a due enquiry at the discretion of the management.
- The Management appeals to all staff members to work as a team in institution-building and in upgrading our institution into one of Excellence in Higher Learning.

## Non-Teaching

1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours (9.30 a.m. to 4.30 p.m.). They should report for duty atleast 30 minutes in advance (9.00 a.m.)
2. Non-Teaching staff should wear the Uniform provided by the Management.
3. Non-Teaching staff must always wear their identity badge during working hours.
4. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
5. Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
6. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
7. For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.
8. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
9. Non-Teaching staff shall not leave the College premises without permission before 4.30 p.m.

  
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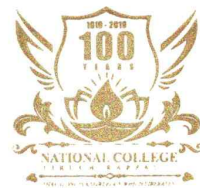
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## RULES, REGULATIONS AND INSTRUCTIONS FOR STUDENTS

### Do-s:

- Come decently dressed. Wear shoes. Avoid T-Shirts.
- Always wear Identity Card when within the campus. Present it when the squad demands.
- Update your latest residential address and contact telephone/mobile numbers with the college office.
- Be punctual to the College and classes.
- The first shift starts at 8.30 a.m. and concludes at 1.20 p.m. The second shifts starts at 1.30 p.m. and concludes at 5.50 p.m. The recess is between 11.15 a.m. & 11.30 a.m. for the first shift and 4.00 p.m. to 4.15 p.m. for the second shift.
- **The College prayer will be played at the commencement of the first hour, for a minute. All of us are to remain standing silent at the place, where we are.**
- Update yourself about the activities by regularly checking the Departmental Notice Board and the Digital Display Notice Board kept at the threshold.
- Seek permission from the concerned faculty member, before leaving the class room during working hours.
- Seek leave of absence or leave on other duty (OD) on the prescribed leave-letter-form, with the signature from the parent/guardian. The leave-letter-form and OD form can be downloaded from the college website [www.nct.ac.in](http://www.nct.ac.in).
- Attend the academic activities of the department at the behest of the concerned faculty member.
- Seek the written-permission of the Principal when you organize a student meeting.
- Organize meetings, gatherings, conferences or celebrations with the prior written permission from the Principal, through the concerned Head of the Department.
- Pay the prescribed fees before the due date. This Handbook provides the details on the due date, late fees and penalties.

### Don't-s

- Don't loiter on the corridors; repose on the stair-cases, squat on the lawns and open-space.
- Be it a good cause; don't collect cash/resources from anyone in the college, without the written permission of the Principal.
- Don't draw students from the classes, during working hours, in the name of co-curricular, extra-curricular or sports activities. Seek the written permission from the Principal.
- Don't distribute/paste on the wall/affix on the notice board, hand bills/notices/ pamphlets/brochures of any kind. Take the written permission from the Principal.
- Keep your vehicles locked, in the parking lot. Don't ply them inside the campus.

  
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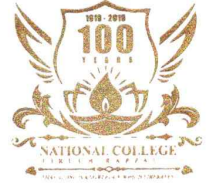
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- Don't spill/throw litter, spit or spoil the hygiene.

**Prohibited as well as Punishable under the law:**

- Scribbling on the walls & furniture and damaging the properties would be strictly dealt with.
- Restrain joining any forum/organization under the surveillance of the law.
- Don't resort to any unlawful activity that disrupts the peaceful academic atmosphere. It is punishable.
- As per the Government Order, don't consume alcoholic drinks, tobacco and narcotics in any form.
- Don't entertain private coaching/tuition with the faculty members. They will be taken to task.
- Don't publish, broadcast, offer interview or approach the media of any kind, related to the college.
- Ragging in any form is an offence under the law.
- Misbehaving with the people of the other gender is an offence.

**Warning**

The Government has authorized the Principal to penalize, suspend or dismiss any student who is found guilty of gross misconduct inside the College/Hostel premises or even outside the College campus.

  
**SECRETARY**  
**National College (Autonomous)**  
**Trichirappalli-620 001.**





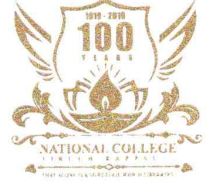
# National College

(Autonomous)

College with Potential for Excellence

Nationally Re-accredited at 'A+' Grade by NAAC

A Unit of Dr.V. Krishnamurthy Educational Foundation




Tiruchy - Dindigul Road, Karumandapam, Tiruchirappalli - 620 001

## CODE OF CONDUCT FOR THE PARENTS/GUARDIAN

National College fosters a tranquil educational atmosphere that prioritizes safety, positivity, and support for both students and staff. The institution promotes inclusive values throughout its campus, focusing on the holistic development of students across academic, emotional, social, creative, physical, and spiritual dimensions. The College recognizes parents and guardians as essential partners in the educational journey, encouraging their active involvement in nurturing good character in their children. Collaboration between parents and College authorities is essential to achieve this goal. They should cooperate with the College authorities in this regard.

- The term "parents/guardians" designates individuals listed in the College's official enrolment records as the primary caregivers of a student.
- The College requires that parents/guardians communicate with its authorities regarding student matters; external parties may only engage if formally authorized by the parents.
- Parents/guardians are expected to embody and promote the College's vision, values, and ethos.
- Attendance at both general and class Parent-Teacher Association (PTA) meetings is encouraged, emphasizing the shared responsibility of student development between educators and parents/guardians. The PTA must prioritize enhancements in infrastructural standards.
- It is recommended that parents/guardians engage in face-to-face discussions with the Heads of Departments (HoDs) and the Principal concerning student conduct and performance. Parents/guardians should notify the HoD if a student is absent due to illness for more than three consecutive days.
- Parents/guardians are prohibited from entering classrooms; designated meeting areas in department blocks are available for student interactions.
- A respectful and courteous demeanor towards all college staff, both teaching and non-teaching, is expected from parents/guardians.
- For disputes or grievances, parents/guardians should arrange a meeting with the Principal or the relevant HoD, avoiding inappropriate gossip regarding their student or the institution.
- Direct communication is encouraged to resolve any misunderstandings, as the college takes all reported issues seriously.
- For serious complaints, parents/guardians should first consult the Principal; if directed by HoDs, they must address issues directly with the Principal.
- Communication with other students is only permitted in the presence of the Principal, HoD, or class tutor.

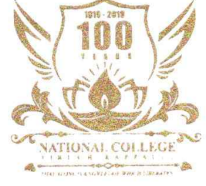
  
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## CODE OF CONDUCT- VISITORS

- After entering in college premises, visitors should be polite, respectful and well mannered.
- Visitors should not cause harm to any property of the college including building, plantation and equipments.
- Consumption of tobacco in any form, drug etc is completely prohibited.
- The college campus must be kept clean. Visitors should refrain from scribing on walls.
- Any kind of anti-social activities would not be tolerated in college premises. If anyone found doing so, would be reported to nearest police station.

**SECRETARY**

**National College (Autonomous)  
Trichirappalli-620 001.**



Committee to monitor  
adherence to the  
institutional code of  
Conduct Principles  
(2018-2023)

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**Principal is the Chairman of all Committees**

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### **SENATE MEMBER**

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Mrs. K. Abarna, Typist



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Dr. V. Hariharakrishnan, Asst. Prof. of Physics.

