

GENERAL COLLEGE RULES

1. College fees should be paid on or before specified date.
Defaulters' names will be removed from the rolls.
2. Fees once paid shall not be refunded to student, who leaves or discontinues on his or her own accord.
3. No fees shall be adjusted from the scholarship that a student may expect to receive.
4. COLLEGE WORKING HOURS
Practical - Morning 6.00 a.m. to 8.00 a.m.
Daily Worship - 9.30 a.m. to 9.50 a.m.
Theory - 10.00 a.m. to 1.00 p.m.
Practical - Evening 4.00 p.m. to 6.00 p.m.
(Christian students should attend worship regularly)
5. Students should report 5 minutes before the scheduled time for all classes. (Theory and Practical)
6. Students who report late will be fined.

CERTIFICATE OF PROGRESS

Certificate of progress depends on regularity of attendance and performance in announced, unannounced tests and pre-semester examinations. A retest will be conducted in exceptional cases of justified absence such as illness, official participation in games, etc. No retest will be permitted if prior permission is not obtained from the Principal.

ATTENDANCE AND LEAVE OF ABSENCE

1. Every student should attend all classes (theory and practical) regularly and punctually. Attendance will be taken in theory and practical of any kind prescribed by the college.
2. The Annual Certificate of attendance of progress required by the Government and the University for admission to Government and Semester examinations will not be granted, unless
 - (1) The Student has attended the required number of theory and practical classes as prescribed by the college, i.e., 90 percent of attendance in theory and practical classes for 100 working days in one semester.

(II) The Principal is satisfied that the students progress and conduct have been satisfactory.

3. Leave is given for sickness and injury. Generally leave will not be granted for any other reason except in extraordinary circumstances.
4. Application for leave should be made on the prescribed form and submitted to the Principal through the deputy wardens. No student should be absent himself / herself without a written leave letter duly sanctioned well in advance.
5. Absence without leave during the working day shall be considered absent; for one whole day for which he /she should pay a fine of Rs. 50/- per day. If a student repeatedly absents himself or herself for any part of the classes, he/she may be asked to discontinue the course thereafter.
6. If a student is absent for three successive days without prior permission / leave, his or her name will be removed from the rolls. Readmission of students may be done in genuine cases at the discretion of the Principal. In all such cases, the student has to pay a special readmission fee of Rs.2000/-
7. Students who do not report on time on the reopening day will not be permitted to continue the course for any cause or reason.
8. Students absenting themselves with / without a leave for one session in a day's programme will be marked as half a day leave / absent and students absenting themselves with / without a leave letter for more than one session will be marked as one day leave / absent.
9. Medical and Fitness certificate should be produced (if the student has been hospitalized) on the day of reporting back to the college.
10. Students who fall sick when they go home for weekend or holidays should send the leave letter along with Medical Certificate within two days to the Principal through the respective deputy warden and college Doctor/ Physiotherapist. They should also bring the fitness certificate when they report to college after recovery. If they fail to do so, leave will not be granted to them for their absence and they will not be permitted either to stay in the hostel or to attend classes thereafter.

GENERAL CODE OF CONDUCT

1. Students are expected to behave themselves within and outside college campus in such a way as to maintain the good name of the college as well as their own.
2. Students are expected to wear neat, decent and simple dress that conforms to the dress regulations laid down by the college. Students should be in proper uniform for the classes / programs as instructed by the Principal. Wearing lungis is not permitted in the class, mess hall, inside the college campus and particularly when they go out of the campus.
3. Silence should be maintained during library hours and while moving from class to library etc. In the class room perfect silence should be maintained.
4. Students shall not loiter in groups in the lobby or along the corridor, staircase, etc. or anywhere in the campus during college hours.
5. When students are free they are expected to go to the library or to the hostels, with the permission of the Principal or engage themselves silently in study or useful pursuits in the campus.
6. Students should not leave the class without the permission of the staff concerned.
7. Students should cultivate the habit of reading notices (displayed on the college and hostel notice boards).
8. Students are forbidden to organize or attend any meeting in the college or collect money for any purpose without the prior written permission of the Principal.
9. Organized absence from classes and instigating the students to be absent or conducting strike is a serious breach of discipline for which the students may be dismissed from the college.

10. No students shall take part in any anti-social or subversive activities. No students shall be a member of any organization or association not connected with the college, without prior written permission from the Principal. Students violating the rules are liable to be suspended or summarily dismissed from the college.
11. Smoking, drinking and gambling in the premises of the college is strictly prohibited.
12. Student should not throw waste paper or rubbish in class rooms or on roads. Writing on walls or on college furniture will be seriously dealt with. Such habits should not prevail in the college.
13. Classroom furniture should not be moved out without the permission of the staff concerned.
14. Good manners demand that every student should greet the members of staff on their first meeting of the day.
15. No student is allowed to enter college office and the staff rooms without permission.
16. Christian students should compulsorily attend morning chapel service at 9.30 a.m. on all working days, and all others are welcome.
17. Disciplinary action will be taken for violating the rules of co-education of the college.
18. No students shall take part in any physical abuse or manhandling. Violated students are liable to be suspended or summarily dismissed from the college.
19. Men and Women students are not allowed to talk unnecessarily and frequently. Unprofessional interaction between men and women students is strictly restricted.
20. Violation of co-educational rules of the college will be strictly dealt with and the students involved are liable to be expelled from the college.

HOSTEL RULES

General

The College is completely residential for all the students. All students are expected to reside in their respective hostels

Women's hostel area will be out of bounds for men and visitors. The Principal is the warden of the college men's and women's hostels. The hostels are managed by the deputy wardens under the supervision of the Principal.

HOSTEL RULES FOR MEN

1. Students should take care of the items of furniture supplied to them and also the water taps, electrical installation etc. Any damage or loss of hostel property will be liable for recovery of its cost.
2. The hostel should always be kept clean and the properties of the hostel should be properly arranged and maintained.
3. Students are advised to avoid valuable and excess cash with them. They are advised to keep their boxes or suitcases always locked and to deposit excess money if any at the post office/bank. The college management will not be responsible for any loss.
4. Writing or pasting anything on walls or windows and doors are prohibited. Students found guilty of such acts will be severely dealt with.
5. Sanitary arrangements provided for the benefit of the students must be used properly.
6. Bathing near the wells or under the taps is prohibited. They can use only bathrooms.
7. Radio, Audio, Video System, Iron Box, Table fans and extra lamp should not be installed.
8. Guests are not allowed to stay in the hostel.
9. Students shall not organize or address any meeting in the hostels without prior permission from the deputy warden / sub wardens.

10. Both men and women students will observe perfect silence at their respective hostels from 9.00 p.m to 10.30 p.m. on all days.
11. Lights in the room shall be put off by 10.30 p.m. Students are not permitted to stay outside the campus at night. Violations of these rules will be severely dealt with.
12. Roads and regular foot paths only should be used.
13. Students are not permitted to use mobile phones during the class hours (both theory and practical) in the college and silence hours in the hostel and the mess hall.
14. Students are not allowed to use any type of motor vehicles during their stay at the hostel.

LEAVE RULES

15. Students who are sick must report to the deputy warden at the assembly and submit their leave application in the prescribed form at 6.00 a.m.
16. Those who are sick and others who require medical help will have to report to the college medical officer/ physiotherapist between 8.30 a.m. and 9.30 a.m.
17. Leave for reasons other than being sick should be obtained from the Principal through the respective deputy wardens well in advance.
18. Students who leave the hostel for weekends should inform the wardens and obtain permission before they leave the hostel. The weekend permission cannot be extended.

DISCIPLINE & CONDUCT

19. Students should bear in mind that utmost discipline and order should be maintained during their stay in the campus. They should not disturb others by singing, whistling, shouting, etc., Shouting and passing remarks during any meeting or sports meet or any function are strictly prohibited. Pin drop silence should be maintained during functions.
20. Drinking and smoking are strictly prohibited and will be seriously dealt with.

21. College banians should not be worn outside the college limits except on special occasion.
22. During the working hours of the college, no student should be in the hostel except those who are sick and permitted by the deputy wardens and the Principal.
23. Prior permission of the principal through the deputy warden concerned should be obtained to leave the city limits.
24. The hostel committee should be responsible to look after the sanitation and cleanliness of room, etc.,
25. Growing long hair, beard and side bands are strictly prohibited for men students for any cause.
26. Students who do not pay their mess dues on time will not be allowed to take food in the hostel mess.
27. Students should not enter the dining hall in athletic costumes or lungie. They should be properly dressed.
28. Students should bring their own plates and tumblers. Washing hands in the plate is forbidden in the dining hall.
29. Entry into the kitchen is strictly prohibited.
30. Students should not enter the dining hall before the bell and they will not be served food after the mess is closed.
31. No private cooking is allowed in the room or the hostel premises.
32. Students are not allowed to have private arrangements with mess servants on any matter relating to mess.
33. Students are expected to leave the mess hall as soon as they finish their meals.
34. An orderly way of sitting is required and students shall not shout or make noise in the dining hall.
35. Food shall not be taken to the rooms for any reason without prior permission from the deputy warden.

Mess timing

	Timing
Break Fast	8.30 a.m. - 9.15 a.m.
Lunch	1.30 p.m. - 2.15 p.m.
Tea	6.30 p.m. - 7.00 p.m.
Dinner	7.45 p.m. - 8.30 p.m.

36. Students who wish to visit their native place, relatives' house, friends' house on weekend / holidays should get permission from the deputy warden and should sign the register kept for this purpose in the hostels before they leave the college campus.

37. INDULGING IN RAGGING BY THE STUDENTS IS STRICTLY PROHIBITED. STUDENTS INDULGING IN RAGGING ARE LIABLE TO BE DISMISSED..

38. Students are expected to involve themselves actively in all National and International Days observed/celebrated at the College. Hundred percent attendance is expected.

HOSTEL RULES FOR WOMEN.

1. Women students are not permitted to go out of the campus, without the permission from the deputy warden.
2. Students going out of the campus should sign the register kept with deputy warden, giving the particulars. Students will be permitted to go out in groups of three or four only.

