THIS HANDBOOK COULD CHANGE YOUR LIFE
APU CODE OF CONDUCT

Joining the Apex Professional University is an honor and requires each individual to uphold the policies, regulations, and guidelines established for students, faculty, administration, professionals, other employees and the laws of the Government of India. Each member is required to adhere to and conform to the instructions and guidance of the leadership of his/her respective area. Therefore, the following are expected from each member of the Apex Professional University:

1. To respect himself or herself.
   Each member of the Apex Professional University will exhibit a high degree of maturity and self-respect and foster an appreciation for other cultures, one’s own cultural background, as well as the cultural matrix from which Apex Professional University was born. It is only through these appreciations that the future of our university can be sustained indefinitely.

2. To respect the dignity, feelings, worth, and values of others.
   Each member of the Apex Professional University will respect one another and visitors as if they were guests in one’s home. Therefore, to accost, cajole, or proselytize students, faculty or staff, parents or others, to engage in gender and sexual harassment, use vile, obscene or abusive language or exhibit lewd behavior, to possess weapons such as knives or firearms, or to be involved in the possession, use, distribution of and sale of illegal drugs is strictly prohibited and is in direct violation of the Apex Professional University Code, on or off campus.

3. To respect the rights & property of others and to discourage vandalism & theft.
   Each member of the Apex Professional University will refrain from illegal activity, both on and off campus, and will be subject to all applicable provisions listed in the Faculty Handbook, Personnel Policies Manual for Administrative / Professional and Nonexempt Employees, the Official Student Handbook, and the Apex Professional University Code.

4. To prohibit discrimination, while striving to learn from differences in people, ideas, and opinions.
   Each member of the Apex Professional University will support equal rights and opportunities for all regardless of age, sex, race, religion, caste, colour, disability, ethnic heritage, socio-economic status, political, social, or other affiliation or disaffiliation, or sexual preference.

5. To practice personal, professional, and academic integrity, and to discourage all forms of dishonesty, plagiarism, deceit, and disloyalty to the Code of Conduct.
   Personal, professional, and academic integrity is paramount to the survival and potential of the Apex Professional University. Therefore, individuals found in violation of Apex Professional University’s policies against lying, cheating, plagiarism, or stealing are subject to disciplinary action which could possibly include dismissal from the University.

6. To foster a personal professional work ethic within the Apex Professional University.
   Each employee and student of the Apex Professional University must strive for efficiency and job perfection. Each employee must exhibit a commitment to serve and job tasks must be executed in a humane and civil manner.

7. To foster an open, fair, and caring environment.
   Each member of the Apex Professional University is assured equal and fair treatment on the adjudication of all matters. In addition, it is understood that intellectual stimulation is nurtured through the sharing of ideas. Therefore, the University will maintain an open and caring environment.

8. To be fully responsible for upholding the Apex Professional University Code.
   Each member of the Apex Professional University will embrace all tenets of the Code and is encouraged to report all code violators.

DISCLAIMER

Nothing in this Student Handbook shall be construed as, operate as, or have the effects of an abridgement or a limitation of any Right, Power or Privileges of the Board of Governors or the Vice Chancellor of the Apex Professional University, Apex Professional University, Arunachal Pradesh is authorized by law to adopt, amend, or repeal policies and regulations which apply to the Students from time to time. This Student Handbook does not constitute a contract between the students and the University. The relationship of the students and Apex Professional University is one governed by policies, rules and regulations adopted by the Board of Governors, the Vice Chancellor and his duly appointed and authorized designees.

Apex Professional University reserve the right to change policies, programs, academics requirement, programme, schedules, rules, regulation, tuition and fee, or to make other changes that the Apex Professional University considers necessary or desirable. The Apex Professional University disclaims any liability as a result of any printing error in this Student Handbook.
MESSAGE

Education, Information and Communication are the major ingredients to ensure speedy development of any society and country. Modern tools of communication have further expanded the scope of dissemination of knowledge to the farthest corners of the universe.

I am glad to learn that the Apex Professional University has created its website www.apexuniversity.ac.in to disseminate information about the University and that it is a full fledged e-Learning and e-Governance portal.

It is a matter of immense pleasure that the University is empowered to setup Community College within or outside of the country in accordance with section 7(1) and 28(4) of the Apex Professional University Act, 2012. I hope that the community college will contribute and work with a sense of commitment towards the educational, cultural, economical, environmental and social advancement of the region and the nation at large by providing suitable Skill Development Training.

I am further glad to know that the Apex Professional University have an external student registration scheme to cater the educational requirements of the students who are unable to attend regular classes.

I hope that with the sincere efforts of the founder Chancellor Prof, Dhanwant Singh Matharoo, over a period of time, the Apex Professional University will evolve as one of the marvels of the higher education sector of not only the country but of the entire world and bring pride to the State.

I wish all the best to the management of Apex Professional University in their noble endeavours.

(Dr. Joram Begi)
Welcome to the Apex Professional University (APU).

Education is a process which contributes in building socio-economic infrastructure of the nation. The efforts taken to provide education to the masses, has made India emerge as an economic power. We feel proud to act as contributors of this social transformation.

Apex Professional University (APU) has been established with the singular goal of transforming the youngsters into focused, responsible, committed and confident professionals in the desired field. To achieve this, Apex Professional University (APU) has provided the finest teaching minds, whose guidance is reinforced with decades of teaching experience, international exposure and understanding.

The most salient feature of the APU is its unique and innovative curricular framework which is comparable to the best universities across the world. All Programmes of Study are planned to be modular with multi exit and multi entry and are inherently multi-disciplinary, thereby enabling the students to make their own basket of courses to complete their chosen Programmes of Study. This also includes accepting transfer of credits earned by students in other recognized universities and enabling them to accumulate certain credits from other institutions of repute in India and abroad.

At this nascent stage of development of the University, you may not have the kind of physical comfort as one might expect from a pioneering University. But that would be more than duly compensated by the stimulating intellectual environment and innovative Programmes of Study, which shall enable you to stand apart and make rapid strides in your career.

I am sure that your stint with this University will contribute immensely in fulfillment of your cherished goals towards excellence in career building and development of your personality into a good human being and responsible citizen. I am confident that you would be able to realize your full potential and make a mark in social and corporate life. You would chart a new path of excellence and meet the challenges of the globalized world. I am quite sure that with our combined efforts the Apex Professional University (APU) will carve out its hallowed status in the national and international arena of higher education and that together we shall be able to contribute to the welfare and development of the local people, culture and society of Arunachal Pradesh and larger community of academic across the county as well.

In order to accomplish our vision and mission, we are prepared to take much effort as possible for the betterment of academic scenario in India. We believe that education is an effective medium of social transformation. We get encouragement, looking at bright and successful career of our students, which subsequently benefit the society. We feel proud that we founded such an excellent University, which can shape modern India.

This Information Brochure will give you a flavor of what makes our University special, in terms of our academic expertise, whether you are a student, employer or prospective colleague.

I wish you all the best in your future career as a student of Apex Professional University (APU).

Affectionally

Prof. Dhanwaant Singh
Founder Chancellor
WELCOME FROM THE VICE CHANCELLOR

On behalf of Team APU, I extend a warm welcome to you all students, for having chosen APU as your ALMA MATER for higher studies. Arunachal Pradesh, is a land that has remained unexplored, and provides immense potentialities for growth and development, to bring about socio-economic transformation of the rural based tribal communities of this region. In the land of rising sun - Apex Professional University, aims at spreading the light of quality education and knowledge at the door steps of the tribal student, so that access to higher education becomes affordable and inclusive in the true sense, with appropriate use of advancement in educational technology, IT based teaching-learning process, along with the skill enhancement, and add on course, emphasis on sports, and extra curricular activities. We assure the students that we shall mould you in best possible way, so that you become responsible , enlightened citizens of tomorrow.

The unique feature of our University is to establish professional community colleges and to empower aspiring students through appropriate skill development leading to gainful employment and self-employability (this is of the first kind in our country). Besides, community colleges, APU launches novel educational flexible programs like Multi-entry & Multi-exit admissions, admission to external students(students who did & could not register for regular admissions in our university), biannual (academic and calendar) admissions to meet the huge educational requirements of the masses of our country and abroad. The continuous exploration of new strategies results in flexible but dynamic curriculum that reflects the latest Academia-Industry interactions to meet the present day market expectations.

The APU provides world class state of the art facilities in teaching, training and research with highly qualified, experienced, efficient & effective and committed faculty. The APU will be gleaming and glittering not only for the pursuit of knowledge and wisdom but also for skill workmanship and professionalism.

Nowadays, there is tremendous change in the mode of teaching (pedagogy). The change is so fast, we have to change for the change, so that we can exchange. At present the teacher is no longer a spoon feeder. He is a guide, psychologist & helper and aptly called as “Facilitator” and the student as “learner”. The teacher is that of a catalyst in a class room to speed up the reaction of the learning process, rather than a knowledge bank. In the western world, a teacher is remembered as long as he is heard by the teacher, but in our great Indian culture, the teacher is remembered & respected in the class, outside the class and throughout the life. Let us protect & preserve our unique Indian culture through the portals of our university which is meant ultimately for the refinement & enlightenment of the society, thereby justifiable to the APU Motto-Inspiring the minds, creating the leaders not followers and serving the nation.

