

Student Hand Book



**TRIDENT ACADEMY OF TECHNOLOGY
BHUBANESWAR**

CONTENTS

Sl. No.	Particulars	Page
1.0	<u>Introduction</u>	4
1.1	Vision	5
1.2	Mission	5
1.3	Values	5
1.4	Quality	5
2.0	<u>Academic Matters</u>	
2.1	<u>B.Tech. Admission Procedure</u>	6-14
2.2	<u>Attendance</u>	
2.3	<u>Dress code</u>	
2.4	<u>Proctorial System</u>	
2.5	<u>Pre-Placement Training (PPT) Class</u>	
2.6	<u>Examinations</u>	
2.7	<u>Project Guidelines for final year B.Tech Students</u>	
2.8	<u>Guidelines for Seminar</u>	
2.9	<u>Certificates/Documents</u>	
2.10	<u>Student Scholarship</u>	
3.0	<u>Student Conduct</u>	
3.1	<u>Discipline</u>	15-26
3.2	<u>Disciplinary Committee</u>	
3.3	<u>Ragging</u>	
3.4	<u>Anti-Ragging Committee</u>	
3.5	<u>Student's Grievance Redressal Cell</u>	
3.6	<u>Do's & Don'ts for students</u>	
3.7	<u>Do's & Don'ts for placement</u>	

3.8	<u>Information to parents</u>	
4.0	Facilities	
4.1	<u>Medical facilities</u>	27-28
4.2	<u>Transport facilities</u>	
4.3	<u>Library facilities</u>	
4.4	<u>Sports facilities</u>	
5.0	Special Activities	
5.1	<u>Seminar</u>	29-33
5.2	<u>Cultural Society</u>	
5.3	<u>Hobby Club</u>	
5.4	<u>Literary Society</u>	
5.5	<u>Professional Training And Certification Programme</u>	
5.6	<u>Institutional Progressive Forum</u>	
5.7	<u>New Horizon</u>	
6.0	Rules & Regulations	
6.1	<u>Library Rules</u>	34-46
6.2	<u>Hostel Rules</u>	
6.3	<u>Computer Lab Rules</u>	
6.4	<u>Rules for Browsing Internet</u>	
6.5	<u>Internet Lab Regulations : For Campus Hostel Students (After 9 p.m.)</u>	

1. INTRODUCTION

Trident Academy of Technology (TAT) established in the year 2005 is one of the premier Engineering Institutions in the state of Odisha. Our Institute boasts of nine UG & two PG Engineering courses, MBA, and MCA courses with a total sanctioned intake of 1120 students. The college basks in an excellent reputation with majors in Engineering, Computer science and Management studies that top the list of the most rewarding and versatile college degrees. There are many career opportunities including entrepreneurship, research and development, design, construction, production, programming, sales and management. Our graduates are unabashedly recruited by business, industry, state and federal agencies.

TAT is approved by AICTE, New Delhi and affiliated to BPUT, Odisha.

We strongly believe and practice quality education. As an Engineering and Management student, one needs to commit for attending all classes, complete all assignments and to study hard. If one does this, he/she will get a solid background in engineering and science principles. Then he/she will have the opportunity to apply the knowledge to take on the challenges of tech world.

Today's engineers and computer scientists are skilled individuals whose knowledge is equipped with a wide range of experiences and technical know-how. As a student, you are preparing yourself for your professional career and futuristic success through your classes, students promoted professional chapters in engineering and computer science, activities, and internships. Sports, music and engineering student chapters.

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 contribute to the society with honesty and integrity through innovative research in the multi-disciplinary areas of evolving and upcoming technologies ...

1.3. 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 students with both practical and theoretical knowledge

Emphasizes the role of community and relationship as the part of learning process

1.4. QUALITY

Certified by ISO 9001 – 2015.

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 2019-20, the engineering college Trident Academy of Technology introduces SIX SIGMA practices in some of its methodologies.

2. ACADEMIC MATTERS

2.1 B.TECH ADMISSION PROCEDURE

As per the instruction of AICTE, New Delhi, Govt. of Odisha and Biju Patnaik University of Technology, 90% of the seats are termed as STATE QUOTA SEATS and 10% of the seats are NRI Quota Seats.

Eligibility for admission into B.Tech is 45% for general and 40% for SC/ST candidates in +2 Science with Mathematics, Physics & Chemistry / Biology / Biotechnology / Computer Science.

As per Supreme Court guidelines, admission shall be through one entrance test i.e JEE MAIN only. Balance seats if any may be filled up by students through OJEE as per special order by Honorable High Court.

2.2 ATTENDANCE

2.2.1 A candidate shall be required to attain 75% of attendance in theory classes to become eligible for sitting in end-Semester Examination. The attendance is maintained separately for theory and practical/sessional classes. The college enforces punitive measures by imposing fines to students who do not attend classes regularly. If someone absent in theory/lab classes then the absent status is automatically sent to the guardian through SMS from e-attendance system of college.

2.2.2 Attendance is calculated from the date of commencement of classes.

2.2.3 Students should keep in mind that there is no law to help him / her in case his / her attendance percentage falls short of the required minimum as stated above. Hence students are advised not to remain absent from classes as this may lead to detention from appearing in Semester Examination.

2.3 DRESS CODE

Dress code has already been introduced for 1st year students to give a feeling of identity and dignity. The students of 2nd, 3rd & 4th year are prescribed to come with formal dresses.

Students are not allowed to wear Hawai / Bathroom Chappals while attending classes and official functions. The students should maintain decorum befitting the dignity of the Institution.

2.4 PROCTORIAL SYSTEM

Proctorial system is implemented in TAT which helps in developing personal relationship between students and teachers and for timely guidance and advice in academic and other matters.

In this system one faculty member is assigned the responsibility of 20 to 30 students and is known as **Proctor** of the said group. The students meet the Proctor at dates and place previously fixed and put forth their difficulties for advice or information regarding the academic performance. Students can discuss their problems with the Proctor who in turn will help them within the guidelines of the Institution.

2.5 PRE-PLACEMENT TRAINING

Apart from academic classes, PPT classes are regularly conducted from 2nd year onwards by the best professional trainers.

Following Rules for PPT class are strictly to be adhered:

75% attendance in PPT class is compulsory failing which you will not be allowed to appear in various off and on campus drive.

Attendance in MOCK Test and MOCK PI session (with formal wear) is mandatory.

2.6 EXAMINATIONS

There will be continuous evaluation system for each theory, practical, sessional, design and project papers as per the regulations of the University (BPUT).

2.6.1 Theory Papers

2.6.1.1 A theory paper will have 100 percentage points.

BPUT introduced CBCS System from the year 2015-16. The valuation pattern is as follows:

University Mark (Theory) : 100

Internal Evaluation (Theory) : 50

Practical/Seasonal : 100

Workshop/Drawing : 100

The weightage for three class tests and the end semester examinations will be as follows:

2.6.1.1.1 Class Test - I of one hour duration = 15 percentage points.

2.6.1.1.2 Class Test - II of one hour duration = 15 percentage points.

2.6.1.1.3 End Semester Examination of three hours duration = 100 percentage points.

2.6.1.1.4 Total 150 percentage points.

2.6.2 Internal Evaluation Scheme

Assignment 05

Surprise Test 05

Quiz 10

Class Test I & II 30

Total 50

Class Test Time (Hrs.): 1

Pass Mark in Internal is 50% of total marks i.e. 25

2.6.2.1 The syllabus for each theory paper will have 3(4) modules. The three class tests will be nearly equi-spaced in Academic Calendar. The end semester examination is comprehensive and will cover all modules. The academic calendar will specify the examination period for all Class tests and the end semester examination.

2.6.2.2 The class Tests will be conducted at the college level in the Scheduled week and the corrected papers have to be shown to the students within seven calendar days. The score out of 15 percentage points shall be sent to the University and informed to the students.

2.6.2.3 There is no compensatory Class Test. If a candidate misses a Class Test due to medical reasons, the candidate will make an application to the college. The college will then constitute a medical board with a doctor not below the rank of a CDMO to examine if the illness was serious enough to compel him / her to abstain from appearing at the test. Medical board report with the recommendation of the Principal shall be sent to the University for consideration of compensating test / award of percentage points. The University shall constitute a committee to recommend the action for each case. If the committee recommends compensatory percentage points, it will be the average of the other two tests.

2.6.2.4 Any student securing less than 12 (internal) marks in the class tests has obtained overall 'F' grade in the subject may be allowed to repeat the internal tests at the college level during the corresponding semester of the subsequent year. The revised marks from the colleges would replace the old class test marks. However, his total internal marks will be restricted to 12 out of 30 in the repeat tests or actual mark if his / her total mark is less than

12. For this repeat test only one chance would be given. The revised marks shall be communicated to the University prior to start of respective University level regular examination.

