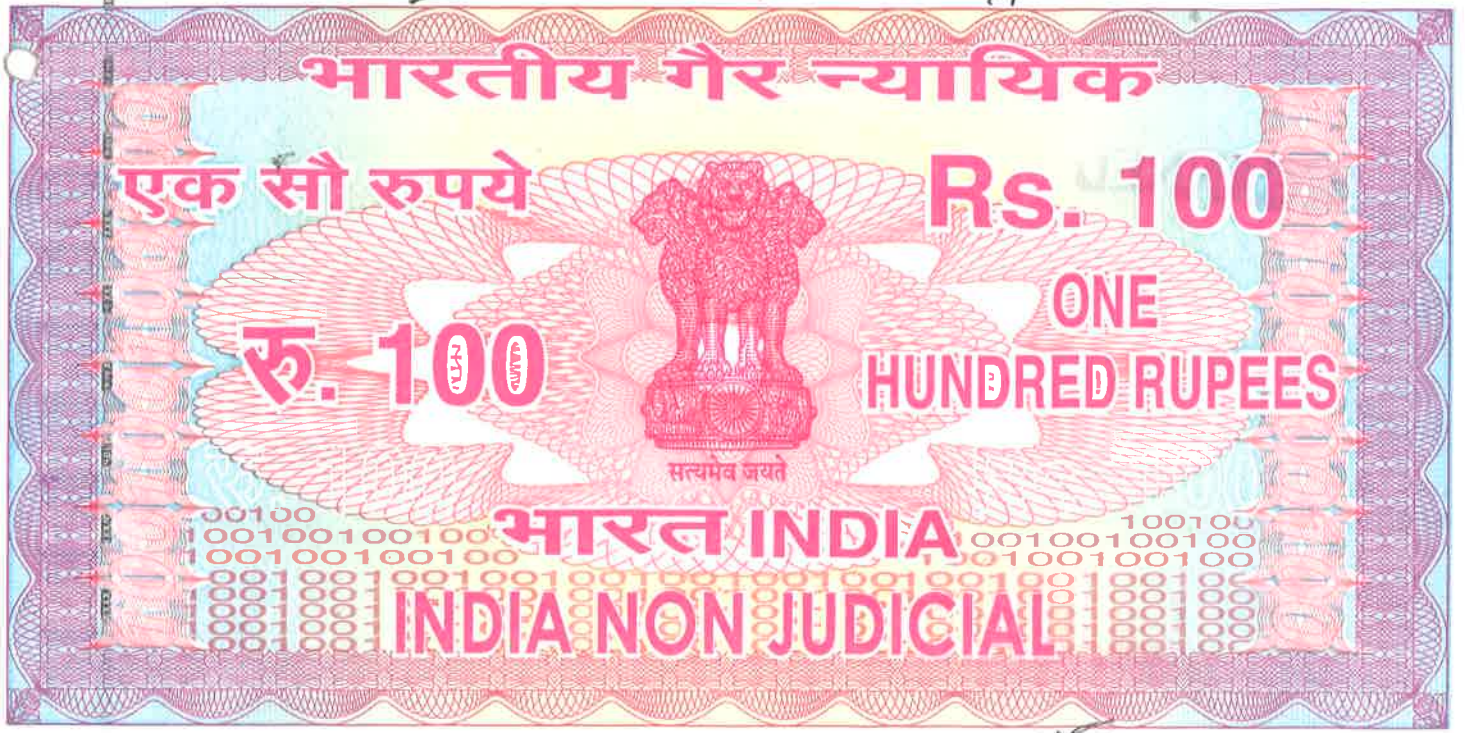


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AMET

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N. JAMES EBENEZER  
STAMP VENDOR  
(S.V.L. No: 12144/B1/96)  
New No. 3/142, EAST COAST ROAD,  
NEELANGARAI, CHENNAI-600 118.  
CELL No. 93822 22944

**ACADEMY OF MARITIME EDUCATION AND TRAINING  
(AMET)**

**(DEEMED TO BE UNIVERISTY)  
MEMORANDUM OF ASSOCIATION (MoA)**

(Amendment of Trust)

Rules and regulations of the Deemed to be University as provided under section 3 of the UGC Act 1956

(Modified as per UGC (Institutions Deemed to be Universities) Regulations 2010 as per format of UGC)

THIS MEMORANDUM OF ASSOCIATION, as per UGC (Institutions Deemed to be Universities) Regulations, 2019 executed at Chennai this **1<sup>st</sup> day of JULY, 2021**, BY

**Dr. R.RAJESH (PAN: AGGPR7272K, Aadhaar No: 9021 8849 5999)** son of Dr.J.Ramachandran, aged about 39 years, residing at No.3, 4, 5, Dr.Ambedkar Street, Gandhi Nagar, Saligramam, Chennai-600093, hereinafter called the "Executant (Trustee of Academy of Maritime Education and Training Trust)" vide a Board Resolution dated 30<sup>th</sup> June 2021, signed by Managing Trustee, witnesseth as follows.

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containing 49 Sheets of 1 Sheet  
Registering Officer



For ACADEMY OF MARITIME EDUCATION AND TRAINING

*(Signature)*

Trustee

WHEREAS ACADEMY OF MARITIME EDUCATION AND TRAINING (AMET) is a Deemed University duly notified by the "Ministry of Human Resource Development (MHRD) vide its Notification No.F.9-19/2005-U-3 dated 21<sup>st</sup> August 2007.

WHEREAS pursuant to the said notification, a Memorandum of Association, as required by the UGC was executed by Smt. Susheela Ramachandran, the Authorised signatory, dated 02.07.2014 and the same has been registered as Document No.284 of 2014 in Book-IV in the Office of the Sub-Registrar, Anna Nagar, and another Memorandum of Association, as required by the UGC was executed by Smt. Susheela Ramachandran, the Authorised signatory, dated 5<sup>th</sup> October 2017, and the same has been registered as Document No.275 of 2017, in Book-IV in the Office of the Sub-Registrar, Anna Nagar, in order to bring the institution in compliance with the UGC norms and regulations.

WHEREAS in the said document the origin of AMET, its objectives, its composition and its Memorandum of Understanding as mandated by the UGC has been extensively set out and as on date the same is in force;

WHEREAS AMET has now been directed to revise its Memorandum of Understanding as per UGC (Institutions Deemed to be Universities) Regulations 2019 and in line with the format furnished by the UGC.

WHEREAS the Executant, **Dr. R.RAJESH** (Trustee of Academy of Maritime Education and Training Trust), has come forward to execute this document containing the duly revised Memorandum of Understanding on the prescribed lines and also cause the same to be registered under the law for the time being in force for registration of documents in the State of Tamil Nadu.

**THIS MEMORANDUM OF ASSOCIATION WITNESSETH AS FOLLOWS**

**1. Name, Address and Registration details of the Trust/Society/Company registered for the Deemed to be University**

1.01. The name of the trust ~~remains~~ "Academy of Maritime Education and Training Trust"

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1.02. **Address:** The registered office of the Trust shall continue to remain situated in 5107, H2, 2<sup>nd</sup> Avenue, I Floor, Anna Nagar, Chennai – 600 040 and the official address of the Institution shall be 135, East Coast Road, Kanathur, Chennai, Tamil Nadu- 603 112.

1.03. **Registration details:** The original trust deed dated 27.01.1992 (registered as Document No. 176 of 1992 in the Office of the Sub –Registrar, Anna Nagar) duly amended by an Amendment Deed dated 23.01.2006 (registered as Document No.119 of 2006 in the Office of the Sub-Registrar, Anna Nagar) and the Deed of Amendment dated 23.11.2006 (registered as Document No. 2779 of 2006 in the Office of the Sub-Registrar, Anna Nagar

**2. Name of the Institution Deemed to be University, its approved constitution units/off-campus/off shore campus**

The Name of the Registered Institution shall continue to be Academy of Maritime Education and Training (AMET) Deemed to be University.

**3. Approved Constituent units/Off-campus/Off-shore campuses with UGC letter/MHRD notification dates**

As such there are no Constituent units/Off-campus/Off-shore campuses at present.

**4. Definitions:**

In this Memorandum of Association, unless the context otherwise requires:

4.01 “Act” means the University Grants Commission Act, 1956 (Act 3 of 1956)

4.02 “Campus” means campus of the Institution Deemed to be University at its headquarters, wherein its major facilities, faculty, staff, students and its Academic Departments are located in a city/town/village in India; and includes all the campuses situated in the same territorial jurisdiction.

4.03 “Commission” means the University Grants Commission (UGC) constituted under the Act.

