

# HR Policy and Employee Hand Book

Einstein Academy of Technology and Management



# Vision and Mission of the Institute

## Vision

To grow into an ideal technical institution by imparting affordable, job-oriented, progressive and self-reliant education to all sections of the society, keeping abreast of the advancements in science and technology along with promotion of research activities to enable every individual to be successful in this technically competitive era.

## Mission

- M1:** Imparting quality technical and professional education through student-centric and innovative teaching-learning processes.
- M2:** Emphasizing, supporting and supplementing the scientific temperament of associates for the development of research activities.
- M3:** Providing unremitting efforts to create first-rate technocrats and entrepreneurs through dwindling the gap amid academia and industry.
- M4:** Providing financial and moral support to needy segments of the society in technical studies.
- M5:** Adapting and inculcating a strong set of ethical values among the budding technocrats.

# **HR POLICY AND EMPLOYEE HANDBOOK**

**EATM, KHORDHA, BHUBANESWAR**

## **GUIDELINES FOR FACULTY MEMBERS**

### **1. INTRODUCTION:**

This handbook is published to serve as a guide to the faculty members to know the policies, procedures of day to day activities of **Einstein Academy of Technology and Management (EATM)**. It will help in keeping attention to the following information for smooth discharge of duties & responsibilities towards the institution.

A faculty is a friend, philosopher, guide & mentor to the student. Hence the essential attributes must be indexed to the personality of a faculty are

- Appealing Quality
- In-depth Subject Knowledge
- Gracefulness and Gentleness
- Interpersonal Skills
- Dedication

The attitude and personality of a Faculty should be exemplary for the students as he/she is an icon of attention for all stakeholders

### **2. SCOPE:**

The faculty must be particular in planning, organizing and administering learning experiences to contribute towards the utmost development of each and every student. The areas of responsibilities include instruction, administration, extra-curricular, professional development and counseling.

### **3. INSTRUCTION:**

Administering of the teaching process

3.1 A faculty member of EATM has many roles to play, such as he/ she is concerning to his / her students, as an academician for carrying out research, attending to examination or other duties as assigned to him / her from time to time.

- Developing yearly, weekly and daily lesson plans in accordance with the curriculum and guidelines of the BPUT Syllabus.
- Preparing assignments, experiments, demonstrations, teaching aids, bulletin boards, etc.

- Using ICT aids, field trips, PPT presentation and other resources to supplement and reinforce teaching.
- Participating in the selection process for textbooks, reference, seminar and instructional instruments.
- Planning, organizing, directing, leading, coordinating and controlling assemblies and other instructional programs.

3.2 Apart from the above, faculty must have good interpersonal relations with peers, which will be directly linked with career enhancement in the institute. Good interpersonal relations are a must in an age where teamwork matters a lot.

- Evaluate students' learning strengths and weaknesses, adapt teaching methods accordingly, and provide assistance or attention during and after college hours.
- Determine and implement teaching methods appropriate to pupils' needs and capabilities, group size, topics and program objectives.
- Evaluate and report pupil progress.
- Initiate and participate in conferences with students, parents and/or administration.
- Keep a special eye on students who underperform due to either lack of ability or interest.

3.3 A faculty's performance in the aforesaid activities shall be considered at the time of his / her Annual Performance Assessment before finalizing any incentives.

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

#### **4. TEACHING ETIQUETTES**

- The faculty members must carry their teaching aids to the classroom. They are encouraged to use the Multimedia facilities and Power Point presentation.
- The faculty members must ensure that the students sit in an orderly fashion starting from the front benches in a class room.
- The faculty members are supposed to keep their cell phones in silent mode during the classes, and should avoid receiving calls.
- The faculty should always use the formal dress code, Identity Cards & use full shoes.
- The faculty members are requested to update the attendance and lesson plan regularly.
- The faculty members must carry the attendance sheet, chalk and duster along with them to the class.
- Swapping of classes between 2 faculty must be avoided. When it is unavoidable, prior permission may be obtained from the concerned HOD.

- The faculty must reach the class rooms in time.
- The faculty should take a class, for the full designated time, even if one student is present in the class. If no student reaches the class even after 20 minutes of the scheduled time, the fact may be reported to concern HOD for necessary action.

## 5. CLASSROOM MANAGEMENT:

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

- All communications both verbal and written must be in English. Body language, general demeanor, personal conduct and carriage should be proper and positive.
- Establish and maintain discipline, through self-assigned measures.
- Implement the college's procedures fairly and consistently.
- No class should remain unattended by a faculty, when the attendance of the students in the class is poor. A faculty must continue in the class for the full period even when there is only **one student/ no student** present in the class.
- Faculty member are to take class tests, deliver assignments to the students and maintain transparency regarding their performances so that the results at the end semester do not come as a distress. A faculty must discuss with HOD and Librarian regarding availability of sufficient copies of text and reference books.
- Ensure the cleanliness and tidiness of the classroom, students' desks and other furniture and materials.
- Faculty members must structure their lectures in such a manner that it is completed within the stipulated time. It needs to be ensured that the faculty who is to take the next period is not inconvenienced.
- Appropriate assignments / lesson notes must be given to students at regular intervals, which should also be evaluated quickly and returned with comments.
- Probable questions should be discussed well in advance of the semester.
- Use of teaching aids such as maps, charts, LCD, OHP or models etc must be ensured whenever required.
- Faculty member needs to perform a variety of tasks which include formal instruction in the class room, tutorial classes, laboratories and preparation for instruction, assessment and evaluation of assignment, counseling and guidance of students and development activities.
- Lesson plan and lesson progress should be kept up-to-date at all times. The faculty member must also get the lesson progress verified by the respective HOD.