2.6.2.5 A candidate is deemed to clear (Pass) a theory paper if he / she secure:

2.6.2.5.1 A minimum of 35 percentage points in the End Semester examination (is out of 100).

2.6.2.5.2 A minimum of 37 percentage points in the End Semester examination and three class tests, taken together (i.e. out of 100).

2.6.3 **PRACTICAL PAPERS**

2.6.3.1 The syllabus of a practical paper shall specify the number of practical / experiments (works) to be done in a semester.

2.6.3.2 A practical paper shall have 100 percentage points.

2.6.3.3 Each practical / experiment (work) shall have equal percentage point as its weightage.

2.6.3.4 A practical paper shall have 2, 3 and 6 contact hours / week for 1, 2 and 4 credit papers respectively. Time Table must provide for such contact hours.

2.6.3.5 A practical experiment (work) and its evaluation shall be completed in all respects within the allotted hours. A practical experiment (work) will be evaluated by an External Examiner appointed by BPUT, based on the following components. The relative weightage of the components are also given below.

2.6.3.5.1 Experiment (work) planning and execution 10/20

2.6.3.5.2 Results and interpretation 15/30

2.6.3.5.3 Report 15/30

2.6.3.5.4 Understanding on the theory related to 10/20 experiment

2.6.3.5.5 Total 50/100

2.6.3.6 A candidate has to be informed about the score at the end of a Practical class. The Score shall be sent to the University on the same day.

2.6.3.7 The teacher concerned with a practical class shall maintain the reports of the candidates together with the score on each experiment giving the reasons for awarding either very high score (90 percent or above) and low score (30 percent and less).

2.6.3.8 A candidate shall clear a Practical Paper if his / her score in the paper is minimum of 50 percentage points.

2.6.3.9 College can arrange a compensatory practical class for a student who misses an experiment only on medical ground. Such a compensatory experiment has to be arranged within two weeks of his / her missing a practical class.

2.6.3.10 Any student securing less than 50 marks ('F' grade) in practical may be allowed to repeat the practical in the corresponding semester of the subsequent year. This will be limited to only one chance. The score for the compensatory test shall be sent to the University giving reference to the original practical date that the student has missed.

2.7 GUIDELINES FOR FINAL YEAR B.TECH PROJECT

Project Work is an important component of Learning in an Engineering College. To ensure full and willing participation of all students and faculties in the project, the following guidelines are to be adhered.

- 2.7.2 The tentative list of Projects shall be notified in the previous semester along with names of the guides.
- 2.7.3 The students shall be advised to discuss with the concerned guides, form groups between themselves and finalize the topic of the project before 3rd internal test of the previous semester. Each group should have 3 to 5 students. The students can as well suggest a Project not included in the list, with the consent of a Faculty (to be mentor) and the concerned HOD.
- 2.7.4 During the semester break/vacation students are expected to work on the projects individually as well as collectively. Consultation session with the guides should be arranged as per mutual convenience. They shall be required to make presentations once soon after reopening of college (following the semester exams), then twice at intervals of approx 4-weeks.
- 2.7.5 Two students in each branch shall be nominated as the Secretary & Joint Secretary of the Project classes, who shall arrange the Project presentation sessions and liaison between other students and teachers. HOD's shall intimate the names of nominees to Dean academic.
- 2.7.6 Students are advised to contact the guides on a regular basis for discussion regarding projects.
- 2.7.7 The Presentation in complete shape has to be submitted to the guides, at least 3 clear days before the scheduled date of presentation. The guide shall intimate his/her comments to the concerned student at least one day prior to the scheduled date of presentation. The project classes shall be exclusively used by each group for presentation of the up-to-date work done in presence of other students and the evaluators. These class timings shall not be used for

discussion with the Guide etc. Presentation shall be done using Power Point. It is expected that minimum 6 to 8 groups shall present the work in one session.

2.7.8 One faculty shall remain in charge of coordination of each Project Class. He / she shall keep himself / herself regularly updated regarding students who are ready to deliver their presentation, after submission of the soft copy of presentation and Report, at a particular stage of the Project, to the concerned guide and approval thereof.

The Coordinator shall schedule the presentation by each group of students, keeping in view the availability of the concerned mentors. In exceptional cases, if a particular mentor is otherwise engaged, the concerned HOD shall arrange the guide to be free of his / her engagements by providing a substitute. In no case the students shall be allowed to deliver the presentation in the absence of the concerned guide. The Coordinator is also to ensure that at least two guides excluding himself / herself are always available during each and every presentation.

ACADEMIC PROJECT EVALUATION:

(i) Evaluation of a major/minor project will be done on following points.

- Understanding the relevance scope and dimension of the project 10 points
- Relation to literature/application 10 points
- Methodology 10 points
- Quality of Analysis and Results 10 points
- Interpretations and Conclusions 20 points
- Report 20 points
- Defence 20 points

100 points

(ii) The evaluation shall be done by a Committee of teachers where the Project Supervisor shall be a member. His evaluation shall carry 50 percent weightage. The other members shall have 50 percentage weightage. For major project, an external expert shall be involved.

(iii) Minimum score for a Pass in Project item is 50 percentage points.

(iv) The Chairman of the Committee shall forward the score within the prescribed date to the University. He/ She shall also maintain all records for inspection by the University for at least a semester. He/ She shall submit a copy to the Principal for records.

SEMINAR EVALUATION:

Seminar performance will be evaluated by committee of Teachers. It will have the following components.

(i)	Quality of Material	30 points
(ii)	Quality of Presentation	30 points
(iii)	Quality and extent of response from other students	20 points
(iv)	Participation in other Presentations	<u>20 points</u>
		100 points

A candidate has to not only give his/her seminar, but also must attend at least 75 percent of seminars given by other students. The Chairman of the Committee shall forward the score within the prescribed date to the University.

He/ She shall also preserve all records for inspection by the University for at least a semester. He/ She shall submit a copy to the Principal for records.

Minimum score for a Pass in Seminar shall be 50 percentage points.

Any student securing less than 50 marks ('F' grade) in seminar may be allowed to repeat the seminar in the corresponding semester of the subsequent year. This will be limited to only one chance.

COMPREHENSIVE VIVA – VOCE EVALUATION:

- (i) This shall be done by a Committee of Teachers with participation of an External Expert from an Institution/ Industry of repute.
- (ii) The Chairman of the Committee shall forward the score within the prescribed date to the University. He/ She shall also maintain all records for inspection by the University for at least a semester. He/ She shall submit a copy of the score to the Principal for records.
- (iii) Minimum score for a Pass in Viva – Voce is 50 percentage points.

2.8 GUIDELINES FOR SEMINAR

Seminar is an important component of learning in an Engineering College, where the student gets acquainted with preparing a report & presentation on a topic. To ensure full and willing participation of all students and faculties in the Seminars, the following guidelines are to be adhered.

2.8.2 The tentative list of topics for Seminar shall be notified in the previous semester.

2.8.3 The students are advised to discuss with the concerned mentors, and get it approved by the HOD. The entire process should be completed within 5 days of notification on website.

2.8.4 The students can as well suggest a topic not included in the list.

2.8.5 After expiry of the stipulated period, if a student does not confirm any topic, the HOD shall finalize the topic & intimate the same to such students within another 3 days.

2.8.6 During the semester break / vacation, students are expected to work on the Seminars individually.

2.8.7 Students are advised to contact the mentors, as and when required, for discussion regarding the Seminars. Consultation session with the mentors should be arranged as per mutual convenience.

2.8.8 Two students in each branch shall be nominated as the Secretary & Joint Secretary of the Seminar classes, who shall arrange the Seminar sessions and liaise with other students and faculty. HODs shall intimate the names of nominees to Principal.

2.8.9 The students shall be required to submit the rough draft of the seminar outputs within one week of reopening of college (following the semester exams).

2.8.10 Mentor shall make suggestions for modification in the rough draft. The final draft shall be presented by the student within a week thereafter.

2.8.11 Presentation schedules will be prepared by different Departments in line with the academic calendar.

2.8.12 One faculty shall remain in charge of the coordination of each Seminar Class. He/ she shall keep himself / herself regularly updated regarding students who are ready to deliver the final Seminar after completion of Rough draft and final draft evaluation by the concerned Mentors.