3. Visitors (including the relatives) will be permitted only on Sundays between 12 noon to 6 p.m. Visitors should produce the visitors' cards (with photo) issued by the college whenever they visit their wards.
4. Students shall obtain permission to meet the visitors and necessary entry will be made in the visitors' book maintained. Visitors should use only the visitors' entry and leave the campus by 6.00 p.m.
5. When women students go for vacation, only their parents should come and take their wards.
6. Students may leave the hostels for the chapel at 9.20 a.m. and for the theory classes only by 9.50a.m. and return to the hostel immediately after the theory classes. This should be strictly followed.
7. Students are expected to dress themselves; always in decent dress befitting the teacher-trainees. Specified dress-code should be strictly followed by the students.
8. Women students are not permitted to visit the staff quarters without the prior permission of the deputy warden.
9. All the letters received or posted by the students are subject to censor if necessary, by the college authorities.
10. Violation of co-educational rules of the college will be strictly dealt with and the students involved are liable to be expelled from the college.
11. Students are specially warned not to keep large sum of money or jewels with them in the hostel. Money should be deposited in the nearest savings bank.

12. Indulging in ragging by the students is strictly prohibited.
Students indulging in ragging are liable to be dismissed.

13. Women students who are sick or injured and others who require medical assistance are permitted to consult the college Medical Officer / Physiotherapists.

N.B. : Other rules and regulations given for men are applicable to women also. Further detailed instructions will be displayed on the notice board, from time to time.

IMPORTANT

1. A student has to pay a fine of Rs.250/- on the first day and thereafter Rs.50/- per day if he or she does not report on time on the reopening day after vacation.
2. If any student is absent for three successive working days, his/her name will be removed from the roll. In all such cases, the student has to pay a special re-admission fee Rs.2000/-
3. A Student will be fined Rs.50/- if he or she is absent without permission during week-ends.
4. Students will be suspended or may be dismissed from the college for any serious violation of hostel rules.



LIBRARY

The college has a library with new books and magazines in Physical Education and Recreation and other related subjects of study. Students are advised to make the best use of the library. College library is primarily a reference library.

Library Hours: The library will remain open from 9.00 a.m. to 1.00 p.m., 2.00 to 4.00 p.m. and 7.00 to 9.00 p.m. on all weekdays.

The library will remain closed on all holidays and during vacation.

Only sheets of paper or one note book can be taken inside the library for taking notes.

During the regular library periods students shall be present in the library, until the period is over.

Writing in books, magazines etc., tearing of pages, drawing diagrams and figures on the pages, will be seriously dealt with. All students are individually and collectively responsible for the safety of the books.

Cost of books if lost or damaged will be recovered from the entire students' body. Students found in possession of library books are liable to be dismissed.

The librarian will always be present in the library to help and guide the students.

Other rules will be exhibited on the bulletin board from time to time.

SPECIAL FEATURES OF TRAINING

In order to ensure the wholesome development of the students, the college provides opportunities for the students to engage in Curricular, Co-Curricular, Extra-Curricular and Extension activities. These include:

TEACHING PRACTICE / INTERNSHIP

On Wednesday mornings there will be teaching practice at the college when students do practice teaching in activities and games among themselves. A teaching record book has to be maintained. There will be internal grading by the staff concerned.

During the course of the study, special arrangements will be made for internship where the students will be assigned teaching practice classes in the YMCA college sports Higher Secondary School and other schools in the city. All the students are expected to prepare the lessons in advance and get them approved by staff who supervise the classes.

The staff-in-charge of teaching practice will give further instructions during such periods.

ANNUAL LEADERSHIP TRAINING CAMP

This will be held for five days. Attending the camp is a requirement for all students for the completion of course at the college. This is organized for imparting practical experience in organizing camps and to experience camp life under staff leadership.

INTRAMURAL COMPETITIONS

Intramural Programme is an interesting phase of the training programme at the college. Intramural competitions in all major games and sports are conducted throughout the training period on Wednesday evenings and also some special days.

The men will be divided into eight houses and the women into four houses.

These competitions are conducted by a committee consisting of the Intramural Directors, two Intramural Secretaries, two joint secretaries, captains and vice-captains of various houses.

Tournaments will be conducted on league or knock-out basis. For cent percent participation, there may be A and B divisions. The intramural champions will be decided on point system of scoring. The details of rules and regulations and schedule of the competitions will be formulated by the Intramural committee.

STUDENTS COUNCIL

Social, Religious, Cultural, Recreational, Project & Literacy activities of the students will be looked after by the students' council. The committee consists of a Secretary, a Joint Secretary and members of Social, Religious, Cultural, Recreational, Project & Literacy activities.

The class representatives are nominated by the students on class basis and selected by the staff. The students' council will be assisted and guided by the wardens and deputy wardens. The constitution regulations and the functioning of the students' council will be explained by the Principal and the staff advisors (deputy and sub wardens).

COMPUTER EDUCATION

The college has a well equipped air-conditioned computer lab. Computer courses are offered to all the students on important software application programmes by qualified staff from YMCA College of Physical Education, Chennai. Merit certificates are awarded by the college to students who successfully complete the requirements of the computer courses. Browsing facilities are also open to students as per the students' working hours. Computer lab is facilitated with a language lab.

OPTIONAL COURSES

The college, under autonomy, offers optional practical courses for all the students on every Saturday morning in Bharathiam, Boxing, Yoga, Orientation and Mobility training, Gym Instructor Training, Band, Karate, Taichi and Silambam

ADD-ON COURSES

The college, under autonomy, offers add-on courses for all the students. The college offers the following courses for the students. Fitness Management, Event Management, Sports Nutrition, Soft Skills, Special Olympics & Adventure Sports and Sports Therapy & Rehabilitation. Students can opt for anyone course of study in an academic year.

RESEARCH CENTRE

The Tamil Nadu Physical Education and Sports University has offered a status of "Research Centre" to the college, which is functioning with 15 Research Laboratories.

There is a Resource Centre attached to the Research Centre which is funded by UGC.

PROJECT SPORTS MEET / INTER CLASS COMPETITIONS

Students are encouraged to develop leadership qualities and gain valuable experiences in organisation by conducting projects sports meets and inter class competitions

PROJECTS OF THE COLLEGE

1. Mary Buck Project for the Differently abled

Project Physical Education for the Visually Impaired was started in the year 1982 by YMCA College of Physical Education and funded by Christoffel Blinden Mission till 2002. Now it is funded by YMCA College of Physical Education and named as Mary Buck Project for the Differently abled. Prof. S. Jaimithra invented Volleyball, Kabbadi, Kho-Kho, Tennis and Table Tennis for the Visually Impaired in the year 1983.



EDUCATION, SCIENCE & TECHNOLOGY DEPARTMENT

**TAMIL NADU PRIVATE COLLEGES
(REGULATION) RULES, 1976**



GOVERNMENT OF TAMIL NADU
1983

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1983

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(3) (i) The competent authority shall forward a copy of the report on the audit of the accounts received under clause (a) of sub-section (2) of section 34 to the educational agency.

(ii) The period within which the educational agency shall submit the report under clause (b) of sub-section (2) of section 34 shall be 30 days from the date of receipt of the report from the competent authority.

(iii) Assessment of grant may be made on the basis of audit report. The final teaching grant will be sanctioned to the committee after deduction of the advance grants, if any, paid for that year.

23. *Appellate authorities under section 37.*—The authority or officer to whom an appeal under section 37 may be preferred by any person aggrieved by any order, decision or direction of competent authority under any provision of the Act shall be as follows:—

<i>Section.</i>	<i>Purpose.</i>	<i>Authorities.</i>
(1)	(2)	(3)
7	Approval of change in the constitution of an educational agency or transfer of management of any college.	Director.
19	Prior approval for dismissal, removal or reduction in rank of a teacher or other person employed in college.	Government.
27	Transfer of property of a college	Do.
28	To specify the levy of any fee or collection of any charge or payment.	Do.

24. *Deposit with the Tribunal of pay and allowance of teachers and other person employed in certain cases.*—The deposit referred to under sub-section (1) of section 40 shall be made with the Tribunal at the time of appeal or before the transfer of appeal under section 22, as the case may be. The deposit shall be made in cash.

ANNEXURE I.

[See sub-rule (1) of rule 12 of the Tamil Nadu Private Colleges (Regulation) Rules, 1976.]

Code of conduct for teacher and other persons employed in a college.

(1) Every teacher or other person employed in a college shall discharge his duties efficiently and diligently and shall conform to the rules and regulations.

“(1A) It shall be the duty of a teacher or other person employed in a private college to do any work in connection with an examination conducted by the University or any College, which he is required to do by the Vice-Chancellor or the Registrar of the University/by the Principal of the College, as the case may be.”

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(2) No teacher or other person employed in a college shall absent himself from his duties without prior permission. In case of sickness or absence on medical grounds, a medical certificate to the satisfaction of the college authorities shall be produced within a week.

(3) No teacher or other person employed in a college shall engage directly or indirectly in any trade or business. In the case of remunerative work like private tuition, etc., specific sanction of the college authorities in writing shall be obtained.

(4) (a) No teacher or other person employed in a college shall send any application for employment under any other agency, except through the committee.

(b) The committee shall not withhold any such application. It shall, however, be open to the committee to prescribe reasonable conditions for relieving him.

(5) When a teacher or other person employed in a college seeks to accept honorary work without detriment to his duties prior permission of the committee in writing shall be obtained.

(6) A teacher or other person employed in a college, when involved in criminal proceedings, shall inform the committee of such proceedings.

(7) No teacher or other person employed in a college shall engage himself in any political activity. He shall not associate with any political party or any organisation which takes part in politics or shall subscribe to, or assist in any other manner, any political movements.

(8) No teacher or other person employed in a college shall contest or participate in or canvass for any election. Such restriction will not, however, apply to the teachers in respect of elections to the teachers constituencies.

(9) No teacher or other person employed in a college shall bring or attempt to bring any political or other influence on his superior authority in respect of his individual service interests.

(10) * No teacher or other person employed in a college shall engage himself or participate in any demonstration or activity which is prejudicial to the sovereignty and integrity of India, the security of the State, the friendly relation with foreign States, public order, decency or morality or which involve contempt of court, defamation or incitement to an offence.

(11) No teacher or other person employed in a college shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which brings disrepute to the Government.

Explanation.—Adoption of legitimate methods of ventilating grievance shall not be considered as criticism of the Government.

FORM-7-A.

{See sub-rule (2) (i) of rule 11 of the Tamil Nadu Private Colleges (Regulation) Rules, 1976.}

Form of Agreement to be executed by a college committee of a college in respect of permanent teachers.

