

***HR POLICIES AND STUDENTS-
STAFF WELFARE SCHEMES***



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

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 – 2015.

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.

CONTENTS

Sl. No	Title	Page No
1.	Quality management	4
2.	Human resource planning	4
3.	Recruitment	5
4.	Orientation	6
5.	Confirmation & Separation	6-7
6.	Performance Appraisal	8
7.	Positions and pay scales	9
8.	Dearness allowance	10
9.	Yearly increments	10
10.	Leave Rules	11-18
11.	Promotion policy	19
12.	Retirement	19
13.	Conduct Rules	20-26
14.	Discipline and grievance procedure	27
15.	Disciplinary procedure	28
16.	Grievance procedure	29
17.	Consulting, R&D and teaching assignments	30
18.	In-House R&D and Seminars/Workshops	31
19.	Staff Welfare (KALYAN)	32-37
20.	Annexure	38-39

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

- (i) The Principal shall take the stock of the faculty and staff in the month of April every year for the subsequent academic year.
- (ii) 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.
- (iii) 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.
- (iv) The teacher student ratio shall be **1:20** including the professors into account in each department.
- (v) He will appoint a selection committee for recruitment in each discipline, comprising the HOD and experts.

RECRUITMENT

- (i) The selection committee shall prepare a job description and job specification for the candidate to be recruited.
- (ii) 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:
 - a. Advertisement in the Newspapers
 - b. Files maintained for storing the unsolicited applications
 - c. Campus recruitment
- (iii) The committee may also conduct Walk-in Interviews for augmenting the required candidates.
- (iv) The committee shall invite external panel members to interview the short listed candidates in the following processes:
 - a. Class room demonstrations
 - b. Personal Interviews
- (v) The committee shall finalize the short listed candidates who are selected by the external experts and submit their recommendation along with the Personal data sheets of the candidates to the Chairman who in turn Interview the candidates against terms and conditions of the institute and decide on the appointment.
- (vi) An offer of appointment letter shall be released by the Principal to the selected candidates.
- (vii) 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.
- (viii) Ph.D with 1st Class in BE/BTECH or ME/MTECH with eight years teaching/industry/research experience or ME/MTECH from Industry/Profession with minimum ten 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.
- (ix) 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 fifteen years of research experience is eligible for appointment as Professor.

ORIENTATION

- (i) Every teacher appointed in the college shall be given a brief introduction about the college by the Principal on the day of his/her joining.
- (ii) The Principal shall take him/her to the department of his/her work and introduced to the Head of the Department.
- (iii) 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.
- (iv) 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.
- (v) The HOD will also ensure that all the registration formalities, including submission of joining report etc, by obtaining the assistance of the office team.
- (vi) The HOD will introduce the new faculty member in the first class he/she is going to handle in every section of his assignment.

CONFIRMATION & SEPARATION

1. Confirmation

- (i) All the employees will be on probation period of 12 months from the date of their joining, which may be extended for further period as per Trident Service Rules.
- (ii) Employee performance review shall be undertaken on completion of the probation period against his/her performance appraisal and personal attributes.
- (iii) Once the performance has been evaluated, confirmation/extension shall be recommended by Principal. After receiving final recommendation, management shall take the action accordingly.
- (iv) All appointments should be supported by copies of certificates. All individual candidate records in form of personnel files shall be maintained with the principal's office.
- (v) Appointment for contractual employee shall be purely temporary and contractual in nature for fixed term as per mutual understanding. The contractual employee shall also need to sign an indemnity bond.
- (vi) The appointment for contractual employee shall automatically come to an end after the period specified in the letter, and the contractual employee shall have no claim or rights on the post thereafter and shall have to return all the institute properties and belongings to Administration department.

- (vii) In the event the management decides to further extend the services of the contractual employee, the same shall be formalized with a written communication to that effect.
- (viii) Unless extended vide a written formal communication, services of the contractual employee shall be deemed as not required further after the date of expiry of the existing contractual period.
- (ix) Unless confirmed in writing, the contractual employee shall not be entitled to any of the benefits being extended to the regular employees of the institute.

2. SEPARATION

- (i) Separation process arises due to resignation/termination of employees for any reason.
- (ii) Resignation should be submitted to the concerned HOD for staff and to the Principal for faculty through mail/hardcopy.
- (iii) Concerned HOD/Principal may discuss the reason of resignation and may accept or reject the same after discussions.
- (iv) Resignation acceptance letter may be issued to employee.
- (v) No-dues clearance form should be submitted by the resigning employee along with signatures of all stake holders. This shall be submitted only on the last working day in a specific Format.
- (vi) Exit interview should be conducted in the last week of the relieving.
- (vii) Experience certificate shall be issued to employees after the full & final settlement.
- (viii) Any employee (contractual or on-roll) may be asked to leave the institution on the basis of his/her poor performance or misconduct including, but not limited to, in-subordination, theft etc.
- (ix) On roll employee who is being asked to leave Trident may be relieved from his/her duties after fulfilling the notice period requirements as per Trident service rules. The relieving may be processed with the payment of salary for the notice period or direction to serve the notice period.
- (x) Contractual services are however, liable to be terminated without assigning any reason at any point of time during the tenure of employment of the contractual employee with the institution.

