

Title: APAR Continuing Education Assistance Policy for Employees

Released by – Head HR

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CONTINUING EDUCATION ASSISTANCE POLICY FOR EMPLOYEES

1. Objective:

To provide a framework for continuing education of the deserving employees in the APAR Group through Assistance to support upgrade their knowledge, skills & qualification.

2. Scope:

This policy is applicable to the Permanent or the Staff Cadre employees in the APAR Group. Staff Cadre has been defined in the Work Level as defined in Competency Framework.

3. Course & Coverage:

The employee can opt for following courses relevant to the requirements of his/her job in the present or in the near future duly approved by the Reporting Manager and the HOD.

- Professional development - Short term programs (duration <=10 days)
- Education programs - Long term University accredited certification/diploma/MBA or equivalent courses (duration - 3months – 3 years)
- MOOCs (Massive Open Online Courses)

4. Eligibility:

An eligible employee under this scheme should be below the age of 60 and should have:

- At least 2 years of service in the Group/Unit.
- A Bachelor's degree from a recognized university.
- Potential to grow at least 2 levels in terms of Work Level as assessed by the HOD.
- Approval of Reporting Manager & HOD should be required.

If the employee wants to enroll in the continuing education assistance program again, he/she can do it after a gap of 5 years from the date of previous enrollment.

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5. Employee Commitment:

Having decided to go for an educational course, an employee would require a considerable level of investment of time and energy for completing this educational course. On an average a working professional should be able to complete an educational program within the duration of course with an additional 2 years grace period.

6. Number of Assistance seats in a financial year

The numbers of seats for Education programs - Long term University accredited certification/diploma courses (duration – 3 months – 3 years) as per business have been arrived at by looking at the Staff workforce in that business. The numbers of seats being proposed for each business are as follows:

Business	No. of Seats (in a Financial Year)
Conductor	5
Cables	5
Oil & Lubricants	5
Shared Services	5

The number of seats for other programs have no limitation subject to a maximum of two courses for an employee in a year for Professional development - Short term programs (duration <=10 days) programs and two courses in a month for MOOCs.

7. Reimbursement of Course Fee:

- The employee has to submit the receipt of payment of fees paid to the company for reimbursing the fee.
- The aggregate score should be minimum 50% to claim the amount.
- 70 % or less of the course fee (tuition fee) but not more than the amount as mentioned below, cadre wise.

Grade	Upper limit for short-term course (per day) (In Rs.)	Upper limit for long-term course (In Rs.)	MOOCs (In Rs.)
SMC	15,000	Case to case basis	10,000 per person
MMC	10,000	2,00,000	
JMC	7,500	2,00,000	

- In case, the course fee is more than as indicated in the table above, the employee in JMC and MMC will submit presentation as detailed in Annexure-II to his Reporting Manager and HOD. On the recommendation of HOD, HR will sent the proposal for approval to Management. The employee in SMC will submit presentation to his HOD and/or Business Head. On the

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recommendation of HOD or Business Head, HR will sent the proposal for approval to Management.

8. Employee separation during the program

All employees who avail of the Assistance Program for long-term course will need to sign a Bond equivalent to the value of the course for continuing to work for a period of three years after completing the program. If employee leaves due to some reasons then the below mentioned amount need to be returned to the Company:

S. No.	Period	Refundable Amount in %
1	Within 18 months of completion of course & reimbursement	100%
2	Between 18 - 36 months	50%
3	After 3 years	0%

9. Assistance Application Process:

As illustrated in Annexure – II.

10. Study Leave

A study leave of 5 (five) working days per year is being approved for all selected employees who pursue an education program. This will be over and above the PL, SL, & CL balance of the employee. This leave will lapse at the end of each calendar year and cannot be clubbed with any other form of leave and is also not encashable. Employee undergoing the course must not use office hours for study.