Dr. K. Rajesh, Asst. Prof. of Economics

Dr. S. Karuthan, Asst. Prof. of Tamil

**DRAMA CLUB:**

Dr. V. Srividya

Asst. Prof. of English

Ms. D. Divya Priya

Asst. Prof. of English

**FINE ARTS CLUB:**

Dr. D. Vasanth

Asst. Prof. of Biotechnology

Dr. D. Boopathy

Asst. Prof. of Physical Education

ஒருவன் கற்க தகுதியானவற்றைக் குற்றமாகக் கற்க வேண்டும்.  
அவ்வாறு கற்றபின் அக்கல்விக்கு தகுதியான முறையில் நடக்க வேண்டும்.

**QUIZ CLUB:**

Dr. S. Sunitha	Asso. Prof. Dept. of Chemistry
Dr. V. Hariharakrishnan	Asst. Prof. of Physics.

**YOUTH RED CROSS:**

Dr. A. Vjayasankar	Asst. Prof. of Mathematics
Dr. K. Srividhya	Asst. Prof. of Mathematics

**GENDER CLUB:**

Dr. P. Anusooya	Asst. Prof. of English
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**ROTRACT CLUB:**

Dr. R. Thirugnanasoundari	Head, Dept. of Business Administration
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**JAYCEES (JUNIOR CHAMBER INTERNATIONAL):**

Prof. S. Prasanna Devi	Head, Department of Hindi
------------------------	---------------------------

**EXNORA:**

Dr. P. Nainar Sumathi	Asst. Prof. of English
Dr. M.N.V. Preya	Asst. Prof. of English

**RED RIBBON AND ABSTINANCE CLUB:**

Dr. A. Shanthi Devi	Asst. Prof. of Physics
Dr. J. Geethapriya	Asst. Prof. of Physics

**RAMANUJAM MATHEMATICAL SOCIETY:**

Dr. V. Sangeetha	Asst. Prof. of Mathematics
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**JOURNAL CLUB:**

Dr. P. Nainar Sumathi	Asst. Prof. of English
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**EQUAL OPPORTUNITY CENTRE:**

Dr. R. Raja	Asst. Prof. of Tamil
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**ENTREPRENUER DEVELOPMENT CELL:**

Dr. P. Monisha Devi	Asst. Prof. of Business Administration
Dr. R. Natarajan	Asst. Prof. of Commerce
Dr. Rajarajan Thatchinamoorthi	Asst. Prof. of Biotechnology

Dr. S. Senthil Kumar  
Dr. P. Govindaraj

Asst. Prof. of Botany  
Asst. Prof. of Geology

**SPEAKERS FORUM:**

Dr. S. Neelagandan  
Dr. V. Srividhya

Asst. Prof. of Tamil  
Asst. Prof. of English

**HOSTEL:**

Deputy Warden Boy's Hostel  
Deputy Warden Girl's Hostel

Dr. S.P. Anand, Asst. Prof.  
of Botany  
Mrs. R. Soundravalli, Asst. Prof.  
of Commerce

**CAMPUS TEMPLE:**

Dr. T. Sridhar

Asso. Prof. of Economics

**WRITERS' FORUM:**

Dr. M.N.V. Preya

Asso. Prof. of English

**READERS' FORUM:**

Dr. R. Suresh Kumar

Asst. Prof. of English.

**CANTEEN COMMITTEE**

Dr. M. Murali  
Mr. R. Jayaraman

Asst. Prof. of Chemistry  
Asst. Prof. &  
Head of Commerce (UAP)

Dr. S. Senthil Kumar  
Mr. M. Rajavelayutham

Asst. Prof. of Botany (UAP)  
Asst. Prof. of Commerce with  
Computer Applications

Dr. P. Jaikumar

Asst. Prof. &  
Head of Physics (UAP)

தோண்டித் தோண்டி உற்றுநீர் கடைப்பது போலத்  
தொடர்ந்து பழக்கப்படுகக் அறிவு வளரும்.

Ms. V.A.Vani	Programmer
Ms. P. Malliga	Office Assistant
Ms. R. Pavithra	Data Entry Operator
Mr. P. Vivekanandan	Lab Assistant
Ms. K. Revathi	Data Entry Operator
Mr. G. Lokesh	Data Entry Operator
Ms. S. Raneeska	Data Entry Operator
Ms. S. Vanmathi	Data Entry Operator

**ANTI – RAGGING COMMITTEE**

SI. No	Name of the Member	Department / Portfolio	Mobile Number
1.	Dr. K. Kumar	Principal	94435 48859
2.	Dr. M.S. Mohamed Jaabir	Biotechnology & Microbiology	97864 25226
3.	Dr. P.S.S. Akilashri	Computer Science	99433 80091
4.	Dr. D. Prasanna Balaji	Vice Principal	99944 91882
5.	Dr. S. Sunitha	Chemistry	9842554235
6.	Dr. S. Selvaraj	Geology	9842792795
7.	Dr. Manju Somnath	Mathematics	9894835978
8.	Dr.V.Hariharakrishnan	Physics	9842372278
9.	Dr. K. Rajesh	Economics	9688552272
10.	Dr. N. Manickam	Tamil	94435 31162
11.	Dr. V. Gokula	Zoology	94435 78753
12.	Dr. S.P. Anand	Botany/Warden Boys' Hostel	98420 37353
13.	Dr. R. Soundravalli	Commerce/ Deputy Warden Girl's Hostel	9942306326

## CODE OF CONDUCT MONITORING COMMITTEE

Code of Conduct Monitoring Committee is formed to conduct the functioning of the institution in accordance with the applicable laws, regulations, and rules and with the highest standard of ethics and values.

### Objectives

- To monitor the behavior of students and take disciplinary actions
- To implement the code of conduct for students and faculty members.
- Organizes professional ethics programs for faculty and students.

### Functions

- Interpreting the regulations derived from the Code of Conduct
- Implementation of the Code of Conduct among faculty members and students.
- Making the recommendations for timely revising the Code of Conduct.

### Composition

Members	Name	Designation
Chair Person	Dr.R.Sundhararaman	Principal
Secretary	Dr.K.Kumar	Associate Professor
Faculty representatives	Dr.D.Muthuramakrishnan	Associate Professor

  
Signature of the Principal

**PRINCIPAL**

National College (Autonomous)  
Trichirappalli-620 001.



## **Minutes of the Code of conduct Monitoring**

Meeting of the Code of conduct Monitoring for the academic year 2018-19 for discussing the code of conduct issues among the students was held on 13.07.2018. The following members were present.

Dr.R.Sundhararaman , Principal

Dr.K.Kumar, Secretary

Dr.D.Muthuramakrishnan, Faculty Representative

- Disciplinary committee members are asked to ensure the discipline among the students in the entire campus.
- All the members are asked to monitor the students of their respective departments.
- Dress code and roaming of students around the campus during class hours need to be monitored strictly.
- Students violating the code of conduct are to be taken to the notice of the respective HoD and the mentor for further follow up actions.
- Wearing ID rope by students should be insisted

  
Signature of the Principal

**PRINCIPAL**

**National College (Autonomous)  
Trichirappalli-620 001.**

## Minutes of the Code of conduct Monitoring

Meeting of the Code of conduct Monitoring for the academic year 2019-20 for discussing the code of conduct issues among the students was held on 12.07.2019. The following members were present.

