


**WORK NORMS POLICY**
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## WORK NORMS POLICY

### 1) OBJECTIVE:

This policy lays down the work norms, to facilitate smooth working and also helps to create a conducive environment at APU.

### 2) APPLICABILITY:

This policy is applicable to all full-time employees including those appointed on a Fixed Term basis at APU.

### 3) TEACHING DAYS:

The University must have at least **90 teaching days per semester**, i.e. there should be a minimum of **18 weeks** of actual teaching with a 5-day week plan. In the remaining period, **5 weeks** may be devoted to admission and examination activities and non-instructional days for extra-curricular, co-curricular, sports etc. The students will have **four week summer vacation** and **two week winter vacation**.

### 4) TEACHING STAFF WORKLOAD:

S.No.	Designation	Teaching Hours	Attend Conference / Workshop	Books Publication	Paper Presentation in the Conference	Research Paper	Research Grants in Rupees	Guiding Research Scholar
i.	Dean	12	Three (3)	Two (2)	Three (3)	Four (4)	One Crore	Eight (8)
ii.	Professor	14	Three (3)	Two (2)	Three (3)	Four (4)	Fifty Lakh	Eight (8)
iii.	Associate Professor	14	Two (2)	One (1)	Two (2)	Three (3)	Twenty Five Lakh	Six (6)
iv.	Senior Assistant Professor*	16	Two (2)	One (1)	Two (2)	Two (2)	Ten Lakh	Four (4)
v.	Assistant Professor	16	One (1)	—	One (1)	Two (2)	Five Lakh	—
vi.	Lecturer	20	One (1)	—	One (1)	One (1)	Two Lakh	—

- The scope of academic work may include teaching, research, administration and service to the University. Academic workload consists of both assigned and self-directed tasks. Workload will be allocated to Employees in accordance with the principles contained in the University Workload Framework.
- In conformity to established Gurukul traditions and with a view to reinforce a Learner Centric Approach, teachers are encouraged to support Learners by following **Block Teaching Policy of the University**.
- The three main areas in which teaching staff contribute to the University are Teaching (*Online/classroom teaching*), Research and Service (*includes administration as well as*



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contributions to the society at large and to the profession). It is expected that, on an average over the year, a teaching staff shall spend 40% of time during the working week on teaching, and up to 20% on service-related activities, leaving the rest of the time (40% of the working week) for research. It may therefore be expected that, at various points where one's contributions are to be assessed, these weightages will apply.

- d) The workload of the teachers in full time employment should not be less than Forty hours a week for Thirty working weeks (One Hundred and Eighty teaching days) in an academic year. Teachers shall devote at least Two hours per day for mentoring of students (minimum Fifteen students per coordinator) for Community Development / ExtraCurricular Activities / library consultation / research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post-Graduate courses.
- e) Professors / Associate Professors/ Assistant Professors involved in administration/ extension work can devote two hours per week from the teaching and learning hours.
- f) All teaching staff members are required to allocate a minimum 6 (six) hours per week for research activities.
- g) Workload hours (except direct teaching hours) can also be utilized for tutorials / remedial classes / seminars / administrative responsibilities / innovation and updating of course content with the prior approval of the Head of the concerned School.
- h) All Teaching Staff members shall be present in the University during the working hours unless engaged in official work outside.
- i) Non teaching Staff may be assigned Work from Home with prior approval of Competent Authority as per APU Policy in case of emergencies.
- j) YOGDAAN Scheme: All Teaching Staff shall devote a minimum of 4 (four) hours per week towards Free Competition Coaching or Remedial Classes.
- k) An Employee who, on grounds that their workload allocation has not been made in accordance with University Workload Framework and is dissatisfied with their workload allocation may seek a review by the Head within 10 working days of receiving their allocation.
- l) If the Employee is not satisfied with the outcome of action taken under clause 4 (k) in this Policy then the Employee may seek a review by the Vice chancellor. A review request will be set out in writing with particular and state the outcome being sought.
- m) The Vice chancellor will consider the matter within 5 working days, having regard to the matters set out in accordance with University Workload Framework.
- n) **Leave of more than two days will not be granted to the academic staff in the middle of the academic term except on medical grounds.**

**5) WORKING HOURS:**

- a) The maximum ordinary hours of work will be 40 hrs per week (except Multi Tasking Staff) and will be scheduled as below:
  - i. Monday to Saturday (**except Third Saturday of the Month**);
  - ii. Not more than 07 hours 30 minutes per day (exclusive of 40 Minute lunch breaks); and
  - iii. between the hours of 08:00 hours and 20:00 hours.



