

HR POLICIES



**TRIDENT ACADEMY OF
TECHNOLOGY
BHUBANESWAR**

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.
3. 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 to the students
- Emphasizes the role of community and relationship as the part of learning process.

QUALITY: Certified by ISO 9001 – 2008.

Quality is the only substantial aspect that creates Trident’s unique identity. Cutting edge technology offers amazing skill set and hands-on experiences.

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.

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QUALITY MANAGEMENT

We are committed to provide quality engineering and management education producing excellent human resources for state, national and international organizations. We would like to attain this by effective process orientation, proper utilization of human resource, team work and constant endeavour for quality improvement.

HUMAN RESOURCE PLANNING

- The Director (Academics) shall take the stock of the faculty and staff in the month of April every year for the subsequent academic year.
- He will obtain the staff requirement lists from all the heads of department and assess the number of faculty members and administrative staff required with the following guidelines in mind.
- He will consider appointing a Professor to be the Head of every discipline, besides the number of Assistant Professors and Lecturers required in accordance with the teacher student ratio prescribed herein.
- The teacher student ratio shall be **1:15** including the professors into account in each department.
- He will appoint a selection committee for recruitment in each discipline, comprising the HOD, one senior staff member and the Director (Academics).

RECRUITMENT

- The selection committee shall prepare a job description and job specification for the candidate to be recruited.
- The committee shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all of the following sources:
 - Advertisement in the Newspapers
 - Files maintained for storing the unsolicited applications
 - Campus recruitment
- The committee deems it fit, may also conduct Walk-in Interviews for augmenting the required candidates.
- The committee shall short list the candidates in the following processes:
 - Personal Interviews
 - Aptitude tests, including class room demonstrations
- The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data sheets of the candidates to the Director (Academics) / Chairperson who in turn Interview the candidates and decide on the appointment.
- An Offer of appointment shall be released by the Director (Academics) in the Form 1 appended to this manual.
- ME/MTECH 1st Class Graduate is eligible for appointment as **Assistant Professor** in Engineering Departments. MSc/MA with additional MPhil Qualification, 1st Class Graduates are eligible for appointment as Assistant Professor in Science/Humanities Dept.
- Ph.D with 1st Class in BE/BTECH or ME/MTECH with three years teaching/industry/research experience or ME/MTECH from Industry/Profession with minimum five years of research experience is eligible for appointment as **Associate Professor**. Existing Assistant Professors in 6th pay scale are retained as Associate Professor in 6th pay implementation. However, they are advised to complete their Ph.D. at the earliest.
- Ph.D with 1st Class in BE/BTECH or ME/MTECH with ten years teaching/ industry/ research experience or ME/MTECH from Industry/Profession with minimum ten years of research experience is eligible for appointment as **Professor**.

ORIENTATION

- Every teacher appointed in the College shall be given a brief introduction about the College by the Director (Academics) on the day of his/her joining.
- The Director (Academics) shall take him/her to the department of his/her work and introduced to the Head of the Department.
- The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- He will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the College.
- The HOD will also ensure that all the registration formalities, including submission of joining report etc, by obtaining the assistance of the Office team.
- The HOD will introduce the new faculty member in the first class he/she is going to handle in every section of his assignment.

POSITIONS AND PAY SCALES

- The College will have the following positions of hierarchy in the teaching departments:
 - Director (Academics)
 - Principal
 - Professors
 - Associate Professors and
 - Assistant Professors
- In addition, each department shall have support staff like Programmers, Lab Assistants, Department Clerk and Department Attendant.
- The College Office will have the following positions of hierarchy in the administrative department.
 - Administrative Officer
 - Accountant, PA to Principal/Chairman, Clerical Assistants
 - Office Assistants.

The Scales of pay for various teaching positions will be as follows:

- Principal, Directors and Special Positions....
Pay as per AICTE norms, commensurate with the qualifications and experience
 - Professor - Rs.37,400-67,000 - Grade Pay Rs.10,000/-
 - Associate Professor - Rs.37,400- 67,000 – Grade Pay Rs.9,000/-
 - Assistant Professor(S.G.) - Rs.15,600 – 39,100 – Grade Pay Rs.8,000/-
 - Assistant Professor (Sr.G) - Rs.15,600 – 39,100 – Grade Pay Rs.7,000/-
 - Assistant Professor (O.G) - Rs. 15,600 – 39,100 – Grade Pay Rs.6,000/-
- Scales of Pay for non teaching positions shall be as follows:
- Programmer – Rs.8000-275-13500.
 - Technical Assistants – Rs.9300-2800-14000.
 - Lab Assistants – Rs.8300 – 2200 – 12000.
 - Administrative Officers – Rs.8000 – 275 – 13500.
 - Librarians – Rs.9300-2800-14000.
 - Assistant Librarians – Rs.6500 – 200 – 10500.
 - Managers/Assistant Managers – Rs.6500 – 200 – 10500.
 - Accountant / Cashier – Rs.5500 – 175 – 9000.
 - Junior Asst./Steno – Rs.4000 – 100 – 6000.
 - Attender – Rs. 2550 – 55 – 2660 – 60 – 3200.
 - Gardener / Scavenger – Rs. 1325 – 125 – 1825.

