



APU SERVICE RULES, 2020

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APU SERVICE RULES, 2020

In pursuance of the provisions of the Apex Professional University Act, 2012 (No. 7 of 2013) and Statute No. 51, the Board of Management of the Apex Professional University hereby makes the following APU Service Rules as applicable to all the employees of the University.

1) SHORT TITLE AND COMMENCEMENT

- a) These Rules may be called as **APU Services Rule, 2020**.
- b) They shall come into force with effect from the date of assent by the Hon'ble Chancellor.
- c) However, these rules will continue to operate until it is replaced or terminated.

2) APPLICABILITY AND ENFORCEMENT

- a) APU Service Rules shall be applicable to all **Staff Members** of the University. The Registrar shall be responsible for implementing the same through his / her Office.
- b) These Service Rules do not apply to
 - i. Chancellor, Pro-chancellor, and Vice-chancellor;
 - ii. members of the University Authorities, who are not employees of the University.
- c) APU Service Rules shall be deemed to be a part of the appointment order issued by University to employees.

3) INTERPRETATION

Under these rules, unless the context otherwise requires :

- a) **"Academic Staff"** means Teaching Staff i.e. Senior Professor, Professor, Associate Professor, Assistant Professor, Lecturer, Adjunct Faculty and Technical Staff in the University.
- b) **"Act"** means the Apex Professional University Act, 2012 (Act No. 7 of 2013);
- c) **"Administrative Staff"** means University Officers and Supporting Staff in the University.
- d) **"Afternoon Shift"** means a shift commencing at or after 12 noon and before 5:00 pm.
- e) **"Basic Pay"** means Entry Pay as mentioned in the clause 4(a) of Annexure - 2 of these Rules.
- f) **"Board of Governors"** means Board of Governors of the University as constituted under section 23 of the Act;
- g) **"Board of Management"** means Board of Management of the University as constituted under section 24 of the Act;
- h) **"Completed years of service" or "one year's continuous service"** means continuous and uninterrupted service completed by the employee. If any employee avails unapproved leave without pay for a period exceeding three days continuously, it will be construed as break in service. However, long leave shall not be included in this period;
- i) **"Confidential Information"** means information (whether or not recorded in documentary form, or stored on any digital, electronic, magnetic or optical disk or memory) relating to the business (including but not limited to academic or research activity), finances, funding, programmes, students, products, affairs and finances of University or its subsidiaries



which is for the time being confidential to the University or its subsidiaries (as a result of agreements with third parties or otherwise) and trade secrets including, without limitation, technical data and know-how relating to the business of the University, any subsidiaries or any of their third party contacts.

- j) "Coordinator"** means the Coordinator of the Faculty of Studies or Administration Section of the University.
- k) "Employee Self Service (ESS) Portal"** ESS Portal is a web based service that allows employees to view and manage their Payroll, Leave, Expenses and HR information. Each employee has their own User ID and Password to access ESS Portal.
- l) "Finance Committee"** means the Finance Committee of the University as constituted under section 26 of the Act.
- m) "Full Time Employee"** means an Employee who works an average of 40 ordinary hours per week.
- n) "Head"** means the Head of School of Studies or Administration Department of the University.
- o) "Intellectual Property Rights"** shall mean patents, rights to Inventions, copyright and related rights, trademarks, trade names and domain names, rights in get-up, goodwill and the right to sue for passing off or unfair competition, rights in designs, rights in computer software, database rights, rights to preserve the confidentiality of information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all applications (or rights to apply) for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which may now or in the future subsist in any part of the world. "Inventions" shall mean inventions, developments, discoveries, ideas and improvements, whether or not patentable, and whether or not recorded in any medium.
- p) "Long Leave"** means Leave for 15 days or more, duly approved by the Board of Management with or without pay that an employee becomes entitled to, on continued employment with the University after the leave period.
- q) "Misconduct"** as defined in the Clause 6 of Annexure - 4 of these Rules..
- r) "Part-Time Employee"** means an Employee who is engaged to work less than 40 hours per week.
- s) "Program Coordinator"** means Mentor of the enrolled students of a particular program of the University.
- t) "Redundancy"** means when the Employee's employment is terminated at the initiative of the University because the University no longer requires the job by the Employee to be done by anyone.
- u) "Registered Health Practitioner"** means a person registered under state or territory legislation to practice medicine or another health profession.
- v) "Registrar"** means the person at the time holding or acting in the office of the Registrar of the University, or the VC's nominee
- w) "Regular Employee"** means a Probationary and Permanent Employee who has signed an open ended Service Agreement with the University to give services.



- x)** **"Reporting Officer"** means an Employee who has supervisory and/or managerial responsibilities in relation to one or more Employees.
- y)** **"Staff Management Committee (SMC)"** means a committee constituted by the Chancellor to extend the Probation Period or Confirm the employee service, and Review Staff Performance, and recommend Allowances, Benefits & Promotion of the Staff to Sponsoring the Body of the University from time to time.
- z)** **"Service Provider"** means providing Security Services, Canteen Services, Telephone & Internet Services, Annual Maintenance Contract, Software as a Services, Training Provider, etc. to University.
- aa)** **"Staff Members"** means Academic Staff and Administrative Staff of the University.
- bb)** **"Statutory Officer"** means Controller of Examination, Chief Finance Officer and Registrar of the University.
- cc)** **"Supporting Staff"** means persons serving in the University in any capacity other than "Academic Staff and University officer". This does not include staff members appointed by service providers and working with the University.
- dd)** **"Teaching Staff or Teaching Faculty"** means Senior Professor, Professor, Associate Professor, Assistant Professor, Lecturer and Adjunct Faculty.
- ee)** **"Technical Staff"** means those who assist the teaching staff in academic activities like Librarian, Library Staff, Laboratory staff, Teaching Research Fellows, Academic Associate and Research Associate.
- ff)** **"Termination Date"** the date on which the Employment ceases.
- gg)** The terms **"He"** includes **"She"** and **"His"** includes **"Her"**.
- hh)** **"The Employment"** the employment of the Employee by the University in accordance with APU Service Rules and the terms of Service agreement / Contract of Employment;
- ii)** **"University or APU"** means The Apex Professional University, Arunachal Pradesh constituted under the authority of The Apex Professional University Act, 2012..
- jj)** **"University Authority"** means as referred to in Section 22 of the Apex Professional University Act 2012 (Act No. 7 of 2013)
- kk)** **"University Officer"** means as referred to in Section 11 of the Apex Professional University Act 2012 (Act No. 7 of 2013)
- ll)** **"Vice-Chancellor (VC)"** means the person at the time holding or acting in the office of the VC of the University, or the VC's nominee.

4) CLASSIFICATION OF EMPLOYMENT

- i. **Probationer** is a person who is employed to fill a regular / permanent position and has not completed the stipulated probationary period applicable to her / his level. On satisfactory completion of the probation period, the probationer's service will be confirmed in writing.
- ii. **Permanent employee** is a person who has been engaged on a regular basis and includes any person who has been confirmed in writing on satisfactory completion of period of probation..
- iii. **Fixed-Term Employee** is an employee whose contract of engagement is for a specific tenure and is eligible for employment-related benefits as specified in the individual Contract of Employment.



- iv. **Adjunct Faculty** means a distinguished individual who can teach regularly and is expected to interact with and supervise the research students in the area of his specialization or professional proficiency. Faculty titles are Adjunct Professor, Adjunct Associate Professor, Adjunct Assistant Professor. 'Adjunct Faculty' shall be entitled to a fixed compensation, and / or other benefits as mentioned in the appointment letter.
- v. **Casual Employee** is engaged and paid by the hourly/ *Daily/ Project basis* and compensation as per work/ Day/ hour, and/ or other benefits as mentioned in their terms of appointment.

