



AKS University

Satna

The University with Difference

Human Resource Policy



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Human Resource Policy

1.0. Introduction

The Human Resource (HR) Policy at AKS University, Satna establishes the core principles and guidelines that govern our employment practices. This policy is designed to ensure that all employees are managed in a manner that is fair, consistent, and effective, aligning with our commitment to fostering a productive and inclusive work environment.

At AKS University, we recognize the vital role that clear and equitable HR practices play in achieving organizational success. Our policy aims to create a workplace where every individual is treated with respect and dignity, and where their contributions are valued and acknowledged. By adhering to these principles, we seek to promote a culture of fairness and equality, ensuring that employment decisions are made based on merit and qualifications rather than any form of bias or discrimination.

The HR Policy outlines various aspects of employment, including recruitment and selection, compensation and benefits, working hours, performance management, and professional development. It provides clear guidelines on maintaining a safe and supportive work environment, addressing any potential conflicts of interest, and protecting the privacy of employee information.

Our goal is to support and enhance the work experience for all employees, encouraging their growth and development while maintaining a high standard of professional conduct. This policy is not only a framework for managing employment practices but also a commitment to creating an environment where every employee can thrive.

Regular updates to this policy may occur to reflect changes in legal requirements or organizational needs. For any questions or clarifications regarding the policy, employees are encouraged to reach out to the Human Resources Departments.

2.0. Vision and Mission

Vision

To be globally recognized premier Research University dedicated to “Amicable Knowledge Solutions” with ethical leadership, cooperation, community involvement and research prowess converges to forge innovative solutions for societal challenges and contribute to sustainable future.

Mission:

- To promote multidisciplinary sustainable research in all faculties of University, and enhance our position as one of the best research and teaching universities.



- To promote innovation at all level in all faculties of University and provide emphasis on IPR, patents, incubation centre/s and startups.
- Implement updated outcome based curricula (OBE), develop graduate attributes among all students and create student centric teaching and learning environment.
- To develop proper correlation between teaching and research employing new approaches and pedagogies.
- Develop collaborations with premier national and international institute, universities and industries.
- To promote abilities of lifelong learning and life skills among all students and to impart value based and culturally rich education.
- Emphasis on quality education and promote teaching and research on sustainable development goals (SDGs) and protection of our environment.
- To develop capabilities among students to think and work independently.
- To develop fusion between academic and industries in terms of research collaborations, entrepreneurship and internship.
- Ensuring good governance inculcating accountability among all stakeholders of University.
- To provide a platform for all students from various backgrounds including rural students to achieve academics excellence inculcate human values and create an inclusive culture of equality and to be responsible citizens at national as well as global level.
- To contribute to the development of holistic knowledge society.

3.0. Core Values of the University

The core values that inspire AKS University's commitment for excellence and overall transformation of academic culture where everyone can thrive and contribute.

These five core values are as follow:

i. Learning, Engagement, Discovery, Freedom and Opportunity:

- Effective learning, constant engagement and always open to new ideas and



providing multiple options and diversity.

- Support and explore the creation of new knowledge on various frontiers in all faculties.
- Freedom to speak the truth and express it without any fear.
- Collaborations at national and international level.

ii. Creativity, Commitment and Courage:

- Research, innovation and entrepreneurship.
- Search for new methods of thinking.
- Work together in teams and adopt to new change with full commitment.
- Open our mind and imagine for betterment of education and knowledge for the whole world.

iii. Diversity and Inclusiveness:

- Always value different opinions and thoughts.
- Strive to realize full cognitive potential of each student.
- Equity among all with respect and no discrimination.

iv. Responsibilities and Dignity of Work:

- Upholding dignity of work.
- To realize our responsibilities and follow them meticulously.
- Serve as catalyst for positive change.
- Aatma Deepo Bhav. (आत्म दीपो भवः)

v. Leadership:

- Tremendous will to excel for developing Research University.
- Highest degree of integrity and ethical values with futuristic vision.



- Nothing is impossible.