3. Performance appraisal for Teaching & Non-Teaching staff members

The following procedure shall be enforced to evaluate the employee's contribution towards the institutional objectives and identify the gaps in performance for the purpose of his/her personal development.

- (i) Appraisal cycle shall be taken for the previous academic year in the month of July.
- (ii) Each employee is required to fill in a Faculty Performance Appraisal Form (FPAF) and submit the same by the date, failing which their rating is liable to get affected.
- (iii) Job rotation between staff members and redeployment options shall be considered across campuses for enhanced productivity and improved performance.
- (iv) Ratings (FPI) shall be communicated to the employee, on or before 31th August of every year, on completion of his/her performance mapping as per the Performance Management System (PMS).
- (v) The rating shall be given by the appraiser/reviewer on a 10 point scale against different category employees of 1400, 1000, 700 weightages for professors, HoDs, faculty members and nonteaching staff.

MODERATION PROCESS:

After the performance appraisal, a moderation exercise shall be carried out in order to minimize inter-appraiser ratings. Moderation process may be carried out by a committee constituted by the Principal. This committee may also decide to recommend an increase or decrease of rating based on the observations of the committee members.

ELIGIBILITY CRITERIA

All employees (on-roll and contractual) who have joined before December 31st shall be eligible for this assessment.

PERFORMANCE LINKAGE

The merit increment shall be linked with the final performance rating(FPI) of the employee.

LOW PERFORMANCE

The approach towards low performers will be as under:

Employees with final rating of average shall be placed on Performance Improvement Plan (PIP) for three months during which their performance shall be monitored and reviewed. If there is a performance improvement observed at the end of the PIP, the employee may be allowed to continue with the institution. If however, adequate performance improvement is not observed at the end of the PIP, a suitable action may be initiated as per Trident service rules.

POSITIONS AND PAY SCALES

- (i) The College will have the following positions of hierarchy in the teaching departments:
- i. Principal
 - ii. Professors
 - iii. Associate Professors
 - iv. Assistant Professors(Senior Scale)
 - v. Assistant Professors(Selection Grade)
 - vi. Assistant Professors
- (ii) In addition, each department shall have support staff like Programmers, Lab Assistants, Department Clerk and Department Attendant.
- (iii) The College Office will have the following positions of hierarchy in the administrative department.
- a. Administrative Officer
 - b. Accountant, PA to Principal/Chairman, Clerical Assistants
 - c. Office Assistants.

Scale of pay for various teaching positions are 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 (S. S) - Rs.15,600 – 39,100 – Grade Pay Rs.7,000/-
- Assistant Professor - Rs. 15,600 – 39,100 – Grade Pay Rs.6,000/-

–

DEARNESS ALLOWANCE

- In addition to the Basic Salary, a monthly dearness allowance shall be extended to Teaching Faculties. Present DA is 45% on basic pay.
- Management may provide other allowances for Professors, HoDs and special posts.

YEARLY INCREMENTS

- Staff Members are eligible to the increments prescribed at the end of 12 months service in the Institution @ 3% on the basic pay.
- Additional Increments shall be given to faculty members and staff members based on their merit of annual performance appraisal at the discretion of the Management.

INCENTIVES AND REWARDS

The Institute is continuously encouraging, supporting and promoting R&D activities towards the achievements by establishing incentive policy as follows:

1. An incentive of Rs.10, 000/-shall be granted for the publication in top journals like IEEE Transactions, IET, Springer, Taylor and Francis and Elsevier.
2. An incentive of Rs.8, 000/- shall be granted for the publication in both unpaid referred Scopus and SCI/ESCI/SCIE indexed journal.
3. An incentive of Rs.5, 000/-shall be granted for the publication in unpaid referred Scopus indexed Journal.
4. In case of paid referred Scopus indexed journal, the incentive is equivalent to the publication fee subjected to the maximum of Rs. 4,000/-.
5. Rs.2, 000/-shall be granted per faculty for every citation in top impact factor journals (SCI/ ESCI/ SCIE / Scopus).
6. A registration fee subjected to a maximum of Rs. 5000/-is granted along with 5,000/-as incentive for Scopus/SCI indexed conference.
7. For book publications, the first author gets incentive of Rs. 5,000/-.
8. The faculty who gets sponsored research project / scheme from any funding agency like DST / AICTE / UGC / etc., will be given 7% as incentive during ongoing period in

addition to 10% of sanctioned grant after successful completion and submission of project completion report to the respective funding agency.

9. In the case of Design Patents, the incentive of Rs 20,000/- is given after patents gets published, granted and commercialized.
10. In the case of Copyrights, Institute grants copyright incentive for computer software only. The incentive of Rs 15,000/- is provided after the copyright gets published, granted and commercialized.