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- b) The Office Timing in the University Main Campus is as under:

Sr. No.	Particulars	Winter (16 <sup>th</sup> Oct to 15 <sup>th</sup> Feb)	Summer (16 <sup>th</sup> Feb to 15 <sup>th</sup> Oct)
1	Office Timing	08:30 hours to 16:30 hours	09:00 AM to 17:00 hours
2	Lunch Break	13:00 hours to 13:40 hours	01:30 PM to 14:10 hours
3	Teaching Hours	The Vice Chancellor may notify teaching hours for morning, afternoon and weekend sessions from time to time.	

- c) ***It is desirable that the Employees have to report 10 (ten) minutes prior to the scheduled time.*** Work timings and schedules may vary depending upon exigencies of work, as specified by APU from time to time.
- d) Cleaning and Gardening Employees shall have to report 45 minutes prior to scheduled time.
- e) In case of *operational requirements*, APU Staff members may be asked to serve on weekdays and holidays. Salary or Compensatory Casual Leave (CCL) shall be provided with prior approval of the competent authority as per APU Rules..
- f) University Officers, Head of the School/Faculty and Admission Officer / Coordinators/Counsellor are not entitled for any leave of more than two days except medical emergencies during the month of May, June, July and August due to Admission work.
- g) During the Month of May, June, July and August the University will open on the third Saturday and University Officers, Head of the School/Faculty and Admission Officer/ Coordinator/ Counsellor will work on rotation basis. Employees who are entitled for Compensatory Casual Leave (CCL) shall seek the prior approval of the competent authority as per APU Leave Rules.
- h) Employees may be provided with the option to enter a flexible working hours arrangement in **writing** where it is deemed practicable.
- i) The Employee must be on duty for all core time periods as stipulated in University policy and attend or perform work at specific times in accordance with their Reporting Officer's directions.
- j) Where a flexible working hours arrangement is in place, the ordinary hours of work (excluding lunch break) will be a maximum of 40 hours in a week period. The Employee may select their start and finishing time, within the hours of 08:00 hours to 20:00 hours Monday to Saturday, as per APU Rules.
- k) Where a flexible working hours arranged is in place, the Employee may accrue debit and credit hours as per APU Policy notifies from time to time. All faculty members are expected to adhere to the time-table and non-faculty employees shall ensure that meetings and work deliverables are not impacted due to their flexible schedule.
- l) **Admission Offices in different locations the office timing and holidays list of the University will be notified by the Registrar from time to time as per APU Policy.**

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### 6) LIBRARY WORKING HOURS:

- a) Monday to Saturday : As per Working Hours of the University
- b) During the examination days, the Library remains open from **08:00 hours to 18:30 hours** for 30 (thirty) days in each semester.
- c) The library will remain closed on public holidays and during the close down period.

### 7) HOLIDAYS AND CLOSE DOWN PERIOD:

- a) University declares **two week (12 Days) public holidays** as per UGC Guidelines by issuing a circular in the month of December by the Registrar.

- i. There will be 12 (twelve) days for Public Holidays and 2 Restricted Holidays for every Calendar (January-December) year.
- ii. All staff members must be present on Republic Day, Independence Day and Convocation Day in the University for celebration. Compensatory Casual Leave shall not be provided in case of working on strategically important days and for Institutional Events.