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- 4.04 "Category" means the category of Institution Deemed to be University under the University Grants Commission (Categorization of Universities (only) for the Grant of Graded Autonomy) Regulations, 2018; and "Category I" and "Category II" shall be construed accordingly.
- 4.05 "Constituent Institution" means an institution operating under the administrative, academic and financial control of the sponsoring body and declared as such under the Notification.
- 4.06 "Constituent Unit" means (unit(s) of the Institution existing on the date of submission of proposal to be declared as an Institution Deemed to be University.
- 4.07 "*De novo* Institution" means an institution with the focus on teaching and research in unique and 'emerging areas of knowledge' so determined by the Commission after a due process.
- 4.08 "Emerging area of knowledge" in the context of *De novo* Institutions means such specialized/niche areas of knowledge which are considered desirable and useful and not usually imparted in the country.
- 4.09 "Expert Committee" means a Committee consisting of academics or other experts in the relevant fields of knowledge or practice to be nominated by Chairman of the Commission and include representatives of the Statutory bodies; and there may be as many Expert Committees as the Commission may determine for different purposes.
- 4.10 "Government" unless the context so specifies, means the Central Government in the Ministry of Human Resource Development allocated with business pertaining to higher education.
- 4.11 "Institution" means an institution of higher education engaged in teaching and research at the undergraduate, post-graduate or higher levels.
- 4.12 "Institution Deemed to be University" means an institution of higher education so declared, on the advice of the Commission, by the Government under Section 3 of the Act.
- 4.13 "Necessary Infrastructure" means infrastructure as required under the norms of concerned Statutory Body/Commission.
- 4.14 "Off-Campus centre" means a centre of the Institution Deemed to be University, approved by the Government and situated beyond its Campus within India.

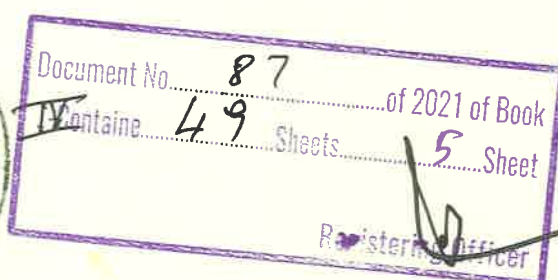
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- 4.15 "Off-Shore Campus" means a centre of Institution Deemed to be University approved by the Government and situated beyond its campus outside India.
- 4.16 "Processing Fee" means the charges that have to be paid by the applicant institution to the Commission along with the application for processing such application.
- 4.17 "Notification" means a notification issued by the Government in the Official Gazette declaring an institution of higher education, as an Institution Deemed to be University under Section 3 of the Act.
- 4.18 "Sponsoring body" means a body being a charitable or a not-for-profit Society or Trust or Company under Section 8 of Companies Act 2013 making an application for declaring an institution under its administrative, academic and financial control as a Deemed to be University.
- 4.19 "Statutory Body" means a body constituted under any law for the time being in force for determining or maintaining standards of quality in the relevant areas of higher education such as the All India Council for Technical Education (AICTE), Medical Council of India (MCI), Dental Council of India (DCI), National Council for Teacher Education (NCTE), Bar Council of India (BCI), Indian Nursing Council (INC), Directorate General of Shipping (DG-Shipping), or any other such regulatory body established under an Act of Parliament.
- 4.20 "Teacher" means a member of the regular faculty at the levels of Professor or Associate Professor or Assistant Professor, and includes adjunct faculty and faculty on a long-term contract of not less than three years.
- 4.21 "University" means a University defined in the University Grants Commission Act, 1956.
- 4.22 "NAAC" means National Assessment and Accreditation Council
- 4.23 "NBA" means National Board of Accreditation.
- 4.24 "NIRF" means National Institutional Ranking Framework.

## 5. Objectives of the Institution Deemed to be University

The various objects set out in clause (3) of the original trust deed dated 27.01.1992 (registered as Document No. 176 of 1992 in the Office of the Sub-Registrar, Anna Nagar) duly amended by an Amendment Deed dated 23.01.2006 (registered as Document No.119 of 2006 in the Office of the Sub-Registrar, Anna Nagar) and the



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Deed of Amendment dated 23.11.2006 (registered as Document No. 2779 of 2006 in the Office of the Sub-Registrar, Anna Nagar) shall continue to be the objects of the trust. However, in order to comply with the rules and regulations of the University Grants Commission (UGC) for grant of Deemed to be University status to this Institution under section 3 of the UGC Act, 1956, the following acts are given in order to morefully explained the objects of the trust as set out in clause (3) of the original trust deed dated 27.01.1992.

- 5.01 To provide for higher education leading to excellence and innovations in such branches of knowledge as may be deemed fit primarily at post-graduate and research degree levels fully conforming to the concept of University, namely, University Education Report (1948) and the Report of the Committee on Renovation and Rejuvenation of Higher Education in India (2009) and the Report of the Review Committee for Deemed to be Universities (2009).
- 5.02 To engage in areas of specialization with proven ability to make distinctive contributions to the objectives of the higher education system.
- 5.03 To provide for high quality teaching and research and for the advancement of knowledge and its dissemination through various research programmes undertaken in-house by full time faculty/research scholars (PhDs and Post-Doctoral) in diverse disciplines.
- 5.04 To enable creation of Institutions deemed to be University under the 'de novo' category devoted to unique and emerging areas of knowledge, not being pursued by conventional or existing institutions – particularly in specific areas of study and research preferably sponsored by the Government of a State/UT or the Central Government regarded as important for strategic needs of the country or for the preservation of our cultural heritage, so determined by a well laid-out process of wide consultation with eminent peers of academic community.

For ACADEMY OF MARITIME EDUCATION AND TRAINING

Trustee



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## 6. Powers and Functions

6.01 To establish programmes/courses of study and research and to provide instruction in such branches of study as the Academic Council deems appropriate for the advancement of learning and dissemination of knowledge in such branches.

6.02 Confer degrees and to grant Diploma and / or Certificate to persons who have satisfactorily completed the approved course of study and / or research as may be prescribed and shall have passed the prescribed examinations.

6.03 To Institute and award visit ship, fellowship, exhibits, prizes and medals

6.04. The Powers and Functions of the Governing Bodies and other Authorities of AMET shall be as mentioned in sections 14, 17, 19, 24, 26 and 33 of this Memorandum of Association.

## 7. Corpus Fund

There shall be no change in the corpus of the Trust or the University created under the original trust deed dated 23.11.2006 (registered as Document no.2779 of 2006 in the Office of Sub-Registrar, Anna Nagar).

## 8. Off-Campus Centres and Off-Shore Campuses

Off-campus centres and Off-shore campus centres shall be started by the Deemed to be University only in accordance with the UGC Regulations.

## 9. New Courses/Programmes/Departments/School/Centre

New Courses/Programmes/Departments/School/Centre shall be started by the Deemed to be University only in accordance with the UGC Regulations.

## 10. Monitoring the Performance of the Deemed to be University

10.1 It shall be the responsibility of the Commission to monitor, annually, the performance and academic outcomes of all Institutions Deemed to be Universities, based on public disclosures on performance parameters, namely –



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- a) The graduate outcomes shall be such that a minimum of 50% of the graduating students secure access to employment/self-employment or engage themselves in pursuit of higher education;
- b) Promote linkage of the students with the society/industry such that at least two-third of the students engage in socially productive activities during their period of study in the institutions;
- c) Train the students in essential professional skills such as team-work, communication skills, leadership skills, time-management skills, soft skills, etc. and inculcate a spirit of innovation/entrepreneurship and critical thinking among the students and promote avenues for display of these qualities.
- d) The teacher student ratio shall not be less than 1 : 20 with a faculty strength of not less than 100 (Hundred) teachers and a minimum of 2000 students on its rolls under the regular class-room mode, and ensure that not more than 10% of the sanctioned posts of teachers is vacant at any point of time;
- e) Conduct induction programmes for students;
- f) Adopt Learning-outcome based curriculum framework (LOCF) and revised curriculum at regular intervals;
- g) Use Information Communication Technology (ICT) based learning tools for effective teaching-learning process;
- h) Choice Based Credit System (CBCS), Academic flexibility for interdisciplinary learning;
- i) Examination Reforms to ensure that the student assessment is based on understanding of the concepts, and application thereof;
- j) Ensure that at least half of the students passing out appear for examinations such as GATE/JAM/UGC-NET, and at least half of those appearing qualify;
- k) Tracking of the student progress after completion of course;
- l) Ensure that all new teachers, immediately after retirement, are put through an induction course imparting pedagogical aspects;



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- m) All existing teachers shall be placed through an annual refresher training;
- n) Compulsory participation in the NIRF ranking;
- o) National level merit-based admission process;
- p) Effective implementation of measures for quality improvement as per the quality mandate of UGC;
- q) To ensure not to start or run any professional courses governed by specific Acts of Parliament, except with the prior and specific approval of the authority constituted thereunder as well as in conformity with the Clause 8 of UGC (institutions deemed to be universities), Regulations, 2019.
- r) To submit the type of courses those are being offered latest by 30<sup>th</sup> April every year. The details to be provided are – year, department, courses offered, whether the course is professional or general, approval of the statutory council, approval of the UGC, student intake, actual number of students enrolled, etc.
- s) To adhere to these regulations and other rules/regulations/directions issued by the UGC and relevant statutory bodies from time to time.
- t) Every year on completion of the admissions, the Deemed to be University shall upload all the data on its website.