- At the end of the class, the faculty should encourage the students to come forward to clarify their doubts beyond the class hours.
- The faculty should be willing to take classes beyond regular hours.
- A faculty should always address a student by the name and not by roll number.
- The faculty should ensure that the board is cleaned before leaving the classroom.

#### 6. ADMINISTRATION:

- Preserve student records of attendance, test performance, progress and achievements and put them on CMS.
- Prepare and submit yearly plans. The yearly plan is to be prepared and submitted prior to the commencement of the session. Attend staff meeting if it is called by HOD/Administrator.
- Participate in curriculum development and other professional activities as assigned by College Management.

#### 7. AVERAGE WORKLOAD DISTRIBUTION OF FACULTY MEMBERS:

Sl. No.	Activity	Hours per week			
		Professor	Asso. Prof.	Asst. Prof.	Lecturer
1	Contact Hours (Instruction)	08	12	16	16
2	Preparation, Assessment and Evaluation	08	12	16	16
3	Administration, Research Guidance, Counseling and other Developmental Activities	24	18	10	10
		42	42	42	42

#### 7. ATTENDANCE:

- Attendance is a statutory requirement prescribed by the University. A student has to secure a minimum of 75% of attendance for each subject, failing which he / she can be de-barred from appearing the examination. A faculty must warn the students whose attendance is inadequate.
- The attendance must be maintained with signature and date by the faculty concerned as a record of authentication.
- If a student is under suspension on disciplinary grounds, he/she must not be allowed to enter the class under any circumstances.

- Daily class attendance report must be put on CMS and case of perpetual defaulter need be discussed with the respective HOD.
- If a student is absent for more than 10 days, the matter should be brought to the notice of HOD concerned / Principal by the faculty in writing

## **8. STUDENT FEEDBACK:**

- In between the semester classes, a student feedback is collected about the faculty. The feedback received from the students is tabulated and a summary report is made in order to help the faculty for future improvement.
- It is also used as one of the criteria for judging the overall performance of a faculty.
- No attempts should be made to discuss the results of this feed back with the students.

## **9. LABORATORIES:**

- The Teaching Assistant/Lab Assistant/ Laboratory I/C along with the concerned Faculty/HOD is assigned the responsibility of setting up of laboratory and other groundwork in this regard.
- The Teaching Assistant/Lab Assistant/ Laboratory I/C must maintain the necessary documents of students' experiments as University guidelines from time to time.
- The TA/Lab Assistant/ Laboratory I/C must ensure that the laboratory is being maintained properly and that all equipments in the laboratory are in working condition. He/she should also make certain entries in the stock register are all up-to-date.
- If any chemicals and /or spare parts are required, it is the duty of Teaching Assistant/Lab Assistant/ Laboratory I/C to plan the acquisition of the same in consultation with the Faculty concerned/HOD in a timely manner to ensure the smooth conduct of the laboratory. He / she must ensure that students submit Lab Reports/Records in the proper format for all experiments in time.
- The Teaching Assistant/Lab Assistant/Laboratory I/C has to maintain and update the following documents:

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| ✓ Stock register                  | ✓ Student attendance registers  |
| ✓ Consumable register             | ✓ Student performance registers |
| ✓ Repair and Maintenance Register | ✓ Issue register (if any)       |
| ✓ Damage Register                 |                                 |

## **10. INTERNAL EXAMINATIONS:**

- For all matters regarding the conduct of an internal exam, the Prof. I/C examination is the final authority. However, before assigning any faculty this duty, the respective HOD

has to be kept informed. Everybody is expected to cooperate with the Prof. I/C, examination to ensure the smooth conduct of the examinations.

- A faculty must follow the instructions relating to the invigilation duty assigned to him / her by the Examination Section. The examination section must finalize the examination duty of faculty member in consultation with the respective HODs & Prof I/C Examination.
- The marks of the internal exams must reach the examination section by the stipulated date. If a faculty needs more time, he / she must take a written permission of the Principal or Prof I/C Examination.
- The faculty may refer to the previous years' university question papers for setting question papers for the mid-semester examinations. Such question papers are available with the Examination Section / Library.
- The paper-setter of a subject must be present on the day of the examination to help clarify any issue pertaining to the question paper.

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

- A senior faculty /HOD is appointed as Prof I/C of Examinations.
- He/she is responsible for conduct of smooth & fair examinations.
- He / she should send a notice to the various examiners (faculty members) asking them to submit their question papers by the stipulated date.
- Number of photocopies of a question paper is to be determined based on the strength of students appearing for that paper. For question paper on a particular subject, five (5) extra copies should be made.
- If office photocopier is not working, he / she can arrange for it to be done in the library, under his / her supervision. In case of any paper leakage, the ultimate responsibility rests on Prof I/C Exam. He/she is to ensure that the Exam Section has the requisite number of answer scripts & additional sheets. If not available, arrangements can be immediately made in consultation with Principal / Dean (Academic) competent authority.
- In fixing the timing of examination, Transport Supervisor and / or Dean (Admin.) must be consulted. Final scheduled timings must be circulated to all concerned.
- Appropriate seating arrangement has to be made in consultation with the Dean (Academic)
- He / she is required to assign adequate number of invigilators to each room for smooth & fair conduct of examinations. It must be done in consultation with the HODs to ensure that it is not conflicting with the class- timing of the faculty who is assigned the invigilation duty.



