

Faculty Hand Book
(Service Rules, Policies & Procedures)



**TRIDENT ACADEMY OF
TECHNOLOGY
BHUBANESWAR**

ABOUT THE INSTITUTION

Trident Academy of Technology, a name that has become brand in the field of technical education, is today synonymous with excellence. Trident is where Education meets Enthusiasm. Within just a few years of its establishment, Trident group of institutions has built an image amongst the aspiring masses which is worth the quality of education it imparts. At Trident we are passionate about grooming leaders who are not only thorough professionals but also are good human beings with values and “sanskars”. Emphasis is given not only on making the students academically brilliant, but grooming them as true leaders and team players, thus preparing them for real life corporate world.

VISION:

Undisputed leadership in sustained development of skilled human resources from Eastern India through excellence in educational practices.

MISSION

1. To foster holistic excellence in the new generation of students.
2. To instil in them, the power of aggressive positive thinking, insatiable desire for information and knowledge, a penchant for out of the box ideation and capacity of execution.

To aim at inculcating in the learners, a professional maturity with a benchmark of the practices from the best academia around the world to face the challenges of India Inc, looking beyond tomorrow...

VALUES

At Trident, we value more students, they are our first, second and third priority. Our essential values include collaborative, innovative teaching along with creating awareness, learning personal growth as committed educational process. What more we value:

- Keep eye on students' unique personal style and its development as the integral part learning process.
- Improve teacher-learner relationship
- Provide both practical and theoretical knowledge of student
- Emphasizes the role of community and relationship as the part of learning process.

QUALITY

Certified by ISO 9001 – 2008.

Quality is the only substantial aspects that create Trident's unique identity. Cutting edge technology offers amazing hands-on experiences.

BY being consistent with our Mission, Vision and Values, Trident has developed great educational strategies, placing priority on the areas like infrastructure, professionalization, internships, publications, learning resources and personal developments.

At Trident we focus on quality in our every aspect of education to make it more innovative, effective with changing educational values. Starting with the Academic Session 2014-15, the engineering college Trident Academy of Technology will introduce SIX SIGMA practices in some of its methodologies.

CONTENTS

Sl.No.	Title	Page No.
1.	Guidelines for faculty members	05
2.	Introduction:	05
3.	Scope:	05
4.	Instruction:	06
5.	Teaching etiquettes	07
6.	Classroom management	08
7.	Administration	09
8.	Average workload distribution of Faculty members	10
9.	Attendance	10
10.	Student feedback	10
11.	Laboratories	11
12.	Internal Examinations	12
13.	Duties of Prof. I/C of Examinations	12
14.	Duties of Floor Supervisor	13
15.	University Examinations	14
16.	Professional Development	14
17.	Policies and Procedures	14
18.	TA & DA rules	23
19.	Doubt clearing class	26
20.	Proctor system	27
21.	Faculty development	28
22.	Library facility to faculty members	30
23.	Internet facility to faculty	31
24.	Dos and don'ts for faculty staff	31
25.	Procedure for Organizing Farewell Programme	33

FACULTY HANDBOOK

TAT, BHUBANESWAR

GUIDELINES FOR FACULTY MEMBERS

1. INTRODUCTION:

This handbook is intended to serve as a guide to the policies, procedures, for day to day activities of the faculty members of **Trident Academy of Technology (TAT)**. Your attention to the following information for smooth discharge of your duties & responsibility is highly recommended.

Information, instructions, procedures and guidelines relating to students can be traced in the Parent/Student Handbook.

A faculty is a friend, philosopher, guide & mentor to the student. The following attributes are essentially indexed to the personality of a faculty:-

- i. Charismatic Aura
- ii. In-depth subject acquaintance
- iii. Gracefulness and kindness
- iv. Interpersonal skills
- v. Commitment

The attitude and personality of a Faculty should be exemplary for the students as he/she is an icon of attention from the arena of parents, peers and students.

2. SCOPE:

The faculty exactitude comprises of planning, organizing, and administering learning experiences, which contribute to each and every student's optimal development in multi-dimensional facet. These familiarities may occur both within and outside the classroom.

The areas of responsibilities include instruction, administration, extra-curricular, professional development and counseling.

3. INSTRUCTION:

Administering of the teaching process

- 3.1 A faculty member of TAT has many roles to play, viz. that of a faculty vis-à-vis his / her students, that of an academician for carrying out research, attending to examination or other duties as assigned to him / her from time to time.
 - 3.1.1 Developing yearly, weekly and daily lesson plans in accordance with the curriculum and guidelines of the BPUT Syllabus.
 - 3.1.2 Preparing assignments, experiments, demonstrations, teaching aids, bulletin boards, etc.
 - 3.1.3 Using audio-visual aids, field trips, PPT presentation and other resources to supplement and reinforce teaching.
 - 3.1.4 Participating in the selection process for textbooks, reference, seminar and instructional instruments.
 - 3.1.5 Planning, organizing and directing assemblies and other instructional programs
- 3.2 Apart from the above, faculty must have good interpersonal relations with peers, which will be directly linked with salary increment, promotion, etc. Good interpersonal relations are a must in an age where teamwork matters a lot.
 - 3.2.1 Evaluate students' learning strengths and weaknesses, adapt teaching methods accordingly, and provide assistance or attention during and after college hours.
 - 3.2.2 Determine and implement teaching methods appropriate to pupils' needs and capabilities, group size, topics and program objectives.
 - 3.2.3 Evaluate and report pupil progress.
 - 3.2.4 Initiate and participate in conferences with students, parents and/or administration.
 - 3.2.5 Keep a special eye on students who underperform due to either lack of ability or interest.
- 3.3 A faculty's performance in the aforesaid activities shall be considered at the time of his / her Annual Performance Assessment before finalizing increment, promotion, etc.