I am confident, that under the visionary and dynamic leadership of our founder chancellor, Professor Dhanwant SinghJi, by 2020, our university shall be one of best the university in N.E. India and shall prove that private initiative in higher education in a missionary mode, can bring transformation and change in the lives of marginalised and weaker section students of the tribal communities in Arunachal Pradesh.

Prof. Dr. A. A. DANGE
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Every great story begins with a genesis. Apex Professional University owes its existence to the wisdom, benefaction and philanthropy of a far-sighted visionary, Prof. Dr. Dhanwant Singh. As early as 1998, he founded Apex Education Group in Amritsar and it is home to the Harmandir Sahib (referred to as the “Golden Temple” in the western media), the greatest spiritual & cultural centre.

Apex Professional University, Arunachal Pradesh is a self-financed university established by an Act (No. 7 of 2013) of State Legislature of Arunachal Pradesh, which received the assent of His Excellency, the Governor of Arunachal Pradesh on May 08th, 2013 and published in the Arunachal Pradesh gazette vide Notification No. LAW/LEGN17/2012 Dated 10th May, 2013. The University Grants Commission (UGC) has accorded Apex Professional University as a state private university vide its letter F.No. 8-13/2013(CPP-I/PU) dated 28th June 2013. Apex Professional University (APU) is a fully government recognized State University comes under section 2(f) of UGC Act, 1956 and is empowered to award degrees specified in section 22 of UGC Act, 1956. Apart from it, the University is empowered to grant Diplomas, Certificates, Pre University Certificates (Secondary and Senior Secondary Level) and other academic distinctions in conformity with the provisions of the Apex Professional University Act (No. 7 of 2013), Statutes and Regulations notified by State Government in the Official Gazette.

The headquarter of University is situated in Pasighat, District East Siang, Arunachal Pradesh. The University has small campus community with a global reach, bringing learning and earning to life through powerful conversations and personal connections. Proud to nurture the best and the brightest minds, University is looking at the world through our own lens.

Apex Professional University strives for inclusive access to excellence in higher education and research to emerge as a premier University of the country at par with the best Universities of the World in terms of programme offerings, curricular framework, pedagogy, research, publications and integration with the world of work. The Apex Professional University Act 2012 provides that the University is to have Schools of Studies which shall consist of Faculties, Department and Centres of Studies. The University offers Choice Based Credit System (CBCS) giving freedom to the students to choose his/her optional courses. CBCS is a cafeteria approach envisaged by University Grants Commission (UGC) to provide students and teachers horizontal and vertical mobility and to design his / her own programme of study with courses of his / her choice. CBCS provides students to enjoy academic mobility and transfer of credits across School/Faculties.

The University has Community College Scheme as it is a very effective and an efficient methodology of educating people with the help of real time working environment. The Community College will focus on skill development programs with in-hand training to ensure employability of outgoing students in tune with the current policy of the government of India to provide proper training for employability of the youth. The end objective of the program will be to ensure for employability to the students. The Community College is all about realizing the potentials of an individual and then adding wings to them to fly high to their pinnacles.

In accordance with the National Vocational Education Qualifications Framework (NVEQF) notified by the Ministry of Human Resource Development (Govt. of India), New Delhi vide notification no F. No. 1-4/2011-VE dated 3rd September 2012, the University recognize the need and importance of facilitating the mobility of students from...
vocational educational institution, universities, colleges to the APU as they pursue their educational goals. The University will accept already earned credits by the candidates after recognition and establishing equivalence of such credits with each of the aforesaid bodies on individual basis. The APU is committed to Equal Opportunities and seeks to maintain an environment which encourages all its members to contribute fully and on an equal basis to both the work and the life in the university.

About Arunachal Pradesh
Arunachal Pradesh popularly known as land of rising sun is one of the budding states of the union of India located in the north eastern part of the country predominantly populated by the scheduled tribes’ people. It has an area of 83743 Sq.Km. and having international boundary with China to the north, Myanmar to the east, Bhutan to the west and States of Assam and Nagaland in the south. It is the largest state in area among the north east states. The state is full of turbulent rivers and rivulets crisscrossing the region. The major rivers in the state are the Kameng, the Subansiri, the Siang, the Lohit and the Tirap. Most of the area of the state is under dense forest coverage of flora and fauna with inaccessible hilly terrain with a sparse population of 25 major tribes and numbers of sub tribes who are basically peace loving nature with rich traditional and cultural heritage inherited from their forefathers since time immemorial. The state has sixteen (16) districts at present and having a total population 1382611 as per 2011 census out of which 720232 are male and 662379 are female. The literacy percentage of the state as per 2011 census is 66.95 (male 73.69% & female 59.57%) which is below the national average.

THE SCHOOL OF STUDIES
With a view to develop interdisciplinary studies, the University operates through its Schools of Studies. The following Schools of Studies are proposed by University in phased manners over period of time:

- School of Education and Sports
- School of Law & Juridical Science
- School of Agriculture and Animal Sciences
- School of Business & Management Science
- School of Medical Sciences
- School of Humanities and Languages
- School of Social Sciences
- School of Journalism and Mass Communication
- School of Fine Arts and Art Education
- School of Planning, Architecture and Design
- School of Engineering & Technology
- School of Basic and Applied Sciences
- School of Health and Allied Sciences
- School of Emerging Technologies

Some of the other Centres and Directorates which in coordination with the academic, administrative and service wings have developed very useful and educative courses/programmes, are as follows.

a. Directorate of Professional Community Colleges
b. Directorate of Outreach
   i. Department of Industry Integrated Education & Research
   ii. Centre of External Students
   iii. Centre for Corporate & International Relations
c. Directorate of Pre University Education
   i. Department of Secondary Education
   ii. Department of Senior Secondary Education
   iii. Centre for Skill Development Training
d. Institute of Research and Innovations
e. Directorate of Online Education
VISION, MISSION & VALUES

“Our vision for 2020 is to be among the country’s best university, known for the quality of our teaching and learning.”

The University is committed to these fundamental values, which guide us in carrying out our mission and realizing our vision. These values are represented through STAIR.

Serving Students with Quality
- Understand our students
- Nurture efficient and energetic students
- Help students start, stay and succeed
- Provide GREAT and useful service
- Commitment to continuous quality improvement

Trustworthiness
- Communicate openly and honestly
- Demonstrate loyalty
- Maintain confidentiality
- Promoting Teamwork
- Explain “why” and ask “why”

Accountability
- Think as a University
- Follow University policies and procedures
- Perform to the vision and strategic plan
- Meet goals and carry out responsibilities
- Adapt to change in support of vision and strategic plan

Innovation and creativity
- Share thoughts and new ideas
- Actively engage and participate
- Constructively challenge status quo
- Think outside the box

Respect for people
- Celebrate success
- Inspire and motivate
- Treat everyone with respect and cooperation
- Embrace diversity for unity

VISION OF THE UNIVERSITY
Apex Professional University aspires to be premier university that imagines and influences the future by providing unparalleled educational opportunities to the learner community especially for those coming from the lower socio-economic strata of society seeking quality and job oriented education.

MISSION OF THE UNIVERSITY
Our primary mission is to produce versatile and resourceful professionals who are relevantly qualified for their chosen profession and vocations within an educational environment that fosters innovation, enterprise and enthusiasm for excellence. We realize this goal through four core principles of providing industry-integrated, technology-based, research-driven and holistic education.

PHILOSOPHY OF THE UNIVERSITY
Wisdom
is the culmination of vast knowledge. With it, comes the ability to make sound judgements and decisions.

Integrity
is about right values and morals in life. It is the backbone that upholds strong and positive character.

Brilliance
is quality beyond experience. It is concerned with achieving the highest standards and outperforming the rest.
1. INNOVATIVE PROGRAMMES & CURRICULAR FRAMEWORK: Guided by the reforms agenda in higher education and learning from the experiences of the best universities of the world, the University has introduced a number of innovations, as detailed below:

A. Semester System: Semester system is followed for all academic programmes to enlarge curricular space and encourage accelerated learning opportunities at par with global practices in terms of effective number of teaching days and teaching learning synergy. This system further enhances the ability to accommodate diverse choices that are dynamic and can motivate students as they may like to have.

As per requirements of an academic programme; decisions regarding student faculty contact hours during a semester in different programmes, developing the credit system, determining the quantum of learning, time-distribution on classroom work, elements of participatory teaching-learning synergy, fieldwork, lab-work and other curricular work are taken by the academic bodies of the University.

B. Comprehensive Choice Based Credit System: The University has introduced Comprehensive Choice Based Credit System (CCBCS) largely on the lines of the best universities of the world. Comprehensive Choice Based Credit System (CCBCS) has some unique features like enhanced learning opportunities, ability to match student's scholastic needs and aspirations, horizontal intra and inter School/ Centre mobility of students, inter-institutional transferability of students, improvement in educational quality and excellence, flexibility for working students to complete the programme over an extended period of time, innovation and comparability of educational programmes across the country. CCBCS will facilitate vertical integration of knowledge and holistic development.