Agreement made this day of
 One thousand nine hundred between the
 college committee of college of the one part and
 (teacher) of the other part;

Whereas the college committee has agreed to engage the said Thiru/
 Thirumathi/Selvi hereinafter referred to as
 the said teacher to serve in the college in the
 capacity of a teacher and on the pay and allowance hereinafter mentioned

Now these witness and the parties herein do hereby agree as follows:—

1. That the college committee shall employ the said teacher as a
 in the college at
 from the date of his/her taking charge of such appointment until such
 employment is determined as hereinafter provided.

2. That the said teacher shall be on probation for a period of not less
 than one year from the date of taking charge of his/her appointment. The
 college committee may for reasons to be recorded in writing extend the
 period of probation to a further period not exceeding one year.

If so, orders extending the period of probation are passed in writing
 within six months after the period of probation, the said teacher shall be
 deemed to have completed his/her probation.

3. (a) That the said teacher shall employ himself/herself honestly,
 efficiently and diligently under the orders and instructions of the Principal
 or college committee of the said college.

(b) If the said teacher is a Principal he/shall, in that capacity,
 is responsible for the internal management of the college and the academic
 work of the college and exercise such powers as may be necessary for the
 due discharge of his/her duties.

4. That the said teacher shall not normally or on any pretext absent
 himself/herself from his/her duties without the previous permission of the
 Principal, and if he/she is a Principal, without the prior permission of
 the college committee. In case of sickness or other inevitable causes he/
 she shall forward a proper medical certificate or communication
 explaining the extraordinary circumstances to the Principal or if the said
 teachers is a Principal he/she shall send such communication to the
 college committee.

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5. 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 of 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 remuneration nature without the specific sanction of the college committee in writing in that behalf.

6. That the said teacher and the college committee shall conform to all the provisions of the Tamil Nadu Private Colleges (Regulation) Act 1976 and the Tamil Nadu Private Colleges (Regulation) Rules, 1976.

7. (a) That the college committee shall not dismiss, remove or reduce in rank or terminate the services of the said teacher without informing him/her in writing of the grounds on which they intend to take action and shall follow the following procedure before taking any final decision regarding the punishment to be imposed on him/her and giving him/her in writing reasonable time to send his/her explanation to the college committee.

(b) After considering his/her explanation the college committee shall communicate to him/her its findings and if so, desired by the said teacher conduct a personal hearing or enquiry, wherein he/she shall be given the opportunity to examine or cross-examine or any of the witnesses and also produce witnesses.

(c) After the conduct of the personal hearing or enquiry by the college committee the report of such personal hearing or enquiry shall be furnished to the said teacher and a notice shall be issued to him/her setting out the proposed punishment and he/she shall be given a reasonable time to submit the statement of defence against the proposed punishment.

(d) After the receipt of the statement of defence from him/her and after taking it into consideration, the college committee shall inform him/her in writing about its final decision.

8. It shall be open to the college committee, at any time, if satisfied on medical evidence that the said teacher is unfit to discharge his/her duties for reasons of ill health, to terminate his/her services, on paying him/her three months' pay and allowances less any amount which might have been paid to him/her as leave salary after the date of his/her last appearance in the college for the regular discharge of his/her duties and subject to a minimum of one month's full pay and allowances.

9. That the said teacher shall be entitled to have his/her services terminated either by giving to the college committee three months' notice thereof in writing or by paying the college committee three months' pay and allowances in lieu of such notice if he/she is a permanent teacher, in the case of a teacher who is not permanent, the period of notice shall be two months and the amount payable in lieu thereof shall be two months' pay and allowances.

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10. That the college committee may impose major punishments such as dismissal, removal or reduction in rank or termination of service or any of the following minor punishments on the said teacher for any irregularity, namely:—

(i) Censure,

(ii) withholding of increment, with or without cumulative effect,

(iii) recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to.

Entries shall be made in the service register of the said teacher only in respect of penalties other than censure. Such entries shall be made only after the appeal if any, preferred by the said teacher is disposed of by the competent appellate authorities specified in the rules.

11. That the said teacher shall be paid a sum of Rs. per mensem in the scale of pay of Rs. with effect from and other allowances granted by Government from time to time. Such teacher shall be entitled to increment indicated in the said scale.

12. Any permanent teacher whose certificate is suspended on a temporary measure or who is declared unfit to hold the post for a temporary period, shall have a right for reinstatement in service in the college in which he was working prior to his/her relief, on the expiry of the terms of his/her punishment.

The college committee shall reinstate him/her in the post which he/she held before such punishment was imposed.

In witness whereof the Secretary of the college committee and Thiru have hereunto set their hands on the day, month and year first written above.

Signed by the said

*Signature of the Secretary
of the College Committee.*

In the presence of—

(1) First presence of—

Signature

Name

Address

Occupation

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(2) Second witness—

Signature
Name
Address
Occupation

signed by the said

(teacher)

Signature of the Teacher.

In the presence of—

(1) First witness—

Signature
Name
Address
Occupation

(2) Second witness—

Signature
Name
Address
Occupation

FORM 7-B.

[See sub-rule (2) (i) of rule 11 of the Tamil Nadu Private Colleges (Regulation) Rules, 1976.]

Form of agreement to be executed by the College Committee of a Private College in respect of the temporary teachers.

Agreement made this day of one thousand nine hundred between the college committee of college of the One Part and (teacher) hereinafter referred and as the "said teacher" of the Other Part;

Whereas the college committee has offered to engage the said Thiru/Thirumathi/Selvi to serve in the college in the capacity of a teacher on a purely temporary basis and on the pay and allowance hereinafter sanctioned;

And whereas the said Thiru/Thirumathi/Selvi has accepted the offer to serve as a teacher in the college;

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Now these present witness and the parties hereto hereby agree as follows:—

1. That the college committee shall employ the said teacher and the said teacher shall serve as a teacher in the college at purely on a temporary basis from the date of his/her taking charge of his/her appointment until such appointment is determined as hereinafter provided.

2. (a) That the said teacher shall employ himself/herself honestly, efficiently and diligently under the order and instructions of the Principal of the college.

(b) If the employee is a Principal he/she shall in that capacity be responsible for the internal management of the college and the academic work of the college and shall exercise such powers as may be necessary for the due discharge of his/her duties.

3. That the said teacher will not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the Principal and if he/she is a Principal, without the prior permission of the college committee. In case of sickness or other inevitable cause, he/she shall forward proper medical certificate, or communication explaining the extraordinary circumstances to the Principal. If the said person is a Principal he/she will send such communication to the college committee.

4. That the said teacher shall, during the tenure of employment devote his/her attention to the duties of the said employment and shall not on his/her own account or otherwise, either directly or indirectly carry on or be concerned in any trade, business or canvassing work, private tuition or the like of a remunerative nature without the specific sanction of the college committee in writing in their behalf.

5. That college committee shall have the right to discharge the said teacher without assigning any reasons at the end of the specific period for which he/she has been engaged as a temporary teacher.

6. That the said teacher and the college committee shall conform to all the provisions of the Tamil Nadu Private Colleges (Regulation) Act, 1976 and the Tamil Nadu Private Colleges (Regulation) Rules, 1976.

7. That the said teacher shall be entitled to relinquish his/her appointment at the end of the specific period for which he/she has been appointed or earlier if he/she so desires.

8. That the said teacher shall be paid a sum of Rs. monthly as pay and other allowances with effect from the date of his/her taking charge as such teacher.

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In witness whereof the Secretary of the college committee and the said teacher have hereunto set their hands on the day, month and year first written above,

signed by the said
(Secretary)

Signature of the Secretary of the College Committee.

In the presence of—

(1) First witness—

Signature
Name
Address
Occupation

(2) Second witness—

Signature
Name
Address
Occupation

signed by the said
(teacher)

Signature of the Teacher.

In the presence of—

(1) First witness—

Signature
Name
Address
Occupation

(2) Second witness—

Signature
Name
Address
Occupation

“ FORM 7-C

[See sub-rule (2) (i) of rule 11 of the Tamil Nadu Private Colleges (Regulation) Rules, 1976.]

Form of Agreement to be executed by a College Committee of a College in respect of employees other than teachers.

Agreement made _____ day of _____
One thousand nine hundred _____
between the college committee of _____ College of the
One Part and _____ (employee) of the other
Part ;

Whereas the college committee has agreed to engage the said
Thiru/Thirumathi/Selvi _____ (herein-
after referred to as the “ said employee ”) to serve in the
college in _____ his/her capacity of a
(name of the post to be inserted) and on the pay
and allowances hereinafter mentioned;

Now these presents witness and the parties hereunto hereby
agree as follows:—

1. That the college committee shall employ the said employee
as a _____ in the college at _____ from the
date of his/her taking charge of such appointment until such
employment is determined as hereinafter provided.

That the said employee shall be on probation for a period of
not less than one year from the date of taking charge of his/her
appointment. The college committee may for reasons to be recorded
in writing extend the period of probation to a further period not
exceeding one year.

If no orders extending the period of probation are passed in
writing within six months after the period of probation, the said
employee shall be deemed to have completed his/her probation.

3. That the said employee shall employ himself/herself
honestly, efficiently and diligently under the orders and instructions
of the Principal or College Committee of the said college.

4. That the said employee shall not normally or on any
pretext absent himself/herself from his/her duties without the
previous permission of the Principal. In case of sickness or other

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inevitable cases, he/she shall forward a proper medical certificate or communication explaining the extraordinary circumstances to the Principal.

5. That the said employee 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, of a remunerative nature without the specific sanction of the college committee in writing in that behalf.

6. That the said employee and the college committee shall conform to all the provisions of the Tamil Nadu Private Colleges (Regulation) Act, 1976 (President's Act 19 of 1976) and the Tamil Nadu Private Colleges (Regulation) Rules, 1976.

7. (a) That the college committee shall not dismiss, remove reduce in rank or terminate the services of the said employee without informing him/her in writing of the grounds on which they intend to take action and shall follow the following procedure before taking any final decision regarding the punishment to be imposed on him/her and giving him/her in writing reasonable time to send his/her explanation to the college committee.

(b) After considering his/her explanation, the college committee shall communicate to him/her its findings and if so desired by the said employee, conduct a personal hearing or enquiry wherein he/she shall be given the opportunity to examine or cross-examine any of the witnesses and also produce witnesses.

(c) After the conduct of the personal hearing or enquiry by the college committee the report of such personal hearing or enquiry shall be furnished to the said employee and a notice shall be issued to him/her setting out the proposed punishment and here/ she shall be given a reasonable time to submit the statement of defence against the proposed punishment.