LEAVE RULES

1. INTRODUCTION

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions. Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. Vacation and leave are governed by a set of rules and norms as laid down by Trident Group. The following leave rules and norms give details about the different types of leave and how they can be availed of. Certain rules are common to both faculty and non-faculty of the Institute. Certain rules and norms have been stipulated specifically with reference to faculty of the Institute. These rules should be used for the better understanding and utilization of the leave rules and norms and are only complementary and explanatory in nature and in no way meant to supersede the leave provisions of the Group of Institutions.

The instructions on the grant of casual leave and special casual leave to the employees of Trident Group of Institutions, on specified occasions have been issued by the Management from time to time, over a period of years. A need has been felt for consolidating at one place the instructions issued from time to time and still in force on the subject of grant of casual leave and special casual leave. .

General Principles Regarding Grant of Leave Applicability

The provisions contained in these rules shall apply to all employees of the Trident Group of Institutions, Bhubaneswar

Right to leave

- i. Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.
- ii. Leave sanctioning authority cannot alter the kind of leave due and applied for.
- iii. Leave will not be granted to staff under suspension.

Authority empowered to sanction Leave

- i. Applications for leave shall be addressed to the concerned Principal/Administrative officer by the other members of staff.
- ii. Leave may be sanctioned by the Director or by a member of staff to whom the power has been delegated by the Management. Normally, the Principal will regulate the leave accounts of the staff members
- iii. The Management may sanction leave other than Casual Leave to the Principal. The Principal can avail himself of Casual Leave on his own authority.

Commencement and End of Leave

- i. Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the date on which duty is resumed.
- ii. Saturdays, Sundays, Restricted Holidays and other Holidays or the vacation may be prefixed as well as suffixed to any leave, subject to any limit of absence on leave prescribed under each category of leave.

2.1 Casual leave

Casual leave is not a recognized form of leave. The employees on casual leave is not treated as absent from duty and his/her pay is not intermitted. Casual leave must not, however, be given so as to cause evasion of the rules regarding: -

- (I) Date of reckoning allowances
- (II) Charges of office
- (III) Commencement and end of leave
- (IV) Return to duty

Or so as to extend the term of earned or other leave beyond the time admissibility by rule

- 2.2 The maximum amount of casual leave admissible to the staff member is 12 days in a calendar year, subject to the condition that no more than 8 days casual leave may be allowed at any one time. The Head of the office may, however, relax the limit of 8 days in individual cases if he considers that there are exceptional circumstances justifying a relaxation in this regard.
- 2.3 Sundays and closed holidays can be prefixed or suffixed to the casual leave. Public holidays and weekly offs falling within a period of casual leave should not be counted as part of the casual leave.
- 2.4 Restricted holidays can also be prefixed or suffixed to casual leave.
- 2.5 Persons who join in the middle of the year, can be allowed to avail of casual leave proportionately or the full maximum period in a year, at the discretion of the authority competent to sanction the leave.
- 2.6 Casual Leave can be combined with Special Casual leave, but where it is permissible to grant regular leave in combination with special casual leave, casual leave should not be granted in combination with both special casual leave and regular leave.
- 2.7 Casual leave cannot be combined with joining time.
- 2.8 Casual leave can be taken while on tour.
- 2.9 Grant of half a day's casual leave to an employee is permissible. The lunch interval will be the dividing line for the grant of half a day's casual leave.
- 2.10 If a an employee having only half a day's casual leave at his credit avails it in the afternoon of a day and is unable to resume duty on the next working day due to sickness or other compelling grounds, he/she may be permitted to combine half-a-day's casual leave with regular leave by way of exception in the principle laid down in paragraph 2.1 above. However, an employee having only half a day's casual leave at his credit who has applied for regular leave shall not be permitted to avail of the half a day's casual leave on the afternoon on the day preceding the commencement of his leave.
- 2.11 One day causal leave should be debited to the casual leave account of an employee for three late attendances but late attendance up to an hour, on not more than two occasions in a month may be condoned by the competent authority, if it is satisfied that the late attendance is due to unavoidable reasons. Similarly an employee, leaves office early before the time without permission, one day's casual leave should be debited to his casual leave account for three such early departures from college.

- 2.12 If an employee having no casual leave to his/her credit comes late without sufficient justification and the administrative authority is not prepared to condone the late coming but does not at the same time propose to take disciplinary action, it may inform the employee that he will be treated as on unauthorized absence for the day on which he has come late and leave it to the employee himself/herself either to fall the consequences of unauthorized absence or apply for earned leave or any other kind of leave due to admissible for the entire day and sanction the leave.

DUTY LEAVE FOR SPORTING EVENTS

- 3.1 In view of the important role played by sports in the national life, an employee participating in sports events of national and international importance are allowed various concessions which include grant of duty leave as also treatment of the period of participation in the sports activities as duty. The circumstances in which, the participation of an employee in sporting events is to be regulated as duty or by grant of duty leave.
- 3.2 The period of participation of an employee in sporting events of national/international importance as also the time spent by them in travelling to and from for such tournaments/meets may be treated as duty.
- 3.3 There will be no change in the overall limit of 20 days of duty leave for an employee for one calendar year for participating in sporting events mentioned above taken together.