He / she shall schedule the delivery of the Seminar by each student after completion and receipt of the marks of rough and final draft keeping in view the availability of the concerned mentors. In exceptional cases, if a particular mentor is otherwise engaged, the concerned HOD shall arrange the mentor to be free of his / her engagements by providing a substitute. In no case the students shall be allowed to deliver Seminar in the absence of the concerned mentor. The Coordinator is also to ensure that at least two mentors excluding himself / herself are always available during each and every presentation.

2.9 CERTIFICATES / DOCUMENTS

Application for Conduct Certificate / College Leaving Certificate or other certificate should be submitted two days before the date on which the certificates are wanted by the applicant. It should be accompanied by a 'NO DUES' certificate in the prescribed form from different sections of the Institution

2.9.1 For obtaining mark sheet of an examination a candidate should apply stating registration and roll numbers and subjects taken. Discrepancies, if detected in the mark sheet, should be

brought to the notice of proper authorities in writing along with a copy of the mark sheet issued. Duplicate mark sheet will be provided on payment of the prescribed fee.

2.10 STUDENT SCHOLARSHIP

Bonafide students of TAT belonging to SC/ ST category and meritorious poor students are eligible for Post-Matric Scholarship under the centrally sponsored scheme of Ministry of Tribal Affairs and state govt. provided they fulfill certain terms conditions like:

2.10.2 They must obtain minimum 60% marks in 12th standard Exam.

2.10.3 Specified Income Ceiling / Annum.

3. STUDENT CONDUCT

3.1 DISCIPLINE

Discipline is the key to the prosperity of any individual / organization. TAT expects a sense of discipline among its students so that they can face the challenges ahead:

3.1.1 Student should be courteous and behave properly with members of faculty, employees of the Institution and other students.

3.1.2 Students should take care of the Institutional property such as furniture and fixture, laboratory equipments, electrical fitting, transport etc. and not cause damage to the same.

3.1.3 Students should follow the library rules, laboratory rules, hostel rules, transport rules, uniform rules etc of the Institution to the letter and spirit.

3.1.4 Students should not try to cheat or copy in the examination.

3.1.5 Students should preserve the cleanliness of the class room, laboratory, toilet and surrounding as well.

3.1.6 Use of the tobacco, alcohol, chewing of beetle leaves and chewing gums etc are totally prohibited.

3.1.7 No students shall be a member of any organization or association not connected with the Institution.

3.1.8 Organizing unions or non-academic Association of any form is strictly prohibited.

3.1.9 Organizing or attending any unauthorized meeting in the college premises is strictly prohibited.

3.1.10 Use of mobile phones in the classes/labs is not allowed.

3.1.11 Ragging of any sort is strictly prohibited.

3.1.12 Spitting on walls, Stairs and throwing litters in the campus are prohibited.

3.1.13 Deviation to any of the above shall be treated as an act of indiscipline and disciplinary action against the students will be taken.

3.2 DISCIPLINARY COMMITTEE

To look into various aspects towards maintaining discipline in the Institute a 8 member disciplinary committee is in vogue at TAT. In case of any breach of discipline reported by student / Faculty / Hostel staff, Departmental Head or Warden / Student Welfare Officer must report the matter to the said committee so that earliest remedial measures can be taken.

3.3 RAGGING

Ragging by any student/students of the Institute in any form is strictly prohibited. The college is committed to root out the menace of ragging from its campus in full conformity with The Honorable Supreme Court's guidelines.

3.3.1 Ragging in a broad sense implies:

3.3.1.1 Forcing a student to perform some action against his / her will.

3.3.1.2 Physical violence of any kind against the student.

3.3.1.3 Any act that has an adverse/humiliating/degrading/traumatizing/intimidating/harassing impact on the mental, emotional or psychological health of the victim.

3.3.2 The Honorable Supreme Court's directions on ragging are comprehensive & legally binding. There is little scope to grant any benefit of doubt to an individual found guilty of this offence. It is the bounden duty of every person studying or working in TAT to be fully acquainted with the UGC's ruling on the subject so that the provisions contained therein are not violated at any cost. Ignorance of rules cannot be accepted as an excuse for any lapse in perpetrating/abetting/condoning/overlooking an act of ragging.

3.3.3 Each student & his/her parent is mandatorily expected to acquaint oneself with the UGC's guidelines on ragging. Admission to the college shall be deemed to be valid

only upon comprehensive & total acceptance of the provisions contained therein. An undertaking in the form of affidavit shall be submitted separately by the student & the parent/guardian at the time of admission.

3.3.4 Following measures shall be enforced in respect of boarders residing in TAT hostels.

3.3.4.1 No senior student is permitted to enter into juniors' hostel/room students under any pretext without the prior knowledge of concerned authority. Nor is any senior student permitted to invite any junior to his / her hostel or room without prior explicit permission.

3.3.4.2 No junior student is permitted to enter into Hostels meant for senior student under any pretext without the prior consent of designated authority.

3.3.4.3 No junior student is permitted to invite senior student to his / her hostel under any pretext without obtaining permission for the same.

3.3.5 All instances of ragging must be reported by anyone who is privy to that knowledge irrespective of whether he/she is a student/member of teaching or non-teaching staff. Non-reporting amounts to direct abetment which is as severe an offence as ragging itself. A complaint of Ragging must be submitted in writing to any of the following at the earliest opportunity:

3.3.5.1 Hostel Superintendent/ Warden

3.3.5.2 HODs/ Deans, Principal.

3.3.5.3 Any member of the Anti-ragging squad/cell/committee

3.4 ANTI RAGGING COMMITTEE

The Hon'ble Supreme Court of India has given a more comprehensive meaning of ragging as under:

"Ragging is any disorderly conduct, whether by words spoken or written, or by an act which has the effect of teasing, treating or handling with rudeness any student, indulging in rowdy or in-disciplined activities which cause or are likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student and which has the effect of causing or

generating a sense of shame or embarrassment so as to adversely affect the psyche of a fresher or a junior student."

In this context, the educational institutions of the country are bound to push for stricter guidelines to maintain discipline and tranquility within the campus. TAT is no different and considers ragging as an offence inside the campus.

Objectives

- ❖ Ensures ragging or harassment is prohibited inside the campus and prosecutes those under law whoever are involved directly or indirectly with the activity
- ❖ Discusses and implements the rules necessary for ensuring a ragging-free campus.

Implementation in the institution

- ❖ Grievance-boxes under necessary supervision in each academic block and hostels of the campus.

The class representatives of senior classes have been employed to support and counsel the freshers.

Faculty members have been deputed at different places in the campus during break time. Faculty members have also been deputed in the Hostel on a daily basis from 6 PM to 10

PM

Punishment

In-disciplinary action or ragging amounts to the following punishments.

- ❖ Withheld of results
- ❖ Removal from the hostel if the student is a hostel boarder
- ❖ Imposition of fine
- ❖ Lodging a complaint with the nearest police station
- ❖ Upon the recommendation of the Committee the student may be rusticated

So far, no such ragging incident has been recorded in our institution. Our best effort is always there to make the campus absolutely ragging free.

Committee members

Sl. No.	Committee	Coordinator	Members	Email & Contact No.
1	Anti Ragging & Disciplinary Committee	Dr. D.N. Pattnaik (Principal)	Dr. Amarendra Baral (DEAN, SSH.)	hodmath@tat.ac.in 9337779181
			Dr. Padmabati Chand (CSE.HOD)	hodcse@tat.ac.in 9437961032
			Dr. Subhra Swetanisha (HOD, CSAIML)	hodcsaiml@tat.ac.in 8249857798
			Arpita Nibedita (HOD, CST)	hodcst@tat.ac.in 9040006226
			Ranjeep Pradhan (HOD, CSIT)	hodcsit@tat.ac.in 9437176844
			Biswa Ranjan Nanda (DGM)	biswaranjan.mca@gmail.com 9861191195
			Prof. P.K. Sahoo (HOD, EEE)	hodeee@tat.ac.in 9437389129
			Dr. Ajay Kumar Sahoo (HOD, Mech)	hodmech@tat.ac.in 9437800855
			Dr. Sakuntala Mohapatra (DEAN,SOE)	deansoe@tat.ac.in 9437171395

3.5 STUDENT GRIEVANCE REDRESSAL CELL (GENERAL)

Objective

A Grievance Redressal committee has been formed in our college to settle genuine grievances of students, staff and parents up to a satisfaction level so as to create a healthy relationship among the students, parent's employees and employer. The grievance will include any matter relating to student and staff. The committee is requested to contribute effectively to dispose the grievances at the earliest.