(d) After the receipt of the statement of defence from him/her after taking it into consideration, the college committee shall inform him/her in writing about its final decision.

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8. It shall be open to the college committee at any time, if satisfied on medical evidence that the said employee is unfit to discharge his/her duties for reasons of ill health, to terminate his/her services, on paying him/her three months pay and allowances less any amount which might have been paid to his/her as leave salary after the date of his/her last appearance in the college for the regular discharge of his/her duties and subject to a minimum of one month's full pay and allowances.

9. That the said employee shall be entitled to have his/her services terminated either by giving to the college committee three months notice thereof in writing or by paying the college committee three months pay and allowances in lieu of such notice.

10. That the college committee may impose major punishments such as dismissal, removal or reduction in rank or termination of service or any of the following minor punishments on the said employee for any irregularity, namely:—

(i) Censure;

(ii) withholding of increment, with or without cumulative effect;

(iii) recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to.

Entries shall be made in the service register of the said employee only in respect of penalties other than censure. Such entries shall be made only after the appeal, if any, preferred by the said employee is disposed of by the competent appellate authorities specified in the rules.

11. That the said employee shall be paid a sum of Rs.....per mensem in the scale of pay of Rs.....with effect from.....and other allowances granted by Government from time to time. Such employee shall be entitled to increments according to the said scale of pay.

12. Any employee who is suspended on a temporary measure or who is declared unfit to hold the post for a temporary period, shall have a right for reinstatement in service in the college in

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which he was working prior to his/her relief, on the expiry of the term of his/her punishment.

The college committee shall reinstate him/her in the post which he/she held before such punishment was impose.

13. This agreement is always subject to modifications as may be mde by the college committee in pursuance of any rule, regulation, or order of the authorities of the University or any other law for the time being in force now.

In witness whereof.....the Secretary of the College Committee and Thiru.....have hereunto set their hands on the day, month and year first written above.

Signed by the said.....

Signature of the Secretary of the College Committee.

In the presence of:—

(1) First Witness—

Signature

Name

Address

Occupation

(2) Second Witness—

Signature

Name

Address

Occupation

Signed by the said.....
(employee)

Signature of the employee.

In the presence of:—

(1) First Witness—

Signature

Name

Address

Occupation

(2) Second Witness—

Signature

Name

Address

Occupation

FORM 7-D

[See sub-rule 2 (i) of rule 11 of the Tamil Nadu Private Colleges (Regulation) Rules, 1976.]

Form of Agreement to be executed by the College Committee of a College in respect of the temporary employee other than teachers.

Agreement made this _____ day of _____
One thousand nine hundred _____ between the college
committee of _____ College _____ of the One Part
and _____ (employee) of the Other Part;

Whereas the college committee has offered to engage the said Thiru/Thirumathi/Selvi _____ (hereinafter referred to as the "said employee") to serve in the _____ college in the capacity of a _____ on a temporary basis and on the pay and allowances hereinafter mentioned.

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And whereas the said Thiru/Thirumathi/Selvi
has accepted the offer to serve as a _____ in the
college ;

Now these presents witness and the parties thereto hereby agree
as follows:—

1. That the college committee shall employ the said employee
and the said employee shall serve as a _____ in the college
at _____ on a temporary basis from the date of his/her
taking charge of his/her appointment for a period of
month from the date of taking charge or until such appointment is
determined as hereinafter provided.

2. That the said employee shall employ himself/herself honestly,
efficiently and diligently under the order and instructions of the
principal of the College.

3. That the said employee will not normally or on any pretext
absent himself/herself from his/her duties without the prior permis-
sion of the Principal. In case of sickness or other inevitable causes,
he/she shall forward proper medical certificate or communication
explaining the circumstances to the Principal.

4. That the said employee shall, during the tenure of his/her
employment devote his/her attention to the duties of the said
employment and shall not on his/her own account or otherwise,
either directly or indirectly carry on or be concerned in any trade,
business or canvassing work, or the like of a remunerative nature
without the specific sanction of the college committee in writing in
that behalf.

5. That the college committee shall have the right to discharge
the said employee without assigning any reason at the end of the
stipulated period of _____ months from the
date of taking charge for which he/she has been engaged temporarily.

6. That the said employee and the college committee shall
conform to all the provisions of the Tamil Nadu Private Colleges,
(Regulation) Act, 1976 (President's Act 19 of 1976) and the
Tamil Nadu Private Colleges (Regulation) Rules, 1976.

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7. That the said employee shall be entitled to relinquish his/her appointment at the expiry of the period for which he/she has been appointed or with the consent of the College Committee at any time earlier if he/she so desires.

8. That the said employee shall be paid a sum of Rs..... monthly as pay and other allowances with effect from the date of his/her taking charge as such

In witness whereof the Secretary of the college committee and the said employee have hereunto set their hands on the day, month and year first written above.

Signed by the said
(Secretary)

Signature of the Secretary of the College
Committee.

In the presence of:—

(1) First Witness—

Signature
Name
Address
Occupation

(2) Second Witness—

Signature
Name
Address
Occupation

Signed by the said
(employee)

Signature of the employee.

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In the presence of:—

(1) First Witness—

Signature

Name

Address

Occupation

(2) Second Witness—

Signature

Name

Address

Occupation

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PREAMBLE

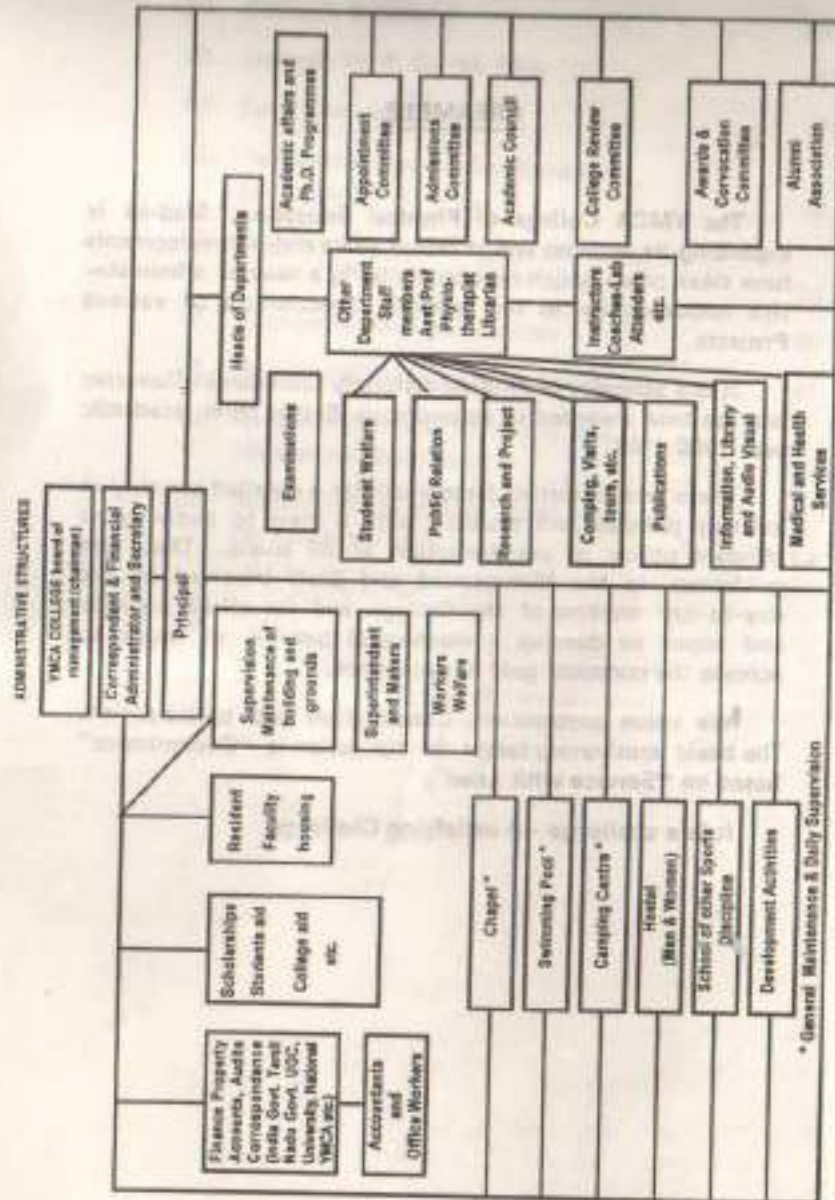
The YMCA College of Physical Education, Madras is expanding its services and in recent years major developments have taken place which necessarily lay's a heavier administrative responsibility in the smooth functioning of various Projects.

It is a Minority Institution distinctly Christian in character and has been awarded an autonomous Status from academic year 1986 - '87.

These two important factors call for a detailed scrutiny of existing policies and practice with a view to evolving an efficient policy of administration at all levels. These are guidelines to the Management and Staff involved in the day-to-day working of the College and its allied projects and hoped to develop a meaningful pattern of work to achieve the common goal of excellence.

We value cooperation, Consultation and participation, The basic motivating factor in our action is "Commitment" based on "Service with Love".

It is a challenge - A satisfying Challenge.



CODE OF CONDUCT FOR THE STAFF OF THE YMCA COLLEGE OF PHYSICAL EDUCATION MADRAS-35

1. Every teacher or other person employed at the College shall discharge his duties efficiently and diligently and shall conform to the rules and regulations in force.
 - 1-A. It shall be the duty of a teacher or any other person employed in the college to do any work in connection with an examination conducted by the University or any college if he is required to do so by the Vice-Chancellor, the Registrar of the University, or by the Principal of the College as the case may be, with prior concurrence.
2. No teacher or other person employed in the College shall absent himself from his duties without leave or prior permission. In case of sickness or absence on medical grounds a medical certificate to the satisfaction of the College authorities shall be produced within a week.
3. No teacher or other person employed in the College shall engage himself directly or indirectly in any trade or business. In the case of remunerative work like private tuition, etc. specific sanction of the College Board of Management shall be obtained in writing.
- 4-A. No teacher or other person employed in the College shall send any application for employment under any other agency except through the college authorities.
 - B. The College authorities shall not withhold any such application. It shall however be open to the College Board of Management to prescribe reasonable conditions for relieving him;

5. When a teacher or other person employed in the College seeks to accept honorary work without detriment to his duties, prior permission of the College authorities in writing shall be obtained.
6. A teacher or other person employed in the college when involved in a criminal proceedings, shall inform the Board of Management of the college of such proceedings.
7. No teacher or other person employed in the college shall engage himself in any political activity. He shall not associate with any political party or any organisation which takes part in politics or subscribe to, or assist in any political movements.
8. No teacher or other person employed in the college shall contest or participate in or canvass for any elections. Such restriction will not however apply to the teachers in respect of elections to the teachers' constituencies.
9. No teacher or other person employed in the college shall bring or attempt to bring any political or other influence on his superior authority in respect of his individual service interests.
10. No teacher or other person employed in the College shall engage himself or participate in any demonstration or activity which is prejudicial to the sovereignty and integrity of India, the Security of the state, the friendly relation with foreign states, Public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.
11. No teacher or other person employed in the college shall indulge in any criticism of the policies of the Government or College either directly or indirectly or participate in activities which bring disrepute to the Government or college. (Explanation : Adoption of

- legitimate methods of ventilating grievance shall not be considered as criticism of the Government/College.)
12. Being a residential College, Staff will be accommodated as far as possible in the Staff quarters, but this is meant only for teaching Staff so long as they are in service with the YMCA College of Physical Education. On the day of leaving the service, on retirement, resignation termination, etc. they will have to vacate the quarters for the use of the others.
 13. Staff involvement in College work during daily sessions, examinations, summer courses, college functions, seminars, Projects and all organised programmes is compulsory.

