

HUMAN RESOURCES DEPARTMENT MANUAL

THE APOLLO UNIVERSITY, CHITTOOR

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INTRODUCTION TO THE APOLLO UNIVERSITY

Propelled by the success of many educational initiatives, Apollo Hospitals Group has launched The Apollo University, a state-private university in Andhra Pradesh. It provides quality education to students and makes them 'life and career ready' with a specific focus on multidisciplinary education in healthcare, engineering, management, and social sciences. The University was set up at Chittoor and commenced its operations in November 2021.

The University aims to create a conducive atmosphere beyond just learning, including hands-on learning and a research-intensive environment to make students Industry Ready. The Apollo University has got recognition as a Private University established under the Andhra Pradesh Private Universities (Establishment and Regulation) Act 2016. It has five departments, namely the School of Technology (SOT), the School of Management (SOM), the School of Social Sciences (SOSS), the School of Health Sciences (SOHS), and the Institute of Pharmaceuticals.

A sound infrastructural setup enables all schools to ensure students' experiential learning. Moreover, the University has established academic associations with esteemed global universities such as John Hopkins and Harvard to create a global learning environment for the students.

THE ESSENCE

The HR Policies at the Apollo University, Chittoor, define the Institution's approach to its Human Resources Management within the context of the Institution' Mission, Vision, Value Systems & Teaching, Clinical Principles.

At all points in time, the focus of the HR Policies at TAU, Chittoor is on facilitating the work life for Staff & Faculty and enhance the ease of operational transactions due respect to the rights of all employees & their self-esteem. The Policies Manual outlines the norms that employees need to adhere to and the various benefits that are applicable to them.

The Policies are also designed in a systemic manner, clearly outlining the uniform processes that need to be followed to avail any benefit and the process owners for the same.

Scope & Applicability

The HR Policies shall apply to staff under Institutions of the Apollo University, Chittoor. The contents of the document is proprietary information of the Institution and hence confidential i.e. not to be shared to external parties.

Communication

The Policies are available for reference to all employees at the HR department with a copy at all other departments concerned with Dean. All Policies are also available on the HR Portal for ready reference. Any changes in Policies are also communicated to Deans on an ongoing basis for cascading to their respective teams.

THE VISION

The Apollo University aspires to create knowledge, global leaders and thought leadership for the future, preparing them for a constantly evolving world and empowering them to build a healthier and more equitable society.

THE MISSION

The Mission is to achieve this vision through transformative education developed at the intersection of healthcare, science, technology, and management, having roots in innovation & research, in an inclusive culture that fosters practical oriented knowledge, stimulates critical thinking and sustains our legacy of pioneering and excellence, for the benefit of humanity.

Quality Policy & Objectives of HR Department

The Human Resources (HR) Department at The Apollo University, Chittoor, is committed to fostering a culture of excellence by implementing comprehensive HR policies and practices. These policies are designed to attract, develop, and retain talent that aligns with the university's mission and values. The HR Department focuses on various key areas, including

