

# **POLICIES OF AMET**

**Quality Policy**  
**Admission Policy**  
**Fee Fixation Policy**  
**Governance Policy**  
**Infrastructure Policy**  
**Policy on Ethics in Research**  
**Policy on Curriculum Design and Development**  
**Policy on Curbing the Menace of Ragging**  
**Policy for The Prevention, Prohibition and Punishment  
of Sexual Harassment of Women**  
**Policy for Preventing Alcohol and Drug Abuses**  
**AMET Academic Integrity and Plagiarism Policy**  
**Choice Based Credit System**  
**Outcome Based Education**  
**Code of Conduct**  
**Service Rules**  
**Promotion Policy**  
**Consultancy Policy**  
**Research Promotion**  
**Delegation of Administrative and Financial Power**  
**IT Policy**  
**Green Policy**  
**Policy for Disabled Friendly and Barrier Free Environment**

(drawn from the power and functions of the University as per the UGC approved Memorandum of Association updated from time to time in consonance with UGC deemed to be University Regulations in force at time)

**DRAWN FROM THE POWER AND FUNCTIONS OF THE UNIVERSITY AS PER THE UGC APPROVED MEMORANDUM OF ASSOCIATION (MOA) UPDATED FROM TIME TO TIME IN CONSONANCE WITH UGC (DEEMED TO BE UNIVERSITY) REGULATIONS IN FORCE AT TIME**

Ref-1: Updated in line with UGC Approved MoA- Registration No: 275 of and UGC [Institutions Deemed to be Universities] Regulations, 2019

Ref-2: Approved by the 42<sup>nd</sup> Board of Management in its Meeting held on 21-01-2018 (Agenda Item No 6) and updated documents are approved in the 51<sup>st</sup> Meeting of the Board of Management (Extraordinary) Meeting held on 04-07-2020 (Agenda Item No 8)

**EXTRACT FROM THE BOARD OF MANAGEMENT MINUTES**

**Item No.8**

Considered the report submitted by the Registrar based on the recommendations of various subcommittees, Policies of the University, Service Rules, and AMET Rules and Regulations are updated and submitted for the Approval of Board of Management.

**RESOLVED** that above report is approved and polices of the University, Service Rules and AMET Rules and Regulations as presented in here shall be effected in force suitably by the authorities of the University.

## ACADEMY OF MARITIME EDUCATION AND TRAINING (AMET)

### POLICIES OF THE UNIVERSITY

#### INDEX

S. No.	Name of the Policy	Page
1	Preface	1
2	Quality Policy	3
3	Admission Policy	6
4	Fee Fixation Policy	8
5	Governance Policy	10
6	Infrastructure Policy	15
7	Policy on Ethics in Research	19
8	Policy on Curriculum Design and Development	23
9	Policy on Curbing The Menace of Ragging	28
10	Policy for the Prevention, Prohibition and Punishment of Sexual Harassment of Women	32
11	Policy for Preventing Alcohol and Drug Abuses	37
12	AMET Academic Integrity and Plagiarism Policy	38
13	CBCS Handbook	41
14	Outcome Based Education	65
15	Code of Conduct	69
16	Service Rules	87
17	Promotion Policy	118
18	Consultancy Policy	122
19	Research Promotion	127
20	Delegation of Administrative and Financial Power	136
21	IT Policy	159
22	Green Policy	163
23	Policy for Disabled Friendly and Barrier Free Environment	167

## **Preface**

The Academy of Maritime Education and Training was established as a private maritime academy by Dr J Ramachandran with an enrolment of 14 cadets on 15th February 1993. Originally it has offered Higher National Diploma Programme in Marine Engineering and Nautical Science, a twinning Diploma Course in collaboration with Glasgow College of Nautical Studies (GCNS), Scotland, U.K. It also offered Diploma in Marine Studies (DMS), Diploma in Nautical Science (DNS) and Diploma in Shipping & Maritime Transportation (DSMT) in association with Singapore Maritime Academy. Thereafter AMET introduced specialized degree programs in maritime field such as 3-year B.Sc., Nautical Science in 2002 and 4 year B.E. Marine Engineering in 2001. On 21st August 2007, Gazette Notification issued by Ministry of Human Resources and Development, Government of India conferring University status to AMET Which is India's First University in Maritime Education under section 3 of UGC Act 1956 *De Novo* category. Since then, the University is catering the needs and dissemination of knowledge in the field of marine and maritime studies.

Being recognized by University Grants Commission (UGC), Directorate General of Shipping (DGS) and All India Council for Technical Education (AICTE) for offering various UG, PG, research and professional training courses, AMET deemed to be University with its truly international standards and unparalleled quality in education received many national and international recognitions and awards. AMET deemed to be University dedicated itself to become a World Class University by all virtue. University strictly following the norms and guidelines of regulatory bodies *i.e.*, UGC, AICTE and DGS. The Management, administrative and executive authorities and committees like Board of Management, Academic Council, Vice Chancellorship etc are formed and practiced as per the requirements. The University is having interest in gaining, shaping and disseminating knowledge in marine and maritime sector. Students and scholars are encouraged to exercise critical thinking and make exhaustive inquiry in the specialized

knowledge i.e., marine and maritime fields. The University is having openness and tolerance with no skepticism towards alternate thoughts. The University reflects the challenges, changes and opportunities in the marine and maritime industry and upgrades academic and educational views. University promotes collegiality among staff and students and provides academic freedom to put forward new ideas and views.

The University in its long journey has identified certain areas for constant up gradation and up keeping for which different policies are being evolved. The policies of the University are brought in to this booklet to provide an overview of the University's steady march towards achieving the vision and mission.



## QUALITY POLICY

### Preamble

Academy of Maritime Education and Training (AMET) has been established as a private maritime institute with just 14 cadets in 1993. AMET has, through its uncompromising strides of excellence and ambitious zeal to serve the students and nation, transformed into the first University for Maritime Education in India under AMET Trust. AMET was granted the deemed to be University status by the UGC on 21<sup>st</sup> August 2007 under the “de-novo” category with maritime education as emerging field with great potential.

In order to provide quality education and training, AMET is continuously upgrading its quality systems. AMET's quality system was first certified to ISO 9001:1994 in the year 1998. AMET has upgraded its quality management system and was certified to ISO 9001:2000 version in the year 2001 and was re-certified in the years 2004 and 2007. AMET's Quality Management System was revised in line with its upgraded status as University and got a revised certificate in December 2008. During 2016, AMET has been re-certified with latest ISO 9001: 2015 standards.

The scope of Quality Management System of AMET deemed to be University for ISO 9001: 2015 certification is as follows:

**“Offering maritime and maritime related courses leading to awarding of certificate, diploma, and degree to students and research scholars.”**

### Vision

To sustain identity as a World Class Leader in Maritime Education and empower learners with wholesome knowledge through progressive innovation in training, research and development which will render students a unique learning experience and a transformation impact on the Global Society.

## **Mission**

AMET will strive continuously to

- Impart value-based higher education and technical knowledge with uncompromising strides of an outstanding quality.
- Emerge as a Centre of Excellence inculcating skill development in recent technologies in accordance with industrial trends.
- Create World class research capabilities on par with the finest in the world and broaden student's horizons beyond classroom education.
- Nurture talent and entrepreneurship to enable all round personality development among students.
- Empower students across socio economic strata.
- Make a positive difference to society through technical education.

## **Quality Policy**

AMET is committed to provide the highest quality in education and be the most preferred institution for pursuing marine and marine related courses.

This will be achieved by consistent focus on:

- Providing a conducive, vibrant, progressive and enriching learning atmosphere.
- Teaching Excellence and Research Output.
- Global outlook and engaging with the world through learning, teaching and research.
- Providing competitive advantage in gaining employment for further academic opportunities.

- Maintaining excellent links with commerce and industry both national and international.
- Complying with all applicable requirements and continually improving the effectiveness of Quality Management System.

AMET DEEMED TO BE UNIVERSITY has established, documented, implemented & maintained a QMS and AMET continually improves its effectiveness in accordance with the requirements of the International Standard ISO 9001:2015.

While establishing and implementing the QMS, AMET has

- a) Determined the processes needed for the QMS & their application throughout the institute.
- b) Determined the sequence and interaction of these processes
- c) Determined the criteria & methods needed to ensure that both the operations & controls of these processes are effective and are incorporated in the respective course frameworks (course documents)
- d) Ensures the availability of resources & information necessary to support the operation & monitoring of these processes.
- e) Monitors, measures & analyses these processes
- f) Implements actions necessary to achieve the planned results & continual improvement of these processes.

#### **Authorities Concerned**

1. Board of Management
2. HoD's and Course in charges
3. Management Representative (MR)-QMS
4. Registrar
5. Vice Chancellor



## **ADMISSION POLICY**

AMET deemed to be University is committed to follow the regulations and guidelines on admissions stipulated by the statutory bodies such as University Grants Commission (UGC) and Directorate General of Shipping (DGS), Government of India and All India Council for Technical Education (AICTE) who have recognized the programmes.

The University shall form an Admission Committee to be headed by a retired High Court Judge and senior faculties and renowned Academicians as members. The Committee shall meet based on the need to plan and initiate admission related procedures.

The Committee shall provide necessary guidance to ensure that the interests, rights and needs prospective candidates\students who are looking for educational opportunities in various courses at AMET deemed to be University are attended.

The University shall ensure

1. Relevant and Compressive information such as courses/programs offered, eligibility criteria, procedure and details of common entrance test (Names of the centres, no of papers for the written test, dates and venue of test etc.,) shall be widely publicized as advertisements in leading National News papers and Notified in University's official website.
2. The University shall prepare an update prospectus which provides detailed information on the vision and mission of the University, details of recognition and approvals from the various statutory authorities (National and International bodies), courses offered, with details of duration of the course, course pattern entry requirement, eligibility details job opportunity, mode of selection, medical standards collaborative arrangements with International Universities, details of research programs etc.,
3. AMET shall follow the reservation norms of the Government of India in admission of students
4. The details of various infrastructural facilities such as an Unique Ship-in Campus- operating in water, state of art Full Mission Ship Simulator in the campus, library facilities, well equipped Laboratories, facilities to develop

through physical education residential and swimming pool facility, etc., shall also be provided in the prospectus.

5. The prospectus shall provide the details of academic governance of the University. The comprehensive information in respect of students' career placements details shall also be provided.
6. Candidates who wish to apply for the various courses conducted by the University may download the application form and after completely filling the form, upload the same to consider their application for the entrance test.

The University is committed to enact and follow the admission procedure which ensures that there will be transparency in the entire admission process. Some of the important steps to be followed for the admission are as under;

- The criteria for admission to any course in the University shall be based on the academic merit, performance in the entrance test and personal interview.
- The entrance test shall be an all India Online Examination
- The list of selected candidate for admission as per the course requirements shall be notified on the University notice board and individually intimated.
- Medical fitness tests are to be done for the courses approved by DGS
- Registrar shall issue Provisional Admission Letter to the selected candidates.
- In case of non-admission of the selected candidate for any reasons, candidates who are waitlisted shall be allowed to join the program.

#### **Concerned Authorities**

1. Dean Admissions
2. AR Academics
3. Admission Committee
4. Registrar
5. Vice Chancellor

## **FEE FIXATION POLICY**

AMET deemed to be University is committed to fix the fee for various programmes both at degree levels and short term courses, in consonance with the guidelines given by the regulatory bodies such as University Grants Commission (UGC), Directorate General of Shipping (DGS) and All India Council for Technical Education (AICTE). The Admission Policy of AMET and State Government norms for fee fixation also considered.

AMET follows UGC (Deemed to be Universities) Regulations 2016 with regard to fee structure, fee payments and refund of fee.

The Fee Fixation Committee of AMET reviews the fee in light of the above norms and regulations and fixes the fee.

Fee Fixation Committee (included one external member, a retired Judge) shall be constituted as per the guidelines of Government of Tamil Nadu.

The fee structure will be reviewed by the Fee Fixation Committee and fixes/revises the fee for various programmes. The fixed/revise fee is notified in the prospectus after due approval from the Finance committee and Board of Management. The committee shall consider the fee structure based on the Admission Policy of AMET.

Programme wise fee structure is provided in the Prospectus and website of the Institution.

Refund of Fee is as per the UGC (Deemed to be Universities) Regulations 2016.

The fee such as Examination Fee and other special fee are subject to revision and may not be covered in the prospectus/website, as these are dynamic.

AMET shall ensure that

1. The prospectus of AMET contains transparent information about the fees and charges payable.

2. The same is also made available in AMET website which is updated periodically.
3. This declared policy (Fee Fixation Policy) shall be followed in collecting any fees or charges.
4. AMET collects only the fee that is transparently notified in the website and prospectus may be in full or in installments.
5. Besides, AMET does not charge/ collect any fee or other charges which are not publically stated /notified in the Prospectus.
6. AMET does not receive any fee or payment without receipts.
7. For online payments also receipts shall be generated and issued to the students.

**Concerned Authorities**

1. AR Academics
2. Fee Fixation Committee
3. Registrar
4. Vice Chancellor

## **GOVERNANCE POLICY**

### **Preamble**

Academy of Maritime Education and Training (AMET) has been declared as Deemed to be University (under section 3 of UGC Act 1956) in the *de novo* category in marine and maritime studies. Being a unique University, AMET functions in accordance with the guidelines provided by University Grants Commission, All India Council for Technical Education (AICTE) and Directorate General of Shipping, the regulatory and statutory bodies. The leadership and the management act with a clear focus spelt out by the vision and mission that were critically evolved based on the contemporary academic needs of the society.

### **Scope of the Policy**

The University is basically oriented towards marine and marine related courses and aspires to be a pioneer and sector specific University. The strategy evolved for the present organizational goal achievement adopts a participative approach of all the stakeholders in order to attain the highest quality in maritime education. The perspective plan for the development of the University clearly depicts its vision to become a global player in this specific education sector by opening its entity in countries where there are opportunities.

The thrust of the University is on its quality management system for achieving excellence through its national and international collaborations, demographic diversity, academic freedom, ICT enabled campus, industry-institutional interface and the number of elite certifications from global shipping bodies along with the distinctive list of awards received by the institution and its core members/team.

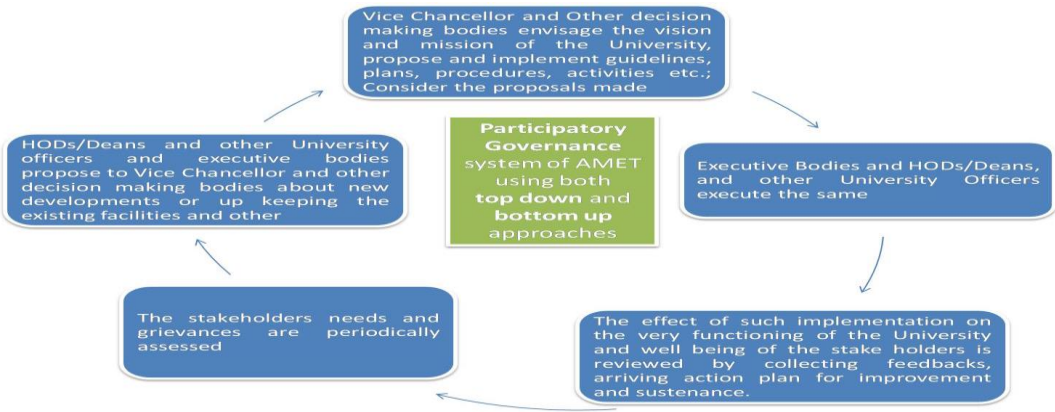
The University is very keen on considering the Vision and Mission set forth in all governing aspects. Vision of the University is to place AMET deemed to be University at the top position of prominence among the world's Maritime Universities. Mission of the

University is to be the fountainhead for nurturing finest intellectual capital base for the maritime sector worldwide.

The University has been imparting education and training to cadets/students in marine and marine related courses as a pioneer by starting new courses ahead of others. This is a sector specific University unlike others that offer traditional courses. It paves an opportunity to fulfill the dreams of young minds on contemporary fields like Nautical Science, Marine Engineering, Shipping and Logistics, Naval Architecture, Petroleum Engineering and more. This vision of the institution is clearly conveyed in the mission and vision statement of the University. The mission statement of the University defines the sector specific courses (marine and marine related courses) by offering world class training. Vision of the University helps to maintain its tradition and inculcate its value system in the cadets/students thereby enabling it in its march to be a leader in Maritime education in the world. It strives to be the “Maritime Knowledge Pool”.

And thus, the Governance of the University is envisaged in view of the long term vision and mission of the University.

The University is committed to follow the participatory governance to implement and upkeep new and existing systems, respectively. Figure 1 summarizes the overall structure of AMET deemed to be University Governance Policy.