- He/she must supervise handing over of the question papers & answer scripts to invigilators (faculty members) along with blank attendance *pro forma* at least 15 minutes before the commencement of examination. The invigilators must be informed that the answer scripts must be returned to him / her sequenced according to the Roll No. They should return unused papers to the Examination Section.
- He/she should find out the number of students who are absent and report it to the Principal.
- The answer scripts should be handed over to the evaluators concerned against a proper receipt.

## **12. UNIVERSITY EXAMINATIONS:**

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

## **13. PROFESSIONAL DEVELOPMENT:**

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

## **14. POLICIES AND PROCEDURES**

### **14.1 APPOINTMENT PROCESS:**

- All appointments are made subject to the approval of the Chairman/Secretary/Principal of the Institute.
- All the vacant posts are to be filled up through the advertisement in the state and national daily newspapers / Job Portals from time to time or as and when required by the management.
- Management can receive the CVs through Employee referral system. On receipt of Bio-Data / CV of the candidate, CVs are to be shortlisted and candidates called for interview.

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

#### **14.2 GENERAL CODE OF CONDUCT:**

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

#### **14.3 IDENTITY CARD:**

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

#### **14.4 CONFIDENTIALITY:**

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

## 14.5 LEAVE RULES:

### Definition:

- “Chairman” means Chairman of EATM, Bhubaneswar.
- “Secretary” means Secretary, EATM, Bhubaneswar.
- “Principal” means Principal, EATM, Bhubaneswar.
- “Year” means Academic year starting from 1st July and ending at 30th June.
- “Faculty” means all teaching staff of EATM Bhubaneswar.
- “Authority” means “Principal”, “Chairman” & “Secretary” to whom powers have been delegated.
- “Leave” means absence from duty with prior permission of competent authority.

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

Sl. No.	Type of Leave	Admissibility of Leave	Admissible to Whom	Conditions of Leave	Sanctioning Authority
(i)	Casual Leave	15 days	All faculty	<ul style="list-style-type: none"><li>• Sundays &amp; public holidays availed in combination of CL shall not be counted for the purpose of arriving at the total amount of leave.</li><li>• The CL is not to be treated as absence from duty.</li><li>• CL can be availed with prior approval of the authority. The CL is to be applied at least 1 days before the intended date of leave.</li><li>• Ex-post- facto sanction of CL is permissible only twice in a semester. Such sanction must however be done within 1 working days from the date of joining duty after leave. Noncompliance of the aforesaid process shall result in loss of pay for the period of absence.</li></ul>	Principal

(ii)	Earned Leave	12 days (Only applicable for them who have completed one year of service in the institute.	All faculty	<ul style="list-style-type: none"> <li>Earned Leave (4 days minimum / maximum at a stretch) can be availed. E.L. is to be applied at least before one week of requirement.</li> </ul>	Principal
(iii)	Extra Ordinary Leave	15 days	All faculties that have completed at least continuous service of 1 years	<ul style="list-style-type: none"> <li>Extra Ordinary Leave (Clause-i) shall be granted primarily for up gradation of teaching skill/ higher studies/ Refresher Course etc. provided there are no classes or teaching/ non-teaching assignment in the intervening period. Application for the E.O.L. should be submitted at least before 15 days from the date of actual requirement.</li> </ul>	Principal/ Chairman
(v)	Special Leave	10 days	Faculty who have completed at least continuous service of 1 years.	<ul style="list-style-type: none"> <li>For attending obsequies of parents and spouse. OR - For Marriage of Self</li> </ul>	Principal/ Chairman
(vi)	Sick	(Half pay Leave) Up to 30 days	Faculty who have completed at least continuous service of 2 years	<ul style="list-style-type: none"> <li>Sick leave up to a maximum of 7days shall be granted if this absence is certified by a registered medical practitioner. Sickness beyond 7- days need to be certified by a doctor not less than the rank of a CDMO.</li> </ul>	Principal/ Chairman
(vii)	Maternity Leave	60 days.	Lady Faculty	<ul style="list-style-type: none"> <li>Lady Faculty who have completed at least continuous service of 3 years. Maternity leave is to be allowed only up to</li> </ul>	Principal/ Chairman

				the second issue	
(viii)	Study/ Sabbatical /Academic leave	1 year	Faculty who have completed continuous service of 7 years at least	<ul style="list-style-type: none"> <li>Study leave/ Sabbatical /Academic leave is allowed only if the intended study shall be gainfully used for the benefit of the organization &amp; for the object of increasing their proficiency and usefulness to the institution &amp; higher education system. The same shall only be allowed after the faculty swears by an undertaking (Duly registered by an appropriate authority), to the effect that he/she shall continue to serve in the organization for at least a period equal to 2 times of the actual leave taken. Only 1/3 rd of the pay due to the staff shall be disbursed during the course of the leave. Balance 2/3 rd of the pay shall be disbursed in two installments after completion of 1st and 2nd year from the date of return of such leave.</li> </ul>	Chairman

#### 14.6 Other Terms and Conditions:

- The provisions of these rules are applicable to all faculties of this institution.
- The leave cannot be claimed as a matter of right. The sanctioning authority concerned may however consider the sanction of leave keeping the interest of the institution in view.
- Due weight should also be given to the genuineness of the leave applied for.