4.1 On-Duty Leave (ODL) for attending meeting of scientific seminars/ associations and workshops etc.

An employee may be granted duty leave to the extent required maximum 15 days to attend meetings organized by Scientific Association like Indian Science Congress Associations, the National Institute of Science of India, the Institute of Engineers, the university work and other similar bodies, and for journeys to and from the place of meetings. Special casual leave for this purpose is available to invitees, member officials' delegates of the organization concerned or those who have been asked to read papers at a conference. Special leave granted for this purpose may be combined with duty leave.

5.1 Special Casual Leave for regularizing absence on account of bandh etc.

An employee may be granted special casual leave as he/she is detained in the way during any particular bandh, road block etc if the competent authority is satisfied that the

absence of the individual concerned was entirely due to reasons beyond his control, e.g. due to failure to transport, or disturbances or picketing or imposition of curfew etc. If the absence was due to failure of transport facilities, the special casual leave may be granted if the employee had to come from a distance of more than 3 miles (5 kms.) to their places of duty. If the absence was due to picketing or disturbances or curfew, the special casual leave may be granted without insisting on the condition that the distance between the place of duty and residence of an employee should be more than 3 miles (5 Kms).

6.1 Earned Leave

Every employee is eligible to avail maximum 12 days of earned leave after completion of one calendar year. This rule can be availed with the approval of GB.

Guidelines for carrying over the earlier leave accounts

The EL account of a staff member as on end of the year i.e. 31.12.2022 shall be carried forward and credited to his/her EL account in the Institute subject to the prescribed limit of accumulation of leave. The maximum limit at that time was 300 days for EL. Then an advance credit of 6 days on 1st January and 6 days on 1st July will be made. If a staff member is having 133 days EL at credit as on 31.12.2022 and if he/she has not availed of any EL or vacation during the period 1.1.2023 to 30.6.2023, then on 1.7.2023 his/her EL account will have $133 + 6 + 6 = 145$ days at credit.

7.1 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 of such compensatory leave will be maintained in the Office. The compensatory leave of maximum 15 days 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.

8.1 Vacation Leave

Only Teaching Staff members (Professors, Associate Professors and Assistant Professors) are eligible to avail vacation leave of 21 days in the months of June/July each year.

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.

9.1 Maternity Leave

The leave can be granted to all lady staff subject to the following conditions:

- (i) Should have completed the minimum of two years of satisfactory service.
- (ii) The maternity leave is limited to a maximum of 6 months only without pay.
- (iii) Should give an undertaking that they will work for two years after re-joining.

10.1 Medical Leave

For other ailments and hospitalization the medical leave will be given on production of medical certificate and discharge certificate from recognized hospital. The actual days of hospitalization and treatment of the concerned employee will be adjusted against her/his EL account and he/she will get full salary of that medical leave period.

11.1 Staff Attendance

- (i) Attendance shall be only considered through Bio-Metric system for all staff, faculty members and senior administration staff as directed by the Principal.
- (ii) In case an employee forgets to mark the attendance in the Bio-Metric system, he/she may get the attendance approved from the Principal for the respective date (to comply within next hours)
- (iii) Administration shall generate the attendance report monthly and reconcile the same for all employees. In case of any discrepancy and clarification, the designated

administration executive shall get the same rectified.

- (iv) In case of a natural calamity or civil disturbance affecting normal life due to which it is anticipated that employees may have difficulty in attending office, Administration shall issue appropriate communication about the course of action to be taken. In case of any such exigency, a working day may be declared as an off-day. The institute reserves the right to declare any other weekly off day as a working day in lieu of the same.
- (v) During such exigency, essential services in the campus shall have to be operational, so employees managing these services may be called for duty which they would not refuse to ensure smooth functioning of the institute.

PROMOTION POLICY

- (i) All promotions shall be considered on the basis of merit- cum – seniority basis.
- (ii) The Principal shall appoint a committee (DPC) for promotion, in which he shall be the Chairman with all DEANs and HODs.
- (iii) 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 candidates for promotion, for any misconduct he/she has committed during the service.
- (iv) 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:
 - a. Asso. Prof: Ph.D., with 8 years experience as Assistant Professor.
 - b. Professor: Ph.D., with 3 years experience as Associate Professor.
- (v) 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 superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

CONDUCT RULES

In accordance with the Statute 27(1) and Statute 14(13) of central civil service (CCS), the governing body (GB) enacts the following Conduct Rules for the employees of the Trident Group of Institutions, Bhubaneswar; hereinafter referred to as the Institute:

1. COMMENCEMENT & APPLICATION

- (1) These rules shall come into force from such date as the GB may appoint therefor;
- (2) These rules shall apply to all employees of the Institute.

2. DEFINITIONS

In the Rules,

(1) “Competent Authority” means governing body wherein the Principal is secretary-cum-member.