**Figure 1: Participatory governance at AMET**

## **Participatory Governance system of AMET using both top down and bottom up approaches**

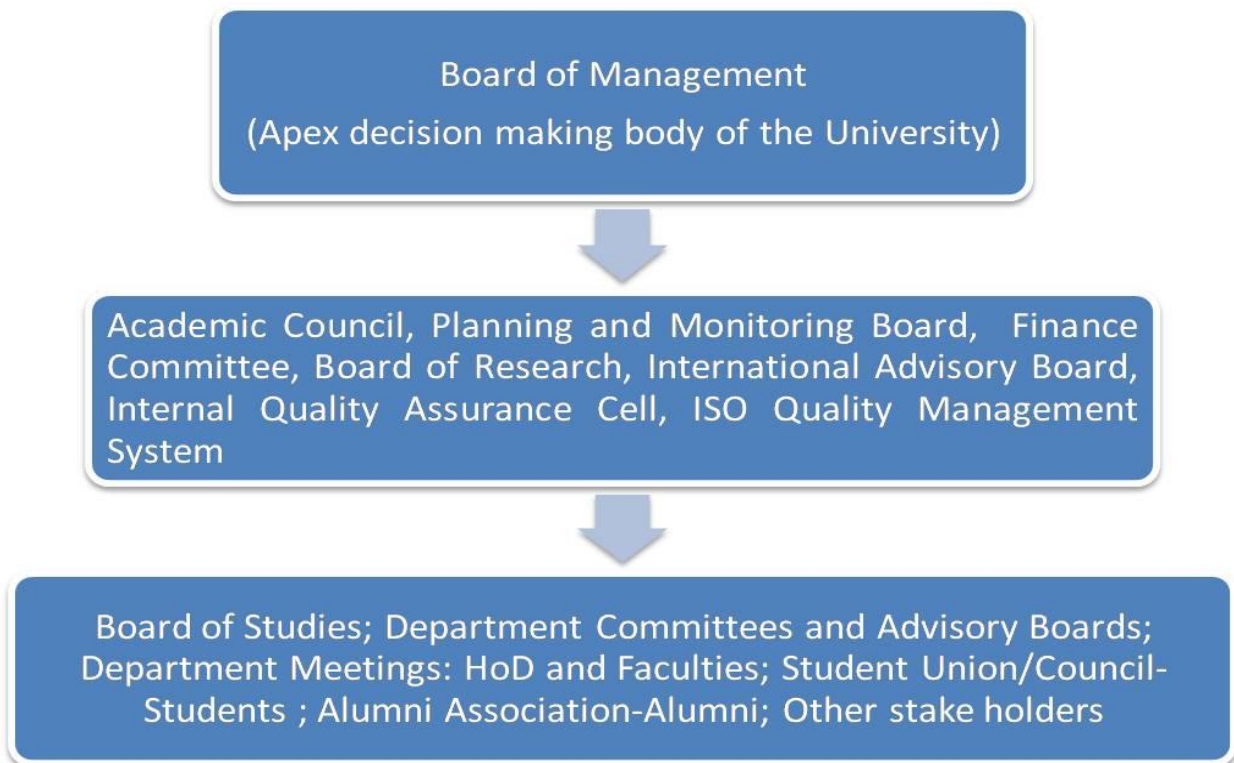
### **Top down approach**

- Vice Chancellor and Other decision making bodies envisage the vision and mission of the University, propose and implement guidelines, plans, procedures, activities etc.; Consider the proposals made
- Executive Bodies and HODs/Deans, and other University Officers execute the guidelines, plans, procedures, activities, systems etc
- The effect of such implementation on the very functioning of the University and well being of the stake holders is reviewed by collecting feedbacks, arriving action plan for improvement and sustenance of the guidelines, plans, procedures, activities, systems etc

### **Bottom up approach**

- The stakeholders need and grievances are periodically assessed
- HODs/Deans and other University officers and executive bodies propose to Vice Chancellor and other decision making bodies about new developments or up keeping the existing guidelines, plans, procedures, activities, systems etc

Thus having taking all these in consideration, University shall evolve the guidelines and procedures to establish and execute the following committees for the overall governance of the University.



To promote the participatory Governance University shall consider the following

- To incorporate the valuable suggestions of the teaching and non-teaching staff, cadets/students, alumni, parents, industry people in its decision making process.
- To discuss the academic, administrative, infra-structure, hostel matters and other issues at the meetings of Directors, Deans and HODs at Department Levels
- Vice-Chancellor shall convene regular meetings of the Directors, Deans and HODs to discuss all the academic and non-academic issues before taking decisions.
- The Board of Management, Planning and Monitoring Board and Academic Council which have representatives from different departments shall ensure effective planning and implementation of academic and non-academic programmes.
- Departmental budgets shall be given due consideration by the Finance Committee and funds be allocated.



- The University shall form and make functional the different student committees/ bodies like Students' council, Mess Committee, Sports Council, Cultural Committee, Leo Club, Eco Club, Peace Club etc., through which cadets/ students give their suggestions/ grievances which are considered while taking decisions.

**Overall the University shall consider the following as the prime focus in governance**

1. Contributing to National Development
2. Fostering global competencies among students
3. Inculcating Value System among students
4. Promoting Use of Technology
5. Quest for Excellence

**Concerned Authorities**

1. The Vice Chancellor
2. The Registrar
3. Board of Management
4. Planning and Monitoring Board
5. Finance Committee
6. Board of Research
7. Student Councils

## **INFRASTRUCTURE POLICY**

### **Scope of the Policy**

University infrastructure development is a strategic process that uses a healthy planning framework designed to deliver the University's strategic outcomes. This policy supports infrastructure developments in the University premises while adhering to the University's Mission and Vision.

### **Infrastructure Policy**

AMET deemed to be University is committed to create, develop, provide and maintain necessary infrastructure in all the domains. University is committed to provide all possible modern and essential amenities and infrastructure for all the stake holders.

Establishing and maintaining a well developed infrastructure is very important for any institutions of higher learning. AMET deemed to be University is having a vision "to place AMET deemed to be University to a position of prominence among the world's Maritime Universities". Hence the infrastructure policy of the University is to ensure the present requirements and future needs in terms of infrastructure. AMET deemed to be University is becoming a fountainhead for nurturing finest intellectual capital base for the maritime sector – worldwide. This is being achieved by establishing and maintaining not only good human resource but also by offering the best and commendable physical infrastructure for the maritime education and training.

The policy covers the following domains.

1. General Infrastructure
2. Infrastructure for teaching, learning and evaluation
3. Infrastructure for research, consultancy and extension
4. IT Infrastructure
5. Hostel infrastructure
6. Others

## **Procedure and Planning**

The new requirements for infrastructure developments may be discussed at various levels of authorities such as Management Review Meeting, Academic Council Meeting, Planning and Monitoring Board Meetings and the same be proposed in a proper manner by appropriate authorities. The proposals shall be considered by the Vice Chancellor/Board of Management and will be executed by the Registrar by various administrative officers.

## **Priorities for Infrastructure planning**

AMET deemed to be University from the inception and also during its 22 years of journey has been established as a premier institution for Maritime Education. Hence, self sufficient and modern infrastructure for maritime education and training shall be created, maintained and upgraded periodically.

1. AMET will establish exclusive research centers in advanced research area in Marine and Maritime studies
2. AMET is committed in creating, maintaining and upgrading advanced training infrastructure for students and cadets such as Ship in campus and full mission ship simulator for their curriculum based hands on training
3. AMET is committed to establish, maintain and upgrade various sports and recreations facilities such as swimming pool, gyms, play grounds etc.

However, AMET deemed to be University is committed to establish and further strengthen the infrastructure in the following aspects

1. **Sporting facilities:** A good university will ensure that there are facilities in place for students to exercise their bodies as well as their minds. Hence, AMET shall establish swimming pool, gyms, indoor sports courts, outdoor sports courts, outdoor sports pitches and full-time staff.

2. **Medical facilities:** University shall establish a fully functional medical center with qualified doctors on service.
3. **Residential facilities:** Being a maritime University, AMET shall establish hostel facilities for all the students who pursue maritime courses, since these are residential programmes. Facilities shall be made for the residential support for faculty members and research scholars as well. Separate hostel facilities shall be made in service for international students. Guest houses may also be established to make residential requirements of visitors, guests and others.
4. **IT infrastructure:** IT infrastructure once been considered as an advanced facility has now become an essential facility; thanks to the technology advancements and the role of IT infrastructure in teaching and learning. AMET deemed to be University is committed in maintaining a 1:2 student computer ratio. AMET shall establish a fully functional IT Support Center with well qualified technical staff. University will be richly provided with Wi-Fi and 24 h internet connectivity. University shall establish and improve many smart class rooms and other e-learning resources.
5. **Library facilities:** Even in this IT era, books and library are remaining unquestionable resources of teaching and learning both for academics and research. AMET deemed to be University shall create a state of the art Library which harbors facilities such as OPAC Facility, Digital Knowledge Centre, Audio-Visual Room, Air-conditioning Reading Hall, Reprographic and scanning Facilities, Scanning Facility etc.

Library shall be appropriately strengthened to have a separate section for Digital Library to facilitate the access of electronic databases subscribed by the institution. The University shall subscribe electronic databases apart from the journals available on Open Access platform. AMET shall also make available other online resources such as SCOPUS, Institute of Electrical and Electronics Engineering (IEEE), American

Society of Mechanical Engineering (ASME), American Society of civil Engineering (ASCE), EBSCO-Business Source Elite E-journals and DELNET Online for the benefit of research scholars and Faculty Members involved in research.

**Authorities Concerned**

1. Director Administration
2. Chief Executive Officer
3. Estate Officer
4. Civil Engineer
5. Assistant Registrar-Maintenance
6. Registrar
7. Vice Chancellor

## **POLICY ON ETHICS IN RESEARCH**

AMET deemed to be University shall emphasis the following ethical principles as top priority in all its academic and other research activities.

- ❖ Maintaining highest Honesty
- ❖ Objectivity
- ❖ Integrity
- ❖ Carefulness
- ❖ Openness
- ❖ Respect for Intellectual Property
- ❖ Confidentiality
- ❖ Responsible Publication
- ❖ Responsible Mentoring
- ❖ Respect for colleagues
- ❖ Social Responsibility
- ❖ Non-Discrimination
- ❖ Competence
- ❖ Legality
- ❖ Animal Care
- ❖ Human Subjects Protection

The following principles are proposed as guidance to all the personal involved in research at AMET deemed to be University and Board of Research shall monitor these principles and guidance.

### **Honesty**

Strive for honesty in all scientific communications. Honestly report data, results, methods and procedures, and publication status. Do not fabricate, falsify, or misrepresent data. Do not deceive colleagues, granting agencies, or the public.

**Objectivity**

Strive to avoid bias in experimental design, data analysis, data interpretation, peer review, personnel decisions, grant writing, expert testimony, and other aspects of research where objectivity is expected or required. Avoid or minimize bias or self-deception. Disclose personal or financial interests that may affect research.

**Integrity**

Keep your promises and agreements; act with sincerity; strive for consistency of thought and action.

**Carefulness**

Avoid careless errors and negligence; carefully and critically examine your own work and the work of your peers. Keep good records of research activities, such as data collection, research design, and correspondence with agencies or journals.

**Openness**

Share data, results, ideas, tools, resources. Be open to criticism and new ideas.

**Respect for Intellectual Property**

Honor patents, copyrights, and other forms of intellectual property. Do not use unpublished data, methods, or results without permission. Give credit where credit is due. Give proper acknowledgement or credit for all contributions to research. Never plagiarize.

**Confidentiality**

Protect confidential communications, such as papers or grants submitted for publication, personnel records, trade or military secrets, and patient records.

### **Responsible Publication**

Publish in order to advance research and scholarship, not to advance just your own career. Avoid wasteful and duplicative publication.

### **Responsible Mentoring**

Help to educate, mentor, and advise students. Promote their welfare and allow them to make their own decisions.

### **Respect for colleagues**

Respect your colleagues and treat them fairly.

### **Social Responsibility**

Strive to promote social good and prevent or mitigate social harms through research, public education, and advocacy.

### **Non-Discrimination**

Avoid discrimination against colleagues or students on the basis of sex, race, ethnicity, or other factors that are not related to their scientific competence and integrity.

### **Competence**

Maintain and improve your own professional competence and expertise through lifelong education and learning; take steps to promote competence in science as a whole.

### **Legality**

Know and obey relevant laws and institutional and governmental policies.

### **Animal Care**

Show proper respect and care for animals when using them in research. Do not conduct unnecessary or poorly designed animal experiments.



## **Human Subjects Protection**

When conducting research on human subjects, minimize harms and risks and maximize benefits; respect human dignity, privacy, and autonomy; take special precautions with vulnerable populations; and strive to distribute the benefits and burdens of research fairly.

## **Concerned Authorities**

1. Department Research Committee
2. Research Monitoring Committee
3. Board of Research
4. Research Supervisors
5. Principal Investigators
6. Director, Centre for Research
7. Registrar
8. Vice-Chancellor

## **POLICY ON CURRICULUM DESIGN AND DEVELOPMENT**

### **Prelude and scope of the policy**

AMET, the first deemed to be University in the maritime sector of India, is keen on introducing new maritime courses and strengthen the pioneering courses introduced by the University. A strong policy on the design and development of curriculum is being developed based on the followings

1. Vision and mission of the University
2. Guidelines and regulations of regulatory bodies; University Grants Commission and Directorate General of Shipping
3. Meeting up the standards and quality indicators set by other National Authorities on Higher Education

### **Vision**

To sustain identity as a World Class Leader in Maritime Education and empower learners with wholesome knowledge through progressive innovation in training, research and development which will render students a unique learning experience and a transformation impact on the Global Society.

### **Mission**

AMET will strive continuously to

- Impart value-based higher education and technical knowledge with uncompromising strides of an outstanding quality.
- Emerge as a Centre of Excellence inculcating skill development in recent technologies in accordance with industrial trends.
- Create World class research capabilities on par with the finest in the world and broaden student's horizons beyond classroom education.

- Nurture talent and entrepreneurship to enable all round personality development among students.
- Empower students across socio economic strata.
- Make a positive difference to society through technical education.

### **Quality Policy**

AMET is committed to provide the highest quality in education and be the most preferred institution for pursuing marine and marine related courses.

This will be achieved by consistent focus on:

- Providing a conducive, vibrant, progressive and enriching learning atmosphere.
- Teaching Excellence and Research Output.
- Global outlook and engaging with the world through learning, teaching and research.
- Providing competitive advantage in gaining employment for further academic opportunities.
- Maintaining excellent links with commerce and industry both national and international.
- Complying with all applicable requirements and continually improving the effectiveness of Quality Management System.

### **This will be achieved by consistent focus on:**

- i. Providing a conducive, vibrant, progressive and enriching learning environment.
- ii. Teaching Excellence and Research output
- iii. Global outlook and engaging with the world through learning, teaching and research
- iv. Attracting the best and the brightest students.

- v. Providing competitive advantage in gaining employment or further academic opportunities.
- vi. Maintaining excellent links with commerce and industry both nationally and internationally.
- vii. Complying with all applicable requirements and continually improving the effectiveness of the Quality Management system.

Further the University shall design Programme Educational Objectives and measures the outcomes of each programme, in order to ensure and confirm that the institutional mission and vision are adequately reflected in the academic programmes of the University.

University shall establish structured systems for curriculum design and development by involving Teachers of the Concerned Departments, Board of Studies and Academic Council and final approval from the Board of Management which shall be constantly monitored through several entities including Management Review Meeting. The process shall always take into consideration the guidelines and norms of regulatory authorities viz., UGC, AICTE and DGS. AMET has exclusive International Board of Advisors comprising eminent personalities in maritime field to advice on the design and development of programmes conducted.

AMET shall follow a systematic process as per Quality Management System which helps to monitor by collecting formal feedbacks, analyze them and arriving actions plans, follow ups for the successful implementation of curriculum.

- ❖ Study on need assessment for development of a new course
- ❖ Identifying inputs for design and Development of new course
- ❖ Envisaging and ensuring the Design and Development output
- ❖ Periodical validation of Design and Development of new courses

- ❖ Making Changes in New or Existing Courses with reference to global changes, industry scenario, stakeholders well being and adhering the guidelines of regulatory bodies.
- ❖ University shall also exercise great emphasize on ensuring employability, innovation and research in the curriculum and new course design and development

Besides, University shall endeavor to fulfill the following indicators and key points for excellence.

1. Curriculum design is aligned with the institutional goals and objectives.
2. Curriculum design and development is done through a well defined process.
3. Curricula developed/ adopted have relevance to the local/ national/regional/global developmental needs.
4. Employability & entrepreneurship, pursuit of higher knowledge, overall development of students are major considerations in the design and development of the curriculum.
5. Developing global competencies
6. Consultation with academic experts, industry/employment sector /alumni / other stakeholders within and outside the institution for developing the curricula.
7. The curriculum is flexible and offer choices for students
8. Courses provide adequate opportunities for additional/ supplementary/ enrichment courses along with their regular curricula.
9. The course delivery system and examinations processes are transparent
10. The curriculum is flexible for enrichment
11. Structured feedback from stakeholders and peers is to evolved and sustained

## **Concerned Authorities**

1. Board of Management
2. Academic Council
3. Vice-Chancellor,
4. Registrar,
5. Controller of Examinations
6. Dean Academics
7. Dean, Curriculum Development
8. Board of Studies of respective programmes
9. HoD's and Faculty

## **POLICY ON CURBING THE MENACE OF RAGGING**

### **Preamble**

AMET deemed to be University is aware of the fact that prevention and prohibition of ragging in institutions imparting higher education in the Country is a great concern. Regulations have been framed by various apex bodies of higher education in the Country such as UGC, AICTE etc. In view of the directions of the “UGC regulations on curbing the menace of ragging in higher educational institutions, 2009” and in the commitment of AMET deemed to be University in prohibiting, preventing and eliminating the scourge of ragging, this policy is being made.

### **Ragging**

As per UGC Regulations 2009, ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness against fresher or any other student.
- b) Indulging in rowdy or in disciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

### **Commitments of AMET deemed to be University in Prohibiting Ragging**

1. University shall not permit or condone any reported incident of ragging in any form; and take all necessary and required measures, to achieve the objective of eliminating ragging, within the institution or outside
2. University shall take action in accordance with UGC Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
3. University shall make all possible ways to implement the policy of anti-ragging such as displaying banners, notifying in the University website and printed in the brochures, academic calendar etc about various act of ragging, the information on anti-ragging committee and contact numbers of all the authorities involved.