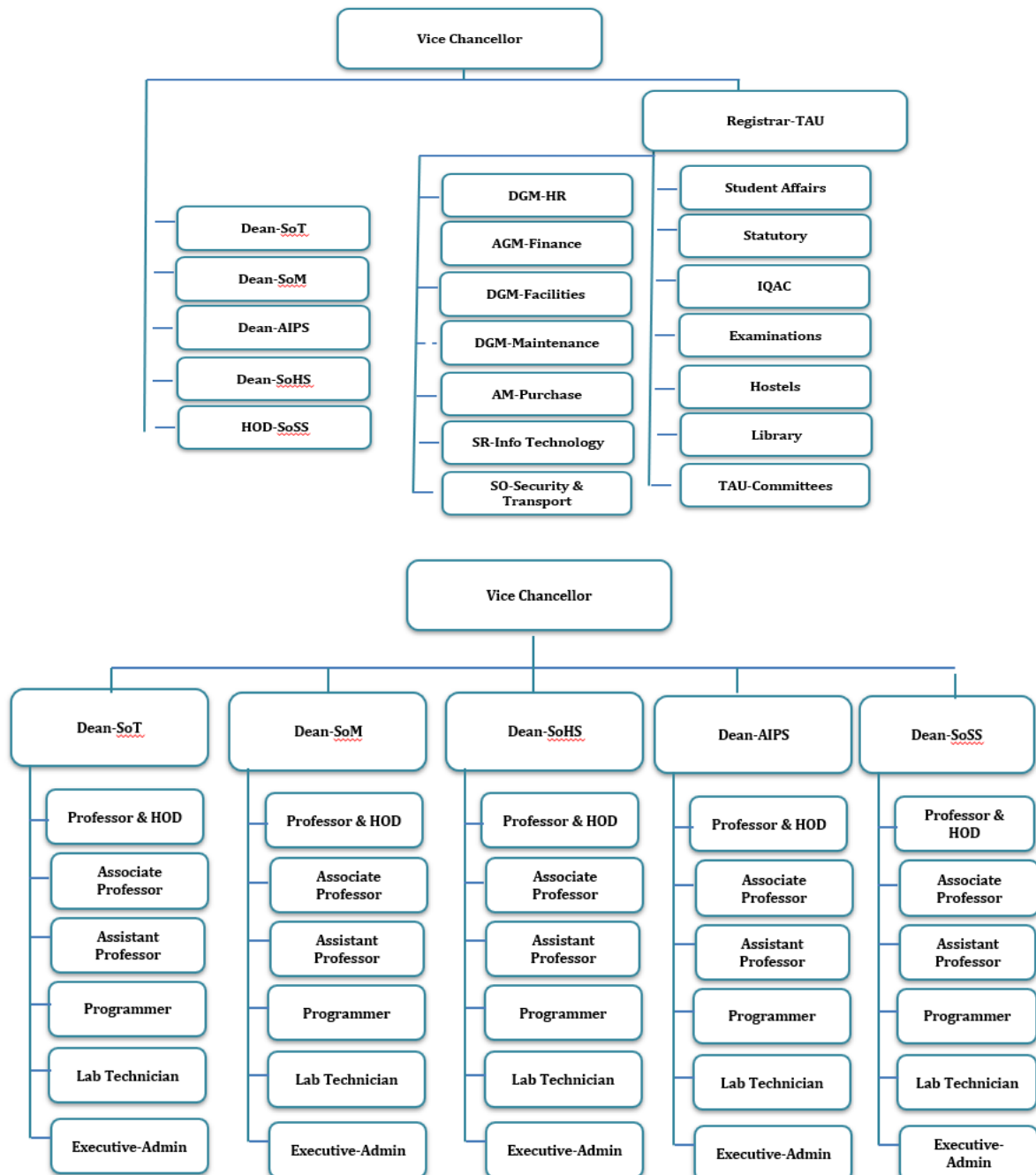
Recruitment and Selection: Ensuring a transparent and efficient process to hire qualified and competent individuals who contribute to the university's objectives.

Training and Development: Providing continuous learning opportunities to enhance employees' skills and knowledge, supporting both personal and professional growth.

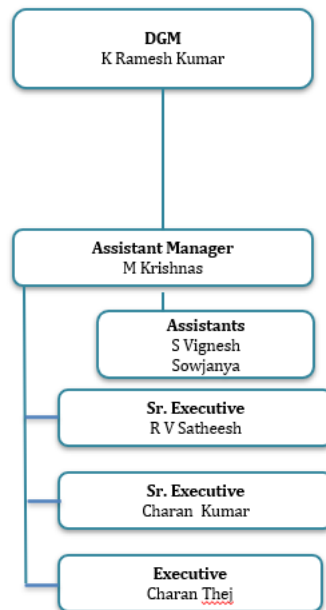
Performance Management: Implementing systems to assess and improve employee performance, aligning individual goals with organizational goals.

Employee Welfare: Promoting a supportive work environment that prioritizes the well-being and satisfaction of all staff members.

TAU Organization Chart



HRD Organization Chart



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Recruitment Policy	Reference: HR/2025/TAU-01	Revision: 00
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1.0 Purpose: The purpose of this policy is to outline the criteria & process guidelines to enable TAU, Chittoor attract the most suitable external human resources for available opportunities.

The Policy also highlights the practices that TAU, Chittoor follows as an Equal Employment Opportunity Provider.

2.0 Scope: All applicants/ candidates sourced for various Institutional requirements based on their suitability in terms of educational qualification, relevant experience, skills & competencies.

Recruitment Guidelines: The recruitment guidelines are designed to provide a clear and simple process to assist the selection committee in selecting the right candidate for the job, ensuring equal employment opportunity to all applicants.

3.0 The recruitment guidelines flow as per the process given below:

Review of the Requirement: The job opportunity could be –

- As per Norms requirement
- A vacancy created due to an exit
- A new role due to an increase in job scope within an existing institution/department
- A new role due to creation of a new job/ department/ institution.

3.1 Manpower Planning: Faculty/Staff manpower planning shall be done by the respective Dean's of a School based on the intake of the student and other statutory requirement. With justification for manpower will be submitted to the Registrar by respective for review and approval. Approved strength will be communicated to the Dean's.