5) SERVICE AGREEMENT AND PROBATION PERIOD

- a) A **service agreement should be executed** between the University and the employee concerned at the time of joining in accordance with Section 40 (1) of the Apex Professional University Act, 2012. A copy of the Service Agreement shall be deposited with the office of the Registrar. Such service agreement shall be duly stamped as per the government rates applicable.
- b) **Need for Probation**
 - i. Probation period helps the new employees to become more proficient at their job with the support from APU.
 - ii. From the University's perspective, the probation period provides opportunity to gauge areas of strengths and development of new employees and plan developmental activities accordingly.
 - iii. It allows APU to train and evaluate the new employees on various competencies and ensure that, at the time of confirmation, all employees are aware of the University's expectations from them.
- c) **Probation Criteria:** A new staff member may not commence employment with the University until the probation criteria set out in the service agreement has been accepted by the staff member in writing.
- d) **Performance Review and Confirmation Process:** There are four important conditions which new employees should fulfill in order to get employment confirmation after completion of the Probation period. The Reporting Officer and Registrar will be responsible for the verification of the conditions and further to issue employment confirmation to the newly hired employee.
 - i. Work performance was satisfactory as per University's Standard
 - ii. Leave record was satisfactory and within the limit set for a probation period
 - iii. Conduct, Attendance, and punctuality was good
 - iv. Pass course prescribed by the University.
- e) **Extension of Probation Period**
 - i. In case the performance of the employee is not satisfactory during the probation period and a need for further evaluation / coaching is felt, the probation period of the concerned employee shall be extended by 6 months and at the same time Performance Improvement Program (PIP) shall be initiated.
 - ii. If the performance at the end of the extension period is found to be satisfactory, the employee shall be confirmed as per the PIP process. Otherwise, the probation period will be further extended by 6 months on PIP and notice period will be initiated.

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- iii. If the employee is found to have improved and performance is found to be satisfactory, a Probation Confirmation Letter will be issued to her/him at the end of the second Probation Extension and the employee shall be put on normal course of performance.
- iv. After two extensions on probation, if performance of the employee is still found to be unsatisfactory, APU shall have the right to terminate the employee without any notice.

f) Certification during Probation period

- i. All the Academic Staff within three months of joining will complete Google Educator Certified - Level 1 and Associate Professor and above will complete Google Educator Certified - Level 1 and Level 2 within six months.
- ii. Administrative Staff will Complete G Suite Certification along with passing the computer typing Test at a speed of (40 words per minute) within three months.
- iii. University may direct the employee to complete any other certification from time to time.
- iv. The Certification fees will be reimbursed by the University subject to submission of the copy of the certificate issued by Google.

6) PERMANENT EMPLOYEE

- a) For employees recruited as permanent, the first two years of the employment shall be treated as a probationary period. During the probationary period, the performance and suitability for continued employment will be monitored.
- b) Before expiry of the probation, the University may:
 - i. confirm the appointment;
 - ii. annul the appointment without any notice or cause; or
 - iii. extend the period of probation for a further period (or periods) not exceeding one year.
- c) Any decision made by the University under clause 6 (b) of this rule will be final and not subject to further appeal, Grievance, Dispute or challenge under University procedures.
- d) An Employee who is promoted prior to the expiry of their probation may have the remainder of their probationary period waived, subject to the approval of the Vice Chancellor.
- e) Regular Employees should not apply for any employment outside the University except regular Government Job with prior permission from the Sponsoring body.
- f) **Discontinuation Agreement:** If the employee wishes to resign during the probation period, a written notice as per service agreement has to be given to the Registrar, along with the reason(s) for separation.
- g) If any employee decides to discontinue his/her service agreement during the probation period, he/she will be required to pay a sum of Rs. 50,000/- (Fifty Thousand only) to the university as recruitment & training cost along with advance notice as mentioned in the Service Agreement with his/her intention to resign, with the last day of the Academic Year i.e. 30th of June every year.
- h) In case the employee terminates the service agreement without giving advance notice, the employee will be bound to deposit an amount equivalent to the gross salary of the



notice period along with Recruitment and Training Cost of Rs. 50,000/- (Fifty Thousand only).

Provided that University Officers will give six months advance notice as per APU Act and Statutes.

- i) Redundancy is when the Employee's employment is terminated at the initiative of the University as the University no longer requires the job by the Employee to be done by anyone or as a cost-cutting measure, if it is not connected to a reduction in work.
- j) Confirmed Employees, whose employment is terminated at the University's initiative for reasons of Redundancy, the University will provide **two months advance written notice** of Redundancy to an affected Employee.
- k) An Employee who has been provided with notice that their employment is to be terminated for reasons of Redundancy may apply within two (2) weeks of the notification to the Chancellor for a review of the decision.
- l) The Chancellor will review the decision considering whether the Redundancy is in accordance with clause 6(i) and will either:
 - i. confirm the notice of Redundancy; or
 - ii. withdraw the notice of Redundancy
- m) An Employee who has been provided with notice that their employment is to be terminated for reasons of Redundancy will be entitled to Redundancy pay in accordance with the following table for the first 5 years of service:

Length of Service as Confirmed Employee (Completed Continuous Uninterrupted years of service)	Redundancy Pay (INR)
One Year	2 Weeks Pay
Two Year	6 weeks pay
Three Year	9 weeks pay
Four Year	12 weeks pay
Five Year	15 weeks pay

- n) For subsequent years, the Employee will be entitled to 2 weeks' pay per completed year of confirmed service to a maximum redundancy entitlement of 60 weeks;
- o) The University may determine in certain circumstances that payment in lieu of the above notice as mentioned in clause 6(j) of this rule;
- p) All Redundancy payments under this clause will be calculated on the Employee's base salary at the date of termination of employment;
- q) Where the University is intending to terminate the appointment of a confirmed Employee, the Employee will be advised in writing and will be given an opportunity to respond to any adverse material that the University intends to take into account in making the decision as per APU Rules.

7) FIXED TERM EMPLOYMENT

- a) Fixed Term Employment means employment for a specified term or ascertainable period and may be on a full-time or part-time basis.

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- b) The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly appointed employee.
- c) The fixed emoluments paid to such fixed term teachers should not be less than the entry pay of a regularly appointed employee.
- d) Every Fixed Term Employee appointed will be engaged on a probation period of up to one third of the period of the contract of employment or maximum of two years whichever is less.
- e) During the probation period his / her employment may be terminated at any time without assigning any reasons and without notice or cause;
- f) Any second or subsequent fixed term contract which does not follow a substantial break in service with the University will not contain a probation period, unless involving significantly different duties and/or discipline.
- g) The periods of approved leave without pay will not count as a period of service but will not constitute break in service.
- h) The use of fixed term employment will be limited to work that comes within the description of one or more of the following:
 - i. **Direct Teaching** : The teachers should be appointed on contract basis only when it is absolutely necessary and when the student teacher ratio does not satisfy the laid-down norms. Such appointments should not be made initially for more than one academic session, and the performance of any such entrant teacher should be reviewed for academic performance before reappointing him/her on a fixed term basis for another session.
 - ii. **Specific task or project**: a definable work activity which has a starting time and which is expected to be completed within an anticipated timeframe.
 - iii. **Research**: where an Employee is engaged in research functions for a fixed term period not exceeding 5 years.
 - iv. **External funding**: where the position is funded by an identifiable External Funding.
 - v. **Replacement Employee**: where an Employee is engaged for the purpose of replacing, either directly or indirectly, an Employee on leave, acting or seconded to duties away from their usual area of employment.
 - vi. **Recent professional practice required**: fixed-term employment not exceeding 3 years where a curriculum requires that the person who performs the work has recent practical or commercial experience.
 - vii. **Pre-retirement**: When an Employee declares an intention to retire, the university may offer a fixed-term contract for a period not exceeding 5 years subject to availability of suitable position.
 - viii. **Student**: where the University offers a fixed term contract to a person who is enrolled as an undergraduate or postgraduate student of the University provided that the fixed term employment expires at the end of the academic year in which the person ceases to be a student.
 - ix. **Organisational Change**: where all or part of the University is undergoing, or is about to undergo, organisational change that may result in the position being abolished, a fixed term contract not exceeding 1 year may be offered. Such extensions as necessary to permit conclusion of any discontinuing activity are permitted, as agreed.