4.0 Objective of the Human Resource Policy

The primary objective of the Human Resource (HR) Policy at AKS University, Satna is to establish a structured and transparent framework for managing our employees in a manner that promotes fairness, consistency, and effectiveness. This policy aims to:

- **Ensure Fairness and Equity:** Provide a fair and unbiased approach to all HR practices, including recruitment, compensation, performance management, and employee relations, ensuring equal opportunity and non-discrimination for all employees.
- **Foster a Positive Work Environment:** Create a supportive, inclusive, and respectful workplace culture where every employee feels valued, respected, and empowered to contribute their best.
- **Support Employee Development:** Promote and facilitate continuous professional growth and career development opportunities, aligning employee skills and goals with the University's mission and objectives.
- **Maintain High Standards of Conduct:** Establish clear expectations for professional behavior and conduct, ensuring that employees adhere to ethical standards and organizational values.
- **Ensure Compliance and Safety:** Adhere to all relevant legal and regulatory requirements, and maintain a safe and healthy work environment for all employees.
- **Promote Effective Communication:** Encourage open, transparent communication between employees and management to address concerns, provide feedback, and foster a collaborative work culture.
- **Protect Employee Rights:** Safeguard the privacy and confidentiality of employee information and uphold their rights in accordance with applicable laws and policies.

By achieving these objectives, AKS University aims to enhance overall organizational performance, employee satisfaction, and institutional success, contributing to a positive and productive academic and work environment.

5.0 Address and Contact Details of the University:

AKS University, Sherganj, Panna Road, Satna - 485001 (Madhya Pradesh)

Ph No:

Email :



6. Code of Conduct

- **Working Hours:** Due to the severity of the cold and in consideration of employee convenience, the university operates on two time schedules of the year , as outlined below:

Timing	Working Hours	Working days
Summar Timing (March – December)	9:00 hrs to 16:30 hrs	6 days in a week with Sunday weekly off (Monday to Saturday)
Winter Timing (January & February)	9:30 hrs to 17:00 hrs	

The working days and hours may change based on the directives of University Management, with approval from the competent authority.

- **I-card:** All employees are required to wear formal dress code on all working days. ID cards must be worn at all times on campus and should be presented to authorities upon request.
- **Reporting on duty upon arrival:** Employees are required to record their attendance in both the Attendance Muster and Biometric system before the start of their scheduled duty hours.
- **Late Reporting:** Employees must report for duty 5 minutes before the scheduled start time on all working days. A grace period of 15 minutes is allowed, but only three instances per month are permitted with prior notice to the Head of Department. Any additional late arrivals will result in a half-day salary deduction. Repeated lateness will be documented in the employee's personal file and may negatively affect performance evaluations.
- **Leaving the campus before time:** Employees are not allowed to leave the campus before the official end of working hours unless they have received permission from the appropriate authority or are on-duty leave. Any deviations from this rule will be reported to the disciplinary committee for further review and action.
- **On-Duty leave:** Employees must fill out the ON-DUTY form and get it signed by the Head of the Department or Dean, then submit it to the Registrar after approval from the Vice Chancellor. The form should include relevant documentation. If documentation is missing, the sanctioning authority will be responsible for verifying the legitimacy of the request.
- **Leave:** Employee must fill the LEAVE form and get it signed by the Head of the Department or Dean, then submit it to the Registrar after approval from the Vice



Chancellor. The form should include relevant documentation. If documentation is missing, the sanctioning authority will be responsible for verifying the legitimacy of the request.

- **Discrimination against Divyang:** Discrimination based on disability is not allowed in any aspect of employment, including promotion or demotion, as long as the individual is qualified and capable of performing the essential functions of the job with “reasonable accommodation”

- **Drug and Alcohol-Free Workplace:**

The University prohibits the illegal distribution, possession, or use of drugs by employees. As a condition of employment, employees must adhere to university policies. If there is reasonable suspicion of drug or alcohol impairment on the job, employees must undergo a medical test. Smoking on campus is also strictly forbidden.