3.2 Sourcing: Based on the manpower planning approval, HR department sources candidate profiles via various channels (i.e. advertisement, referrals, recruitment consultants, web posting etc) based on the nature & urgency of the requirement.

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3.3 Screening & Scrutiny – The Recruitment cell check the suitability of candidates through a basic interaction with the candidate wherein basic de-selection criteria are applied to filter candidates who will not be suitable. This is typically done based on qualification, relevant experience, salary, skills & competency requirements.

Preliminary found suitable applications shall be forwarded to the Dean of Respective school for scrutiny and technical check.

3.3 Selection–Assessment of candidates by a Faculty Selection Committee in terms of eligibility as per the UGC norms, expertise & technical suitability for the position, the panel will comprise External experts. Selection methods could be Demo, Interviews, Group discussions etc based on the position.

The composition of the panel will usually be as follows:

Teaching	Non Teaching
The Vice Chancellor	The Registrar
The Registrar	Dean of Respective School
Dean of Respective School	DGM-HR
External Expert	

Status of application are communicated to the candidate. If the candidate is not selected, then she/he will be communicated the same latest within 1 week of the last interview. If found, suitable shall proceed for the appointment order.

4.0 Appointment Order – A candidate who is found suitable in the above selection committee is given an appointment order to join the Institution which is valid for a period of 90 days from the date of communication by TAU, Chittoor.

5.0 Reference Check – A reference check is done to check basic information communicated by the candidate, such as qualifications and experience, and also the work ethic of the candidate from the sources she/ he has indicated in the ‘Personal Profile’. This serves to ratify the Institution’s judgement on the candidate as gleaned during the selection process. The ‘Reference Check Form’ (Annexure) is to be used for the same.

6.0 Pre -Employment Medical Check – The medical check comprises of basic diagnostic tests prescribed by TAU, Chittoor to assess the medical fitness of the candidate for the position. The candidate needs to undergo the check, preferably at any of the nearest Apollo Hospitals unit. The list of tests in the Pre – employment Medical Check, is provided in Annexure .

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7.0. Conflict of Interest in Employment: Recruitment of Employee's relatives:

TAU, Chittoor is open to recruitment of close relatives of current employees such as father/ mother/ son/ daughter/ brother/ sister and spouse only in the event of there being no conflict of interest or favoritism resulting due to the recruitment.

8.0. Exceptions – Any exceptions to the above policy need the approvals of the Registrar, TAU.

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Induction & Orientation	Reference: HR/2025/TAU-01	Revision: 00
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1.0 Purpose: The Induction Policy outlines the orientation & socialization process designed by the Institution to ensure smooth integration of all new joiners into the system by providing them the appropriate support to meet job demands.

TAU, Chittoor strongly believes in the necessity of facilitating the transition of new employees into the Institution's work environment so as to equip them with the knowledge, skills and competencies required to respond effectively to new responsibilities.

2.0 Scope: This Policy applies to all new joiners of the TAU, Chittoor.

3.0 Induction Framework:

The Induction Process ensures initial support at two levels with the aim of integration of the new joiner into the Institution in a consistent and effective manner:

- At the Human Resources Department level
- At the new joiner's School level

The Following end objectives are aimed for:

- Quicker settling down & enhanced comfort levels of the new joiner into TAU, Chittoor
- Integration of new joiners into the Institution's work ethics & Values and motivating them to contribute towards TAU, Chittoor Vision & Objectives
- Providing employees with an understanding of various key SOPs & safety aspects at the workplace

4.0 Induction Process:

HR Department Induction:

Day of Joining

- On the day of the new joiners' arrival, the induction begins at the HR department where all new joiners are requested to report at a fixed time. The new joiners complete their joining formalities i.e. completion of TAU, Chittoor joining forms, confidentiality agreements, declaration of dependents, submission of documentary proof of previous employment,

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educational qualifications, Collpoll Diggi etc.

• **Employee Induction Includes:**

- TAU, Chittoor's Vision & Objectives
- The Quality Policy & TAU, Chittoor Purpose Statement
- The TAU, Chittoor journey – Past, present & future
- The presence of TAU, Chittoor at various Institutions – present & future
- TAU, Chittoor Leadership team & broad responsibilities
- Key People Policies, Processes, Systems & other basics that are a 'Must Know' for every new joiner
- The individual milestones that an employee must complete/ have, over a 4 week period from the date of joining
- A tour of the Unit to familiarize the new joiner with the various locations in the facility

Departmental Level Induction

- The Dean of the new joiner shall introduce her/ him the role expected of her/ him.
- All the Staff will meet Dean, Registrar and the Vice Chancellor as part of their joining induction.
- The Dean shall explain to the new joiner the broad nature of her/ his job and the overall department's structure.
- On Day of joining the Dean shall introduce the new joiner to the immediate team members
- An introductory sharing of the basic work protocols will be done, followed by specific class room training before the new joiner is put onto the regular work schedule.