4. University shall make it compulsory that application for admission, enrolment or registration must be accompanied by an Anti Ragging affidavits signed by students and Parent/Guardian.
5. The details of Anti-Ragging Helpline shall be widely displayed in the University Hostels, Campus etc.

### **Punishment for Ragging**

The Anti-Ragging Committee of the institution, depending on the nature and gravity of the guilt of ragging shall award, to those found guilty, one or more of the following punishments, namely;

1. Suspension from attending classes and academic privileges
2. Withholding/ withdrawing scholarship/ fellowship and other benefits.
3. Debarring from appearing in any test/ examination or other evaluation process.
4. Withholding results.
5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
6. Suspension/ expulsion from the hostel.
7. Cancellation of admission.
8. Rustication from the institution for period ranging from one to four semesters.
9. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
10. Any other punishments as suggested by the Committee

## **Anti-Ragging Committee**

The AMET deemed to be University Anti-Ragging committee constitutes

1. The Vice-Chancellor (Chairman)
2. The Registrar
3. HoD's nominated by Vice Chancellor
4. Faculty Members nominated by Vice Chancellor
5. Hostel Wardens
6. Inspector of Police of Kanathur Police Station
7. NGO Member
8. Student Representatives
9. Local Media Person

## **POLICY FOR THE PREVENTION, PROHIBITION AND PUNISHMENT OF SEXUAL HARASSMENT OF WOMEN**

### **PREAMBLE**

This policy for the prevention, prohibition and punishment of sexual harassment of women is formulated to prevent sexual harassment of women on the campus. The policy extends to all students, faculty, staff, officers, residents and visitors of the University. The Committee will take cognizance of all forms of sexual harassment towards women and will promote gender sensitisation. This is also in tune with the concern expressed by the University Grants Commission about ensuring safe environment for women students and employees in educational institution

The Committee Against Sexual Harassment (CASH) is the body constituted by AMET deemed to be University in consonance with the Sexual Harassment of Women at the Workplace (Prevention, prohibition and redressal) Act 2012 and as per the Guidelines and Norms prescribed by the Supreme Court. AMET deemed to be University is committed to provide a place of work and study free of sexual harassment, intimidation, and/or exploitation.

### **Constitution of Committee Against Sexual Harassment (CASH)**

AMET deemed to be University Committee Against Sexual Harassment (CASH) constitutes the following members approved by the Vice Chancellor.

1. A Senior Lady Faculty as Convener
2. Joint Registrar
3. A nominee of the Vice Chancellor preferably an external member
4. Proctor
5. NGO Member
6. Teaching/ Non Teaching Faculty Member(s)
7. Lady Warden(s)

## 8. Girl Student Representative(s)

### **Definition of Sexual Harassment**

Sexual harassment includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely

- physical contact and advances
- a demand or request for sexual favours
- making sexually coloured remarks
- any unwelcome messages through telephone or internet
- showing pornography
- any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

### **Procedure for Registering Complaints**

All complaints must be brought by the complainant in person or in instances brought by another person on behalf of the complainant. In exceptional cases, third party/witness complaints may be entertained. Complaints can be lodged directly with any member of the Committee Against Sexual Harassment (CASH), or through existing channels for lodging grievances. If the complaint is made through any such channel, the person to whom the complaint is made should bring it to the notice of the Committee within two working days of its receipt by her/him.

### **Procedure to be followed by the Committee**

On receipt of a complaint the Committee shall record it to writing. Within ten days of the receipt of a complaint, the Committee must determine whether a prima facie case of sexual harassment is made out. It shall carefully consider the complaint and may hear the complainant and the defendant and/or any other relevant person to determine whether an enquiry by the Committee is to be instituted. Due attention must

be paid to confidentiality of the complainant and the defendant. The Committee shall enquire into the complaint of sexual harassment following procedures in conformity with the principles of natural justice and gender sensitivity. The Committee is empowered to take steps to settle the matter under the new Act to the satisfaction of the complainant before initiating a formal enquiry into the matter. After concluding its enquiry, the Committee shall prepare a detailed and written report of its findings. The enquiry report shall specify the details of the charge(s) against the defendant, the statements made and evidence presented in the enquiry and a discussion of the reasons upon which the findings arrived at by the Committee. The Committee shall provide a report of its findings to the employer within 10 days of completion of inquiry and such report shall be made available to the concerned parties. In the event that the Committee finds the defendant guilty of sexual harassment, it shall also recommend the nature of disciplinary action to be taken taking into consideration the gravity of the offence of which he has been found guilty and the impact on the complainant. The disciplinary action will commensurate with the nature and impact of the sexual harassment. It shall also recommend whether after disciplinary action has been taken, the University Administration should publicize the identity of the offender, the misconduct and the disciplinary action taken.

### **Punishments for the proven Sexual Harassment**

The punishments listed below are indicative, and shall not constrain the AMET deemed to be University and Committee Against Sexual Harassment (CASH) from considering others.

**In the case of academic/administrative/technical/ non teaching staff/management, the recommended disciplinary action could be one or more of the following:**

1. Warning
2. Written apology

3. Bond of good behaviour
4. Gender sensitization
5. Counselling
6. Adverse remarks in the Confidential Report
7. Debarring from supervisory duties
8. Suspension
9. Denial of membership of statutory bodies
10. Denial of re-employment
11. Stopping of increments/promotion
12. Reverting, demotion
13. Transfer
14. Dismissal
15. Withdrawal of residential facilities and prohibition from entry on the campus etc.
16. Any other relevant mechanism.

**In case of students, the recommended disciplinary action could be:**

1. Warning
2. Written apology
3. Bond of good behaviour
4. Gender sensitization
5. Counselling
6. Debarring entry into a hostel/ campus
7. Withholding results

8. Debarring from exams
9. Debarring from contesting elections
10. Debarring from holding posts
11. Suspension for a specified period
12. Expulsion/ Rustication
13. Denial of admission
14. Declaring the harasser as "persona non grata" for a stipulated period of time
15. Any other relevant mechanism.

## **POLICY FOR PREVENTING ALCOHOL AND DRUG ABUSES**

- The University is committed to promoting and maintaining a work and academic environment that is free from illegal alcohol and drug use and abuse, in accordance with all laws of the Nation existing in force. Students and employees are prohibited from being in the campus under the influence of alcohol or illegal drugs
- The University policy for preventing alcohol and drug abuses prohibits the unlawful possession, use, or distribution of illicit drugs and/or alcohol on the campus including hostels and at University-sponsored events held off campus.
- The University offers information to students about drug and alcohol abuse and counseling for the students through Student Mentors
- Any student/employee admitting to or convicted of the unlawful possession, use, or distribution of illicit drugs and alcohol on the campus or at University sponsored events, will be subject to disciplinary action (up to and including termination/expulsion from the University) by the Disciplinary Committee.



## AMET ACADEMIC INTEGRITY AND PLAGIARISM POLICY

### Preamble

AMET deemed to be University strongly believes that academic integrity is the foremost of all academic accomplishments. Both in teaching and research, the University committed to promote high levels of ethics and honesty. University has constituted a Research Ethics Committee and also fixed norms for considering original works and limits for the plagiarism in all academic and research endeavors. University has purchased license for the use of Plagiarism detection software URKUND which is approved and recommended by the INFLIBNET, UGC.

Besides, during September 2017, University Grants Commission has issued a draft University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions) Regulations 2017 to recommend some institutional mechanism to eliminate plagiarism. In this context, University formalize its views and commitments towards maintaining our academic integrity and attending plagiarism issues through a formal policy, termed as AMET ACADEMIC INTEGRITY AND PLAGIARISM POLICY – 2017.

### Definitions

These definitions are essentially provided in the UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATION INSTITUTIONS) REGULATIONS – 2017 (DRAFT)

- a. **Academic Integrity** is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property.
- b. **Plagiarism** means an act of academic dishonesty and a breach of ethics. It involves using someone else's work as one's own. It also includes data plagiarism and self-plagiarism.

## **Objectives**

1. To educate all Faculty, Research Scholars and Students of the University to get awareness about academic integrity and plagiarism
2. To promote academic integrity in all academic accomplishments through identified mechanisms
3. To establish, operate, monitor and evaluate centralized mechanisms for plagiarism issues

## **Detection of Plagiarism**

1. University would use URKUND, plagiarism checking software recommended by the INFLIBNET UGC or as recommended by the INFLIBNET now and then.
2. Other appropriate online plagiarism checking tools shall also be used for detecting plagiarism
3. All MS/M.Phil., dissertations and Ph.D., Theses needs a plagiarism report from URKUND while submission

## **Commitments**

1. University, through its various academic and research bodies, would conduct awareness programmes, workshops, seminars and other events for the promotion of academic integrity and curb the issue of plagiarism on periodical intervals
2. University would establish following two committees as per the recommendations given in UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATION INSTITUTIONS) REGULATIONS – 2017 (DRAFT)
  - a. Academic Misconduct Panel (AMP)
  - b. Plagiarism Disciplinary Authority (PDA)

3. University would adopt UGC recommendations for categorizing level of plagiarisms and appropriate penalties for the same
4. In Core area such as hypothesis, research objectives, results, conclusion etc, University adopt zero plagiarism policy
5. In other areas such as introduction, review of literature etc University adopt the UGC recommendations as suggested in UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATION INSTITUTIONS) REGULATIONS – 2017.

## CHOICE BASED CREDIT SYSTEM (CBCS) HANDBOOK

### PRELUDE

AMET deemed to be University is India's first University in Maritime Education and only University in India with membership in the International Association of Maritime Universities (IAMU) among the 37 members in the World. AMET deemed to be University is approved by the University Grants Commission (UGC) and All India Council for Technical Education (AICTE). AMET has been accredited by National Assessment and Accreditation Council (NAAC). AMET has adopted the Choice Based Credit System (CBCS) from 2015 onwards, as per the guidelines of the University Grants Commission (UGC). With reference to the AICTE model curriculum for engineering, technology and Management programmes, AMET has totally upgraded its CBCS regulations, curricula and syllabi of all programmes and other mandatory courses. This AMET CBCS Regulations 2018 (Regulation D) is applicable for the students registering from 2018-19 academic year onwards. These regulations provide an insight into the essence of CBCS system at AMET with special reference to its unique programmes.

### 1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In this Regulation, unless the context otherwise specifies:

- i. **“University”** means AMET deemed to be University, Chennai.
- ii. **“Head of the Institution”** means The Vice Chancellor.
- iii. **“Dean, Academics”** means the authority of the University who is responsible for all academic activities for the implementation of relevant rules and regulations.
- iv. **“Controller of Examinations”** means the Authority of the University who is responsible for all activities of the Examinations of the University Departments.

- v. **“Dean, Curriculum Development”** means the Professor in-charge for the overall design, development and implementation of the curriculum.
- vi. **“Head of the Department”** means Head of the University Department concerned.
- vii. **“DGS Programme”** means the programme that follows the norms of Directorate General of Shipping, Government of India norms
- viii. **“Non- DGS Programme”** means the programme not coming under DGS but those follows the University Grants Commission norms
- i. **“Regulation”** means a manuscript that contains the principles and standards designed to control or govern the conduct or provide direction at a more detailed level.
- ii. **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (core, elective or soft skill courses).
- iii. **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
- iv. **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
- v. **Grade Point Average (GPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester
- vi. **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total

credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters.

- vii. **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F
- viii. **“Degree”** means academic award conferred upon a student on successful completion of a programme designed to achieve the defined attributes
- ix. **“Discipline”** means Branch or Specialization in UG and PG programmes, like Marine Engineering, Petroleum Engineering, Marine Biotechnology, etc
- x. **“Programme”** means Certificate/Diploma/Under Graduate/Post Graduate programme.
- xi. **“Course”** means a Theory or Laboratory subject that is normally studied in a semester, like Theory of Ships, Ship Masters Business, Marine Auxiliary Machines, Marine Food Technology etc... Including practical subjects
- xii. **“Curriculum”** means a planned sequence of Instruction for a programme. It may incorporate the planned interaction of pupils with instructional content, materials, resources, and processes for evaluating the attainment of educational Objectives.
- xiii. **“Objective”** means the specific aim of the respective course which is being tried to achieve.
- xiv. **“Program Educational Objectives (PEO)”** means broad statements that describe the career and professional accomplishments that the programme is preparing the graduates to achieve.
- xv. **“Program Outcome”** means narrower statements that describe what students are expected to know and be able to do by the time of graduation.
- xvi. **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year

xvii. **Semester:** Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.

xviii. **Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester (provided they pass without any arrears).

## **2. ADMISSION PROCEDURE**

Students for admission to the first semester of the

- i. Undergraduate (UG) programme shall have a PASS in Higher Secondary Examination (10 + 2) or its equivalent examinations as approved by the University.
- ii. Post Graduate (PG) programme shall have a PASS in relevant UG programme with required eligibility

The eligibility criteria shall be as prescribed by the Academic Council of the University from time to time.

- iii. All DGS programmes shall follow the eligibility requirements of DGS All Non-DGS programmes shall follow the eligibility requirements of UGC/AICTE

Lateral entry for B.E./B.Tech., programmes is permitted for admission to the third semester by following eligibility conditions as provided in Annexure 1 and 2.

## **3. PROGRAMMES OFFERED**

A student may be offered admission to any one of the programmes of study approved by the Academic Council of the University. List of programmes being offered by the University are provided in the University website and Prospectus.

#### 4. STRUCTURE OF THE PROGRAMMES

Every UG/PG programme will have a curriculum with syllabi consisting of Theory and Laboratory courses that shall be categorized as Fundamental, General Engineering, Core, Professional Electives, Open Electives, Soft Skills, Employability Enhancement Courses (Internship, Project Work, Industrial Visit etc.), Extra-Curricular Activities (NSS & Club activities), Mandatory Courses (like Environmental Studies, PT and Parade, Indian Constitution, Essence of Indian Traditional knowledge) and Value Addition Courses (additional courses apart from curriculum).

#### 5. CREDIT ASSIGNMENT

Each course is assigned certain number of credits based on the following:

<b>contact period in a week</b>	<b>Credit</b>
1 Lecture Period	1
1 Tutorial Period	1
2 Practical Periods (Laboratory/ Seminar / Project Work / etc.)	1

The Contact Periods per week for Tutorials and Practical can only be in multiples of two.

#### 5. NUMBER OF COURSES PER SEMESTER

Generally, Six Theory courses with / without two or three Laboratory courses is assigned each semester. However, the total number of courses shall not exceed 10 for the Non – DGS programmes (excluding the extracurricular courses). For DGS Programmes, it may be higher than 10 based on the DGS norms. Soft Skill course and Employability Enhancement Course(s) such as STCW may also be included in a particular semester



## 6. CHOICE BASED CREDIT SYSTEM

Choice Based Credit System (CBCS) is a choice available to students to select from among a large number of courses. It may be:

- Supportive to the discipline of study
- Providing an expanded scope
- Enabling an exposure to some other discipline/domain
- Nurturing student's proficiency/skill.

### Categorization of Courses

Every B.E. / B. Tech. Programme will have a curriculum with syllabi consisting of theory and practical courses that shall be categorized as follows:

- i. **Humanities and Social Science (HS)** include courses such as Technical English, Employability Skills, Engineering Ethics and Human Values, Communication Skills Environmental Science and management courses.
- ii. **Basic Science (BS)** include courses such as Mathematics, Physics, Chemistry etc.
- iii. **Engineering Science (ES)** include courses such as Engineering practices, Engineering Graphics, Basics of Electrical / Electronics / Mechanical / Computer Engineering etc.
- iv. **Professional Core courses (PCC)** include the core courses relevant to the chosen specialization/ branch.
- v. **Professional Elective courses (PEC)** include the elective courses relevant to the chosen specialization/ branch.
- vi. **Open Elective Courses (OEC)** include the courses relevant to the chosen specialization / programme which a student can choose from the curriculum of other B.E. / B. Tech. /BBA /B.Com programmes and the courses offered by the Departments under the Faculty of Science and Humanities

- vii. **Employability Enhancement Courses (EEC)** includes Project Work and/or Internship, Seminar, Professional Practices, Case Study and Industrial/Practical Training.
- viii. **Mandatory Courses (MC)** include courses in which credits are to be acquired as part of degree requirements and shall be awarded grades but shall not be part of either GPA (or) CGPA.