10.2 The Commission shall decide on the physical verification of an Institution Deemed to be University or constitute teams for such verification only on receipt of complaints against the accuracy and veracity of the information placed on the website of the institution in respect of the parameters referred to in clause 9.01.

## 11. Governance

11.01. The proposed/existing Institution Deemed to be University shall be registered as a not-for-profit Society under the Societies Registration Act, 1860 or as a not-for-profit Trust under the Public Trust Act, or as a not-for-profit company under section 8 of the Companies Act, 2013.

Provided that a sponsoring body exclusively established for running educational institutions shall be exempted from registering as a separate not-for-profit Society /Trust /Company for the Deemed to be University. However, the sponsoring body shall categorically mention in its



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Registration Deed that the sponsoring body is exclusively for running educational activities and no other activities are being carried out or shall be carried out in future under it.

Provided further that if the sponsoring body of an existing Institution Deemed to be University does not have a Society /Trust /Company exclusively for running educational institutions, it shall form a new not for profit Society / Trust /Company for the Deemed to be University. In such cases, the sponsoring body shall be exempted from transferring of its moveable and immoveable assets to the newly created Society/Trust/Company, if such sponsoring body provides Notarized Affidavit to the effect that the entire moveable and immoveable assets allocated to the Institution Deemed to be University shall not be leased or otherwise disposed off without the prior permission of the Commission, and also that all expansion in the future shall be undertaken by the Society /Trust /Company exclusively established for Deemed to be University.

Provided also that the sponsoring body shall make available the infrastructure for operating the Institution Deemed to be University without any rental or other such charges.

11.02: All ~~moveable and immoveable~~ assets of the institutions shall be used only for the purpose of conducting academic activities, promotion of research and related administrative requirements of the Institution Deemed to be University.

11.03. The highest governing body of the Institution Deemed to be University shall be a Board of Management to be headed by the Vice Chancellor, and consisting of not less than 10 and not more than 15 members.

11.04. **The board of management of the institution shall be independent of the Sponsoring Body with full autonomy to discharge its academic and administrative responsibilities.**

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11.05. The Board of Management shall consist of eminent persons capable of contributing to and upholding university ideals and traditions.

## 12: Composition of the Board of Management

12.01 The composition of Board of Management shall be as under: -

- i) Vice-Chancellor.....Chairperson
- ii) Pro Vice-Chancellor (wherever applicable)
- iii) Two Deans of Faculties of the Institution Deemed to be University, to be appointed by rotation based on inter-se seniority
- iv) Three eminent academics, who shall have functioned at the rank of Professor, to be appointed by the Chancellor from among persons unconnected with the Institution Deemed to be University as well as the Sponsoring body
- v) One representative of the Central Government or the State Government, as the case may be, where the Institution Deemed to be University is controlled and managed by such Government or is receiving grants directly or indirectly of a minimum of 50% of the average expenditure of three previous years, who shall be an eminent academic not below the rank of Professor - in respect of all other institutions Deemed to be universities, the UGC shall nominate a representative from a panel of names selected through a process approved by the Commission
- vi) Two teachers of the Institution Deemed to be University, one each from among the cadres of Professors and Associate Professors, to be appointed by rotation based on inter-se seniority
- vii) Nominees of the Sponsoring body, not exceeding Four in number
- viii) The Registrar, who shall be ex officio Secretary of the Board of Management.

## 13. Tenure of the members of the Board of Management

13.01 All the members of the Board of Management, other than the ex-officio members and teachers, shall hold office for a term of three years from the date of first appointment and shall be eligible for reappointment;



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13.02 Members of the Board of Management appointed from among teachers shall hold office for a period of two years or till such time as they cease to be teachers of the Institution Deemed to be University, whichever is earlier.

**14. Powers and Limitations of the Board of Management**

14.01 The Board of Management shall be the principal organ of management and the apex executive body of the Institution Deemed to be University, with powers to make rules of the Institutions Deemed to be University.

14.02 The Board of Management shall be the final decision making body of the Institution in respect of every matter of the Institution Deemed to be University, including the academic, administrative, personnel, financial, developmental matters.

14.03 The Board of Management shall not infringe upon the powers of the respective authorities provided under the Regulations; and where any authority has been given advisory/recommendatory powers, the Board of Management shall obtain advice/recommendations from such authority, before deciding on any matter before it.

**15. Meetings of the Board of Management**

15.01 The Board of Management shall meet at least four times a year, with not less than 15 days notice being given before every meeting of the Board of Management.

15.02 Attendance by more than one-half of the total number of members of the Board of Management shall form the quorum for a meeting.

15.03 In the absence of the Vice-Chancellor, the Pro Vice-Chancellor shall preside over the meeting; and where there be no Pro Vice-Chancellor in an Institution Deemed to be University, a member chosen by the other members present, shall preside over the meeting.

15.04 Any business which it may be necessary for the Board of Management to perform may be carried out by circulation amongst its members.



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15.05A copy of the proceedings of each meeting shall be furnished to the Chancellor of the institution deemed to be university as soon as possible after the meeting.

**16. Termination of Membership**

If a member other than the Vice-Chancellor, and those representing the teachers, accepts a full time appointment in the Institution deemed to be University or does not attend three consecutive meetings of the Board of Management, without proper leave of absence, such member shall cease to be a member of the Board of Management.

**17. Delegation of Powers of the Board of Management**

The Board of Management may, by a resolution, delegate to the Vice-Chancellor or any other officer/faculty or to a Committee of Officers/faculties of the institution deemed to be university, such powers as it may deem fit, subject to the condition that the action taken by the Vice-Chancellor or the officer/faculty or the committee in the exercise of the powers so delegated, shall be reported at the next meeting of the Board of Management.

**18. Composition of the Academic Council**

The Academic Council shall be the principal academic body of the Institution Deemed to be University and shall, subject to the provision of the Rules, have the control over, and be responsible for, the maintenance of standards of teaching, research and training, approval of syllabus, co-ordination of research activities, examinations and tests conducted by the Institution Deemed to be University; and shall exercise such powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules of the institution. The composition of the Academic Council shall be as under:

1. Vice Chancellor.....Chairperson;
2. Pro Vice-Chancellor (wherever applicable);
3. Dean(s) of Faculties;
4. Heads of the Departments;

  
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5. Ten Professors, other than the Heads of the Departments, by rotation based on inter-se seniority;
6. Two Associate Professors from the Departments, other than the Heads of the Departments, by rotation based on inter-se seniority;
7. Two Assistant Professors from the Departments by rotation based on inter-se seniority;
8. 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;
9. Three persons who are not teachers, co-opted by the Academic Council for their specialized knowledge;
10. The Registrar, who shall be ex officio the Secretary of the Academic Council.

*Note : The representation of different categories shall be only through rotation and not through election. The term of members, other than the ex-officio members shall be two years. The Controller of Examinations shall be the permanent invitee to the meetings of the Academic Council.*

#### **19. Powers and Functions of the Academic Council :**

The Academic Council shall have the following powers and duties, namely

- i) 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 appropriate action thereon;
- ii) To exercise general supervision over all academic work of the institution deemed to be university and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;
- iii) To promote research within the institution deemed to be university and to acquire reports on such researches from time to time;
- iv) To prescribe courses/programmes of study leading to degrees and diplomas of the institution deemed to be university;



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- v) To make arrangements for the conduct of examinations in conformity with the Bye-Laws;
- vi) To appoint examiners, moderators, tabulators and such other personnel for different examinations;
- vii) To maintain proper standards of the examinations;
- viii) To recognize diplomas and degrees of universities and other Institutions and to determine equivalence with the diplomas and degrees of the institutions deemed to be university;
- ix) To suggest measures for departmental co-ordination;
- x) To make recommendations to the Board of Management on:
  - a) Measures for improvement of standards of teaching research and training;
  - b) Institution of Fellowships, Travel Fellowships, Scholarships, Medals, Prizes etc.;
  - c) To recommend to the Board of Management, the establishment or abolition of departments / centers; and
  - d) 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.
- xi. To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management;
- xii. To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require;
- xiii. 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;
- xiv. To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management; and
- xv. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules

For ACADEMY OF MARITIME EDUCATION AND TRAINING



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Trustee

## 20. Meeting of the Academic Council

- 20.01 The Academic Council shall meet as often as may be necessary but not less than three times during an academic year. Not less than 15 days' notice being given before every meeting of the Academic Council.
- 20.02 One third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.
- 20.03 Each member, including its Chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.
- 20.04 Any business which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution.