Rules

- 1) To deal with all the genuine grievances of students and staff of the college.
 - All complainant should file their grievances either by writing in paper to the committee or by online on the website of the college.
 - The committee will meet at least once in a month to resolve the grievances.
 - To take conclusive decision and submit its recommendations to the deciding authority for removal of alleged grievances.
- 5) The student/staff shall bring up his grievance in a prescribe format immediately to the grievance cell without fail. The number of grievance settled or pending will be report to the Principal in every month.

Procedure-

- A compliant box is provided at the ground floor of 2nd block for students.
- Similarly another compliant box will be provided at 1st floor (in front of Mathematics Department) of the same block for the staff.
- All grievances referred to the Grievance Redressal committee shall be entered in a Register by designated member.
- All complaints should be resolved within a time frame by looking into its seriousness and by two way approach.
- The result of the grievance will be informed to the complainant within the period defined.
- Any staff/ student may report directly to the principal for resolving their grievance if he/she is dissatisfied by the GRC.

Committee

Grievance Redressal Committee (General)	Dr. Amarendra Baral 9337779181 hodmath@tat.ac.in	Pranati Mohapatra (ECO)	9692279237
		Ajay Kumar Pattanaik (A.O)	9437239982 ao@tat.ac.in
		Sidhartha Sankar Mohapatra (Eng.)	9437315446 sidharth.mohapatra@tat.ac.in

GRIEVANCE FORMAT

Name of the complainant-----

Designation (if any) -----

Place of Work-(Department) -----

Nature of Grievance-----

Undertaking

I here declare that the information furnished above by me is true and accurate. Further, I understand that disciplinary action can be taken against me if the above allegations are found incorrect or malicious.

Signature of the Complainant

Date-

3.6.1 DOs

- 3.6.1.1** All students of TAT should enter college premises with the uniform prescribed for them.
- 3.6.1.2** Students should attend all the classes and must maintain perfect discipline in the class room.
- 3.6.1.3** Every student will be placed under the charge of a Proctor who shall ordinarily be member of teaching staff. The student shall meet the Proctor at least once in a week or as many times as necessary and discuss his/her difficulties and problems.
- 3.6.1.4** The student shall furnish such information to the Proctor as are required for the maintenance of the Proctorial record.
- 3.6.1.5** The students should maintain decorum befitting the dignity of the Institution.
- 3.6.1.6** Student should be courteous and behave properly with members of faculty, employees of the Institution and other students.
- 3.6.1.7** Students should take care of the Institution property such as furniture and fixture, laboratory equipment, electrical fittings, transport etc.
- 3.6.1.8** Students should preserve the cleanliness of the classroom, laboratory, toilet and surrounding as well.
- 3.6.1.9** The students must inform immediately the concerned authority such as Proctor /Coordinator/HOD /Dean Administration/ Principal at any time if they face any type of ragging.
- 3.6.1.10** Students should always carry their ID-Cards and produce before the authorities whenever required.

Proctorial Committee

Objectives:

- ❖ The prime objective of PROCTOR is to provide supportive care and advice to the students and help them in their academic and personal problems.
- ❖ This system would help the students to complete their studies comfortably and successfully.
- ❖ The system is to establish a genuine personal relationship amongst the students and teachers. It is seen that the students in general feel lost in their institutions since they have nobody to fall back upon for advice or guidance. The proctor is there to aid and advise the students.

Implementation and Action:

- ❖ A Proctor who is a member of the teaching staff of the college remains in charge of a group of students (1:30).
- ❖ The Proctor shall watch from time to time the academic progress and conduct of his/her group of students both inside and outside the college, advise them and make reports to the principal and guardians concerning their academic and other activities inside and outside the institution.
 - Students are advised to meet the Proctor in connection with any difficulty, academic or otherwise. The Proctor shall give all possible help to the students. His /Her recommendation as regards of any kind of help shall be of vital importance.
 - Gradation viz. A, B, C, D and E will be determined as per the performance of the students. All Proctors are expected to evaluate the performance of the students while determining their gradation. There will be a provision of award/ conduct certificate to students based upon proctorial remarks.

Committee

Proctorial Committee	Dr. Manas Ranjan Senapati	Sanjita Mohanty(Chem)	9861147153
-------------------------	------------------------------	-----------------------	------------

	9437237797	Minu Samantaray(ETC)	9692304848
	hodchem@tat.ac.in	Biswa Ranjan Nayak (CSE)	8895352451
		Sushanta Sial (CIVIL)	

3.6.2 DO N'Ts

- 3.6.2.1** Ragging of any sort is strictly prohibited.
- 3.6.2.2** Students should not cause any damage to Institutional property such as laboratory equipment, electrical fittings, furniture and fixtures, transport facilities etc.
- 3.6.2.3** Spitting on walls, stairs and throwing litters in the campus are prohibited.
- 3.6.2.4** Students should not try to cheat copy or indulge in any sort of malpractices during the course of any examination.
- 3.6.2.5** Students should avoid Hawaii/Bathroom slippers while attending classes and official functions.
- 3.6.2.6** Using of mobile phones in the classes/labs is not allowed.
- 3.6.2.7** consumption of tobacco, alcohol, chewing of betel leaves etc are totally prohibited.
- 3.6.2.8** Students are not allowed to enter the library when they have scheduled class work.
- 3.6.2.9** Students should not bring outsiders into the college campus unless and otherwise desired by the college administration.
- 3.6.2.10** Misbehavior of a student in the classroom or any of the college meeting or during matches or athletic meet, or any other function is liable to be punished with a fine or expulsion or both.

3.7 DOs AND DONOTs FOR PLACEMENT

3.7.1 DOs

- 3.7.1.1** Students should attend placement drives with formal dresses.
- 3.7.1.2** They should bring college I-card & Registration card.
- 3.7.1.3** All students must carry attested copies of certificates along with latest resume in a plastic folder.
- 3.7.1.4** They should maintain discipline, dignity, decorum etc until they reach college premises.
- 3.7.1.5** They should properly respond the calls of the authorities.

3.7.2 **DON'Ts**

3.7.2.1 Don't wear Casual Dresses.

3.7.2.2 Chewing of Pan, Ghutka, Smoking, Consumptions of Alcohol or any narcotic drugs are strictly prohibited.

3.7.2.3 Using vulgar, filthy and obscene language while traveling during campus drive is strictly prohibited.

3.7.2.4 Spitting in the bus, damaging properties, tearing of seats, shouting in the Bus, Misbehaving with the staff including Bus Staff are highly objectionable. Such case shall be referred to the authorities for necessary action.

3.7.2.5 **Switch off** the mobiles during Written Test, Pl & Corporate Presentation.

N.B. Violations of the above rules & regulations, shall invite disciplinary action; which may lead to debarring from attending campus interviews in future.

3.8 **INFORMATION TO PARENTS**

TAT, one of the premiere Technical Institutes of Orissa, aspires to generate technocrats par excellence and tries to impart quality education for producing adorable, responsible citizens who can bring name and fame to our beloved country. The parents have a stellar role to perform for nurturing the hidden talent of the students and blossoming them to their full capability.

All parents are requested to:

3.8.1 Have a strict follow up on the attendance of their wards in various semesters in classes and the Institution.

3.8.2 Have regular interaction with management / ward regarding the concerned student's academic progress.

- 3.8.3** Advise their wards regarding the value of discipline and punctuality towards building a meaningful career.
- 3.8.4** Contact the Proctor, Head of the Department and Principal if their ward is not progressing academically.
- 3.8.5** Make it a point to respond to letters if any issued by the Institutions.
- 3.8.6** Ensure timely deposit of college fee. All payments are to be made in the form of Demand Draft in favour of **TAT**, payable at Bhubaneswar.
- .
- 3.8.7** Sign an undertaking at the time of admission that they are prepared to abide by the rules and regulations of the Institution.
- 3.8.8** The wards must not be pampered by giving them unnecessarily big amount of pocket-money.
- 3.8.9** The decision of the management on all matters regarding the Institution shall be binding on student and parent.

4. FACILITIES

4.1 MEDICAL FACILITIES

Health of our students is our important concern. TAT, Bhubaneswar offers the facility of a part-time medical Doctor stationed in the Institution premises. Consultancy fee for staff & students is free. Hostels are regularly visited by Doctors, Principal/ Dean and Warden. Transport Facility is also there to attend all medical problems.