3. “Service” means service under the Institute.

- (i) Every employee shall, at all times, maintain absolute integrity and devotion to duty and also be strictly honest and impartial in his official and administrative dealings.
- (ii) An employee should at all times be courteous in his/her dealing with other employees, students and members of the public.
- (iii) No employee shall indulge in verbal quarrel and/or physical fisticuffs or violent activities with any other employee or a student or a group of students/ employees or any other person. No employee shall use abusive /offensive language in letters/e-mails or in

documents which may hurt the religious sentiments or otherwise of individuals. Similarly no employee shall indulge in creating or inflaming passion in individuals on the lines of gender, caste, ethnicity, creed, language, religion and culture. Indulgence in any such activity will invite disciplinary action against such employee irrespective of civil/criminal proceedings under Indian Civil/Penal Code.

- (iv) An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.
- (v) Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the Institute and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond scheduled working hours and on holidays, Saturdays and Sundays. These duties shall inter alia include attendance at meetings of committees to which he/she may be appointed by the Institute, or of which he/she is a member by virtue of his/her position.
- (vi) Except for valid reasons and/or unforeseen contingencies/circumstances, no employee shall be absent from duty without prior permission of the competent authority.
- (vii) No employee shall leave station, except with the previous permission of the competent authority, even during holidays, Saturdays, Sundays, leave or vacation.
- (viii) Whenever leaving the station, an employee shall inform the competent authority, i.e. the Head of the Department, Principal or any other officer/authority under direct control of whom the employee is working, the contact address including where he would be available during the period of his absence from station, and his/her telephone number, etc., as may be specified by the Institute from time to time.

4. Consumption of Intoxicating drinks & drugs

- (i) An employee strictly abide by the law relating to intoxicating drinks and drugs. No employee shall work or appear in public place under the influence of any drinks or drugs during the course of his duty.

5. Unfair means & Plagiarism

- (i) Every employee shall conduct himself/herself with honesty and integrity and shall not indulge in any activity, and shall not adopt any unfair means in his/her academic/ research activities, publication of research papers in journals, reports/ monographs, project reports, etc., and shall not indulge in any activity which may be considered to be even remotely

connected with unfair means or plagiarism. Every employee is expected to uphold the sanctity and integrity of academic/research/administrative system and the credibility of the Institute. Any report/information in regard to unfair means and plagiarism shall be considered as a violation of Code of Conduct and disciplinary action shall be initiated against the employee concerned as per rules.

(ii) Any such report/ information on unfair means and/or plagiarism shall be promptly taken cognizance of by the Institute and such matters shall be dealt with appropriately in such manner as to uphold the highest traditions of the academic and research integrity and the credibility of the Institute.

6. Taking Part in Politics and Election

(i) No employee shall take part in politics or be associated with any party or organization, which takes part in political activity, nor shall subscribe in aid or assist in any manner any political party or movement or activity.

(ii) No employee shall canvass or otherwise interfere or use his/her influence in connection with or take part in election to any legislative body or local authority. Provided that an employee of the Institute qualified to vote in any election of such bodies/authorities as given in

(iii) Above may exercise his/her right to vote, but where he/she does so, he/she shall give no indication of the manner in which he/she proposes to vote or has voted.

7. Connection with Press or Radio or Television

(i) No employee shall, except with the previous sanction of the competent authority, own wholly or in part; and conduct or participate in the editing or managing any newspaper or other periodicals, publications/ magazines/websites of general/commercial interest.

(ii) No employee shall, except with the previous sanction of the competent authority or any other authority empowered by it on this behalf, or in the bonafide discharge of his/her duties, participate in a radio broadcast/telecast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical. Such articles must be confined to purely scientific or literary or policy issues and should not touch upon such matters as may affect adversely the functioning of the Institute; and they shall be free from all political tinge. Publications of articles relating to India's boundary areas and the population based on castes, tribes, religions, etc. in such areas is prohibited.

8. Criticism of the Institute

No employee shall, in any radio broadcast/telecast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the print or electronic media or in any public utterance, make any statement of fact or opinion,

- (i) Which has the effect of an adverse criticism of any current or recent policy or action of the Institute.
- (ii) Which is capable of embarrassing the relations between the Institute and the Central Government or any State Government or any other Institution or Organization or members of the public.

9. Evidence before Committee or any other authority

- (i) No employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, committee or authority.
- (ii) Where any sanction has been accorded
- (iii) No employee giving such evidence shall criticize the policy or any action of the Institute or the Central Government or any State Government

10. Unauthorized Communication of information

No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him/her, communicate, directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate any document or information.

11. Gifts

No employee shall, except with the previous sanction of the competent authority, accept or permit his/her spouse or any other member of his/her family to accept from any person other than relations any gift/donations.

12. Private Trade or Employment

No employee shall, except with the previous permission of the competent authority, engage directly or indirectly in any trade or business or any private tuition or undertake any employment / assignment with profit making nongovernmental organization outside his/her official assignments.