- **Equal Employment Opportunity:** AKS University is an Equal Opportunity Employer, committed to a discrimination- and harassment-free work environment. Employment decisions are based on merit and qualifications. Discrimination or harassment based on race, colour, religion, gender, age, disability, sexual orientation, or other protected characteristics is strictly prohibited.
- **Sexual Harassment:** Sexual harassment of employees or students at the University is strictly prohibited. Offenders will face dismissal or other disciplinary measures, as determined by the Internal Complaints Committee and in accordance with the relevant legal provisions.
- **Employment of Relatives:** No individual shall be employed in a department or unit, which will establish a subordinate- superior relationship between individual and any of his/her relative who is employed in the University through any line of authority. "Line of authority"
- **Attendance:** All employees must adhere to the designated working hours and remain on the premises during these times. If an employee needs to leave for official duties, they must complete an ON-DUTY form, obtain a signature from the Head of Department, and submit it to HR by the end of the month. Failure to do so will result in being marked absent for that day. Oral communications regarding absences will not be accepted. Additionally, all employees are required to register their fingerprint in the biometric system and use it to record attendance. This system is implemented for both attendance tracking and security purposes.



- **Discipline:** All employees must adhere to the University's rules, regulations, and standards of courtesy, conduct, cooperation, ethics, and etiquette. The following actions are considered unacceptable and may lead to disciplinary measures:
 - Rude conduct
 - General misconduct affecting work
 - Unapproved leave from designated work area
 - Napping during work hours
 - Disrupting a colleague's work
 - Bias or preferential treatment
 - Squandering resources
 - Deliberate harm to university assets
 - Accessing restricted areas
 - Frequent absenteeism or lateness

- **Security and Vigilance on Campus:** The University is equipped with a security office that oversees campus security. Everyone on campus is encouraged to actively support security personnel and report any suspicious activity. The University also employs an electronic surveillance system, featuring over 1,200 cameras installed in key locations for effective outdoor monitoring.

- **Private Coaching / Outside Employment:**
 - Employees are prohibited from engaging in part-time coaching or seeking employment or delivering part-time lectures elsewhere, whether for compensation or not, without written approval from the University.
 - Any copyrights, patents, published papers, or discoveries/ideas created by faculty during their employment will be jointly owned by the faculty member and the University.

- **Internet Facility:** Employees are required to use the internet facilities solely for office and academic purposes. Sending unsolicited emails through the University's internet is prohibited. Employees must also avoid downloading material from the internet without



proper acknowledgment of the original source and refrain from watching unsolicited videos.

- **Nonsmoking, non-alcohol and no-tobacco chewing:** There is zero tolerance for smoking, drinking, and tobacco chewing on campus. Such activities are considered serious offenses, and strict action will be taken against any employees or students involved in these behaviours.
- **Keys deposition:** The keys to the University's main office are kept in the security office, while department keys are stored in the department office key cabinet. Keys for department classrooms, labs, and employees' rooms are also held in the department office key cabinet. This system must be adhered to by all University personnel. Additionally, employees are authorized to lock and unlock rooms as needed.
- **Dress Code:** All employees are required to follow the dress code during working days. Faculty members, in particular, should not wear casual clothing such as jeans. Proper dressing etiquette must be observed by all employees at all times.
- **Vehicle parking:** All employees should use the designated parking spaces to facilitate effective University administration.
- **Teaching Load & Other Responsibilities**
 - Assistant Professor: Must teach minimum 3 courses per semester.
 - Associate Professor: Must teach minimum 2 courses per semester
 - Professor: Must teach minimum 1 courses per semester
- **Additional Responsibilities:**
 - The Department Head may assign various roles and responsibilities to teaching staff based on departmental needs.
 - Any changes in workload due to these assignments can be adjusted after discussion with the respective School Dean and Vice Chancellor.
 - Faculty members are expected to follow the University's administrative orders as updated.
 - Work may include weekends and evenings, and no additional remuneration will be provided for these hours.
- **Confidentiality and Usage of University property:**
 - Faculty must maintain confidentiality regarding all information acquired during



their employment at AKS University and must not disclose it to unauthorized individuals, either verbally or otherwise, at any time.

- This confidentiality also applies to student records. Faculty are expected to respect the privilege of using University property, goods, or cash entrusted to them and must account for these items when required.
- Faculty will be held responsible for any losses resulting from wilful neglect or default.
- Any equipment loaned to faculty, such as laptops, must be used solely for University-related purposes.