C. Programmes of Study are defined in terms of Credits: As opposed to papers/courses in the conventional system, a student shall be required to accumulate:
- 20 DP credits to earn a Certificate
- 40 DP credits to earn a Diploma / Trade Certificate
- 80 UG credits to earn an Advanced Diploma/Industrial Trade Certificate
- 120 UG credits to earn a UG degree
- 40 PG credits to earn a PG Diploma
- 80 PG credits to earn a PG degree
- 60 RD credits to earn a M.Phil. Degree
- 120 RD credits to earn a Ph.D. Degree

D. Students to accumulate required number of credit from across disciplines: The interdisciplinary approach in the selection of courses is followed with 70 percent courses from the department and 30 percent from other schools/departments of the university. In case of School of Business and Management Science, students would offer 30 percent Courses University wide; 40 percent Schools wide and 30 percent department wide.

E. Innovative approach in designing programmes of Study: Departments would not design programmes of Study as such. Instead, they would just:
- Design and offer courses, based on the expertise and specialization of their faculty members;
- Specify pre-requisite and co-requisites for each course offered;
- Guide the students to make their own basket of courses to accumulate the required credits to complete their programme of Study.

Thus, the focus is on ‘learner-centered approach’ (as opposed to the conventional ‘teacher-centered approach’) to accommodate learner’s needs and expectations to have wider choices in content, mode and pace of learning.
F. Computation of Credits based on a Holistic Approach to Learning: In the Apex Professional University, one credit is defined as equivalent to the Total Student’s Effort (TSE) of 30 hours comprising:
- 10 hours of lectures/organized classroom activity/contact hours;
- 5 hours of laboratory work/practical/field work/tutorials/teacher-led activities/quiz/debate;
- 15 hours of other workload such as independent individual/group work; obligatory/optional work placement; literature survey/library work; data collection/fieldwork; writing of papers/projects/dissertation/thesis; seminars, etc.

Thus, the focus is on in-depth learning driven by intrinsic curiosity and mastery of the subject by balancing the taught content with independent self-directed learning.

G. All Programmes of Study to be Modular: All Programmes of Study in the University are designed as modular with exit and lateral entry option. While most Students may want to complete their UG/PG/RD without any break, some may opt out of the Programme of Study midway due to their personal compelling reasons. The University, therefore, provides a structured framework for students to opt out mid-programme, whereby, depending on the extent of time spent on study and credits accumulated by them, they will be awarded certificate/diploma/advanced diploma/PG diploma. For instance, if any student wants to quit study after successful completion of one/two/four semester(s), she/he can do so and would be awarded an appropriate Certificate/ Diploma and can rejoin and continue her/his study from this point within two years again. Thus, the multi entry and multi exit programmes are the unique and useful features of our university.

(i) A Student admitted to UG Programme may get:
- Certificate (if opts out after 1 Semester with 20 UG Credits);
- Diploma (if opts out after 2 Semesters with 40 UG Credits);
- Advance Diploma (if opts out after 4 Semesters with 80 UG Credits);
- Bachelor’s Degree (if stays on to complete full 6 Semesters with 120 UG Credits).

(ii) A Student Admitted to PG Programme may get:
- PG Diploma (if opts out after 2 Semesters with 40 PG credits);
- Master Degree (if stays on for full 4 Semesters with 80 PG Credits).

Those who thus opt out would be eligible to join laterally to complete and earn their degree, if they return to the university within the next two years.
H. All Programmes of Study to have Grading System: The University shall have grading system based on six-point scale of evaluation of the performances of students in terms of marks, grade points, letter grade and class. The total performances of a student within a semester and continuous performance from the second semester onwards shall be indicated by (a) Grade Point Average (GPA); (b) Weighted Average Marks (WAM); (c) Cumulative Grade Point Average (CGPA); and (d) Overall Weighted Percentage Marks (OWPM).

I. Comprehensive Continuous Evaluation System: 'Comprehensive Continuous Assessment' is the central feature of the evaluation system of this University. A teacher who handles the course is the best person to assess performance of the students. However, there is end semester evaluation and to ensure transparency, fair play and accountability, appropriate mechanisms have been devised. Students in all Programmes of Study across disciplines and at all levels shall be assessed through Comprehensive Continuous Assessment based on quizzes, assignments, Independent works, group works, mid-semester and end-semester examination. As a general principle, the Comprehensive Continuous Assessment shall comprise the following components:
- Continuous Internal Assessment 30%
- End Semester Examination 70%

2. INDUSTRY-INTEGRATED: As a university dedicated to skill development and that helps build a high-quality workforce in India, APU ensures that its programmes are well-developed with real-world relevance that meet industry needs. To achieve this, APU forges strong collaborations with established organizations to identifying new courses, designing curricula, facilitating hands-on training to students, sponsoring research as well as employees for higher degree programmes and providing senior managers as visiting and mentor faculty at the University, so that our university can become a job provider rather than job seeker.

3. TECHNOLOGY-BASED: The University uses cutting-edge technology in all its functions and activities, such as content development, teaching-learning pedagogies, evaluation and testing, learning and university management (eGovernance).

4. RESEARCH-DRIVEN: The University supports and promotes research excellence in all its many forms. World class universities are about creating and using knowledge to make a difference. The Apex Professional University (APU) achieves this by bringing together excellent students, staff and external partners to identify and address key issues of the day. Immersion in a research culture equips us with a mindset for solving problems across all walks of life. Recognizing the importance of this, APU has designed each programme to expose students to the culture of research.

5. HOLISTIC EDUCATION: The University understands that education is far more than just simply providing students with professional knowledge. Thus, the University is devoted to delivering whole person education that fosters spiritual, intellectual, humane, social and physical development of our students, nurturing them to become confident, caring leaders who possess integrity, perseverance and a sense of responsibility for themselves and others.
6. NATIONAL CHARACTER: It shall be the endeavor of the University to maintain an all-India character and high standards of teaching and research, and the University shall, among other measures which may be necessary for the said purpose, take, in particular, the following measures:

A. Admission of students shall be made on all-India basis strictly on merit adjudged either through Common Entrance Tests conducted individually by the University or in combination with other Universities, or on the basis of marks obtained in the qualifying examination in such courses where the intake of students is small.

B. Recruitment of faculty shall be made on all-India basis and Inter-university mobility of faculty, with portable provident fund and protection of seniority, shall be encouraged.

7. INFRASTRUCTURE AND AMBIENCE: All appropriate steps are taken to create and maintain the state of the art infrastructure for quality teaching and research as per present day requirements.

8. PSYCHOLOGICAL COUNSELLING AND GUIDANCE SERVICES: Like physical health, mental health determines efficiency and productivity. Mental health is critically important for teaching learning synergy, creativity and congenial environment in academic institutions. The University adopts a forward-looking approach and institutes psychological counselling and guidance services for students, faculty and employees. Innovative programs like 'Crises Intervention Programs', 'Personality Development Programs' and 'Life Skill Programs' are planned to be implemented. To facilitate team spirit, the motto of "Learning Together" is encouraged and practiced.

9. GOVERNANCE: The University is evolving a flexible but dynamic and transparent governance and need based capacity-building system. It is moving towards e-governance and continuous training of the personnel to make the University system “user-friendly”. Thus, professional development of educational administrators will be a necessary component for the capacity building of the University administration.

10. RECOGNITION OF PRIOR LEARNING: The University has designed a framework to facilitate credit accumulation by its students from other recognized universities / Institutes / Industry. The university has developed a structured mechanism to work out the equivalence and accept the transfer of credits earned by its students from other universities / Institutes / Industry through formal or non-formal in accordance with National Vocational Education Qualification Framework (NVEQF) notified by Ministry of HRD (Government of India).

11. MONITORING AND QUALITY: The "Internal Quality Assurance Cell" is to ensure progressive improvement in efficiency and effectiveness of the University administration. The University certified as ISO 9001:2008 from the Organization, which is the member of International Accreditation Forum (IAF).

12. ON-DEMAND EXAMINATION SYSTEM (ODES): As one of the learners friendly features, the University has been conducting Term End Examinations twice in a year. On-Demand Online Examination is an innovative step forward to make the examination system more flexible and to provide an opportunity for the learners to take up the examinations as per their desire and preparation, subject to availability of the seats in the examination.
"Formal education makes you a master, self-education makes you a legend."

There are many ways in which external Programme is different from Distance Education and it is important that you understand how it will work. Below, you can read about some of the advantages and disadvantages of studying independently having an awareness of these will help you to study more effectively.

Flexible study options
It is entirely your choice to decide which study option would suit you best. You are welcome to use the textbooks or access to Internet for learning environment intermittently, perhaps to see video clips from youtube or take part in web discussions.

Students choose to do external programmes for a variety of reasons. Whatever your reasons, the following advantages of participating in an external programme will apply to everyone:

Choice of Programmes
Students are given the opportunity to choose from various programmes and courses which are not available in the area where they live in. This is especially beneficial for those who live in rural areas that only have one or two educational facilities, which most of the time, offer limited course and program options for students.