DEARNESS ALLOWANCE

- In addition to the Basic Salary, a monthly dearness allowance shall be extended to Teaching Faculties.
- Management can also decide other allowances for Professor, Principal and Special posts.

YEARLY INCREMENTS

- Staff Members are eligible to the increments prescribed at the end of 12 months service in the Institution.
- Additional Increments shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.

BENEFITS EXTENDED TO FACULTY AND NON-TEACHING STAFF

- Employees Provident Fund (EPF).
- Group Insurance.
- Free Transport.
- Children Education – Fees Relaxation.

INCENTIVES AND REWARDS

- Staff Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution.
 - For producing 100% results in a theory paper: Rs 2000/- Cash Award.
 - Department-wise, Yearly, BEST TEACHER AWARD: Rs 3000/- Cash Award.
 - Summer/Winter Schools/Seminars/Conferences - 50% TA, 50% Fees and On Duty for faculties with less than 3 years experience. 100% TA, 100% Fees Payables for faculties with more than 3 Years experience at the Institution(one program/Year)
- Support Staff Members are provided with free computing skills programs. In addition, they can avail fees and on-duties towards higher education against service agreements

LEAVE

Casual Leave

- Every employee is eligible to avail upto a maximum of 12 days of Casual Leave in a calendar year.
- Normally only one day casual leave will be sanctioned in a month.
- Continuous absent beyond 9 days will be treated as Earned Leave or Leave on Loss Pay in case enough Earned Leave is not in credit for the staff for the actual number of days absent.

Earned Leave

- Every employee is eligible to avail upto a maximum of 12 days of earned Leave after completion of one calendar year.
- It will be cumulatively added.
- Earned Leave can be avail with the approval of GB.

COMPENSATORY LEAVE

- In general, prior approval of Principal should be obtained by the HOD, for carrying out works on compensatory leave basis to the staff. However, compensatory leave towards unscheduled hours of works due to urgency, entrusted to a staff on special occasions by the HOD, will be granted on specific reason and recommendations of the HOD in writing within three days from the date / period of carrying out such work.

LATER ON THE COMPENSATORY LEAVE CAN BE AVAILED ONLY AFTER APPLYING TO THE PRINCIPAL AND GETTING IT SANCTIONED IN ADVANCE. The record such compensatory leave will be maintained in the Office. The compensatory leave should be availed within two months after the actual date of working.

- Compensatory leave will not be granted to any staff of special classes, educational tours, university practical examinations, ISO, Accreditation, Inspection of AICTE/University, other bodies, emergency works and special working on Saturday, etc.

ON DUTY

- On Duty Permission will be granted only the prior permission in writing from the Head of the Department and an approval by the Principal. The staff must also sign in the register maintained for availing On Duty.
- The Teaching staff members will be allowed a maximum of 15 working days in an academic year as ON DUTY for the purpose of attending board meetings / Central valuation / External Examiner for practical examinations connected with university . Staff should produce evidence from the Competence authority for having done the intended duty. Otherwise if this absence will be treated as leave.
- All other ON Duties if any pertaining to the college should be specially allotted by the HOD or Principal and permission obtained in advance from the Principal.

VACATION LEAVE

- Only Teaching Staff members (Professors, Associate Professors and Assistant Professors) are eligible to avail vacation leave.
- Vacation can be availed only during the vacation period. The vacation period will be declared by the Principal.
- CL, EL, COL, OD etc cannot be combined with Vacation Leave.
- Vacation Leave should be applied well in advance and got sanctioned before availing the same.
- Vacation Leave may be curtailed or refused depending upon the exigencies of works.

MATERNITY LEAVE

- The leave can be granted to all lady staff subject to the following conditions:
 - (i). Should have completed the minimum of one years of satisfactory service.
 - (ii). The maternity leave is limited to a maximum of 6 months only.
 - (iii). Should give an undertaking that they will work for two years after re-joining.