7. Duties & Responsibilities

7.1 Dean of the Faculty

- The Dean shall be responsible for overall supervision and control of the faculty and the conduct of teaching, evaluation and research work in the Departments comprised in the faculty.
- The Dean shall be exercising such other powers and perform such other functions and duties as may be assigned to him by the Board of Management or the Vice Chancellor or the Ordinance.
- It is the responsibility of the Dean to ensure ambient environment to the facilities in the department.
- Dean shall review the progress of the subject teaching by the faculties monthly and submit the report to the Vice Chancellor.
- It is the responsibility of the Dean to review the availability of the lab equipment and lab facility of the department and act accordingly to make available.
- It is the responsibility of the Dean to review the adequacy of the faculty in the department and act accordingly to provide to the department.
- It is the responsibility of the Dean ensuring quality education by the department.
- It is the responsibility of the Dean to take action for academic training and placement of the students. However, Dean may take help of Director (Training and Placement)



- The Dean shall be the Chairman of the faculty and shall be responsible for observance of the Statutes, the Ordinances and the Regulations relating to the faculty.

7.2 Duties & Responsibilities of the HOD

7.2.1 Duty related to Pedagogy

- Planning for the semester
- Curriculum Development
- Assessment and evaluation as per Revised Bloom's Taxonomy (2011) both internal and external
- Encourage students to undertake online courses such as MOOCs courses, SWAYAM, NPTEL, ISRO and open university courses in each semester and credit are transferred to ABC account of student.
- HOD will prepare and execute the mentor and mentee plan.
- Report of induction program in detail
- Introduction of certificate courses
- To allocate the teaching load to the teachers of the own department for departmental programme.
- Curriculum revision action in every semester with proper documentation (Soft and Hard) and submit to Vice-Chancellor.
- Keep the track of the teaching progress (including Lab) of the subject allocated to the teacher and act accordingly.
- Fortnightly organize the Group Discussion and Paper Presentation, for the Pre-final and final year students.
- Encourage student to take multi-disciplinary courses from various faculties and department of university and make sure that credit is transferred to ABC account of students.
- To organize the extra class for weaker student
- Approval of the Teaching Plan of the faculties for every week.
- Arrangement special lectures/web lectures as per guide line as per NAAC.

7.2.2 Administrative Responsibilities

- Prepare academic calendar of department in advance and share to all students.



- Prepare of time table as per guide line and display in (NS-2) and departmental notice board well in advance before commencement of the semester.
- Feedback of student, faculty, alumni and parents.
- Report of the semester (in details) as per NAAC 7 criteria.
- HOD will intimate weekly to the Dean the following
 - ✓ Teacher present not taken classes
 - ✓ Teacher absents without prior approval of leave.
 - ✓ Any other important event of the department
- HOD take feedback from the students about the teaching of the teacher an intimate the subject teacher if any improvement is required.
- HOD will not keep pending of sanction of leave of the teacher.
- HOD will display the name of the students with less than 75% attendance on the notice board every month.
- HOD will report to the Vice-Chancellor about the teacher who is taking frequently leave/ absent during the session.
- Not to issue training letter to the students having less than 80% attendance in case of the programme where training is not mandatory as per curriculum.
- Submit the appraisal form of faculties to Dean.
- To organize a D-IQAC meeting fortnightly to review the teaching progress of the program.

7.2.3 Promoting Research activities in the department

- Promote writing of research proposal among the faculty.
- Promote skill development/ arrange workshop/ Seminar/ per year with funding from various agencies such as Govt., NGOs etc.
- Allotment of research project in all startup.
- Put lot of emphasis on practical courses.

7.3 Duties & Responsibilities of the Teaching Faculty

- i. Teacher of the concerned department should submit his/her 5 subjects in order of preference to teach out of the all subjects of the semester to HOD.