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Post Induction Check

- At the end of every month, the HR department shall have a feedback as well as an interaction session with new joiners to gauge their impressions of the Institution till date on various aspects of their pre-joining, joining & post joining experiences. This is to help the Institution identify areas for improvement & take appropriate actions based on that and also identify the Institution's process strengths which can be reinforced.

Induction Completion: Induction is considered successful when the individual becomes fully integrated into the Institution and this could be a long term process.

Joining announcement shall be made within 2 weeks of any employee joining.

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Leave Policy	Reference: HR/2025/TAU-01	Revision: 00
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1.Purpose:

To facilitate and improve work- life balance for employees and enable them to meet their personal priorities.

2.Scope & Terms:

This policy applies to all permanent employees of TAU, Chittoor and is as per the Calendar year i.e. January – December

3.Process:

TYPE OF LEAVE	LEAVE POLICY	
	Days	Narration
Casual Leave (CL)	12	*Employee will be eligible for 12 days of casual leave in a calendar year. *One day casual leave will be credited in the beginning of every month. *Employees who join midyear, CL will be credited on a pro-rata basis. *If an employee joins between 01st to 15th, he/she will be eligible for leave for that month. In case an employee joins between 16th to 30/31st of the month, he /she will be eligible for leave only from succeeding month. *Not more than 4 CLs can be availed at a stretch in a month. *Half day casual leave can be availed. * Weekly off between CLs shall be considered as weekly off. *If no Casual Leave balance in the record it will be marked as Leave without pay. *Unused Casual Leave (CL) will be converted as Commuted Leave (CML).
Commuted Leave (CML)	06	*Unused and Balance Sick Leave as on 31st December 2024 shall be carry forwarded as Commuted leave for 2025. *Six commuted leaves shall be granted at the beginning of each year for a period of two years as opening balance from the date of a new employee's joining, following the implementation of this policy. No commuted leave will be granted after two years of service. * Unused Casual Leave will be converted as Commuted Leave (CML). *Commuted Leave cannot be encashed. *CML can be availed either half pay/full pay.

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Academic Leave AL)	15	Academic Leave not exceeding 15 days in a calendar year (paid leave) may be granted to Teaching faculty members for following: *To attend professional Conferences/ Seminars on behalf of the University. *To attend examination duties of any other University/State / National Examination or other similar bodies/institutions; *To attend duties assigned by any statutory/ accreditation bodies. *To deliver guest lectures in Institutions and Universities *Performing any other duty of the University approved by Vice Chancellor. *Academic Leave can be availed in parts. Academic Leave shall not be carried forward and shall lapse at the end of the calendar year. *Academic Leave is limited to 20% of the total faculty of the Department at any point of time. *Academic Leave shall be availed subject to the submission of documentary evidence *The faculty shall submit the proof of participation on the reporting day after availing the AL, failing which the entire leave period shall be considered as LOP/EL. *The faculty shall submit a report on the outcome of the Conference/ Seminar/ Workshop/FDP etc., to the reporting authority.
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Vacation Leave (VL)	30/15	Vacation department is a department where vacations are permitted. The teaching faculty of the vacation department be permitted to be absent from duty during the vacation. Vacation leave shall be availed by the entitled teaching faculty only in lieu of the summer vacation. The exact dates of vacation period will be announced by the Office of the Registrar in advance. Vacation Leave is admissible only to the regular teaching faculty at 30 days/year . Faculty on adhoc will be eligible for 15days per year. The Heads of Institutes ,academic consultants , contract faculty, tenure faculty, guest faculty and non teaching faculty are not entitled for vacation leave. a. Vacation leave cannot be availed without sanction by the competent authority. Grant of vacation leave is subject to the condition that the department will continue to function if necessary, during the vacation. b. Vacation leave will be permitted only if a faculty has put in a total of one year overall physical service. c. Faculty who are on probation , served notice of resignation and suspension are not entitled for vacation leave. d. Faculty members would be required to avail the Vacation Leave during the declared vacation only. e. When a faculty member is retained during summer vacation by the competent authority, he/she will be credited with Earned Leave in the ratio of 3:1 for the detained period. f. At any point of time a minimum of 1/3 of the faculty shall be made available during the summer vacation. Vacation plans with the details of faculty to be retained shall be submitted by the HoD to the Registrar in advance to ensure smooth administration of the department during the vacation. g. When a faculty member is transferred from a non-vacation department to a vacation department, he/she will be eligible for vacation as mentioned above. h. If a faculty/teaching staff working in the vacation department avails vacation leave, he/she should be on duty on the last working day before vacation leave or on the first working day on reopening. Otherwise, the total period of absence shall be treated as earned leave or in case no earned leave is due, by enforcing leave on loss of pay . i. Vacation leave cannot be combined with earned leave. However, the sanctioning authority may permit such combination on the merits of the case.
Earned Leave (EL)	15	Earned Leave entitlement per calendar year shall be as under: *An employee is eligible for Earned Leave on completion of one year service. *Entitlement of Earned leave shall be calculated on monthly basis at 1.25 days a month i.e 15 days in an year for the employees belong to vacation department and 30 days for non-vacation department. *The leave period of LoP will not be considered for the calculation of EL *Balance EL will be carried forward and can be accumulated up to maximum of 30 days. *Any Earned Leave shall be applied by the employee at least 6 days in advance with necessary workload adjustments. EL will not be processed if it is applied within 6 days.