### UG Engineering and Technology Programme

S. No.	Category	Range of Credits	Suggested Breakdown of Credits ( for Total=160)
		Min	
1.	<b>Humanities and Social Sciences (HS)</b>	10	12*
2.	<b>Basic Science (BS)</b>	20	25*
3.	<b>Engineering Sciences(ES)</b>	20	24*
4.	<b>Professional Core Courses (PCC)</b>	40	48*
5.	<b>Professional Elective Courses (PEC)</b>	15	18*
6.	<b>Open Elective Courses (OEC)</b>	10	18*
7.	<b>Employability Enhancement Courses (EEC)</b>	15	18*
8	<b>Mandatory Courses</b>		(non- Credit)
<b>Total minimum credits to be earned for completion of UG Engineering and Technology programme</b>			<b>160</b>

### UG BBA/B.Com. Programme

S.No	Category	Range of Credits (Min)	Suggested Breakdown of Credits ( for Total=132)
1.	Core Course	66	74
2.	Elective Course	28	32
3.	Ability Enhancement Courses(AEC)	06	10
4.	Skill Enhancement Courses (SEC)	12	16
Total minimum credits to be earned for completion of UG BBA/B.Com Programme			132

### PG MBA Programme

S.No.	Category	Range of Credits	Suggested Breakdown of Credits (for Total=102)
		Min	
1.	Core Courses	48	54
2.	Elective Courses	36	42
3.	Internship/ Field work	06	06
Total minimum credits to be earned for completion of PG MBA Programme			102

### PG Engineering Programme

S.No.	Category	Range of Credits	Suggested Breakdown of Credits ( for Total=70)
		Min	
1.	Basic Science (BS)	03	03
2.	Research Methodology and IPR	03	03
3.	Professional Core Courses (PCC)	18	20
4.	Professional Elective courses (PEC)	12	15
5.	Open Elective Courses (OEC)	03	03
6.	Internship/Dissertation	18	26
Total minimum credits to be earned for completion of PG Engineering Programme			<b>70</b>

### PG Science Programme

S. No.	Category	Suggested Breakdown of Credits ( for Total=90)
4.	Core Courses	74
5.	Elective courses	09
6.	Open Elective Courses (OEC)	04
7.	Employability Enhancement Courses (EEC)	03
Total minimum credits to be earned for completion of PG Science Programme		<b>90</b>

**Note:** B.Sc (Nautical Science) & B.E (Marine Engineering) courses follow the guidelines of Director General of Shipping

### **Personality and Character Development (No Credits):**

Students will be encouraged to enroll in any one of the personality and character development programmes (NSS/Sports/YRC/NCC) and undergo training for about 40 hours and attend a camp for seven days. The training shall include classes on hygiene and health awareness and also training in first-aid.

- **National Service Scheme (NSS)/NCC** will have social service activities in and around the University.
- **Sports** will have sports, Games, Drills and Physical exercises.
- **Youth Red Cross (YRC)** will have activities related to social services in and around the University. The training activities will be carried out during the weekends and the camp will normally be during the vacation.

### **Industrial Training /Internship:**

The students should undergo Industrial training/Internship for a period as specified in the Curriculum during summer / winter vacation. The training has to be undergone continuously for the entire period.

The Industrial Training / Internship is mandatory for students to complete the Programme and should earn the credit under EEC category. The credits earned will be indicated in the Grade Sheet.

### **Industrial Visit:**

Every student is required to undergo one Industrial visit for every semester, starting from the third semester of the Programme. The Heads of Departments shall ensure that necessary arrangements are made in this regard.

### **Online Courses / Self Study Courses:**

- The student eligibility criteria for self-Study/online courses is that the student does not have current arrears and maintains an average GPA of 7.0 and above.

- Students may be permitted to earn maximum **six credits through** online courses / Self Study courses with the approval of Head of the Department.
- Online courses completed with certificates issued by recognized agencies will be considered for credit allocation as given below

4 weeks course = 1 credit

8 weeks course = 2credit

12 weeks course = 3 credit

### **Additional Credits:**

The credit earned for the extra-curricular activities will be reflected in the mark statement. However, it will not be considered for the calculation of CGPA. The students can choose either NSS/NCC/YRC or any other club activities to earn the credit. Several activities will be organized by the Club Coordinators at regular intervals. The students should participate minimum of four activities in a year (*i.e.*, 2 per semester) to earn one credit. The coordinators are responsible for the evaluation process and he/she can issue participation certificate, endorsed by the Head of the Department.

### **Enrolment in the Courses:**

Students of any programme appearing for a semester shall register themselves to the Courses pertaining to that semester (not applicable for First& Second Semester) in prescribed applications through HoD and shall be submitted to the COE before commencement of the semester/within a week time after commencement of the current semester.

Students can themselves choose their Programme Specific Electives offered in those semesters. In case of open electives students shall choose elective courses offered by other Departments but not from their parent Departments.

For courses where in students have arrears, may enroll and register at the time of arrear examinations.

Each student, shall be assigned to a mentor who shall advice and counsel the student about the details of the academic programme and the choice of courses based on the student's academic background and career objectives.

Depending on academic and non academic resources available to each programme, courses offered may vary. Students will get a chance to make their own plan of study by changing the pace with which they study (fast/ normal/slow) and to opt for a faculty member of their choice.

The number of credits registered in a semester should not be less than 14 credits and can have a maximum of 30 credits for UG Engineering/ Science Programmes. The number of credits registered in a semester should not be less than 10 credits and can have a maximum of 25 credits for PG Engineering/Management/Science Programmes.

Every student shall enroll for the courses of the succeeding semester during the current semester.

The enrollment for all the courses of the Semester will commence 10 working days prior to the last working day of the preceding semester. However, the student is allowed to register for the course, wherein the student has been stopped due to shortage of attendance in previous semester.

The Heads of the department concerned shall confirm the enrollment of students before the commencement of the respective semester.

After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment marks and appear for the End Semester Examinations.

The student shall enroll for the courses with the guidance of the Mentor. If the student wishes, the student may drop or add courses within five working days after the commencement of the concerned semester and complete the registration process duly authorized by the Mentor. Also the student is allowed to register for courses in which

the student has failed earlier though he has not enrolled at the end of previous semester as abovementioned.

**Flexibility to Add or Drop course:**

Students have the option of registering for additional courses or dropping existing courses.

A student has to earn the minimum number of credits specified in the curriculum of the respective Programme of study in order to be eligible to obtain the degree. However, if the student wishes, he/she is permitted to earn more than the number of credits prescribed in the curriculum. The student shall register for the project work in the pre final/final semester only.

**Reappearance Registration:**

If a student fails in a course, the student shall take it as an arrear. The student can retain the already earned Continuous Assessment marks for two subsequent appearances only and there after he/she will solely be assessed by End Semester Examination. If the student has failed/lack of attendance in a professional elective or an open elective course, the student may register for the same or any other professional elective or open elective course respectively in the subsequent semesters. The student who fails in any Laboratory Course shall also take it as an arrear.

**Medium of Instruction:**

The medium of instruction and usage is English for all Courses, Examinations, Seminar presentations and Project / Thesis / Dissertation reports.

**7. DURATION OF THE PROGRAMMES**

A student is normally expected to complete the 4 years UG programme in 8 Semesters but in any case not more than 8 years (16 Semesters), 3 years UG programmes in 6 Semester but in any case not more than 6 years (12 Semesters) and



2 year PG programmes in 4 Semester but in any case not more than 4 years (8 Semesters).

Each semester shall normally consist of 90 working days (including examination days). The Head of the Department shall ensure that every teacher imparts instruction as per the number of hours specified in the syllabus covering the full content of the syllabus.

The extension of period for the completion of the Programme over and above the stipulated the period mentioned in 5.1. can be made on a special approval by the Vice Chancellor of the University besides a penal fee prescribed there for, from time to time.

## **8. REQUIREMENTS FOR APPEARING FOR THE END SEMESTER EXAMINATION OF A COURSE**

A student who has fulfilled the following conditions shall be deemed to have satisfied the attendance requirements for appearing for End Semester Examination of a particular course. Ideally every student is expected to attend all periods and earn 100% attendance from the number of teaching days for that semester.

However, for the DGS programmes, a student should secure not less than 90% attendance (out of number of teaching days) course wise taking into account the number of hours required for that course as specified in the curriculum (including Laboratory course).

For the Non DGS programmes student should secure not less than 75% attendance (out of number of teaching days) course wise taking into account the number of hours required for that course as specified in the curriculum(including Laboratory course).

A student shall normally be permitted to appear for End semester examination of the course if the student has satisfied the attendance requirements and has

registered for examination in those courses of that semester by paying the prescribed fee.

Students of DGS programmes with more than 75% and less than 90% attendance out of number of teaching days including Laboratory courses will have to re-appear for the courses as Arrears in the subsequent semesters by fulfilling the requirements

Students of Non- DGS programmes with more than 65% and less than 75% attendance out of number of teaching days including Laboratory course will have to re-appear for the courses as Arrears in the subsequent semesters by fulfilling the requirements .

Students(Non-DGS) with attendance percentage of more than 40% and less than 65% shall have to re-appear for the courses as Arrears in the subsequent semesters by fulfilling the requirements and with due approval from the Head of the Institution with the recommendations of the Department Committee.

Students who do not satisfy stipulated attendance requirements will not be permitted to write the End-Semester Examination of that course. The students of Non-DGS programme has to re-register (re-do) in a subsequent semester when it is offered next by taking a break of study. Students of DGS programme, the period of completion of course will be extended as per DGS norms.

Student who has already appeared for a course in a semester and passed the examination is not entitled to reappear in the same course for improvement of letter grades / marks.

If a student indulges in malpractice in any of the examinations, the student shall face the Exam Malpractice Enquiry Committee and will be liable for punitive action the number of hours required for that course as specified in the curriculum (including Laboratory course).

A student shall normally be permitted to appear for End semester examination of the course if the student has satisfied the attendance requirements and has registered for examination in those courses of that semester by paying the prescribed fee.

Students of DGS programmes with more than 75% and less than 90% attendance out of number of teaching days including Laboratory courses will have to re-appear for the courses as Arrears in the subsequent semesters by fulfilling the requirements.

Students of Non- DGS programmes with more than 65% and less than 75% attendance out of number of teaching days including Laboratory course will have to re-appear for the courses as Arrears in the subsequent semesters by fulfilling the requirements .

Students(Non-DGS) with attendance percentage of more than 40% and less than 65% shall have to re-appear for the courses as Arrears in the subsequent semesters by fulfilling the requirements and with due approval from the Head of the Institution with the recommendations of the Department Committee.

Students who do not satisfy stipulated attendance requirements (vide clauses 7.1 to 7.6) will not be permitted to write the End-Semester Examination of that course. The students of Non-DGS programme has to re-register (re-do) in a subsequent semester when it is offered next by taking a break of study. Students of DGS programme, the period of completion of course will be extended as per DGS norms.

A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear in the same course for improvement of letter grades / marks. If a student indulges in malpractice in any of the examinations, the student shall face the Exam Malpractice Enquiry Committee and will be liable for punitive action

### **Assessment for laboratory courses:**

Every laboratory exercise / experiment shall be evaluated based on the student performance during the laboratory class and the student's record maintained by him/her. The criteria for arriving at the Continuous Internal Assessment marks of 40 in practical examinations

1. Record Note Book	: 10 Marks
2. Observation/Class note	: 15 Marks
3. Practical Performance during classes	: 15 Marks
<b>Total</b>	<b>: 40 Marks</b>

The criteria for arriving end semester practical examination out of 60.

4. Practical examination	: 30 Marks
5. Result	: 10 Marks
6. Viva Voce	: 20 Marks
<b>Total</b>	<b>: 60 Marks</b>

The University examinations for Laboratory courses will be of 2 or 3 hours duration and shall normally be conducted between November and December for the Odd Semester and between April and May for the Even Semester.

### **Assessment for project work:**

Project work may be assigned to a single student or to a group of students not exceeding 8 per group for DGS Programmes and 4 per group for Non-DGS Programmes. However, in PG programmes projects are to be done individually by each of the students.

The criteria for arriving at the Continuous Internal Assessment marks of 50 for the Project Works

1. Internal Review I	20
2. Internal Review II	30
<b>Total</b>	<b>: 50 marks</b>

HOD shall form a Project Review Committee where HOD is the Chairman along with two faculty members of whom, one shall be compulsorily the Project Guide/Supervisor. This Project Review Committee shall review student projects and award internal marks

The criteria for arriving at the End Semester External marks of 50 for the Project Works

1. Project Evaluation/Dissertation	30
2. Viva Voce	20
<b>Total</b>	<b>: 50 marks</b>

1. The students are expected to submit the Project Report on or before the date prescribed by the Project Review Committee.
2. The University Examination for a Project Work shall consist of evaluation of the final project report submitted by the student or students of the Project group by an external examiner followed by a Viva-Voce examination conducted separately for each student/group by a committee formed by HOD consisting of the three members i.e., One External Examiner, the Guide and HOD as Chairperson. If the project report is not submitted within the stipulated time, an extension of time up to a maximum limit of 15 days may be given ( as a special case) for the submission of project work with due approval obtained from the Head of the Department.
3. If the project report is not submitted even beyond the extended time then the student(s) is deemed to have failed in the Project Work and has to submit the

same in the subsequent semester, when offered next, and repeat the project work again by paying prescribed fee.

#### **Assessment for online courses:**

Students may be permitted to earn credit through online courses (which are provided with certificate from known sources such as Course Era, NPTEL and other MOOC based platforms with the approval of Departmental Committee and subject to a maximum of six additional credits for the entire programme.

### **9. PASSING REQUIREMENTS**

The Passing requirement for a student in a course is determined statistically based on the analysis of the marks obtained both in Continuous Internal Assessment (CIA) and End Semester Examinations (ESE).

#### **Passing criteria for Under Graduate courses:**

	<b>Continuous Assessment minimum</b>	<b>End Semester minimum</b>	<b>Overall passing</b>
<b>Theory</b>	NIL	45 %(27 out of 60 marks)	50 % in CIA and ESE together
<b>Practical</b>	NIL	50 % (13 out of 25 marks)	50 % in CIA and ESE together

\*for selected specialized courses in certain programmes such as B.Sc. - Nautical Science the pass percentage differs, which is notified in the curriculum.

#### **Passing criteria for Post Graduate courses:**

	<b>Continuous Assessment minimum</b>	<b>End Semester minimum</b>	<b>Overall passing</b>
<b>Theory</b>	NIL	50 %(30 out of 60)	50 % in CIA and ESE together

		marks)	
<b>Practical</b>	NIL	50 % (13 out of 25 marks)	50 % in CIA and ESE together

- If a student has failed, in a theory or practical the student may be permitted to register for the same in the subsequent semesters
- If a student fails to secure a PASS in project / mini project work, the student shall register for the course again, when offered next.

#### **10. PROVISIONS FOR REVALUATIONS:**

Students are entitled to apply for revaluation of answer scripts by paying prescribed fee. Students can also get the photocopy of the answer scripts (first valuation only) by paying prescribed fee. If the difference in marks between first and second valuation (revaluation) is more than 15 marks with change in the result, then the answer script has to undergo for third valuation.

Further, the third valuation has to be carried even though there is no change in result and the difference in marks between first and second valuation (revaluation) is more than 30 marks.

Revaluation is not permitted for laboratory course / Mini project / Project work. To appear for Laboratory arrear examination, the student should complete minimum required experiments which will be recommended by the Head of the Department.

#### **11. AWARD OF LETTER GRADES:**

Numerical weight allotted to each letter grade on a 10-point scale for UG course except for some subjects in B.Sc. Nautical Science.

<b>Letter Grade</b>	<b>Grade Point</b>	<b>Percentage of marks</b>
O (Outstanding)	10	100

A+(Excellent)	9.0 – 9.9	Marks ≥90 and Marks ≤ 99
A(Very Good)	8.0 – 8.9	Marks ≥ 80 and Marks ≤ 89
B+(Good)	7.0 – 7.9	Marks ≥ 70 and Marks ≤ 79
B(Above Average)	6.0 – 6.9	Marks ≥ 60 and Marks ≤ 69
C(Average)	5.0 – 5.9	Marks ≥50 and Marks ≤ 59
RA (Re Appear)	0.0 – 4.9	Marks <50
Ab (Absent)	0	Absent

Numerical weight allotted to each letter grade on a 10-point scale for few subjects of B.Sc. Nautical Science.

<b>Letter Grade</b>	<b>Grade Point</b>	<b>Percentage of marks</b>
O (Outstanding)	10	100
A+(Excellent)	9.0 – 9.9	Marks ≥90 and Marks ≤ 99
A(Very Good)	8.0 – 8.9	Marks ≥ 80 and Marks ≤ 89
B+(Good)	7.0 – 7.9	Marks ≥ 70 and Marks ≤ 79
B(Above Average)	6.0 – 6.9	Marks ≥ 60 and Marks ≤ 69
RA (Re-Appear)	0.0 – 3.9	Marks <40
AB (Absent)	0	

Numerical weight allotted to each letter grade on a 10-point scale for all PG courses

<b>Letter Grade</b>	<b>Grade Point</b>	<b>Percentage of marks</b>
O (Outstanding)	10	100
A+(Excellent)	9.0 – 9.9	Marks ≥90 and Marks ≤ 99



A(Very Good)	8.0 – 8.9	Marks ≥ 80 and Marks ≤ 89
B+(Good)	7.0 – 7.9	Marks ≥ 70 and Marks ≤ 79
B(Above Average)	6.0 – 6.9	Marks ≥ 60 and Marks ≤ 69
C(Average)	5.0 – 5.9	Marks ≥50 and Marks ≤ 59
P (Pass)	4.0 – 4.9	Marks ≥ 40 and Marks ≤ 49
RA (Re Appear)	0.0 – 4.9	Marks <50
Ab (Absent)	0	

## 12. CALCULATION OF GPA & CGPA

The calculation for GPA and CGPA is as follows

Sum of the multiplication of grade points by the credit of the Course

$$\text{GPA} = \frac{\text{Sum of the multiplication of grade points by the credit of the Course}}{\text{Sum of the credits of the subjects passed in a Semester}}$$

$$\text{CGPA} = \frac{\text{Sum of total semester credits x GPA}}{\text{Sum of credits of all semester}}$$

GPA and number of credits will not be displayed for students who have not cleared all the subjects.

## 13. ELIGIBILITY FOR THE AWARD OF DEGREE

A student shall be declared to be eligible for the award of the Under Graduate/ Post Graduate degrees provided the student has Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.

#### 14. CLASSIFICATION OF THE DEGREE AWARDED

Following classification is made during the award of the degree

Category	Requirements
First class with exemplary	CGPA of not less than 9.0 in the first appearance
First class with distinction	CGPA of not less than 7.5 but below 8.9 in the first appearance
First Class	CGPA of not less than 6.0 within the stipulated period
Second Class	CGPA below 6.0 within the stipulated period

#### 15. BREAK OF STUDY FROM A PROGRAMME

A student is permitted to go on break of study for a maximum period of one year either as two breaks of one semester each or a single break of one year on health grounds.