- The year means academic year i.e. 1st July to 30th June. Officers/ officials joined in the middle of the year shall be entitled to leave proportionate to the period of employment during the calendar year.
- Sundays & public holidays availed as leave in combination with other leaves shall not be counted for CL only.
- The CL is not to be treated as absence from duty. No leave of any kind can be granted to faculty under suspension.
- Faculty during leave is prohibited from taking any other service/ employment.
- For all other type of leave other than CL & EL, the recommendation of the principal along with the proposal of alternative arrangement for management of the works during the period of Leave is necessary. **(Annexure-IV)**
- Every unauthorized/unapproved leave is subjected to debit of 1.5 CL or proportionate deduction of salary in lieu of CL.
- Willful absence from duty after expiry of leave will be treated as misconduct leading to disciplinary action.
- Work in official holidays can be compensated as additional CL. For entitlement of such CL, applications with proper authentication and approval have to reach the HR within 2 working days.

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

#### **14.7 Faculty Coming late / Going early:**

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

#### **14.8 Absence without intimation:**

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

### **15. TA & DA RULES:**

- These rules may be called the Einstein Academy of Technology and Management (EATM) TA & DA rules.
- These rules apply to all faculties under the administrative control of EATM. Payments claimed under these rules shall be subject to submission of detailed feedback / report with justification to the authority within 7- days of completion of tour otherwise, the advance amount will be recovered from his/her salary.
- Actual traveling allowance means the actual cost of bus / train fare and DA for the journey made by the employee. No other allowance except DA is admissible to the employee on Journey or on tour. Bus fare / Train fare should be supported with the tickets along with the reservation charges. The tour performed by the employees shall be by the shortest and cheapest route.
- A daily allowance is a uniform allowance for each day of absence on duty from headquarters, which is intended to cover the ordinary daily expenses by employee in consequence of such absences.
- Daily allowance may not be drawn for any day on which an EATM employee does not reach a point more than 8 K.M. from his headquarters or return to headquarters from such point. Daily allowance shall not be allowed to any employee inside Bhubaneswar in any working days. However any staff allotted duty in Bhubaneswar for office work with permission from competent authority shall be allowed food allowance @ Rs. 40/- provided he/she is availing lunch facility in the college canteen in working days. In case of holidays food allowance of @Rs. 40/- is permitted inside Bhubaneswar for office work with permission from competent authority.
- Daily allowance may not be drawn for continuous halt of more than 10 days at any one place, provided that the competent authority may grant generally or in individual exemption from the operation of this rule, if it is considered in the interest of the EATM work.
- For the purpose of calculating the traveling allowance, the EATM employees are divided into 4 grades.
  - a) Grade I: Employee having salary above Rs. 30,000/-
  - b) Grade II: Employee having salary above Rs. 20,000/- below Rs. 30,000/-
  - c) Grade III: Employee having salary above Rs. 10,000/- below Rs. 20,000/-

d) Grade IV: Employee having salary below Rs. 10,000/-

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

<b>Grade</b>	<b>Inside State</b>	<b>Outside State</b>
Grade I	500	750
Grade II	350	500
Grade III	300	400
Grade IV	250	300

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

- When no official accommodation is made available to the employees of EATM, they will be entitled to reimbursement of accommodation charges of a single room accommodation in lodging suitable to his status besides the daily allowance, as per the following:  
(Note: Accommodation charges under this rule shouldn't be sanctioned unless the authorities are satisfied with reference to the voucher (Lodging Bill) produced by the employee.)

<b>Sl.</b>	<b>Grade</b>	<b>Inside State</b>	<b>Outside State</b>	<b>Metro City</b>
<b>1</b>	Grade I	700	1000	1200
<b>2</b>	Grade II	500	750	900
	If 2 people accompany the same tour	800	1200	1500
<b>3</b>	Grade III	400	600	750
<b>4</b>	Grade IV	350	500	600
	If 2 people accompany the same tour	600	800	1000

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

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



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

Day means a calendar day beginning and ending at midnight. As per the above rules if the total period of absence exceeds 24 hours, it will be treated as absence within one day and the total entitlement of DA will be calculated on the basis of graduated rates according to the period of absence from the headquarters as stated above.

- An EATM employee of Grade I and II shall be entitled to the reimbursement of actual expenses up to a maximum of Rs 600/- per day, at any place of halt outside the state, on production of receipt. However, the management may relax the upper limit in exceptional circumstances. For Grade III & IV, faculty the limit shall be a maximum of Rs. 300/- per day only.
- Mileage allowance by road (other than by public motor services)
  - a) By own Car Rs. 4.50/- per K.M
  - b) By own Motor Cycle / Scooter Rs. 2.50/- per K.M.
  - c) By own moped Rs. 1.50/-per K.M.
- For journey by train, entitlement of class for the following categories is as follows:

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

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

## **16. Doubt Clearing Class:**

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

## **17.1 Role of faculty**

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

- The faculty should arrange the classroom in a way that maximizes interaction; e.g. students could be seated in a circle or horseshoe shape that maximizes the amount of eye contact students can have with each other.
- The faculty may also use this class time to obtain informal feedback from students.