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- x. **Fill a vacancy on a temporary basis:** where an Employee is engaged for a limited period of up to ten months (with the possibility of an extension for a further period as agreed between the parties) to replace an Employee who has resigned or retired, where the position is pending advertisement and appointment, or for a new position. Fixed term employment under this category does not have to be at the same level as the position pending advertisement.
- xi. **New initiative:** where the University has a new initiative (i.e. new field of research, new service, new course etc.) with uncertainty regarding its continued operation, a fixed term contract not exceeding 3 years may be used.
- xii. **Any other reason: As agreed between the University and the Sponsoring Body.**
- i) Where a fixed term appointment requiring teaching duties commences prior to the commencement of a teaching semester, the probation period will be extended so that it falls during the semester.
- j) Discontinuation Contract: If any employee decides to discontinue his contract of employment during the fixed term, he/she will be required to pay a sum of Rs. 50,000/- (*Fifty Thousand only*) to the university as recruitment & training cost along with three months advance notice of his intention to resign ending with the last day of the Academic Year i.e. 30th of June every year.
- k) In case the employee terminates the contract without giving advance notice, the employee will be bound to deposit an amount equivalent to the consolidated salary of three months along with Recruitment and Training Cost of Rs. 50,000/- (Rupees Fifty Thousand only).
- l) Any employee on a Second or subsequent fixed-term contract need not pay the recruitment and training cost.
- m) A Fixed Term Employee on full time basis should not apply for any employment outside the University during the term of the contract.
- n) A fixed term Employee may apply for conversion to Regular employee provided that the following requirements are mandatory to be met:
- the Employee has completed at least 24 months' continuous service;
 - the Employee is on a second or subsequent fixed-term contract;
 - the Employee was employed through a competitive selection process; and
 - the Employee has successfully completed a staff appraisal.
- o) The University may refuse conversion on reasonable grounds. Whether there are reasonable grounds to refuse conversion will depend entirely on the circumstances in each particular case.
- p) The Fixed Term employee will give a written request to the University within 45 days before the expiry of current contract for **renewing the contract of employment**, Otherwise it will be deemed that the contract shall cease to exist on the expiry date.
- q) On the basis of request of the employee, the University may decide to renew, or not to renew, or sign a new contract upon expiry of the current contract.
- r) Notwithstanding the above, the University may terminate a fixed term contract prior to its end date without any notice in the following circumstances:
- during a probation period;



- ii. for misconduct; or
 - iii. for unsatisfactory performance.
- s) An Employee's fixed term service will not count as service for the purpose of determining or calculating any entitlements. However, It may be considered as experience, subject to extraordinary performance.

8) CASUAL EMPLOYMENT

- a) A Casual Employee is engaged and paid by the hourly / Daily / Project basis.
- b) A Casual Employee is entitled to overtime payments.
- c) The teachers may be appointed as a Casual Employee only when it is absolutely necessary and when the student teacher ratio does not satisfy the laid-down norms.
- d) A Casual Employee will perform the corresponding type of work in accordance with the following:
 - i. Casual academic work can involve remedial classes, lecture or tutorial , practical/ Lab/ Field work and student consultation.
 - ii. Security officers, security guards, mobile patrol persons, control room operators.
 - iii. Pastoral and farm workers employed in connection with management, rearing or grazing of livestock; the sowing, raising or harvesting of crops; the preparation and treatment of land for purposes outlined above.
 - iv. Building and maintenance including mason, electricians, plumber, painter, carpenter and all maintenance workers employed in relation to building management.
 - v. Attendants / Employees in residential colleges or halls of residence.
 - vi. Nurses, nurse educators, nurse managers or nursing consultants.
 - vii. Gardeners including all Employees engaged in the performance of work in or in connection with, or incidental to the industrial pursuits of gardening and green keeping, including ground keepers.
 - viii. Hospitality workers including persons employed in any capacity in connection with accommodation, preparing and serving food and drinks, cleaning and attending to the premises and all other services associated therewith.
 - ix. Cleaners & caretakers
 - x. Drivers and
 - xi. Any other purpose decided by the Vice Chancellor.
- e) A Casual Employee will be eligible to apply to have their employment converted to a fixed term employment where the following applies:
 - i. the Employee was employed on a regular and systematic basis in the same or a similar and identically classified position in the same work area; and
 - ii. the Employee has an average full-time equivalent of at least 50% in the immediately preceding 12 or 24 months
- f) Conversion may be accepted to a fixed term appointment; and on full-time or part-time basis.
- g) The University may refuse conversion on reasonable grounds. Whether there are reasonable grounds to refuse conversion will depend entirely on the circumstances in each particular case.



- h) An Employee's casual service will not count as service for the purpose of determining or calculating any entitlements.
- i) Casual employees should not be recruited for work of regular nature.
- j) For Casual Employees, employment may be terminated by one working hour's notice.

9) JOINING AND INDUCTION SYSTEM OF NEW EMPLOYEE

- a) Joining process and formalities are outlined in the Induction process to ensure that new joiners are made familiar with the culture, values and familiar with APU Service Rules and are inducted into their role and work environment.
- b) **Pre - Onboarding**
 - i. New RECRUTEES will be given a brief Induction by the Registrar or his nominee, based on the duration of their contract and the criticality / nature of their role.
 - ii. It is the responsibility of the Registrar to contact the hired candidate 2 weeks before the joining date and provide advance information pertaining to joining such as list of documents to be submitted, address of the joining location, contact person at the joining location etc.
 - iii. The Registrar will ensure that all arrangements are made, in coordination with the Establishment Section and IT departments, to facilitate smooth joining experience.
 - iv. The Registrar is also required to update the School Heads/ Functional Heads about the joining date and other details of the new hiree.
- c) **Joining and On-boarding**
 - i. Newly appointed / recruited employees are required to report at the assigned location / campus on the date mentioned in the Offer Letter.
 - ii. On the first day, joining formalities will be undertaken by Registrar, as detailed below:
 - ❖ New joiners should submit a copy of the following documents to the Establishment Section and carry the originals for verification. Original documents should also be produced for verification, if required
 - Signed Offer Letter
 - Resume
 - Education certificates - 10th, 12th, graduation, post-graduation, others
 - Resignation Acceptance/ Relieving letter from the last employer / Experience letter from previous employers
 - Offer / Appointment letters from previous employers
 - Latest copy of Form 16 as per Income Tax (Not applicable to freshers)
 - UAN
 - Declaration of dependents
 - Proof for current and permanent address
 - Emergency Contact details
 - Passport size photographs-6
 - Aadhaar Card
 - PAN Card



- Proof of last salary drawn – Previous Three Months pay slips (if applicable)
 - Nationality Proof (A copy of the Passport) and Work Visa to be obtained in case of Expatriates
 - Passport
 - Verification from appropriate authorities as required in case of Expatriates
- iii. Post submission of documents and Service Agreement / Contract of Employment, the new joinees will be provided 2 hard copies of their Appointment Order. They shall keep a copy for themselves and sign the other copy and hand it over to the Registrar for filing.
- iv. New joinees will be required to fill-in various employment forms (such as personal detail forms, PF and Gratuity nomination form, IT declaration form, etc.).
- v. The process for bank account opening and email-id creation shall be initiated.
- vi. Registrar will take the new joinees through a orientation session on the day of their joining, which will include the following:
- About the University (overview, history, vision, mission, values, etc.)
 - Broad level University Structure
 - Service Rules in a nutshell
 - Links to important online portals / systems and a checklist to the employee(s) detailing out the first 90 days of journey
 - Contact details of the immediate Reporting Officer, Buddy and HP Officer
 - Campus/office tour and introduction to the leadership team
 - Introduce the employee to her/his Reporting Officer/ School Head/ Functional Head and buddy.
- vii. The School Head/ Functional Head shall take the individual(s) through departmental boot camps that will help the individual(s) understand the School/ Function better. These boot camps shall include the following (but not limited to) elements as mentioned below:
- Strategic overview, domain and scope of the school/ function, key priorities/ goals for the school / function;
 - School/ Function structure, Workflow / Processes, SOPs, Key stakeholders within and outside the School/ Function,
 - Roles and Responsibilities / pre-work for Goal Setting for the employee and KRAs.
- d) **Induction by Founder Chancellor or Vice Chancellor (Aarambh)**
- i. Registrar Shall organize a formal and detailed Induction program of 2 days for new joinees at the Campus. However, for some employees the duration of the induction may vary according to seniority and criticality of the role.
 - ii. The Registrar will communicate the date along with the schedule of the induction to both the new joinees as well as the employees conducting the Induction.
 - iii. Attendance for the 2 days induction program by all new joinees is mandatory and no exemption from the same shall be allowed.