Cost
When the total cost of fees, transport, living expenses and release from employment are taken into account, the cost of completing the degree as an external student is significantly less than the cost of traditional education. It is usually possible for employed students on external programmes to keep their jobs, which make financing their study much easier.

Convenience
The primary advantage of external Programme is that it allows you to study from the location of your choice. You do not need to leave your home, your family, or possibly your country in order to complete the programme.

Pace
After location, time is the greatest limitation on learning. You can learn at your own pace although there will be some timetables and deadlines in place (for example, for project work and term end examination). You can plan how quickly you read the course materials and further reading.

Student-centered teaching approach
Every student has his or her way of learning that works for them, getting an Independent education may help in ensuring that each lesson or material is completely understood before moving on to the next, which in turn, could result to better learning. You have frequent opportunities to gauge what you have learnt and what you have not, there are elements of self assessment to help you monitor your learning.
Suits different types of learner
Learning is presented in a variety of ways: hard-copy textbooks; eBook; audio; interactive exercises; video; and web discussions. This means that people with different learning styles can all utilize the material in a way that suits them.

Self-disciplined
Perhaps the greatest foe of External Programme is procrastination. Most of us, instructors included, put off the things we need to do until the very last moment. When it comes to education, the last moment is the worst possible moment to learn. Sometimes that lesson is learned the hard way in the form of poor performance on an exam or assignment. But ultimately, you succeed because you realize the importance of doing things on time or even ahead of time. That self-realization propels your success in an External Programme. No one is there looking over your shoulder to tell you to study. No one is there to make you ask questions or post responses. The motivation to study in an External Programme comes from you. The External student takes responsibility for their course of studies and matures into an individual for whom learning and accomplishment are highly valued. In short, your success depends on you!

Lifelong learning
Most of the time, most of what we learn in a course is forgotten within a week or two of the end of classes. Having that spark of interest and knowing how to find information independently insures that what your learning is always available to you. If you become interested in a certain topic, perhaps because of something you see, read or hear about, or perhaps because one of your children or friends has a question, you can get and look it up. You will have developed the skills to find information, digest it, synthesize it and formulate an answer to any question that comes your way.

THE DIFFICULTIES OF AN EXTERNAL PROGRAMME
There are also some difficulties associated with external Programme and it would be unwise to underestimate their potential impact. In the sections 'What to do if you get into difficulties' and 'Student Support Services' on page 28, you will find advice on coping with some of the problems that might arise.
EXTERNAL STUDENT REGISTRATION SCHEME

1. “External Student” means a Private Candidate interest in seeking admission to appear in the examination of any certificate or diploma or degree programme as an external student in accordance with section 2(1)(j) and 5(36) of the Apex Professional University Act, 2012 (No. 07 of 2013), without having pursued the prescribed regular course of study in the University or in one of the Institutions admitted to the privileges of the university provided they are otherwise eligible for admission under the Regulation;

2. The University shall maintain National Character and high standards of teaching and research and shall register external students from all over India.

3. Each programme has specific entry requirements that candidate must meet in order to register as external students of the University.

4. The registered external student shall be required to produce for verification as and when required by university for completion of the registration formalities, the following documents in original:
   A. Certificates, Diplomas, Degrees, Marks-sheets of all educational qualifications
   B. In case of the working students, Service Certificate from the employer.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Programme of Study</th>
<th>Duration</th>
<th>Fee (per semester)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Master of Business Administration [MBA]</td>
<td>4 Semesters</td>
<td>₹ 9300/-</td>
</tr>
<tr>
<td>2</td>
<td>MBA [Executive]</td>
<td>2 Semesters</td>
<td>₹ 12000/-</td>
</tr>
<tr>
<td>3</td>
<td>Master of Computer Applications [MCA]</td>
<td>6 Semesters</td>
<td>₹ 9300/-</td>
</tr>
<tr>
<td>4</td>
<td>Master of Commerce [M.Com.]</td>
<td>4 Semesters</td>
<td>₹ 7500/-</td>
</tr>
<tr>
<td>5</td>
<td>Master of Library &amp; Information Sciences [M.Lib.I.Sc.]</td>
<td>2 Semesters</td>
<td>₹ 9300/-</td>
</tr>
<tr>
<td>6</td>
<td>Master of Arts [M.A.]</td>
<td>4 Semesters</td>
<td>₹ 7500/-</td>
</tr>
<tr>
<td>7</td>
<td>Master of Social Work [MSW]</td>
<td>4 Semesters</td>
<td>₹ 8400/-</td>
</tr>
<tr>
<td>8</td>
<td>Master of Science [M.Sc.]</td>
<td>4 Semesters</td>
<td>₹ 9300/-</td>
</tr>
<tr>
<td>9</td>
<td>Master of Law [LLM]</td>
<td>2 Semesters</td>
<td>₹ 12000/-</td>
</tr>
<tr>
<td>10</td>
<td>Master of Vocation [M.Voc.]</td>
<td>4 Semesters</td>
<td>₹ 12000/-</td>
</tr>
<tr>
<td>11</td>
<td>Bachelor of Commerce [B.Com.]</td>
<td>6 Semesters</td>
<td>₹ 5700/-</td>
</tr>
<tr>
<td>12</td>
<td>Bachelor of Library &amp; Information Sciences [B.Lib.I.Sc.]</td>
<td>2 Semesters</td>
<td>₹ 7500/-</td>
</tr>
<tr>
<td>13</td>
<td>Bachelor of Arts [B.A.]</td>
<td>6 Semesters</td>
<td>₹ 5700/-</td>
</tr>
<tr>
<td>14</td>
<td>Bachelor of Social Work [BSW]</td>
<td>6 Semesters</td>
<td>₹ 7500/-</td>
</tr>
<tr>
<td>15</td>
<td>Bachelor of Business Administration [BBA]</td>
<td>6 Semesters</td>
<td>₹ 7500/-</td>
</tr>
<tr>
<td>16</td>
<td>Bachelor of Computer Applications [BCA]</td>
<td>6 Semesters</td>
<td>₹ 8400/-</td>
</tr>
<tr>
<td>17</td>
<td>Bachelor of Science [B.Sc.]</td>
<td>6 Semesters</td>
<td>₹ 8400/-</td>
</tr>
<tr>
<td>18</td>
<td>Bachelor of Vocation [B.Voc.]</td>
<td>6 Semesters</td>
<td>₹ 9300/-</td>
</tr>
<tr>
<td>19</td>
<td>Post Graduate Diploma</td>
<td>2 Semesters</td>
<td>₹ 7500/-</td>
</tr>
<tr>
<td>20</td>
<td>Diploma</td>
<td>1 Year</td>
<td>₹ 5500/-</td>
</tr>
<tr>
<td>21</td>
<td>Pre University Certificate [PUC] - Part - I &amp; II</td>
<td>2 Years</td>
<td>₹ 12000/-</td>
</tr>
</tbody>
</table>

# Including Application Processing Fee, Registration Fee, University Development Fund, Sports & Culture Fund and Eligibility Fee.

# Note: All Students have to remit the examination fee and other fees (as and when applicable) in addition to the above fees.
## OTHER FEES