Dr.R.Sundhararaman , Principal

Dr.K.Kumar, Secretary

Dr.D.Muthuramakrishnan, Faculty Representative

- Disciplinary committee members are asked to ensure the discipline among the students in the entire campus.
- All the members are asked to monitor the students of their respective departments.
- Dress code and roaming of students around the campus during class hours need to be monitored strictly.
- Students violating the code of conduct are to be taken to the notice of the respective HoD and the mentor for further follow up actions.
- Wearing ID rope by students should be insisted

  
Signature of the Principal

**PRINCIPAL**

**National College (Autonomous)  
Trichirappalli-620 001.**

## Minutes of the Code of conduct Monitoring

Meeting of the Code of conduct Monitoring for the academic year 2020-21 for discussing the code of conduct issues among the students was held on 17.07.2020. The following members were present.

Dr.R.Sundhararaman , Principal

Dr.K.Kumar, Secretary

Dr.D.Muthuramakrishnan, Faculty Representative

- Disciplinary committee members are asked to ensure the discipline among the students in the entire campus.
- All the members are asked to monitor the students of their respective departments.
- Dress code and roaming of students around the campus during class hours need to be monitored strictly.
- Students violating the code of conduct are to be taken to the notice of the respective HoD and the mentor for further follow up actions.
- Wearing ID rope by students should be insisted

  
Signature of the Principal

**PRINCIPAL**

**National College (Autonomous)**

**Trichirappalli-620 001.**

## Minutes of the Code of conduct Monitoring


Meeting of the Code of conduct Monitoring for the academic year 2021-22 for discussing the code of conduct issues among the students was held on 09.07.2021. The following members were present.

Dr.R.Sundhararaman , Principal

Dr.K.Kumar, Secretary

Dr.D.Muthuramakrishnan, Faculty Representative

- Disciplinary committee members are asked to ensure the discipline among the students in the entire campus.
- All the members are asked to monitor the students of their respective departments.
- Dress code and roaming of students around the campus during class hours need to be monitored strictly.
- Students violating the code of conduct are to be taken to the notice of the respective HoD and the mentor for further follow up actions.
- Wearing ID rope by students should be insisted

  
Signature of the Principal  
**PRINCIPAL**  
National College (Autonomous)  
Trichirappalli-620 001.

## Minutes of the Code of conduct Monitoring

Meeting of the Code of conduct Monitoring for the academic year 2022-23 for discussing the code of conduct issues among the students was held on 08.07.2022. The following members were present.

Dr. K.Kumar, Principal

Dr. D.Muthuramakrishnan, Secretary

Dr. M.Murali, Faculty Representative

- Disciplinary committee members are asked to ensure the discipline among the students in the entire campus.
- All the members are asked to monitor the students of their respective departments.
- Dress code and roaming of students around the campus during class hours need to be monitored strictly.
- Students violating the code of conduct are to be taken to the notice of the respective HoD and the mentor for further follow up actions.
- Wearing ID rope by students should be insisted



**Dr. K. KUMAR**  
**Principal**  
**National College (Autonomous)**  
**Tiruchirappalli - 620 001**

educational policies laid emphasis on Access, Equity, Expansion and Excellence of the system through the years till now. He, then, elaborated on the new educational policy stated in two parts viz School and Higher education with restructurings on both parts at administrative and academic level. The first part of the presentation gave details on the school education system and its pedagogy including the 5+3+3+4 system. He went into detail about the plans for reformations in higher education through the classification of educational institutions as research universities, teaching universities and colleges, allocation of funds, introduction of new regulatory bodies such as Rashtriya Shiksha Aayog, Rajya Shiksha Aayog, National Higher Education Regulatory Authority, Higher Education Grants Commission, reassigning and restructuring the functions of the existing bodies such as NAAC and UGC and setting up a primary regulatory body for the governance of the whole system. The speaker clarified the plan to introduce 3 year and 4 year degree programmes with multiple entries and exits. He shared with the audience the challenges posed by the new educational policy to teachers and students who are the major stakeholders. The speaker and the faculty members presented their views, apprehensions regarding policy frame work, and questioned the practical feasibility of certain strategies outlined in the draft. The resource person motivated the faculty and invited them to communicate their apprehensions and comments through a mail to UGC since it has recently demanded for such deliberations to be organized in colleges and universities. The session came to an end with everyone returning well informed about NEP 19 and promising their contributions to its refinement through communications to MHRD.

### Student Induction Programme

When students are admitted in the I year undergraduate programmes, they are oriented toward the new environment and the new field of study through Bridge Course, wherein experts from language departments and several other fields introduce the fundamentals to the new entrants. However, in August 2018, the UGC sent a circular instructing the colleges and universities across the country to impart a different kind of orientation and training for the new entrants from the academic year 2019-2020 onwards. Following the orders and directions of UGC, It was decided to restructure the orientation programme according to the guidelines of UGC and called it Student Induction Programme (SIP). The UGC recommended that the institutions include Physical Activity, Mentoring, Familiarization to Department / Branch, Creative Arts and Culture, Literary Activity, Lectures by Eminent people, Visits to local area and extra-curricular activities in the College in the SIP. Based on these guidelines and the local needs, it was decided to conduct SIP for all the new entrants. All the First Year students of the Undergraduate programmes were pooled together and divided into class group consisting of approximately 45-50 students. All these

students were engaged continuously during the regular college working hours from 17.6.2019 to 21.6.2019, i.e., 8.30 am to 1.20 pm for five working days. Resource persons were chosen from the College faculty and allotted according to a time-table to orient the students under various categories of activities as per the guidelines of the UGC under the SIP. The staff dedicated their time to talk on various aspects, including the educational set up and origin since Independence. Categories of degree programmes and institutions, autonomy, semester wise pattern of examinations, choice based credit system, History of the



College, and several other details were specifically narrated to the students. There were several encouraging comments from the students and their parents for facilitating a smooth transition from the School environment to the College. The new entrants were totally relieved from the fear of College-life and prepared to make choices responsibly in the new environment. Besides, all the new entrants were told about the exclusive features of the institution, existence of various departments of study, sports facilities and other amenities including the Library, Hostel etc. Motivational speakers like **Dr.R.Srinivasan, former Associate Professor of Commerce, National College, Prof. R.Panchanathan, Mr. A. Mayilvahanan, DCP Tiruchirappalli City and Dr.T. Senthilkumar, Deputy Superintendent of Police**, spoke on the ways to improve the quality of academic life and imparted useful nuggets of information. Students were taken on a campus tour to familiarize themselves with the campus life. Lectures about the values and ethos of the institution were also part of the programme. Students were given opportunities to bring out the hidden talents and allowed free interaction with the staff and students of other departments as well. Many students felt confident enough to display their skills and exclusive talents. The Principal prepared the whole schedule in the form of a Time-Table, leaving out no component prescribed by the UGC. On the whole, the guidance of the UGC, the dedication of the faculty and the goodwill of the Management brought a positive transformation and confidence among the students. The College management recognizing the dedicated efforts of the faculty presented each one of them with a 'memento' in appreciation.



among the inmates. He advised the students to convert the hostel facility as a platform for their focussed study. He also discussed the career options. Principal Dr. R. Sundararaman presided over the function. Dr. V. Kumar, former Controller of Examinations of our College, Vice Principal Dr.A.T. Ravichandran and Dr.S.P. Anand, Boys Hostel Warden offered felicitations. Cultural events were performed by the hostel students. Dr. G. Priya, Deputy Warden of Girls Hostel proposed a vote of thanks.