e) **Buddy System**

- i. As indicated above, each new joinee shall be assigned a buddy by Establishment Section With prior approval of the Registrar, who will assist her/him to settle at APU and address their queries, in the first 90 days of journey.
- ii. Buddy should be identified as per the criteria stated below:
 - ★ Should have been in the system for a minimum period of 1 year;
 - ★ Has a willingness and ability to support others;
 - ★ Has a good track record of performance;
 - ★ 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.
- iii. Periodic workshops for buddies shall be conducted to apprise them of the scope, role and details on how they are to provide navigational support to the new joinee.

f) **Feedback from New Joinees**

- i. Establishment Section shall collect feedback from new joinees at **two** instances to understand their views and suggestions on improving their onboarding experience.
- ii. Immediately after the 2-day induction program (Aarambh). All new joinees attending the program shall fill up the Induction Feedback Form.
- iii. The second feedback shall be taken post completion of 90 days by the new joinees at APU. Establishment Section shall invite them for a session and seek feedback over a discussion with the leadership, on their experience over the last 90 days at APU.

10) **MINIMUM STANDARDS FOR ACADEMIC LEVELS**

A) **DIRECTOR / DEAN / HEAD SHOULD:**

- i. All Director / Dean / School Head shall be responsible for driving a culture of integrity, honesty and ethical behavior among other employees and in the University.
- ii. They are expected to be a role model of behaviors expected of employees and also encourage other employees to abide by APU's Way of Life.
- iii. They should encourage different opinions and address issues of the employees, in a transparent manner, in order to maintain a healthy work environment.
- iv. Provide inspirational and motivational value-based academic and executive leadership to the School / Institute through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- v. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the School / Institute ;
- vi. Act as steward of the School / Institute's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- vii. Promote the collaborative, shared and consultative work culture in the School / Institute, paving way for innovative thinking and ideas;



- viii. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- ix. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- x. Manage their private affairs in a manner consistent with the dignity of the profession;
- xi. Discourage and not indulge in plagiarism and other unethical behaviour in teaching and research;
 - Participate in extension, co-curricular and extra-curricular activities, including the community service.
 - Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

B) TEACHING STAFF:

- i. Minimum standards for the classification of academic Employees, other than Casual Employees, are as under:

Sr. No.	Designation	Classification
1.	Senior Professor	Level - E
2.	Professor	Level - D
3.	Associate Professor	Level - C
4.	Assistant Professor	Level - B
5.	Lecturer	Level - A

- ii. An Employee appointed to a particular level may be assigned and be expected to undertake responsibilities and functions of any level. In addition, the Employee may undertake elements of the work of a higher level in order to gain experience and expertise consistent with the requirements of the University's promotion process.
- iii. The minimum standards in this Schedule will not be used as a basis for claims of reclassification.

C) KEY RESPONSIBILITIES AND FUNCTIONS

a) Level - A academic staff will:

- i. work with support and guidance from more senior academic Employees as is expected to develop their expertise in teaching and research with an increasing degree of autonomy;
- ii. normally have completed 4 years of tertiary study or equivalent qualifications and experience and may be required to hold a relevant higher degree;
- iii. normally contribute to teaching at the University at a level appropriate to their skills and experience, engage in scholarly, research and/or professional activities appropriate to their profession or discipline, and undertake administration primarily relating to their activities at the University; and
- iv. primarily contribute to teaching at undergraduate and diploma level.



- v. will typically conduct research/scholarly activities under limited supervision either independently or as a member of a team;
- vi. will normally work under the supervision of Employees at Level B or above, with an increasing degree of autonomy as the research academic gains skills and experience;

b) Level B academic Staff will:

- i. undertake independent teaching and research in their discipline or related area;
- ii. in research and/or scholarship and/or teaching, make an independent contribution through professional practice and expertise and co-ordinate and/or lead the activities of other Employees, as appropriate to the discipline;
- iii. normally contribute to teaching at undergraduate, honours and postgraduate level, engage in independent scholarship and/or research and/or professional activities appropriate to their profession or discipline; and
- iv. normally undertake administration primarily relating to their activities at the University and may be required to perform the full academic responsibilities of and related administration for the co-ordination of an award program of the University.
- v. will normally have experience in research or scholarly activities, which have resulted in publications in, referred journals or other demonstrated scholarly activities;
- vi. will carry out independent and/or team research; and
- vii. may supervise postgraduate research students or projects and be involved in research training.

c) Level C academic staff will:

- i. make a significant contribution to the discipline at the national level;
- ii. in research and/or scholarship and/or teaching, they will make original contributions which expand knowledge or practice in their discipline;
- iii. normally make a significant contribution to research and/or scholarship and/or teaching and administration activities of an organisational unit or an interdisciplinary area at undergraduate, honours and postgraduate level; and
- iv. normally play a major role or provide a significant degree of leadership in scholarly, research and/or professional activities relevant to the profession, discipline and/or community and may be required to perform the full academic responsibilities of and related administration for the coordination of a large award program or a number of small award programs of the University.
- v. will make independent and original contributions to research, which have a significant impact on their field of expertise;
- vi. will be acknowledged at a national level for their work being influential in expanding the knowledge of their discipline. This standing will normally be demonstrated by a strong record of published work or other demonstrated scholarly activities; and
- vii. will provide leadership in research, including research training and supervision.



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d) Level D academic staff will:

- i. normally make an outstanding contribution to research and/or scholarship and/or teaching and administration activities of an organisational unit, including a large organisational unit, or interdisciplinary area;
- ii. make an outstanding contribution to the governance and collegial life inside and outside of the University and will have attained recognition at a national or international level in their discipline; and
- iii. make original and innovative contributions to the advancement of scholarship, research and teaching in their discipline.
- iv. will make major original and innovative contributions to their field of study or research, which are recognised as outstanding nationally or internationally; and
- v. will play an outstanding role within the University, their discipline and/or their profession in fostering the research activities of others and in research training.

e) Level E academic Staff will:

- i. provide leadership and foster excellence in research, teaching and policy development in the academic discipline within the University and within the community, professional, commercial or industrial sectors;
- ii. have attained recognition as an eminent authority in their discipline, will have achieved distinction at the national level and may be required to have achieved distinction at the international level;
- iii. make original, innovative and distinguished contributions to scholarship, researching and teaching in their discipline; and
- iv. make a commensurate contribution to the work of the University.
- v. will typically have achieved international recognition through original, innovative and distinguished contributions to their field of research, which is demonstrated by sustained and distinguished performance;
- vi. will provide leadership in their field of research, within the University, their discipline and/or their profession and within the scholarly and/or general community; and
- vii. will foster excellence in research, research policy and research training.

11) MINIMUM QUALIFICATION & EXPERIENCE REQUIREMENTS FOR TEACHERS

- a) A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for direct recruitment of teachers.
- b) A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/Differently Abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed)



and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

- c) A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September, 1991.
- d) A relevant grade which is regarded as equivalent to 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.
- e) The National Eligibility Test (NET) or an accredited test (State Level Eligibility Test SLET/SET) shall remain the minimum eligibility for appointment of teachers.
- f) The clearing of NET/ SLET/ SET shall not be required for candidates in such disciplines for which NET/ SLET/ SET is not conducted.
- g) All Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of teachers in the University subject to the fulfillment of the following conditions:
 - i. The Ph.D. degree of the candidate has been awarded in regular mode only;
 - ii. The Ph.D. thesis has been awarded by at least two external examiners;
 - iii. An open Ph.D. viva voce of the candidate has been conducted;
 - iv. The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
 - v. The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ ICSSR/ CSIR or any similar agency.
 - vi. The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.
- h) The time taken by candidates to acquire Ph.D. Degree **shall not be considered** as teaching / research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing a Research Degree simultaneously with a teaching assignment without taking any kind of leave, **shall be counted** as teaching experience for the purpose of direct recruitment / promotion.
- i) **SENIOR PROFESSOR**
 - i. Senior Professor in Universities Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment.
 - ii. **Eligibility:**
 - An eminent scholar with a good track record of high-quality research publications in Peer-reviewed or Regulatory Body listed journals, significant research contribution to the discipline, and engaged in research supervision.
 - A minimum of **ten years of teaching / research experience as Professor** or an equivalent grade in a University or an institute of national level.
 - The selection shall be based on academic achievements, **favourable review from three eminent subject experts** who are not less than the rank of Senior Professor or a Professor of at least ten years experience.
 - The selection shall be based on ten best publications in the Peer-reviewed or Regulatory Body listed journals and **award of Ph.D degrees to at least Five**



candidates under his / her supervision during the last 10 years and interaction with the Selection Committee constituted as per the APU Rules.