**ALL STUDENTS HAVE TO REMIT THE FOLLOWING FEES IN ADDITION TO THE TUITION FEE**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Particulars</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Prospectus Fee</td>
<td>₹ 400/- (one time)</td>
</tr>
<tr>
<td>2</td>
<td>Eligibility Fee for all Bachelor Degree &amp; Diploma programmes (for other state students only)</td>
<td>₹ 1,150/- (one time)</td>
</tr>
<tr>
<td>3</td>
<td>Eligibility Fee for all Master Degree &amp; PG Diploma programmes (for other state students only)</td>
<td>₹ 1,550/- (one time)</td>
</tr>
<tr>
<td>4</td>
<td>Examination Fee for all Certificate, Diploma and Bachelor Degree students</td>
<td>₹ 1,200/- per semester</td>
</tr>
<tr>
<td>5</td>
<td>Examination Fee for all Master Degree and PG Diploma students</td>
<td>₹ 1,650/- per semester</td>
</tr>
<tr>
<td>6</td>
<td>Examination Centre Transform Fee</td>
<td>₹ 2,000/- per semester</td>
</tr>
<tr>
<td>7</td>
<td>Extension of Duration</td>
<td>₹ 2,550/- per semester</td>
</tr>
<tr>
<td>8</td>
<td>Lateral Entry Fee</td>
<td>₹ 3,000/- per semester</td>
</tr>
<tr>
<td>9</td>
<td>eLibrary Facility Fee (Optional)</td>
<td>₹ 1,100/- per semester</td>
</tr>
<tr>
<td>10</td>
<td>Re-Appear Examination Fee</td>
<td>₹ 750/- per paper</td>
</tr>
<tr>
<td>11</td>
<td>Re-Evaluation</td>
<td>₹ 750/- per paper</td>
</tr>
<tr>
<td>12</td>
<td>Credit Transfer Fee for Continue Students migrated from Other Universities</td>
<td>₹ 200/- per credit</td>
</tr>
<tr>
<td>13</td>
<td>Bonafide Certificate</td>
<td>₹ 575/-</td>
</tr>
<tr>
<td>14</td>
<td>Change of Course</td>
<td>₹ 2,000/-</td>
</tr>
<tr>
<td>15</td>
<td>Change of Specialization</td>
<td>₹ 1,000/-</td>
</tr>
<tr>
<td>16</td>
<td>Change of Student Name</td>
<td>₹ 1,500/-</td>
</tr>
<tr>
<td>17</td>
<td>Degree Certificate on Demand</td>
<td>₹ 5,000/-</td>
</tr>
<tr>
<td>18</td>
<td>Consolidated Mark Sheet Fee (For Final Semester's Candidates only)</td>
<td>₹ 1,500/-</td>
</tr>
<tr>
<td>19</td>
<td>Convocation Certificate Fee (For Final Semester's Candidates only)</td>
<td>₹ 2,550/-</td>
</tr>
<tr>
<td>20</td>
<td>Correction in Diploma/Degree</td>
<td>₹ 1,500/-</td>
</tr>
<tr>
<td>21</td>
<td>Correction in Marks Sheet</td>
<td>₹ 1000/-</td>
</tr>
<tr>
<td>22</td>
<td>Course Completion Certificate</td>
<td>₹ 775/-</td>
</tr>
<tr>
<td>23</td>
<td>Duplicate Certificate / Diploma / Degree / Mark Sheet</td>
<td>₹ 2,250/-</td>
</tr>
<tr>
<td>24</td>
<td>Duplicate Migration Certificate</td>
<td>₹ 1,575/-</td>
</tr>
<tr>
<td>25</td>
<td>Duplicate Identity Card</td>
<td>₹ 550/-</td>
</tr>
<tr>
<td>26</td>
<td>eBook</td>
<td>₹ 550/- each book</td>
</tr>
<tr>
<td>27</td>
<td>Foreign Students Eligibility Fee</td>
<td>US$ 250/-</td>
</tr>
<tr>
<td>28</td>
<td>Identity Card Fee</td>
<td>₹ 350/-</td>
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<td>29</td>
<td>Migration Certificate</td>
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<tr>
<td>30</td>
<td>Project Report Evaluation Fee</td>
<td>₹ 1,250/-</td>
</tr>
<tr>
<td>31</td>
<td>Provisional Certificate Fee (For Final Year's Candidates only)</td>
<td>₹ 1,250/-</td>
</tr>
<tr>
<td>32</td>
<td>Rank Certificate</td>
<td>₹ 1,500/-</td>
</tr>
<tr>
<td>33</td>
<td>Verification of Marks Sheet/Degree/Diploma</td>
<td>₹ 1,500/-</td>
</tr>
</tbody>
</table>
EXTERNAL STUDENT REGISTRATION PROCEDURE

1. “External Student” means a Private Candidate interested in seeking admission to appear in the examination of any certificate or diploma or degree programme as an external student in accordance with section 2(1)(j) and 5(36) of the Apex Professional University Act, 2012 (No. 07 of 2013), without having pursued the prescribed regular course of study in the University or in one of the Institutions admitted to the privileges of the university provided they are otherwise eligible for admission under the Regulation;

2. Preamble: With a motto to ‘Knowledge for all’, APU follows the principle of freedom to learn i.e., what to learn, when to learn, how to learn and when to appear in the examination is decided by you. There is no restriction of time, place and pace of learning.

3. The University shall maintain an all-India character and high standards of teaching and research and shall register external students in accordance with section 5(36) of the Apex Professional University Act, 2012 (No. 07 of 2013) & Regulation No. 17 of the Apex Professional University, duly notified by State Government in the official gazette.

4. The University is open to all irrespective of caste, class, creed, colour, religion, region, language, gender and nationality.

5. Every external candidate must submit Registration Form to the Director (Outreach), Apex Professional University, Pasighat, Arunachal Pradesh within the prescribed limit together with the prescribed fee and documents. If the Registration Form of external candidate is received after the prescribed date, he shall pay late fee as prescribed.

6. Each programme has specific entry requirements that candidate must meet in order to register as external students of the University.

7. All candidates must affix with glue stick one Passport Size Photograph on registration form and two copies on the Registration Card at the space provided for the purpose.

8. Candidate seeking admission in an examination on the basis of lower examination passed from other than Apex Professional University, Arunachal Pradesh should send the original Certificate of the examination. Photostat copy is acceptable. The Original Migration Certificate from other University/Board may also be attached with the Registration Form.

9. If at any time it is discovered that a candidate has made a false or incorrect statement or has furnished false or incorrect information or has used any other fraudulent means have been used for registration as an external student his / her name shall be removed from the rolls of the University.

10. No Attendance requirement for the external student to become eligible for appear in the term end examination.

11. No candidate shall be entitled to claim registration as a matter of right and that the University reserves the right to refuse registration as an external student in any individual case without assigning any reason.

12. A candidate shall be considered as registered to a external Programme of Study and be eligible to avail the privileges of a student of the University only after he/she has completed all registration formalities including payment of the prescribed fee. If a candidate fails to complete the registration on formalities by the prescribed date, he/she will automatically forfeit his/her right of registration.
13. List of registered candidates shall be displayed on the university website (www.apexuniversity.edu.in) under Registration Verification. No intimation to the registered candidates will be sent by post.

14. The registered external student shall be required to produce, for verification as and when required by university for completion of the registration formalities, the following documents in original:

A. Certificates, Diplomas, Degrees, Marksheets of all educational qualifications

B. In case of the working students, Service Certificate from the employer.

15. All courses are conducted in English. Candidate must be able to speak, read and write English fluently.

16. Application for admission to various Programmes of Study can be made in one of the following manners:

A. Online Application: Candidates can also submit their Application Form online through the http://www.apexuniversity.edu.in. The candidates can fill the form online and make payment in cash at the Axis Bank / Punjab National Bank Branches by depositing fees along with Cash Deposit Voucher from the online system. The candidates can also make payment through Net banking, all Master Card / Visa Card Credit & Debit Cards.

B. Hard Copy: In case a candidate is not able to apply online, he / she may download / obtain the application from the University and send the duly filled-up application form along with a non-refundable Registration and Eligibility Fee through DD payable at Pasighat, Arunachal Pradesh drawn in favor of “Apex Professional University”.

17. The Application Processing Fee for Registration to programmes for different categories of applicants shall be as under:

A. Arunachal Pradesh residing student: Rs. 100/-
B. Other State Students : Rs. 400/-

18. Last Date for receipt of Application: Duly completed application form for admission in the programme must reach the University as per calendar of events.

19. The following shall NOT be eligible for Registration in the University:

A. A person who has been suspended, rusticated, debarred, expelled or removed from the role of the University by a competent authority of the University.

B. A person who at any time was admitted to a PG Programme in this University or has completed PG Degree either from this University or from any other University shall not be eligible to apply for the same subject PG Programme of this University.

C. A person who at any time was admitted to a UG Programme in this University or has completed UG Degree either from this University or from any other University shall not be eligible to apply for the same subjects UG programme of this University.

D. Provided the permission to pursue second UG/PG programme in other subject may be granted to exceptionally rewarded candidate by the Vice-Chancellor on the recommendation of the Director (Outreach)
20. All the students registered to external Programmes of Study shall be required to submit Transfer Certificate / Migration Certificate in original within 30 days from the date of Registration, failing which their admission in the University may be cancelled.

21. The Apex Professional University pursues a policy of zero tolerance towards Ragging and Sexual Harassment. In case of any situation of ragging, the student may approach the care@apexuniversity.edu.in

22. When a external candidates application for admission to the examination is rejected, the registration fee, examination fee, including late fee, if any paid by him less Eligibility Fee Rs. 1150/- for UG Degree and Diploma and Rs. 1550/- for PG Degree and PG Diploma will be refunded to him provided that in the case of candidates whose applications have been rejected on account of the candidates producing a false certificate or making a false statement in the application, the full amount of fee shall be forfeited.

23. Application Processing fee and Eligibility Fees once paid is neither refundable nor creditable to the candidates account for any subsequent examination, even if the admission form is not submitted or the candidate is unable to take the examination.

24. Incomplete Registration Cum Examination Form without eligibility documents and Notary Public Attestation, Complete/Latest Information will automatically stand cancelled.

25. In all correspondence including eMail with the University Office till the receipt of Registration No. the candidate must give Application number, his/her name and father's name, Date of Birth, name of examination, subject offered, centre, University Fee Receipt No. and correspondence address. After receipt of Registration No., name of examination and the Registration No. allotted by the Apex Professional University be quoted without these particulars, no reply may be expected.
CREDIT TRANSFER SCHEME

Apex Professional University (APU) does not have a provision to admit students directly to 2nd / 3rd year of the programmes, provided that university may allow to admit a certain number of students directly to the second year of a programme as per UGC Regulations, if the student has already successfully completed the same level programme and is desirous and academically capable of pursuing another degree programme in an allied subject. As per APU rules, a candidate is required to seek admission in 1st year of the Programme. Brief norms of ‘credit transfer’ framed by APU are given as under:

1. Credit transfer Scheme allowing a student of another accredited universities/ institutions to get admitted to APU for completing any equivalent degree/diploma programme on the basis of credits obtained by him/her from that University. A student thus admitted need not write APU examinations for such courses which are found equivalent to and for which appropriate credits would be deemed to have been acquired for, and for purposes of fulfilling the APU requirements for award of a degree/diploma.