3.4 A faculty has to perform in many areas apart from class room teaching (Refer to all the points of self assessment form; (**Annexure – I**))

4 TEACHING ETIQUETTES

4.1 The faculty members must carry their study notes to the classroom. They are encouraged to use the Multimedia facilities and PowerPoint presentation.

4.2 The faculty members are requested to avoid dictation of notes inside the classroom.

4.3 The faculty members must ensure that the students sit in an orderly fashion starting from the front benches in a class room.

4.4 The faculty members are supposed to keep their cell phones in vibration mode during the classes, and do not attend to any calls during the class hours.

4.5 The faculty should always use the Prescribed Uniform, Identity Cards & use full shoes. New faculties should don formal wear with sober taste, until the uniform is ready.

4.6 The faculty members are requested to update the attendance and lesson plan in CMS regularly and ensure that the lab marks are entered regularly in the CMS.

4.7 The faculty members must carry the attendance sheet, chalk and duster along with them to the class.

4.8 Swapping of classes between 2 faculties must be avoided. When it is unavoidable, prior permission may be obtained from the concerned HOD. The HOD is required to report the matter to the Dean (Acad), Principal and Director with copy to head floor manger within 2 hours of accordance of permission, stating there in the detail reason which necessitated it.

4.9 The faculty may reach the class rooms at least 5 minutes before the schedule period. They may draw the attention of the faculty taking the preceding class if he /she accede the time by more than 5 minutes. Similarly, if a faculty finds that the faculty for the succeeding class has failed to reach the class in time, he /she shall extend the class for at least 10 minutes, before leaving the class and communicating the mistake to Concerned faculty / Dean (Academics) / Floor Manager.

4.10 The faculty should take a class, for the full designated time, even if 1 student is present in the class. If no student reaches the class even after 5 minutes of the scheduled time, the fact may be reported to Principal & only after obtaining the express permission of Principal, the faculty may leave the class room.

5. CLASSROOM MANAGEMENT:

Conducting regular classes is the primary work of the Institute. The classes should not be cancelled for any reason. If timing of some other duty conflicts with that of a class, then the latter takes higher priority.

- 4.1 All communications both verbal and written must be in English. Body language, general demeanor, personal conduct and carriage should be proper and positive to shape a student's personality and induce lasting values. He should foster safe, healthy, and conditions conducive to learning in the classroom and on campus
- 4.2 Establish and maintain discipline, through self-assigned measures.
- 4.3 Implement the college's procedures fairly and consistently.
- 4.4 No class should remain unattended by a faculty, when the attendance of the students in the class is poor. A faculty must continue in the class for the full period even when there is only **one student/no student** present in the class.
- 4.5 The classes should run strictly on Time Table. However the swapping of classes / adjustment of classes can be done with specific prior permission of Dean Academics.
- 4.6 Faculty member are to take class tests, deliver assignments to the students and maintain transparency regarding their performances so that the results at the end semester do not come as a distress. A faculty must discuss with HOD and Librarian regarding availability of sufficient copies of text and reference books.
- 4.7 Ensure the cleanliness and tidiness of the classroom, students' desks and other furniture and materials.
- 4.8 Faculty members must structure their lectures in such a manner that it is completed within the stipulated time. It needs to be ensured that the faculty who is to take the next period is not inconvenienced.
- 4.9 Appropriate assignments / lesson notes must be given to students at regular intervals, which should also be evaluated quickly and returned with comments.
- 4.10 Probable questions should be discussed well in advance of the semester.

4.11 Use of teaching aids such as maps, charts, LCD, OHP or models etc must be ensured whenever required. It would help a faculty to design and implement a teaching course effectively.

4.12 Faculty member need to perform a variety of tasks which include formal instruction in the class room, tutorial classes, laboratories and preparation for instruction, assessment and evaluation of assignment, counseling and guidance of students and development activities.

4.13 Lesson plan and lesson progress should be kept up-to-date on CMS at all times. The faculty member must also get the lesson progress verified by the respective HOD.

4.14 At the end of the class, the faculty should encourage the students to come forward to clarify their doubts beyond the class hours.

4.15 The faculty should be willing to take classes beyond regular hours.

4.16 A faculty should always address a student by the name and not by roll number.

4.17 The faculty should ensure that the board is cleaned before leaving the classroom.

5 ADMINISTRATION:

5.1 Preserve student records of attendance, test performance, progress and achievements and put them on CMS.

5.2 Prepare and submit yearly plans. The yearly plan is to be prepared and submitted prior to the commencement of the session. Attend staff meeting as called by HOD/Administrator.