## **17. Proctor System:**

### **17.1 Objective:**

The main objective of proctor system is to know the students individually and to help the assigned students to deal with the problems they face during their stay in the college, suggest ways and means to alleviate them and maintain written record of the same in the booklet.

**(Annexure VII(a), VII(b), VII(c), VII(d), VII(e))**

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

#### **17.2.1 Do's**

- The proctor should meet the students individually at least once in TWO WEEKs to update the contact details of the students and their parents, discuss their problems / prospects and make a record of the same in the Proctor handbook.
- Discuss the reason for absenteeism from class/lab and counsel students.
- Discuss the reasons for absence from any internal examination/assessment with the student and bring this to the knowledge of his/her parents.
- To assess whether the student is making optimal use of the available extracurricular activities, personality development programs, and professional courses being offered by the college and encourage them to make use of these.
- Report student's academic performance to parents after each internal assessment and in the university exam, including back papers, if any.
- A proctor must act as an academic guardian so that students feel relaxed mentally and can discuss and find solution to their problems in a congenial environment.

#### **17.2.2 Don'ts**

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

### 17.2.3 For Reviewers

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

## 18. FACULTY DEVELOPMENT:

### 18.1 Rules for Attending Seminar, Conference and Workshop

The employees of the college shall be encouraged to attend Seminar/ Conference/ Workshop as under:

- An employee permitted to attend Seminar/ Conference/ Workshop shall be given duty leave for the duration of Seminar/ Conference/ Workshop.
- The teaching staff may be permitted to attend Seminar/ Conference/ Workshop even if he has not contributed any research paper in the Seminar/ Conference/ Workshop, but in the opinion of the Principal of the college his participation in the Seminar/ Conference/ Workshop is in the interest of Academic system of the college and the college will be benefited from his participation in the Seminar/Conference/ Workshop.
- If a teaching faculty is the **FIRST** author of the research paper contributed in the Seminar/ Conference/ Workshop, he/she may also be paid full/ partial registration fee and travel expenses, based on the recommendation of Director of the college.
- In case teaching faculty is not the first author of the paper, the NOC from all other authors whose names appear before his name shall be required. The non-teaching staff shall be permitted to attend Seminar/ Conference/ Workshop only if he has contributed any research paper in the Seminar/ Conference/ Workshop.
- In case non-teaching staff is not the first author of the paper, the NOC from all other authors whose names appear before his name shall be required.
- A teaching faculty can avail one such grant per semester (two in a calendar year) within the country. A non- teaching faculty can avail one such grant per calendar year.
- A teacher may be sponsored to participate once in two years and a non-teacher once in three years in International Seminar/ Conference/ Workshop.
- For a particular Conference etc. the maximum number of faculty of a particular department will be four at a time on “first come first serve” basis.
- In a financial year the maximum number of participants to Conference etc. will be permissible without disturbing the normal academic process.
- The period of absence for attending Seminars, Conference etc. shall be treated as “on duty” subject to the provisions laid down in Leave Rules of COLLEGE.

- “On duty” leave will be for the period of Conference/Seminar/Workshop/training program and for required journey time from COLLEGE to venue and venue to COLLEGE.
- Funds are only granted to faculty members who have participate in Seminar/conference/ Workshop for 2nd time in the calendar year.
- College will not provide any increment if there will be zero paper publication in a calendar year.

### **18.2 Eligibility for attending Seminar/ Conferences and technical training / Workshop**

- A **faculty** of COLLEGE may be granted financial assistances under the scheme for attending academic conference etc.
- A paper has been accepted for presentation;
- When invited by the organizers to chair a session/ section of the Conference or to deliver lecture as a guest speaker or to act as the Rapporteur of the Conference. In this case the person concerned may not contribute a separate paper of his own.

### **18.3 Enhancing Staff Development: The staff in an Engineering Education institution fall under two categories:**

- **Technical Staff:** The Technical Staff in laboratories and workshops needs to be trained in their functional areas including operation and routine maintenance of both the existing and new equipment. They also need training on workshop instructions, upkeep of institutional services, etc. The training can be organized within the institution or at the supplier/manufacturer premises or at reputed technical training institutions. The technical staffs also need to be motivated and encouraged to go for training and to use the newly acquired expertise for the benefit of students and the institution.
- **Administrative Staff:** The Administrative Staff also needs training in respective functional areas, particularly in the use of modern office equipment, software, office automation, maintenance of records, procedures, etc. The training should also cover motivation for time and material efficiency, and friendliness towards faculty and students. The training may preferably be organized within the institution with the help of suitable organizations.

### **18.4 Amount to be paid/ reimbursed:**

Travelling Allowance, and Registration Fee/Delegate Fee, etc, if any, shall be admissible for attending such Conference/training programs, etc. provided that he or she does not receive the said Travelling Allowance, etc. from the Organizers or any other source. The faculty concerned, while submitting adjustment of advance taken or reimbursement of expenditure made by him/her

in this respect, shall certify to the effect that he/she has not received travelling allowance/daily allowance, etc. from any other source.

