

## MAJOR ADMINISTRATIVE COMMITTEES OF AMET

### a) List of Administrative Committees

1. Board of Management
2. Academic Council
3. Finance Committee
4. Planning and Monitoring Board
5. Board of Studies

### Powers of Administrative Committees

| S.No. | Name of the Committee | Powers of the Committee  | No. of Meetings per Year | Composition of the Committee  |
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| 1     | Board of Management   | <ul style="list-style-type: none"> <li>• To establish, on the advice of the Academic council, Divisions and Departments for the academic work and functions of the institution deemed to be University and to allocate areas of study, teaching and research to them;</li> <li>• To create teaching and academic posts, to determine the number, cadres and qualifications thereof as approved by the</li> </ul> | 4/year                   | <ul style="list-style-type: none"> <li>• Vice-Chancellor- Chairperson</li> <li>• Pro Vice-chancellor (wherever applicable)</li> <li>• Deans of Faculties not exceeding two (by rotation based on seniority)</li> <li>• Three eminent academicians as nominated by the Chancellor</li> </ul> |

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|  |  | <p>Commission, and statutory body concerned and the emoluments of such posts in consultation with the Finance Committee;</p> <ul style="list-style-type: none"> <li>• To appoint such Professors, Associate Professors, Assistant Professors and other academic staff as may be necessary on the recommendation of the Selection Committee;</li> <li>• To lay down the duties and conditions of service of the Professors, Associate Professors and Assistant Professors and other academic staff of the institution deemed to be University in consultation with the Academic Council;</li> <li>• To provide for appointment of Visiting fellows and Visiting Professors;</li> <li>• To create administrative, ministerial and other necessary posts in terms of the cadres laid down and to make appointment thereof in consultation with the Finance Committee:</li> </ul> |  | <ul style="list-style-type: none"> <li>• One eminent academic to be nominated by the Central Government in consultation with UGC.</li> <li>• Two teachers (from Professors, Associate Professors) by the rotation based on seniority</li> <li>• Maximum of two nominees of the sponsoring Society/ Trust/ Company</li> <li>• The Registrar, who shall be the Secretary.</li> </ul> |
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|  |  | <ul style="list-style-type: none"><li>• To constitute, for the benefit of the teaching academic, technical, administrative and other staff, such as pension, insurance, provident fund and gratuity as it may deem fit and aid in the establishment and support of Association, Institutions, Funds, Trusts and conveyances calculated to benefit the staff and the students of the Institution deemed to be University;</li><li>• To regulate and enforce discipline among the employees of the institution deemed to be University and to take appropriate disciplinary action, wherever necessary;</li><li>• To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the institution deemed to be University;</li><li>• To grant leave of absence to the Vice-Chancellor and to make necessary</li></ul> |  |  |
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|  |  | <p>arrangements for carrying on his / her functions during the period of absence;</p> <ul style="list-style-type: none"><li>• To approve the award of Degrees and diplomas based on the results of examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions;</li><li>• To fix the emoluments and travelling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee;</li><li>• To institute Fellowships, including Travel Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the Rules to be framed for the purpose;</li><li>• To advise the Sponsoring Society / Trust / Company on matters regarding acquisition management and disposal of</li></ul> |  |  |
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|  |  | <p>any immovable property on behalf of the institution deemed to be University;</p> <ul style="list-style-type: none"><li>• To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the institution deemed to be University, on such terms and conditions as it may deem fit and proper, and to construct or alter and maintain any such building(s) or work(s);</li><li>• To transfer or accept transfers of any movable or immovable property behalf of the institution deemed to be University;</li><li>• To execute in consultation with the Sponsoring Society / Trust / Company conveyance, transfer Government Securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, movable or immovable, belonging to the institution</li></ul> |  |  |