Form of Agreement to be executed by the Board of Management of the YMCA College of Physical Education in respect of permanent teacher.

Agreement made this.....day of..... one thousand nine hundred.....between the College Board of Management of.....College of the One Part and..... (teacher) of the other part.

Whereas the College Board of Management has agreed to engage the said Thiru/Thirumathi/Selvi..... hereinafter referred to as the said teacher to serve in theCollege in the capacity of a teacher and on the pay and allowance hereinafter mentioned.

Now these presents witness and the parties hereunto do hereby agree as follows :-

1. That the College Board of Management shall employ the said teacher as a.....in the College at.....from the date of his/her taking Charge of such appointment until such employment is determined as hereinafter provided.

2. That the said teacher shall be on probation for a period of not less than one year upto 2 years from the date of taking charge of his/her appointment. The College Board of Management may for reasons to be recorded in writing extend the period of probation to a further period not exceeding one year.

If no orders extending the period of probation are passed in writing within six months after the period of probation, the said teacher shall be deemed to have completed his/her probation.

3. (a) That the said teacher shall employ himself/herself honestly, efficiently and diligently under the orders and instructions of the Principal or College Board of Management of the said College.

(b) If the said teacher is a Principal he/she shall, in that capacity, be responsible for the internal management of the College and the academic work of the College and exercise such powers as may be necessary for the due discharge of his/her duties.

4. That the said teacher shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the principal, and if he/she is a principal, without the prior permission of the College Board of Management. In case of sickness or other inevitable causes he/she shall forward a proper medical certificate or communication explaining the extraordinary circumstances to the principal or if the said teacher is a principal he/she shall send communication to the College Board of Management.

5. 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 College Board of Management in writing in that behalf.

6. That the said teacher and the College Board of Management shall conform to all the provisions of the Tamil Nadu Private Colleges (Regulation) Act, 1976 and the Tamil Nadu Private Colleges [Regulation] Rules, 1976, to the extent applicable to the minority institutions.

7. (a) That The college Board of Management shall not dismiss, remove or reduce in rank or terminate the services of the said teacher without informing him/her

in writing of the grounds on which they intend to take action and shall follow the following procedure before taking any final decision regarding the punishment to be imposed on him/her and giving him/her in writing reasonable time to send his/her explanation to the College Board of Management.

(b) After considering his/her explanation the college Board of Management shall communicate to him/her its findings and, if so desired by the said teacher, conduct a personal hearing or enquiry, wherein he/she shall be given the opportunity to examine or cross-examine any of the witnesses and also produce witnesses.

(c) After conduct of the personal hearing or enquiry by the college Board of Management the report of such personal hearing or enquiry shall be furnished to the said teacher and a notice shall be issued to him/her setting out the proposed punishment and he/she shall be given a reasonable time to submit the statement of defence against the proposed punishment.

(d) After the receipt of the statement of defence from him/her and after taking it into consideration, the college Board of Management shall inform him/her in writing about its final decision.

8. It shall be open to the college Board of Management at any time, if satisfied on medical evidence that the said teacher is unfit to discharge his/her duties for reasons of ill health, to terminate his/her services, on paying him/her three months pay and allowances less any amount which might have been paid to him/her as leave salary after the date of his/her last appearance in the college for the regular discharge of his/her duties subject to a minimum of one month's full pay and allowances.

9. That the said teacher shall be entitled to have his/her services terminated either by giving to the college Board of Management three months notice thereof in

writing or by paying the college Board of Management three months pay and allowances in lieu of such notice if he/she is a permanent teacher. In the case of a teacher who is not permanent, the period of notice shall be two months and the amount payable in lieu thereof shall be two months pay and allowances.

10. That the college Board of Management may impose major punishments such as dismissal, removal or reduction in rank or termination of service or any of the following minor punishments on the said teacher for any irregularity namely :-

- (i) Censure.
- (ii) Withholding of increment, with or without cumulative effect.
- (iii) recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to.

Entries shall be made in the service register of the said teacher only in respect of penalties other than censure. Such entries shall be made only after the appeal if any, preferred by the said teacher is disposed off.

11. That the said teacher shall be paid a sum of Rs.....per mensem in the scale of pay of Rs..... with effect from.....and other allowance granted by Government from time to time. Such teacher shall be entitled to increment indicated in the said scale.

12. Any permanent teacher whose certificate is suspended on a temporary measure or who is declared unfit to hold the post for a temporary period, shall have a right for reinstatement in service in the college in which he was working prior to his/her relief, on the expiry of the term of his/her punishment.

The college Board of Management shall reinstate him/her in the post which he/she held before such punishment was imposed.

In witness whereof.....the Secretary of the College Board of Management and Thiru.....have herunto set their hands on the day, month and year first written above.

Signed by the said.....
(Secretary)

Signature of the Secretary of
the College Board of Management.

In the presence of :-

(1) First witness -

Signature

Name

Address

Occupation

(2) Second witness -

Signature

Name

Address

Occupation

Signed by the said.....
(Teacher)

Signature of the Teacher.

In the presence of :-

(1) First witness -

Signature

Name

Address

Occupation

(2) Second witness -

Signature

Name

Address

Occupation

Form of Agreement to be executed by the Board of Management of the YMCA College of Physical Education in respect of temporary teacher.

Agreement made this day of
one thousand nine hundred between the
college Board of Management of college
..... of the one part and (teacher)
hereinafter referred to as "the said teacher" of the Other
Part :

Whereas the College Board of Management has offered to engage the said Thiru/Thirumathi/Selvi to serve in the College in the capacity of a teacher on a purely temporary basis and on the pay and allowances hereinafter sanctioned ;

And whereas the said Thiru/Thirumathi/Selvi has accepted the offer to serve as a teacher in the college;

Now these presents witness and the parties hereto hereby agree as follows :-

1. That the College Board of Management shall employ the said teacher and the said teacher shall serve as a teacher in the college at purely on a temporary basis from the date of his/her taking charge of his/her appointment until such appointment is determined as hereinafter provided.

2. (a) That the said teacher shall employ himself/herself honestly, efficiently and diligently under the order and instructions of the Principal of the college or the Board of Management of the said college.

(b) If the employee is a principal he/she shall in that capacity be responsible for the internal management of the college and the academic work of the college and shall exercise such powers as may be necessary for the due discharge of his/her duties.

(3) That the said teacher will not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the Principal and if he/she is a

Principal, without the prior permission of the college Board of Management. In case of sickness or other inevitable causes, he/she shall forward proper medical certificate, or communication explaining the extraordinary circumstances to the Board of Management. If the said person is a Principal he/she will send such communication to the College Board of Management.

4. That the said teacher shall, during the tenure of employment devote his/her attention to the duties of the said employment and shall not on his/her own account or otherwise, either directly or indirectly carry on or be concerned in any trade, business or canvassing work, private tuition or the like of a remunerative nature without the specific sanction of the college Board of Management in writing in their behalf.

5. That college Board of Management shall have the right to discharge the said teacher without assigning any reason at the end of the specific period for which he/she has been engaged as a temporary teacher.

6. That the said teacher and the college Board of Management shall conform to all the provisions of the Tamil Nadu Private Colleges (Regulation) Act, 1976 and the Tamil Nadu Private Colleges (Regulation) Rules 1976 to the extent applicable to the minority institutions.

7. That the said teacher shall be entitled to relinquish his/her appointment at the end of the specific period for which he/she has been appointed or earlier if he/she so desires.

8. That the said teacher shall be paid a sum of Rs. monthly as pay and other allowances with effect from the date of his/her taking charge as such teacher.

In witness where of the Secretary of the College Board of Management and the said teacher have hereunto set their hands on the day, month and year first written above.

Signed by the said
(Secretary)
Signature of the Secretary of the
College Board of Management.

In the presence of :-

(1) First witness -

Signature

Name

Address

Occupation

Signed by the said.....
(Teacher)

Signature of the Teacher

In the presence of :-

(1) First Witness -

Signature

Name

Address

Occupation

(2) Second witness -

Signature

Name

Address

Occupation

Form of Agreement to be executed by the Board of Management of the YMCA College of Physical Education in respect permanent employees other than teachers

Agreement made this.....day of.....
one thousand nine hundred.....between the
College Board of Management of.....College of
the one Part and.....(employee) of the Other
Part.

Whereas the College Board of Management has agreed to engage the said Thiru/Thirumathi/Selvi.....
(hereinafter referred to as the "said employee") to serve in the.....College in his/her capacity of a
.....(name of the post to be inserted)
and on the pay and allowances hereinafter mentioned.

Now these presents witness and the parties hereunto hereby agree as follows :-

1. That the College Board of Management shall employ the said employee as a.....in the College at.....from the date of his/her taking charge of such appointment until such employment is determined as hereinafter provided.

2. That the said employee shall be on probation for a period of not less than one year upto 2 years from the date of taking charge of his/her appointment. The College Board of Management may for reasons to be recorded in writing extend the period of probation, to a further period not exceeding one year.

If no orders extending the period of probation are passed in writing within six months after the period of probation, the said employee shall be deemed to have completed his/her probation.

3. That the said employee shall employ himself/herself honestly, efficiently and diligently under the instructions of the Principal or College Board of Management of the said College.