13. Investments, lending and borrowing

(i) No employee shall speculate in any business nor shall he make or permit his/her spouse or any member of his/her family to make any investment likely to embarrass or influence him/her in the discharge of his/her official duties.

(ii) No employee shall lend money at interest to any person nor shall he/she borrow money from any person with whom he/she is likely to have official dealings.

14. Insolvency, habitual Indebtedness and criminal Proceedings

(i) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his/her salary is continuously being attached, he/she may be liable to dismissal. An employee, who becomes the subject of legal proceeding for insolvency, shall forthwith report full facts in writing to the Principal.

(ii) An employee who gets involved in some criminal proceedings shall immediately inform the Principal through the Head of the Department to whom he/she is attached, irrespective of the fact whether he/she has been released on bail or not. An employee, who is detained in police custody, whether on criminal charge or otherwise, for a period longer than 48 hours, shall be deemed to have been placed under suspension with effect from the date of his/her detention by an order of the Principal, Such employee shall not join his/her duties in the Institute after his discharge from police custody unless he/she has obtained written permission to that effect from the Principal. Any joining contrary to the above shall be deemed to be infructuous and to have no legal validity.

15. Moveable, Immoveable and Valuable Property

Every member of the staff shall, on first appointment in the Institute service and thereafter at such intervals as may be prescribed by general or special orders of the competent authority, submit a return in such form as the Institute may decide in this behalf of all immoveable property owned, laired or inherited by him/her or held by him/her on lease or either in his/her own name or in the name of any member of his/ her family or in the name of any other person.

16. Vindication of acts and character of employee

No employee shall, except with the previous sanction of the competent authority, have recourse to any Court of Law or to the press for the vindication of any official act, which has been the subject matter of adverse criticism or an attack of defamatory character. If an

employee of the Institute lodges any First Information Report (F.I.R.) with the Police, he/ she should bring it to the notice of the Principal in writing at the earliest opportunity provided that nothing in this rule shall be deemed to prohibit an employee from vindicating his/ her private character or any act done by him in his/ her private capacity.

17. Marriage

(i) No employee who has a spouse living, shall contract another marriage without first obtaining the permission of the Governing Body notwithstanding that a subsequent marriage is permissible under the personal and religious law for the time being applicable to him/her and violation of this rule will lead to immediate dismissal of the employee from the Institute service.

18. Representations for redressal of grievance

(a) Whenever an employee wishes to put forth any claim, or seeks redressal of any grievance, he/ she must forward his/her case through proper channel to the concerned authority only, and shall not forward his / her case or a copy of his/ her application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months. A member of the staff aggrieved by an order imposing penalty passed by the Principal against him shall be entitled to prefer an appeal to the redressal committee against the order and there shall be no further appeal from the decision of the committee, and a member of the staff aggrieved by any order passed by the committee against him inflicting a penalty on him shall be entitled to prefer an appeal to the visitor against the order. However, such an employee is barred from taking up the same case before the Institute which has been disposed of earlier by the committee. Contravention of this provision may invite disciplinary action against the employee concerned.

(b) No employee shall be a signatory to any joint representation addressed to the Institute authorities for redress of any grievance or for any other matter.

19. Sexual Harassment

It shall be the duty of every employee of the Institute to be gender-neutral in his/her behaviour and action, and prevent or deter the commission of acts of sexual harassment in the Institute. Unwelcome sexual advances, requests for sexual favours and other inappropriate verbal or physical conduct of a sexual nature whether between members of the same or opposite sex constitutes sexual harassment. Each employee of the Institute shall faithfully follow the policy and guidelines for prevention of sexual harassment of women and women employees at their work place as issued by the Institute from time to time as per directive of the Honourable Supreme Court of India. Any violation in respect of the above shall invite

disciplinary action from the Institute and/or any other action as given in the policy and guidelines issued by the Institute.

20. Punishment, Appeals, etc.

Subject to the provisions of the Institutes of Technology Act,1961, an employee shall be governed by the service conditions as given in the Institute Statutes and other relevant rules, regarding imposition of penalties for breach of any of the above rules and preference of appeals against any such action taken against him/ her. The rules for disciplinary proceedings and imposition of penalties shall be in consonance with the CCS (CCA) rules, 1965 of the Central Government.

Interpretation The decision of the committee on all questions relating to the interpretation of the above rules shall be final.

21. Fundamental Duties of each employee

- (a) Other than assigned duties, each employee must have to abide by the Constitution and respect its deals and institutions, the National Flag and the National Anthem;
- (b) To cherish and follow the noble ideals which inspired our national struggle for freedom;
- (c) To uphold and protect the sovereignty, unity and integrity of India;
- (d) To defend the country and render national service when called upon to do so;
- (e) To promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women;
- (f) To value and preserve the rich heritage of our composite culture;
- (g) To protect and improve the natural environment including forests, lakes, rivers and wild life, and to have compassion for living creatures;
- (h) To develop the scientific temper, humanism and the spirit of inquiry and reform;
- (i) To safeguard public property and to abjure violence;
- (j) To strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement.