2. As per credit transfer rules, a candidate is required to seek admission in the 1st year of the programme, like any other candidate. Once the admission is confirmed by the University on allotment of Registration Number, student can apply for transfer of credits in respect of the courses completed directly to 2nd / 3rd year of the programmes, credits in respect of the courses completed provided that university may allow to admit from the accredited universities/ institutions.

3. The credit transfer scheme is applicable only to those candidates who have not completed their degree from any other recognized university / Institute but are willing to complete it through APU as per rules provided. Credit transfer will be done only on the basis of individual courses and not on the basis of year to year courses.

4. The students by opting for the courses in such a way as to complete the balance credits can reduce the period of study prescribed for the completion of the degree programme and thereby avail “no payment of fees” for the period not covered.

5. Students seeking credit transfer should apply, on the prescribed proforma submit along with the following documents:

A. Credit transfer fee @Rs.200/- per credit, is to be paid by way of a Demand Draft drawn in favour of ‘Apex Professional University’ payable at Pasighat (Arunachal Pradesh).

B. Attested copies of detailed Marks-sheets/Grade Card of the courses qualified in qualifying examination from the accredited University/Institution and opted for Credit Transfer in APU’s Degree / Diploma Programme.

C. Attested copy of the syllabus of courses pursued from Accredited University/Institute.

D. Prospectus issued by the accredited University/Institute, duly attested by the Notary Public.

6. Students seeking credit transfer may provide in the given proforma the course(s) for which Credit Transfer is sought against the corresponding courses successfully completed by them from the accredited universities / Institutions for which certification has not been done and degree has not been completed. They should also indicate the course code of APU’s Equivalent Course in the relevant column.

7. Director (Outreach) will forward to the Faculty concerned of the respective School to examine the admissibility of credit transfer or otherwise. Such cases will be examined by the respective Faculty of the discipline in APU, whose decision on the matter shall be final.

8. The diploma / degree certificate and the mark-list given to such students will specifically indicate the credits earned in APU and those obtained from other accredited institutions.
EXTERNAL STUDENT EXAMINATION RULES

1. Term End Examination is primarily designed for students who are on courses of study at University or community colleges registered with Apex Professional University. However, it is recognized that there are students who may not attend University or Community Colleges but who wish to enter for Examinations. Such individuals are referred to as External students.

2. After getting the Registration number, a candidate shall Register themselves for appearing in examination as an External Student by submitting Examination Forms complete in all respects. They will deposit the required examination fee at any of the authorized branch of Axis Bank or Punjab National Bank and will attach original receipt thereof with the Examination Form.

3. On-Demand Examination is an innovative step forward to make the examination system more flexible and to provide an opportunity for the learners to take up the examinations as per their desire and preparation. Under this scheme, On-Demand Examination will be conducted in the month of January and July each year at the approved Examination Centres and the student can choose the date convenient to him/her to appear in the examinations.

4. The students for On-Demand Examination will have to register Online and make the prescribed fee payment for which the student wants to appear. Depending on the availability of space at the approved Examination Centres for conduct of examinations, the students will receive a confirmation of the registered Hall Ticket Online.

5. Submit separate Examination Form or each year, i.e., First and Third if appearing in more than one year. The students must pay the full examination fee including late fee if any, otherwise his/her candidature shall be straightway cancelled without any intimation to him/her.

6. The Examination Forms of External Students be accepted directly from the candidates themselves only and not from the any academy or agent or with care of academy addresses.

7. Examination fee if so warrants, will be refunded after deducting amount equivalent to 25% as handling/processing charges under the University rule/regulation.

8. Results for on Demand Examination shall be published within 30 working days on website www.apexuniversity.edu.in.

9. Every external candidate shall be examined according to the scheme of examinations and syllabus as approved by the Academic Senate from time to time. A candidate who fails in an examination or having been eligible fails to appear in an examination shall unless approved otherwise by the Academic Senate taking the examination according to the syllabus prescribed by the University for regular students appearing for that examination.

10. Application for change of Paper and/OR Examination Centre OR any other entry in the form after its submission, will be considered only if received one month before the commencement of Term End Examinations along with the prescribed fee. Until and unless the candidates get written permission from competent authority for change in paper/examination centre he/she shall not be allowed to appear in that paper/examination centre.

11. External candidates shall not be allowed to offer such subjects for the examination which involve practical work except in the case of candidates who had failed earlier and who had put in a course of study at an approved institution in the previous academic year or working in the Industry/ Organization and produces a certificate to that effect to the satisfaction of the University. However notwithstanding this condition, external candidates may offer Computer Science with practical.

12. In case a candidate does not receive his/her Roll No., 10 days prior to the commence of the Examination, he/she should contact the University/Officer on working day for this purpose. Though he/she can appear in one paper by depositing 100/- with the Centre Superintendent. If Examination Form has been submitted b him/her and he/she is otherwise eligible if not eligible his/her previous or same examination Roll No. will not be sent and fee will not be refundable.
113. The blind and handicapped candidates must get the approval for appointment of an amanuensis (writer) at least 2 weeks before the commencement of Exam.

14. There shall be zero-tolerance against use of unfair means and mal practices in connection with examination and each examinee shall be required to strictly adhere to the instructions for taking examination. Non-adherence to such instructions shall attract disciplinary action.

15. GRADING SYSTEM

A. The University shall have grading system based on a Six (6) point scale of evaluation of the performances of students in terms of marks, grade points, credits, letter grade & class.

B. The total performance of a student within a semester and the continuous performance from the second semester onwards shall be indicated by the (i) Grade Point Average (GPA); (ii) Weighted Average Marks (WAM); (iii) Cumulative Grade Point Average (CGPA); and (iv) Overall Weighted Percentage Marks (OWPM) with the CGPA and OWPM, being the real indicators of a student's performance. These shall be calculated as under:

GPA = \( \frac{\sum (C_i G_i)}{\sum C_i} \)

WAM = \( \frac{\sum (C_i M_i)}{\sum C_i} \)

CGPA = \( \frac{\sum (C_n I_n G_n)}{\sum (C_n I_n)} \)

OWPM = \( \frac{\sum (C_n M_n)}{\sum (C_n)} \)

Where

Ci - number of credits for the ith course,

Mi - marks obtained in the ith course

Gi - grade point obtained in the ith course,

Cni - number of credits of the ith course of the nth semester

Mni - marks of the ith course of the nth semester

Gni - grade points of the ith course of the nth semester

16. COURSE-WISE LETTER GRADE & GRADE POINT

Accordingly, the percentage of marks obtained by a student in a course will be indicated by a grade point and a letter grade on a Six (6) point scale as under: Percentage of Marks Grade Point Letter Grade

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade Point</th>
<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>75-100</td>
<td>5.50 - 6.00</td>
<td>O</td>
</tr>
<tr>
<td>65-74</td>
<td>4.50 - 5.49</td>
<td>A+</td>
</tr>
<tr>
<td>60-64</td>
<td>4.00 - 4.49</td>
<td>A</td>
</tr>
<tr>
<td>55-59</td>
<td>3.50 - 3.99</td>
<td>B+</td>
</tr>
<tr>
<td>50-54</td>
<td>3.00 - 3.49</td>
<td>B</td>
</tr>
<tr>
<td>00-49</td>
<td>0.00 - 2.99</td>
<td>F</td>
</tr>
</tbody>
</table>

For calculating the exact Grade Point on the basis of marks obtained by a candidate in each course, the following multiplication factor shall be applied:

= 0.02 per mark between 75-100%
= 0.11 per mark between 65-74%
= 0.1225 per marks between 50-64%
= 0.0761 per marks between 0-48%

Provided that the above multiplication factor shall not be applied to OWPM for conversion to CGPA.

17. CGPA, Overall Letter Grade and Class

A. The overall cumulative performance of a student shall be indicated by the Cumulative Grade Point Average (CGPA).

B. The marks and the grades obtained in the courses corresponding to the maximum number of credits specified for completion of a Programme of Studies will be taken into consideration in arriving at the OWPM with overall Letter Grade and Class, as under:

<table>
<thead>
<tr>
<th>OWPM</th>
<th>Letter Grade</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>75-100</td>
<td>O</td>
<td>Outstanding</td>
</tr>
<tr>
<td>65-74</td>
<td>A+</td>
<td>Excellent</td>
</tr>
<tr>
<td>60-64</td>
<td>A</td>
<td>First</td>
</tr>
<tr>
<td>55-59</td>
<td>B+</td>
<td>Second</td>
</tr>
<tr>
<td>50-54</td>
<td>B S</td>
<td>satisfactory</td>
</tr>
<tr>
<td>0-49</td>
<td>F</td>
<td>Fail</td>
</tr>
<tr>
<td></td>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td></td>
<td>X</td>
<td>Inadequate /Attendance /Dropped /Unregistered</td>
</tr>
</tbody>
</table>

C. A student who has successfully completed all the courses to accumulate the minimum specified number of credits under the Comprehensive Choice Based Credit System shall be deemed to have completed the Programme of Studies.