The student applying for break of study to The Registrar in advance, in any case, not later than the last date of the respective semester shall submit application through the Head of the Department.

The students permitted to rejoin the programme after break of study/ prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time students rejoining in new Regulations shall apply to The Registrar through Head of the Department at the beginning of the readmitted semester itself for prescribing additional/ equivalent courses, if any, from any semester of the regulations in- force, so as to bridge the curriculum in-force and the old curriculum.

If a student has not reported to the department for a period of a semester without any intimation, the name of the student shall be deleted from the enrollment

and shall be permitted to rejoin on the approval of the Registrar. The student rejoining shall apply to The Registrar through Head of the Department at the beginning of the readmitted semester itself for prescribing additional/equivalent courses, if any, from any semester of the regulations in- force, so as to bridge the curriculum in-force and the old curriculum.

#### **16. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI**

The University may from time to time revise, amend or change the Regulations, Curriculum, Syllabus and Scheme of examinations through the Academic Council.

The University shall revise the regulations based on the guidelines of DGS, UGC and AICTE issued from time to time

The University has the right to implement any reforms in the above regulations and may come into force upon formal notification.

## OUTCOME-BASED EDUCATION (OBE)

### Definition

Outcome-Based Education (OBE) is a student-centric teaching and learning methodology in which the course delivery, assessment is planned to achieve stated objectives and outcomes. It focuses on measuring student performance

i.e. outcomes at different levels.

### Some important aspects of the Outcome Based Education

1. **Course** is defined as a theory, practical or theory cum practical subject studied in a semester. For Ex. Engineering Mathematics
2. **Course Outcome (CO)** Course outcomes are statements that describe significant and essential learning that learners have achieved, and can reliably demonstrate at the end of a course. Generally three or more course outcomes may be specified for each course based on its weightage.
3. **Programme** is defined as the specialization or discipline of a Degree. It is the interconnected arrangement of courses, co-curricular and extracurricular activities to accomplish predetermined objectives leading to the awarding of a degree. For Example: B.E., Marine Engineering

### Knowledge levels for assessment of Outcomes based on Blooms Taxonomy

Level	Parameter	Description
K1	<b>Remembering</b>	Remembering is when memory is used to produce definitions, facts, or lists or to retrieve information
K2	<b>Understanding</b>	Understanding is all about constructing meaning from many different types of functions, be they written or graphic

K3	<b>Applying</b>	Applying refers to situations where the learned material is used in products such as diagrams, models, interviews, simulations, and presentations
K4	<b>Analyzing</b>	Analyzing is about breaking materials into parts, and then determining how the parts interrelate to each other or to an overall structure or purpose.
K5	<b>Evaluating</b>	Evaluating is about making judgements based on criteria and standards through checking and critiquing
K6	<b>Creating</b>	Creating is about combining elements to form a whole and also recognizing elements into new structures or patterns by planning and producing

### The 12 Graduate Attributes in Outcome Based Education

1. **Engineering knowledge:** Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization for the solution of complex engineering problems.
2. **Problem analysis:** Identify, formulate, research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.
3. **Design/development of solutions:** Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for public health and safety, and cultural, societal, and environmental considerations.
4. **Conduct investigations of complex problems:**

The problems:

- that cannot be solved by straightforward application of knowledge, theories and techniques applicable to the engineering discipline.
- that may not have a unique solution. For example, a design problem can be solved in many ways and lead to multiple possible solutions.
- that require consideration of appropriate constraints/requirements not

explicitly given in the problem statement. (like: cost, power requirement, durability, product life, etc.) which need to be defined (modeled) within appropriate mathematical framework.

- that often require use of modern computational concepts and tools.
5. **Modern tool usage:** Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools, including prediction and modeling to complex engineering activities, with an understanding of the limitations
  6. **The engineer and society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal, and cultural issues and the consequent responsibilities relevant to the professional engineering practice
  7. **Environment and sustainability:** Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.
  8. **Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.
  9. **Individual and team work:** Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.
  10. **Communication:** Communicate effectively on complex engineering activities with the engineering community and with the society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.
  11. **Project management and finance:** Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.
  12. **Life-long learning:** Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change

### **Programme Outcomes (POs) for Engineering and Technology Programmes**

1. Engineering knowledge
2. Problem analysis
3. Design/development of solutions
4. Conduct investigations of complex problems

5. Modern tool usage
6. The engineer and society
7. Environment and sustainability
8. Ethics
9. Individual and team work
10. Communication
11. Project management and finance
12. Life-long learning

**Programme Outcomes (POs) for General Higher Education Programmes (three years programmes)**

1. Critical Thinking
2. Effective Communication
3. Social Interaction
4. Effective Citizenship
5. Ethics
6. Environment and Sustainability
7. Self-directed and Life-long Learning

## **UNIVERSITY CODE OF CONDUCT HAND BOOK FOR THE STAKEHOLDERS**

### **CODE OF CONDUCT HAND BOOK FOR THE STAKEHOLDERS**

**Students**

**Teachers**

**Governing Body**

**Administration**

**Support Staffs**

#### **Powers and Limitations of the Board of Management**

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.

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.

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.

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.



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

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

- 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;
- 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;
- To promote research within the institution deemed to be university and to acquire reports on such researches from time to time;
- To prescribe courses/programmes of study leading to degrees and diplomas of the institution deemed to be university;
- To make arrangements for the conduct of examinations in conformity with the Bye-Laws;
- To appoint examiners, moderators, tabulators and such other personnel for different examinations;
- To maintain proper standards of the examinations;
- 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;
- To suggest measures for departmental co-ordination;
- To make recommendations to the Board of Management on:
  - Measures for improvement of standards of teaching research and training;
  - Institution of Fellowships, Travel Fellowships, Scholarships, Medals, Prizes etc.;

- To recommend to the Board of Management, the establishment or abolition of departments / centers; and
- 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.
- To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management;
- To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require;
- 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;
- To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management; and
- To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules

**Planning & Monitoring Board:**

- 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.
- 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.
- The constitution, powers and functions of the Planning & Monitoring Board shall be prescribed by the Rules.

- 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.
- The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval

**Powers and Functions of the Finance Committee:**

- 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;
- To consider and recommend the annual budget and revised estimates to the Board of Management
- 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

**Board of Studies:**

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

- The Board of Studies of each faculty / Department shall consist of:
  - Dean of faculty / Head of the Department – Chairperson
  - All Professors of the faculty / Department
  - Two Associate Professors of the faculty / Department by rotation based on inter-se-seniority
  - Two Assistant Professors of the faculty / Department by rotation based on inter-se-seniority
  - Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned

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

### **Chancellor**

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.

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.

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

### **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.

### **Vice-Chancellor**

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.

- 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.

- 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;
- 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;
- 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;
- 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.
- 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.
- It shall be the duty of the Vice-Chancellor to ensure that 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.
- All powers relating to the proper maintenance and discipline of the institution deemed to be university shall be vested in the Vice-Chancellor.

- The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.
- 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.
- The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Regulations, Rules and Bye-Laws.

#### **Pro Vice-Chancellor**

- The post of the Pro Vice-Chancellor may be created in an Institution Deemed to be University by the Board of Management.
- 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
- The Pro Vice-Chancellor shall be appointed by the Board of Management on the recommendations of the Vice-Chancellor.
- The Pro Vice-Chancellor shall hold Office co-terminus with the Office of the Vice-Chancellor
- The Pro Vice-Chancellor shall have the powers and duties as prescribed by Rules of the Institution deemed to be University.

#### **Registrar**

- 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

- 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.
- The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction.
- The following shall be the duties of the Registrar:
  - 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;
  - To conduct the official correspondence on behalf of the authorities of the institution deemed to be university;
  - 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.
  - 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.
  - To make arrangements for the examinations conducted by the institution deemed to be university;
  - 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;
  - To enter into agreement, sign documents and authenticate records on behalf of the institution deemed to be university;

- 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;
- 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.

### **Controller of Examinations**

- The Controller of Examinations shall be appointed by the Board of Management
- 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.

### **Finance Officer / Finance Controller**

- The Finance Officer/ Finance Controller shall be a whole time salaried officer of the institution deemed to be university and shall be appointed by the Board of Management.
- The emoluments and other terms and conditions of service of the Finance Officer/ Finance Controller shall be as may be prescribed by Rules of the institution deemed to be university.
- The Finance Officer/ Finance Controller shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor.
- 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.



- 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.

## **Other Academic Roles and Responsibilities**

### **Dean**

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

### **Director**

The Director will be appointed by the Vice Chancellor with special power to handle the departmental/School Activities.

### **Head of the Department**

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.

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.

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.

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

## **Miscellaneous matters pertaining to authorities of the Institution Deemed to be University**

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 University, the matter shall be referred to the Chancellor, whose decision thereon shall be final and binding.

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. 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.

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;

If he/she is of unsound mind

If he/she is an un-discharged insolvent

If he/she has been convicted by a court of law for an offence involving moral turpitude

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

## **CODE OF CONDUCT FOR THE STUDENTS**

The following Rules and Regulations are to be strictly followed by all the students including the International students in order to maintain absolute discipline in the class room as well as in the campus to maintain the reputation of the University.

### **IN THE CAMPUS**

To conduct yourselves in the Campus, Hostels and in other premises of the University in a dignified and courteous manner.

- To follow decent and appropriate dressing manners in classroom and outside.
- To access all educational opportunities and benefits available at the Campus and make good use of them.
- To keep a low profile and avoid loud conversations or arguments.
- To avoid public demonstrations and other civil disturbances.
- To be studious and devoted to your objective of completion of your course, with distinction.
- To participate in all fire drill / demo of fire extinguishers.
- Do not involve in activities considered as ragging which is a criminal offence.
- Do not indulge in any conduct which leads to lowering of the esteem of the University
- Smoking is prohibited within all AMET buildings and hostels.
- Any act within the campus that may violate or spoil the academic atmosphere in the University will not be tolerated. Students found guilty of such offences will be dismissed with immediate effect.
- Do not tamper with firefighting equipment / alarm panels / fire hydrant hose pipe and systems, since they are provided only for safety and making damage to them will be construed as criminal offence.

- Students should be present in the class room at least five minutes prior to the starting of the class. Students coming late will not be permitted to sit in the class room.
- Students are to be present themselves with smart turnout.
- Male cadets are not permitted to wear ear rings / nose stud etc.
- During the stay at AMET, electronic gadgets like cell phones, iPods, Walkman, etc., or any other such things are not allowed in the classrooms, library, examination halls, etc.
- Class leader is required to call the faculty if he is not present in the class on time.
- All the students are to bring their own text books, note books and other instruments as necessary for the subjects. Borrowing of any kind is not permitted.
- The Class Leaders and Cadet Captains are to maintain absolute discipline in the class room at all times even if faculty is not available for any reason.
- Proper mark of respect should be given when the faculty or other teaching staff entering the class room.
- Students are required to maintain strict audience at the time of lecture hours. Students are to prepare and attend all class tests without fail whenever the faculty informs them. Submission of assignments to be made on time. Failing to do so will result in imposing of penalty. Plagiarism of any kind is strictly not permitted.
- Academic performance along with general behavior reports of the students will be sent to their sponsors / parents / guardians periodically.
- Consumption of Alcohol, distributing to others, Smoking, usage of Drugs or any other prohibited materials in the campus or outside are to be strictly avoided. Violation of the above will result in dismissal with immediate effect.
- Deck and Engine Cadets are expected to attend Parade, Physical Training and Roll Calls without fail. Failure to do so will lead to punishment and fine.
- In the Hostel (Including International Students)
- Students themselves keep rooms neat and clean.

- No waste materials are to be strewn on the hostel floor. No refuse is to be thrown out of the window.
- Clothes are to be dried strictly on the clothing lines only, provided in the corridors/rooms.
- To keep hostel corridors and the bathrooms neat in hygienic condition. To keep the hostel walls free of scribbling and graffiti.
- Do not carry cooked food into the hostel. Do not host birthday parties or other celebrations inside the hostel.
- To report health problems to warden and seek immediate medical treatment.
- Consumption of Alcohol, distributing to others, Smoking, usage of Drugs or any other prohibited materials hostel or outside are to be strictly avoided. Violation of the above will result in dismissal with immediate effect.
- Do not remain in the Hostel during University hours. Entry into hostel during University hours is not permitted.
- Absentees without prior permission will be severely dealt with as per the prevailing rules.
- Do not possess or use weapons, explosives or anything that causes injury / damage to the life and limb or body of any human being or property
- Students are to maintain strict silence in the hostel premises during study hours from 20:45 to 22:15 hours
- Cadets are permitted to go out every day from 16:00-18:30 hours for his evening hours.
- No guest/visitors are permitted to go to the hostels. They are permitted to meet at the reception only.
- For the grant of leave, all the cadets have to get a letter from parents/relatives. They also have to obtain the permission of Deans/HODs. Emergency leave can be granted by the Duty Officer.
- Do not enter into any arguments or disobey the instructions of Duty Officers and Wardens.
- Do not walk alone after dark and avoid unlit areas.

- Do not carry more cash than you need and stay away from strangers in any cash / banking transactions.
- Do not discuss travel plans or other personal matters with strangers.
- To pay extra attention to your surroundings especially when you are off- campus.
- To carry an identity card issued by the University when you go outside the campus.
- Students found guilty of violating the rules of the Hostel will be dismissed with immediate effect.

### **FOR THE INTERNATIONAL STUDENTS**

- Do not forget to carry copies of your passport as well as a copy of the residential permit issued by the Office of the Foreigners' Registration Office.
- To respect the laws of the country as well as the Norms of the University.
- To respect the cultural and social values nurtured and followed by the people of this country.
- To respect the cultural and social values nurtured and followed by people of this country.
- Anti-social and anti-national activities, misbehavior, violence and unethical activities will be dealt with in accordance with State and Central Laws in force. AMET will not take responsibility for any criminal acts committed inside or outside the campus by the international students.
- To ensure possession of IELTS Standard English minimum grade of 5.5 in each Listening, Writing, Reading, Speaking and Passport well in advance for applying visa. It is the responsibility of each cadet.
- Do not own or rent a two wheeler or four wheelers. AMET will not approve request letter from International students seeking permission to secure driving license.
- Students should surrender their original passport and Residential permit into the custody of University - Centre for International Relations during their period of stay at AMET.

## **PUNISHMENT FOR FORGERY**

Students are expected to make original of their credentials available for screening during registration every session or at any time the University may require from them. Any student who gains admission into the University with forged certificates of credentials does so at his/her own peril. Any student found to have done so, at any stage of the programme stands expelled from the college.

Any student found not to have met the college advertised entry requirements at the time of his/her admission may have his/her admission withdrawn.

## **ACADEMIC PERFORMANCE**

Cadets/Students who do not meet the stringent Academic Standards of the University will be warned, and their parents informed.

## **CADETS' APPEARANCE**

Male cadets: Only a short hair cut is permitted. Cadets with long hair will be dealt with on arrival. No cadet is to sport a beard during the tenure of training. (Sikh cadets are exempted). Moustache, if any, should be properly trimmed. Female Cadets: Hair should be put up and not let loose when in uniform.

## **COMMUNICATION**

Only English language must be spoken in the University.

## **DISCIPLINE**

Strict discipline to be maintained at all times. Any breach of discipline will be seriously dealt with. Repeated disciplinary offences will result in imposition of fines or suspension from class or immediate dismissal from the University. Cadets/Students must show ability to dress smartly and neatly. Good hygiene and personal habits are appreciated.

## **SAFETY**

Cadets/Students must observe Safety requirements at the Workshops, and during ship visits. Accidents do not happen - they are caused. Cadets must comply with University safety regulations which include the use of Safety equipment while doing practical's in Workshops.

It becomes incumbent on everyone to be safety conscious, and to take action whenever an unsafe situation is observed. Each cadet/student has responsibility to have due regard for his/her own safety and for the safety of others.

The University will not be responsible for any accident or injury that the cadet/student may sustain during the course of the training.

## **PUNCTUALITY**

Cadets/Students are expected to be punctual to all classes and for all other course related activities.

## **MEETING WITH PARENTS / GUARDIANS**

Periodical Meetings will be conducted for the parents / guardians with prior intimation to discuss on matters of academic/disciplinary problems of their son/ward.

## **MUSICAL GADGETS**

Cadets/Students must not use radios or cassette recorders within the University precincts in a manner which will disturb others and If complaints are received the equipment will be confiscated.

## **SWIMMING POOL**

The Swimming pool is strictly out of bounds to cadets when not accompanied by an instructor. Cadets should enter the pool only during the timings allotted for them. Strict disciplinary action will be taken against defaulters in this regard.



## **BREACH OF CODE**

The following acts of misconduct will result in dismissal: Assault Willful damage to University Property Disobedience of lawful command Intimidation, Coercion and/or interference with other cadets. Gambling If found with alcohol content of more than 0%.

## **SMOKING**

Smoking is prohibited within the University precincts.

## **GAMBLING**

Gambling in any form is not permitted within the University precincts.

## **ALCOHOL AND DRUGS**

No alcohol or drugs are permitted within the precincts of the University. Defaulters will be dismissed.

## **OFFENSIVE WEAPONS**

Offensive weapons must not be brought in to the University or kept in the University.

## **DISCIPLINARY RULES**

All disciplinary rules will be followed very strictly. Any violation may lead to dismissal from the course of study. All matters and disputes related to admission to AMET are subject to legal jurisdiction of courts at Chennai only.