DISCIPLINE AND GRIEVANCE PROCEDURE

Code of Conduct for Teachers

- (i) Teachers shall be at the appointed classroom at the appointed time without any exception.
- (ii) Every teacher shall take attendance at the beginning of the teaching hour.
- (iii) Every teacher shall close the hour punctually at the end of the hour.
- (iv) 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
 - (a) taking correctional action if it is within his/her power, or
 - (b) reporting the matter to the Principal
- (v) Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- (vi) Faculties and staff members shall not engage themselves in other activities/ businesses, which affect their effective contribution in the Department and the College.
- (vii) Faculties and Staff Members shall not receive gifts of any kind from the Students or their Parents for any favouritism.
- (viii) Teachers shall maintain a respectable work conduct in terms of:
 - (a) Keeping all teaching aid material required for conducting the class in an orderly manner.
 - (b) Going according to lesson plan for the day and completing the syllabus for the semester without any backlog.
 - (c) Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
 - (d) Ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
 - (e) Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.
- (ix) Teachers shall observe good personal conduct in terms of:
 - (a) Not using any abusive language towards students, fellow teachers, parents and other members of public.
 - (b) Not entering into quarrels, fights or any act of disrespectful nature.
 - (c) 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.
 - (d) 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.

- (i) If a teacher commits an act of misconduct or misdemeanour by violating the code of conduct, anyone can report in writing to the Principal.
- (ii) 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.
- (iii) 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.
- (iv) 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.
- (v) 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.
- (vi) The course of action for disciplining a teacher shall be under the following categories:
 - (c) Memo and Censure.
 - (d) Warning in writing, with recovery of monies, where financial loss is involved in the act.
 - (e) Suspension from work without remuneration.
 - (f) Dismissal or discharge from service.
- (vii) The Principal shall report the proceedings periodically to the Chairman/Correspondent

GRIEVANCE PROCEDURE

- (i) The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
- (ii) The Grievance Committee shall be composed of among the ranks of Head of the Departments, Deans and Principal.
- (iii) The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.
- (iv) 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.
- (v) 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.
- (vi) The grievances shall be redressed immediately by the committee.
- (vii) The Member-Secretary shall record and maintain the minutes the meetings.

CONSULTING, R&D AND TEACHING ASSIGNMENTS

Consulting, R&D

- (i) The College encourages its teachers to take consultancy and R&D assignments within Institution, with other institutions or Industries, appropriate to the teachers' competence.
- (ii) The teacher shall undertake such assignments
 - (a) When the College is approached for such help and the College assigns such engagement to the particular teacher or
 - (b) When the teacher himself/herself is approached by the outside agency for such help.

- (iii) In either case, the teacher shall take up the assignment by obtaining the approval of the Management.
- (iv) The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.
- (v) The teacher shall also associate other members of the faculty in working on the assignments.
- (vi) 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 (70% of the consulting amount), in the presence of the Chairman.
- (vii) The Project Co-ordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

Teaching Assignments

- (i) The College permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section:
- (ii) 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.
- (iii) 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

- (i) The College encourages its faculties to undertake department-wise R&D Activities along with Students and other Staff Members.
- (ii) Each Principal Investigator (PI) is given a sanction of Rs 50,000/- in a year, towards in-house R&D activities.

Seminars/Workshops

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

STAFF WELFARE SCHEMES

(KALYAN)

Asset Loan Provisions

(a) Own Your Vehicle:-

- (i) Vehicle can be two wheeler or four wheeler

Two Wheeler:-

- (i) The scheme is basically for lab & non-teaching staffs.
- (ii) The cost of the vehicle is maximum up to Rs.75,000/-.
- (iii) Repayment can be in 25 instalments.

Four Wheeler:-

- (i) The scheme is for teaching staffs only.
- (ii) The cost of the vehicle is maximum up to Rs.6.00 Lakhs.
- (iii) 30 instalments are allowed for Repayment.

Terms and Conditions

- (i) The staff should have completed minimum 3 years of service in the institute.
- (ii) The staff should have a valid four wheeler driving license.

- (iii) The vehicle should be a brand new vehicle.
- (iv) The staff can avail this only once.
- (v) The staff should not be in study leave.
- (vi) The staff has to work in the organization for these three years, but if he leaves the organization before this tenure then he has to pay the sum total of all benefits with interest.
- (vii) PDCs will be submitted at the beginning of the loan.

(b) Own your House:-

- (i) This is basically allowed for Professor, Associate Professor & Assistant Professor.
- (ii) Professor & Associate Professor can avail 3 BHK house and Asst. Prof. can avail 2 BHK house.
- (iii) The house should not be very far from the institute.
- (iv) The institute provides Professors and Assistant Professors house loan maximum up to Rs.10 lacs and 7 lacs respectively.

Terms and Conditions

- (i) The staffs should have completed 5 years of service in the institute.
- (ii) The staff should furnish an agreement to repay the house loan in 36 installments and submit PDCs at the beginning of the agreement.