## News at a glance

### Speakers' Forum

The first meeting of the Speakers' forum was held on 28<sup>th</sup> July.2018. The students of the Department of English participated. Dr. R. Elavarasu, Head of the Department presided and elaborated on the importance of speaking skills. Dr. D.E. Benet, Associate Professor, Department of English stressed the importance of communication skills and discussed the ways to improve them. An elocution competition was conducted. Tharani, III B.A , Sathya Sai Lohith III B.A and Sudhan II M.A. were the winners of the competition.

Speakers Forum and the Literary Association jointly organized a special lecture in honour of V.S. Naipaul. Dr. D.E. Benet, Associate Professor, Department of English spoke on "V.S. Naipaul as a Post Colonial Writer and Critique". He described the reputation of V.S. Naipaul as a post-colonial writer and elaborated on his language and style.

### Bridge Course

A Five day Bridge Course was conducted by the Department of English (Aided and UAP) for the first year students of both aided and self-financing students from 26.06.2018 to 02.07.2018. The bridge course is a step to initiate the interest of the first year UG students in English and help them overcome their fears and inhibitions and learn with ease and confidence.

### Intra Department Quiz Competition

Intra Department Quiz Competition was held in the Department of Economics on 10<sup>th</sup> September 2018. Five teams, namely, Adam Smith's Club, Alfred Marshall's club, John Maynard Keynes' club, Irving Fisher's club and Milton Friedman's club participated in the Quiz Competition. Finally Milton Friedman's club (II M.A., Economics) M. Arokia Mary & K. Sivakumar emerged as winners and Adam Smith's club (I B.A., Economics) M. Yuvaraj & L. Santhosh kumar emerged as runners. The participation of the audience was also enthusiastic. Dr. R. Sundararaman, Principal distributed prizes and certificates to winners, runners and participants. Dr. N. Renganayaki, Coordinator of the programme proposed the vote of thanks.

### Inter-School Competitions

The PG & Research Department of English conducted an inter-school competition on 5<sup>th</sup> October 2018,

as a part of the centenary celebrations of our college. 240 participants from 22 schools took part in the competitions. Various competitions like Essay writing, Elocution, Spell Bee, Poetry Recitation, Literary parade, Say the Good Word, Playlet and Western Music were conducted for the whole day and it was a grand extravaganza. In his inaugural address, Principal Dr. R. Sundararaman highlighted the century of services rendered by National College. He stressed the importance of language skills for a good career. Dr. D. E.



Benet, Associate Professor, Department of English welcomed the gathering and elaborated on the reasons for organising such competitions for school children. Dr. R. Elavarasu, Head, Department of English, felicitated the participants. Individual prizes were awarded to the winners. Dr. K. Anbarasu, Director of Studies, was the Chief Guest for the valediction. He exhorted the students to do intelligent hard work. Kamala Niketan Montessori School emerged as overall winners and Cauvery Global School were the runners of the inter-school competitions. Dr. V. Srividhya, and Dr. T. G. Akila, organized the event.

### Vedha Padasala

The Second Annual Examinations of Shuklayajurveda Kanva Shakha were conducted at Sri Srguneswarar Vedha Padasala, Dr Kalamegham Centre for Studies on Indian Culture and Heritage at the Padasala premises. 13 students took the examinations. **Brahmasri Vijayaraghava Ghanapathi of Veda Rakshana Nidhi Trust, Chennai**, was the External Examiner. This is State level Examination conducted at our premises.



**தேசியக் கல்லூரி (தன்னாட்சி)**  
**(தேசியக் கல்வித்ர மதிப்பீட்டுக் குழுவின் 'A+' தகுதி பெற்றது)**  
**திருச்சிராப்பள்ளி**

விண்ணப்பதாரர் பெயர்:

விண்ணப்ப படிவ எண்:

நிலையான முகவரி :

மொபைல் எண் :

(கொடுக்கப்பட்டுள்ள மொபைல் போன் எண். நிரந்தரமானதாக இருக்க வேண்டும்)

**சில முக்கியமான விதிகள்**

1. கல்லூரியின் அமைதிக்கு ஊறு விளைவிக்கும் வகையில் மாணவர்களைக் கூட்டுவதோ, வகுப்புக்குச் செல்வதைத் தடுப்பதோ அல்லது மற்ற எந்த வன்முறைச் செயலில் ஈடுபடுவதோ, கட்டிட அல்லது மற்ற பொருளுக்கு சேதம் விளைப்பதோ கூடாது.
2. வருகைப் பதிவு (Attendance) 90 விழுக்காடு இல்லையெனில், கல்லூரியிலிருந்து விலக்க முத்தவருக்கு அதிகாரம் உண்டு. போதிய வருகைப் பதிவு இல்லையென்றால் உதவித் தொகை பெற இயலாது.
3. கல்லூரிக்கு கட்ட வேண்டிய கட்டணங்களை உரிய காலத்தில் கட்டாவிட்டால் மாணவர்கள் விலக்கப்படக் கூடும்.

**உறுதிமொழி**

நான் கொடுத்த விவரங்கள் அனைத்தும் மெய்யானவை என்றும், என்னைச் சேர்த்துக் கொண்டால், கல்லூரியின் விதிகளுக்கு உட்பட்டு நடப்பேன் என்றும் உறுதி கூறுகின்றேன். நான் ஏதேனும் தவறான விவரங்கள் கொடுத்துப் பின்னர் அவை கண்டுபிடிக்கப்பட்டாலும், நான் ஏதேனும் தவறாக நடந்து கொண்டாலும் என்னைக் கல்லூரியிலிருந்து எந்த நேரத்திலும் நீக்கி விடலாம். கல்லூரியில் தற்பொழுது இருக்கும் வசதிகளை ஏற்றுக் கொள்வேன். என்னுடைய சேர்க்கை, உரிய மேலதிகாரிகள் ஏற்றுக் கொண்டாலொழிய தற்காலிகமானதென்பதை முற்றிலும் அறிவேன். இவற்றால் துன்பம் அல்லது பொருளிழப்பு ஏற்பட்டால் அதற்கு நானே பொறுப்பாவேன்.

கல்லூரியின் பணி நேரம் மாற்றப்பட்டால் அதற்கு இசைந்து பயில இசைவு தருகின்றேன். எந்த காலக்கட்டத்திலும் நேர மாற்றம் கேட்க மாட்டேன்.