j) PROFESSOR

- i. The **Ph.D. Degree** in the concerned / allied / relevant discipline shall be a mandatory qualification for appointment and promotion to the post of Professor.
- ii. An eminent scholar having a Ph.D. degree and published work of high quality, actively engaged in research with evidence of published work with, a minimum of **10 research publications** in the peer-reviewed or regulatory body listed journals and Research Score as per the criteria prescribed by the University from time to time.
- iii. A minimum of **ten years of teaching experience** in university / college as Assistant Professor / Associate Professor and / or research experience at equivalent level at the University / National Level Institutions with evidence of having successfully guided doctoral candidates.

OR

- iv. An outstanding professional, with an established reputation in the relevant field, who has made a significant contribution to the knowledge in the concerned/ allied/ relevant discipline and supported by documentary evidence provided he/she has **ten years' experience**.

k) ASSOCIATE PROFESSOR

- i. The **Ph.D. Degree** in the concerned / allied / relevant discipline shall be a mandatory qualification for appointment and promotion to the post of Associate Professor; and
- ii. A **Master's Degree** in the concerned/allied/relevant discipline **with at least 55% marks** (or an equivalent grade in a point-scale, wherever the grading system is followed); and
- iii. A minimum of **eight years of experience** of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of **seven publications** in the peer-reviewed or regulatory body listed journals and Research Score as per the criteria prescribed by the University from time to time.

l) ASSISTANT PROFESSOR

- i. The **Ph.D. Degree** in the concerned / allied / relevant discipline shall be a mandatory qualification for appointment and promotion to the post of Assistant Professor (Pay Band - 03) in University.
- ii. A **Master's Degree** in the concerned / allied / relevant discipline with **at least 55% marks** (or an equivalent grade in a point-scale, wherever the grading system is followed); **and**
- iii. A minimum of **three years of experience** of teaching and/ or research in an academic/research position in a University, College or Accredited Research Institution / industry with a minimum of **Three publications** in the peer-reviewed or regulatory body listed journals and Research Score as per the criteria prescribed by the University from time to time.

m) LECTURER

- i. A **Master's degree with 55% marks** (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/ relevant/ allied subject from an



Indian University, or an equivalent degree from an accredited foreign university.

- ii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET.

OR

- iii. The Master degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

For removal of doubt, it may be clarified:

NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar tests accredited by the UGC, like SLET/SET.

n) DIRECTOR OF THE SCHOOL OF STUDIES

- i. The **Ph.D. Degree** in the concerned / allied / relevant discipline shall be a mandatory qualification for appointment and promotion to the post of Director.
- ii. Professor/Associate Professor with a total service/ experience of at least fifteen years of teaching/research in Universities, Colleges and other institutions of higher education.
- iii. A minimum of 10 research publications in peer-reviewed or regulatory body listed journals.
- iv. Research Score as per the criteria prescribed by the University from time to time.

v. Tenure

- A Director of the School shall be appointed for a period of five years, extendable for another term of five years on the basis of performance assessment by a Committee appointed by the University.
- After the completion of his/her term as Director, the incumbent shall join back his / her parent organization with the designation as Professor and in the grade of the Professor.

o) DEAN OF THE TEACHING FACULTY / HEAD OF THE TEACHING DEPARTMENT

An existing faculty member may be designated as Dean of the Teaching Faculty / Head of the Teaching Department by the Vice-chancellor on rotation basis, for a tenure of two years, who can be assigned specific activities, in addition to his/her existing responsibilities. During the absence of the Director, for any reason, the Dean / Head shall exercise the powers of the Director.

12) MINIMUM STANDARDS FOR ADMINISTRATIVE LEVELS

- a) **Minimum** standards for the classification of academic Employees, other than Casual Employees, are as under:

Sr. No.	Classification	Designation
1.	University Officers	Pro Chancellor, Vice Chancellor, Pro Vice Chancellor,



Sr. No.	Classification	Designation
2.	Statutory Officers	Registrar, Controller of Examination, Chief Finance Officer
3.	Group - A (Professional)	Medical Officer, Executive Engineer, Librarian, Director
4.	Group - A	Deputy Registrar or equivalent post Admission Officer
5.	Group - B (Technical)	System Administrator Engineer
6.	Group - B	Assistant Registrar equivalent post Administration Officer Admission Coordinator
7.	Group - C (Technical)	Technical Assistant Junior Engineer Computer Operator
8.	Group - C	Assistant Personal Assistant Office Executive Store Keeper Admission Advisor
9.	Group - D (Skilled)	Driver Electrician Cook Gardner Lab. Attendant Plumber
10	Group - D	Attendant Cleaner Caretaker Multi Tasking Staff (MTS)

b) **Group - University Officer : Pro Vice-chancellor and above Post**

- i. **Education and Experience:** as per Statutes No 41 of the University;
- ii. **University Officer (Pro Vice-chancellor and above Post) should :**
 - All University Officers shall be responsible for driving a culture of integrity, honesty and ethical behavior among other employees and in the University.
 - Expected to be a role model of behaviors expected of employees and also encourage other employees to abide by APU's Way of Life.
 - Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
 - Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university;
 - Act as steward of the university's assets in managing the resources responsibly, optimally, effectively and efficiently for providing a conducive working and learning environment;
 - Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas;
 - Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
 - Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.



- c) **Group - Statutory Officers of the University**
- i. **Education and Experience:** as per Statutes No 41 of the University;
 - ii. **Task:** Perform tasks involving:
 - All Statutory Officers shall be responsible for driving a culture of integrity, honesty and ethical behavior among other employees and in the University.
 - They are expected to be a role model of behaviors expected of employees and also encourage other employees to abide by APU's Way of Life.
 - They should encourage different opinions and address issues of the employees, in a transparent manner, in order to maintain a healthy work environment.
 - A significant creative, planning, entrepreneurial or management contribution to the development or operation of major professional, management or administrative policies or programs, usually at or above the Faculty level or equivalent; and
 - Responsibility for or impact on significant resources.
 - iii. **Problem Solving Skill:** Responsible for developing or implementing systems, services or programs (including priorities, policies and procedures) within broad statements of role objectives where responsibilities have been substantially delegated. Have independence in the allocation of resources within constraints established by senior management.
 - iv. **Supervision and Independence:** Broad direction.
 - Manage programs, including, as relevant, setting longer term priorities and objectives, the shaping of organisational structures and influence over the size and composition of the resources available. Alternatively, may have wide discretion in the area of expertise and provide high level advice in a specialised area of theoretical or policy complexity with corporate impact.
 - v. **Organizational Relationships and Impact:** Take a leading operational role in the development or review of policies or programs. Responsibilities commonly require significant planning, liaison, consultation and negotiation, often involving external parties and/or a comprehensive knowledge of external opportunities, regulations or requirements. Apply a comprehensive knowledge of related programs. Duties may have corporate impacts.
- d) **Group - A : Professionals**
- i. **Education and Experience:** as per Statutes No 41 of the University;
 - ii. **Task:** Perform tasks requiring the integration of substantial theoretical (or policy) and technical knowledge to:
 - Manage established programs and budgets;
 - Develop, review or evaluate significant policies, programs or initiatives, usually with impact beyond the immediate area of responsibility, or requiring comprehensive contextual knowledge;
 - Be a recognised authority within the University in a complex specialised area;
 - Develop or apply new principles and technology; and/or
 - Provide professional or consultancy services with recognised standing across or outside the University.

Tasks may span a range of activities in a complex, specialised environment.