4.2 TRANSPORT FACILITIES

The institute provides transport facilities to all its students. The administrative Officer looks after the facility on a day to day basis. The commuters must follow the following rules:

- 4.2.1 The bus will stop and pick-up students only at the specified stops.
- 4.2.2 Students must wait at those specified stops to board the bus.
- 4.2.3 Students must travel by the bus allotted to the route concerned. They must not change their bus number or routes.
- 4.2.4 Decency & discipline must be maintained in the bus.
- 4.2.5 Smoking and consumption of tobacco, alcohol etc in the bus are strictly prohibited.
- 4.2.6 Ragging of any form is strictly prohibited.
- 4.2.7 Students must take proper care of the items like seats, lights, glasses etc. Any damage will be paid for by the users.
- 4.2.8 Students must behave politely with the transport staff.
- 4.2.9 Violation of any of these rules shall bring strict disciplinary action into the students.
- 4.2.10 Any suggestion related to the transport services should be submitted to the Transport Manager/Principal.

4.3 LIBRARY FACILITIES

4.3.1 FACILITIES AVAILABLE TO THE STUDENTS

- 4.3.1.1 Books issued on weekly basis
- 4.3.1.2 Reference section open for long hours.
- 4.3.1.3 Photocopy
- 4.3.1.4 Digital Library & E- Resources
- 4.3.1.5 CD & DVD Library
- 4.3.1.6 Web OPAC to search the book
- 4.3.1.7 Magazines & Journals and back volumes

4.4 SPORTS FACILITIES

The institute has physical facilities for outdoor and indoor games. Regular programme are carried out under the guidance of a qualified physical training instructor. The students actively participate in Inter-college / Inter-university level sports / games meets. Sportspersons are encouraged and honored with awards, prizes, certificates.

As this Institute is a Co-education College, there is no gender discrimination and the Institute allows both the boys and girl students to participate in intra and Inter-institutional sports competitions and cultural activities. Moreover for off-campus visits the institute sends one or more lady faculty members to accompany the team of participants. Students are always encouraged to participate in various sports activities.

The institute provides for outdoor and indoor games. It has appointed a trainer to train the students.

Some of the facilities available in the Institute are:

4.4.1 Separate play ground are available in the campus for

4.4.1.1 Foot-ball

4.4.1.2 Cricket

4.4.1.3 Volley ball

4.4.1.4 Basket ball

4.4.1.5 Badminton

4.4.2 As part of the indoor games, following facilities are available for the students

4.4.2.1 Table-tennis

4.4.2.2 Chess.

4.4.2.3 Carrom etc.

5. SPECIAL ACTIVITIES

5.1 SEMINAR

Seminar is an integral part of academic activities. Every department, under the guidance of a senior faculty member carries out various activities such as:

- 5.1.1 Inviting experts / guests from outside for talk on various subjects.
- 5.1.2 Arranging faculty's seminar internally
- 5.1.3 Conducting students' seminar, personality development programme etc.

5.2 CULTURAL SOCIETY

Cultural Activities enrich the young minds with vigor and vitality. To take care of such activities TAT has a cultural society headed by a senior Faculty member and supported by student representatives.

5.3 MUSIC CLUB

To develop the innate talents of students in extra-curricular activities, TAT has introduced a concept of Hobby club in which 13 fields like Vocal music, Guitar, Key Board, Drum, Dance, Tabla, Fine Arts, Robotics, Software development, Electronics club, Animation, literary club and sports are included. On every Saturday, the last two periods are devoted for the hobby club, in which invited mentors from outside guide the students. In-house faculty mentors monitor and co-ordinate the activities of each club.

5.4 LITERARY SOCIETY

Unique activities have been carried out in TAT to inculcate the literary talents of the students and to make them updated with day to day affairs on business, economy, society, polity literature, and technology, current affairs on national and international importance. They are mentioned below

5.4.1 Wall Magazine is a platform where the literary talents of students can be showcased and as a medium, through which campus happiness could be better known. The articles are being newly-issued in every 15 days. It has become a success with the active co-operation of students. The wall magazine covers areas like ENIGMA: Stories, Poems (Literature), BIZZFUZZ: Business market happening, FROLIC: Sports, Science & Technology, Coat the Wall: Paintings, Run the Fun: Jokes, Quote of the week: Quotations, Movie Mania: Box Office, Myth Vs Fact, Mount the Fount: Research article, Culture & Heritage: Cultural Segment, Out of the Box, Health Watch and Book Review.

5.4.2 Every morning it travels either on a small piece of paper or in the mind of a student, who by making a small effort to place that on a white board specifically meant for it at the entrance gate of the college reaches the minds of the approximately 1500 members of TAT family instilling them to look within. It's a thought (Golden Words/Quotes) that becomes "**Thought for the Day**" at TAT.

5.4.3 "The Day Today": Often people live through a day without having any clue about its significance to mankind. It is not for any ordinary reason that sometimes people resolve to observe a specific day of a year as a commemoration to some significant event of the past. Here at TAT, such days don't pass by without the acknowledgement of all its members. On such important day, a write up and quiz has been read and discussed in each class.

5.4.4 Fun Quiz: Regularly e-mail has been sent to students and staff-members on interesting facts, picture, article, quotations on daily basis. It has been done in TAT to make the TAT community updated.

5.4.5 E-magazine: Each month an e-magazine Oasis has been uploaded in the website of TAT which covers articles, poems, stories on varied interest contributed by both students and staff-members of TAT.

5.5 PROFESSIONAL TRAINING AND CERTIFICATION PROGRAMME

The Institute floats professional courses on AUTO-CAD, SOLIDWORKS, LAB VIEW and VLSI. We are also tied up with professional bodies like Confidence Factory, AMCAT and Co-Cubes for better employability of the Students. TCS campus connect programme is a very recent addition to the above purpose.

Students have to get a certification either through the College or from any outside service provider in the following area, to be eligible to sit for our Campus interviews:

i) ORACLE / ROBOTICS / JAVA / DOT NET

ii) Regular training in SOFT SKILL

5.6 TRIDENT PROGRESSIVE FORUM (TPF)

Every great accomplishment that one witnesses around oneself, may it be an engineering marvel or any masterpiece by an artist, must have had its roots in great thoughts/ideas. 'An Idea can change a Life (or say Lives)' goes a popular buzz. Yet an Idea that finds the right forum to pitch in has got a higher probability to affect changes than an idea that does not find a right forum.

And within a college, who else can propose a better idea that all students would appreciate other than the student themselves. Majority of the students generally fail to realize that he/she is already an inseparable part of an organization where his/her performance, contribution or behavior can shape up things to make it better.

To allow the student play an indispensable role in shaping up an Institute, beyond the boundaries of the classroom, Trident Progressive Forum (TPF) is established at TAT.

5.6.1 THE CONCEPT OF THIS FORUM

TPF has been established to provide students with a forum to air their views, opinions or ideas for the larger interest of the Institute and to channelize the energies and innovative ideas of the students & staff for improvement of the institute and

community. TPF functions through 25 different committees and 20 clubs that comprise of student members & faculty mentors.

The structure, functions & modus operandi of the constituent Committees has kept evolving so as to make it more relevant in the present context, realistic, measurable, executable & controllable.

TPF is functional at TAT since October 2009 & over these years the involvement of student & staff members has been praiseworthy considering the initial progress and achievements of different committees.

5.6.2 OBJECTIVES

5.6.2.1 To inculcate Positive and Progressive thinking into the mindsets of the Staff & Students of the college.

5.6.2.2 To channelize the energies and innovative ideas of the students & staff for improvement of the self as well as the institute and the community.

5.6.2.3 To ensure proper implementation of the policy of the institute by becoming a channel of communication between the faculties and students.

5.6.2.4 Ensure proper utilization and distribution of facilities provided by the institute.

5.6.3 LIST OF COMMITTEES

1. Academic Monitoring (Including Lesson-plan monitoring)
2. Alumni Coordination
3. Anti-Ragging and Disciplinary
4. Canteen Committee
5. Scholarship Committee
6. Cultural Committee
7. E-Governance & System co-ordinator Committee
8. Faculty Development & performance appraisal Committee
9. Grievance Redressal Committee (General)
10. Grievance Redressal Committee (women)
11. Grievance Redressal (SC/ST)
12. Entrepreneurship and Innovation Promotion

13. Industry interface (MoU, COE, Corporate Relations & Student internship)
14. DST-Inspire
15. Medical and Community Service
16. Library
17. Proctorial
18. Student and Staff Welfare
19. Revenue
20. Hostel Committee
21. Sports & Games Committee
22. Attendance & Performance Monitoring Committee
23. I.S.R. Committee
24. Career Guidance Committee
25. Finance Committee

5.6.4 FUNCTIONS OF SOME COMMITTEES ARE GIVEN BELOW

5.6.4.1 Academic Monitoring Committee

The objectives of this committee are to recommend the Principal and Faculty regarding the day-to-day Academic activities, and suggest feasible means for its improvement. It works as an interface between the Student Community & the Faculty in all academic matters.