கல்லூரியில் சேர்ந்தபின் நானாக விலக நேரிட்டால், கட்டிய சிறப்புக் கட்டணத்தை (Special Fees) எக்காரணத்தைக் கொண்டும் திரும்பப் பெற முடியாது என்பதை அறிவேன்.

கல்லூரி வேலை நேரம் **Shift – I** காலை 8.30 மணி முதல் மதியம் 1.20 மணி வரை. காலை 8.15 மணிக்குள் கல்லூரிக்கு வந்து விடுவேன்.

கல்லூரி வேலை நேரம் **Shift – II** மதியம் 1.40 மணி முதல் மதியம் 5.50 மணி வரை. மதியம் 1.20 மணிக்குள் கல்லூரிக்கு வந்து விடுவேன்.

கல்லூரி முடிந்து மாலை வேளைகளில் நடக்கும் சிறப்பு வகுப்புக்களில் முதல்வர் கூறும் போது தவறாமல் கலந்து கொள்வேன்.

முழுமையாகப் படித்து ஏற்றுக் கொண்டு மையொப்பமிடுகின்றேன்.

இடம் : திருச்சி

நாள் :

விண்ணப்பதாரரின் மையொப்பம்

விண்ணப்பதாரர் மேலே அளித்த உறுதிமொழியை நானும் ஒப்புக்கொள்கின்றேன். கல்லூரி நிர்வாகத்தினர் அழைக்கும் போது நேரில் வரத் தவறினால், நிர்வாகம் எடுக்கும் முடிவுகளுக்குக் கட்டுப்படுவேன்.

இடம்: திருச்சி

நாள்:

பெற்றோர் காப்பாளர் கையொப்பம்

(பெற்றோர் இருப்பின் அவரே கையெழுத்திட வேண்டும்)

மாணவர் பெயர் :  
வகுப்பு :

சேர்க்கை எண்

ராகிங் எதிர்ப்பு உறுதிமொழி

உச்சநீதிமன்ற ஆணையின்படி ராகிங் செய்வது சட்டப்படி குற்றம் என்பது எனக்குத் தெரியும். நான் ராகிங்கில் ஈடுபடமாட்டேன் என்றும், ஈடுபட்டால் சட்டபடி என்மீது நடவடிக்கை எடுக்கலாம் என்றும் உறுதியளிக்கின்றேன். நான் முன்பு ராகிங்கில் ஈடுபட்டிருப்பது தெரியவந்தால் என்னைக் கல்லூரியில் இருந்து நீக்குவதற்கும் நான் உடன்படுகின்றேன்.

நான் கல்லூரியில் உள்ள மாணவர்களுக்கு உடலாலும், மனதாலும் தீங்கிழைக்கமாட்டேன் என்று உறுதியளிக்கின்றேன்.

தேதி:

பெற்றோர் கையொப்பம்

மாணவர் மையொப்பம்

**பெற்றோரின் சம்மதக் கடிதம்**

இப்பவும் என் மகன் / மகள் \_\_\_\_\_ முதலாம்  
ஆண்டு / வகுப்பில் \_\_\_\_\_ பிரிவில் சேர்ந்துள்ளான்.  
கல்லூரி எண் \_\_\_\_\_

கல்லூரியில் ஒவ்வொரு துறைகளிலும் (Department) உள்ள ஓய்வு பெற்ற  
பேராசிரியர் மற்றும் ஆசிரியரல்லாப் பணியிடங்கள் நிரப்ப வேண்டி தமிழக அரசிற்கு  
நிர்வாகத்தினரால் விண்ணப்பம் செய்யப்பட்டுள்ளதை அறிகின்றேன். இந்நாள் வரை  
காலிப் பணியிடங்கள் நிரப்பப்படாததால் நிர்வாக நியமனம் வழி  
உதவிப்பேராசிரியர்கள் பணி அமர்த்தப் பெற்று பாடங்கள் முறையாகவும்  
முழுமையாகவும் பயிற்றுவிக்கப்படுவதற்காக ரூ. 3,000/- (ரூபாய் மூன்றாயிரம்  
மட்டும்) தருவதற்காக முழுமையாக இசைகின்றேன்.

இப்படிக்கு

நாள்: \_\_\_\_\_

அலைபேசி எண்: \_\_\_\_\_

பெற்றோரின் கையொப்பம்

பெயர்: \_\_\_\_\_

முகவரி: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Est. in 1919

Dr. R. Sundararaman, M.Com., B.Ed., Ph.D.,  
PRINCIPAL

**NATIONAL COLLEGE (Autonomous)**  
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TIRUCHIRAPALLI - 620 001. TAMILNADU  
email: [principalrsr@net.ac.in](mailto:principalrsr@net.ac.in)  
Website : [www.net.ac.in](http://www.net.ac.in)

Phone No : 0431 - 2482995  
FAX : 0431 - 2481997

10.04.2018

### CIRCULAR

There is a Staff (both teaching & non teaching) meeting tomorrow (11.04.2018) at 12.01 p.m. in the College Auditorium. All the Staff (both teaching & non teaching) members are asked to attend the meeting.

Last working day for the Even Semester of the academic year 2018 - 2019 - 11.04.2019

Re-opening date for the Odd Semester of the academic year 2019 - 2020 - 17.06.2019

  
PRINCIPAL

**Principal**  
National College (Autonomous)  
Tiruchirappalli - 620 001.





Aided.

**NATIONAL COLLEGE (AUTONOMOUS),**  
**TIRUCHIRAPALLI- 620 001**  
**CAREER GUIDANCE AND PLACEMENT CELL (CGPC)**  
 [CGPC-NCT Circular No.-1/2018-2019]

29.06.2018

**Circular**

There will be a meeting for all the student secretaries of various departments to give instructions regarding placement registration process for this academic year 2018-2019. One student from the final year UG class and one from final year PG class are asked to attend the meeting.

Venue : Meeting Hall - I  
 Date & Time : 02/ 07 /2018 at 01:25 P.M.

*[Signature]*  
 PLACEMENT OFFICER

*[Signature]*  
 PRINCIPAL

S.No	Department	UG III Year	PG II Year
1	Botany	<i>[Signature]</i>	<i>[Signature]</i> 02/7/18
2	Chemistry	<i>[Signature]</i>	<i>[Signature]</i>
3	Commerce	<i>[Signature]</i>	<i>[Signature]</i>
4	Economics	<i>[Signature]</i>	<i>[Signature]</i>
5	English	<i>[Signature]</i>	<i>[Signature]</i>
6	Geology	<i>[Signature]</i>	<i>[Signature]</i>
7	History	<i>[Signature]</i>	<i>[Signature]</i>
8	Mathematics	<i>[Signature]</i>	<i>[Signature]</i>
9	Physics	<i>[Signature]</i>	<i>[Signature]</i>
10	Tamil	<i>[Signature]</i>	<i>[Signature]</i>
11	Zoology	<i>[Signature]</i>	<i>[Signature]</i>



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NATIONAL COLLEGE (AUTONOMOUS),  
TIRUCHIRAPALLI- 620 001  
CAREER GUIDANCE AND PLACEMENT CELL (CGPC)  
[CGPC-NCT Circular No.-1/2018-2019]

29.06.2018

Circular

There will be a meeting for all the student secretaries of various departments to give instructions regarding placement registration process for this academic year 2018-2019. One student from the final year UG class and one from final year PG class are asked to attend the meeting.