- iii. **Problem Solving Skill:** Responsible for developing or implementing systems, or programs (including priorities, policies and procedures) within closely defined statements of role objectives, which may include a requirement to draw together the interests of several functional or specialist areas. May provide key strategic advice on management or technical issues at Department level or equivalent.
- iv. **Supervision and Independence:** Broad Direction.
 Will advise on and have substantial influence over the establishment of priorities, programs and/or budgets (formulation and expenditure) for a major area. Will have scope to reset priorities or resources within overall program objectives or between positions or sections for which the position has line management responsibility.
- v. **Organizational Relationships and Impact:** Apply a thorough knowledge Of:
- University wide policies, legislation and other external requirements relevant to the responsibilities of the position; and/or
 - Diverse research and teaching activities (e.g., at the level of a large Department).
- To have a substantial influence on policy development, on Department or equivalent management and or to manage or coordinate a program(s).
- e) **Group - A**
- i. **Education and Experience:** As per Statutes No 41 of the University;
- ii. **Task:** Apply substantial theoretical and technical knowledge and experience to a range of issues and circumstances requiring considerable independent analysis and interpretation. In addition, may:
- Provide consultancy advice to others; and/or
 - Practice, or provide comprehensive instruction to students or Employees, in a specialised area of theoretical, policy or technical complexity.
- iii. **Problem Solving Skill:** Independently apply theoretical or policy knowledge to:
- Modify and adapt techniques to develop innovative methodologies;
 - Research and analyse a situation to propose new responses or solutions; and/or
 - Take a leading role in the application of proven techniques involving considerable theoretical and technical sophistication. Focus on objectives rather than procedures and precedents. May involve the interpretation or application of policy which has an impact beyond the immediate work area.
- iv. **Supervision and Independence:** Broad direction.
- Direction is provided in terms of objectives. A contribution to the planning of work programs and the review, development or modification of procedures (within policy) by the Employee will be required.
 - May have line management responsibility for Employees delivering a range of administrative, technical or professional services, including the provision of advice on procedures, systems, priorities and budgets for the program concerned to more senior Managers.
- v. **Organizational Relationships and Impact:** Duties require knowledge of the relationship between a range of diverse policies and activities. May negotiate solutions where a range of interests have to be accommodated. May develop proposals or recommendations which co-ordinate the interests of separate work units or contributors around a particular program, function or objective and share some accountability for the decisions taken.



- f) **Group – B (Technical)**
- i. **Education and Experience:** As per Statutes No 41 of the University;
 - ii. **Task:** Perform a range of assignments which:
 - Are guided by policy or objectives and, where relevant, by professional standards;
 - Require a conceptual understanding of relevant policies, procedures or systems; and
 - Require interpretation in the application of policy and/or precedent.

Some ingenuity in the investigation of a range of operating or design issues may be a key duty at this level. May support academic programs by designing and developing practical experiments and assisting with the development and planning of course work.
 - iii. **Problem Solving Skill:** Solve diverse and unusual problems by analysing information where considerable interpretation of existing regulations, policies or procedures is required. Some discretion to innovate within their own function and take responsibility for outcomes. May:
 - Apply theoretical/ policy and technical/ procedural knowledge to design, diagnose, analyse, review, develop or test complex systems, data, equipment or procedures;
 - Develop section procedures;
 - Use considerable technical skills to design equipment to a limited brief or to liaise with equipment users to better define requirements; and/or
 - Undertake planning involving resource use or develop proposals for resource allocation.
 - iv. **Supervision and Independence:** General to Broad Direction.
 - Duties arise from role statements, supplemented by assignment allocation as relevant.
 - Within policy, will set medium term priorities and monitor work flows and systems within an area of responsibility (ie. for your own position and for a team or section if applicable).
 - May have supervisory responsibility and some line management responsibility for Employees performing a set of related functions. May have Employees reporting indirectly to the position.
 - v. **Organizational Relationships and Impact:** Provide authoritative advice in the context of widely varying circumstances. Adapt techniques and interpret or modify procedures to achieve objectives, where any changes are within policy and either their impact is largely restricted to the work unit(s) concerned or they are authorised at higher levels. May provide influential input to policy or systems development on the basis of expertise in the operational aspects of current systems and their impact.
- g) **Group – B**
- i. **Education and Experience:** as per Statutes No 41 of the University;
 - ii. **Task:** Perform tasks which require:
 - The standard application of theoretical principles, procedures and techniques at the level of a less experienced graduate working in their field of expertise; or



- Depth (i.e., the development of some areas of specialisation) or breadth of technical, trade or administrative expertise. Knowledge of particular procedures or techniques is supported by a sound appreciation of the relevant theoretical or policy framework, which guides the interpretations and choices required. Apply, interpret and or advise on policies, systems, manuals, rules, procedures or guidelines, for example, the trialling of and reporting on experiment modifications for laboratory practicals, or the application of a substantial set of rules to the consideration of varying individual cases, or the initial or straightforward drafting of reports, submissions or non standard correspondence.
- iii. **Problem Solving Skill:**
- Solve diverse problems (characterised by subject range or depth) which require judgement and initiative based on:
 - Theoretical knowledge; and/or
 - A thorough knowledge of a complex set, or a wide range, of rules, activities, techniques or procedures.
 - May make regular operational decisions on entitlements, or on the provision, availability or deployment of resources and services which impact outside the immediate work unit or on clients. May provide some assistance with forward planning, estimating and budgeting, derived from operational responsibilities.
- iv. **Supervision and Independence:** General direction.
- Duties arise from role statements, supplemented by assignment allocation as relevant. Use theoretical/policy and technical knowledge to apply and interpret procedures. Participate in planning and scheduling a range of activities and responsibilities.
 - May:
 - Supervise Employees and have responsibility for the day to day operation of a work unit where this involves setting priorities, meeting service standards and assisting with the monitoring or review of systems; or
 - Supervise or co-ordinate Employees with different areas of skill.
- v. **Organizational Relationships and Impact:**
- Apply a detailed knowledge of the interaction between work unit policies, systems and procedures and policies, systems and procedures in any other related areas, to:
 - Respond to standard circumstances;
 - Advise, assist and influence others; and
 - Where relevant suggest operational changes or make minor refinements to local procedures where the impact on related activities and procedures is considered.
- h) **Group – C (Technical)**
- i. **Education and Experience:** as per Statutes No 41 of the University;
- ii. **Task:**
- Perform a variety of tasks which
 - Require a sound working knowledge of relevant trade, technical or administrative practices,



- Include limited creative, planning or design functions, and
 - Require an awareness of the relevant theoretical or policy context.
 - Knowledge is applied to recurring circumstances, at a level of complexity equivalent to using a range of computer software applications to assist with job assignments, to setting up, using and demonstrating a range of standard procedures, equipment use and/or experiments or to applying skills ranging across more than 1 trade. May involve the application of specialist skills, e.g. producing documents involving complex layouts, instrument calibration or maintenance, guidance to others in the use of a limited range of equipment, or the application of post trade skills to maintenance tasks.
- iii. **Problem Solving Skill:** Solve standard problems within an established framework or body of knowledge by:
- Applying a range of procedures and work methods;
 - Being proficient in and interpreting a set of relatively straightforward rules, guidelines, manuals or technical procedures; and
 - Selecting from a range and combination of possible responses, based on some understanding of the principles or policies underlying established procedures, practices or systems. Will use operational experience to monitor and contribute to local procedures and systems.
- iv. **Supervision and Independence:** General direction.
- Direction is provided on the assignments to be undertaken, with the occupant determining the appropriate use of established methods and sequences, where choices are made which require some understanding of a well defined policy framework or recourse to technical knowledge. Guidance is available.
 - May be responsible for
 - Supervising others performing a range of tasks within a single work unit;
 - Providing on the job training and assistance to others; and/or
 - Coordinating Employees (including liaison with Employees at higher levels) contributions to assignments or projects.