D. A student who obtains 75 and above in OWPM shall be deemed to have passed the Examination in FIRST CLASS (Outstanding) provided he/she has successfully completed all the courses prescribed at the first appearance.

E. X grade: This grade is also a fail grade and is awarded as a result of detention(s) on the basis of shortage of attendance. A student, who earns 'X' grade in a course, shall register for that course again when it is offered next. A student who is allowed to drop a semester shall also be awarded 'X' grade in the courses of dropped semester.

F. I grade: This grade is awarded when a student having having good academic record is unable to appear in the end semester exam due to compelling reasons justifiable to Instructor in charge. The Director of School / Directorate concerned shall receive the application of the case along with relevant evidence before the award of grades so that if found fit, the student shall be awarded I grade by Director of School / Directorate concerned.

18. PROMOTION & PROGRESSION:

A. A student shall be required to participate in all components of the Comprehensive Continuous Internal Assessment, as specified in the Detailed Course Outline, failing which he/she shall be deemed to have NOT COMPLETED the course and shall be awarded the "I" Grade. Provided further that the "I" Grade shall also be awarded to a candidate in a course in which he/she has been declared ineligible to appear in the Term End Examination of a courses on account not meeting the minimum prescribed attendance requirements for the course.

B. A student who has been awarded "I" Grade shall be required to re-register for the same course, when it is offered in the next semester(s), or shall have to register for another course.
Based Credit System to be able to successfully complete the minimum specified credit requirements for completion of the Programme of Studies.

C. A candidate shall be deemed to have successfully completed a course except in case where he/she has been awarded the “I” Grade or “F” Grade.

D. A student who has successfully completed a course shall not be permitted to repeat the course to improve his/her grade;

E. A candidate shall be required to secure a minimum of 50% Marks, in the course taken, to successfully complete that course, failing which he/she shall be deemed to have failed in the course and shall be awarded the “F” Grade.

F. The “F” Grade once awarded shall stay in the grade card of the student and shall not be deleted even when he/she successfully completes the course later. The grade acquired later by the student will be indicated in the grade sheet of the subsequent semester in which the candidate has appeared for clearance of the arrears.

G. If a student has been awarded “F” Grade, he/she shall be required to repeat only the Term End Examination i.e. he/she shall be required to reappear in Term End Examination of that course when that course is offered next. Provided further that a student shall not be permitted to repeat/reappear in the Continuous Internal Assessment and/or the Internal (Mid-Term) Examination and that the marks/grade obtained by him earlier shall be carried forward for declaring the result.

H. A student with “F” Grade in a course shall be permitted to repeat/reappear in the Term End Examination of the Course for maximum number of three times i.e. a student with arrears on account of “F” Grade, shall be permitted to repeat/reappear in the Term End Examination for a maximum of three times (including the first appearance), along with the subsequent Term End Examinations.

If a student secures “F” Grade in a Project Work/Project Report/Dissertation/Field Work Report/Training Report etc, he/she shall be required to resubmit the revised Project Work/Project Report/Dissertation/Field Work Report/Training Report etc as required by the evaluator(s) Provided further that a student shall be permitted to resubmit the Project Work/Project Report/ Dissertation/Field Work Report/Training Report etc for a maximum of three times (including the first submission).

J. There shall be no system of compartmental/supplementary examination.

K. All students admitted to an Odd Semester shall be eligible for promotion to the Even Semester. To be eligible for promotion from an Even Semester to the Odd Semester, a student shall be required to successfully complete at least 50% of all the courses registered by him/her so far. All such students who are not promoted to the next semester shall be treated as Ex-Students and shall continue to remain so till they become eligible for promotion to the next semester.

19. GRADE CARD
A. The grade card issued at the end of the semester to each student will contain the following:
I. Marks obtained for each course registered in the semester
II. Credits earned for each course registered for that semester
III. Performance in each course indicated by the letter grade.
IV. Grade Point Average (GPA) of all courses registered for that semester
V. Weighted Average Marks (WAM) of all the courses registered for that semester
VI. Cumulative Grade Point Average (CGPA)
VII. Overall Weighted Percentage of Marks (OWPM)
VIII. The class and the grade of all the courses, after completing the programme.

20. TRANSCRIPT AND PROVISIONAL CERTIFICATE
A. The transcript, thus prepared for the entire student in the University. The Controller of Examination shall issue the final transcript to the student.

B. Pending approval from the Board of Management, provisional Pre University Certificate / Certificate / Diploma / degree certificate in the prescribed form shall also be issued to the students on payment of fee prescribed for the purpose and receiving no dues certificate.
WHAT TO DO IF YOU GET INTO DIFFICULTIES

You feel isolated
The greatest challenge with external students is probably the potential for isolation and the lack of face-to-face interaction with staff and other students. However, the Internet offers plenty of potential for ‘virtual’ interaction with others. The best way that you can avoid this real problem for some students. This is a problem through Social Media like Facebook with fellow students and Programme Coordinator. We encourage you to take advantage of all opportunities to meet and work with both the Programme Coordinator and your peer.

Your family doesn’t understand
Ideally your family and friends are behind you all the way and, in theory, they are very supportive. But small difficulties can quickly build up into genuine problems. Probably the best way to avoid this is to negotiate time for studying and time for family and friends and keep to it. When a problem arises, you need to go back and review the arrangements you have made.

Are you keeping your side of the bargain?
What compromise could you make to keep everyone happy? When examinations are approaching, you need to explain to everyone that you need to spend more time studying, but then plan to spend extra time with them when the examinations are finished.

Your employer isn’t supportive
If you are combining work and study you may find that your employer is initially supportive, but is later reluctant to spare you sufficient time to study or to attend examinations. This can lead to conflicting and stressful pressures on your time. If your employer is supportive of your studies (perhaps even paying for the course) then it is definitely in their interest to help you to succeed. The most important thing you can do is to make it clear to your employer exactly how much time you will need and at what periods of the year you are particularly under pressure. Plan your needs carefully in advance with the cooperation of your employer. For example, ask them well in advance for any time off that you may require to concentrate on your studies.

Planning your studies may also involve making arrangements to catch up on work, gently reminding your employer of the advantages to the organization of having you complete the programme and applying your new skills and knowledge for the benefit of all.

Balancing study and work may be challenging. Sometimes your study time may have to accommodate problems at work, but in exchange be possible for you to ask for compensatory time later. Some of you may have less cooperative employers, or may even have chosen not to inform your employer that you are studying this programme. If so, you may simply have to consider taking lighter study loads and also be prepared to sacrifice some of your holidays or leisure time in order to complete your studies.

You can’t find the time to study
Finding the time to study and maintaining study schedules can be a challenge, as an external student, you may have to work hard to improve your personal discipline and efficiency. If you have problems finding time to study, review your weekly schedule to see if you can make some small changes in lifestyle that could result in an extra few hours for study. For example, could you use your commute? Could you use your lunch hour?
Another way of recovering some time is to try to study more efficiently & effectively. There are no prescriptive rules for efficient study because it comes down to your own personality and study skills. However, many of the study skills discussed in the Resource Kit should help you to become more efficient with your time.

You fall behind
If you fall behind the pace at which you have chosen to study this programme, or something unexpected happens that puts you seriously behind your study schedule (such as work commitments, an illness or an accident), then you have several options. Revising your schedule is one option. This might involve delaying taking an examination or adjusting your entire study schedule to a slower pace perhaps deciding to take an extra year to complete, for example. If you have fallen behind because you did not give yourself a fixed study schedule or set yourself specific goals, you should try to do this now. Having pre-arranged deadlines and milestones might give you the impetus and discipline you need to finish. If you do find you are having difficulties and are not sure what to do, then contact your programme coordinator for advice.

You don’t understand the Textbooks
If you don’t understand the textbooks, you may be able to get help with your question from one of your peers by using web discussion forum, as you might when studying on a campus. If other students cannot help, you can always get in touch with your programme coordinator. Sometimes it’s simply that you have let yourself get too tired and you just need a rest so take a break, get some fresh air and come back to it later. Depending on the subject, you might be able to move on to the next topic or course and then return to the troublesome one later. Maybe it’s a question of lacking the background knowledge in a particular area, in which case you probably need to go back to study that subject for a while to get up to speed.

Reporting breaks of study
If you are going to discontinue studying for a time you should inform the Head-Student Registration Division for the intended period of discontinuation and of any particular problems (e.g. ill health). Permission to submit your project work late will be given only under exceptional circumstances. Do not wait until the deadline to let us know that there is a problem.