## **SERVICE RULES**

### **(UNIVERSITY TEACHING AND NON TEACHING EMPLOYEES)**

#### **PREAMBLE**

##### **General**

These rules applied to all officers, teaching and non-teaching staff including regular and contract employees.

#### **CHAPTER-I**

### **CLASSIFICATION, EMOLUMENTS, QUALIFICATION AND CONDITIONS OF SERVICE OF TEACHING AND OTHER ACADEMIC STAFF**

#### **a) Approved post of the University**

The following are the approved posts of AMET University and the number of posts against each category will be decided by the Board of Management, from time to time based on the requirements of the University

**Registrar**

**Controller of Examinations**

**Finance Controller**

**Chief Executive Officer**

**Director of Administration / Joint Registrar**

#### **ADMINISTRATIVE STAFF**

Deputy Registrar

Advisor (Security and Vigilance)

Public Relations Officer

Medical Officer

Assistant Registrar

Purchase Officer

Duty Officer

Section Officer

Assistant Section Officer

Cashier

Accountant

Receptionist

Assistant

Attender

Office Assistant

**TECHNICAL STAFF**

Asst. Executive Engineer

Technical Officer

Inventory Auditor

Asst. Technical Officer

Technical Assistant

Laboratory Assistant

Chief Electrician

Band Master

Swimming Coach

Electrician

Plumber

Carpenter

Xerox Operator

Games Marker

Lift Operator

Laundry Assistant

**HOSTEL ADMINISTRATORS**

Chief Wardens

Senior Wardens

Residential Wardens

Women Wardens

Partial Wardens

**MAINTENANCE STAFF**

Sergeant

House Keeping Supervisors

House Keeping staff

Gardeners

**TRANSPORT SERVICES**

Vehicle Manager

Asst. Vehicle Manager

Drivers

Vehicle Cleaners

**SECURITY SERVICES**

Assistant Security Officer

Fire Officer

Security

**TEACHING STAFF**

The Principal, DGS Courses

Director/Deans

Professor/Director of Physical  
Education/Librarian

Associate Professor

Assistant Professor

Asst. Librarian

Research Assistant

Head – Work shop Training

Workshop- in-charge

Technical Teacher (Senior)

Technical Teacher

Workshop Instructor

Laboratory Instructor

## **b) Recruitment and Qualification**

The teacher of the Deemed University shall be appointed by the duly constituted Selection Committee. The qualification for appointment of teaching staff shall be prescribed by the University Grant Commission and the Directorate General of shipping. The Vice-Chancellor shall have powers to appoint non-teaching staff, on the recommendations of a Selection Committee constituted by him. Such appointments made shall be placed before the Board of Management for approval or ratification, as the case may.

## **c) Emoluments**

The pay and allowances of the employee shall be fixed by the Board of Management with reference to the guidelines issued by the UGC from time to time. Subject to the provisions of these Rules pay and allowances of an employee shall accrue from the date of commencement of his/her service and shall cease to accrue from the date of cessation of his/her service.

## **d) Probation and Confirmation:**

All employee of the Deemed University shall be required to be on probation for a period of one year from the date of joining duty. This rule does not apply to such person employed on contract basis. An employee shall be considered to have been, when his/her probation is declared and written order issued to that effect. The period of probation may be extended at the discretion of the Board of Management. If at the end of extended period of probation, the probationer's work is found to be unsatisfactory his/her service shall be dispensed without notice. A probationer is not entitled to be confirmed or to be treated as a permanent staff by the reason of his/her completing probation period.

### **➤ Teaching Staff**

If an employee opts for resignation from the services or the Management willing to terminate the services of employee at the end of the academic year one-month notice shall be given on either side or one-month salary shall be payable in lieu of one-month notice period as the case may be. However, the said resignation/termination is opted /imposed during the middle of the academic year as the case may be; the notice period shall be three months or three months' salary in lieu of said notice period. However, this clause will not be applicable to the

incumbent who is implicated with any disciplinary issue and found guilty of charges framed against him/her at the end of disciplinary proceedings.

➤ **Non-Teaching Staff:**

If an employee opts for resignation from the services or the management willing to terminate his/her services, one month's notice shall be given on either side or one-month salary shall be payable in lieu of the one month's notice period as the case may be. However, this clause will not be applicable for an incumbent who is implicated with any disciplinary issue and found guilty of charges framed against him/her and the end of the disciplinary proceedings.

If the appointment is by promotion from the lower post, the employee is required to be on probation for a period of one year from the date of joining in the higher post, If his/her service is found to be unsatisfactory by Board of Management his/her probation shall be extended further and thereafter, the appointment of probationer is liable to be reverted back to lower post/terminated at any time during the probation if his/her service found to be unsatisfactory without assigning any reason and without notice or compensation in lieu of notice at the discretion of the Board of Management.

On satisfactory completion of the period of probation, the Board of Management may confirm an employee if found satisfactory in the service by a written order in the post he/she was recruited. If he /she is not confirmed by receiving a letter of confirmation in writing his/her probationary period shall automatically stand extended till the date of his/her confirmation.

**e) Promotion**

**1) Teaching Staff**

All the employees of Deemed University are eligible for further promotion considering the unblemished service rendered in their respective categories. Promotion for the teaching staff is considered with reference to the guidelines issued by the University Grant Commission.

**2) Non-Teaching Staff:**

The following qualification and experience have been prescribed for the promotion of non-teaching staff

- i) O.A. to Attender - 10<sup>th</sup> std. (SSLC) qualification with minimum three years' experience in AMET
- ii) Attender to ASSISTANT –Any Degree with minimum three years' of working experience at AMET
- iii) Assistant to Assistant Section Officer - Any degree with minimum five years' of working experience at AMET with Diploma in Computer Application or working computer knowledge/office automation.
- iv) Assistant section Officer to section Officer – A PG Degree with minimum ten years' of working experience at AMET with Diploma in Computer Application or working Computer knowledge/ shall acquire the PG Degree within a reasonable period
- v) Section Officer to Assistant Registrar – A PG degree with minimum fifteen years of working experience in AMET with Diploma in Computer Application or working Computer knowledge.
- vi) The Board of Management will have the right to relax any of the conditions such as qualifications, experience, age, etc. in deserving cases of all posts.
- vii) However, for the posts like Assistant Registrar/Deputy Registrar retired persons with working experience of not less 20 years of service, in similar capacity, in the State and Central Governments/Universities/Public Sector Undertaking whose age limit does not exceed 65 years can also be considered for direct appointment.

### **3) Workshop Instructors:**

After completion of two years of service the work instructors shall be designated as workshop instructors and after completion of two years of service in the post of workshop instructors they may be re-designated as technical teacher and on completion of 5 years of service they may be re-designated as technical teachers (seniors) subject to the conditions that their performance in their field shall be satisfactory and they are not implicated any disciplinary issue and found guilty of charges framed against them.

#### **f) Increment**

- Granting of increment shall be considered and effected only in the month of July every year for the permanent employee of Deemed University. The probationers are not eligible for an increment. An employee who has absented himself for 15 days without prior permission/sanction either continuously or intermittently during the course of that year are not eligible for increment. In case same mistake is committed for the subsequent year he/she shall liable to be terminated from the service of the Deemed University.
- Increment is granted to the permanent employee, if the performance and conduct are reported to be satisfactory by the concerned superior/ Head of department
- The quantum of increment shall be decided after evaluating the performance of the employee.
- An increment shall ordinarily be drawn as matter of course unless it has been withheld. Such increment shall be given to an employee only on production of a certificate from the officer under whom he/she is working to the effect that work and conduct of the employee during the period which counts for the increment, have been such as to justify the grant of increments. An increment may be withheld for the Deemed University employee if his/her conduct has not been good or his/her works is not satisfactory and the Board of Management is empowered to withhold increment. In such cases the authority shall intimate the period such withhold and its effect in postponing future increment.

#### **g) Service Record**

The Service Register / Record shall be maintained for every employee showing among other particulars like basic Bio data, the date of birth, the scale of pay on which he/she is appointed, the increment given from time to time, leave availed, transfer/promotion, suspension, punishments, dismissal / retirements etc. The Service Register / Record shall be initiated after completion of one year.

#### **h) Resignation /Retirement**

Every permanent employee may resign his/her position after giving three months' notice in writing to the University or three months' salary in lieu of the notice in the case of Teaching staff. However, the said Notice period for non-teaching staff shall be one month. Every temporary employee may resign his/her post after giving one-month notice in writing to the University or one-month salary in lieu of the notice. The Board of Management is to accept the resignation and waiver of the notice period. All permanent employees shall retire at the end of the month in which they complete the age of superannuation. Provided the Board of Management may permit the teaching staff to continue to serve after retirement as aforesaid till the end of the academic year to ensure that the teaching work is not dislocated.

#### **i) Re Employment of Retired Persons**

The University may engage any person, who has superannuated, on contract to serve the University in teaching and other academic activities subject to such guidelines as the Board of Management may issue in this regard from time to time, and pay shall be fixed according to qualification, experience in their relevant field. The merit of the candidate shall be taken in to account during this appointment. The Board of Management is empowered to appoint any such person with the recommendation of Selection Committee constituted in this regard provided that no person who has attained the age of seventy years be appointed under this option.

#### **j) Contract Employees**

Contract Employees may be appointed in vacant posts whenever the requirement warranted. The employees appointed on contract basis shall be considered purely on contract and they are not eligible for any other benefits apart from contract amount.

#### **k) Visiting Faculties**

Visiting faculties may be appointed by the University when exceptional circumstances required such appointment provided that qualification experience and expertise in their respective fields. The emoluments of the visiting faculties shall be fixed by the Board of Management from time to time and person to person.



## CHAPTER-II

### LEAVE RULES

#### General

1. Leave shall be granted in accordance with the "Leave Rules".
2. Leave cannot be claimed by any employee as a matter of right.
3. The authority concerned shall be the competent authority to sanction leave.
4. Leave applied for or sanctioned under these Leave Rules may be revised or revoked by the authority concerned depending upon the necessities and / or exigencies of work.
5. No employee shall absent himself or herself from work unless leave is sanctioned.
6. For the purpose of leave, the leave year shall be reckoned from 1<sup>st</sup> January to 31<sup>st</sup> December every year.
7. Holidays falling within the period of leave shall be counted as part of the leave.
8. Normally leave application shall be made in prescribed forms.
9. All leave applications shall be forwarded to the authority concerned for sanctioning with the recommendation of the concerned Head of the Department.
10. A record of all sanctioned leave shall be maintained in a register in the office and the sanction of leave will be entered in their service book.
11. Different kinds of leave can't be combined.
12. Except for earned leave and medical leave Sundays and holidays are not part of the leave.

**PART-I**  
**KINDS OF LEAVE**

**Casual Leave**

Every permanent employee/ probationer is entitled to avail 12 days of Casual Leave per year. The un-availed portion of leave will lapse at the end of calendar year. For the probationers, the casual leave will be calculated on the prorated basis and can avail one day in a month otherwise the leave will lapse at the end of every year. Casual Leave may be sanctioned up to a maximum of three days provided that total absence in combination with holidays that does not exceed at a stretch. However, no Casual Leave can be applied on the reopening day of either midterm vacation/ summer vacation. Casual Leave can be prefixed or suffixed with holidays. The intervening holidays will not be counted as Casual Leave.

**Medical Leave**

Medical Leave is applicable to all the permanent employees. There is no provision for "lapse" in Medical Leave. An employee whether teaching or non-teaching is entitled for Medical Leave for four months through out his/her service. The eligibility of availing the Medical Leave is given below

- i) More than two years of service up to and inclusive of 5 years=30 days
- ii) 5-10 years= 60 days
- iii) 10-15 years= 90 days
- iv) Above 15 years=120 days

Medical Leave cannot be combined with any other leave. All Medical Leave applications shall be accompanied with Medical Certificate issued by Registered Medical Practitioner. Medical Leave will be regularized on submission of fitness certificate furnished at the time of joining duty. In case the authority competent to sanction such leave is not satisfied, on demand the employee shall have to furnish Medical Certificate from a Medical Officer appointed by the Management. The cost shall be borne by the employee. The minimum period of Medical Leave shall be three days and maximum ten days in a month depends upon the treatment.

## **Earned Leave**

- i. Earned Leave is applicable to all the employees who have completed one year of continuous service in the University. Temporary employee and the employees on probation are not entitled for availing the Earned Leave. Earned Leave is calculated as one earned leave for every 20 days of service and the maximum accumulation of Earned Leave during the service shall be restricted to 120 days. A staff who is on leave on loss of pay, period of loss of pay shall not be taken in to account for calculation of Earned Leave.
- ii. Earned leave is calculated for the vacation staff (teaching staff) as one Earned Leave for every 30 days of service and maximum accumulation of Earned Leave during the service shall be restricted to 120 days.
- iii. Earned Leave is calculated for the retired staff as one Earned Leave for every 30 days of service and maximum accumulation of Earned Leave during the service shall be restricted to 40 days.
- iv. Earned leave shall be availed with prior permission of the concerned authority.
- v. Earned leave can be availed at a stretch three days in a month and the leave can be mingled with either prefix or suffix of the holidays.

## **Holidays / Vacation**

The Deemed University may from time to time declare the number of holidays to be observed for each category depending on the nature of work.

## **On Duty**

Employee deputed for any other University, for the purpose of examinations/ inspection/seminars/Board meetings or other purpose shall be treated as "On Duty" subject to approval by the Vice- Chancellor and subject to maximum period of 10 days once in a year.

## **Special Casual Leave**

Special Casual Leave up to a maximum of 10 days will be granted for attending conferences subjects to the recommendation of the HOD/DEAN and sanctioned by the VICE-CHANCELLOR. It will be considered only on the production of the attendance certificate from the conference. Prior sanction should be obtained from the authority before availing Special Casual Leave.

### **Compensatory Leave /Off**

Employees working on Holidays are entitled to avail Compensatory Off Leave. Such Compensatory Off Leave/ off should be availed within three months from the date on which the actual duty performed. For availing the COFF, prior permission must be obtained from the competent authority.

### **Study Leave**

The study leave will be granted to any staff on loss of pay at the discretion of the Board of Management. The study leave shall be granted to an employee once in five years. Any part time studies should be done only with the prior permission form the Board of Management.

### **Maternity Leave**

The University may grant to the confirmed married female employee, Maternity Leave for a period up to three months, such leave be granted for first two confinements only. The leave salary admissible during the period of Maternity Leave shall be at the maximum of 3 months' period and the same shall be disbursed along with salary after rejoining duty on production of Medical and Birth Certificates.

### **Paternity Leave**

Teaching and Non-Teaching staff, having less than two surviving children is eligible for Paternity leave during the confinement of his wife for child birth. Paternity leave is available for a period of 15 days. It can be availed either during the period of confinement of wife or from the date of delivery of the child. i.e., 15 days before the delivery or within 6 months after the delivery of the child. If such leave is not availed of within this period, it shall be treated as lapse. Paternity leave can be combined with any other leave.

## **PART-II**

### **PROCEDURE FOR THE GRANT OF LEAVE**

#### **1) Authorities Empowered to Grant Leave**

- i. All the leave of the teaching staff shall be submitted to the Registrar through the respective Heads of the Departments in the prescribed format for sanction.
- ii. The Registrar shall be the sole competent authority to grant all kinds of leaves such as Casual Leave, Earned Leave, Medical Leave, On Duty Leave etc. to both teaching and non-teaching staff based on the recommendations of Heads of the Departments/ Deputy Registrar. Vice-Chancellor is the authority to sanction maternity leave with the recommendations of the Registrar.
- iii. All the Administrative Officers, staff and other non-teaching staff should submit their leave letter through their direct superior to the Registrar for sanction.
- iv. Willful absence from duty after the expiry of leave may be treated as misconduct.

#### **2) Power to Refuse or Recall an Employee on Leave**

Leave cannot be claimed as a matter of right by an employee. When the exigencies of service so required, discretion to refuse, reduce or revoke leave of any description is reserved to the authority empowered to grant it and an employee already on leave may be recalled by such authority when it considers such action necessary in the interest of the Deemed University.

#### **3) Obligation to Furnish Leave Address**

An employee before proceeding on leave shall intimate his/her leave address, contact telephone number and e-mail address to the authority granting leave and shall keep the said authority informed of any change in his/her address and contact telephone number so intimated.

#### **4) Lapse of the Leave on Cessation of Service**

Leave Earned by an employee shall lapse on the day on which he ceases to be in service.

## CHAPTER-III

### THE EMPLOYEES CODE OF CONDUCT RULES

- 1) This employee conduct rules shall apply to every person appointed by the Deemed University including the Part-Time, Contract, Adhoc and temporary appointees
- 2) Every employee shall confirm to and abide by the rules including the employees Code of Conduct Rules and shall observe, comply with obey all orders and directions which may from time to time be given to him/her by any person under whose jurisdiction, superintendence or control he/she may be placed. Ignorance of the rules cannot be an excuse.
- 3) Every employee shall serve the Deemed University honestly and faithfully and shall use his/her utmost endeavors to promote the interests of Deemed University and shall show courtesy and attention in all transactions and interactions with every person with whom he/she may be in contact in his/her capacity as an employee whether uniformed or not, shall dress properly, neatly and presently always and every employee present a cheerful and dignified appearance. Employees shall spend their time on work and shall avoid wasting time on gossiping/ purposeless talk. They should go about as silently as possible with their duties. Board of Management may prescribe other rules time to time observe decorum and discipline.
- 4) Every employee of the Deemed University shall be required:
  - (i) To maintain absolute integrity
  - (ii) To maintain devotion to duty
  - (iii) To confirm and abide by the Rules and Regulations of the University.
  - (iv) To abide by lawful orders and direction in the course of official duties by any person or persons to whom he/she is sub-ordinate in the service of Deemed University, he/she shall not involve anti-social activity or create any communal disharmony.
- 5) No employee should use his/her position or influence directly or indirectly to secure and benefits.
- 6) No employee shall take part in election except prior written permission from the Board of Management.