### **Conditions:**

- The faculty and staff must submit his / her proposal through the Dept. Heads/Principal of college along with the following documents and the application complete in all respects should reach office ordinarily 30 days ahead of the commencement of the Conference/ training program for consideration.
- The circular or letter of invitation issued by the organizer of the Conference/training programs, etc. from time to time
- An abstract of the paper to be presented in the conference etc. and the letter of acceptance, if already available
- Name, place and duration of the Conference/training programs etc. in which the paper is proposed to be presented
- Letter from the Organizer of the Conference, Seminar, etc. inviting the faculty to chair a
- Session / Section of the Conference or as a special speaker or as a Rapporteur
- The nature of financial assistance needed from the Institute
- Number of Conference/training programs etc. attended during the financial year (April to March).

### **18.5 Accountability:**

The faculty and staff after undergoing training are expected to:

- Prepare a report on the training undertaken and the experience gained. The report should also include the aspects that can be used to improve the teaching-learning process, enhance / improve research, improve equipment utilization and, make administrative and financial functions more efficient.
- Share their experience with students and other faculty/staff of the institution through seminars.

### **18.6 Instructions for filling in the travel grant applications**

#### **For filling in the forms:**

- Either takes a print of the blank form or downloads the form in your computer, fill using MS Word and take print. Hand filled forms are also accepted.
- Take care not to change the format of the form and complete all the entries.
- The space allocated below 'Line' marked with 'FOR OFFICE USE ONLY', should not get modified or do not write anything in this part.
- Make sure to print the complete form including the last row on the page showing places for signatures of Deans, etc.

### 18.7 Make sure to enclose:

- **Three copies of full length Paper** - Foreign travel grant application, for presentation of paper/ poster, is reviewed by two experts and based upon their recommendation, support is allocated. For this review purpose, full text articles are needed. Abstract, poster or seminar slides are unacceptable as these things cannot be evaluated by reviewers. Thus, three copies of full paper (like the one that gets published in journals) should be submitted.
- **Acceptance letter:** A letter from organizer clearly stating that your paper/abstract has been **accepted** from presentation.
- **Conference brochure** - especially detailing the name, date, venue, registration fees, and technical program.

The form should be completed in all respects and forwarded by Head of Department

### 18.8 Participation in Seminar /Conference /Workshop:

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

<b>Subject</b>	<b>Professor</b>	<b>Assoc. Prof.</b>	<b>Asst. Prof.</b>
Registration Fee to participate in any Seminar/ Conference/ Workshop.	<b>Up to</b>	<b>Up to</b>	<b>Up to</b>
(Amount beyond this limit shall be borne by the faculty. The receipt of registration to be submitted for reimbursement of the registration fees.)	Rs 3000/-	Rs 2500/-	Rs 2000/-

- Only one seminar / conference / workshop per academic year is allowed for **Associate Professors / Asst. Professors**
- Two seminars / conferences / workshops per academic year are allowed to Professors.
- TA & DA as per existing rules shall continue to be paid, if not paid by the invitee organization.

### 18.9 Post-Visit Presentation in Department

- Immediately on return of a faculty member to EATM Campus after participating in Seminar / Conference / workshop, the department concerned must arrange a presentation by the said faculty to the departmental faculty members. A technical report and/or attendance need to submit on the date of joining.
- Other departmental faculty members who are interested may be invited to attend the same.

### **18.10 Incentive to Faculty for Publication of Papers (in journals) / Books.**

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

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

Category B — Journals with impact factor less than 2.

- Publication in the journal of the ranking of category A, shall warrant an award of Rs. 5000/-. For publication in category B journals the award amount shall be Rs. 2000/-.
- However, papers published from Ph D/M Tech thesis after the award of the degree will not be considered for any financial award by the institute, since one time incentive is given after obtaining these degrees.

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

- Wear ISI certified crash helmet for two wheelers (both rider and pillion rider) Use seatbelt for four wheelers
- Be in possession of DL, Insurance, Registration and other documents related to your vehicle.
- Should be medically fit to drive the conveyance.

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

**18.13** A faculty can consult the institute doctors free of cost.

### **18.14 Consultancy work:**

- Consultancy work without use of Institute facilities: 70% of the total earning to be distributed to Investigators, technical and other staff on the recommendation of PI.
- Consultancy work involving use of Institute facilities: 30% of the total earning to be distributed to Investigators, technical and other staff on the recommendation of PI.

## **19 LIBRARY FACILITY TO FACULTY MEMBERS:**

- Maximum number of books that stands issued to a faculty at any point of time should not exceed 10 (Ten). The limit can be extended with due permission from the Principal
- The Faculty reading room is in the Reference Section of the Library and is open in the designated hours.



- A faculty can be issued a book on fiction, non-fiction and other literature from different fields for a maximum of 3 (three) days.
- The library provides reprographic, spiral and lamination facilities to the faculty at an affordable price.
- Through the digital library, the faculty members can have access to different online magazines, journals and books.
- The library subscribes to a substantial number of national and international journals pertaining to different branches. It helps the faculty members towards paper publication and carrying out research and development activities.
- Every faculty should spend a minimum of 5 hours a week in the library. He/she should sign and date the register maintained and put his/her biometric impression for this purpose.