11. Role of the Manager

As a mentor and a coach, the Manager and the Division HR play a very crucial role. The way in which they could help is:

- To communicate this scheme widely and recommend the right candidates
- To support a selected employee & assist him/her by providing different forms of help e.g. infrastructure - access to internet, etc.
- To facilitate his / her learning by helping secure study leave for exams etc.
- To provide continuous guidance and feedback to the learner e.g. selection of the right projects, assignments etc.
- Guide and motivate him / her through this demanding phase, where the employee is expected to balance his job and learning.

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12. Career Opportunities

This is an opportunity provided by the Apar Group for continuing one's education and upgrading qualifications and skills while working in the Group. However, career enhancement will depend upon an individual's performance, potential and vacancies. There is no commitment of a new assignment / role at the completion of an education program.


13. Selection

The Directors/Business Heads and Division HR will select individuals from their Division as per the eligibility outlined in point no. 4 and send the nominations to Corporate HR. From thereon, the selection process as outlined in point no. 6 & 8 will be applicable. The nominations should reach Corporate HR by 30th September every year. Corporate HR would advise the further steps for Assistance and administration of the Program.

14. Enrolment:

The employees can avail themselves of this facility by enrolling for any courses enlisted in the Annexure - I. However, the Institute should be reputed and the course, a recognized one preferably.

Process Owner: Head HR


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Chairman and Managing Director

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Annexure - I

Any courses not finding mention in said list will need approval of HR Head and CMD/MD to be covered by the policy.

- LLB/B.A./B.Com./B.SC.
- PhD
- M.Com./M.Sc./M.A.
- MBA/M.Tech/MCA/PMP
- CA/CS/CDCS/CFA
- Six Sigma/QMS/QC/Kaizen
- CAD
- Digital Marketing
- Digitization
- DATA Analytics
- SAP/ERP/HRMS
- AI/ML/VR/AR
- Robotics/IOT
- Nano Technology
- Industry 4.0
- Certification in functional specialization from reputed institutes

Note : This is an illustrative list and not an exhaustive one.

Annexure - II

Assistance Application Process

For Long-term and Short-term programs:

The presentation should include the following details:

- Course name
- Type of qualification being pursued
- The name of the educational institution in which the course will be undertaken
- The duration of the course, indicating whether it will be completed on a part-time, fulltime or by distance learning basis
- A list of the course subjects
- An itemized list of the costs involved in completing the course (e.g. course fees and other expenses expected to be incurred such as textbooks, travel, boarding and lodging etc.) and evidence to confirm these costs
- An explanation of how the course of study directly relates to the employee's current/prospective job description and responsibilities and how it will contribute to the employee's career development.
- An explanation of how the course of study is relevant to the business objectives of APAR.
- Employee may not seek assistance for courses for which they have already enrolled/completed prior to the announcement of this policy.

For MOOCs:-

A massive open online course (MOOC) is an online course aimed at unlimited participation and open access via the web. Most of these courses can be taken for free, by registering on the respective MOOC platform (EdX, Coursera, Udacity, Udemy, Upgrade, etc.), however, there may be a small certification fee attached to the course. The courses are put together by world's best universities and instructors.

Employee needs to register with the MOOC platform and select a course of their choice. Once selected, they need to send an email to Location HR Head with details of the course/s applied. The mail should also include details of financial assistance, if any, needed for the course.

Approval process:

Reporting and Reviewing Manager, on receipt of such application for Long term and Short term course would consult along with the Location HR Head and Division Head, for approval or rejection.

Post approval from the Division Head and HR Head, the recommendations would be sent to the Management.

Final approval of the application is at the sole discretion of the Management.

It is the responsibility of the Reporting Manager that the entire approval process should be completed within 15 days from the receipt of application from the employee. Final Approval/rejection to be communicated, to the employee, in writing.

Approval Process for MOOCs:

MOOC applications need not undergo a formal approval process. However, the employee needs to intimate the reporting manager and the HR Head via an email about them taking up a MOOC course. In case the employee wants APAR to sponsor the course certification, they need to take approval from the reporting manager and share the same with HR Head.

Each Division may approve any number of MOOCs for their employees, basis their budget availability and considering the employee's past performance and benefit to the company.