## 21. Planning & Monitoring Board :

- 21.1 The Planning & Monitoring Board shall be the principal Planning Body of the institution deemed to be university and shall be responsible for the monitoring of the development programmes of the Institution deemed to be University.
- 21.2 The Vice-Chancellor and the Registrar shall be the Chairman and Secretary, respectively, of the Planning & Monitoring Board, which may include 7 members, internal to the Institution Deemed to be University, and three Experts of eminence from outside the Institution.
- 21.3 The constitution, powers and functions of the Planning & Monitoring Board shall be prescribed by the Rules.
- 21.4 The Planning & Monitoring Board shall 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.
- 21.5 The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval



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## 22. Composition of the Finance Committee:

The Finance Committee shall consist of the following members

1. Vice-Chancellor – Chairperson
2. Pro Vice-Chancellor, (wherever applicable)
3. One person nominated by the Society/Trust/Company
4. Two nominees of the Board of Management, one of whom shall be a member of the Board
5. One representative of the Central Government not below the rank of Joint Secretary or his representative to the Government of India, in case the institution is controlled and managed by Central Government or receiving grants more than or equal to 50% of its expenditure (based on average of previous three year account) from the Central Government directly or through its Agencies. In all other Institutions Deemed to be Universities, the Commission shall nominate a representative from a panel of names selected through a process approved by the Commission.
6. One representative of the State Government in case the institution deemed to be university is receiving grants from the State Government
7. Finance Officer – Secretary Ex-officio

## 23. Tenure of members of the Finance Committee:


All members of the Finance Committee other than ex-officio members shall hold office for a term of three years from the date of first appointment.

## 24. Powers and Functions of the Finance Committee:

- 24.01 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 its approval;
- 24.02 To consider and recommend the annual budget and revised estimates to the Board of Management



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24.03 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

*Note : No expenditure other than that provided in the budget shall be incurred by the institution deemed to be university without the approval of the Finance Committee.*

**25. Meeting of the Finance Committee:**

The Finance Committee shall meet at least twice a year to examine the accounts and to scrutinize proposals for expenditure. Four members shall constitute the quorum for the meeting.

**26. Board of Studies:**

26.01 There shall be one Board of Studies for each Department of the institution deemed to be university.

26.02 The Board of Studies of each faculty / Department shall consist of :

1. Dean of faculty / Head of the Department – Chairperson
2. All Professors of the faculty / Department
3. Two Associate Professors of the faculty / Department by rotation based on inter-se-seniority
4. Two Assistant Professors of the faculty / Department by rotation based on inter-se-seniority
5. Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned

*NOTE: The powers and functions of the Board of Studies shall be prescribed by the Rules of the Institution deemed to be University.*

**27. Selection Committee:**

27.01 There shall be one or more Selection Committee/s constituted, for making recommendations to the Board of Management for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed in accordance with the UGC Regulations on



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Minimum Qualifications for Appointment of Teachers and other Academic staff in University and Colleges and Measures for the Maintenance of Standards in higher education, 2018 as amended from time to time.

27.02 The Meetings of the Selection Committees shall be convened as and when necessary by the Chair-person of each Selection Committee

27.03 Four Members of the Selection Committee of which two shall be experts, shall form the quorum.

**28. Misc. matters pertaining to authorities of the Institution Deemed to be University:**

28.01 If any question arises, as to whether any person has been duly nominated or appointed as, or is entitled to be a member of any authority or any committee of the Institution Deemed to be University, the matter shall be referred to the Chancellor, whose decision thereon shall be final and binding.

28.02 Any member, other than an ex-officio member of any authority, may resign by a letter addressed to the Registrar and the resignation shall take effect as soon as it is accepted by the Chancellor or the Chairperson of the Board of Management, as the case may be.

28.03 Sudden vacancies among the members of any authority or any Committee of the Institution Deemed to be University shall be filled by the respective authority, as soon as may be, and within a period of six months.

28.04 A person shall be disqualified for being chosen as, and for being a member of any of the authorities of the Institution Deemed to be University;

- a) If he/she is of unsound mind
- b) If he/she is an un-discharged insolvent
- c) If he/she has been convicted by a court of law for an offence involving moral turpitude



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- d) If he/she has not been appointed as per the provisions of these Regulations

**NOTE:**

If any question arises as to whether a person is or has been subjected to any disqualifications mentioned above, the question shall be referred for decision to the Chancellor, whose decision shall be final and binding

**Officers of the Institution Deemed to be University**

**29. Chancellor**

29.01 The institution deemed to be university shall have a Chancellor who shall, when present, preside over the convocations of the institution deemed to be university but shall not be the Chief Executive Officer.

29.02 The Chancellor, who shall be appointed by the sponsoring body, shall hold office for a period of 5 Years from the date of first assuming office, and shall be eligible re-appointment for one more term.

29.03 Where power is conferred upon the Chancellor to nominate persons to authorities, he/she shall, to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the institutions deemed to be University

**30. Pro Chancellor**

The Sponsoring body of the Institution deemed to be University may also appoint a person as a Pro Chancellor, whose role would be limited to carrying out the tasks assigned to the Chancellor in these Regulations, when the latter is not available for carrying out the same. The Pro Chancellor, if so appointed, shall hold office for a period co-terminus with that of the Chancellor.

**31. Vice-Chancellor:**

31.01 The Vice-Chancellor shall be a whole-time salaried officer of the Institution deemed to be University and shall be appointed by the Chancellor from a panel of three names suggested by the Search-cum-Selection Committee.



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31.02 The qualifications of the Vice-Chancellor shall be in accordance with the UGC Regulations (on Minimum Qualification for appointment of Teachers and other academic staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) 2018 as amended from time to time.

31.03 The procedure/composition of Search-cum-Selection Committee (SCSC) for selection of Vice-Chancellor shall be as under:

i) Where control of the Management of an Institution Deemed to be University is with the Central Government or State Government, the Vice-Chancellor shall be appointed in accordance with the procedure laid down by the Central Government or the State Government, as the case may be.

ii) Where the financial assistance, by way of grants in aid or otherwise, to the Institution Deemed to be University by the Central Government or by its Agencies is more than or equal to 50% of its expenditure (based on average of previous three year accounts) the composition of Search-Cum-Selection Committee shall be as under:

- a) A Nominee of Chancellor, who shall be a reputed academician as the Chairperson of the Committee
- b) A nominee of the Central Government; who shall be an academic of eminence
- c) An academician with not less than ten-year service as Professor, nominated by the Board of Management.

iii) Where the financial assistance, by way of grants in aid or otherwise, is less than 50% of its expenditure (based on average of previous three year accounts), the composition of Search-cum-Selection shall be as under:

- a) A nominee of the Chancellor, who shall be a reputed academician as the Chairperson of the Committee;
- b) A nominee of the Chairman, University Grants Commission;
- c) An academician with not less than ten-year service as Professor, nominated by the Board of Management.



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**32.Tenure of Vice-Chancellor**

i. The Vice-Chancellor shall hold office for a term of 5 years from the date of assuming office and shall be eligible for re-appointment for a second term; Provided that in no case shall the person appointed as Vice-Chancellor hold office beyond the age of 70 years.

Provided further that notwithstanding the expiry of the period of 5 years, the Vice-Chancellor may continue in Office for not more than 6 months or till the successor is appointed and the latter assumes office, whichever is earlier.

ii. Where the Office of the Vice-Chancellor falls vacant due to death, resignation, or otherwise and in case, his/her absence due to illness or any other cause, the Pro Vice-Chancellor, and in his/her absence, the senior most Professor shall perform the duties of the Vice-Chancellor, until a new Vice-Chancellor is appointed, or the existing Vice-Chancellor resumes duty, as the case may be.