5.3 Participate in curriculum development and other professional activities as assigned by College Management.

6. AVERAGE WORKLOAD DISTRIBUTION OF FACULTY MEMBERS:

Sl. No.	Activity	Hours per week			
		Professor	Associate Professor	Asst. Prof. / Sr. Lect.	Lecturer/ TA
i.	Contact Hours (Instruction)	8	12	14	16
ii.	Preparation, Assessment, Evaluation	8	12	12	16

iii.	Administration, Research Guidance and Counseling, Developmental Activities etc.	24	18	16	10
		42	42	42	42

7. ATTENDANCE:

7.1 Attendance is a statutory requirement prescribed by the University. A student has to secure a minimum of 75% of attendance for each subject, failing which he / she can be de-barred from appearing the examination. A faculty must warn the students whose attendance is inadequate.

7.2 The attendance must be maintained with signature and date by the faculty concerned as a record of authentication.

7.3 If a student is under suspension on disciplinary grounds, he/she must not be allowed to enter the class under any circumstances.

7.4 Daily class attendance report must be put on CMS and case of perpetual defaulter need be discussed with the respective HOD.

7.5 If a student is absent for more than 10 days, the matter should be brought to the notice of HOD concerned / Principal by the faculty in writing.

8. STUDENT FEEDBACK:

8.1 In between the semester classes, a student feedback is collected about the faculty. The feedback received from the students is tabulated and a summary report is made in order to help the faculty for future improvement.

8.2 It is also used as one of the criteria for judging the overall performance of a faculty.

8.3 No attempts should be made to discuss the results of this feed back with the students.

9. LABORATORIES:

9.1 The Teaching Assistant/Lab Assistant/ Laboratory I/C along with the concerned Faculty/HOD is assigned the responsibility of setting up of laboratory and other groundwork in this regard.

9.2 The Teaching Assistant/Lab Assistant/ Laboratory I/C must maintain the necessary documents of students' experiments as University guidelines from time to time.

9.3 The TA/Lab Assistant/ Laboratory I/C must ensure that the laboratory is being maintained properly and that all equipments in the laboratory are in working condition. He/she should also make certain entries in the stock register are all up-to-date.

9.4 If any chemicals and /or spare parts are required, it is the duty of Teaching Assistant/Lab Assistant/ Laboratory I/C to plan the acquisition of the same in consultation with the Faculty concerned/HOD in a timely manner to ensure the smooth conduct of the laboratory. He / she must ensure that students submit Lab Reports/Records in the proper format for all experiments in time.

9.5 The Teaching Assistant/Lab Assistant/Laboratory I/C has to maintain and update the following documents:

- 9.5.1 Stock register
- 9.5.2 Consumable register
- 9.5.3 Repair and Maintenance Register
- 9.5.4 Damage Register
- 9.5.5 Student attendance registers
- 9.5.6 Student performance registers
- 9.5.7 Issue register (if any)

10. INTERNAL EXAMINATIONS:

- 10.1 For all matters regarding the conduct of an internal exam, the Prof. I/C examination is the final authority. However, before assigning any faculty this duty, the respective HOD has to be kept informed. Everybody is expected to cooperate with the Prof. I/C, examination to ensure the smooth conduct of the examinations.
- 10.2 A faculty must follow the instructions relating to the invigilation duty assigned to him / her by the Examination Section. The examination section must finalize the examination duty of faculty member in consultation with the respective HODs & Prof I/C Examination.
- 10.3 The marks of the internal exams must reach the examination section by the stipulated date. If a faculty needs more time, he / she must take a written permission of the Principal or Prof I/C Examination.
- 10.4 The faculty may refer to the previous years' university question papers for setting question papers for the mid-semester examinations. Such question papers are available with the Examination Section / Library.
- 10.5 The paper-setter of a subject must be present on the day of the examination to help clarify any issue pertaining to the question paper.

11. DUTIES OF Prof. I/C OF EXAMINATIONS:

- 11.1 A senior faculty /HOD is appointed as Prof I/C of Examinations.
- 11.2 He/she is responsible for conduct of smooth & fair examinations.
- 11.3 He / she should send a notice to the various examiners (faculty members) asking them to submit their question papers by the stipulated date.
- 11.4 Number of photocopies of a question paper is to be determined based on the strength of students appearing for that paper. For question paper on a particular subject, five (5) extra copies should be made.
- 11.5 If office photocopier is not working, he / she can arrange for it to be done in the library, under his / her supervision. In case of any paper leakage, the ultimate responsibility rests on Prof I/C Exam. He/she is to ensure that the Exam Section has the requisite number of answer scripts & additional sheets.

If not available, arrangements can be immediately made in consultation with Principal / Dean (Academic) competent authority.

- 11.6 In fixing the timing of examination, Transport Supervisor and / or Dean (Admin.) must be consulted. Final scheduled timings must be circulated to all concerned.
- 11.7 Appropriate seating arrangement has to be made in consultation with the Dean (Academic)
- 11.8 He / she is required to assign adequate number of invigilators to each room for smooth & fair conduct of examinations. It must be done in consultation with the HODs to ensure that it is not conflicting with the class- timing of the faculty who is assigned the invigilation duty.
- 11.9 He/she must supervise handing over of the question papers & answer scripts to invigilators (faculty members) along with blank attendance *pro forma* at least 15 minutes before the commencement of examination. The invigilators must be informed that the answer scripts must be returned to him / her sequenced according to the Roll No. They should return unused papers to the Examination Section.
- 11.10 He/she should find out the number of students who are absent and report it to the Principal.
- 11.11 The answer scripts should be handed over to the evaluators concerned against a proper receipt.