		* Staff in consultant/contract category are not eligible for Earned Leaves. * Encashment of Earned Leave is on Basic not on CTC.
On-Duty Leave (OD)		a. On Duty Leave may be granted to the teaching and non-teaching employees of the University for the following purposes: To attend official duties assigned by the University/School. To attend submission/presentation of research proposal/progress report/final report to the external funding agencies. To attend meetings organized by the regulatory bodies such as UGC, AICTE, APSCHE, etc . To attend meetings organized by the Chancellor /Corporate office Even though there are no higher ceiling prescribed for this leave, the sanctioning authority shall make sure that routine work in the department/office are not affected. The Dean is sanctioning authority for the sanction of On Duty leave up to one day per month . The Registrar is the competent authority for sanction of On duty leave for more than one day for a month to any employee.
Leave During Notice period		*No Leave other than Casual Leave shall ordinarily be granted during Notice Period. If any leave other than Casual Leave is granted during the Notice Period, then relieving period shall be extended by the same number of days.
Leave on Loss of Pay		*Employees may be granted leave on loss of pay if they are not entitled to any leave or have otherwise exhausted their available leave. *The maximum leave on LOP that can be granted in a calendar year, to a probationer shall be 15 days and to an employee in confirmed service, shall be 30 days, on genuine grounds. *Leave on loss of pay shall be excluded for the computation of service of the employee.
ESI Leave		*Employees covered under ESI will be governed as per the ESI Leave Policy as per the Employee State Insurance (ESI) Act 1948 and subsequent amendments, if any. *The other leaves which are not covered under ESI Leave Policy, will be governed as per TAU Leave Policy.
Maternity Leave	180	*Maternity Leave will be governed as per the Maternity Benefit Act, 1961 and subsequent amendments, if any. *Maternity Leave is admissible only to women employees employed either on contract/probation/confirmation directly by the university or any of the constituents of the university. *A woman employee whether permanent or otherwise shall be entitled to maternity leave benefits provided she has worked for a period of not less than 80 days during the twelve months, immediately preceding the date of her expected delivery, in the AIMSAR, or its constituent units. *Maternity benefit is granted up to two living children. Entitlement is based on number of living children and not on number of deliveries. A woman employee giving birth to twins in the first delivery shall not be entitled for the maternity leave for second delivery. However, a woman employee with one living child from the first delivery shall be eligible

		for the maternity leave even if she gives birth to twins in the second delivery. *The maximum period of entitlement for maternity leave shall be 180 days with full pay, of which not more than 60 days shall precede the date of expected delivery. *In case of a miscarriage or medical termination of pregnancy before seven months, a woman employee, on production of prescribed proof, shall be entitled to 45 days leave with pay immediately following the day of miscarriage or medical termination of pregnancy. This benefit can be availed only once in the entire service span of an employee. *In case of miscarriage or medical termination of pregnancy after seven months, a woman employee on production of prescribed proof shall be entitled to 90 days leave or less than that, depending upon the physical status of the employee as mentioned in the medical certificate issued by the consultant, following the day of miscarriage or medical termination of pregnancy. *A woman employee with fewer than two surviving children on valid adoption of a child below the age of one year may be granted child adoption leave for a period of 90 days immediately after the date of valid adoption. *Intimation to the HOD and sanctioning order must be done at least one month before availing maternity leave. *Medical certificate mentioning the expected date of delivery shall be submitted to HOI for availing of the maternity leave. Leave of any other kind, except casual leave, may be granted in continuation of maternity leave, if the request for its grant is supported by a medical certificate. * 6 weeks of Maternity Miscarriage Leave is allowed as per the Maternity Benefit Act, 1961.
Holidays	14	Declared by the University from time to time
Compensatory Off		*Compensatory Leave can be availed for having worked on a Holiday / Weekly Off due to exigencies of work * Employees can avail compensatory off in that calendar year. *Advance information of availing Compensatory Off should be given to the reporting authority in the prescribed leave application and take permission. *Employees can avail compensatory off a maximum one day at a stretch *The competent authority for sanction of compensatory off is the Registrar. * Staff should avail compensatory leave after approval of the Registrar.