**33.Powers of the Vice-Chancellor**

33.01 The Vice-Chancellor shall be the Principal Executive Officer of the institution deemed to be university and shall exercise general supervision and control over the affairs, and shall be mainly responsible for implementation of the decisions of all its Authorities.

33.02 The Vice-Chancellor shall be the Ex-officio Chairperson of the Board of Management, the Academic Council, the Finance Committee, the Planning & Monitoring Board, and Selection Committees;

33.03 The Vice-Chancellor shall have the power to convene or cause to be convened meeting of the various authorities of the institution deemed to be university;

33.04 The Vice-Chancellor may, if he / she is of the opinion that immediate action is called for on any matter, exercise any power conferred upon any authority of the institution deemed to be university under these Regulations and Rules of the Institution Deemed to be University, and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him / her on such matters;



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- i. *Provided* that if the relevant authority mentioned in clause (ii) herein above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final.
- ii. *Provided* further that if any person in the service of the institution deemed to be university is aggrieved by the action taken by the Vice -Chancellor under the said clause, he / she shall have the right to appeal against such decision to the Board of Management within 30 days from the date on which such action is communicated to him / her and thereupon the Board of Management shall call the matter in a subsequent meeting and may confirm, modify or reverse the action taken by the Vice-Chancellor.

33.05 It shall be the duty of the Vice-Chancellor to ensure that these Regulations and Rules of the institution deemed to be university are duly observed and implemented; and, he/she shall have all the necessary powers in this regard.

33.06 All powers relating to the proper maintenance and discipline of the institution deemed to be university shall be vested in the Vice-Chancellor.

33.07 The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.

33.08 The Vice-Chancellor shall have the power to re-delegate some of his/her powers to any of his/her sub-ordinate Officers with the concurrence and approval of the Board of Management.

33.09 The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Regulations, Rules and Bye-Laws.



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### 34. Removal of Vice-Chancellor

34.01 Where there are reasons to believe that the Vice-Chancellor of the Institution Deemed to be University does not possess the qualification as required under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018, as amended from time to time or is not appointed as per the procedure stipulated in the Regulations or has committed any financial/administrative impropriety, the Chairman of the Commission shall constitute a Committee consisting of academic, administrative or financial expert to enquire into the matter.

34.02 Where the report of the Enquiry Committee confirms the ineligibility, or procedural violations or impropriety, as the case may be, the Commission shall direct the Chancellor remove the Vice-Chancellor after following the due process:

Provided that, in respect of Vice-Chancellors of Institutions Deemed to be Universities managed and controlled by the Central Government or State Government, the Commission shall convey its advice regarding removal of Vice-Chancellor to the relevant Ministry of the Central Government or the State Government, as the case may be.

### 35. Pro Vice-Chancellor

35.01 The post of the Pro Vice-Chancellor may be created in an Institution Deemed to be University by the Board of Management.

35.02 Provided that in respect of Institutions managed and controlled by the Central Government or State Government, the prior approval of the appropriate government shall be obtained before the creating the post

35.03 The Pro Vice-Chancellor shall be appointed by the Board of Management on the recommendations of the Vice-Chancellor.



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35.04 The Pro Vice-Chancellor shall hold Office co-terminus with the Office of the Vice-Chancellor

35.05 The Pro Vice-Chancellor shall have the powers and duties as prescribed by Rules of the Institution deemed to be University.

### 36. Registrar

36.01 The Registrar shall be a whole time salaried officer of the institution deemed to be university and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following :-

- a. Vice Chancellor – Chairperson
- b. One nominee of the Chancellor
- c. One nominee of the Board of Management
- d. One expert, not being an employee of the institution deemed to be university, to be appointed by the Board of Management.

36.02 The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by Rules of the institution deemed to be university.

36.03 When the office of the Registrar is vacant or when the Registrar is on leave or absent due to any other reason, the duties and functions of the Registrar shall be performed by such other person as the Vice-Chancellor may appoint for the purpose.

36.04 The Registrar shall ex-officio Secretary of the Board of Management, the Academic Council and the Planning and Monitoring Board, but shall not be deemed to be a member of any of these authorities.

36.05 The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction.



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36.06 The following shall be the duties of the Registrar : -

- a) To be the custodian of the records and the funds and such other property of the institution deemed to be university as the Board of Management may commit to his / her charge;
- b) To conduct the official correspondence on behalf of the authorities of the institution deemed to be university;
- c) To issue notices convening meetings of the authorities of the institution deemed to be university and all Committees and sub-Committees appointed by any of these authorities.
- d) To maintain the minutes of the meetings of all the authorities of the institution deemed to be university and of all the Committees and sub-Committees appointed by any of these authorities.
- e) To make arrangements for the examinations conducted by the institution deemed to be university;
- f) To represent the institution deemed to be university in suits or proceedings by or against the institution deemed to be university, sign powers of attorney and perform leadings or depute his / her representatives for this purpose;
- g) To enter into agreement, sigh documents and authenticate records on behalf of the institution deemed to be university;
- h) To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the institution deemed to be university;
- i) To perform such other duties as may be specified in the Rules of the Institution Deemed to be University, or as may be assigned by the Board of Management or the Vice-Chancellor from time to time.

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### 37. Finance Officer

- 37.01 The Finance Officer shall be a whole-time salaried officer of the institution deemed to be university and shall be appointed by the Board of Management.
- 37.02 The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by Rules of the institution deemed to be university.
- 37.03 The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor.
- 37.04 He/she shall be responsible for the preparation of annual budget, estimates and statements of account for submission to the Finance Committee and the Board of Management.
- 37.05 He / she shall be responsible for the management of funds and investments of institution deemed to be university, subject to the control of Board of Management.

### 38. Controller of Examinations :

- 38.011 The Controller of Examinations shall be appointed by the Board of Management
- 38.012 The emoluments and other terms and conditions of service of the Controller of Examination shall be as may be prescribed by Rules of the institution deemed to be university.
- 38.013 The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.
- 38.014 The Controller of Examinations shall be a permanent invitee to the Academic Council.

### 39. Dean:

The Departments dealing with allied subjects could be grouped into faculties. Each faculty may be headed by a Dean.



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#### 40. Head of the Department:

40.01 There shall be a Head of the Department for each of the Department in the institution deemed to be university who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department.

- i. *Provided* that if there is no Professor in the Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Vice-Chancellor may appoint an Associate Professor as Head of the Department.

40.02 The term of the Head of the Department shall normally be 3 years and he / she shall be eligible for reappointment for one more term, but not for two consecutive terms.

40.03 The powers and functions of the Head of Department shall be prescribed by Rules of the institution deemed to be university.

#### Note:

*Notwithstanding anything contained in these Regulations, the governance system and management structure of an Institution Deemed to be University managed and controlled by the Central Government or the State Government shall be in accordance with the decision of the appropriate Government*

#### 41. Admissions and Fee Structure

41.01 No institution Deemed to be University shall, for admission in respect of any course or programme of study conducted in such institution, accept payment towards admission fee and other fees and charges,

- a. Which is a capitation fee or donation in whatever nomenclature or form, either directly or indirectly.
- b. Other than such fee or charges for such admission, which has been declared by it in the prospectus for admission against any such seat, and on the website of the institution.
- c. more than the fee prescribed by the fee committee constituted as per fee regulations issued by the Commission.



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- d. Without a proper receipt in writing issued for such payment to the student admitted in such institution.
- 41.02 (a) No Institution Deemed to be University shall charge any fee for an admission test other than an amount representing the reasonable cost incurred by it in conducting such test:  
 (b) Institution Deemed to be University shall be abided by UGC notification regarding refund of fees and non-retention of original certificate as amended time to time.
- 41.03 Admission of students to an Institution Deemed to be University, public or private, shall be strictly based on merit in the entrance exam prescribed by the appropriate statutory authority and in the manner specified in the prospectus, in case no entrance exam has been prescribed.
- 41.04 Every Institution Deemed to be University shall maintain the records of the entire process of selection of candidates, exhibit such records on its website, and preserve such records for a minimum period of five years.
- 41.05 Before the expiry of sixty days prior to the commencement of admission to any of its courses or programmes of study, every Institution Deemed to be University shall publish and upload on its website (in the form of an affidavit) its prospectus containing, inter alia, the following
- i. Each component of the fee, deposits and other charges payable by the students admitted to such Institution for pursuing a course or a programme of study and other terms and conditions of such payment.
  - ii. the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or programme of study and the time within, and the manner in which such refund shall be made to the student.
  - iii. the number of seats approved in respect of each course or programme of study for the academic year for which admission is proposed to be made.
  - iv. the educational qualifications specified by the relevant statutory authority/body, or by the institution, where no such qualifying standards have been specified by any statutory authority.