## **20 INTERNET FACILITY TO FACULTY:**

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

## **21 DOS AND DON'TS FOR FACULTY STAFF:**

### **21.1 DOS:**

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



- It should be remembered that English is the official language of EATM. Hence English should be used as the only medium of instruction and communication.
- Please prepare well in advance for a class so that you can deliver a quality lecture. You may use teaching aids for elucidation and circulate soft copies of your class-notes.
- Take class tests, give home assignments to the students and be transparent regarding their performances so that the results at the end of the term do not come as a shock.
- Please discuss with the HOD and the Librarian regarding availability or otherwise of sufficient copies of text and reference books.
- Remember to return books issued to you from the library in time so as to set a good example for others to follow.
- Remember that the students are entitled to submit a feedback about you in the prescribed format and exerting any influence in this regard is a disqualification.
- Remember that if you are entrusted with laboratory work, you must ensure that the equipment is in good running condition at all times and the students conduct experiments as per the stipulations of the syllabus.
- Please discuss with your HOD if you require any assistance regarding procurement of spare parts, consumables, chemicals or other resources required for smooth functioning of that part of the laboratory you are responsible for.
- Remember that you may be assigned examination duty from time to time by the Examination Section in consultation with your HOD. Please find out your exact role from the Examination Section and carry out the same to the letter and spirit.
- You may be assigned other duties like that of external examination duty, representing the institute in seminars /conferences, or other events in consultation with your HOD. These must also be carried out in a proper manner.
- Student issues of any kind that falls within your domain or comes to your notice must be addressed with all sincerity either through personal intervention or by informing to appropriate authority.
- A faculty must at all times remain in touch with the students to feel their pulse.
- Please obtain clearance from all concerned before leaving the college for good.

### **21.2 DON'TS:**

- Don't take part in any activity on or off the campus that might tarnish the image of the institute in any way.
- Don't fail in time management which may lead to inability in your part to discharge all your roles equally well and prevent you from being recognized as a successful faculty.
- Don't make any statement to the Press or other outside agencies about any incident or development at EATM without being authorized to do so by the competent authorities.

- Don't make any distinction among your students and colleagues on grounds of caste, creed, religion or sex.
- Attempts at hiding facts for gaining cheap popularity with the students must be avoided.

## **22 CONDUCTING SEMINARS FOR STUDENTS**

- Department HODs in consultation with the department faculty members must conduct at least 3 seminars per semester.
- They must involve the students in this process. Before conducting a seminar they must take prior approval from the Principal.
- The Invited Speakers must be given remuneration as per the existing norms. They shall be also given TA in addition to the normal remuneration. The respective department heads must share the profile of the Invited speakers during the invitation for the seminar session.
- A Post Seminar Interaction Session of Invited Speaker must be organized with interested student and staff who have similar interest in the area/topic of the seminar.
- The number of attendees must not exceed 12 persons for a particular session. In case more than 12 persons show their interest for the session then they must be shortlisted.
- PPT shown by the Invited Speaker should be shared with all the concerned people.
- The details of the Post Seminar Session are to be preserved and should be shared across all the concerned people.
- This interaction session will enable the interested student and staff to have deeper discussion on the topic and besides that they will also get a chance to discuss their queries and doubt with the invited speaker.
- This will enable them to establish the relationship with the speaker and they can stay in touch with Speaker post the seminar day also.
- After the completion of seminar the concerned department has to furnish the seminar report attached (Annexure X) to the concerned people. By this the student as well as staff can also seek the help of the Invited Speaker for their higher studies or research work.

## **23 BUDDY SYSTEM**

Implementing a buddy system in the work environment not only provides benefits for the new employee but also it is of much valuable importance to the organization. Providing a workplace buddy ensures that the new employee has someone to talk to, which is important in the first nerve-racking weeks of a new job. A formal buddy system can also become an unstructured knowledge share. If done well, providing a structured transition process leads to better employee retention especially if it is part of the first few days on the job. The new employee will

understand workplace systems, processes and culture better, resulting in a quicker settling in period and ensure they are productive sooner. Using a buddy system can help build a personal connection with a coworker, the organization and may accelerate the productivity of new hires and enhance job satisfaction, so that the new employees stay with the organization. A new employee who is made to feel a part of the work group gains more confidence and is likely to become more productive faster.

### **What is a Buddy Program?**

A buddy system is an on boarding and knowledge sharing method used to orient new employees. It involves assigning him or her to a workplace buddy. The buddy is an existing employee who guides the new employee through the first few weeks or months on the job. In addition to your current on boarding program, having a ‘buddy’ to talk with is an efficient and effective way to communicate all the ‘unwritten’ rules of the workplace.

A successful buddy candidate must be a seasoned employee who has an understanding of the organizations’ practices, culture, processes and systems. A buddy should be a friendly volunteer with high personal performance standards and a positive attitude and communicate well.

A buddy isn’t just beneficial to the new employee rather it is a good way to develop some job enrichment and skills of existing staff members. The buddy will learn more about the organization, its employees as well as gain valuable mentoring and leadership skills that will be useful within the organization.

**The buddy’s role is just training and communicating performance standards and evaluations builds a foundation for the supervisor to guide the employee in the future.**

### **What is a Buddy?**

A buddy is someone who partners with a new employee during his or her first few months of employment. He or she is a colleague assigned to assist the new hire to get through the first nerve-wracking time period of being in a new position. He or she provides insight into the day-to-day activities of the organization. Typically, a buddy would make him/her available to show the new hire around the office, go over procedures and policies, and generally help the new hire become familiar with the organization's inner workings and culture. Ideally, a buddy is a great communicator who can easily provide information and encourage the new hire to express their thoughts and concerns in a safe setting.