12. **DUTIES OF FLOOR SUPERVISOR :**

Reports To : Dean Academics

1. To ensure & report that all faculty members report for their scheduled classes at the scheduled time and do not leave the class before the scheduled time.
2. In Case of genuine mistakes by the faculties in reaching a class in time, he / she may remind the concerned faculties over phone / personnel Contact.
3. To report regarding the faculty members who arrive late or leave early from the class.
4. To assist the PIC Examination in his work during semester examinations and internal examinations.

5. To ensure that no students loiter in the corridor during class hours.
6. To ensure that all the fans, lights and LCD Projectors are switched off after the classes are over.
7. To ensure that the floors, furniture, fixtures including black boards & electrical fittings, door screens of the class rooms as well as the Toilets and Corridors of the floor under their supervision are cleaned regularly and are kept in good working conditions, and report any damages to it to the AO(G) in the prescribed format.

12. UNIVERSITY EXAMINATIONS:

- 12.1 For University Examination, a faculty may be appointed as an invigilator by the Centre Superintendent. A faculty will be informed through his / her HOD.
- 12.2 A faculty must report any malpractice to the Convener or Centre Superintendent for immediate action.
- 12.3 An invigilator should not provide any clarification to the students with regard to the question papers as they are set by the university.

13. PROFESSIONAL DEVELOPMENT:

Faculties are expected to attend and participate in professional development workshops and other training program which may be held on or off campus. Faculties/HOD/Dean Academics/Principal in consultation with HR Manager needs to finalize such activities. Faculty members will be requested to plan, organize and conduct in-service programs during the weekly staff meetings and on other occasions.

14. POLICIES AND PROCEDURES

14.1 APPOINTMENT PROCESS:

- 14.1.1 All appointments are made subject to the approval of the Chairman/Secretary/Principal of the Institute.
- 14.1.2 All the vacant posts are to be filled up through the advertisement in the state and national daily newspapers / Job Portals from time to time or as and when required by the management.

- 14.1.3 Management can receive the CVs through Employee referral system. On receipt of Bio-Data / CV of the candidate, CVs are to be shortlisted and candidates called for interview.
- 14.1.4 After clearing the preliminary interview the candidate shall conduct a demonstration (demo) class before the selection committee followed by technical and personal interviews.
- 14.1.5 The appointment offer specifies a negotiated period within which the candidate has to join the institute, failing which the institute reserves all rights to cancel its offer of appointment.
- 14.1.6 A faculty must submit a joining report to the Chairman / Secretary/ Principal/ Dean Academics/Dean Administration/ HODs either through the Joining Letter /Email.
- 14.1.7 An employee must need to fill up the Joining Form (**Annexure-III**) with two recent passport-sized color photographs, photocopies of certificates and testimonials.
- 14.1.8 All new faculty members remain under probation for a period of six month / one year from the date of joining as specified in the appointment letter.
- 14.1.9 The faculties shall be issued with ID Cards which they need to put on throughout the day in the college premises.

14.2 GENERAL CODE OF CONDUCT:

- 14.2.1 A faculty member is perceived by the outside world as a responsible member of the Institute. It is desired that a faculty should exercise necessary discretion in divulging any information relating to the Institute.
- 14.2.2 People at large are observing a faculty member as a distinguished member of TAT and a faculty member's general conduct and behaviour in public should be in keeping with the expectations.
- 14.2.3 The faculties are expected to maintain cordial and professional relation with other faculty & staff members of the Institute.
- 14.2.4 Teaching is a noble profession and TAT is an equal opportunity employment provider. Hence a faculty should not make any distinction among faculty members, students and colleagues on account of their caste, creed, religion, language or sex.

14.3 DRESS CODE:

At all times, the professional staff will set a positive example for the students by dressing in good taste. Any unusual mode of dress that draws undue attention needs to be avoided. Jeans are unacceptable for both men and women. Proper footwear will be worn at all times. The following guidelines are consistent with the culture and values of the college.

14.3.1 Men

Gents should wear trousers with long/short sleeves shirt

14.3.2 Women

Women shall wear Indian traditional dress (Saree, Salwar), dress tops with short or long sleeves. Low neck lines, tight-fitting clothing is inappropriate.

14.3.3 The faculty members shall need to put on the Identity Cards through-out the day in the college premises.

14.4 CONFIDENTIALITY:

Faculty members must use good judgment when discussing college business, student behavior or achievement. No college employee shall reveal personal information concerning any student, except under judicial process.

14.5 LEAVE RULES:

Definition:

14.5.1 “Chairman” means Chairman of TAT, Bhubaneswar.

14.5.2 “Secretary” means Secretary, TAT, Bhubaneswar.

14.5.3 “Vice Chairman” means Vice Chairman, TAT, Bhubaneswar.

14.5.4 “Principal” means Principal, TAT, Bhubaneswar.

14.5.5 “Year” means Academic year starting from 1st July to next 30th June.

14.5.6 “Faculty” means all teaching staff of TAT Bhubaneswar.

14.5.7 “Authority” means “Principal”, “Vice Chairman” & “Secretary” to whom powers have been delegated.

14.5.8 “Leave” means absence from duty with prior permission of competent authority.