MEDICAL LEAVE

- For other ailments and hospitalization the medical leave will be given on production of medical certificate and discharge certificate from recognized hospital.

PROMOTION POLICY

- All promotions shall be considered on the basis of merit- cum – seniority basis.
- The Director (Academics) shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors and invited experts from Industries/Other Institutions.
- The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.
- Under normal circumstances the senior most member of the staff shall be considered for **Promotion to the next higher level position**, subject to, however, he/she had completed the years of service in the present position as prescribed below and should have obtained AICTE prescribed qualification:
 - Asso. Prof: Ph.D., with 8 years experience as Assistant Professor.
 - Professor : Ph.D., with 3 years experience as Associate Professor.
- Those who are promoted shall be fitted in the Scale of Pay applicable to that category.

RETIREMENT

Retirement from Service

- All teaching and non teaching staff shall retire on completing the age of superannuation, which is 65 for teaching and 60 non-teaching.
- The College will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.
- The age of supeannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

DISCIPLINE AND GRIEVANCE PROCEDURE

Code of Conduct for Teachers

- Teachers shall be at the appointed classroom at the appointed time without any exception.
- Every teacher shall take attendance at the beginning of the teaching hour.
- Every teacher shall close the hour punctually at the end of the hour.
- A teacher finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be
 - taking correctional action if it is within his/her power, or
 - reporting the matter to the Principal
- Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- Faculties and staff members shall not engage themselves in other activities/ businesses, which affects their effective contribution in the Department and the College.
- Faculties and Staff Members shall not receive gifts of any kind from the Students or their Parents for any favoritism.
- Teachers shall maintain a respectable work conduct in terms of:
 - Keeping all teaching aid material required for conducting the class in an orderly manner.
 - Going according to lesson plan for the day and completing the syllabus for the semester without any backlog.
 - Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
 - Ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
 - Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.

- Teachers shall observe good personal conduct in terms of:
 - Not using any abusive language towards students, fellow teachers, parents and other members of public.
 - Not entering into quarrels, fights or any act of disrespectful nature.
 - Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
 - Not to affiliate with any political organization which might cause conflict of interest with the duties of a teacher and the reputation of the Institution.

Faculties shall conform to the Ethical Standards of a teacher as described in Annexure 6.

DISCIPLINARY PROCEDURE

Any teacher who is violating the code of conduct will be subjected to appropriate disciplinary action by the Principal/Chairman/Correspondent.

- If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal.
- The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.
- On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
- The course of action for disciplining a teacher shall be under the following categories:
 - Memo and Censure.
 - Warning in writing, with recovery of monies, where financial loss is involved in the act.
 - Suspension from work without remuneration.
 - Dismissal or discharge from service.
- The Principal shall report the proceedings periodically to the Chairman/Correspondent

GRIEVANCE PROCEDURE

- The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
- The Grievance Committee shall be composed of among the ranks of Head of the Departments, Principal/Director (Academics) and Chairman.
- The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.
- The grievance committee shall:
 - have a member secretary, to monitor the proceedings
- Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.
- The member Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
- The grievances shall be redressed immediately by the committee.
- The Member-Secretary shall record and maintain the minutes the meetings.

CONSULTING, R&D AND TEACHING ASSIGNMENTS

Consulting, R&D

- The College encourages its teachers to take consultancy and R&D assignments within Institution, with other institutions or Industries, appropriate to the teachers' competence.
- The teacher shall undertake such assignments
 - When the College is approached for such help and the College assigns such engagement to the particular teacher or
 - When the teacher himself/herself is approached by the outside agency for such help.
- In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/Chairman/Correspondent in writing.
- The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.
- The teacher shall also associate other members of the faculty in working on the

assignments.

- Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately, in the presence of the Principal/Chairman/ Correspondent.
- The Project Co-Ordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

Teaching assignments.

- The College permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section:
- A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.
- Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

INHOUSE R&D AND SEMINARS/WORKSHOPS

In-house R&D

- The College encourages its faculties to undertake department-wise R&D Activities along with Students and other Staff Members.
- Each Department is given a sanction of Rs 200000/- in a year, towards in-house R&D activities.

Seminars/Workshops

- The College encourages its faculties to organize AICTE/BPUT funded Seminars and Workshops for the benefits of fellow teachers and students.
- The Management provides additional funds for any AICTE/BPUT funded programs.