4. That the said employee shall not normally or on any pretext absent himself/herself from his/her duties without the previous permission of the Principal. In case of sickness or other inevitable causes, he/she shall forward a proper medical certificate or communication explaining the extraordinary circumstances to the Board of Management.

5. That the said employee shall during the tenure of employment devote his/her own account or otherwise either directly or indirectly carry on or to be concerned in any trade, business or canvassing work, of a remunerative nature without the specific sanction of the College Board of Management in writing in that behalf.

6. That the said employee and the College Board of Management shall conform to all the provisions of the Tamil Nadu private Colleges (Regulation) Act, 1976, and the Tamil Nadu Private College (Regulation) Rules, 1976 to the extent applicable minority institutions.

7. (a) That the College Board of Management shall not dismiss, remove or reduce in rank or terminate the service of the said employee without informing him/her in writing of the grounds on which they intend to take action and shall follow the punishment to be imposed on him/her and giving him/her in writing reasonable time to send him/her explanation to the College Board of Management.

(b) After considering his/her explanation, the College Board of Management shall communicate to him/her its findings and if so desired by the said employee, conduct a personal hearing or enquiry, wherein he/she shall be given the opportunity to examine or cross-examine any of the witnesses and also produce witnesses.

(c) After the conduct of the personal hearing or enquiry by the College Board of Management the report of such personal hearing or enquiry shall be furnished to the said employee and a notice shall be issued to him/her setting out proposed punishment and he/she shall be given a reasonable time to submit the statement of defence against the proposed punishment.

(d) After the receipt of the statement of defence from him/her and after taking it into consideration, the College Board of Management shall inform him/her in writing about its final decision.

8. It shall be open to the College Board of Management at any time if satisfied on medical evidence that the said employee is unfit to discharge his/her duties for reasons of ill health, to terminate his/her services, on paying him/her three months pay and allowances less any amount which might have been paid to him/her as leave salary after the date of his/her last appearance in the College for the regular discharge of his/her duties and subject to a minimum of one month's full pay and allowances.

9. That the said employee shall be entitled to have his/her services terminated either by giving to the College Board of Management three months' notice thereof in writing or by paying the College Board of Management three months pay and allowances in lieu of such notice.

10. That the College Board of Management may impose major punishments such as dismissal, removal, or reduction in rank or termination of service or any of the following minor punishment on the said employee for any irregularity.

- (i) Censure;
- (ii) Withholding of increment, with or without cumulative effect;
- (iii) recovery from pay to the extent necessary of the monetary value equivalent to the amount of

increments ordered to be withheld where such an order cannot be given effect to.

Entries shall be made in the service register of the said employee only in respect of penalties other than censure. Such entries shall be made only after the appeal, if any, preferred by the said employee is disposed of by the competent appellate authorities specified in the rules.

11. That the said employee shall be paid a sum of Rs. Per mensem in the scale of Pay of Rs. by Government from time to time. Such employee shall be entitled to increments according to the said scale of pay.

12. Any employee who is suspended on a temporary measure or who is declared unfit to hold the post for a temporary period, shall have a right for reinstatement in service in the college in which he was working prior to his/her punishment.

The college Board of Management shall reinstate him/her in the post which he/she held before such punishment was imposed.

13. This agreement is always subject to modifications as may be made by the College Board of Management in pursuance of any rule, regulation, or order of the authorities of the University or any other law for the time being in force now.

In witness whereof.....the Secretary of the College Board of Management and Thiru.....have hereunto set their hands on the day, month and year first written above.

Signed by the said.....
(Secretary)
Signature of the Secretary of
the College Board of Management.

In the presence of :-

(1) First witness -

Signature

Name

Address

Occupation

(2) Second witness -

Signature

Name

Address

Occupation

Signed by the said.....

(Employee)

Signature of the Employee.

In the presence of :-

(1) First witness -

Signature

Name

Address

Occupation

(2) Second witness -

Signature

Name

Address

Occupation

Form of Agreement to be executed by the Board of Management of the YMCA College of Physical Education in respect of the temporary employee other than teachers

Agreement made this.....day of.....
one thousand nine hundred.....between the
College Board of Management of.....College of
the One Part and.....(employee) of the other
Part :

Whereas the College Board of Management has offered to engage the said Thiru/Thirumathi/Selvi.....
(hereinafter referred to as the "said employee") to serve in the.....College in the capacity of a
..... on a temporary basis and on the
pay and allowances hereinafter mentioned.

And whereas the said Thiru/Thirumathi/Selvi.....
has accepted the offer to serve as a.....in
the College.

Now, these presents witness and the parties hereto hereby agree as follows :-

1. That the College Board of Management shall employ the said employee and the said employee shall serve as a
.....in the College at.....on
a temporary basis from the date of his/her taking charge of his/her appointment for a period of month from the date of taking charge or until such appointment is determined as hereinafter provided.

2. That the said employee shall employ himself/herself honestly, efficiently and diligently under the order and instructions of the Principal of College, or the Board of management.

3. That the said employee will not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the Principal. In case of

sickness or other inevitable causes, he/she shall forward proper medical certificate or communication explaining the circumstances to the Board of Management.

4. That the said employee shall, during the tenure of his/her employment devote his/her attention to the duties of his said employment and shall not on his/her own account be otherwise, either directly or indirectly carry on or be concerned in any trade, business or canvassing work, or the like of a remunerative nature without the specific sanction of the college Board of Management in writing in that behalf.

5. That the college Board of Management shall have the right to discharge the said employee without assigning any reason at the end of the stipulated period of.....
months from the date of taking charge for which he/she has been engaged temporarily.

6. That the said employee and the college Board of Management shall conform to all the provisions of the Tamil Nadu Private Colleges (Regulation) Act, 1976 and the Tamil Nadu Private Colleges (Regulation) Rules, 1976 to the extent applicable to the minority institutions.

7. That the said employee shall be entitled to relinquish his/her appointment at the expiry of the period of which he/she has been appointed or with the consent of the College Board of Management at any time earlier he/she desires.

8. That the said employee shall be paid a sum of Rs.....
monthly as pay and other allowances with effect from the date of his/her taking charge as such.

In witness where of.....the Secretary of the college Board of Management and the said employee have hereunto set their hands on the day, month and year first written above.

Signed by the said.....
(Secretary)
Signature of the Secretary of the
College Board of Management.

In the presence of :-

(1) First witness -

Signature

Name

Address

Occupation

Signed by the said.....

(Employee)

Signature of the employee

In the presence of :-

(1) First Witness -

Signature

Name

Address

Occupation

(2) Second witness -

Signature

Name

Address

Occupation

DISCIPLINARY ACTION - PUNISHMENT - DISMISSAL UNDER (7a) OF THE AGREEMENT WITH PERMANANT TEACHERS

Punishment by way of fine may be imposed for minor breaches of conduct. The fine may be levied by either the Principal or the Correspondent. If the violation is a serious one affecting the prestige and status of the College, Disciplinary proceedings may be taken up by issuing Charge Memo and calling for explanation and the same would be placed to the Consultative Committee.

Staff may be dismissed from service or removed from office or reduced from confirmed status or warned for commission of any misconduct.

- i) Acts of indiscipline and insubordination or disobedience of any lawful and reasonable order of the superior.
- ii) Absence without leave or habitual overstay of leave without any grounds or satisfactory explanation.
- iii) Theft, fraud, or dishonesty in connection with College's property, money etc.
- iv) Habitual late attendance.
- v) Drunkenness, drug addiction, indecent behaviour etc.
- vi) Wilful damage to the property of the employer.
- vii) Habitual neglect of work
- viii) Disclosing confidential information to unauthorised person
- ix) Act of immorality, gambling etc.
- x) Quarelling with other employee during the duty hours.

- xi) Acts of subversive nature
- xii) Any court conviction for any offence involving moral turpitude or for any offence where his continued association is likely to bring discredit to the College.
- xiii) Without the previous sanction of the competent authority staff communicating with press/Radio/T.V on matters related to the College administration.
- xiv) writing report, publishing or passing information affecting the prestige of the Institution.
- xv) Openly commenting on the Institution that may have an adverse effect.
- xiv) Removing and taking away Records or registers or property of the College.

THE YMCA COLLEGE OF PHYSICAL EDUCATION
NANDANAM : MADRAS - 600 035

Discipline-employee of the College:

CATEGORIES OF STAFF

- a. Estate staff (Estate Supervisor, Camping Superintendent Swimming Pool Staff)
- b. College Teaching Staff
- c. College Office Staff
- d. Playground Staff
- e. Watchman/Waterman
- f. Sweepers & Scavengers

Categories of Punishment

- 1. Written warnings 2. Fines 3. Censure
- 4. Increment Stoppage 5. Suspension 6. Termination
- 7. Dismissal

NOTE: 1, 4, 5, 6 & 7 are applicable to all staff.

In addition, fines (2) are applicable for staff category, d, e, f.

CATEGORIES OF AUTHORITIES

Category of Staff	Nature of Punishment	Authority Competent	Appellant Authority
Staff under a, c, d, e & f	All Categories	Correspondent	Consultative Committee
Teaching Staff under b.	Categories 1 & 3	Principal & Correspondent	- do -
- do -	Categories 4 & 5	Consultative Committee	Board
- do -	6 & 7	Board Management	-
Staff appointed by National Council	up to Category 5	Board	National Council
	Category 6 & 7	National Council	-

**SECRETARY OF THE BOARD OF
MANAGEMENT - CUM - CORRESPONDENT**

1. The Secretary-cum Correspondent shall submit periodic reports on the general administration to the Board of Management and the National Council.
2. The Secretary cum-Correspondent shall be responsible for the financial administration of the College including the duties of the Bursar.
3. The Secretary-cum-Correspondent will be responsible for all Correspondence with the Government of Tamilnadu, Director of College and School Educations, University of Madras, U. G. C., Government of India and all agencies associated with the running of the College in India and abroad.
4. The Secretary-cum-Correspondent will also assist in the planning and development of the future of the College.
5. The Secretary-cum-Correspondent shall examine and pass for payments of accounts any bills for the ordinary current expenditure of the College and submit to the Board for special sanction of any extraordinary bill of expenditure. All ordinary expenses shall be limited to the amount sanctioned in the Budget.
6. The Secretary-cum - Correspondent shall require security or Fidelity Bond from employess of the College where he deems necessary, bonds for such amounts as the Board may fix.
7. The Secretary-cum - Correspondent shall draw cheques for any sums not exceeding Rs. 5,000/- in respect of payments supported by bills and vouchers.