The information contained in this leave policy is provided for general guidance and informational purposes only. It does not constitute legal advice or a legally binding agreement. Institution reserves the right to modify, amend, or terminate this policy at any time without prior notice. Employees are advised to refer the current version of the leave policy or consult with the HR department for any specific queries or clarification.

LEAVE RECOMMENDING & APPROVING AUTHORITY

Teaching & Non-Teaching Staff working in the The Apollo University, Chittoor is to follow the leave approval matrix is mentioned below.

S. No	Type of Leave	Recommending Authority (RA)	Approving Authority (AA)	Records
1	Casual Leave	-	HOD/Dean	HRD
2	Commuted Leave	HOD	Dean	HRD
3	Earned Leave	HOD	Dean	HRD
4	Academic Leave	HOD	Dean	HRD
5	Maternity Leave	HOD	Dean	HRD
6	Vacation leave	Dean	Registrar	HRD
7	Compensatory Off	Dean	Registrar	up to one day the Dean is the approval authority; for more than one day, the Registrar is the approval authority
8	On Duty	HOD	Dean	HRD
9	Loss of Pay	Dean	Registrar	HRD

Guidelines to follow:

- Recommending Authority (RA) and Approving Authority (AA) for leave of Dean will be the Vice Chancellor-TAU.
- Faculty handling administrative roles apart from teaching shall be informed to the Registrar-TAU by the Approving Authority (AA).
- All Teaching/Non-Teaching staff are required to apply leaves through online, leave without approval of the Competent Authority through e-mail will be treated as Loss of Pay (LOP). However, Staff can avail Emergency Leave with intimation to the Recommending Authority (RA)/ Approving Authority (AA). Staff shall apply this availed leave on the day of joining back to duties. It shall be the responsibility of the faculty to ensure that leave in emergency situations is duly recommended and approved by the Competent Authorities.
- Any kind of leave more than 14 days shall be forwarded to the Vice Chancellor-TAU for approval.
- Any type of leave shall be supported by the class/admin work adjustment schedule. Any kind of leave without adjustment of work will not be considered for sanction for approval.
- The Approving Authority (AA) shall forward the leave to the HRD for records.

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Email & phone Etiquette Policy	Reference: HR/2025/TAU-01	Revision: 00
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Purpose: To facilitate and improve communication of work related information at TAU, CHITTOOR via the devices of E-Mail & phones, ensuring that these communication channels are utilized optimally & effectively.

To set clear guidelines for what construes as necessary & unnecessary communication and the requisite measures that all at TAU, Chittoor need to take while communicating to individuals within & outside the Institution keeping in mind the overall Institution's interest.

Scope & Terms: This Policy applies to all employees who contribute to the Institution's working & success.

Guidelines for Usage

All communication devices/ methods such as phones, memos & e- mail facility provided to the individuals mentioned in the Scope of this Policy aim at facilitating smooth operations for individuals working at TAU, CHITTOOR.

At any point in time, the messages sent/ exchanged by individuals at TAU, CHITTOOR using official memos, e- mails or phones can be investigated in view of protecting the Institution's interests.

E-MAIL ETIQUETTE

Do's of E- mail Usage:

- Use e- mails for only official communication & not personal messages
 - The mail messages can be used to provide positive messages as well as constructive criticism expressed in a polite and professional manner.
 - At no point in time should the criticism if any, get personal or bear rude language.
 - Mark e-mails carefully only to those individuals who are actively involved in the issue covered in the mail message.
 - A copy can be marked to those individuals who need to be informed.
- Unnecessary copying of too many individuals or addressees may not be necessary until information on an issue being resolved or any message, needs to be communicated once.