May undertake stand alone work appropriate to this level.
- v. **Organizational Relationships and Impact:** Apply a sound knowledge of the impact of the activities undertaken on other related functions or sections. Provide advice or assistance based on some depth of knowledge in your area. Assist others by:
- Providing information about procedures, rules or techniques; and by
 - Interpreting procedures and selecting between work methods and sequences.
- Where relevant case experiences arise, suggest changes to procedures, schedules or routines to facilitate good relations between work units or with clients.
- i) **Group – C**
- i. **Education and Experience:** as per Statutes No 41 of the University;
 - ii. **Task:** Some task complexity, requiring the practical application of acquired skills and knowledge consistent with training level 3. Exercise discretion within established work methods, procedures and priorities to diagnose problems, or to choose between alternate approved work methods or procedures and to determine task sequences. Tasks may involve written and verbal communication skills, numerical



skills, organising skills, data collection, and the use of a range of equipment at a level of complexity equivalent to the standard use of word processing software or to the application of skills gained through the acquisition of a single trade certificate.

iii. **Problem Solving Skill:** Will

- Solve similar problems, requiring some initiative and interpretation in the application of established rules, procedures, precedents, practices or techniques; and
- Exercise some judgement over when to refer matters or seek assistance; and
- Where the opportunity arises, make suggestions and develop local job specific systems to assist in the completion of allocated tasks.

iv. **Supervision and Independence:** Routine Supervision to General Direction

- Direction is provided on the assignments to be undertaken, with the occupant determining the appropriate use of established methods, tasks and sequences, where:
 - Task objectives are well defined, and
 - Choices are made between a range of straightforward alternatives.
- Guidance on the approach to non-standard, more complex or new circumstances will be provided by others. Supervision of other Employees may be required, where those Employees perform a range of straightforward tasks, following set procedures or routines.

v. **Organizational Relationships and Impact:** Apply a knowledge of the work area processes and take the impact of actions on other people or work areas into account when selecting between established work methods and sequences.

j) **Group – D (Skilled)**

- i. **Education, Training and Experience:** as per Statutes No 41 of the University;
- ii. **Task:** Perform a range of straightforward tasks, adhering to clear instructions and procedures. Under instruction, may occasionally perform some more complex tasks for which detailed procedures or standardised instructions exist and where assistance or advice is readily available. Task competency, including knowledge of the procedures to be followed, can be acquired through on the job training and/or short courses consistent with training level 2.
- iii. **Problem Solving Skill:** Solve relatively simple problems - problems are similar, the relevant response is covered by established procedures/instructions, the choices to be made between alternate actions follow familiar patterns and assistance is available when unusual circumstances are encountered or when established responses are not effective. May exercise judgement over task sequencing on a day to day basis.
- iv. **Supervision and Independence:** Routine supervision.
 Direction is provided on the tasks to be undertaken. The job holder has some limited discretion to choose between established methods and sequences provided set priorities and timetables are met. The approach to standard circumstances is covered in procedures and checked on a selective basis. Non-standard or more complex tasks will be subject to detailed instructions and checking.
- v. **Organizational Relationships and Impact:** Knowledge of and ability to relay information on requirements or procedures in own work area or perform tasks which



may involve providing a general directory service to members of the public, students and other Employees (eg. advise on the location, role and availability of personnel and services). Use tact in dealing with others.

k) **GROUP - D**

- i. **Education and Experience:** as per Statutes No 41 of the University;
- ii. **Task :** Perform repetitive tasks, covered by instructions and procedures, for which the job holder usually requires less than 1 month of on the job training to achieve competence. Able to follow clear instructions. Some knowledge of materials and equipment may be required.
- iii. **Problem Solving Skill:** Solve problems where the situations encountered are repetitive, the alternatives for the job holder are limited and readily learned, and the required action is clear or can be readily referred to higher levels.
- iv. **Supervision and Independence:** Close supervision.
Clear and detailed instructions are provided. Tasks are covered by standard procedures. Responses to unfamiliar situations are determined at higher levels. Work is regularly checked. In the case of experienced Employees working alone and following set routines, some latitude to rearrange sequences and discriminate between established methods.
- v. **Organizational Relationships and Impact:** Can be expected to provide straightforward information to others on building or service locations. Employees follow procedures and demonstrate basic courtesy in their dealings with others: the impact of established procedures on other people or work areas is the concern of more senior Employees.

13) RECRUITMENT AND SELECTION PROCESS

The guidelines for hiring talented and competent professionals for APU who will contribute their best in achieving the goals of APU are annexed as **Annexure-1**.

14) SALARY RULE

Remuneration of the employee governed by **Annexure-2**: APU Staff Salary, Allowances and Benefits Rules, 2020 and amendments as enforced from time to time.

15) LEAVE RULE

Employees should strictly follow the **Annexure-3**: APU Teaching Days, Workload and Leaves Rule, 2020 and amendments as enforced from time to time.

16) CODE OF CONDUCT AND DISCIPLINE

Employees should strictly follow the **Annexure-4**: APU Ethics, Code of Conduct, Character and Discipline Rule, 2020 and amendments as enforced from time to time.

17) EMPLOYEE DEVELOPMENT POLICY

This policy is intended to facilitate and support employees to expand their knowledge / skills to prepare themselves for their current and future roles besides ensuring a high standard of delivery that is aligned to the vision and strategic objectives of APU. Employee Development Policy is enclosed as **Annexure-5**.



18) REWARDS & RECOGNITION POLICY

The policy aims at recognizing and rewarding the individuals and teams who go that extra mile to raise the bar of performance levels while demonstrating constructive behaviors and actions, in alignment with the vision and values of APU. Guidelines are annexed as **Annexure-6**.

19) PROMOTION POLICY

APU is committed to foster an open and transparent environment in which personal growth is linked to merit and potential of its employees. APU will promote an employee based on the performance, availability of position in the higher level and other criteria as recommended in the policy. Promotion Policy is enclosed as **Annexure-7**.

20) FUNDED RESEARCH POLICY

APU gets research assignments from different organizations which are either sourced through personal initiatives of employees working in APU or as an organizational initiative through a team specifically targeting these assignments. The profit (surplus) shall be then distributed to the participating individuals in proportion to the degree of effort being made by them as per Guidelines, which are annexed as **Annexure-8**.

21) WORK NORMS POLICY

This policy lays down the work norms, to facilitate smooth working and also help create a conducive environment at APU. Work Norms Policy is enclosed as **Annexure-9**.

22) RELOCATION POLICY

The purpose of this policy is to define guidelines and provide assistance to the employees who are required to relocate from their current station of residence to a different location to join APU on their first posting or are relocated/ transferred owing to University's needs. Relocation Policy is annexed as **Annexure-10**.

23) GUIDELINES FOR ALLOTMENT OF RESIDENCE

The University believes that a strong and committed workforce is mandatory to become the top university of the country. To facilitate this, the University provides residential accommodation to its employees. Residential Accommodation of the employee is governed by **Annexure-11: Guidelines For Allotment Of Official Accommodation to APU Staff and amendments as enforced from time to time.**

24) TRAVEL POLICY

The travel policy is intended to facilitate travel for official purposes, while maintaining efficient business processes. The travel policy outlines the entitlements related to official travel and the general guidelines to be followed for claiming reimbursements of travel expenses. Traveling Allowance of the employee is governed by **Annexure-12: APU Travel Policy and amendments as enforced from time to time.**

25) APU IT POLICY

The computing resources at APEX Professional University (APU) support the educational, instructional, research and administrative activities of the University and the use of these resources is a privilege that is extended to members of the APU community. The IT policy is



annexed as **Annexure-13**: Employees should strictly follow APU IT Policy and amendments as enforced from time to time.

26) **APU SOCIAL MEDIA GUIDELINES**

APU recognizes the importance of Social Media in the current scenario and is committed to support employees' right to interact knowledgeably and responsibly in social media. The Social Media Guidelines is annexed as **Annexure-13A** of these rules and amendments are enforced from time to time.

27) **APU CONSULTANCY PROCEDURE**

APU Consultancy procedures are annexed as **Annexure-14**: Guidelines for Consultancy & Professional Activities of these rules and amendments are in force from time to time.

28) **APU EXECUTIVE EDUCATION PROCEDURE**

APU Executive Education Procedure is governed by **Annexure-15**: Guidelines for Executive Education Programmes of these rules and amendments as enforced from time to time.