DEAN

1. Implementation of the Scheme of Autonomy granted to the College, and liaison with the University, Govt., and the University Grants Commission in this regard.
2. He will be the advisor to all academic Committees Constituted under the autonomous scheme.
3. He will function as Professor Emeritus, guide M. Phil and Ph. D. students and arrange for other guides and visiting Professors for these courses, if necessary. He will be the head of the M. Phil/Ph. D. Department.
4. At the year end will have to report to the Management on the evaluation of the work of the different staff.

PRINCIPAL

1. The Principal shall be responsible for the efficient training and discipline among the students. He shall consult the staff regarding changes in curriculum, conduct of examination, and other academic matters and the correspondence relating to these.
2. The Principal shall be responsible for the ordinary working of the college for the direction and control of the staff and for the discipline among the students.
3. All the teaching members of the staff shall constitute a College Staff Council. The Staff Council shall meet from time to time, as decided by the Principal, to discuss matters relating to the teaching and academic matters at the College and to plan and execute Programmes as decided by the Board of Management.
4. An imprest advance of Rs. 500/- can be held by the Principal to meet emergent expenditure under Hospitality, Medicines, exceptionally urgent repairs and conveyance. For this the Principal shall maintain proper account which will be subject to audit and he can periodically claim reimbursement when the previous advance is about to be over and settled so far.

ANNUAL REPORT OF TEACHING STAFF ON THEIR WORK

SELF EVALUATION - YEAR

NAME :
DESIGNATION :
QUALIFICATIONS :
CLASSES TAUGHT - THEORY & :
PRACTICAL-SUBJECTS TAUGHT :

HAVE YOU PUBLISHED BOOK/BOOKS DURING THIS ACADEMIC YEAR? NAME THEM :

- 1.
- 2.
- 3.
- 4.

HAVE YOU CONTRIBUTED ARTICLES TO PROFESSIONAL JOURNALS? LIST TITLE, NAME OF JOURNAL, ISSUE NUMBER ETC.,

- 1.
- 2.
- 3.
- 4.
- 5.

ARE YOU ENGAGED IN RESEARCH WORK? LIST THE TOPIC/TOPICS :

- 1.
- 2.
- 3.

WHAT IS YOUR BEST CONTRIBUTION TO THE COLLEGE DURING THE YEAR? BRIEFLY INDICATE :

WHAT ARE YOUR SUGGESTIONS FOR FUTURE IMPROVEMENT

DATE

(SIGNATURE OF STAFF)

STUDENT EVALUATION OF TEACHING STAFF

NOTE : This is a free and frank appraisal of Staff by students. please do not give your identity either by name or number. It is not intended to punish any one, but only to help the staff in areas which require attention and care.

Name of the Teacher : _____

Subject he/she taught : _____

Class : _____ Year : _____

- 1. Tick a or b or c or d or e.
Have you found him/her in his daily teaching :
Well prepared a) Always B) Often C) Occasionally
d) Seldom e) Never.
- 2. His/her Earnestness and enthusiasm in his/her work :
a) Good b) Very Good c) Very Fair d) Fair e) Poor
- 3. His conduct in co-educational institution :
a) Excellent b) Very Good c) Good d) Very Fair
e) Fair
- 4. His objectivity and fairness in internal-assessments :
a) Excellent b) Very Good c) Good d) Very Fair
e) Fair
- 5. Is he/she subject to favouritism :
a) always b) often c) occasionally d) seldom
e) never

6. Rate him on a 5 point scale, 5 being the maximum. Round the figure against each.

1. Is helpful with College work, explains lessons and assignments clearly and thoroughly and uses examples in teaching : 5, 4, 3, 2, 1.
2. Is cheerful, happy, good natured, jolly, has a sense of humour ; and can take a joke : 5, 4, 3, 2, 1.
3. Is human, friendly, companionable, 'one of us' : 5, 4, 3, 2, 1.
4. Is interested in and understands pupils : 5, 4, 3, 2, 1.
5. Makes work interesting, creates a desire to work, makes class work pleasant and inspiring : 5, 4, 3, 2, 1.

LEAVE RULES FOR STAFF

1. No Employee can claim leave of any kind as of right.
2. No kind of leave can be availed of without obtaining prior sanction of leave.
3. Application for medical leave should be accompanied by a medical certificate from a qualified and registered medical practitioner atleast of the rank of a Civil Asst. Surgeon/College Doctor for all residents.
4. No leave will be generally sanctioned if the application is made after the leave has already been availed of.
5. Staying away from duty without obtaining prior leave will be treated as unauthorised absence entailing loss of pay for the days of absence, except in emergencies, unforeseen and unavoidable circumstances are to be established.
6. Combination of "A Medical Certificate for Medical Leave" with "A Medical Certificate of fitness to rejoin duty" is not permissible.
7. The sanctioning authority for leave for all staff shall be the Correspondent of the College, and for the Secretary, the Chairman of the Board of Management.
8. **Casual Leave** : 12 days an year
- Earned Leave** : 13 days per year - can be accumulated upto a maximum of 180 days or surrendered for encashment periodically

- Medical Leave : 540 days for full service
- 5 years—3 months
- 10 years—6 months
- 15 years—9 months
- 20 years—12 to 18 months
- Leave on loss of pay 5 years
- Leave on half pay 6 months, 2 months at a time
- Study Leave applicable to the College in consultation in with DCE
- Maternity leave 3 months either before or after child birth. Full pay, upto two children.

LEAVE APPLICATION — FORM

To
The Correspondent,
YASHA COLLEGE of Physical Education,
Hauzoori, Madras

Please grant me (Type of leave).....
from.....to.....for.....(no. of
days) with permission.....

- a) in avail of the Week and before and or after the leave dates.....
- b) when out of station — leave address :

In an emergency I promise to be back on duty when required during the leave period.

Yours faithfully,

(Signature)

Date :

Designation :

Madras Residential Address :

- a. Leave Register is to be maintained by the Head Clerk. Sample Register is attached.
- b. Substitute arrangements for teaching staff is to be made by the Principal.

DAILY ATTENDANCE

The following shall be the normal working hours unless changed by the Principal for category a & b and by the Correspondent for category c to f.

(a) College Working Hours :

- 5.45 hrs — 8.00 hrs Practical Classes
- 9.30 hrs — 13.30 hrs/10.00 hrs — 13.00 hrs Theory Classes
- 15.45 hrs — 18.30 hrs Practical Classes

Medical officer cum Asst. Professor — as per appointment order

- 9.30 hrs — 10.30 hrs Dispensary
- 10.30 hrs — 1.30 hrs Theory Lecture
- 18.00 hrs — 19.00 hrs Dispensary & Supervision in Physiotherapy Section

(b) Librarian :

- 9.30 hrs — 13.45 hrs and 19.00 hrs — 21.15 hrs
- Physiotherapist — As mentioned in the appointment order reports for Theory Classes
- 9.30 hrs — 13.30 hrs / 10.00 hrs — 13.00 hrs (also like Medical Officer between 6.00 to 7.00 p. m. he is to supervise Physiotherapy section)

(c) Non-teaching Staff — Office Staff :

- 10.00 hrs — 17.00 hrs with a Lunch break of 30 mts in between i.e. 1.45 p. m. to 2.15 p. m.

(d) Playground Work :

- 5.45 hrs — 8.30 hrs
- 10.00 hrs — 12.00 hrs
- 14.00 hrs — 18.30 hrs

(e) Sweepers and Scavengers :

- 6.00 hrs — 8.30 hrs
- 10.00 hrs — 12.30 hrs
- 15.45 hrs — 18.45 hrs

(f) Watchmen :

- Day : 6.00 hrs — 18.00 hrs
- Night : 18.00 hrs — 6.00 hrs

In rotation

Strict punctuality is expected of all the categories of staff. They should be available to commence the work at the place of duty.

The Principal should ensure that (a) & (b) report for duty promptly.

It is the responsibility of Head Clerk to ensure that (c) report for duty on time.

And the Estate Supervisor to see that the Head Marker and all others (d) (e) (f) report on time.

Attendance Register will be kept in the Office and the Principal should check the Register for (a) & (b)

The Head Clerk.....for (c)

& the Estate Supervisor for (d), (e) & (f)

Late reporting should be notified, to the Correspondent/Principal.

Surprise check of the Registers should be done by the Correspondent.

Prior permission of absence may be requested by staff from the competent authority unless, he/she is held up due to unavoidable circumstances of sudden illness in the family late running of trains etc. in such cases, necessary ratification has to be sought for at the earliest opportunity.

Persistent or habitual late attendance is highly objectionable and will amount to lack of devotion to duty.

HANDING OVER / TAKING OVER PROCEDURE

1. There is a approved form for the taking over of the Correspondentship (p. 51 Tamil Nadu Private Colleges Act, 1978)
2. In case of other responsibilities where the job carries specific work involving
 - a. Handling files
 - b. Handling of Finance
 - c. Handling of equipment, Stationaries, Purchases, Library etc. handing over charge is essential.

FORM FOR HANDING OVER

1. (Name) _____ Designation _____
of the YMCA College of Physical Education, Madras-35
handed change of my responsibilities and the following
with the knowledge of the Correspondent/Principal.

to (Name) _____ on (date) _____
Signature

I (Name) _____ Designation _____
had taken over the above on this day.
Countersigned _____ Signature _____

CORRESPONDENT / PRINCIPAL

Teaching Staff leaving in the middle of the academic year need to obtain the following before relief.

- a. No dues Certificate from the office - Return of all Registers duly brought up to date
- b. Clearance from the Library
- c. A note on the portion of the syllabus covered up to the date and the class as a guide for follow on.
- e. He should leave his next address
- f. A certificate that he will hold himself responsible for any loss incurred during his services in the areas of his responsibility if found subsequently at the next audit.

ADVANCES & REFUND

Teaching and Non-teaching Staff :

1. No advances will generally be given. Exceptional cases can be considered by the Correspondent and Financial Administrator/Finance Committee.
2. Specific number of instalments may be stipulated for the return of the advance.
3. Advances for College duty can be given. This must be settled within 3 days on Completion of event.