The leave as indicated below is admissible to the staff of the TAT, Bhubaneswar subject to the sanction by the competent authority.

Sl. No.	Type of Leave	Admissibility of Leave	Admissible to Whom	Conditions of Leave	Sanctioning Authority
(i)	Casual Leave	12 days	All faculty	<ul style="list-style-type: none"> - Sundays & public holidays availed in combination of CL shall not be counted for the purpose of arriving at the total amount of leave. - The CL is not to be treated as absence from duty. - CL can be availed with prior approval of the authority. The CL is to be applied at least 2 days before the intended date of leave. - Ex-post- facto sanction of CL is permissible only twice in a semester. Such sanction must however be done within 2 working days from the date of joining duty after leave. - Noncompliance of the aforesaid process shall 	Principal

				result in loss of pay for the period of absence.	
(ii)	Earned Leave	12 days or Half of the Days of Summer Vacation, whichever is higher	All faculty	- Earned Leave can only be granted to teachers during Summer Vacation, when there are no classes for the period and the teacher has no pending works related to teaching or non-teaching works. E.L. is to be applied at least before one week of requirement. The unavailed EL (if any) will be accumulated with the EL of subsequent year and EL in excess of 36 are liable to be encashed in every 3 years in commensurate with basic pay of the concerned individual.	Principal
(iii)	Extra Ordinary Leave Clause-(i)	Clause-i: 15 days	All faculties that have completed at least continuous service of 4	- Extra Ordinary Leave (Clause-i) shall be granted primarily for up gradation of teaching skill/higher studies/Refresher Course etc. provided there are no classes or	Secretary/ Vice Chairman

			years.	teaching/non-teaching assignment in the intervening period. The pay for the period of E.O.L. shall be drawn only after 12 months of return from the said leave. Application for the E.O.L should be submitted at least before 15 days from the date of actual requirement.	
(iv)	Extra Ordinary Leave Clause-(ii)	Clause-ii: 10 days	For perusing P.G. Programme for staff who has completed at least 2 year of continuous Service.	- Extra Ordinary Leave for maximum 10 Days in a Semester during the period when classes or teaching / non teaching assignment are continuing shall be granted for the faculty members who have been permitted by the Institution for perusing P.G. Programme provided they compensate the no. of hours of their absence from the Institution by taking extra classes / doubt clearance classes in off hours. Such daily extra effort shall not exceed 2 hours/day in	Secretary/ Vice Chairman

				working days and 7 hours in Holidays. 7 hours of extra classes is required to be taken to compensate each Day sanctioned as Extra Ordinary Leave." The leave should be compensated within the semester or as allowed by HOD/Dean academic.	
(v)	Special Leave	10 days	Faculty who have completed at least continuous service of 2 years.	- For attending obsequies of nearest relatives like parents, spouse, brothers and sisters. OR For Marriage of Self	Secretary/ Vice Chairman
(vi)	Sick (Half pay Leave)	Up to 30 days	Faculty who have completed at least continuous service of 1 year.	Sick leave up to a maximum of 7-days shall be granted if this absence is certified by a registered medical practitioner. Sickness beyond 7- days need to be certified by a doctor not less than the rank of a CDMO.	Secretary/ Vice Chairman
(vii)	Maternity Leave	30 days	Lady Faculty who have completed	Maternity leave is to be allowed only up to the second issue.	Secretary/ Vice Chairman

			at least continuous service of 3 years.		
(viii)	Study /Sabbatical /Academic leave	1 year	Faculty who have completed at least continuous service of 6 years.	Study leave / Sabbatical / Academic leave is allowed only if the intended study shall be gainfully used for the benefit of the organization & for the object of increasing their proficiency and usefulness to the institution & higher education system. The same shall only be allowed after the faculty swears by an undertaking (Duly registered by an appropriate authority), to the effect that he/she shall continue to serve in the organization for at least a period equal to 3 times of the actual leave taken. Only 1/3 rd of the pay due to the staff shall be disbursed during the course of the leave. Balance 2/3 rd of the pay shall be disbursed in two installments after completion of 1st and 2nd year from the date of return	Secretary/ Vice Chairman

				of such leave.	
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14.6 Other Terms and Conditions:

- 14.6.1 The provisions of these rules are applicable to all faculties of this institution.
- 14.6.2 The leave cannot be claimed as a matter of right. The sanctioning authority concerned may however consider the sanction of leave keeping the interest of the institution in view. Due weight should also be given to the genuineness of the leave applied for.
- 14.6.3 The year means academic year i.e. 1st July to 30th June. Officers/ officials joined in the middle of the year shall be entitled to leave proportionate to the period of employment during the calendar year.
- 14.6.4 Sundays & public holidays availed as leave in combination with other leaves shall not be counted for CL only.
- 14.6.5 The CL is not to be treated as absence from duty. No leave of any kind can be granted to faculty under suspension.
- 14.6.6 Faculty during leave is prohibited from taking any other service/ employment.
- 14.6.7 For all other type of leave other than CL & EL, the recommendation of the principal along with the proposal of alternative arrangement for management of the works during the period of Leave is necessary. **(Annexure-IV)**
- 14.6.8 Every unauthorized/unapproved leave is subjected to debit of 1.5 CL or proportionate deduction of salary in lieu of CL.
- 14.6.9 Willful absence from duty after expiry of leave will be treated as misconduct leading to disciplinary action.
- 14.6.10 Work in official holidays can be compensated as additional CL. For entitlement of such CL, applications with proper authentication and approval have to reach the HR within 2 working days.