- ii. In addition to the expertise area, the teacher should opt a new subject/topic in each semester.
- iii. If a faculty is under load he/she is supposed to inform in written/UMIS to HoD.
- iv. The subject teacher will prepare his “Teaching Plan” unit wise and topic wise with approval of HoD.
- v. The subject teacher will upload the copy of the Teaching plan (theory & practical) on the UMIS (NS-2) before commencement of the session.
- vi. In case the topics/units could not be completed as per the plan within time target, the subject teacher will organize the extra class within 15 days and regularize the teaching progress.
- vii. The Faculty/ Subject Teacher are advised to prepare their lecture notes and study materials at least two lectures in advance.
- viii. The Faculty/ Subject Teacher may circulate the soft or hard copy of the lecture notes /study materials to the students, if required.
- ix. The Faculty/ Subject Teacher will organize one class test and give at least one assignment in each Unit to the student.
- x. The Faculty/Subject Teacher with consultation of HoD will identify the brilliant students of the class and will give special attention/extra.
- xi. The Faculty / Subject Teacher will prepare a subject file for each subject,
- xii. The faculty of subject teacher will maintain the attendance of student in a separate file also.
- xiii. The faculties are advised to take attendance in the attendance sheet down loaded from the UMIS (NS-2) not on the loose sheet.
- xiv. It is the duty of the subject teacher (theory and Practical) to record the attendance in the NS-2 every day after taking the classes. In case of non availability of system, he/she should record the same next day without fail with permission of HoD.
- xv. The faculties will submit the self declaration to the respective HoD every month.
- xvi. It is mandatory for all the teacher top attuned the morning meeting of HoD.



- xvii. The teacher will take the class allotted by the HoD for the day in addition to his/her regular class.
- xviii. The concern teacher should be present during the lab experiment of his allocated subject.
- xix. It is the responsibility of the teacher to monitor the lab experiment of his theory subject incase the lab is not allocated to him/her.
- xx. The teacher will follow the instruction of the Controller of Examination issued from time to time with intimation to the HoD,

8 Recruitment and Selection

- **Job Postings:** All job openings will be advertised internally and externally as appropriate.
- **Application Process:** Candidates are required to submit their applications through the official application channels.
- **Selection Criteria:** Candidates will be selected based on their qualifications, experience, and suitability for the position.

9 Employment Types

- **Full-Time Employees:** Employees who work the standard hours defined by the University.
- **Part-Time Employees:** Employees who work fewer hours than the standard full-time hours.
- **Contractual Employees:** Employees hired for a specific period or project.
- **Temporary Employees:** Employees hired for a short-term period to meet urgent needs.

10. Term and condition of employability

10.1 Compensation and Benefits

- **Salary Structure:** Salaries are determined based on the position, qualifications, experience, and market rates.
- **Pay Schedule:** Employees will be paid on a monthly basis.



- **Benefits:** Benefits may include health insurance, retirement plans, paid leave, and other perks as detailed in the benefits handbook.

10.2 Working Hours and Attendance

- **Working Hours:** Standard working hours are from [start time] to [end time], Monday through Friday. Specific hours may vary by department.
- **Attendance:** Employees are expected to adhere to their work schedules and notify their supervisor in advance of any absences.

10.3 Leave Policies

- **Annual Leave:** Employees are entitled to [number] days of paid annual leave per year.
- **Sick Leave:** Employees are entitled to [number] days of paid sick leave per year.
- **Public Holidays:** Employees will be given leave on recognized public holidays.

10.4 Performance Management

- **Appraisals:** Performance appraisals will be conducted annually to review employee performance and set objectives.
- **Feedback:** Continuous feedback will be provided to help employees achieve their goals and improve performance.

10.5 Professional Development

- **Training:** The University encourages employees to engage in continuous learning and will provide access to relevant training and development programs.
- **Career Growth:** Employees will have opportunities for career advancement within the University based on performance and availability of positions.

10.6 Code of Conduct

- **Ethical Behaviour:** Employees are expected to act with integrity, respect, and professionalism in all interactions.
- **Conflict of Interest:** Employees must disclose any potential conflicts of interest and avoid situations that could impair their judgment or create a conflict.

10.7 Disciplinary Actions



- **Procedure:** Disciplinary actions will be taken for violations of University policies or unacceptable behaviour, following a fair and consistent procedure.
- **Appeal:** Employees have the right to appeal disciplinary decisions through the established grievance process.