29) **STAFF PERFORMANCE EVALUATION PROCEDURE**

Employee evaluation and assessment are governed by **Annexure-16**: Staff Performance Evaluation Procedure of these rules and amendments as enforced from time to time.

30) **UNIVERSITY WORKLOAD FRAMEWORK**

Workload will be allocated to Employees in accordance with **Annexure-17**: University Workload Framework of these rules and amendments are enforced from time to time.

31) **BUSINESS TOOL POLICY**

To lay down guidelines and entitlements for the usage of University tools such as laptop, data card, etc and facilitate effective use and access of such tools to employees at APU in their day-to-day activities, A Business Tools Policy is annexed as **Annexure-18**.

32) **POLICY ON PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE**

APU is committed to provide a healthy, safe and conducive environment that enables employees and students to work/ study without fear of prejudice, gender bias and any form of Sexual Harassment. Our endeavor is to ensure that every employee and student is treated with dignity and respect and is provided with equal opportunities to professional growth. Therefore, in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and government Guidelines on prevention of sexual harassment in Universities, the **Policy on Prevention of Sexual Harassment at Workplace** has been formulated to prohibit and prevent any act of sexual harassment at workplace and to provide a mechanism for effective redressal of concerns pertaining to sexual harassment. **Policy on Prevention of Sexual Harassment at Workplace and amendments as enforced from time to time is** annexed as **Annexure-19**.

33) **STAFF GRIEVANCE REDRESSAL POLICY**

APU believes in a comfortable and pleasant working environment. The University tries to make every effort to ensure that the employee's work life is comfortable; however, there may be times when dissatisfaction / Problem occurs. Problem needs to be addressed in order to



enable employees to function efficiently and effectively within the University as per Guidelines and amendments as enforced from time to time as annexed **Annexure-20**.

34) WHISTLEBLOWER POLICY

This policy outlines a procedure for employees to report actions that an employee reasonably believes violates a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to Apex Professional University ("APU") business and does not relate to private acts of an individual not connected to the business of APU. Policy guidelines are annexed as **Annexure-21** and amendments are enforced from time to time.

35) CONFIDENTIALITY AND NON DISCLOSURE POLICY

We designed APU confidentiality and non disclosure policy to explain how we expect our employees to treat confidential information and business secrets. Employees will unavoidably receive and handle personal and private information about Students, Partners and our University. We want to make sure that this information is well-protected. This policy is applicable to all employees of the University. Employees who don't respect our confidentiality policy will face disciplinary and, possibly, legal action. This policy is binding even after separation of employment. Policy is annexed as **Annexure-22** and amendments are enforced from time to time.

36) EMPLOYEE SEPARATION POLICY

The objective of this policy is to lay down the guidelines to be followed at the time of separation of employees from APU due to Resignation, Retirement, End of Contract (for fixed term employees), Termination of services, Retrenchment / Redundancy, Unforeseen event. Employee Separation Policy is annexed as **Annexure-23** and amendments are enforced from time to time.

37) FORMS AND FORMAT MANUAL

University Prescribed forms and formats to implement service rules are annexed in **Annexure-24**.

38) BIOMETRIC SYSTEM

APU values the safety of its employees and takes all required measures to provide a safe work environment. One of the measures to ensure the safety of its employees, APU requires all its employees to record their entry and exit in the biometric systems installed at each campus and other offices, on all instances to and fro.

39) PERSONAL DATA CHANGE

Accurate personal records are required for the benefit of both the employee and APU. It is the responsibility of employees to keep HR informed of any change in their personal circumstances such as:

- i. Permanent Address
- ii. Current Address
- iii. Contact Details
- iv. Emergency Contact Details
- v. Marital Status

RULES



APU

APEX PROFESSIONAL UNIVERSITY

Legislated by Govt. of Arunachal Pradesh u/s 2(f) of UGC Act

- vi. Change in nominee for statutory requirements
- vii. Change in Name
- viii. Details of Dependents
- ix. Attainment of educational and professional qualifications
- x. Any other such relevant details

40) HOUSEKEEPING PRACTICES

- a) All employees shall keep their work environment clean and in order, so as to adhere to good housekeeping practices.
- b) Employees are expected to properly maintain the tools and equipment of APU. However, in case of problems encountered, in relation to any tool or equipment the employee shall immediately notify the concerned department.
- c) Employees are also requested to consciously handle consumables to avoid wastage, viz office supplies, electricity and water.

41) MAINTENANCE OF WORK DIARY

Employees drawing a gross remuneration of more than Rs. 10,000/- per month need to **maintain Work Dairy** on a daily basis as per guidelines mentioned in the *Getting Things Done (GTD) Book authored by David Allen*. University Officers may demand a copy of the Work Diary for any period. *University reserves the right to initiate strict disciplinary action, if the Work Dairy is not maintained properly.*

42) DIRECTORSHIP IN COMPANIES

The University encourages **Professors / Associate Professors** to develop industrial relations and permits employees to be on the Board of Directors of Companies. An employee must, however, apply to the Chancellor, through the Vice-Chancellor, to obtain prior permission for this purpose. An employee may accept a sitting fee given to members of the Board for attending meetings.

43) STARTING A COMPANY BASED ON ONE'S RESEARCH

The University encourages an employee to capitalize on his/ her research findings which have an application potential, through starting one's own company or enterprise on campus. This requires that permission be obtained by applying to the Sponsoring Body, through the Chancellor. The application process involves, among other things, application of due diligence to ensure that there is no conflict of interest involved. The company has to be created for the sole purpose of facilitating the transition from laboratory to the marketplace by providing incubation facilities and is the sole vehicle for translation of research / technological breakthroughs by the University's faculty members to commercial enterprises.

44) REMOVAL OF DIFFICULTIES

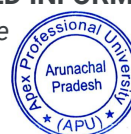
In case any difficulty arises in giving effect to the provisions of the Service Rules, the Chancellor may pass such order as necessary for the purpose of removing the difficulty, provided such an order is not repugnant to the provisions of the University Act.

45) INTERPRETATION

- a) If any question regarding the interpretation of these Rules arises, it will be decided by the Vice-Chancellor after taking into account all relevant factors.

PROPRIETARY, CONFIDENTIAL AND PRIVILEGED INFORMATION

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- b) Provided further that wherever these rules are silent on any subject, the Chancellor shall finally decide on the matter. The Chancellor may also bring any matter in this regard to the Sponsoring Body from time to time.

46) POWER TO RELAX

Where the University is satisfied that the operation of any of these rules causes undue hardship in any particular case, the Vice-Chancellor, may by order, for reasons to be recorded in writing, dispense with or relax the requirement of that rule to such extent and subject to such exceptions and conditions as it may be considered necessary for dealing with the case in a just and equitable manner with the concurrence of the Chancellor.

47) STANDARD OPERATING PROCEDURE (SOP)

- a) For implementing the provisions of these Rules and for other purposes not contained therein, the Vice-Chancellor shall prescribe the Standard Operating Procedure (SOP) on prescribed format, which shall be communicated and followed by the employees from time to time.
- b) The Sponsoring Body may direct to alter, amend and frame new guidelines, which are not in conformity with the provisions of the University Act, Statutes, Rules, and Regulations of the University.

48) AVAILABILITY OF ANNEXURES

Annexure of these Rules are accessible online through Employee Self Service Portal or printed copy available on demand at Establishment Section.



ACKNOWLEDGEMENT

I, _____, _____,
(Name of the Employee) (Designation)

have read, understood, acknowledged and agreed to abide by all the Rules as detailed in the **APU SERVICE RULES, 2020**. These Rules may be supplemented or amended by the Board of Management (BoM) from time to time and I promise to abide by these supplemented Rules, modifications / amendments of these Rules.

I also fully understand, acknowledge and agree to abide by all rules written in the Annexures of the Service Rules as in force from time to time and subsequent changes/ modifications/ amendments made thereto.

I will take all necessary steps to ensure these rules are properly observed and followed by me.

(Date)

(Full Signature of the Employee)

IN THE PRESENCE OF

(Full Signature of the Officer of the University)

(Full Signature of the Officer of the University)

(Name of the Officer of the University)

(Name of the Officer of the University)

(Designation)

(Designation)

(Date)

(Date)