5.6.4.2 Industry Interface Committee

5.6.4.2.1 The Committee shall assess the training needs of Students in conformity with the Market trends. Help choose the most suitable Trainers available in the respective fields.

5.6.4.2.2 Assist in conducting Training Programs (such as Pre-Placement Training classes), developing Industry-Institute Interface, assisting in obtaining Internship opportunities, act as a Liaison between students and organizations.

5.6.4.2.3 Develop and maintain Student Database, collect resumes, short-list them, suggest modifications so as to suit to the requirements of the Industries.

5.6.4.2.4 Help in arranging On-Campus & Off-campus interviews including hospitality and logistic support.

5.6.4.3 Anti-Ragging & Disciplinary Committee:

The committee will help ensure discipline inside the college including proactive anti-ragging measures, shall oversee that the utilities and installations of the college are not damaged, frame Rules and Regulations and quantum of punishment for infringement of minor rules (to be further approved by Faculty IC /Principal) like not wearing uniform & Identity cards, not providing thumb impression when entering or leaving the College, disturbing the classes etc. This Committee may form subcommittees or task forces to oversee compliance.

5.6.4.4 Library Committee:

5.6.4.4.1 Shall suggest actions to ensure effective & maximum utilization of Library resources.

5.6.4.4.2 Shall help in maintaining discipline and decorum in the Library and upkeep of its resources.

5.6.4.4.3 Build up, upkeep and utilization of e-library that contains Reading materials, Videos and Photographs of the college functions and associated activities.

5.6.4.5 Cultural Committee:

5.6.4.5.1 Shall be responsible to organize different Cultural programs in the college.

5.6.4.5.2 Shall ensure smooth functioning of all Music and Fine-art Clubs.

5.6.4.5.3 Shall remain in charge of all Pujas, display of Art inside the college.

5.6.4.6 Hostel Committee:

5.6.4.6.1 To ensure proper functioning of the hostels. Any problem inside the hostel or inconvenience faced by the students and staff including damage to the fittings and appliances are to be sorted out & brought into notice by this committee.

5.6.4.6.2 Recommend measures to mitigate health problems of the students.

5.6.4.7 Health Community Committee:

5.6.4.7.1 Will be responsible to take care of the health issues of the students.

5.6.4.7.2 One of the committee member should accompany the patients to the hospital for providing administrative support.

5.6.4.7.3 To provide adult education to the slum dwellers and the unprivileged.

6. RULES & REGULATIONS

6.1.LIBRARY RULES

6.1.1. ADMISSION TO THE LIBRARY

6.1.1.1. A student has to show Identity Card while entering the library.

6.1.1.2. Before entering the Library, every student shall enter his / her name, Roll No, section and time in the gate Register.

6.1.1.3. Personal books and belongings except papers and note books shall be deposited at the property counter.

6.1.1.4. Students are not allowed to enter the Library when they have scheduled class work.

6.1.1.5. Outsiders are not allowed into the Library without prior permission.

6.1.2. WORKING TIMINGS

6.1.2.1. Reference section - Flexible hours for working day and Holidays

6.1.2.2. Issue section - 9.00 AM To 6.30 PM on working day

6.1.2.3. Xerox Section - 8.00 AM To 8.00 PM. both on working day and holiday

6.1.3. CONDUCT WITHIN THE LIBRARY

6.1.3.1. Silence should be strictly observed inside the library.

6.1.3.2. Spitting, smoking, sleeping, gossiping inside the Library or putting one's leg on the library furniture is strictly prohibited.

6.1.3.3. Combined, group study / discussion is not allowed in the reading room.

6.1.3.4. The library premises shall not be used for any purpose other than reading.

6.1.3.5. No person shall write on books, journals & periodicals, either for the purpose of correcting an error or otherwise, make any marking on publications belonging to the library, underline words and sentences therein, tear pages or any other thing which can damage above documents.

6.1.3.6. Personal books, photocopied materials etc are not allowed inside the library

6.1.3.7. If any publication is lost / damaged on account of disfiguring, any page or graph / picture is removed by a reader, he / she must replace it by a new copy or pay three times the cost of that volume and pay any fine that may be imposed on him / her by the authorities.

6.1.3.8. If someone loses a book, he / she must report the matter to the Librarian on the same day. Otherwise late fine will be added with the amount payable for the lost book.

6.1.3.9. If one volume of a set is lost by the user, the whole set shall have to be replaced.

6.1.3.10. Before leaving the library each person shall return the books/ documents taken for reference / reading in the reference counter.

6.1.3.11. Users are requested to allow search of person at library exit gate while leaving the Library.

6.1.4. LIBRARY PRIVILEGES

6.1.4.1. A student has to get enrolled as a member of the Library.

6.1.4.2. Library card will be issued to the member. The library card will be valid for one academic year and shall be renewed in the beginning of the subsequent year.

6.1.4.3. Documents will be lent to a borrower only against the Library card.

6.1.4.4. No of books issued to the student:

CLASS	NO OF BOOKS ISSUED	MAXIMUM ISSUE DAY
I st year B.Tech	02	15 days
II nd Year B.Tech	02	15 days
III rd Year B.Tech	03	15 days
IV th Year B.Tech	03	15 days
MBA	03	15 days
MCA	03	15 days

6.1.4.5. Student shall have to return the book(s) within a period of 15 days (including last day) failing which he / she shall have to pay the following fines per day per book from the 16th day of issue of books.

FROM DAY	TO DAY	FINE / DAY /BOOK
16 th	13 th	1/-
23 rd	20 th	2/-
30 th	onwards	3/-

N B: immediately after 30 days, disciplinary action will be taken against the defaulter

6.1.5. LENDING LIBRARY

6.1.5.1. The College Library is equipped to lend costly text books to the students. At a nominal annual subscription which is subject to change, a student can draw in an academic year books whose printed cost taken together does not exceed 4 times the amount of annual lending

library subscription as applicable to him/her. It is also clarified that not more than 4 books at any one time and not more than 4 books per semester can be drawn by a student.

6.1.5.2. If a student having subscribed does not avail the Lending Library facilities partially or fully, the residual unused portion of the subscription shall be adjusted against his/her college dues for the current or the next academic year. In case no dues are outstanding, the balance amount shall be directly refunded to the student.

6.1.5.3. A student wishing to draw books (number not exceeding 4 at a time and 4 per semester) whose combined printed cost is more than 4 times the annual subscription, may do so by paying the excess amount i.e.,(b-4a) at the times of drawing the books.

6.1.5.4. Lending Library book issues shall confine to following norms.

6.1.5.4.1. Not more than 4 books can be drawn at any one time.

6.1.5.4.2. Total number of books standing against a student's name at any one time shall not exceed 4.

6.1.5.4.3. Not more than 4 books can be drawn in a semester.

6.1.5.4.4. Total printed costs of the books drawn in an academic year shall not exceed 4 times the amount of annual subscription except for circumstances elucidated at para 3 above.

6.1.6. OTHER RULES

6.1.6.1. Books are not transferable to other accounts.

6.1.6.2. Loss of Library Cards shall be reported immediately to the Librarian. A duplicate Library card may be issued by payment of Rs.30.00 and a color passport size photograph for the card. The borrower shall be solely responsible for misuse of the lost card, specifically for all books issued against the card before the loss of the same was reported.

6.1.6.3. If any student disfigures / removes the barcode / call number label of the books or library / identity card an amount of Rs.10.00 (per level) will be imposed as fine.

6.1.6.4. The Principal /Dean/ HOD / Librarian have the right to stop the facilities of the library including issue of books at any time to any or all the borrowers.

6.1.6.5. Books will be issued only on production of Library Card and Identity Card.

6.1.6.6. Reference Books, Rare Books and periodicals are not to be issued.

6.1.6.7. All borrowers shall secure a "No dues certificate" from the library after clearing all the dues while leaving the college.

6.1.6.8. Any case of misbehavior or discourtesy by the staff or unwillingness to provide service shall be reported to the Librarian.

6.1.7. IDENTITY CARD

Identity Card of an individual student is handed over to him / her from TAT Office during the start of concerned student's academic career at TAT, **This is a very important document and must be preserved with utmost care.** However if the Identity Card (I-Card) is lost, a procedure as given below is to be carried out:

- 6.1.7.1.** For issuing a duplicate I-Card, a student has to write an application to the Principal.
- 6.1.7.2.** After getting approval from the Principal the student has to get a FIR copy (from the police station) or get an affidavit from the notary.
- 6.1.7.3.** He / She has to submit the application along with FIR / Affidavit to the Librarian.
- 6.1.7.4.** After receiving the 'NO-DUE' Certificate from the Librarian he / she is required to deposit Rs. 200.00 (Rs Two hundred) in the Account Section.
- 6.1.7.5.** The student must submit the money receipt in the library and collect the I-Card in a day or two.