Venue : Meeting Hall-I  
Date & Time : 02/ 07 /2018 at 01:25 P.M.

*[Signature]*  
PLACEMENT OFFICER

*[Signature]*  
PRINCIPAL

S.No	Department	UG III Year	PG II Year
1	Biotechnology	<i>[Signature]</i>	<i>[Signature]</i>
2	BBA	<i>[Signature]</i>	
3	Chemistry	<i>[Signature]</i>	<i>[Signature]</i>
4	Commerce, B.Com (CA)	<i>[Signature]</i>	<i>[Signature]</i>
5	Computer science, Computer Applications	<i>[Signature]</i>	<i>[Signature]</i>
6	English	<i>[Signature]</i>	<i>[Signature]</i>
7	Geology	<i>[Signature]</i>	
8	Mathematics	<i>[Signature]</i>	<i>[Signature]</i>
9	Physics	<i>[Signature]</i>	<i>[Signature]</i>
10	Zoology	<i>[Signature]</i>	<i>[Signature]</i>

*[Handwritten notes]*  
III B.com - CA  
Sonia Nandy  
II PG  
[Signature]



NATIONAL COLLEGE (AUTONOMOUS),  
TIRUCHIRAPALLI- 620 001  
CAREER GUIDANCE AND PLACEMENT CELL (CGPC)  
[CGPC-NCT Circular No.-2\2018-2019]

16.07.2018

### Circular

There will be a Career Counseling meeting for all the final year UG and PG students of various departments in respect of advantages of studying Post-Graduate studies in Australian Universities.

Venue : Dr. V. Krishnamurthy Auditorium.

Date & Time : 17/ 07 /2018 at 12:30 P.M.

PLACEMENT OFFICER

PRINCIPAL

S.No	Department	UG III Year	PG II Year
1	Botany	S.Off.	amr
2	Chemistry		
3	Commerce		
4	Economics	J. S.	V. S.
5	English	amr	vt
6	Geology		
7	History	D. S. T.	
8	Mathematics	mp	
9	Physics		
10	Zoology	K	K



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Dr. R. Sundararaman, M.Com., B.Ed., Ph.D.,  
PRINCIPAL

Phone No : 0431 - 2482995  
FAX : 0431 - 2481997

30-07-2018.

### CIRCULAR

HODs are asked to select two or three students from I UG and  
IPG classes of the respective department to enroll them in Core Group and  
send the list on or before 31.07.2018 to the undersigned.

  
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08.08.2018

### CIRCULAR

Tests of 09.08.2018 will be held as scheduled.

Tests scheduled for 8<sup>th</sup> August 2018 will be held on 11<sup>th</sup> August 2018.

2<sup>nd</sup> Day Order will be followed on 09.08.2018.

  
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Phone No : 0431 - 2482995

FAX : 0431 - 2481997

24-11-2018

### CIRCULAR

Change in the College Calendar for the months of November, 2018.

29.11.2018	-	Thursday	-	Reopening Day	- 1 <sup>st</sup> Day Order
30.11.2018	-	Friday	-	Working Day	- 2 <sup>nd</sup> Day Order
01.12.2018	-	Saturday	-	Working Day	- 3 <sup>rd</sup> Day Order

  
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FAX : 0431 - 2481997

**CIRCULAR**

15-12-2018

The students are informed that the assignments are to be submitted as per the following schedule.

Assignment	Last date
I	10.01.2019
II	28.02.2019
III	25.03.2019

*[Handwritten Signature]*  
PRINCIPAL

S. No.	Name of the Staff	Department	Signature
1.	Dr. K.V. Kannan	Dept. of Botany	<i>[Signature]</i> 17/12/18
2.	Dr. K. Vivekanandan	Dept. of Chemistry	<i>[Signature]</i>
3.	Dr. S. Gnanasekaran	Dept. of Commerce	<i>[Signature]</i>
4.	Mr. K. Elango	Dept. of Economics	<i>[Signature]</i>
5.	Dr. R. Elavarasu	Dept. of English	<i>[Signature]</i>
6.	Prof. S. Sivakumar	Dept. of Geology	<i>[Signature]</i> 12/12
7.	Dr. P. Parimalasekar	Dept. of History	<i>[Signature]</i> 17/12/18
8.	Dr. D. Muthuramakrishnan	Dept. of Mathematics	<i>[Signature]</i>
9.	Dr. S. Pari	Dept. of Physics	<i>[Signature]</i> 17/12
10.	Dr. S. Eswaran	Dept. of Tamil	<i>[Signature]</i>
11.	Dr. V. Gokula	Dept. of Zoology	<i>[Signature]</i> 15/12/2018





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Phone No : 0431 - 2482995  
 FAX : 0431 - 2481997

02-01-2019

**CIRCULAR**

Change in the College Calendar for the month of January, 2019.

- 05.01.2019 - Saturday - Working Day
- 16.01.2019 - Wednesday - Holiday
- 17.01.2019 - Thursday - Holiday
- 19.01.2019 - Saturday - Workingday

*Sundararaman*  
 PRINCIPAL

S.No.	Department	UG			PG	
		I	II	III	I	II
1.	Botany	<i>[Signature]</i>		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i> 02/1/19
2.	Chemistry	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i> 02/1/19
3.	Commerce	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
4.	Economics	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
5.	English	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
6.	Geology	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
7.	History			<i>[Signature]</i>	<i>[Signature]</i>	
8.	Mathematics	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
9.	Physics	<i>[Signature]</i>			<i>[Signature]</i>	
10.	Tamil	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
11.	Zoology	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>		



# NATIONAL COLLEGE

(Autonomous)  
College with Potential for Excellence  
Nationally Re-accredited at 'A+' Grade by NAAC  
Unit of Dr.V. Krishnamurthy Educational Foundation



*To, R. Sundararaman, -H.C. - B.S. P.D.*  
Principal

05.03.2019

## CIRCULAR

A Summer crash course in C and C++ will be held in our college during May - June, 2019 for 30 days. Students will be trained in 425 programmes. Interested students from II and III UG classes are asked to register their names with MS. A. Sasikala, Placement Officer of our college. A special campus recruitment programme will be organized for the attendees during the year 2019-20.

*Sundararaman*  
PRINCIPAL 7/3/19



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Website : www.nct.ac.in Phone No : 0431 - 2482995

EST. 1979

Dr. R. SUNDARARAMAN, M.Com, B.Ed., Ph.D.,  
PRINCIPAL

24.06.2019

### CIRCULAR

There will be a Meeting to all 1 Year PG students in the College Auditorium at 8.45 a.m. today (i.e. 24.06.2019). The Principal will address the students.

All Heads of the Department and Tutors in Charge of 1 PG Classes are requested to attend the meeting without fail.