10.8 Disciplinary Action

Employers are required to establish and uphold satisfactory standards of conduct and performance at work. Employees should be clearly informed about the expected standards and the consequences of failing to meet them. Consequently, disciplinary procedures are a crucial aspect of an employer's overall responsibilities. While disciplinary actions may involve sanctions, their primary aim is to maintain and enhance workplace standards.

a) These procedures and disciplinary rules are designed to create uniform and fair standards across the University, ensuring that disciplinary measures are applied in a just and appropriate manner based on the specifics of each case.

b) Normally, formal disciplinary action is preceded by informal counselling, where the employee is informed of any deficiencies in performance or behaviour. During this stage, the employee's shortcomings are discussed with the Head of the School or Department.

c) It is anticipated that most issues can be resolved through informal counseling. However, the disciplinary procedure may be enacted at any stage if the nature of the alleged misconduct or unsatisfactory performance necessitates such action.

d) The Head of the Department will present the concerns to the employee, who will be given the opportunity to respond. Heads of Departments are required to provide appropriate advance notice of any allegations and evidence, in line with principles of natural justice. A written record of all disciplinary hearings and appeals will be maintained.

e) If an employee's conduct or performance remains unsatisfactory, a formal disciplinary hearing will be convened by the Head of the School/Department, Registrar, Vice Chancellor, and Director of HR. Should the employee's explanation be deemed inadequate, action will be taken based on the committee's recommendations.

f) As a general policy, GU does not permit class substitutions. However, in exceptional circumstances, a maximum of six substitutions per faculty per semester is allowed, covering all courses taught by that faculty (Theory + Lab). A matrix detailing actions for defaults related to class attendance, excessive substitutions, and the failure to upload course materials and attendance records has been distributed.

First default

First Written Warning



Second default	Second written warning with LWP
Third default	Three days salary deduction
Fourth default	Termination

11.0 Minimum qualifications for appointment the faculty positions

11.1 General Rules

- The minimum qualifications required for the post of Assistant Professors, Associate Professors, Professors, Assistant Directors, Deputy Directors and Director of Physical Education, Assistant Librarians, Deputy Librarians, Librarians will be those as prescribed by the University Grants Commission from time to time. The Regular appointment shall be applicable.
- The minimum requirement for the appointment to the post of Assistant Professor shall be a good academic record, 60% marks at the undergraduate and master's level and qualifying in the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test-SLET/SET).
- NET/SLET/SET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professors provided, however, that candidates, who are or have been awarded Ph. D. degree in compliance of the "University Grants Commission (minimum standards and procedure for award of Ph.D. Degree), Regulations 2009, shall be exempt from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions.
- NET/SLET/SET shall not be required for such master's degree Programmes in disciplines for which NET/SLET /SET I accredited test is not conducted.
- The 60% marks at Master's level should be insisted upon for those recruited as teachers at any level from Industry and Research institutions.
- The Ph.D. Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors and for other have to complete by 2022.
- For Council Driven programs the rules of the Council shall be considered as min. eligibility.

11.2 Assistant Professor

Essential: First Class Master's Degree in the appropriate branch of Engineering & Technology.

Without prejudice to the above, the following conditions may be considered desirable:

1. Teaching, research industrial and I or professional experience in a reputed organization
2. Papers presented it Conferences and/ or in refereed journals

11.3 ASSOCIATE PROFESSOR

Essential: A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engineering & Technology, and experience of eight years in teaching, research and / or



industry at the level of Assistant Professor, excluding period spent on obtaining the research degree.

OR

In the event the candidate is from industry and the profession, the following shall constitute as essential:

- First Class Master's Degree in the appropriate branch of Engineering & Technology.
- Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engineering, & Technology, and industrial / professional experience of eight years in a position equivalent to the level of Assistant Professor.

Provided that the recognition for significant professional work shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Executive Council of the University. Without prejudice to the above, the following conditions may be considered desirable:

- Teaching, research industrial and / or professional experience in a reputed organization.
- Published work, such as research papers, patents filed / obtained, books, and/ or technical reports.
- Experience of guiding the project work / dissertation of PG / Research students or supervising R&D projects in industry.
-

11.4 Professor

Essential: A Ph.D. Degree with First Class at Bachelor's or Master's Level in the appropriate branch of Engineering, & Technology, and experience of ten years in teaching, research and /or industry. Out of which at least five years at the level of Asst. Prof/Reader or equivalent grade.