Buddies should have the skills and knowledge to perform the following types of tasks:

- Teaching/or tutoring, such as explaining unfamiliar tasks.

- Explaining how to use office equipment, obtain office supplies, make travel arrangements in case of OD
- Socializing the new employee on organization's guidelines, norms, culture, and unwritten guidelines.
- Sharing insights on how things are done in the organization.
- Involving the new employee in social or informal activities, such as lunch, coffee, hobby and such.

### **Characteristics of a Good Buddy**

When selecting a buddy it is important to choose an employee who has a well-rounded knowledge of the organization and its mission and value. It is equally important that he or she must have a positive outlook and is willing to be the face of the organization. Additional characteristics to look for when selecting a buddy include:

- Has a willingness and ability to mentor others;
- Has demonstrated strong past performance;
- Has the time to be accessible to the new employee;
- Is skilled in/has knowledge of the new employee's job;
- Is a peer of the new employee;
- Has excellent communications and interpersonal skills;
- Is well regarded and accepted by current employees.

A buddy should epitomize your organization's values and be familiar enough with the formal and informal organizational structures to be a reliable source of information. An appropriate buddy will possess a positive outlook on the organization and be able to use their perspective to encourage a sense of pride and loyalty in the new employee.

### **Responsibilities of a Buddy**

Knowing “what is expected of me” is one of the most important questions that contribute to employee satisfaction. New employees face a steep learning curve when they start with a new organization. If the organization approaches orientation strictly based on job-related information, this provides little opportunity for communicating information that socializes the new employee. Building cultural competence is a process, not a one-time event. The good news about the buddy system is that you do not need a large staff or a great deal of time or funds to launch an effective program. Relationships matter. Current employees who act as buddies must want new employees to succeed and be committed to helping them. A workplace buddy may be the first point of contact for the new employee and should be capable of establishing rapport quickly. The organization wants the new employee to feel comfortable and safe asking questions and bringing up issues with their buddy. An effective program primarily requires a culture of openness and teamwork.

The buddy becomes an ambassador for the organization and communicates the organization's culture. Make sure the buddy employee has time to perform this work and is not on the critical path for urgent deliverables. Consider reducing assignments that could keep the buddy away from the new hire.

- Meet the new employee of their first day
- Have them give a tour of the work place, introduce them to others
- Weekly catch-ups. Something like coffee in the lunch room before their shift starts
- Explain any acronyms the new employee may come across
- Provide moral support and an understanding ear to the new employee's experiences
- Can be buddy for a new employee maximum for a period of 6 months.
- Involve the new employee in any social, official or unofficial
- Can be a buddy for maximum 5 numbers of new joiners at a particular point of time.

### **1. Before the employee starts**

Make sure their work space is clean and ready including a computer, phone, user Id, and the like get copy of staff handbook. Arrange for any welcoming items of events. List of acronyms used in your department and their meaning.

### **2. Day one**

Meet and greet, introduce yourself. Confirm plans to meet with the employee later that day or week. Give him or her your or contact information (email, phone, location and the like) and explain your role.

### **3. First few days/weeks**

- Introduce the new employee to key staff, including coworkers, colleagues, higher authorities and others.
- Take the employee out for coffee or lunch. Describe places to eat that are close by.
- Share information about yourself (how long you've been with the organization, your role, interests, and hobbies and so forth).
- Get to know them: Learn about the employee's background and interests and find common ground
- Show the employee around the work area and tour the college campus.
- Explain where the washrooms or coffee shop, aqua guards, ATM, parking and exit areas are located.

### **4. First 6 months**

Conduct informal weekly check-ins with the new employee to see how things are going and if he or she has any questions. Invite employee to business and / or social events.

## **What a Buddy Should Not Be?**

A buddy is not a substitute for the supervisor or mentor. They are available to answer relatively straightforward questions about operational issues. This is in contrast to a coach who seeks to increase the individual's job-specific performance, or a mentor who is focused on personal and professional development. Be sure to discourage gossip and speculation within the buddy/new employee relationship. An employee with less than one year of service may be more empathetic or closer in age to a new hire, but they may not have the full breadth of knowledge needed yet because they are still learning. While seasoned employees are best, the buddy should not be a disgruntled employee.

## **Tips for the Buddy**

If you are asked to be a buddy, here are some tips that can help you to make the most of the experience:

- You are not expected to be an expert on everything, so don't worry about living up to this ideal;
- Remain patient—relationships take time to develop;
- Don't try to cover everything right away
- Stay positive. New employees will grow into their roles in time with appropriate support;
- Don't try to force a relationship. Be available, but give the new employee time to adjust to you and feel comfortable with using you as a trusted source;
- Try to identify the new employee's personality and communication style and adapt accordingly
- Keep an open mind and don't be too judgmental. The new hire is relying on you to be a safe place to get answers to their many questions;
- Maintain a positive teaching attitude.

A buddy is also able to provide psychological support too, to employee during the current tough times. The effectiveness of the buddy practice is not in its mere adoption but in identifying the right buddy and also in constantly updating and fine tuning the process.

Also, remember that there is an underlying assumption that the new hire will be receptive to the buddy. He or she shares the responsibility for successful integration into the organization. The buddy should encourage the new employee to ask questions, to be open and willing to learn, to share knowledge from previous jobs, and to give feedback on their experience with the on boarding process.