- 7)** No employee can join any association, the object or activities which are prejudicial to the interest and sovereignty and integrity of India or to the interest of the Deemed University or public order.
- 8)** No employee shall participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, security of the State, the interest of the Deemed University, public order or morality or which involves contempt of court and defamation including inciting the students against other students or employees of the Deemed University or administration or in any way abet or any form of strike or coercion or physical duress in connection with any matter pertaining to his/her service or the service of any other employee or any other employees of the Deemed University
- 9)** No employee shall except previous sanction of the Deemed University, ask for or accept contribution or otherwise associate himself/herself to receive any funds or other collection in cash/ cheque or any kind.
- 10)** No employee shall except previous sanction of the Deemed University engage directly or indirectly in any trade or business or to undertake any other employment.
- 11)** No employee shall bring or attempt to bring any political, personal or other influences to bear upon any authority of the University to further his/her interest or interest of any other person in respect of matters pertaining to his/her service or in respect of any other matter involving pecuniary or other benefits to him/her.
- 12)** No employee shall involve intoxicating drinks or possess any of them in the Deemed University premises.
- 13)** An employee shall not make representations to the Board of Management/Academic Council or Government or to any authority of the Deemed University directly and such representations shall be made through the proper channel.
- 14)** An employee of the Deemed University except in accordance with any general or special order of the Board of Management or in the performance in good faith of the duties assigned to him/her, shall not communicate directly or indirectly any official documents or information to

any employee or to any other person to whom he/she is not authorized to communicate such documents or information.

- 15) Concerted or organized refusal on the part of the employee to receive their pay shall constitute misconduct.
- 16) An employee of the Deemed University may be placed under suspension where an enquiry in to charges is pending or contemplated against him/her.
- 17) An employee of the Deemed University who is placed under suspension shall be paid subsistence allowance during the period of suspension, not exceeding one half of the basic pay and such proportions of the allowances as the Board of Management may determine.

#### **CHAPTER-IV**

#### **MISCONDUCT AND PUNISHMENT**

The following acts shall be deemed to be acts of misconduct.

- 1) Careless work
- 2) Laziness or negligence of duty
- 3) Improper behavior
- 4) Late attendance
- 5) Unhygienic act or committing nuisance on the premises of Deemed University
- 6) Wearing unclean uniform or lack of personal cleanliness
- 7) Absence without permission from place to place of work during working hours.
- 8) Failure to carry identification card/token
- 9) Smoking in prohibition areas other than those specified as dangerous.
- 10) Breach of any rule or instruction
- 11) Loitering and idling or wasting of time
- 12) Willful insubordination or disobedience whether alone or in combination with other or any lawful and reasonable order of a superior.
- 13) Striking work either singly or with other employees.
- 14) Theft, fraud or dishonesty in connection with Deemed University business or property.



- 15) Taking or giving bribes or illegal gratification whatsoever.
- 16) Absence without leave or permission
- 17) Breach of any of Leave Rules
- 18) Collection of any money within the premises of the Deemed University for any purpose not authorized by the Management.
- 19) Engaging in trade within the premises of the Deemed University.
- 20) Drunkenness or riotous or disorderly behavior in the premises of the Deemed University or any act subversive of discipline.
- 21) Gross negligence of work or habitual negligence
- 22) Failure to wear the uniform, dress code or clinical /lab coats while on duty
- 23) Breach of any rule or instructions for the maintenance or the running of any department or of any portion of the Deemed University.
- 24) Sleeping while on duty
- 25) Distribution or exhibition within the premises of the Deemed University of any bill or pamphlets or posters without the previous sanction of the Board of Management
- 26) Breakage or damage to work or to any equipment or property of the Deemed University
- 27) Failure to observe duty notified safety instructions or interference with any safety device or equipment installed within the University.
- 28) Willful slowing down in performance of work, or abatement or instigation thereof.
- 29) Using machines or equipment, or process not connected with work allocated, assigned or directed.
- 30) Refusal to receive or take delivery of notices, letters or of any communication from the Board of Management.
- 31) Breach of any law applicable to the Deemed University
- 32) Gambling or any such act within the premises of the Deemed University.
- 33) Accepting service or accept any kind of employment or doing any business which involves the receipt of fee; salary, wages or honorarium, emoluments or profits without obtaining the prior sanction of the Management.

- 34) Malingering
- 35) Attending or holding meeting within the premises of the colleges without the prior permission of the Board of Management.
- 36) The sale or canvassing of any commodities or tickets or chances in lotteries or raffles or ticket coupons or tokens in connection with any scheme or the sale of any commodity or article within the premises of the Deemed University without the previous sanction of the Board of Management.
- 37) Approaching outside authority for redressed of grievances except as provided under the existing law on the subject
- 38) Possessing fire arms, weapons or any other dangerous equipment within the premises of the Deemed University.

#### **PUNISHMENT FOR MISCONDUCT**

1. The following kind of punishment shall be awarded in case of any staffs who is found guilty.
  - i. Caution or censure
  - ii. Warning
  - iii. Suspension without pay or allowance
  - iv. Fine
  - v. Stoppage of increment
  - vi. Demotion to a lower post
  - vii. Compulsory retirement
  - viii. Discharge, dismissal, termination.
2. In the case of misconduct of grave nature, the Management will arrange to hold a domestic enquiry on the charges of misconduct in accordance with the principles of natural justice, The Deemed University shall also have a right to appoint an Enquiry Officer and presenting officer from amongst of the Deemed University.
3. The Deemed University shall be entitled to ask any members of the staff to present himself / herself at any reasonable time for enquiry in to misconduct that may be alleged against him/ her

or on another staff member. If a member of the staff charged with misconduct fails to appear at the enquiry without sufficient reason the enquiry shall be preceded with ex-parte.

4. The staff subject to enquiry shall be permitted to be assisted by a co-employee of the Deemed University and no outsider or legal practitioner shall be permitted to assist or to defend the delinquent in the domestic enquiry.

5. In awarding punishment, the Deemed University shall take into account the gravity of the misconduct, the previous record, if any of the staff member and any other extenuating or aggravating circumstances that may exist. A copy of the order passed by the Deemed University shall be furnished to staff concerned.

6. Where disciplinary proceeding against a staff is contemplated or is pending or where criminal proceeding against that staff in respect of any offence are in progress and the Management is satisfied that it is necessary or desirable to place the staff concerned under suspension pending enquiry, the appointing authority may, by order in writing, suspend him/her with effect from such date as may be, specified in the order.

7. During the period of suspension he/ she is not eligible for salary except the subsistence allowance as decided by the Board of Management.

### **Employees Arrested on Criminal Charge**

Any employee who is detained under police custody or who is committed to prison for any criminal charge or convicted for any offence involving moral turpitude shall be liable for dismissal. No employee shall apply or seek any outside employment whether casual, temporary, permanent, part time or any other services including private coaching without prior sanction from the Board of Management.

### **Conducting Conference**

Without prior permission from the Board of Management/ Head of the Institution in writing no employee should conduct/ participate in any seminar, workshop etc outside the Deemed University.

## CHAPTER-V

### DISCIPLINARY ACTION

1. Appointment, Promotion, Suspension, Dismissal from service of the permanent staff of the University shall be made by the Board of Management on the recommendation of the Committee that may be constituted by the Board from time to time. In respect of the temporary staff such appointments are made by the Vice-Chancellor in consultation with the Registrar, who shall also be officer entitled to against such order of the Vice-Chancellor, appeal lies to the Board of Management and it shall be preferred by the employee within 30 days from the date of communication of such order. All cases of Dismissal by the Vice-chancellor shall be reported to the Board of Management.
2. When an employee committed misconduct, the authority shall issue memo calling for preliminary explanation. On receipt of such explanation, if the authority finds that there is no prima-facie evidence, further proceedings shall be dropped. On the other hand, even after the preliminary explanation, if the authority finds that there is prima-facie case and facial misconduct is serious so as to proceed further, it is open to the Authority to keep the employee under suspension pending disciplinary proceedings
3. The authority thereafter shall frame charges with specific instances against delinquent employee with the support of materials calling upon the employee to submit his/her explanation within the specified time or any other extended period as may be decided by the authority. On receipt of the explanation either appointing authority herself/himself or through the enquiry may be proceeded to the delinquent employee to defend herself/himself.
4. After receiving the report of the enquiry officer, if the appointing authority decides that the delinquent is guilty of charges framed against him/her and is liable for major punishment of removal from services or dismissal or compulsory retirement or reduction in rank, the appointing authority shall give second notice to the delinquent calling upon him/her to give explanation regarding proposed punishment within the prescribe time. After the explanation is received from the delinquent, the appointing authority after investigation shall pass final orders.

5. In case of disciplinary proceedings, the authority is entitled to constitute or appoint an enquiry officer who shall give reasonable opportunity to the delinquent employee and submit his/her report to the appointing authority.

i) Without prejudice to the provision of any other rule, an employee who commits a willful breach of any these rules or of any his/her duties, or who displays negligence, inefficiency or negligently causes any loss or damage to its properties, or who knowingly willfully or intentionally does anything detrimental to the interests or prestige of the Deemed University or in conflict with its instructions or who commits a breach of discipline or guilty of disobedience or of any other acts of misconduct or misbehavior shall be liable to penalties

ii) An employee is liable to be punished by a fine, suspension, degradation, reversion, stoppage of increments, forfeiture of leave or dismissal, for misbehavior, misconduct, and negligence of duty, dishonesty, indiscipline, disobedience and other similar deficiencies. The nature of punishment will be decided by the concerned authority taking into consideration the seriousness of the charge. Appeal against the orders of any punishments by the Officers/ Authority of the Deemed University should be preferred to the Vice-Chancellor.

iii) In all cases where the services of the employee have been dispensed with, as a punishment, he/ she shall be entitled to receive the pay, only up to the date of termination of his /her services and shall not have claim whatsoever to any other benefits in the Deemed University.

6. In the event of the employee inflicted with major punishment the employee shall have the right of appeal to the Vice-Chancellor within 30 days from the date of receipt of the order by him/her. The Vice-Chancellor on receipt of such an appeal and on the basis of the enquiry conducted shall pass final orders. The order of the Vice-Chancellor in this regard shall be final.

## CHAPTER-VI: SUSPENSION, APPEAL AND REVIEW

### Part 1: - SUSPENSION

**(a) Preamble:**

- (i) These Rules shall apply to all the employee of the University except person on daily wages / consolidated
- (ii) If any doubt arises as to whether these rules or any other apply to any person or persons to whom these Rules apply belonged to a particular cadre, the matter shall the referred to Board of Management which shall decide the same.

**(b) Authority:**

The Appointing Authority or any Disciplinary Authority to which it is subordinate or any other authority empowered by the University in that behalf may place an employee under suspension

- (i) Where a disciplinary proceeding against him/her is contemplated or is pending
- (ii) Where a case against him in respect of any criminal offence is under investigation, enquiry or trial.
- (iii) Where the order of suspension is made by an authority lower than appointing authority, such authority shall forthwith report to the appointing authority the circumstances in which the order passed made.

**(c) Circumstances Leading to Suspension:**

An employee shall be deemed to have been placed under suspension by an order of appointing authority.

- (i) With effect from the date of this detention if he/she is detained in custody, whether on a criminal charge or otherwise for a period of exceeding 48 hours.
- (ii) With effect from the date of his/her conviction, if in the event of a conviction for an offence; he/she is sentenced to a term of imprisonment exceeding 48 hours and is not

forthwith dismissed or removed or compulsorily retired consequent to such conviction.

## **Part 2: APPEAL AND REVIEW**

### **1. Appeal and Review**

(i) Where a penalty of dismissal and removal from service, imposed upon employee under suspension is set aside on appeal or on review under these Rules and the case is remitted for further enquiry or action or with any direction the order of his suspension shall be deemed to have continued in force on and from the date for the original order of dismissal and removal shall remain in force until further order.

Where a penalty of dismissal and removal from service imposed upon an employee is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority on consideration of the circumstances of the case , decides to hold further enquiry against him on the allegation which the penalty of dismissal and removal was originally imposed , the employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal and removal shall continue to remain under suspension until further order.

(ii) An order of suspension made or deemed to have been made under this Rule may at any time be modified or revoked by the authority, which made or is deemed to have made the order.

(iii) An employee, including a person who has ceased to be in the service of the University may prefer an appeal against all or any of the order specified in Part 1(c) to the authority specified in this behalf by general or special order of the University. A review committee appointed by Board of Management may scrutinize the appeal and review petition submitted by the suspended employee.

(iv) No appeal preferred under this part shall be entertained unless such appeal is preferred with in a period of thirty days from the date of on which a copy of the order appealed against is delivered to the appellant. Provided that the appellate authority may entertain the appeal after

the expiry the said period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

(v) In the case of an appeal against an order by suspension the appellate authority shall consider whether the order by suspension is justified or not and confirm or revoke the order accordingly.

2. The appellate authority with six months of the date of the order proposed to be reviewed, may at anytime either on its own decision or otherwise call for the record of any enquiry and review any order made under these rules from which appeal is allowed but and may confirm, modify or set aside the order.

3. Every order, notice and other process made or issued under these Rules shall be served in person on the employee concerned or communicated to him/her by registered post and such communication if delivered at the address recorded in the official record of the University , is deemed to be a proper service.

4. Any decision taken in issuing order of suspension, revoke or confirm the order, and the decision of Board of Management shall be final.

## **CHAPTER-VII**

### **CODE OF CONDUCT AND DISCIPLINE FOR AVOIDANCE OF SEXUAL HARASSMENT AND MAINTENANCE OF EQUALITY OF OPPORTUNITY**

#### **Preamble**

In a fast changing society, wherein the education and employment of women has become the norm rather than exception, and where the proportion of women is likely to increase steadily in every of life, it is essential to ensure nondiscriminatory safe environment in which women can learn or work. Unfortunately, the tendency to treat women as inferior, whose real place is within the confines of house is still prevalent in the minds of quite a few men, who find it difficult to accept them as equal. This tendency, which emanates from a sense of insecurity in the minds of men, develops into hostility towards women. Further, men take advantage of the vulnerability of



women and indulge in undesirable behavior. Under these circumstances, the question of sexual harassment has gained momentum in all Educational Institutions and working places. It could be the other way also. In stray cases, a female in power and authority, may also take advantage of her position and exploit the vulnerability of her male subordinates. Such a situation is negligible.

Sexual harassment is a serious criminal offence which can destroy human dignity and freedom. In an effort to promote the wellbeing of the students and the staff, this code of conduct is framed to deal with claims of sexual harassment in which students and staff are either the alleged victims or the alleged assailants.

In all matters of sexual harassment, the University shall be aware of the extreme personal sensitivity of such issues. The University shall maintain confidentiality in matters concerning alleged victims and alleged assailants in instances of sexual harassment. This shall in no way preclude any statistical report of such incidents as may be required by any local or state agency.

## **CLAUSE – 1**

### **Definition**

**1.1** “Education Institutions” means the AMET Deemed University

**1.2** “Sexual Harassment” means

**(A)** Commission of any verbal, physical or other conduct including comment, gesture or conduct of Sexual nature, individually or collectively by men against woman and includes.

- I. Eve teasing
- II. Unwelcome remarks;
- III. Jokes causing or likely to cause awkwardness or embarrassment;
- IV. Innuendoes and taunt;
- V. Gender based insults or sexist remarks;
- VI. Unwelcome sexual overtone in any manner such as over telephone and the like;
- VII. Touching or brushing against the body and the link;

- VIII. Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings
  - IX. Forcible physical touch or molestation
  - X. Physical confinement against one's will and other acts in attempt to violate one's privacy
- (B)** Denial of equal opportunity in pursuit of education / career development
- (C)** Otherwise making the study / work environment hostile or intimidating for students / employees
- 1.3** "Head of the Institutions" means, the Head of the Institutions whether known as Vice-Chancellor
- 1.4** "Management" means  
In relation to Deemed University – Board of Management
- 1.5** "Sexual Harassment of Students" means the use of authority by any person in-charge of the Management or any person in-charge of the Management or any person employed by it to exploit the sexuality or sexual identity of a student to harassment in a manner which prevents or impairs that student full employment of educational benefits, climate or opportunities, It includes faculty / non faculty behavior that covertly or overtly uses the power inherent in the status of a Professor / Associate Professor/ Assistant Professor / Non-Teaching staff etc. to affect negatively a student's educational experience or career opportunities in the basis of sexual identity and / or to threaten, coerce or intimidate a student to accept sexual advances or risk reprisal in terms of a grade, a recommendation, a professional growth opportunity or a job.
- 1.6** "Sexual Harassment of Employees" means use of an authority by any person in charge of the Management or any person employed by it to exploit the sexuality or sexual identity of a subordinate employee to harassment in a manner which prevents or impairs the employee's full utilization of employment benefits, climate or opportunities. It included employer / fellow staff / non-teaching staff behavior that covertly or overtly uses the power inherent in the status of employer / Head of the Institution / Management to affect

negatively an employee's work experience or career opportunities on the basis of sexual identity and or to threaten coerce or intimidate an employee (Teaching staff / Non-teaching staff) to accept sexual advances or making employment decision affecting the individual or create an intimidating, hostile or offensive working environment.

## **CLAUSE – 2**

### **Prohibition of Sexual Harassment**

There shall be no harassment of women members whether student or employee within the education institution or in any place away from such institutions, if such place has relevance or any bearing on the relationship as employer / employee / student / persons in charge of Management of the educational institutions.