STUDENTS INCENTIVES

- The Management is pleased to announce the following incentives and rewards for Students:
- Student securing 1st Rank in a semester, Rs 2000/- Cash award.
- There will be a BEST-OUTGOING AWARD
- There will be BEST STUDENT AWARD (Department-wise).
- There will be a BEST PROJECT AWARD Rs. 2000/-Cash award.
- There will be a BEST PERFORMANCE IN SPORTS two prizes Rs. 2000/- and Rs. 1000/- Cash awards.
- There will be a BEST PERFORMANCE IN CULTURAL two prizes Rs. 2000/- and Rs. 1000/- Cash awards.
- Incentives awarded for doing funded student project.
- There will be free personality development, entrepreneur-ship, ethics, communications skills, computing skills and placement specific programs for Students.
- There will be free and subsidized add-on skills programs as per Industries Requirements.

Annexure 1

Form of appointment letter

Order No.VEC/2011/11-July/036

11.07.2016

Sub:TRIDENT ACADEMY OF TECHNOLOGY – Appointment of Assistant Professor
(Ordinary Grade) – orders issued – Reg.

Mr./Ms..... is appointed as **Assistant Professor (Ordinary Grade)** in the **Department of**, TRIDENT ACADEMY OF TECHNOLOGY in the pay band of Rs.15,600-39,100 + Grade pay of Rs.6,000 with usual allowances admissible under the rules of this College. His basic pay is fixed at Rs.15,600. The total emoluments will be Rs.28,512/- (Rupees Twenty Eight Thousand Five Hundred and Twelve only) as per the rules at present.

1. He has to join duty at the earliest.
2. He will be on probation for a period of one year.
3. He should surrender all the degree certificates in original at the time of joining duty.
4. He should not absent himself from duty without prior permission of the Principal, TRIDENT ACADEMY OF TECHNOLOGY.
5. He should abide by the rules and regulations of this College in force and subsequent modifications, if any.
6. In the event of leaving, one month notice shall be given by him to this College.
7. In case, the administration is not satisfied with his performance, one month notice will be given to him before terminating his services in this College. Resignation in the middle of the Academic year will not be permitted.
8. He has to report before the Principal, TRIDENT ACADEMY OF TECHNOLOGY.

PRINCIPAL

Annexure 2

Letter of Confirmation

Date:

To

Dear Mr/Ms

Further to our letter of appointment dated...., we are pleased to confirm your services in the College as awith effect from.....

You will continue to receive the same salary and allowances, as you have been receiving at present.

With best wishes,

Faithfully Yours,

For TRIDENT ACADEMY OF TECHNOLOGY,

Principal.

Annexure 3
Personal Data Form



PERSONAL DATA SHEET

- 1. Name :
- 2. Designation :
- 3. Father's Name :
- 4. Address :

- Phone No.(Res.) :
- Mobile No. :
- 5. Date of Birth :
- 6. Qualification :

Sl.No.	Name of the Degree with Specialization	Branch & College	Year of Passing	University	Class	% of Marks

- 7. Experience
 - i. Teaching :
 - ii. Industrial :
 - iii. Research :
- Total :
- 8. Salary last Drawn :
- 9. Extra Co-curricular activities :

I declare that the above information are correct to the best of my knowledge and supported by the certificates available with me.

Date:

Signature

Annexure 4

Form of Show cause notice

Date:

To

SHOW CAUSE NOTICE/MEMO.

It has been reported against you that on..... at...you have..... the original report of which is appended for your information.

The act as alleged above, if proved, would constitute misconduct on your part, warranting a punishment of dismissal or other lesser punishment.

You are hereby required to show cause in writing within 48 hours of receipt hereof, failing which further action will be taken exparte.

Principal.

Enc: Copy of the original report.

Annexure 5

ETHICAL STANDARDS FOR TEACHERS

A Teacher

- shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students
- to respect parents, teachers, elders
- to express the love of brotherhood to fellow students
- to accept and extend due respect to every religion and social grouping
- to love the Nation and commit their endeavours to Her progress
- shall have a sense of belonging to the Institution
- shall assume total dedication to the teaching profession
- shall always have an urge to excel in professional expertise

A Teacher

- shall wear a respectable attire, befitting the society's expectations
- shall keep up immaculate personal hygiene at all times
- shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears
- shall never have the habit of chewing, smoking or consumption of alcoholic drinks
- shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort

A Teacher

- shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help
- shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions

A Teacher

- shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner
- shall confer with them on any special problem pertaining to their wards, assist them in solving the problem and guiding them properly on how and who to approach for further help
- shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the Institution or of fellow teachers, students or any other member of society

A Teacher

- shall always accept the entity of fellow teachers, honour their sentiments and respect their value system
- shall always endeavour to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.