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|  |  | <p>deemed to be University or to be acquired for the purposes of the institution deemed to be University;</p> <ul style="list-style-type: none"><li>• To issue appeals for funds for carrying out the objectives of the institution deemed to be University and, consistent with the provisions of the objectives, to receive grants, donations, contributions, gifts, prizes, scholarship, fees and other moneys, to give grants and donations, to award prizes, scholarships, etc.</li><li>• To raise and borrow in consultation with the Sponsoring Society / Trust / Company money on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the institution deemed to be University, or without any securities, upon such terms and conditions as it may think fit and to pay out of the funds of the institution deemed to be University, all</li></ul> |  |  |
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|  |  | <p>expenses incidental to be raising of money and to repay and redeem the money borrowed;</p> <ul style="list-style-type: none"><li>• To draw and accept and make and endorse discount and negotiate Government of India's and other promissory notes, bills of exchange, cheques or other negotiable instruments;</li><li>• To maintain a fund to which shall be credited;<ul style="list-style-type: none"><li>a. all moneys provided by the Central or State / UT Government(s) / University Grants Commission;</li><li>b. all fees and other charges received by the institution deemed to be University;</li><li>c. all money received by the institution deemed to be University as grants, gifts, donations, benefactions, bequest or transfers and</li></ul></li></ul> |  |  |
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|  |  | <p>d. all money received by the institution deemed to be University in any other manner or from any other source;</p> <ul style="list-style-type: none"><li>• To open account or accounts of the institution deemed to be University with anyone or more scheduled banks and to lay down the procedure for operating the same;</li><li>• To deposit all moneys credited to the funds in scheduled banks or to invest them in consultation with the Finance Committee;</li><li>• To invest the funds of the institution deemed to be University or money entrusted to the institution deemed to be University in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment;</li><li>• To maintain proper accounts and other relevant records and prepare Annual</li></ul> |  |  |
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|  |  | <p>Statements of Accounts, including the balance sheet for every previous financial year, in such form as may be prescribed by the Regulations / Bye-Laws;</p> <ul style="list-style-type: none"><li>• To manage, regulate and administer the revenue, the finance, accounts, investments, properties, business and all other administrative affairs of the institution deemed to be University and for that purpose to appoint such agent or agents as it may deem fit;</li><li>• To provide building or buildings, premises, furniture, fittings, equipments, appliances and other facilities required for carrying on the work of the institution deemed to be University;</li><li>• To establish, maintain and manage residences for faculty and staff and hostels for the students of the institution deemed to be University;</li></ul> |  |  |
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|  |  | <ul style="list-style-type: none"><li>• To recognize and maintain control and supervision on hostels owned and managed by other agencies for the students of the institution deemed to be University and to rescind such recognition;</li><li>• To appoint such committees for such purpose and with such powers as the Board of Management may think fit and to co-opt such persons on these Committees as it thinks fit;</li><li>• To appoint in order to execute an instrument or transact any business of the institution deemed to be University, any person as attorney of the institution deemed to be University with such powers as it may deem fit;</li><li>• To appoint Auditor(s) for the ensuing year;</li><li>• To select an emblem and to have a common seal for the institution deemed</li></ul> |  |  |
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|   |                  | <p>to be University and to provide for the custody and use of such seal;</p> <ul style="list-style-type: none"> <li>• To delegate all or any of its powers to any Committee or sub-Committee constituted by it or the Vice-Chancellor of the institution deemed to be University or any other person;</li> <li>• To conduct all administrative affairs of the institution deemed to be University not otherwise specifically provided for;</li> <li>• To take all necessary decisions for the smooth and efficient functioning of the institution deemed to be University;</li> </ul> |          |   |
| 2 | Academic Council | <ul style="list-style-type: none"> <li>• To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the departments / faculties and to take proper action thereon;</li> <li>• To exercise general supervision over the academic work of the institution deemed</li> </ul>   | 3 / year | <ul style="list-style-type: none"> <li>• Vice Chancellor- Chairperson</li> <li>• Pro Vice-Chancellor (if any)</li> <li>• Dean(s) of Faculties</li> <li>• Heads of the Departments</li> <li>• All Professors other than the Heads of the Departments (by rotation of seniority)</li> </ul> |