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- When a particular mail message is received, it is not necessary to opt for the 'Reply All' option in case you need any clarification from the mail message sender. A message with the clarification required to the sender alone will suffice to avoid logging of the mail boxes of all those originally addressed to in the message.
- Mail messages should be kept as light as possible i.e. without too many attachments or wall papers/ electronic stationery in the mail design, so as to not tie up the network & make the messages difficult to read.
- If a particular message needs to be sent for information to key individuals which has a history of several mail exchanges between various others involved in it, then a summary e- mail is preferable instead of simply forwarding the entire list of mail exchanges which would make it monotonous & ineffective for the key recipients. Instead one could also send a memo with the summary.
- Usage of the internet should be restricted to official use and all Information Systems Security protocols should be carefully adhered to.

Don'ts of E-mail Usage:

- Internal stakeholders are provided access to the internet and Email facility on the basis of their job's need i.e. only for official purposes. The information that is transmitted or stored on or through the servers is the property of TAU, CHITTOOR. The usage of the same for personal purposes should be avoided.
- An e-mail is a business record & hence care should be taken while drafting it. All e- mails are in the custody of the Institution and hence could be requested for, at any point in time if required.
- It is important to ensure that your e- mails do not contain terms, pictures, expressions or message s that could expose the Institution to legal sanctions due to racial, sexual, discriminatory or harassing conduct and also unlawful activities or being interpreted as such. Employees who resort to such mails, will be violating the Institution's Policy & shall be considered for disciplinary actions against them.
- Before using E- mail as a tool for Communication, you should determine whether it is the right tool or not. It might be better to have a direct conversation instead based on the sensitivity and nature of the matter e.g. in a case wherein convincing or negotiation is required, a verbal discussion is much better.
- E- mails should not be used for communicating messages that are commercially sensitive & might have contractual or legal implications for TAU, Chittoor unless used strictly for business purposes & can be securely transferred with requisite approvals by the Sanctioning Authority prior to sending the mail.

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- No mail should be sent using the Institution's information systems & mail i.d. which may infringe upon copy right or any intellectual property rights of other Institutions, thereby causing any liability to TAU, CHITTOOR.

phone Etiquette: Do's of telephone usage:

phones should be used for quick & easy communication especially when an official message needs to be conveyed urgently.

The telephone message once conveyed can be backed up with an e- mail if required, for follow up or documentation especially if it is an important matter.

Phone calls should be received with the Institution's code or message protocols.

Telephone discussions should be professional, simple & concise.

The language used should be polite, non – discriminatory and clear.

While talking on the telephone, the tone and volume of the speaker should be kept low so as not to disturb other colleagues sharing the same work space.

phone discussions can be put on 'speaker phone' only if the call is conducted in an enclosed space/ cabin so as to not disturb other colleagues.

The Apollo University, Chittoor	HR - SOP	Issue No.:01
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Salary Advance Policy	Reference: HR/2025/TAU-01	Revision: 00
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1.0 Purpose:

The purpose of this policy is to provide a mechanism for employees to secure salary advances for urgent monetary needs/ commitments

2.0 Eligibility

Every confirmed employee who served for minimum of one year service is eligible for salary advance. The loan application will be considered only for the following reasons :

- Illness of employee, spouse, parents and children
- Children's education
- Construction of house
- Performing marriage of children
- Any other genuine reason approved by the Vice Chancellor

3.0 Loan Amount

Teaching: An amount equal to the gross salary drawn in last one month.
Non-Teaching: An amount equal to total gross salary drawn in last 2 months.

4.0 Repayment

The salary advance shall be recovered in 12 equal monthly instalments from the salary through payroll deduction without any interest being charged.

5. 0 Requisition

Employees must submit a written request in the prescribed format for a salary advance to the Registrar through proper channel.

6. 0 Approval Process:

Upon receipt of the request, Registrar will place the request before Vice Chancellor for sanction. If approved, the employee need to execute a bond in the prescribed format committing that the employee works for a minimum period of service of 1yr in case of Non-Teaching and two years in case of Teaching Staff. Once the bond is executed the advance amount will be disbursed into the account of the employee.

7.0 Breach of Bond:

In case the borrower resigns the job before the committed period, he needs to pay the remaining balance with applicable interest as decided by the University for getting relieved.

8.0 . Confidentiality:

All salary advance requests and related information will be treated with strict confidentiality and will not be disclosed to unauthorized parties.

9.0 Eligibility for re application:

Employees are eligible to re-apply for salary advance only if the previous advance is cleared.

10.0 Non-Discrimination:

The University will not discriminate employees for sanction of a salary advance based on race, gender, religion, disability, or any other protected characteristic.