*Provided that if an employee is not present in the Republic Day, Independence Day and Convocation Day or any function organised by the University, A **half day salary will be deducted** and disciplinary action may be initiated.*

- iii. **All APU Staff members are also eligible to avail 2 (Two) days Restricted Holidays in a calendar year with** prior approval of the competent authority. The maximum restricted holidays should not be more than 20 (Twenty) in one year.
- iv. The University will have discretion to implement not more than 3 (Three) close down periods to a total of **20 working days**, per calendar year in close proximity to Solung, Durga Pooja, Christmas and New Year. During a close down period affected Employees are required to take vacation, leave or extraordinary leave provided that:

*Employees can merge all categories of leave during the close down period.*

*Employees who are required to work on holidays that are not observed as University Holidays will receive 1 day's leave in lieu to be taken during the closedown period;*

### 8) WORK FROM HOME:

- a) A request on a prescribed application form for working from home will be considered on a case to case basis by the Registrar, with the **prior approval** of the Vice chancellor. Work from home is not an entitlement and can only occur with formal agreement between the University and Staff Member. **A Work From home on half pay arrangement** is a formal arrangement with the working arrangement clearly documented. The Vice Chancellor must ensure that the requirements of **digital infrastructure** under these guidelines are satisfactory prior to approving an application for a work from Home arrangements. All the working conditions at the home based worksite need to be negotiated and thoroughly documented. Careful Planning & Consultation is needed to maximize the benefits to the university and the staff members.
- b) The Registrar should consider the general nature and requirements of the staff members' work duties and his/her ability to work autonomously. The Staff members who require close supervision or interaction with other staff may not be suitable for the independent nature of working from home arrangements

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- c) The amount of time the employee is expected to work shall not change in this scenario and the employee should ensure her/his availability during her/his respective work timings for official purposes on calls and mails.
- d) It shall be the responsibility of the employee as well as the Reporting Officer to ensure that the deliverables of the employee are not impacted due to this work arrangement.
- e) In the event of a work plan not being completed, not being reported or work not being satisfactory, the Registrar will treat this period as leave and leave shall be adjusted in the appropriate account. In instances where the leave is not available with the employee, this period will be treated as Leave without pay and disciplinary action may also be initiated.

**9) SHORT LEAVE:**

- a) University Officers (*Including Officiating*) may avail Short Leave of up to 2 hours in a month, to come late or leave early to attend to any personal exigencies, with prior approval from the Reporting Officer, without any deduction from their respective leave accounts.
- b) This Short Leave may be taken in one stretch of 2 hours or be split into 2 instances of 1 hour each.

**10) SUPPORT FOR WORKING LATE AND ON HOLIDAYS / WEEKENDS:**

- a) In its endeavor to appreciate the extra time devoted by an employee for official requirements, APU provides the following support to the employees who need to stay late post office timing or work on a holiday / weekend.
  - i. **Compensatory Casual Leave** will be granted to all categories of employees.
  - ii. In case of exigencies of work, APU Staff members may be asked to serve on weekdays, holidays, vacation or closedown period by the Registrar of the University.
  - iii. Compensatory Casual Leave will be calculated and availed as follows:

S. No.	Particulars	Details of Compensation
1	4 (Four) Hours Overtime	Half a day's Leave or Half Day Salary
2	7 (Seven) Hours Overtime	A day's Leave or Full Day Salary

- iv. Compensatory Casual Leave shall not be granted in case of working on strategic important days like 15<sup>th</sup> August and 26<sup>th</sup> January and for Institutional Events like Convocation, UniFest.
- v. Such Compensatory Casual Leave shall be approved by the Registrar only.
- vi. CCL may be availed on or before 31<sup>st</sup> December and shall not accumulate or will not carry forward to the following calendar year. This will be granted with approval of the competent authority.
- vii. Compensatory Casual Leave can be taken for a maximum of two (2) consecutive days only.
- viii. Compensatory Casual leave cannot be combined with any other kind of leave except duty leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within compensatory casual leave shall not be counted as compensatory casual leave.

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- ix. Compensatory Casual Leave Encashment shall be payable to an employee at the end of calendar year with the Salary of January of every year if leave is not availed.
- x. **OVERTIME LEAVE:** Any employee (*Except University Officer*) working for a period of 90 minutes or more beyond the official timings, with the prior approval or direction from the university officer is entitled, to take Overtime Leave at a rate of **two hours for every 90 minutes** of overtime worked.
- xi. The Employee will avail Overtime leave either at commencement or closing hours at one span of time. *Reporting officers may allow an employee to avail flexi hours during the day with recorded reason.*
- xii. **OVERTIME PAYMENT:** Employees drawing monthly salary less than **₹15,000/- per month** are eligible for overtime payment and overtime payment will be calculated and paid on the Normal Hourly Rate as follows (*Not applicable to Drivers*):

Day Worked	Overtime Rate
Monday to Saturday	100% of the Normal Hourly Rate.
Last Saturday of the Month	125% of the Normal Hourly Rate
Sunday & Public Holiday	150% of the Normal Hourly Rate

- xiii. Where an Employee is directed to work two or more hours of overtime, they are entitled to a meal allowance of **₹30/- (Thirty Rupees Only)**.
- b) Employees should seek prior approval for working later than office timing or on Holiday / Weekends from The reporting officer and provide advance information to the Registrar regarding the same, to enable them to make necessary arrangements.