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|  |  | <p>to be University and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;</p> <ul style="list-style-type: none"> <li>• To promote research within the institution deemed to be University acquire reports on such researches from time to time;</li> <li>• To prescribe courses of study leading to degrees and diplomas of the institution deemed to be University;</li> <li>• To make arrangements for the conduct or examinations in conformity with the Bye-Laws;</li> <li>• To appoint examiners, moderators, tabulators and such other personnel for different examinations;</li> <li>• To maintain proper standards of the examinations;</li> <li>• To recognize diplomas and degrees of universities and other Institutions and to</li> </ul> |  | <ul style="list-style-type: none"> <li>• Two Associate Professors from the Departments other than the Heads of the Departments by rotation of Seniority</li> <li>• Two Assistant Professors from the Departments by rotation of seniority</li> <li>• Three persons from amongst educationists of repute or persons from any other field related to the activities of the Institution deemed to be University who are not in the service of the Institution deemed to be University, nominated by the Vice-Chancellor</li> <li>• Three persons who are not members of the teaching staff, co-opted by the</li> </ul> |
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|  |  | <p>determine equivalence with the diplomas and degrees of the institutions deemed to be University;</p> <ul style="list-style-type: none"> <li>• To suggest measures for departmental co-ordination;</li> <li>• To make recommendations to the Board of Management on: <ul style="list-style-type: none"> <li>➤ Measures for improvement of standards of teaching research and training;</li> <li>➤ Institution of Fellowships, Travel Fellowships, Scholarships, Medals, Prizes etc.;</li> <li>➤ To recommend to the Board of Management, the establishment or abolition of departments / centers; and</li> <li>➤ To frame rules covering the academic functioning of the institution deemed to be University, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence etc.</li> </ul> </li> </ul> |  | <p>Academic Council for their specialized knowledge.</p> <ul style="list-style-type: none"> <li>• The Registrar, who shall be the Secretary of the Academic Council.</li> </ul> |
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|  |  | <ul style="list-style-type: none"><li>➤ To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management;</li><li>➤ To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require;</li><li>➤ To take periodical review of the activities of the Departments / Centres and to take appropriate action with a view to maintaining and improving standards of instruction;</li><li>➤ To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management; and</li><li>➤ To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules</li></ul> |  |  |
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| 3 | Finance Committee             | <ul style="list-style-type: none"> <li>• To consider the annual accounts and financial estimates of the institution deemed to be University and submit them to the Board of the Management for approval;</li> <li>• To consider and recommend the annual budget and revised estimates to the Board of Management;</li> <li>• To fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the institution deemed to be University;</li> </ul> | 2/ year | <ul style="list-style-type: none"> <li>• Vice-Chancellor – Chairperson</li> <li>• Pro Vice-Chancellor</li> <li>• A person nominated by the Society or Trust or Company</li> <li>• Two nominees of the Board of Management, one of whom shall be a member of the Board</li> <li>• A representative of the Central Government</li> <li>• A representative of the State Government in case the institution deemed to be University is receiving grants from the State Government</li> <li>• Finance Officer – Secretary</li> </ul> |
| 4 | Planning and Monitoring Board | <ul style="list-style-type: none"> <li>• The Planning &amp; Monitoring Board shall be the principal Planning Body of the institution deemed to be University and</li> </ul>  | 3/ year | <ul style="list-style-type: none"> <li>• Vice Chancellor- Chairperson</li> <li>• Pro Vice-Chancellor (Wherever applicable)</li> <li>• Three eminent professors from other institutions</li> </ul>   |

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|  |  | <p>shall be responsible for the monitoring of the development programmes of the Institution deemed to be University.</p> <ul style="list-style-type: none"> <li>• The Vice-Chancellor shall be the Chairman of the Planning &amp; Monitoring Board. The Registrar shall be its Secretary. It may include seven internal members and three outside eminent experts, including one nominee of the UGC.</li> <li>• The constitution, powers and functions of the Planning &amp; Monitoring Board shall be prescribed by the Rules.</li> <li>• The Planning &amp; Monitoring Board would have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfillment of the objectives of the institutions deemed to be University.</li> <li>• The recommendations of the Planning &amp; Monitoring Board shall be placed before</li> </ul> |  | <ul style="list-style-type: none"> <li>• Two Dean of Faculties</li> <li>• Five Professor</li> <li>• Registrar- Ex Officio</li> </ul> |
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|   |                  | <p>the Board of Management for consideration and approval, Proposals relating to the academic matters may be processed through the Academic Council.</p>   |                      |   |
| 5 | Board of Studies | <ul style="list-style-type: none"> <li>• Separate Board of Studies for each Department of the University</li> <li>• Design the Curriculum and Syllabus of concerned programmes.</li> <li>• Review, Revise and Develop the Syllabus of the programme.</li> <li>• Consist both Internal and External members with a representation of all stakeholders.</li> </ul> | As and When required | <ul style="list-style-type: none"> <li>• Dean of faculty / Head of the Department – Chairperson</li> <li>• All Professors of the faculty / Department</li> <li>• Two Associate Professors of the faculty / Department by rotation of seniority</li> <li>• Two Assistant Professors of the faculty / Department by rotation of seniority</li> <li>• Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned</li> </ul> |

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|  |  |  |  | <ul style="list-style-type: none"><li>• Two students doing the Programme</li><li>• Two Alumni of the programme</li><li>• One parent of the student doing the programme</li></ul> |
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