OR

In the event the candidate is from industry and the profession, the following shall constitute as essential.

First Class Master's Degree in the appropriate branch of Engineering & Technology. Significant professional work which can be recognized equivalent to a Ph.D. Degree in appropriate branch of Engineering, & Technology, and industrial / professional experience of ten years. Out of which at least five years at senior level of Asst Prof/Reader or equivalent grade. Provided that the recognition for significant professional work shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Executive Council of the University. Without prejudice to the above, the following conditions may be considered desirable:

- Teaching, research, industrial and /or professional experience in a reputed organization;



- Published work, such as research papers, patents filed / obtained books, and/ or technical reports;
- Experience of guiding the project work/dissertation of PG /Research Students or supervising R&D projects in industry
- Demonstrated leadership in planning and organizing academic, research, industrial and I or professional activities
- Capacity to undertake / lead sponsored R&D, consultancy and related activities.



STATUTE NUMBER 21
APPOINTMENT OF TEACHERS OF THE UNIVERSITY

- (1) For the teaching positions in the University namely the Professors, Associate Professor, and Assistant professor, the Board of Management may recommend to the Governing Body for filling up the vacancies available in different departments/schools/centre of excellence/institutes/faculty of the University.
- (2) The Governing Body shall access the recommendations of the Board of Management and approve filling up of teaching vacancies through an open advertisement (print or electronic media including the University website) and selection process from time to time.
- (3) Teaching positions (Professors, Associate Professor, and Assistant professor) shall be advertised in the News Papers or job portals or on the website of the University mentioning the eligibility norms for each advertised post as per the norms prescribed by the University Grants Commission (UGC) or any other concerned Regulatory Body.
- (4) A Screening Committee constituted by the Vice-Chancellor and duly approved by the chancellor, shall screen all the applications and prepare a summary of all the candidates satisfying the essential qualifications and to be called for the interview.
- (5) Summary of all the screened applications shall be made available to the Selection Committee at the time of interview.
- (6) The Selection Committee shall consist of the following members;
 - (i) The Vice-Chancellor : Chairman
 - (ii) Three subject experts, from a panel of experts, nominated by the Vice-Chancellor and approved by the Chancellor. However the chancellor has the power to approve any other person as subject expert outside the panel and also has the power to add or delete the any name in the panel.
 - (iii) Dean of the concerned faculty/school/institute.
 - (iv) One person nominated by the chancellor.
 - (v) One person nominated by the sponsoring body.
- (7) The Selection Committee shall recommend to the Governing Body for approval, the names, arranged in order of merit, if any, of the persons who it considers suitable for the



appointment against each post. If in case none of the candidate is found suitable, then the same shall be indicated accordingly.

Provided that no recommendation shall be made unless at least two subject experts and the nominee members under clause 6 (iv) & (v) are present in the Selection Committee meeting.

- (8) After the approval of the Governing Body the entire selection file shall be sent to the Chancellor for his final approval for each appointment. Provided that the chancellor has the right to cancel or reject the whole selection process or a part of it as well as has the right to cancel or reject the all names or any name, from the selection lists of varies positions, without assigning any reason.

After obtaining the approval from chancellor, the appointment letters shall be issued by the Registrar. Provided that every teacher shall be initially appointed on probation, whose maximum duration shall be of two years, except for the post of professor for which the probation period shall be one year.

- (9) In addition to full-time teachers, the Board of Management after obtaining prior permission from the Chancellor may also decide to engage for a fixed period, part-time, contractual and / or assignment based positions or teaching associates, either through direct recruitment or out-sourcing. Provided that before appointing any person for above mentioned work / assignment the final approval must be obtained by the chancellor.

The terms and conditions (such as honorarium, TA/DA, conveyance charges etc) of such engagements will be decided, from time to time, by the Board of Management with the final approval of the chancellor.