  
PRINCIPAL



# NATIONAL COLLEGE (AUTONOMOUS)

(Nationally Re-accredited at 'A+' Grade by NAAC)

(College with Potential for Excellence)

Tiruchirappalli - 620 001, Tamil Nadu

Email: principal@net.ac.in

Website: www.net.ac.in

Phone no : 0431 - 2482995

06-07-2019

## CIRCULAR

Following the announcement of the draft of New Education Policy - 2019, by the Govt. of India, we are planning to organize an event (within few days) to discuss the same and send our recommendations to UGC, New Delhi. In this regard, I request all the staff and students to familiarize or read through the draft of New Education Policy - 2019 and share the views in the event to be organized shortly. As stake-holders, let us take responsibility and pride in being part of the process of shaping the New Education Policy to be adopted for the country.

The draft of the New Education Policy - 2019 can be downloaded from the UGC website.

The link / QR code is given below:

<https://www.ugc.ac.in/subpage/nep.aspx>



  
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PRINCIPAL

Phone No : 0431 - 2482995

18.10.2019

CIRCULAR

Last working day of the Odd Semester (2019-2020)	19.10.2019
Reopening date for the Even Semester (2019-2020)	27.11.2019



**Principal**  
National College (Autonomous),  
Tiruchirappalli - 620 001.



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Dr. R. Sundararaman, *M.Com., B.Ed., Ph.D.*,  
PRINCIPAL

Phone No : 0431 - 2482995  
FAX : 0431 - 2481997

Date: 05.11.2020

**CIRCULAR**

Kindly inform the students to pay the fees for arrear courses on or before

08.11.2020.

  
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Dr. R. Sundararaman, *M.Com., B.Ed., Ph.D.*,  
PRINCIPAL

Phone No : 0431 - 2482995  
FAX : 0431 - 2481997

Date : 14.11.2020

### CIRCULAR

From 20th November 2020,

Online classes will be held for 5 periods of 40 minutes each.

HODs are requested to prepare the regular time table ( including language, SBE and NME classes) as per the following schedule.

I Period - 9.30 a.m. to 10.10 a.m.

II Period - 10.10 a.m. to 10.50 a.m.

III Period - 10.50 a.m. 11.30 a.m.

Interval - 11.30 a.m. to 11.40 a.m.

IV Period - 11.40 a.m. 12.20 p.m.

V Period - 12.20 p.m. to 01.00 p.m.

A copy of the time table may be sent to my mail id - [principal@nct.ac.in](mailto:principal@nct.ac.in)

  
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Dr. R. Sundararaman, *M.Com., B.Ed., Ph.D.,*  
PRINCIPAL

Phone No : 0431 - 2482995  
FAX : 0431 - 2481997

Date: 15.11.2020

**CIRCULAR**

Heads of the Departments are requested to frame the Time Table for Online classes from 20-11-20 (including I-PG) based on the cell issued for odd semester 2019-20. A copy of the time table may be sent to my mail ID- [principal@nct.ac.in](mailto:principal@nct.ac.in)

  
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**Dr. R. Sundararaman, M.Com., B.Ed., Ph.D.,**  
**PRINCIPAL**

Phone No : 0431 - 2482995  
FAX : 0431 - 2481997

Date : 04.12.2020

### CIRCULAR

All III year UG classes will commence on Monday the 7<sup>th</sup> December 2020.

Students are required to follow the SOP strictly.

1. Wearing of masks is compulsory.
2. Social distancing norm should be followed.
3. Students should sanitize their hands at the entrance.

  
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College with Potential for Excellence  
TIRUCHIRAPALLI - 620 001, TAMILNADU  
email: [principalrsr@net.ac.in](mailto:principalrsr@net.ac.in)  
Website : [www.net.ac.in](http://www.net.ac.in)



**Dr. R. Sundararaman, M.Com., B.Ed., Ph.D.,**  
PRINCIPAL

Phone No : 0431 - 2482995

FAX : 0431 - 2481997

Date : 05.01.2021

### CIRCULAR

Our college is very keen on helping our students with digital learning initiatives. A large number of courses are available in the MOOCs portal offered by UGC/NPTEL (4/8/12/15 weeks duration).

HODs are asked to identify one or two courses each for PG Students, after consultation with Dept. Staff members. PG students may be advised to enrol in at least one course. HODs are asked to appoint a coordinator for online courses for helping the students and monitoring the implementation. Kindly inform the name of the coordinator and the courses selected by email to me.

HODs may also encourage the young faculty members in the department to join a SWAYAM course in this season.

  
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**Dr. R. Sundararaman, M.Com., B.Ed., Ph.D.,**  
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Phone No : 0431 - 2482995  
FAX : 0431 - 2481997

Date : 07.01.2021

### CIRCULAR

Regular classes for all M.Phil (Part Time) programmes will commence on Sunday, the 10<sup>th</sup> January 2021. Classes will be held at the college as usual. Students are advised to strictly follow the SOP, wear masks and follow physical distancing norms.

  
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**Dr. R. Sundararaman, M.Com., B.Ed., Ph.D.,**  
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Date : 27.01.2021

**CIRCULAR**

Heads of the Departments are requested to send the following details to the respective Heads of Department on or before 30.01.2021. List of NME papers and the details of students (Name, Admission No. Program) who have opted for each NME.

  
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**Dr. R. Sundararaman, M.Com., B.Ed., Ph.D.,**  
**PRINCIPAL**

Phone No : 0431 - 2482995

FAX : 0431 - 2481997

Date : 22.02.2021

**CIRCULAR**

Heads of the Departments are requested to arrange for delivery of answer scripts of the semester examinations held recently at the office of the CoE.

Kindly follow the procedure given below.

1. Collect the answer scripts from the students.
  2. Arrange the answer scripts of each course in the order of examination registration no. (as per the list given by CoE)
  3. Answer scripts of students whose names are not in the list are to be put in separate covers.
  4. The covers may please be handed over through class tutors to the controller office as per the following schedule.
1. Botany - 9.30 a.m. to 9.45 a.m.
  2. History - 9.45 a.m. to 10.15 a.m.
  3. Chemistry - 10.15 a.m. to 10.30 a.m.
  4. Commerce Aided - 10.30 a.m. to 10.45 a.m.
  5. Economics - 10.45 a.m. to 11.00 a.m.
  6. Geology - 11.00 a.m. to 11.15 a.m.
  7. Mathematics - 11.15 a.m. to 11.30 a.m.
  8. Physics Aided & Unaided - 11.30 a.m. to 11.45 a.m.
  9. Tamil - 11.45 a.m. to 12.00 Noon.
  10. Zoology - Aided & Unaided 12.01 p.m. to 12.15 p.m.
  13. Bio Technology & Mathematics Unaided-- 12.15 p.m. to 12.30 p.m.
  14. Business Administration - 12.30 p.m. to 12.45 p.m.
  15. Commerce Unaided - 12.45 p.m. to 1.00 p.m.
  16. Commerce with CA - 1.00 p.m. to 1.15 p.m.
  17. CS, IT, BCA- After 1.15 p.m.
  18. English Unaided - 1.45 p.m. to 2.00 p.m.
  19. Geology Unaided - 2.00 p.m. to 2.15 p.m.
  20. Physical Education - 2.15 p.m. to 2.30 p.m.
  21. Statistics - 2.30 p.m. to 2.45 p.m.