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- v. the process of admission and selection of eligible candidates applying for such admission including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test;
- vi. all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution, and, in particular, such discipline relating to prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made under the University Grants commission Act, 1956 or any other law for the time being in force

41.06 No Institution Deemed to be University shall retain from the candidates seeking admission any original certificates of School Leaving Examinations or Degree or any other award; and shall, after due verification with the original certificates, retain only copies of such certificates self-attested by the candidates for its records.

#### 42. Institution Deemed to be University open to all

- 42.01 Admission and employment in an institution deemed to be university shall be open to all citizens of India regardless of race, religion, caste sex, place of birth or residence;
- 42.02 All policies and procedures, in matters of admission and employment as applicable to the university level public and privately funded institutions respectively, shall apply to the appropriate category of institution deemed to be universities.

#### 43. INSTITUTION DEEMED TO BE UNIVERSITY TO BE UNITARY

Once an institution is declared as "Institution Deemed to be University", it shall be a unitary in nature and shall not affiliate any other institution nor shall add any constituent institutions.



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#### 44. Reservation Policy

The institution deemed to be university shall implement the policy on reservations in admissions and recruitment, in accordance with provisions of the Constitution of India and any Act or Parliament for the time being in force and disclose all such information on its website.

#### 45. Distance Education

Institutions Deemed to be Universities may offer courses in the Open, Distance Learning/On Line mode in accordance with the UGC (Open and Distance Learning) Regulations, 2017 and UGC (Online Courses or Programs) Regulations 2018 as amended from time to time.

Provided that the Institutions deemed to be Universities which are already offering programmes of study, with the approval of the Commission, through open and distance learning mode, shall be permitted to continue such programmes subject to further approval by the Commission.

#### 46. Power to conduct enquiry and consequences of violation of Regulations

46.01 Where the Government or the Commission, as the case may be, receives information by way of a complaint or otherwise, that an Institution Deemed to be University has violated any of the provisions of these Regulations, it shall cause to conduct an enquiry into the facts of such information after issuing a notice to the said effect to the Institution Deemed to be University.

46.02 The Commission may also cause an inspection, to be made by persons of eminence and integrity; being experts in matters of academics, administration and finance; regarding academic outcomes or any matter connected with the administration or finances of the Institution Deemed to be University for the purpose of the enquiry.



46.03 Based on the enquiry or through regular inspections mentioned in these Regulations, if the Government or the Commission, as the case may be, is satisfied that these Regulations have been violated, the Institution Deemed to be University shall be subjected to such action as provided in these Regulations, after a reasonable opportunity has been given to the Institution to present its case.

46.04 Where an Institution Deemed to be University is found to have violated the provision(s) of these Regulations, it may be subjected to one or more of the following action(s):

A. Violations leading to issuance of unapproved degrees:

- i. Punishment under Section 24 of the University Grants Commission, 1956
- ii. Barring from any expansion in terms of diversification to new Courses / Programmes of Study / Department(s) and Off-Campus(es) / Constituent Institution(s) / Off-Shore Campuses, for a limited period.
- iii. Reducing the intake capacity in student enrolment in a specific course(s) or in all courses, for a limited period or in perpetuity
- iv. Barring from admission of students for a limited period or in perpetuity in a specific course(s) or all courses
- v. Closure of the Courses/programmes of study / Department(s) and Off-Campus(es) / Constituent Institution(s) / Off-Shore Campuses
- vi. Withdrawal of the Notification of declaration as Institution Deemed to be University.

B. Violations leading to non-adherence of the Regulations:

- i. Where any deficiencies in complying with the provisions Of these Regulations come to the notice of the Commission, it shall issue a warning in that regard to the Institution Deemed to be University requiring rectification within a reasonable time; and, failure to take remedial action within the said period shall attract punishments provided under these Regulations;



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Provided that any punishment awarded to the Institution Deemed to be University shall be without detriment to the interests of the students.

ii. Vice-Chancellor of the Institution Deemed to be University may be removed as per the procedure laid down in relevant Clause of these Regulations.

iii. Repeated violations of the provisions of these Regulations shall attract action(s) mentioned in Clause 45.04A, herein above

#### 47. Funds, Accounts, Audits and Annual Report

47.01 The books of accounts of the institution deemed to be university shall be maintained, managed and operated in the name of the institution deemed to be university and not in the name of the sponsoring body or any other; and, shall be kept in such form, as may be laid down by the Board of Management and conform to the Rules, if any, prescribed in this regard by the Commission.

47.02 Funds shall not be diverted at any time from the accounts of the institution deemed to be university to any other Accounts, including to the Accounts of the Sponsoring Body;

47.03 The Institution Deemed to be University shall get its books of accounts, audited, annually and at such other frequency, as shall be prescribed by the Commission, separately published and uploaded on the website of the Institution; and if such Institutions is funded by Central or State Government or through its Agencies fully or partially, then the Accounts of such institution Deemed to be University shall be open for examination by the Controller and Auditor General of India; Accounts of Institutions Deemed to be Universities shall also, where required, be open for inspection by the Commission;

47.04 The Annual Financial statements and Accounts shall be audited by a qualified Professional being a Member or Fellow of the Institute of Chartered Accountants of India, to be appointed by the Institution Deemed to be University.



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Provided that the Commission may, on receipt of information in regard to financial impropriety or embezzlement or illegal diversion of funds from the accounts of the Institution Deemed to be University; or of fees being collected against the provision of the regulations, issue a notice directing the Institution Deemed to be University to show cause as to why an inspection, including a forensic audit, not be ordered in respect of the complaint, and after providing a reasonable opportunity to the respondent institution, the Commission may on being satisfied that there were sufficient grounds to proceed further, cause an inspection by a team of the Commission and also direct a forensic audit to be undertaken by a qualified member or Fellow of the Institute of Chartered Accountants of India; the report of and the inspection team and the forensic audit report taken together shall form the basis for the Commission to take further action, as it may be deemed fit, under these Regulations.

47.05 Annual Reports and Audit Reports shall be submitted by the Institution Deemed to be University to the Commission within nine months of the closure of the accounting year.

#### 48. Miscellaneous

48.01 The Institution Deemed to be University shall mention the name with location of campus/off campus /off-shore campus/ constituent unit/Constituent institution on the degree, diploma, certificate, or any other qualification awarded to students on its rolls.

48.02 ii. The Institution Deemed to be University shall, as soon as may be, after the completion of the academic programme, and in no case later than 180 days from the date of such completion, ensure that the degree, diploma, certificate, or any other qualification in respect of the programme of studies, is awarded and made available to students.

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- 48.03 iii. No Institution Deemed to be University shall at any time enter into any franchise agreement or arrangement, either overtly or covertly, with any individual or organization for establishing, maintaining or operating the off-Campus/off-shore campus/constituent unit(s) / constituent institution/course/ programme of study/ department/ school/ faculty of the Institution Deemed to be University.
- 48.04 While every effort shall be made by the Government or the Commission, as the case may be, in respect of disposal of applications received from Sponsoring bodies or Institution Deemed to be University within the prescribed time limit, if any, such applications shall not be Deemed to have been disposed off owing merely to the fact that such time limit has been exceeded; the applicant shall, however, be at liberty to remind the Government or the Commission, as the case may be.
- 48.05 The income and property <sup>to be acquired by</sup> of the Institution Deemed to be University shall be utilized solely for promoting the objectives of the Institution Deemed to be University.
- 48.06 The Commission shall have the powers to issue directions to an Institution Deemed to be University for implementation of any public policy of the Government or inspect of any law in force, including appropriate directions in case of any violation of any law or licy by the Institution Deemed to be University.
- 48.07 All expenditure incurred on the processing of application for granting Deemed to be University status, starting of off-campus/off-shore campus/constituent institution, etc. including all inspections by the Expert Committee shall be borne by the Commission; and any expenditure incurred directly or indirectly by the Sponsoring body or the Institution Deemed to be University, as the case may be, on or in connection with the visit of any inspection team of the Commission shall be Deemed to be a violation of these Regulations and proceeded with accordingly.