### 11) BIOMETRIC ATTENDANCE SYSTEM:

- a) APU values the safety of its employees and takes all required measures to provide a safe work environment. As 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 of entry and exit.
- b) Every employee shall observe punctuality in attending duty. If any employee is late in attending the office or takes leave before time without prior permission from his/her reporting officer as per APU Rules, disciplinary action can be initiated against him/her.
- c) In the event of an employee not being able to complete his/ her Biometric Attendance on a particular day due to justified reason (**Forgot is not a Justified Reason**), which Reporting Officer accepts, the same shall be submitted to the Registrar on the next working day for consideration to note the presence of the employee.
- d) If the Biometric Machine is not working, due to any Technical reason, then the Manual Attendance will be maintained by the Reporting Officer and submitted to the Registrar / Vice chancellor on the next working day for consideration to note the presence of the employee.
- e) University Officers (*does not include employees in officiating*) maintain their attendance by checkin and checkout in the Employee Self Service (ESS) Portal issued by University.



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Officers of the rank of Pro-Vice Chancellor and above will maintain their own attendance and leave records and shall be made available at the Chancellor secretariat as and when demanded.

- f) In case the employee faced any technical glitch while face recognition during attendance, he/she may have to apply for regularization within 24 hours to their reporting officer otherwise such cases will not be entertained.

**12) OUTDOOR DUTY:**

Request Attendance is raised by the employees in case they have to go out for official work with prior approval of the Reporting Officer. So he/she requests for an Attendance of that day with the duration (Time for a day) defined through Employee Self Service (ESS) for approval to University within 24 hours after completing outdoor duty.

**13) UNINFORMED ABSENTEEISM:**

- a) All leave requests should be applied through Employee Self Service (ESS) for approval to University, **15 (fifteen) days in advance** and the sanction of the competent authority shall be obtained before the employee leaves the station.
- b) In case an employee is absent without any prior intimation for 5 (Five) consecutive days, it would be considered as a case of absconding. **In such cases, the University shall take disciplinary action including removal from the service of the University without any notice and intimation.**

**14) 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 intimate the same to the concerned department.
- c) Employees are also requested to consciously handle consumables to avoid wastage, viz office supplies, electricity and water.

**15) TEACHING STAFF PERFORMANCE REPORT SYSTEM**
**a) Quarterly Report:**

You will submit a quarterly performance report of the assigned teaching and research target in prescribed format regularly (on 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September & 31<sup>st</sup> December) to the Hon'ble Vice-Chancellor.

**b) Annual Report:**

You will submit an **Academic Performance Indicators (API)** proforma to the Hon'ble Vice-Chancellor by the first week of August every year after filling relevant details.

**16) NON-TEACHING STAFF PERFORMANCE REPORT SYSTEM**
**a) Quarterly Report:**

You will submit a quarterly performance report on the Key Result Areas (KRA) in prescribed format regularly (on 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September & 31<sup>st</sup> December) to the Registrar.

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**b) Annual Report:**

You will submit an **Annual Performance Assessment Report (APAR)** proforma to the Registrar by the first week of August every year after filling relevant details.

**17) 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 Head - Establishment Section informed in writing of any change in their personal details such as:

- a) Permanent Address
- b) Current Address
- c) Contact Details
- d) Emergency Contact Details
- e) Marital Status
- f) Change in nominee for statutory requirements
- g) Change in Name
- h) Details of Dependents
- i) Attainment of educational and professional qualifications
- j) Personal eMail ID
- k) Bank Account No. with IFSC
- l) Aadhaar Card
- m) PAN Card
- n) Voter ID Card
- o) Driving License
- p) Any other such relevant details

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