(c) House Rent Allowance:-

- (i) 10% of basic Pay (Pay band + Grade Pay) is given to all staff members (proposed)

(d) Medical Allowance:-

- (i) A sum of Rs.300/- is given to all staff members in their salary irrespective of their scale.

(e) Research Allowance:-

- (i) A sum of Rs.2000/- per month is paid to all teaching staffs who are putting in sincere efforts in research and projects.
- (ii) The staff must be Ph.D. holder or M. Tech and continuing his research work.
- (iii) This is not valid for fresher joining the institute.
- (iv) The staff member has to submit monthly research report to the monitoring Committee.
- (v) The staff should publish at least two research papers in a reputed conference or journal in a year.

(f) Conference Allowance:-

- (i) If a faculty member presents a paper in a conference then institute provides the required allowances him/her to present the paper in that conference.
- (ii) The duty leave is given to the faculty member.
- (iii) The Regd. fees and TA is reimbursed to the member by submitting relevant documents.
- (iv) Rs.5000/- is paid as reward for International Journal publication and Rs.2500/- for National Journal publication to the concerned faculty members.

(g) EPF:-

The employees whose salary is below Rs.15000/- are entitled to get EPF @12% per month out of which 8.33% towards pension scheme and 3.67% towards employee's PF. Employees whose gross salary below Rs.21,000/- avail ESI medical facilities with monthly @4.75% from employer and 6.5% from employee contribution from monthly salary

(h) Annual Health Check-up:-

A two days health check-up camp is organized inside the institute for all staff members once in a year.

College pays the charges of the physicians/doctors.

(i) Children Education

The ward of any employee of Trident family who has been working more than 3 years is entitled to take admission in any discipline free of all tuition fees in the institutions.

(j) Maternity Leave

Maternity leave is given upto 6 months without pay for all by woman faculty members who have completed minimum two years of continued service in the institute.

(k) LTC Facility

Staff members are entitled to avail LTC facility up to maximum reimbursement of Rs.20,000/- once in service period.

(l) Accidental Compensation

If an employee becomes partially disabled by losing one eye/limb/hand, an amount of Rs. 1,00,000/- will be paid and for losing both eyes/limbs/hands, an amount of Rs. 2,00,000/- will be paid as compensation by the institute. In case of death, an employee is paid as compensation an equivalent amount of one day salary of all employees with matching amount from management.

(m) Other facilities

- (i) If any staff whose salary is less than Rs 12,000 remains in duty for more than the schedule working time, he may be provided Rs 40 per hour as compensation.
- (ii) Once/twice in a year, staff development program are organized at different levels, to enhance the knowledge and skill of staff members (Lab and Faculty in each department).
- (iii) All staff members should have a get-together once in a year on the first Sunday in the month of September.

STAFF 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 95% results in theory papers for two semesters: Rs 10,000/- Cash Award with memento and certificate.

Summer/Winter Schools/Seminars/Conferences - 50% TA, 50% Regd. Fees and On-Duty leave for faculties with less than 3 years experience. 100% TA, 100% Regd. Fees Payables for faculties with more than 3 Years experience at the Institution (one program per year)

- Support Staff Members are provided with free computing skills and training programs. In addition, they can avail registration fee and on-duty leave towards higher education against service agreements.

Students Welfare Schemes

- Scholarship of Rs.10,000/- is given to the students who are financially needy as decided by scholarship committee and securing CGPA 9.0 and above.
- The scheme is applicable to the students of second year and above.
- A reward of Rs.5,000/- is given to the students securing 100% attendance in both theory and practical classes in a year

STUDENTS INCENTIVES

- (i) The Management is pleased to announce the following incentives and rewards for Students:
- (ii) Best student award for the highest CGPA in a semester: Rs 5000/- Cash and a memento
- (iii) Best-outgoing award: cash Rs.10,000/- and certificate
- (iv) Best student award in each department: cash Rs.5,000/- and certificate
- (v) Best project award: Rs 4000/- Cash and a memento
- (vi) Best performance in sports: two prizes, Rs. 2000/- and Rs. 1000/- Cash and mementos

- (vii) Best performance in cultural activities: two prizes, Rs. 2000/- and Rs. 1000/- Cash and mementos
- (viii) Incentives awards for doing funded student projects: two prizes, Rs. 2000/- and Rs. 1000/- Cash and mementos
- (ix) Free Training for personality development, entrepreneur-ship, ethics, and communications skills, computing skills and placement specific programs for Students.
- (x) Free/ subsidized add-on skills programs as per Industrial requirements.

1. Earn While Learn:

The Earn while learn programme provides opportunities to the students to earn while they are learning through the part-time jobs and the entrepreneurial projects thus preparing them to shoulder professional assignments with relative ease.

2. Student Group Insurance:

Apart from University insurance schemes, every student of TGI is covered under insurance and the insurance amount is borne by the students at the beginning of the entry.

Annexure 1

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.