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- 48.08 No portion of the income ~~and property~~ of the Institution Deemed to be University shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to the persons who were at any time or are members of the Institution Deemed to be University or to any of them or any persons claiming through them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person as consideration for any service rendered to the Institution Deemed to be University or for travelling or other allowances and such other charges.
- 48.09 The Government, in consultation with the Commission, shall have powers to impose such other condition(s), not inconsistent with these Regulations, in the Letter of Intent or Notification, and the same shall be binding on the Institution Deemed to be University.
- 48.010 Every Institution Deemed to be University shall, in order to comply with the relevant UGC norms, provide for the following, namely:
- a. Anti-Ragging Cell
  - b. Anti-discrimination Cell
  - c. Gender Sensitization Cell
  - d. Grievance Redressal Cell
  - e. Internal Complaints Committee for prevention of Sexual Harassment
  - f. Barrier Free access to persons with disabilities to all its facilities
- 48.011 Where, an Institution Deemed to be University wishes to surrender its status of 'Institution Deemed to be University', it may do so with the prior permission of the Government; and similarly, withdrawal of any Constituent Unit(s) of the Institution Deemed to be University from the purview of an Institution Deemed to be University, shall require the Sponsoring body to take the prior permission of the Government.



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Provided that such surrender or withdrawal, as the case may be, shall take effect only after the last batch of students on the rolls of the Institution Deemed to be University or its Constituent Unit(s), as the case may be, have been accorded opportunity to qualify for the completion of the programme of study and award of degree.

48.012 In the event of conflict of opinion with regard to interpretation of these Regulations, the opinion of the Commission shall be final.

#### 49. Legal Proceedings

49.01 For the purpose of Section 6 of the Societies Registration Act, 1860, the person in whose name the institution deemed to be university may sue or be sued shall be the Registrar, who shall have powers to enter into agreement, sign documents and authenticate records on behalf of the Institution Deemed to be University, and shall exercise such powers and perform such duties, as may be prescribed by these Regulations..

49.02 No suit or legal proceedings shall lie against the Government or the Commission or the institution deemed to be university or an Officer of the institution deemed to be university or a member of the authority of the institution deemed to be university in respect of anything done or purported or intended to be done in pursuance of any of these Regulations.

THIS MoA FURTHER WITNESSTH and the Executant hereby states that:

1. No property or any right to, Or interest in, any property is transferred, released, exchanged, extended or relinquished under this document;
2. No consideration is paid or received for executing this document;
3. This MoA is executed only for recording and registering the revised Rules and Regulations of 2019 as per UGC (institutions Deemed to be Universities) Regulations, 2019 and this does not in any wise amend or alter the original trust deed or structure of the University;

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4. There is no change in the corpus of the trust or the University created under the original trust deed dated 23.11.2006 (registered as Document no.2779 of 2006 in the Office of Sub-Registrar, Anna Nagar).

IN WITNESS WHEREOF the Executant, in her capacity as the competent signatory has set and subscribed his hands and seals hereunto on the day and year first above written

Signed sealed and delivered by }  
Dr. R.RAJESH, the }  
Within named Executant and the }  
Common seal of the University }  
Affixed hereunder in the presence of }

For ACADEMY OF MARITIME EDUCATION AND TRAINING

Trustee

**WITNESSES:-**

1.

T.RAMANAN, son of Mr.Thambaiya, 319, 20<sup>th</sup> Street W Block, Anna Nagar West Extn, Tiruvallur, Tamil Nadu-600101, (Aadhaar No: 847955518428)

2.

~~T.RAMANAN~~ S/o Thambaiya, 3A, W. Block  
Anna Nagar West Extn Chennai - 101.

PARTHIBAN, son of Mr.Palani, 3/2, 3<sup>rd</sup> Street, Dasarathapuram, Saligramam, Chennai-600093. (Aadhaar No: 355739304497)

PARTHIBAN.

3/2 3<sup>rd</sup> St, Dasarathapuram, Saligramam  
ch.93

Page 38 of 38

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IV Volume 49 Sheets 38 Sheet  
Registering Officer

**Drafted By:-**

S.B.Prakash, B.A.B.L.,  
Advocate,  
Roll No: 184/81  
63, Perambur Barracks Road,  
Purasawalkam, Chennai - 600 007.



CERTIFICATE UNDER SECTION 42 OF THE INDIAN STAMP ACT 1899

S.No 2618 of 2021

I hereby certify that a sum of ₹ 500/- (Rupees Five Hundred only) on account of deficit stamp duty has been levied under section 41 of the Stamp Act in respect of this instrument from Mr. R.ராஜேஷ் residing at No.3, 4, 5, Dr.Ambedkar Street, Gandhi Nagar, Saligramam, Chennai, Chennai, Tamil Nadu, India, 600093.

Sub Registrar: Purasaivakkam  
Date: 01/07/2021

Signature of Sub Registrar and Collector under Section 41 of the Indian Stamp Act

  
SUB REGISTRAR  
PURASAIYAKKAM  
CHENNAI-5

Presented in the office of the Sub Registrar of Purasaivakkam and fee of ₹ 1,200/- paid at 03:50 PM on the 01/07/2021 by

Left Thumb





9340098950

Additions as per recitals of document

Execution admitted by  
Left Thumb





Additions as per recitals of document

Identified By

1. 

Mr. T.RAMANAN Son of THAMBAYIA 319, 20th Street W Block, Anna Nagar West Extn, Tiruvallur, Tamil Nadu, Tiruvallur, Tamil Nadu, India, 600101.


2. PARTHIBAN.

Mr. PARTHIBAN Son of PALANI 3/2, 3rd Street, Dasarathapuram, Saligramam, Chennai, Chennai, Tamil Nadu, India, 600093.

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Volume. 49 Sheets 39 Sheet  
1/2  
Registering Office



1<sup>st</sup> day of July 2021

 VINCENT JOSEPH  
Sub Registrar  
Purasaivakkam

Registered as Number **R/Purasaivakkam/Book-4/87/2021**



Date: 01/07/2021  
Purasaivakkam

 SUB REGISTRAR  
VINCENT JOSEPH  
Sub Registrar

Document No. 87  
Contains 49 Sheets of 2021 of Book 40 Sheet  
Reg's Office Officer





आयकर विभाग

INCOME TAX DEPARTMENT

R RAJESH

RAMACHANDRAN

08/11/1979

Permanent Account Number

AGGPR7272K



Signature



भारत सरकार

GOVT. OF INDIA



For ACADEMY OF MARITIME EDUCATION AND TRAINING



Trustee

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Registered Officer





**இந்திய அரசாங்கம்**  
**Government of India**  
 ராஜேஷ் ராமச்சந்திரன்  
**Rajesh Ramachandren**


 பிறந்த நாள் / DOB: 08/11/1979  
 ஆண்பால் / Male  
**9021 8849 5999**






**எனது ஆதார், எனது அடையாளம்**


**இந்திய தனிப்பட்ட அடையாள ஆணைய அமைப்பு**  
**Unique Identification Authority of India**  
**ஆதார்**

**முகவரி: தந்தை / தாய் பெயர்:**  
 ராமச்சந்திரன் ஜெ, 3/4/5,  
 அம்பேத்கார் தெரு. காந்தி  
 நகர், சாலிகிராமம், சென்னை,  
 சாலிகிராமம், தமிழ் நாடு,  
 600093

**Address: S/O: Ramachandran J,**  
**3/4/5, Ambedkar Street, Gandhi**  
**Nagar, Saligramam, Chennai,**  
**Saligramam, Tamil Nadu, 600093**

**9021 8849 5999**

 1947  
 help@uidai.gov.in  
 www.uidai.gov.in

For ACADEMY OF MARITIME EDUCATION AND TRAINING

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 Registrar Officer

Trustee





இந்திய அரசாங்கம்  
Government of India



த. ரமணன்  
T Ramanan

பிறந்த நாள் , DOB: 07/06/1962  
ஆண்பால் , Male



8479 5551 8428



இந்திய தனிப்பட்ட அடையாள ஆணைய அமைப்பு  
Unique Identification Authority of India

முகவரி: தந்தை / தாய் பெயர் &  
தம்பைய. 315  
20வது தெரு. டயிள்யூ ப்லாக்  
அண்ணா நகர் வெஸ்டர்ன் எகஸ்டன்  
அண்ணா நகர் மேற்கு விரிவாக்கம்  
திருவள்ளூர், தமிழ் நாடு 600101

Address: S/O: S Thambaiya,  
319, 20 TH STREET W  
BLOCK, Anna Nagar  
Western Extn, Tiruvallur,  
Anna Nagar Western Extn,  
Tamil Nadu, 600101

8479 5551 8428

*[Handwritten signature]*

For ACADEMY OF MARITIME EDUCATION AND TRAINING

*[Handwritten signature]*

Trustee

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IV contains 49 Streets 43 Sheet  
Registered Officer





# ACADEMY OF MARITIME EDUCATION AND TRAINING



EXTRACTS FROM THE MINUTES OF THE MEETING OF BOARD OF TRUSTEES OF ACADEMY OF MARITIME EDUCATION AND TRAINING HELD AT ITS REGISTERED OFFICE AT NO 5107,H2, SECOND AVENUE ANNA NAGAR CHENNAI 600 040 ON WEDNESDAY, 30TH JUNE 2021 AT 11:00 AM

RESOLVED THAT Mrs Susheela Ramachandran, Managing Trustee of the Trust explained the necessity of Amendment of certain clauses of Trust deed as per guidelines of University Grants Commission (UGC) for its Unit AMET University (deemed to University under section 3 of the UGC Act, 1956)

RESOLVED FURTHER THAT, She also represent Mr Rajesh Ramachandran, Trustee is hereby authorised to execute the necessary documents on behalf of the Trust and to Sign and register the agreement(s), deed(s) and / or any other document as may be required for the aforesaid purposes.