- (10) The terms of service conditions of teachers and arbitration procedures shall be as prescribed by the Regulations.
- (11) Seniority of various categories of teacher shall be maintained by the University in accordance with length of continuous service in a cadre by registrar.
- (12) The retirement age of a teacher shall be as per regulatories body, UGC, AICTE, MCI, BCI etc. norms.



STATUTE NUMBER 22
CATAGORIES OF THE NON-TEACHING EMPLOYEES

- (1) The following types of non-teaching employees will be employed by the University
 - (i) Permanent and regular employees,
 - (ii) Probationary employees,
 - (iii) Contractual employees,
 - (iv) Casual employees,
 - (v) Workers from outsourcing.
- (2) Permanent employee means an employee who is appointed against a clear vacancy. The probationary period for such employees will be one or of two years as decided by the chancellor.
- (3) Contractual employee means an employee who is appointed on contract for a specified period.
- (4) Casual Employee means an employee who is engaged on the daily basis.
- (5) The terms of service conditions of all the above types of employees except workers from outsourcing and arbitration procedures shall be as prescribed by the Regulations.



Annx-I

Ref.no.: AKSU/Estt.1//21

Date :

To,

.....
.....
.....

Subject: - Invitation to participate as Subject Expert on interview Committee.

It is my pleasure to invite you to participate in interview Committee as subject Expert to conduct the interview for recruitment of the faculty(s) for our Faculty of Agriculture Science and Technology. The interview has been scheduled to be held on ----- at ----- hrs by online mode.

Kindly convey your consent for suitability of date and time at the earliest to make necessary arrangements at our end.

With regards

Registrar/Director
(Admn.)
AKS University, Satna

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AKS University, Satna

RECRUITMENT DRIVE - -----

1. Name of Faculty: - -----
2. Name of Department: -_-----
3. Date of Interview: - -----
4. No. of Applications received: - -----
5. No. of Applications shortlisted and called for interview: - -----
6. No. of candidates appeared in the interview: - -----

Based on performance in the, academic background , relevant credentials and interview following candidates are recommended in order of merit by the interview committee to consider for the Post of -----.

- 1). _____
- 2). _____
- 3). _____
- 4). _____
- 5). _____
- 6). _____

Interview Committee

1. -----
2. -----
3. -----
4. -----
5. -----



FACULTY DEMO CLASS SUMMARY SHEET

(A). FACULTY TAKING THE DEMO CLASS.

NAME of Candidate: - _____

FACULTY / DEPARTMENT: -

SUBJECT IN DEMO: -

DATE & TIME :-

NAME OF PERSONS ATTENDING THE DEMO: -

FIELDS FOR SUMMARISING THE DEMO CLASS

(B).

S.NO	FIELDS	EXCELLENT	GOOD	AVG	POOR	REMARK
1.	SUBJECT KNOWLEDGE					
2.	COMMUNICATION SKILL					
3.	PERSONALITY					
4.	LANGUAGE EXPERTISE					HINDI /ENGLISH BOTH

ASSESSED BY

Recommendation :- Yes (.....)/ No. (.....)

NAME & FACULTY / DEPTT. :-

Signature.

Date. :-



Annx-III

**AKS University, Satna
Interview Attendance Sheet of the Candidates**

Date: -.....		Branch.....				
Sl o.	Name	Contact No	Specialization	Last Qualification	Address	Sign



ANNX-IV

AKS University, Satna

Ref: AKSU/
Date:

INTERVIEW CALL LETTER

To

Sub: Interview for the post of -----

Dear Sir/Madam,

This is with reference to our advertisement for the post ----- dated -----and subsequent received of your Curriculum Vita our scrutiny committee shortlisted for the interview / personal discussion.

We are herewith intimated that your interview for the above post will be held on dated ----- at -----hrs at our Block -A room no A-1 (ground floor).

We my request you to attend the interview at the schedule, Incase you are not interested intimate the under signed either by the below phone no or email.

Mob. 08889477776, 08889937776
Mail id. registrar@aksuniversity.com
Mail.id. hr@aksuniversity.com

We solicited your kind cooperation

Thanking you

Yours Sincerely

Registrar
AKS University, Satna