  
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**Dr. R. Sundararaman, M.Com., B.Ed., Ph.D.,**  
**PRINCIPAL**

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FAX : 0431 - 2481997

Date : 22.03.2021

### CIRCULAR

As per the order of the Government, all classes (including shift II) will be held online from 23<sup>rd</sup> March 2021.

The schedule is as follows:

- 9.30 a.m. to 10.15 a.m. - I Hour
- 10.15 a.m. to 11.00 a.m. - II Hour
- 11.00 a.m. to 11.45 a.m. - III Hour
- 11.45 a.m. to 12.00 Noon - Interval.
- 12.00 Noon to 12.45 p.m. - IV Hour
- 12.45 p.m. to 1.30 p.m. - V Hour

Staff members should sign the Attendance Register before 9-30 AM and handle the online classes from the college premises.

Practical examinations will be conducted as per the Time Table already announced. Heads of the Departments are requested to arrange for completion of all Practical Examinations before 31<sup>st</sup> March 2021.

  
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FAX : 0431 -2481997

15.06.2022

**CIRCULAR**

1. Last working day for this semester (i.e. 2021-22 Even Semester) - 16.06.2022.
2. College reopens on 18.07.2022 for the Academic Year 2022-23



  
**PRINCIPAL**  
Principal  
National College (Autonomous)  
Tiruchirappalli - 620 001.



Estd. 1919

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Dr. K.Kumar, *M.Com., M.Phil., Ph.D.*  
PRINCIPAL

Phone No : 0431 - 2482995  
FAX : 0431 - 2481997

23-03-2023

### CIRCULAR

All Final year UG and PG Students are asked to return all the borrowed books to the Library on or before 10-04-2023. For the books not returned before the last date the cost will be recovered.

*K. Kumar* 23/3/23  
PRINCIPAL



**Dr.D.Saravanan**  
**(Co-ordinator)**  
**NATIONAL COLLEGE INSTRUMENTATION FACILITY (NCIF)**  
**NATIONAL COLLEGE,**  
**TIRUCHIRAPPALLI -620 001.**

## **Rules to be followed in the National College Instrumentation Facility (NCIF)**

- 1. Visitors should sign in In-Out Register**
- 2. Prepare permission from the NCIF**
- 3. Remove the shoes and chapels outside the lab**
- 4. During the instrument in working condition do not disturb**
- 5. Entry the log book for every instrument.**
- 6. If needed use the Hand gloves when you are using hazardous chemicals.**
- 7. Follow the Do's and Don'ts in the lab**
- 8. Follow the SOP and GLP**
- 9. Use proper glassware and chemicals.**

**Dr. D. SARAVANAN, M.Sc., Ph.D.,**  
**Co-ordinator**  
**National College Instrumentation Facility (NCIF)**  
**Instrumentation Facility (NCIF)**  
**National College (Autonomous),**  
**TIRUCHIRAPPALLI -620 001.**





Estd. 1919

# PHYSICS ASSOCIATION DEPARTMENT OF PHYSICS NATIONAL COLLEGE (Autonomous)

College with Potential for Excellence  
Nationally Re-Accredited with "A+" Grade by NAAC  
(A Unit of Dr. V. Krishnamurthy Educational Foundation)  
Tiruchirappalli - 620 001, Tamilnadu, India



## **SAFETY POLICY & PROCEDURES**

SOPs are in place to standardize responses, promoting safety and ensuring predictable results.

### **GENERAL SAFETY PRINCIPLES**

- Familiarize yourself with the potential risks linked to the materials in use, as not all hazards may be known. Prior to handling an unfamiliar chemical, thoroughly review the labels and assess the potential dangers. Prioritize safety measures and take necessary precautions before commencing any new task.
- Familiarize yourself with the whereabouts of emergency equipment, including fire alarms, fire extinguishers, emergency eyewash, and shower stations, and ensure you are knowledgeable about the correct emergency response protocols.
- Ensure that other workers are not distracted or startled while they are handling hazardous materials.
- Utilize equipment and hazardous materials solely for their designated purposes.
- Maintain constant vigilance towards unsafe conditions and actions, promptly notifying others to facilitate swift corrective measures.
- Adhere to the use of suitable skin, eye, and face protection.
- Prior to handling any hazardous material, thoroughly examine equipment such as fume hoods, gloves, goggles, etc., for any signs of leaks, tears, or damage.
- Refrain from tasting or smelling chemicals to minimize potential risks.

### **UNATTENDED OPERATIONS**

- Consult your lab supervisor to confirm the possibility of leaving the operation unattended.
- Ensure the protocol addresses possible interruptions in utilities and hazardous materials containment.
- Display a warning notice near the experiment if there are hazardous conditions, including indicators of issues and contact information.





Estd. 1919

PHYSICS ASSOCIATION  
DEPARTMENT OF PHYSICS  
NATIONAL COLLEGE (Autonomous)

College with Potential for Excellence  
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(A Unit of Dr. V. Krishnasamy Educational Foundation)  
Drochiappally - 620 001, Tamilnadu, India.



#### WORKING ALONE

- Working alone is strictly prohibited during procedures involving highly hazardous or toxic chemicals or agents and/or dangerous equipment or environments.

#### VOLUNTEERS IN THE LAB

- Lab volunteers must receive written documentation outlining their scope of work and safety training requirements.

#### LABORATORY SECURITY

- The faculty member in charge is accountable for ensuring chemical and equipment safety in the laboratory.
- To gain entry, faculty, staff, and students must provide information about their planned work at the entrance.
- The concerned faculty is responsible for maintaining security measures for chemicals and equipment in the laboratory.



Estd. 1919

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**DEPARTMENT OF PHYSICS**  
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Tiruchirappalli - 620 001, Tamilnadu, India



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Tiruchirappalli - 620 001, Tamilnadu, India



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**Dr.D.Saravanan**  
**(Co-ordinator)**  
**NATIONAL COLLEGE INSTRUMENTATION FACILITY (NCIF)**  
**NATIONAL COLLEGE,**  
**TIRUCHIRAPPALLI -620 001.**

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**Dr. D. SARAVANAN, M.Sc.,Ph.D.,**  
**Co-ordinator**  
**National College Instrumentation Facility (NCIF)**  
**Instrumentation Facility(NCIF)**  
**National College (Autonomous),**  
**TIRUCHIRAPPALLI-620 001**





# National College

(Autonomous)

College with Potential for Excellence

Nationally Re-accredited at 'A+' Grade by NAAC

A Unit of Dr.V. Krishnamurthy Educational Foundation



Tiruchy - Dindigul Road, Karumandapam, Tiruchirappalli - 620 001

## SAFETY POLICY & PROCEDURES

(For Department of Biotechnology, Microbiology, Chemistry, Physics, Botany, Geology, Geobiotechnology and Zoology)

SOPs are in place to standardize responses, promoting safety and ensuring predictable results.

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*K. K. Kumar*  
**Dr.K.KUMAR**  
Principal  
National College (Autonomous)  
Tiruchirappalli - 620 001



# National College



(Autonomous)  
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A Unit of Dr.V. Krishnamurthy Educational Foundation

Tiruchy - Dindigul Road, Karumandapam, Tiruchirappalli - 620 001

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Principal  
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