Relaxation: Secretary/ Vice Chairman reserve the right to relax any or all of the above provisions as per the circumstances without assigning any reason thereof.

14.7 Faculty Coming late / Going early:

- 14.7.1 The faculty shall remain present for not less than 7:00 hours per day in the college.
- 14.7.2 As per norms, the expected working hours in the college for a faculty are 42 hours for six days of duty in a week.
- 14.7.3 The faculty, who is coming late / going early / deputed on OD, should get prior permission from appropriate authority. (**Annexure-V**)
- 14.7.4 The faculties are required to give biometric thumb impression at arrival and at the time of departure from college. Where log for either in or out is not available, the same shall be taken as 4 hours or half day presence in the college.
- 14.7.5 If a faculty fails to get prior permission on coming late / going early / deputation on OD, he/she should intimate the appropriate authority, the reasons of such irregularity within 3 days.
- 14.7.6 A faculty shall compensate the short fall if any, within seven days of its occurrence.

14.8 Absence without intimation:

- 14.8.1 If a faculty remains absent from the college without prior intimation/approval of appropriate authority, the absence shall be treated as a day on leave without pay. However, in case of unavoidable circumstances, the faculty should intimate his/her absence with a mail/application confirming his/her inability to attend the duties.

15 TA & DA RULES:

- 15.1 These rules may be called the Trident Academy of Technology (TAT) TA & DA rules.
- 15.2 These rules apply to all faculties under the administrative control of TAT. Payments claimed under these rules shall be subject to submission of detailed feedback / report with justification to the authority within 7- days of completion of tour otherwise, the advance amount will be recovered from his/her salary.

- 15.3 Actual traveling allowance means the actual cost of bus / train fare and DA for the journey made by the employee. No other allowance except DA is admissible to the employee on Journey or on tour. Bus fare / Train fare should be supported with the tickets along with the reservation charges. The tour performed by the employees shall be by the shortest and cheapest route.
- 15.4 A daily allowance is a uniform allowance for each day of absence on duty from headquarters, which is intended to cover the ordinary daily expenses by employee in consequence of such absences.
- 15.5 For the purpose of calculating the traveling allowance, the TAT employees are divided into 4 grades.
- i. Grade I: Employee having salary above Rs. 30,000/-
 - ii. Grade II: Employee having salary above Rs. 20,000/- below Rs. 30,000/-
 - iii. Grade III: Employee having salary above Rs. 10,000/- below Rs. 20,000/-
 - iv. Grade IV: Employee having salary below Rs. 10,000/-

- 15.6 For journeys inside and outside state, daily allowance are admissible on the following categories as follows:

<u>Grade</u>	<u>Inside State</u>	<u>Outside State</u>
Grade I	200	280
Grade II	200	280
Grade III	150	220
Grade IV	150	220

(N.B : The amount shown including tea, water, lunch, dinner, snacks, breakfast etc.)

- 15.7 When no official accommodation is made available to the employees of TAT, they will be entitled to reimbursement of accommodation charges of a single room accommodation in lodging suitable to his status besides the daily allowance, as per the following:

(Note: Accommodation charges under this rule shouldn't be sanctioned unless the authorities are satisfied with reference to the voucher (Lodging Bill) produced by the employee.)

Sl.	Grade	Inside State	Outside State	Metro City
1	Grade I	500	800	1000
2	Grade II	400	700	850
3	If 2 people accompany the same tour	700	1000	1200
4	Grade III	300	600	700
5	Grade IV	350	550	650
6	If 2 people accompany the same tour	400	600	800

However, if the faculty arranged his/her own accommodation 50% of lodging charge (without any bill) will be permissible provided the destination does not belong to his home town / native place. Further, if the faculty move to his home town/native place 50% of lodging charge shall be payable. However, no DA will be allowed.

15.8 Partial DA: - Partial daily allowance shall be admissible at the graduated rates according to the period of absence from headquarters as stated below.

	<u>Absence from the headquarters</u>	<u>Daily allowance allowed</u>
i.	Less than 6 hours.	30%
ii.	Exceeding 6 hours but less than 12 hours	60%
iii.	Exceeding 12 hours, but less than 24 hours.	Full DA

Day means a calendar day beginning and ending at midnight. As per the above rules if the total period of absence exceeds 24 hours, it will be treated as

absence within one day and the total entitlement of DA will be calculated on the basis of graduated rates according to the period of absence from the headquarters as stated above.

15.9 A TAT employee of Grade I and II shall be entitled to the reimbursement of actual expenses up to a maximum of Rs 600/- per day, at any place of halt outside the state, on production of receipt. However, the management may relax the upper limit in exceptional circumstances. For Grade III & IV, faculty the limit shall be a maximum of Rs. 300/- per day only.

15.10 For journey by train, entitlement of class for the following categories is as follows:

<u>Grade</u>	<u>Travelling in Train</u>
Grade I	2 tier A.C (with Res. Charge)
Grade II	3 tier A.C (with Res. Charge)
Grade III & IV	2 nd Sleeper Coach (with Reservation charge)

- Variations may be allowed subject to approval of the competent authority.