For ACADEMY OF MARITIME EDUCATION AND TRAINING

Managing Trustee

For ACADEMY OF MARITIME EDUCATION AND TRAINING

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contains 49	Sheets 44 Sheet
Registering Officer	

Trustee



  
**இந்திய அரசாங்கம்**  
**Government of India**



பார்த்தியன்  
Parthiban  
பிறந்தவருடம் / Year of Birth 1969  
ஆண்பால் / Male



**3557 3930 4497**

**ஆதார் - சாதாரண மனிதனின் அதிகாரம்**

---

  
**Unique Identification Authority of India**

முகவரி  
S/O பழனி, 3/2, 3 வது தெரு  
தசரதபுரம் சாலிகிராமம்  
சாலிகிராமம், சென்னை  
சென்னை, தமிழ் நாடு, 600093

Address:  
S/O: Palani, 3/2, 3 rd STREET,  
DASARATHA PURAM,  
Salligramam, Saligramam,  
Chennai, Chennai, Tamil Nadu,  
600093

**3557 3930 4497**

  
 1947  
 1800 300 1947

  
 help@uidai.gov.in

  
 www.uidai.gov.in

*P. PARTHIBAN*

For ACADEMY OF MARITIME EDUCATION AND TRAINING



Trustee



Document No. 87 of 2021 of Book  
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 Registered Officer

भारतीय गैर न्यायिक

एक सौ रुपये

Rs. 100

रु. 100



ONE HUNDRED RUPEES

सत्यमेव जयते

भारत INDIA  
INDIA NON JUDICIAL

तमिलनाडु TAMILNADU

1788  
21-11-2006

Academy of Maritime Education

Training  
DEED OF AMENDMENT OF TRUST

A 466846

REGISTRATION  
NO. 89/1206/2006

THIS DEED OF AMENDMENT OF TRUST is executed at Chennai on this 23<sup>rd</sup> day of November, 2006 by Mrs. SUSHEELA RAMACHANDRAN, W/o. Mr.J.Ramachandran, aged about 54 years, residing at 5107, H2, II Avenue, Annanagar, Chennai - 600 040 hereinafter called the Founder and Author of the Trust.

WHEREAS the Founder & Author herein established a Public Charitable Trust known as "Smt.Pattammal Educational and Charitable Trust" with Registered Office at 5107, H2, Second Avenue, Annanagar, Chennai - 600 040 for the purpose of Educational and Charitable objects with a corpus fund of Rs.101/- under a Deed of Trust dated 27<sup>th</sup> January, 1992 registered as document No.176 of 1992 in the office of the Sub-Register, Annanagar, Chennai - 40;

WHEREAS the Trust Deed has been amended with effect from 23.1.2006 to give effect to change in the name of the Trust as "Academy of Maritime Education and Training" which deed has been duly registered as document No.119 of 2006 in the office of the Sub-Register, Annanagar, Chennai - 40;

WHEREAS the Board of Trustees of the Trust in its meeting held on 23.11.2006 has decided to amend the Trust Deed of the Trust to give effect to the following decision taken in the meeting of the Board of Trustees:

...2



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Registering Officer



தமிழ்நாடு தமில்நாடு TAMILNADU  
 2247  
 23-11-2006

*Prop. R.*  
 Academy of Maritime Education  
 & Training  
 : 2 :

B 128592  
 O. RAMADEVI,  
 STAMP VENDOR,  
 U.C. NO. 45/19/2006/2006  
 Nagpur

1. To add clause 8.10 as given below after clause 8.9 under POWERS AND DUTIES OF THE BOARD OF TRUSTEES:

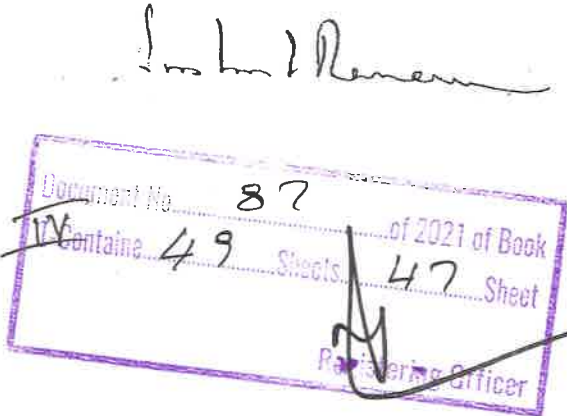
“ With the permission of the competent Court to offer security and give guarantee for loans raised by another Public Charitable Trust enjoying exemption under Section 10 or 11 of Income Tax Act, 1961.”

Accordingly now the amendment Trust Deed witnesseth as follows:

1. Clause 8.10 as given below shall be inserted after clause 8.9 in the Trust Deed under POWERS AND DUTIES OF THE BOARD OF TRUSTEES:

“ With the permission of the competent Court to offer security and give guarantee for loans raised by another Public Charitable Trust enjoying exemption under Section 10 or 11 of Income Tax Act, 1961.”

...3



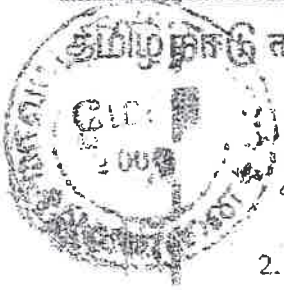
भारतीय गैर न्यायिक

पचास  
रुपये  
रु.50



FIFTY  
RUPEES  
Rs.50

INDIA NON JUDICIAL



தமிழ்நாடு தமில்நாடு TAMILNADU

1450/v.p.

B 128593

2248  
23-11-2006

Academy of Maritime Education  
& Training  
cls 3 :

D. RAMADEVI  
STAMP VENDOR,  
LIC. NO. 2019/2006/2008  
K.P.P. ROAD, CHENNAI - 600 017

- All other clauses of the Original Trust Deed of M/s. Academy of Maritime Education and Training (formerly Smt.Pattammal Educational and Charitable Trust) as amended by the amendment Trust Deed as mentioned above shall form part of this deed and shall govern the activities of M/s. Academy of Maritime Education and Training with effect from this date.

In witness whereof the Founder & Author and the Managing Trustee of the Trust has set her hand this 23<sup>rd</sup> day of November 2006.

WITNESSES:

1. P.S. Rajendran (P.S. RAJENDRAN)  
81-123 Anna Nagar  
Chennai - 40

V. G. Rajendran  
no. 51, M.H. Road  
Perrambur  
Chennai - 600-011

*[Signature]*

This Deed Drafted by

*[Signature]*

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இந்திய அரசாங்கம்  
Government of India  
ராஜேஷ் ராமச்சந்திரன்  
Rajesh Ramachandren



பிறந்த நாள் / DOB: 08/11/1979  
ஆண்பால் / Male  
9021 8849 5999



எனது ஆதார், எனது அடையாளம்

இந்திய தனிப்பட்ட அடையாள ஆணைய அமைப்பு  
Unique Identification Authority of India

ஆதார்

முகவரி: தந்தை / தாய் பெயர்:  
ராமச்சந்திரன் ஜெ. 3/4/5,  
அம்பேத்கர் தெரு. காந்தி  
நகர், சாலிகிராமம், சென்னை,  
சாலிகிராமம், தமிழ் நாடு,  
600093

Address: S/O: Ramachandran J,  
3/4/5, Ambedkar Street, Gandhi  
Nagar, Saligramam, Chennai,  
Saligramam, Tamil Nadu, 600093

9021 8849 5999

1947 help@uidai.gov.in www.uidai.gov.in

For ACADEMY OF MARITIME EDUCATION AND TRAINING

Document No. 87 of 2021  
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Registered Officer



Trustee