Your responsibility
Any form of education requires the student to make a certain level of commitment in order for it to be successful. External programme may be more flexible than an on campus course but it still requires you to take responsibility for your own learning. You must be committed and you should use the tools at your disposal to their full potential so that the programme is a rich and positive learning experience.
An effective student-support service is an important prerequisite for the success of any educational intervention. We at Apex Professional University are working out strategies to improve the completion rate, reduce the dropout rate, provide sustainable, quality education, and enhance the credibility of the University. In order to achieve this, the measures expected to be taken to make our student support services more effective, we plan to equip university with adequate ICT equipment and other infrastructure to connect them with the Headquarter for prompt data transmission and retrieval, information sharing and redressal of learner difficulties, provide an opportunity for greater interaction with learners and reduce response time in admission, on-time distribution of learning resources and declaration of results; carry out empirical research studies on learner performance and experiences and regularly monitor the

Help and Advice - when you need it
Apex Professional University support staff is there for you at all stages of the registration and learning process. Your success is our priority. Key contacts include your:

Registration Advisor
To help you get started, your Registration Advisor will guide you through the entire application process, and answer any questions you may have about your programme, modules, forms, fees, transfer of credits, and credits awarded through Prior Learning Assessment.

He or She will also advise you on the various financial options available and help you choose the plan best suited to your needs.

Once you have submitted the information request form through our website www.apexuniversity.edu.in, an Registration Advisor will contact you by eMail or by telephone to arrange a telephone interview at your earliest convenience. You may also choose to telephone us directly at +91-71556677 +91-180030 707606.

Programme Coordinator
Once you have been accepted as a student by Apex Professional University, a Programme Coordinator replaces your Registration Advisor as your guide for the rest of your programme. Your Programme Coordinator will help you build a schedule which shows which classes you need to take and when, based on your personal preferences and goals. He or she will also check in with you periodically to make sure you’re comfortably on track.

You can contact your Programme Coordinator at any time with problems or questions regarding any University matters including classes, instructors, attendance or grade, technical supports etc.

We look forward to helping you achieve your academic and personal goals.
I am glad to know that a new university named as Apex Professional University is established in Arunachal Pradesh. As the world becomes more and more technology propelled, acquisition of new knowledge becomes essential. I wish Apex Professional University will disseminate such knowledge that will bring peace and prosperity to this region.

Janaki Ballav Patnaik  
Governor of Assam

I am confident that Apex Professional University would render quality education not only in the State of Arunachal Pradesh but also in the entire nation. I hope APU would dedicate to provide a platform to the students not only to enrich their academic knowledge but also to discover their potential and showcase their literary, artistic talents and sports abilities.

Shriniwas Patil  
Governor of Sikkim

I am happy to learn that on the occasion of commencement of operation of the Apex Professional University, Arunachal Pradesh is going to publish a ‘Student Handbook’ which will be a reflection of the activities and goods of the University. It is extremely essential to equip our youth with right education and skill and make them productive citizens of our society. I am sure this handbook will be very useful for students.

Swhkhar Dutt  
Governor of Chhattisgarh

The unemployment problem in the country is causing serious concern to all of us. The issue of nurturing employable and educated youth is of paramount importance. It is my ardent wish that the Apex Professional University strives hard towards these objectives.

Dr. Ashwani Kumar  
Governor of Nagaland & Manipur

I am extremely happy to note that the APEX Professional University, a unique one established as State University under Public Private Partnership (PPP) Model between State of Arunachal Pradesh and APEX Foundation, Bangalore, aimed at graduating socially responsible future technologists and business leader with skills in good communication, problem solving, and entrepreneurs spirit with a commitment to economic development through strong multidisciplinary knowledge base, to be successful in the increasing competitive global economy, is bringing a Student Handbook for the empowerment of Indian Youths through appropriate skills leading to gainful employment and self-employability by acquiring educational goals and become successful entrepreneurs so that India has more number of job providers instead of job seekers.

H.R. Bhardwaj  
Governor of Karnataka

I believe that with a strong multidisciplinary knowledge base, graduates of Apex Professional University will be well prepared to succeed in an increasingly competitive global economy.

Murli Manohar Joshi, MP  
Chairman  
Public Accounts Committee
ASPIRATION

I am glad to know that the APEX Professional University (APU), Arunachal Pradesh is celebrating its commencement of operation of the University. APU’s aim to graduate socially responsible future technologists and business leaders with good communication skills is highly laudable. I convey my good wishes to the APU for success in its mission.

K. Rahman Khan
Minister of Minority Affairs (Union Minister)
Governor of Chhattisgarh

Friends, it gives me immense pleasure to express my brief views for the Student Handbook on the occasion of commencement of operation of the Apex Professional University at Arunachal Pradesh. It is with this backdrop I earnestly felt that APU’s aim to create socially responsible and world-class business leaders will play a vital role in shaping the future of India.

Birender Singh, MP
Chairman
Parliamentary Standing Committee on HRD

I hope the University will acquaint its students with the North-East Region vision 2020 document released by the Prime Minister on 2 July 2007 in Vigyan Bhavan, New Delhi, in the presence of all the Governors and Chief Ministers of the North-East. I am personally more than ready to assist in the process.

Mani Shankar Aiyar
Member of Parliament

The Apex Professional University is commencing their operation in Arunachal Pradesh. The tasks undertaken by them are commendable and merit appreciation.

Jaswant Singh
Member of Parliament
Governor of Nagaland & Manipur

People of Arunachal Pradesh deserve the best education at university level and I hope your organization is able to provide that. Higher education will help the people of Arunachal Pradesh in contributing to the building of the nation. I hope your faculty will rise to the challenge and meet these expectations.

Vivek Gupta
Member of Parliament

Apex Professional University is today counted among the best in the country within a relatively short span of its establishment. The remarkable services of the university help students to start, stay and succeed in their career development. The university imparts education and skill to their students to become successful employer rather than employee.

A.M. Shekh
Vice Chancellor
Anand Agricultural University

It is heartening to note that the APU Act has mandate to set up community Colleges in and outside the Country for providing empowerment to India youth through appropriate skills leading to gainful employment and self-employment.

Motilal Vora
Member of Parliament
1. Students should go through the Student Handbook carefully before filling in the registration form. Registration form should be filled in by the student’s own hand writing in English only.

2. Overwriting, Striking out or erasures of any kind are not allowed in the Registration Form.

3. Incomplete Information or discrepancies, if any, in the information furnished in the Registration Form will lead to rejection/cancellation of registration.

4. Certificates and other eligibility documents enclosed with Registration Form must be duly attested by the Notary Public.

5. Qualification for entry in the programme must be from recognized institutions as per the University Rules and Regulations.

6. Students are advised to retain photocopy of the Registration Form, Acknowledgement Receipt as proof of submission of Registration Form along with prescribed Fees.

7. One Passport size photo should be fixed on the registration form and three passport size photographs separately attached with the application form without any attestation.

8. Enclosed Demand Draft is in favour of "Apex Professional University" payable at "Pasighat" (Arunachal Pradesh).

9. Whenever the Students enclose Demand Draft for various purposes, they should write name, registration form number, course details and registration number (if allotted) at the back of the Demand Draft. Overwriting or correction in the Demand Draft will not be accepted.

10. Name of the Student and the address to which communication to be sent should be stated in capital letters. Application Collection Centre address should not be used for the communication with University.

11. The place of jurisdiction for filling of suit in case of any dispute will be only at Pasighat (Arunachal Pradesh). Student has to produce the originals certificate for verification whenever required by the University.

12. No column of the Registration Form should be left blank. Students are advised to follow Calendar of Event and ensure that their Forms reach the University on or before the due dates.

13. The complete Student Registration Form along with all the enclosures listed may be submitted at the Application Collection Centre or can be forwarded by speed post/courier to:

   Head - Student Registration Division
   Kaledowda Complex, Opp. Kottigepalya Bus Stop
   Magadi Main Road, Bengaluru
   Karnataka – 560091 (INDIA)
   Phone: +91-8884441234
   eMail: help@apexuniversity.edu.in
   Website: www.apexuniversity.edu.in
CALENDAR OF EVENTS
(For External Students)

CALENDAR SEMESTER (FEBRUARY TO JULY)

Registration / Re-Registration

Last date for receipt of Registration Form without late fee : 30th March
Last date for receipt of Registration Form with late fee Rs. 500 : 30th April
Last date for receipt of Registration Form with late fee Rs. 1000 : 30th May

Examination

Last date for receipt of Examination Form without late fee : 15th May
Last date for receipt of Examination Form with late fee Rs. 500 : 15th June
On Demand Examination Month : July
Announcement of Results on or before : 10th September
Grade Card Dispatch from : 10th October

ACADEMIC SEMESTER (AUGUST TO JANUARY)

Registration / Re-Registration

Last date for receipt of Registration Form without late fee : 30th September
Last date for receipt of Registration Form with late fee Rs. 500 : 30th October
Last date for receipt of Registration Form with late fee Rs. 1000 : 30th November

Examination

Last date for receipt of Examination Form without late fee : 15th November
Last date for receipt of Examination Form with late fee Rs. 500 : 15th December
On Demand Examination Month : January
Announcement of Results on or before : 10th March
Grade Card Dispatch from : 10th April

Note: Above dates are tentative. For confirmation visit: www.apexuniversity.edu.in