Students

1. Refunds due to the students at the end of the academic year must be settled on or before the last day at the College.
 2. Student refunds must be duly stamped and signed by the concerned student. Details of deductions on their deposits may be verified by the students if required.
 3. Tuition Fees paid will not be refunded, even if the student attended for part of the session.
- Other non refundable items are :

- a. Special Fees for the Semester
- b. Hostel rent fee for the Semester
- c. Development fund
- d. Campus Fee
- e. Hostel registration fees
- f. Mess Establishment fund
- g. Mess charges till date of departure
- h. Aquatics fees for that Semester
- i. University registration fee
- j. Damages
- k. Reading materials (Hostel)
- l. Health Services fee
- m. Intramural fee.
- n. College Journal fee.

SUMMER M. P. Ed. / M. phil

1. Daily attendance for the required period have to be maintained for each session to the students and staff. Those who do not maintain the minimum of attendance should not be sept for the examinations. These records are to be separately maintained for Government Grant purpose-This is more so under autonomy.
3. As far as possible Senior Staff need to be involved to this work so that the students may avail of the best instruction and supervision.
3. Staff are on duty during lecture hours and will also make themselves available for consultation atleast one hour extra per day towards thesis writing by students. Dear Principal shall monitor this special responsibility of writing of thesis by the candidates under the supervision of the concerned staff.

BANK TRANSACTIONS

- As far as possible all transactions will be by cheques.
- All Staff and students are advised to open his/her own bank accounts in a near by bank.
- A minimum of Rs. 5/- only is required to open a S. B. Account by the staff and students.
- As the students are either Graduates or Plus two level, they are mature enough to operate the Bank account. All students should have a bank account opened preferably at the time of admission itself.

WARDEN (PRINCIPAL)

1. The Warden shall be responsible over the work of the Dy. Warden, discipline over the hostel students and the proper functioning of the hostel.
2. In an emergency, he shall take on the spot decisions and keep the Secretary of the Consultative Committee informed.
3. The Warden shall have powers to alter hostel timings whenever necessary to bring about academic excellence.
4. He shall make surprise visits to the hostels and the Mess.
5. He shall liaise with College Doctor for medical aid and the hygienic upkeep of the hostels, water and sanitary arrangements so that the hostel life of the College may be a training ground for the theory courses on Health Education.
6. He shall be assisted by a Deputy Warden in the day to day working of the hostel and hostel Mess.
7. The Warden will scrutinise daily absence as presented by the Dy. Warden and take suitable disciplinary measures. He will be the authority to sanction leave of absence from the hostel for more than 3 days.
8. He shall keep Liason with the parents of the students whenever necessary.
9. He should see that the Dy. Wardens enforce hostel rules strictly.
10. He shall supervise the provision of hostel amenities such as Dhoby, Barber, Control on Vendors and co-ordinate with the Correspondent on hostel matters.

DEPUTY WARDEN (Prof./asst. Prof.)

1. The Deputy Warden shall be appointed amongst the staff members by the Board of Management on the recommendation of the Principal and the Correspondent.
2. He shall visit the Hostel every night and take attendance which shall be passed on to the Principal for information and necessary disciplinary action in case of continued absence without permission.
3. He shall work with a Hostel (Elected) Committee of Students to run the mess-purchase-stock-issues-balance and control of mess servants. The final accounting would be his responsibility for the amount he draws from the Correspondent.
4. He shall calculate the monthly mess rates with the help of his committee and should keep the books ready at all times for verification by the Principal / Correspondent.
5. He shall check on the duties of the scavenger / sweeper and watchmen and mess servants on their daily tasks and bring it to the notice of Principal/Correspondent of any irregularity.
6. Leave of absence for less than 3 days from Hostel may be sanctioned by the Deputy Warden.
7. He shall check the sick list at the morning assembly and arrange for medical aid.
8. Leave of absence from the hostel for week-ends must be with the permission of the Deputy Warden.
9. Dy. Warden will Control guests at the Mess and they shall pay the guest charges.
10. He shall organise special hostel functions and projects to make life at the hostel educationally meaningful to the students.

LIBRARIAN

1. The College Library is a Reference Library and no book or Journal should be issued to the students or outsiders.
2. Staff members may borrow books 2 or 3 and keep the same for a period of two weeks. This period should not exceed 3 weeks on any account.
3. The Library should work from 9-30 a.m. to 1-30 p.m. and 7 to 9 p.m.
4. As open Shelf System is followed, the books need constant care - chemical dusting.
5. The Librarian shall carry out quarterly stock taking and submit a report to the Principal/Dean.
6. There will be an annual stock taking by a staff member appointed by the Principal/Dean.
7. Librarian should work out Topical references to various topics dealt with in the courses offered at the college-book and magazine.
8. Librarian should provide source material for Research Scholars who work for the M.Phil and Ph.D Programmes.
9. Librarian should look to the cleanliness and attractive display of new arrivals.
10. Librarian should devise techniques to make the staff and students use the Library / facilities better for greater academic enrichment.

ESTATE SUPERVISOR

1. He shall work directly under the Manager-cum Correspondent and shall be responsible for the care and maintenance of the College Campus,—Buildings, Play grounds, Roads, Staff Quarters and all installations, with the help of the Makers Electrician, Swimming Pool Servants and Scavengers.
(Class IV Categories).
2. As for Makers on daily routine, he will supervise the Makers under the direction of Principal and concerned activity staff.
3. He shall look after the general cleanliness of the campus daily and carry out developmental work periodically.
4. Prevent unauthorised entry and occupation of the Campus.
5. Make devices to prevent stray cattle and sheep in to the play - fields - by strengthening fence all around and posting Watchman at strategic points at appropriate time and taking punitive action consultation with the Correspondent, Dean and the Principal
6. He shall help to lay the pathways and roads clearly marked with boundry stones and thus avoid cutting across playfields by students and outsiders.
7. Growing and maintenance of avenue trees and planting fruit yielding trees (Lime / coconut) all around the campus shall be a special seasonal responsibility.
8. In an emergency, make himself available for service under the Principal / Headmaster and post the Correspondent with required information.
9. He shall be responsible for all arrangements for College functions and guidance when outsiders use the Campus facilities.
10. He can employ daily or contract labour only on the specific sanction of the Correspondent for specific purposes and arrange purchases as per standing orders.

ELECTRICAL AND MECHANICAL SUPERVISOR

1. He shall work under the overall supervision of the Correspondent.
2. For day to day work, he shall take specific responsibilities from the Estate Supervisor.
3. He shall be responsible for the maintenance of all electrical systems - and their daily check up.
 - a) Road Lights
 - b) Hostels (Men & Women)
 - c) Residential Staff Quarters
 - d) College Buildings
 - e) Swimming Pool
 - f) Camp site
4. He shall be responsible for the maintenance and running of all water supply installations, arrangements and their daily check-up.
5. He should undertake special electrical work, for all College functions.
6. He will assist the staff in charge upkeep of all electrical instruments - at the Research Lab and Physiotherapy departments and audio visual aids.
7. He shall maintain a daily register of work carried out and produce the same when called for by the Correspondent.
8. He should hold stock of all tools, electrical goods and accessories and account for the same.
9. Servicing of all water pumps and electrical installations on a routine basis must be a part of his daily routine in rotation.
10. Safety of those who use the electrical facility in the Campus need special care of the Supervisor.
11. He will read the meters at the staff quarters etc. by the 2nd of each month and maintain the meter cards to enable the accounts department to make necessary recoveries.

PICNIC CENTRE - RESPONSIBILITIES AND PROGRAMMES

1. He will function under the Correspondent and will coordinate with the Principal, Swimming pool in charge and the Estate Supervisor.
2. The Picnic Centre Supervisor shall be responsible for developing the site, programmes facilities and popularise Camping and Picnic centre amongst Schools and the General Public.
3. An attractive folder on the Schemes, programmes and with rates for the use of the facilities may be prepared as a hand-out.
4. The Director of School & College Education and the State Scouts & Guides Association may be actively involved in enlarging the programmes so that our facilities and equipment may be put to proper use at all times.
5. A study of the programme of various Social Agencies, clubs, Church organisations and Private Groups, like the Lions Club, Rotary Club, and other social service organisation could be made and our programmes may be formulated to meet their needs and necessities.
6. If the tents and other camping equipment, are to be used, basic cement surfaced tent locations must be built in as a regular feature.
7. The Boat Club must be revived and a few Boats for Single Sculls, pairs and 4's may be provided as special attraction. State Rowing Association may be involved in providing the facilities.
8. The obstacle course is to be attached to the programme at the camping centre.

9. A children's playground with attractive apparatus if provided would enable families and leading Nursery Schools to bring their children at nominal rates periodically.
10. He will coordinate the film shooting programmes to the good advantage of the College - But he should avoid any disturbance to the College/School activities.

THE YMCA COLLEGE CAMPUS AND THE USE OF FACILITIES FOR FILM SHOOTING

1. The Correspondent shall be the authority to permit the use of the facilities by outside agencies. College work should not be interfered with when facilities are offered for film shooting or for other use by outside agencies.
2. Holidays, week-ends and off-hours may be used for film shooting generally.
3. No officially scheduled College classes may be cancelled unless an alternative location or modified programme is possible.
4. Film shooting could be permitted only on prior payment and authorised receipt obtained from the account section of the College Office.
5. During holidays the Camping Centre Supervisor is authorised to issue receipt from the specially allowed receipt book and he should have this ratified at the earliest with the Cashier and also by the Correspondent.
6. The Supervisor will liaise with the Correspondent directly on all film shooting bookings and keep the Estate Supervisor informed when necessary.
7. During holidays and week-ends, when the Correspondent is not available, the Supervisor will co-ordinate the booking with an Asst. Professor nominated by the Correspondent who in turn will keep the Principal informed on all matters.
8. Necessary structural changes can be planned in the Campsite if renting out for film shooting is to be a regular feature.

9. All vehicles for film shooting (including two wheelers) as far as possible should use only the Swimming Pool entrance, viz the Butchery Road.
10. All Staff in residence may please cross-check with the office if payment for film-shooting had been made etc., whenever College facilities are used for such purposes.
11. A Committee consisting of the Correspondent, Dean, Principal Staff Representative and the Camping Centre Supervisor will meet periodically to monitor the effectiveness of this schemes.
12. The same procedure shall be followed in allotting the playfields, buildings, chapel and other facilities of the College to outside agencies by the Correspondent and the follow-up supervision by the Estate Supervisor.
13. Agencies using the facilities for play or film shooting etc., should undertake to pay for the damages to the property, if any, in addition to the accepted charges. An advance (Refundable) may be collected for this purpose.
14. Normally, no facility is let out free to any agency.
15. A part of the income accruing under this head may be used to build a capital fund to improve the facilities regularly with the approval of the College Finance Committee.