16. Doubt Clearing Class:

The college takes utmost care in seeing to it that the students are benefitted even after the college hours. Our able and well qualified team of faculty conducts Doubt-Clearing Classes beyond the regular college hours. Doubt clearing classes provide for the special attention necessary to some students who grasp the concepts slowly or need support for understanding the concepts taught on the day. These classes are conducted in a tutorial system to enable such students to share their views and ideas without hesitation and clarify their doubts for better command on any subject.

16.1 Role of faculty

16.1.1 It is the responsibility of the faculty to inform the students about class time and venue.

16.1.2 The faculty should arrange the classroom in a way that maximizes interaction; e.g. students could be seated in a circle or horseshoe shape

that maximizes the amount of eye contact students can have with each other.

16.1.3 The faculty may also use this class time to obtain informal feedback from students.

17. Proctor System:

17.1 Objective:

The main objective of proctor system is to know the students individually and to help the assigned students to deal with the problems they face during their stay in the college, suggest ways and means to alleviate them and maintain written record of the same in the booklet. (**Annexure VII(a)**, **VII(b)**, **VII(c)**, **VII(d)**, **VII(e)**)

17.2 Instruction to Proctor(s) and Reviewer(s):

17.2.1 Do's

- 17.2.1.1 The proctor should meet the students individually at least once in TWO WEEKS to update the contact details of the students and their parents, discuss their problems / prospects and make a record of the same in the Proctorial handbook.
- 17.2.1.2 Discuss the reason for absenteeism from class/lab and counsel students.
- 17.2.1.3 Discuss the reasons for absence from any internal examination/assessment with the student and bring this to the knowledge of his/her parents.
- 17.2.1.4 To assess whether the student is making optimal use of the available extracurricular activities, personality development programs, and professional courses being offered by the college and encourage them to make use of these.
- 17.2.1.5 Report student's academic performance to parents after each internal assessment and in the university exam, including back papers, if any.

- 17.2.1.6 A proctor must act as an academic guardian so that students feel relaxed mentally and can discuss and find solution to their problems in a congenial environment.

17.2.2 Don'ts

- 17.2.2.1 The proctors are not intended to solve all difficulties of the students or to suggest changes in the system to accommodate students/ parent's views. They are therefore not to commit any thing which does not fall in line with the existing rules and protocols of the college.
- 17.2.2.2 The proctors should not pass any adverse comments against anybody, particularly against any student in the presence of another student.
- 17.2.2.3 This handbook is a property of the college and its content should not be shared with any person not related to the college.

17.2.3 For Reviewers

- 17.2.3.1 HODs are expected to review and submit all the booklets once in a month and submit the report to the Dean (Development) with copy to the Principal in the prescribed format.
- 17.2.3.2 Dean(s) are to verify at least 20 Nos. of hand books every month (randomly Selected) and report the outcome to the principal in the prescribed format.

18. FACULTY DEVELOPMENT:

18.1 Participation in Seminar /Conference /Workshop:

Following incentives are offered to the faculty members by the college to actively participate in seminars / conferences / workshops, organized by approved organizations:

18.1.1

Subject	Professor	Assoc. Prof.	/Sr. Lecturer /Asst. Prof. /Lecturer
Registration Fee to participate in any Seminar/Conference/Workshop. <i>(Amount beyond this limit shall be borne by the faculty. The receipt of registration to be submitted for reimbursement of the registration fees.)</i>	Up to Rs.3,000/-	Up to Rs.2,500/-	Up to Rs.2,000/-

18.1.2 Only one seminar / conference / workshop per academic year is allowed for **Associate Professors / Asst. Professors / Sr. Lecturers / Lecturers.**

18.1.3 Two seminars / conferences / workshops per academic year are allowed to Professors.

18.1.4 TA & DA as per existing rules shall continue to be paid, if not paid by the invitee organization.

18.2 Post-Visit Presentation in Department

18.2.1 Immediately on return of a faculty member to TAT Campus after participating in Seminar / Conference / workshop, the department concerned must arrange a presentation by the said faculty to the departmental faculty members. A technical report and/or attendance need to submit on the date of joining.

18.2.2 Other departmental faculty members who are interested may be invited to attend the same.

18.3 Incentive to Faculty for Publication of Papers (in journals) / Books.

18.3.1 In order to encourage faculty members for undertaking and promoting research work at TAT, Bhubaneswar, and the Management may decide to award incentive based on the merit of each case. Papers published by the faculties are categorized in the following manner:

Category A — Journals with impact factor more than or equal to 2

Category B — Journals with impact factor less than 2.

18.3.2 Publication in the journal of the ranking of category A, shall warrant an award of Rs. 5000/-. For publication in category B journals the award amount shall be Rs. 2000/-.

18.3.3 However, papers published from Ph D/M Tech thesis after the award of the degree will not be considered for any financial award by the institute, since one time incentive is given after obtaining these degrees.