6.2. COMPUTER LAB RULES

6.2.1. Dos

- 6.2.1.1.** Student should sign in the Lab-monitoring sheet.
- 6.2.1.2.** Student should prepare the program code before coming to the lab for the respective current assignment.
- 6.2.1.3.** Student should work in the respective student directory only.
- 6.2.1.4.** Student has to ask the faculty or lab assistant doubts regarding coding errors found during compilation and execution time.
- 6.2.1.5.** Student should submit the lab records after completion of every assignment and get it signed by the concerned faculty.
- 6.2.1.6.** Student should attend the lab on time & submit I-card before entering to the lab.
- 6.2.1.7.** Student should maintain discipline and decorum inside the lab.
- 6.2.1.8.** Student should shutdown the system properly, unless otherwise specified, before leaving the lab.
- 6.2.1.9.** Student should shutdown the system as well as monitor five minutes after the power failure.

6.2.2. DO N'Ts

- 6.2.2.1.** Students should not tamper the system files.

- 6.2.2.2. Students should not delete or modify other files and folders.
- 6.2.2.3. Students should not handle other utilities and equipment except the allotted systems.
- 6.2.2.4. Student should not carry bags in the lab.
- 6.2.2.5. Students should not leave the lab during the lab time without the permission of the faculty or lab assistant.
- 6.2.2.6. Students should not talk to other students in the lab hours.

6.3. RULES FOR BROWSING INTERNET

- 6.3.1. Students should bring their ID card along with Internet Browsing token.
- 6.3.2. Students are allowed for minimum of 30 minutes and maximum of 1 hour at a time.
- 6.3.3. Students should not open more than one site at a time.
- 6.3.4. Students should use the net for mailing and for browsing the sites related to educational document only.
- 6.3.5. Students may avail the internet Facility on first come first serve basis.
- 6.3.6. Violation of rules and misuse of the net will be viewed seriously leading to punishment.

6.4. INTERNET LAB REGULATIONS : FOR CAMPUS HOSTELSTUDENTS(AFTER 9 p.m.)

- 6.4.1. Student shall book the slot in advance for slots after 09 P.M.
- 6.4.2. Student shall bring the I-Card (Specially issued for the purpose of library) during booking and usage time.
- 6.4.3. Students shall not chat.
- 6.4.4. Students shall book 1 hour per day.
- 6.4.5. Students shall use the net for educational purpose only and shall not open unauthorized sites.
- 6.4.6. Students found violating the regulations shall be liable to severe punishment.
- 6.4.7. Students shall come in normal dress.

6.5. HOSTEL RULES:

These rules are applicable to all the hostellers of the Institution

For any academic requirement or that of the institution if a student has to remain on leave, he/she has to take necessary permission first from the Director (Academics)/Principal and apply to the superintendent of the respective hostels. It contains a set of codes of conducts to be followed by each hosteller and by each staff of the hostel. Also separate codes of conducts had been made for Ladies hostel and Gent's hostels. The salient features of Hostel rules and conduct are as follows-

HOSTEL ADMISSIONS

- 6.5.1 The allotment of rooms will be made through lottery system by the Chief Warden based on the application submitted by the candidate.
- 6.5.2 Students/parents has to give list of two persons along with their passport size photograph and complete postal address including mobile number during the time of admission
- 6.5.3 Admission and continued stay in the hostel depend upon the academic performance, good behavior and conduct of the student.
- 6.5.4 The student should stay in the allotted room for one complete academic session. Change in rooms in mid-semester is not possible.
- 6.5.5 The hostellers with chronic medical problems will be asked to vacate the room immediately as personal medical care by parent / guardian will be necessary.
- 6.5.6 If a student is expelled from the institution for any reason he/she should immediately vacate the hostel on the day of expulsion from the institution. His / her continuance in the hostel will be treated as unauthorized occupation.
- 6.5.7 The hostellers themselves are personally responsible to safeguard their belongings. They are not to keep large amounts of cash or valuables like gold, costly wristwatch etc., in their rooms. They should also take care of their purse, calculators, cell phones, computers and books. In case of theft or loss of any items it should be reported to authorities. The hostellers are advised to keep their rooms, boxes, suitcases, cupboards, etc., securely locked with good quality locks.
- 6.5.8 Continuation of stay of a student in the hostel is subject to the discretion of the administration.

6.6 HOSTEL RULES & REGULATIONS

All movements from and to the hostels should be recorded in the movement register kept with the security guard at the entrance of the hostel and should be properly signed.

Students need to sign In/out going register maintained in the respective hostels while they are entering into or going out from the hostel.

Parents should not encourage students to go to picnics/tours outside Bhubaneswar.

Attendance:

- The attendance timing is 7.00 to 8.30 pm for ladies hostel.

- In the case of Men's hostel all hostellers have to be present in their respective rooms and keep open the rooms between 8.00 pm & 9:30 pm every day
1. The hostellers will be permitted to change their rooms only after Warden's/Superintendent's approval.
 2. The hostel rooms are subject to inspection by the Hostel authorities to make sure that they are kept neat and tidy and no unauthorized items like liquor, drugs, lethal weapons etc., are kept in the room. Possession of any lethal weapons or any instrument / contrivance, which is likely to cause physical harm to others, is strictly prohibited.
 3. Students may be asked to vacate their rooms during semester break for undertaking maintenance work.
 4. For effective utilization of the hostel facilities, students may be required to change their rooms at any time during the academic year by the competent authority.
 5. Complaint register will be available in the hostel office. The maintenance Department will attend to the complaints regularly.
 6. When not in rooms, the students are required to switch off the lights and fans and lock the windows, cupboards and doors properly to avoid pilferage/theft. Hostel authority will not be responsible for the loss of student's belongings.
 7. If a student is interested to avail hostel facility for training during the summer vacation, he/she may apply to the superintendent before 15 days of his/her stay. But, permission to stay in the hostel is at the sole discretion of the hostel authority. However, the mess facility may not be available to the students.
 8. Parties of all nature are banned in the hostel premises (Specifically "Birthday Party" at night) .The offender will invite suitable punishment as deemed fit by the hostel authority.
 9. Perfect silence is to be maintained in the hostel premises including rooms, bathrooms, dining halls, corridors, common areas etc. Every student of the hostel should have the civic responsibility that he or she should not be a cause inconvenience, annoyance or disturbance to others.
 10. The hostellers should not enter into any unnecessary conversation, quarrel or altercation with the hostel staff. If anyone has any complaint against any employee of the hostel, a written complaint against the person is to be lodged with the Superintendent/Warden. Use of abusive, vulgar and unparliamentarily language against the hostel/mess staff is strictly forbidden. Any complaint received from staff/faculty towards students will be taken action seriously.
 11. If any hosteller is found indulging in any form of instigation / intimidation / threat to any other hostellers he / she will be asked to vacate the hostel forthwith.
 12. Smoking is prohibited in the hostel buildings. Gambling in any form such as playing cards (even without money at stake), consumption of alcohol, use of drugs and narcotics and even possession of such things are prohibited. Anyone found indulging in the use of such things will not only be asked to vacate the hostel but also be rusticated from the College.
 13. Day scholars are not allowed in the hostel. Hostellers should not encourage entry of day scholars.
 14. Celebrating birthday parties inside the hostel rooms is strictly prohibited.
 15. Collection of donation for any purpose (Religious/ otherwise) is also strictly prohibited.
 16. Students are not allowed to play skating rollers and other outdoor games inside the hostel to prevent breakages and accidents. Sliding along the hand rails/rest of stairs and fast running/ climbing down should be totally avoided to prevent accidents.
 17. When leaving the rooms for attending classes or for vacation, etc., fans, electrical gadgets, lights etc., should be switched off. Glass windows are to be closed securely.