11.0 Exceptions:

Exceptions to this policy may be made in extenuating circumstances subject to the approval of vice Chancellor.

12.0 Policy Review:

This policy will be reviewed periodically and may be revised as necessary to ensure its effectiveness and compliance with applicable laws and regulations.

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Mediclaime Insurance Benefits Policy	Reference: HR/2025/TAU-01	Revision: 00
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Purpose

1.0 The objective of this scheme is to Cover & Support medical expenses incurred by employees and their family members.

2.0 Scope

Mediclaime Insurance & reimbursement benefits will be applicable to all Employees salary more than Rs.21,000/- & above from the date of joining. Medical benefit covers the Employee, spouse, dependent children, dependent parents. Medical benefit is available as per the policy Covered.

3.0 General Guidelines

Medical reimbursement claims can be submitted for all domiciliary and hospitalization medical expenses incurred. Medical reimbursement is paid on submission of bills on must be accompanied by cash memos / receipts as proof of having spent the money on account of medical expenses. Prescriptions are not necessary. The same bills will be submitted to the Insurance company for settlement.

Coverage:

Employees considered 21000 & above salaried, employees drawing salary less than 21000 have covered under ESIC (Employee State Insurance Scheme).

Group Medical Insurance with sum insured 3 Lakhs per family.

Coverage Plan 1+3- Self, Spouse and 2 children (If Married).

Coverage Plan-Self only (if Unmarried).

Personal Accidental Coverage 10 Lakh per Staff.

GTLI Coverage as per the level

Students:

Group Mediclaime insured 1 Lakhs per student.

Personal Accidental Coverage 1 Lakh per student.

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Medical reimbursement will be exempt from tax only to the limit to which medical bills have been submitted.

4.0 Procedure

To claim Medical reimbursement, the employee shall submit the Application accompanied by cash memos / receipts as proof of having spent the money on account of medical expenses to the HR department. Payment will be made by cheque.

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Performance Appraisal & Management	Reference: HR/2025/TAU-01	Revision: 00
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Overview:

The Performance Management System enables the Institution to enhance & sustain its performance by aligning employees' goals & contribution to the Institution's Vision and Objectives. It also serves as a platform to provide employees the opportunity to structure and channelise their growth in terms of learning & development and recognition.

Scope:

All confirmed employees eligible for the Annual Performance Assessment.

Objectives:

To align individual performance with the Institution's strategic objectives via goal setting & review, on an annual basis

To differentiate performance contributions vis a vis competencies set

To enhance individual contributions by identifying development areas

To identify/ develop appropriate learning tools/ methods

To reward differing individual performances basis contributions

Assessment Criteria:

Competencies are well defined preset, circulated to all employees.

The HR team plays the role of a Co – Planner wherein it facilitates the assessment process, in terms of communication of the assessment process flow & guidelines to concerned Dean/HOD, providing advice to appraisers, HOD/Dean on appropriate assessment & translating the assessment.

An employee's Performance Assessment as captured in the formats (i.e. Appraisal forms), overall Performance Assessment, is a balanced evaluation of both "Key Responsibilities" & "Competencies" on a five-point rating scale with score out of 100.

The Final Assessment is to result in one of the five ratings enlisted below which are to conform to a normal distribution for respective departments, units & hence the entire Institution:

- Score 75 & Above- Eligible for PBVP as per scale with service increment
- Score 75 & Below-retain PBVP with Service Increment

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Process: Online PMS process in Oracle

Scores & Distribution & Process

Sl. No.	Description of Responsibility	Maximum Points
1	Teaching	30
2	Research	50
3	Admin roles	10
4	Recognition / National & International Conferences	05
5	Student Feedback	05
	Total	100

Self Appraisal

Employee is required to fill the score in self-appraisal format, which is defined with competencies, employee to attach Publications, research work, FDP attended or any relevant documents.

Dean/HOD Assessment:

Dean/HOD of the School carefully review the scores by employee and scrutiny and validate the scores as per the evidence submitted by employee.

Final Assessment:

VC/Registrar, TAU shall moderate the final assessment of Faculty/Non Teaching staff

PBVP Assessment letters will be issued to all employees separately

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Performance Appraisal Discussion Process:

Employee (i.e. appraisee) and immediate Dean/HOD (i.e. appraiser) discuss and then evaluate performance of the employee against the pre-decided criteria.

Post the evaluation discussion, Dean/ H.O.D needs to ensure that evaluation is done appropriately. The reviewer also looks into overall employee concerns in her/ his team.

During review, the Dean/ H.O.D. might alter any of the performance ratings via an informed choice and a discussion with the appraiser.