18.4 A faculty can freely avail the buses provided for conveyance of the students and employees of TAT. A faculty member wishing to use personal conveyance (for which no allowance is admissible), should adhere to following norms:

18.4.1 Wear ISI certified crash helmet for two wheelers (both rider and pillion rider) Use seatbelt for four wheelers

18.4.2 Be in possession of DL, Insurance, Registration and other documents related to your vehicle.

18.4.3 Should be medically fit to drive the conveyance.

18.5 A faculty can avail accommodation provided by the institute at a nominal cost.

18.6 A faculty can consult the institute doctors free of cost.

19. LIBRARY FACILITY TO FACULTY MEMBERS:

19.1 Maximum number of books that stands issued to a faculty at any point of time should not exceed 10(Ten). The limit can be extended with due permission from the Principal

19.2 The Faculty reading room is in the Reference Section of the Library and is open in the designated hours.

19.3 A faculty can be issued a book on fiction, non- fiction and other literature from different fields for a maximum of 3 (three) days.

19.4 The library provides reprographic, spiral and lamination facilities to the faculty at an affordable price.

19.5 Through the digital library, the faculty members can have access to different online magazines, journals and books.

- 19.6 The library subscribes to a substantial number of national and international journals pertaining to different branches. It helps the faculty members towards paper publication and carrying out research and development activities.
- 19.7 Every faculty should spend a minimum of 5 hours a week in the library. He/she should sign and date the register maintained and put his/her biometric impression for this purpose.

20. INTERNET FACILITY TO FACULTY:

- 20.1 25 computer systems are reserved for faculty members.
- 20.2 Faculty members can use these systems everyday from 8.30 AM To 9 PM.
- 20.3 All department systems are connected to network. As such all faculty members can avail themselves of 24 hours Internet facility.
- 20.4 24 hours Wi-Fi Internet facilities are available to faculty members residing in staff quarters on campus and hostels.
- 20.5 Faculty members possessing a laptop can avail themselves of Internet 24 hours through Wi-Fi facilities on TAT campus.

21. DOS AND DON'TS FOR FACULTY STAFF:

21.1 DOS:

- 21.1.1 Remember that as a faculty member you have many roles to play, viz., that of a faculty vis-à-vis your students, that of an academician for carrying out other functions like research, examination or other duties as assigned to you from time to time.
- 21.1.2 Remember that people at large are observing you as a distinguished faculty of TAT and your general conduct and behavior in public should be in keeping with the expectations.
- 21.1.3 Remember that taking classes is your primary responsibility and you should be regular, punctual and diligent in discharging this duty. Under no circumstances should you absent yourself from classes/institute without prior permission of the competent authorities. Attendance is a statutory requirement and that students may be debarred from appearing at the university examinations if it falls short of the minimum requirement of 75%. Attendance Record must be

maintained in the proper format with date and signature of the faculty concerned.

- 21.1.4 It should be remembered that English is the official language of TAT. Hence English should be used as the only medium of instruction and communication.
- 21.1.5 Please prepare well in advance for a class so that you can deliver a quality lecture. You may use teaching aids for elucidation and circulate soft copies of your class-notes.
- 21.1.6 Take class tests, give home assignments to the students and be transparent regarding their performances so that the results at the end of the term do not come as a shock.
- 21.1.7 Please discuss with the HOD and the Librarian regarding availability or otherwise of sufficient copies of text and reference books.
- 21.1.8 Remember to return books issued to you from the library in time so as to set a good example for others to follow.
- 21.1.9 Remember that the students are entitled to submit a feedback about you in the prescribed format and exerting any influence in this regard is a disqualification.
- 21.1.10 Remember that if you are entrusted with laboratory work, you must ensure that the equipment is in good running condition at all times and the students conduct experiments as per the stipulations of the syllabus.
- 21.1.11 Please discuss with your HOD if you require any assistance regarding procurement of spare parts, consumables, chemicals or other resources required for smooth functioning of that part of the laboratory you are responsible for.
- 21.1.12 Remember that you may be assigned examination duty from time to time by the Examination Section in consultation with your HOD. Please find out your exact role from the Examination Section and carry out the same to the letter and spirit.

21.1.13 You may be assigned other duties like that of external examination duty, representing the institute in seminars /conferences, or other events in consultation with your HOD. These must also be carried out in a proper manner.

21.1.14 Student issues of any kind that falls within your domain or comes to your notice must be addressed with all sincerity either through personal intervention or by informing to appropriate authority.

21.1.15 A faculty must at all times remain in touch with the students to feel their pulse.

21.1.16 Please obtain clearance from all concerned before leaving the college for good.

21.2 DON'TS:

21.2.1 Don't take part in any activity on or off the campus that might tarnish the image of the institute in any way.

21.2.2 Don't fail in time management which may lead to inability in your part to discharge all your roles equally well and prevent you from being recognized as a successful faculty.

21.2.3 Don't make any statement to the Press or other outside agencies about any incident or development at TAT without being authorized to do so by the competent authorities.

21.2.4 Don't make any distinction among your students and colleagues on grounds of caste, creed, religion or sex.

21.2.5 Attempts at hiding facts for gaining cheap popularity with the students must be avoided.

22. PROCEDURE FOR ORGANIZING FAREWELL PROGRAMME:

22.1. Official farewell shall be given to all the faculty / staff members who leave the institution through proper notice and release.

22.2. The Farewell Programme shall be arranged by the respective Department Heads along with all the persons who are directly connected with them.

22.3. A momento of Rs 400/- shall be given to the employee of the institution.

22.4. The Farewell programme shall be followed by Snacks/Tea/Coffee which shall be catered by the respective departments.

22.5. This shall be arranged on the last few days of the exit of the incumbent.

22.6. The employee must have served at least one year in the institution.

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