18. Students absenting themselves from regular classes will have to take the permission of the Warden and communicate the information to the Superintendent/ Warden.
19. Hostellers coming to the Hostel after the gate closing hours without prior permission would be fined. Regular late comers will not be allowed to stay in the hostel.
20. Water should be carefully used and not wasted.
21. Wrong entry, improper / lack of entry in exit register, signing on behalf of another person, tampering with the entries, proxy attendance and misguidance of any nature are punishable. In case of any quarrel between or among room-mates it should be reported to the Superintendent/Warden for appropriate action.
22. The hostel In time for girls is 6.30 PM/6.00PM in summer/winter respectively
23. The hostel In-time for Boys is 7.00 PM/6.30PM in summer/winter respectively
24. Absentees / Latecomers (without prior permission from the Warden) will be suitably punished.
25. Students coming late / or absent regularly will be expelled from the Hostel. Such students shall not be readmitted under any circumstances.
26. If the allotted room is a shared accommodation the student should inform the other student in the room or care taker whenever they are going out of the hostel. Students leaving the hostel after the semester or discontinuing their stay should never lock their rooms and cupboards.
27. Students are not allowed to keep any power driven two wheeler vehicles in the hostel.
28. The hostellers are not allowed to keep air coolers, musical instruments, cassette record players, and computers, TV, electric irons or any electrical equipment without written permission of the Chief Warden. Unauthorized possession will lead to confiscation of the goods.
29. Screening of film/video shows in the hostel strictly prohibited.
30. Student should wear proper dress in the hostel.
31. Students should not display obscene poster or calendars, wall writing etc in the room or anywhere in the hostel.
32. Use of Computers:
 - The usage of computer is for academic purpose only.
 - The hostel authorities will conduct surprise checks periodically and if anyone is found violating the above rule, disciplinary action will be taken against him/her.
33. Use of cell phones:

Ordinary cell phone could be used by the student but not inside the class rooms, examination halls, and laboratory, Library, offices and during silence hour in the hostel.
34. Students should visit the hostel office only during visiting hours. Students should read the circulars/notices put up at the notice board and be updated with the functioning of the hostel.
35. Students are instructed to attend the General meetings of the hostel. It is mandatory for Members of the Students council who are hostellers and committee members.
36. Students should not use social media for any hostel incident.

37. Student should not create commotion/mass agitation in the hostel for any incident.
38. Student should not go to police (for lodging F.I.R) for theft and any other incident.
39. Student should not order food from outside.
40. Student should not create nuisance inside /outside hostel.
41. No vehicle (of guardian/parents) is allowed to enter in to the college premises after 6.30PM.
42. Violation of any of these rules would result in punitive action and serious violations would be referred to the "Students Disciplinary Committee". The decision of the committee would however be final which may include heavy fine, suspension from hostel/college
43. Other rules to notify time to time should be followed for smooth functioning of the hostel administration.

Rules for Leave and outing

Ordinary Leave

Leave from hostel can be granted for specific purpose or to attend to any exigency in line with the rules given in the following clauses. Leave up to 2 days can be granted by the superintendent. The application for leave should reach the hostel office by 1 P.M of the preceding day. In case the date prior to the date is Sunday/holiday. The date of application should be previous working day.

Sick Leave

In case of illness a student can avail leave with permission from the superintendent of the respective hostels. On joining the student has to produce a medical fitness certificate in the hostel and in the college.

Personal Tragedy

In case of personal tragedy in the family, a student can avail leave with permission from the superintendent of the respective hostels.

Institutional Requirement

Important Family Function

A student can avail leave to attend to important family functions held for immediate family members. He/she has to take necessary permission from the superintendent of the respective hostels.

- Student must take written permission from the hostel superintendent/warden in a prescribed Performa before leaving the station stating reason, period, destination and contact numbers and address for the days of absence.
- Parents/Local guardians are required to come to the hostel to take their wards during vacation.
- If the parents could not come, they are to give the consent by filling the format given in page-08 and fax the same to the college.
- Students required outing should inform to the superintendent through care taker in writing at least two/ three days earlier from the proposed date of outing.

44. Guests

Guests are not permitted to stay in any of the hostels.

Persons whose photograph and other details submitted during admission are only allowed to meet the student/take the student from the hostel

Parents/ Guardian visiting the student should remain in the visiting room of the hostel. Entry into the hostel blocks is not permitted-

- Mess Committee, Timings and Rules

Mess Committee: In every hostel there is a committee comprising representatives of different year students. In every semester hostel superintendent consult the committee and finalize the menu. Also the committee members discuss various problems regarding meals with superintendent on a regular basis.

- All the students of the hostel should take their food in the allotted mess only.
- The meal timings are Breakfast: 7.15 AM—9.30A.M

Lunch: 1.00PM—3.15PM

Dinner: 9.00PM—10.30PM

These timings are to be strictly adhered to. It is not obligatory on the part of the kitchen/dining hall staff to serve the meals outside the prescribed timings.

1. Dining hall furniture like chairs, tables, etc., and utensils like stainless steel tumblers, plates, spoons etc., are not to be taken out of the dining hall. If anyone is found taking these dining hall properties out, he/she will be suitably penalized.
2. The hostel kitchen is strictly “Out of Bounds” for the students/parents/guardians.
3. Sick person will be served mess food in the room, only if the student registers their name with the care taker.
4. The hostellers shall not waste food, electricity & water. Wastage of food is a national loss. If anyone is found indulging in such wastage, he/she will be asked to vacate the hostel, since wastage causes unnecessary and unavoidable expenditure to others.

Wastage of food is a national loss.

1. Damages and Recovery
1. Each student is responsible for the protection and care of the hostel property. The student shall be charged individually or collectively for damages to the buildings and the hostel property, including furniture, cupboard,, aquaguard etc. Due penalty may be levied as deem fit by the hostel authority.
2. The cost of damages will be recovered in the following manner:
 - If any individual or group is identified to have caused the damage, double the cost will be recovered from him/her/group.
 - If damage is done in anyone of the rooms and the person(s) is / are not identified then double the cost will be recovered from the room-mates collectively.
 - If a damage is done outside the rooms i.e., in common places like corridors, bathrooms, recreation halls, mess etc., and the person(s) is/ are not identified, then double the cost will be recovered, floor wise or block wise or on the whole, as the case may be.
 - Students found damaging the property will be expelled from the hostel.

ARRANGEMENTS AT THE TIME OF VACATION

1. All hostel students (Boys & Girls) will vacate their rooms before proceeding on summer vacation.
2. A separate cloak room may be made available to keep their belongings while proceeding on vacation. Personal belongings should be placed inside locked suitcases, trunks/boxes and should bear complete details. The items kept inside the room are to be entered in the note book kept by the in-charge of the cloak room.
3. Students who have kept their belongings in the cloak room should positively report on one day before the reopening day and move to their respective rooms. Students who come late will not be entertained for any loss of property and will be penalized.
4. In case of final year girl student's parent's approval is necessary [Fax format as given below] before vacating the hostel. In case students who vacate in-between the semester, permission from Director/Principal and parents approval is mandatory.
5. Students who have vacated should not enter the hostel without prior permission from hostel authorities.
6. The boarder who wants to leave the hostel permanently, he/she should give room clearance to the care taker.

Health Care

1. Any hosteller, who is not well, should report to the care taker for appropriate help/ advice.
2. If the sick person requires medical care by outside hospital at any time, a form meant for the same should be filled along with the signature of the patient if possible or by the accompanying person and submitted to Warden/ Superintendent/ hostel in charge for arranging the ambulance.
3. A sick student should invariably be accompanied by a care taker, while going to outside hospital.
4. If the situation warrants, admission to an outside hospital as patient, the same is to be reported to the Warden/Superintendent immediately and parents will be informed.
5. Hostel management born the immediate cost of treatment up to two or three days including attending the patient till the parent take over the charge of their wards. Such medical treatment cost has to be reimbursed by the parents.

6. If any sick hosteller requires special diet, the individual should inform the mess supervisor through the warden concerned for making suitable provisions.

Other Facilities

1. English newspapers and magazines are provided in each hostel. Hostellers are requested to make best use of them. Magazines could be borrowed against the identity cards for limited period so as to enable wide circulation.
2. Students are free to subscribe to the newspapers/ magazines which they will individually collect from the security.
3. The hostellers have to collect their mails from the care takers room.

Payment of Hostel Dues

1. Caution Deposit
A sum fixed by the management will have to be paid towards Caution Deposit, which will be refunded, when the student vacates the hostel after deducting the dues, if any.
2. Establishment & Mess Charges
 - a. The Establishment & Mess charges will have to be paid for each year as decided by the management.
 - b. The amount once collected is not refundable on any account.

1. Ragging

Ragging in any form (making unpleasant noise, disorderly conduct, doing any act which causes or likely to cause physical or psychological harm or raise apprehension or fear of shame or an embarrassment to the new student, which include teasing, abusing, playing practical jokes on or causing hurt to such students or asking the new student to do any act or to perform such things which such student will not in the ordinary course willingly do) is strictly forbidden. If anyone is found guilty of ragging he/ she will be expelled and also liable for prosecution under the Tamil Nadu Prohibition of Ragging Act, 1997 which will result in a minimum punishment with imprisonment for a term which may extend to two years and shall also be liable to a fine of Rs.10,000/-.