## **CLAUSE – 3**

The head of the institutions shall, having regards to the location, environment and the like, of the educational institution concerned, take every step within his / her means to initiate action to identify sports or places and spheres of activity which are prone to harassment whether between students, or between students and employees (teaching and non-teaching staff) of the educational institutions or between employees themselves or between persons in-charge of Management and employee and shall make adequate arrangements with the view to prevent sexual harassment.

### **3.1. Constitution of Committee Against Sexual Harassment**

The Committee Against Sexual Harassment is the body constituted by AMET University in consonance with the Sexual Harassment of Women at the Workplace (Prevention, prohibition and redressal) Act 2012. AMET University is committed to provide a place of work and study environment free from sexual harassment, intimidation, and/or exploitation.

AMET University Committee Against Sexual Harassment constitutes the following members approved by the Vice Chancellor.

1. A Senior Lady Faculty as Convener

2. Joint Registrar
3. Few Teaching and Non-Teaching Faculty Members
4. Residential Women Warden
5. Girl Student Representatives
6. Lady member from NGO

### **3.2. Procedure for Registering Complaints**

All complaints must be brought by the complainant in person or in instances brought by another person on behalf of the complainant. In exceptional cases, third party/ witness complaints may be entertained. Complaints can be lodged directly with any member of the Committee against Sexual Harassment, or through existing channels for lodging grievances. If the complaint is made through any such channel, the person to whom the complaint is made should bring it to the notice of the Committee within two working days of its receipt by her/him.

### **3.3. Procedure to be followed by the Committee**

On receipt of a complaint the Committee shall record it to writing. Within ten days of the receipt of a complaint, the Committee must determine whether a prima facie case of sexual harassment is made out. It shall carefully consider the complaint and may hear the complainant and the defendant and/or any other relevant person to determine whether an enquiry by the Committee is to be instituted. Due attention must be paid to confidentiality of the complainant and the defendant. The Committee shall enquire into the complaint of sexual harassment following procedures in conformity with the principles of natural justice and gender sensitivity. The Committee is empowered to take steps to settle the matter under the new Act to the satisfaction of the complainant before initiating a formal enquiry into the matter. After concluding its enquiry, the Committee shall prepare a detailed and written report of its findings. The enquiry report shall specify the details of the charge(s) against the defendant, the statements made and evidence presented in the enquiry and a discussion of the reasons upon which the findings arrived at by the Committee. The Committee shall provide a report of its findings to the employer within 10 days of completion of inquiry and such report shall be made

available to the concerned parties. In the event that the Committee finds the defendant guilty of sexual harassment, it shall also recommend the nature of disciplinary action to be taken taking into consideration the gravity of the offence of which he has been found guilty and the impact on the complainant. The disciplinary action will commensurate with the nature and impact of the sexual harassment. It shall also recommend whether after disciplinary action has been taken, the University Administration should publicize the identity of the offender, the misconduct and the disciplinary action taken.

### **3.4. Punishments for the proven Sexual Harassment**

The punishments listed below are indicative, and shall not constrain the AMET University and Anti-Sexual Harassment Committee from considering others.

In the case of academic/ administrative/ technical/ non-teaching staff/ management, the recommended disciplinary action could be one or more of the following:

1. Warning
2. Written apology
3. Bond of good behavior
4. Gender sensitization
5. Counseling
6. Adverse remarks in the Confidential Report
7. Debarring from supervisory duties
8. Suspension
9. Denial of membership of statutory bodies
10. Denial of re-employment
11. Stopping of increments/promotion
12. Reverting, demotion
13. Transfer
14. Dismissal
15. Withdrawal of residential facilities and prohibition from entry on the campus etc.
16. Any other relevant mechanism.

The above item is placed before the Board of Management for its consideration and approval.

## CHAPTER-VIII

### GRIEVANCE REDRESSAL CELL

#### **Grievance Redressal Cell: Constitution**

- (A) The Head of the Institution shall, for the purpose of implementing the code, constitute a Grievance Redressal cell which shall consist of
- i. A women Professor in the Educational Institution concerned approved by the Head of the Institution who shall be the chairperson
  - ii. One male member of the employees on the teaching side
  - iii. One male member of the employees on the non –teaching side
  - iv. One female student
  - v. One female representative of non-government organizations actively engaged either in welfare of women or in the field of education.
- (B) The member of the cell in category (ii) (iii) and (v) shall be nominated by the Head of the Institution in consultation with the Chairperson
- (C) The term of office for the members shall be two years and the members are eligible for re-nomination
- (D) Any casual vacancy in the grievance cell shall be filled by the Head of the Institution in consultation with the chairperson from the concerned category.

#### **Conduction Enquiry by The Grievance Redressal Cell**

- (A) Any person aggrieved by any contravention of this code, shall prefer a complaint before the grievance cell at the earliest point of time in any case within 15days from the occurrence of the alleged contravention
- i. Complaint shall contain all the material and relevant details concerning the alleged contravention including the names of the contravener and the complaint shall be addressed to the chairperson of the grievance
  - ii. However, where the complaint prefers not to disclose his / her identity, the complaint shall be addressed to the head of the institution, handed over in person, or sent in a

sealed cover. Upon receipt of any such complaint, the Head of the Institution shall retain the original complaint with himself / herself and send a gist of the complaint containing all material and relevant details other than the names of the complainants and other details which might disclose the identity of the complainants to the grievance cell

**(B)** The grievance cell upon receipt of any complaint or gist of complaint under sub-clause (b) may in case of a complaint address to the grievance cell and shall in the case of gist of complaint received from the Head of the Institution, cause an enquiry to be made directly.

**(C)** Where the grievance cell is satisfied that the complaint is justified.

(i) In the case of the person complained against is a member of the body of Management, the grievance cell shall report the matter to the body of Management of which he is a member

(ii) In the case of the person complained against, happens to be an employee of the Deemed University, it shall report the matter to the Vice-Chancellor who shall institute disciplinary action under the relevant services rules

(iii) In the case of the person complained against happens to be a student, it shall submit the report to the Head of the Institution recommending the penalty to be imposed. Provided that in case of failing under clause (d-II) Head of the institution may independent of the disciplinary action instituted, direct that the person complained against is relieved of his/her duties in whole or in part and assign him with such duties as may be Head of the Institution deem fit.

**(D)** The Head of the Institution, upon receipt of a report from the grievance cell in respect of contravention by a student, shall after giving an opportunity of being heard to the student complained and imposition of the penalty recommendations to the Management for confirmation and imposition of the penalty recommendations by the grievance cell.

**(E)** The Management upon receipt of the case from Head of the Institution may confirm with or without modification the penalty recommended.

**(F)** The penalty to be imposed under this code shall be any one or more of the following warning, Serious Warning, Fine in monetary terms having regard to the nature and gravity of sexual

harassment- maximum of Rs.1000/, suspension for specified period, Expulsion from the Deemed University for a specified period, lodging a complaint with police for criminal action.

**(G)** The Head of the Institution shall give wide publicity to the arrangements made under the sub-clause 3.2 and the establishment of the grievance call and shall permanently affix copies thereof in the notice board.

### **Savings**

Nothing in this code shall preclude the Head of the Institution from lodging a complaint straight-away with the police in respect of any act amounting to an offense under the law.

## **CHAPTER-IX**

### **MISCELLANEOUS**

#### **1. Employees Provident Fund**

Every University employee on successful completion of probation shall subscribe monthly contribution to the Employee Provident Fund as prescribed by Employee Provident Fund act of the Government of India

#### **2. Group Insurance personal accident policy**

The University shall cover all employees of both teaching and non-teaching under Group Personal Accident Policy through United India Insurance company limited for which the Deemed University shall contribute entire annual premium to the insurance company every year. The policy shall be covering all employees irrespective of the cadre and category

#### **3. General**

The University has the right to add, change, modify after or amend the rules at any time without assigning any reason what so ever in the interest of the University and such addition, modification, alteration, deletion or amendments will replace the existing clauses then and there.



## **AMET Promotion Policy**

### **i. Teaching Staff:**

All the employees of Deemed University are eligible for further promotion considering the unblemished service rendered in their respective categories. Promotion for the teaching staff is considered with reference to the guidelines issued by the University Grant Commission.

### **ii. Non-Teaching Staff:**

The following qualification and experience have been prescribed for the promotion of non-teaching staff

- i. O.A. to Attender - 10<sup>th</sup> std. (SSLC) qualification with minimum three years' experience in AMET
- ii. Attender to ASSISTANT –Any Degree with minimum three years' of working experience at AMET
- iii. Assistant to Assistant Section Officer - Any degree with minimum five years' of working experience at AMET with Diploma in Computer Application or working computer knowledge/office automation.
- iv. Assistant section Officer to section Officer – A PG Degree with minimum ten years' of working experience at AMET with Diploma in Computer Application or working Computer knowledge/ shall acquire the PG Degree within a reasonable period
- v. Section Officer to Assistant Registrar – A PG degree with minimum fifteen years of working experience in AMET with Diploma in Computer Application or working Computer knowledge.
- vi. The Board of Management will have the right to relax any of the conditions such as qualifications, experience, age, etc. in deserving cases of all posts.
- vii. However, for the posts like Assistant Registrar/Deputy Registrar retired persons with working experience of not less 20 years of service, in similar capacity, in the State and Central Governments/Universities/Public Sector Undertaking whose age limit does not exceed 65 years can also be considered for direct appointment.

### **iii. Workshop Instructors:**

After completion of two years of service the work instructors shall be designated as workshop instructors and after completion of two years of service in the post of workshop instructors they may be re-designated as technical teacher and on completion of 5 years of service they may be re-designated as technical teachers (seniors) subject to the conditions that their performance in their field shall be satisfactory and they are not implicated any disciplinary issue and found guilty of charges framed against them.

### **iv. Increment**

- a.** Granting of increment shall be considered and effected only in the month of July every year for the permanent employee of Deemed University. The probationers are not eligible for an increment. An employee who has absented himself for 15 days without prior permission/sanction either continuously or intermittently during the course of that year are not eligible for increment. In case same mistake is committed for the subsequent year he/she shall liable to be terminated from the service of the Deemed University.
- b.** Increment is granted to the permanent employee, if the performance and conduct are reported to be satisfactory by the concerned superior/Head of department
- c.** The quantum of increment shall be decided after evaluating the performance of the employee.
- d.** An increment shall ordinarily be drawn as matter of course unless it has been withheld. Such increment shall be given to an employee only on production of a certificate from the officer under whom he/she is working to the effect that work and conduct of the employee during the period which counts for the increment, have been such as to justify the grant of increments. An increment may be withheld for the Deemed University employee if his/her conduct has not been good or his/her works is not satisfactory and the Board of Management is empowered to withhold increment. In such cases the authority shall intimate the period such withhold and its effect in postponing future increment.

**v. Service Record**

The Service Register / Record shall be maintained for every employee showing among other particulars like basic Bio data, the date of birth, the scale of pay on which he/she is appointed, the increment given from time to time, leave availed, transfer/promotion, suspension, punishments, dismissal / retirements etc. The Service Register / Record shall be initiated after completion of one year.

**vi. Resignation /Retirement**

Every permanent employee may resign his/her position after giving three months' notice in writing to the University or three months' salary in lieu of the notice in the case of Teaching staff. However, the said Notice period for non-teaching staff shall be one month. Every temporary employee may resign his/her post after giving one-month notice in writing to the University or one-month salary in lieu of the notice. The Board of Management is to accept the resignation and waiver of the notice period. All permanent employees shall retire at the end of the month in which they complete the age of superannuation. Provided the Board of Management may permit the teaching staff to continue to serve after retirement as aforesaid till the end of the academic year to ensure that the teaching work is not dislocated.

**vii. Re Employment of Retired Persons**

The University may engage any person, who has superannuated, on contract to serve the University in teaching and other academic activities subject to such guidelines as the Board of Management may issue in this regard from time to time, and pay shall be fixed according to qualification, experience in their relevant field. The merit of the candidate shall be taken in to account during this appointment. The Board of Management is empowered to appoint any such person with the recommendation of Selection Committee constituted in this regard provided that no person who has attained the age of seventy years be appointed under this option.

**viii. Contract Employees**

Contract Employees may be appointed in vacant posts whenever the requirement warranted. The employees appointed on contract basis shall be considered purely on contract and they are not eligible for any other benefits apart from contract amount.

**ix. Visiting Faculties**

Visiting faculties may be appointed by the University when exceptional circumstances required such appointment provided that qualification experience and expertise in their respective fields. The emoluments of the visiting faculties shall be fixed by the Board of Management from time to time and person to person.

## **CONSULTANCY POLICY**

### **PREAMBLE**

AMET Deemed to be University, Chennai (hereinafter referred to as “Academy of Maritime Education and Training”) is dedicated to excellence in teaching and research in consonance with the contemporary and future needs of India. In addition to offering various teaching and research Programs, AMET actively encourages its faculty members and other academic staff members to undertake consultancy projects with industry and other comparable institutions of higher learning in order to create new knowledge and widening the research profile of its faculty and staff members. This policy document, compress the processes to support these efforts.

### **1. SCOPE OF CONSULTANCY SERVICES OFFERED**

- 1.1. Consultancy Services may be offered to industries, service sectors, government departments and other national & international agencies in areas of expertise available in AMET.
- 1.2. The service offered shall be along the lines of 'Professional Services' and will hence carry with them obligations and ethical requirements associated with such services as indicated in the standard terms and conditions
- 1.3. Consultancy services offered may cover a variety of activities.
- 1.4. All Consultancy works job need to be structured and executed in the spirit of promoting AMET–Industry Interactions, as a vehicle for augmenting current levels of excellence in teaching and research and in the process of generating funds.
- 1.5. All the research projects sponsored by the government (DST, DBT, ICMR, DRDO, etc.) public, private, national and international agencies and autonomous bodies do not fall under the purview of consultancy services.

## **2. CONSULTANCY PROJECTS CATEGORIES**

2.1. Each project shall be undertaken either under:

- (a) Standard Terms and Conditions, or
- (b) Specific Agreement or Memorandum of Understanding (MoU) describing the details of the Contract and requires legal and expert clearance

In the former case, the work is taken up in good faith between the Principal Investigator (as defined in item 3) and the client, the obligations and responsibilities of both parties being limited by the standard terms and conditions.

The latter case refers to projects that usually involve non-disclosure agreements, detailed negotiations of contract terms and signing of contracts in the form of agreement or MoU covering various aspects such as deliverables, milestones, payment schedules, role and responsibilities of the parties, non-disclosure of confidential information, dispute resolution, liability, Intellectual Property Rights (IPR) matters, arbitration, and other applicable laws. These projects involve significant amount of effort and time associated with the negotiation and implementation of the research contracts.

2.2 Consultancy and related services offered will be categorized mainly as under:

- (a) Category 1: Individual Consultancy: Consultancy that solely based on the expertise of the Principal Investigator (as defined in item 3) and does not involve significant use of any institutional facilities.
- (b) Category 2: Departmental Consultancy: Consultancy that requires departmental and/or inter departmental expertise and involves the use of University infrastructure / facilities such as equipment, instrument, laboratory staff, etc.

NB: The consultancy and related services should not normally interfere with the regular teaching and research in the University.

### 3. ELIGIBILITY FOR UNDERTAKING CONSULTANCY

Consultancy and related assignments can be taken up by full-time faculty member(s) of Department(s) and Centre(s) of AMET.

### 4. GENERAL CONSULTANCY GUIDELINES

- 4.1 Director, Consultancy will co-ordinate and guide the consultation activities of the University and to take suitable administrative action to regulate and monitor such activities as per rules framed by the University in this regard. He/She may exercise such authority as may be vested in him/her by the Vice-Chancellor.
- 4.2 All consultancy assignments by faculty members should be undertaken with prior permission of Director Consultancy with a copy to the concerned Head of the Department / Director of the Institute/centre for information.
- 4.3 A faculty member may be allowed to spend normally a maximum of 20 days (This period will be treated as Duty Leave) in a year for consultancy. In special cases of consultancy beyond 20 days, Vice-Chancellor's permission may be sought.
- 4.4 The remuneration for consultancy should be received by a Cheque/Demand Draft/Online Transfer in favour of Finance Officer of the University. **Individual Faculty members/Department should not receive consultancy amount directly.**
- 4.5 GST and other taxes as applicable should be paid by the client and PI should include the same in the total cost of consultancy project.
- 4.6 Permissible Daily Allowance (D.A) / Travelling Allowance (T.A) are to be paid according to University rules or as per agreement with the client and PI, and it should not be included in the consultancy fees.
- 4.7 Before accepting the consultancy job, the faculty member shall obtain the

approval from Authorities

## 5. SHARING OF CONSULTANCY REVENUE

5.1. The consultancy fee shall be distributed as under:

<b>Consultancy Categories</b>	<b>PI and team members</b>	<b>University</b>
<b>Category 1</b> Individual Consultancy	30%	70%
<b>Category 2</b> Institutional / Departmental Consultancy	40%	60%

The above breakup of the consultancy charges is for the internal administrative use of the University only and may not be revealed to the client for whom a lump sum figure of total consultancy charges may be quoted.

## 6. CERTIFICATION

AMET (through its PI) is not authorized to undertake certification in any form. At best, one can say that, on a given day, with a given sample, a well-defined test yielded the reported results.

## 7. SUBMISSION OF FINAL REPORT

After the completion of consultancy project, the Principal Investigator should submit the Final Report

### Authorities Concerned

1. Board of Management
2. Board of Research
3. Research Monitoring Committee
4. Research Review Committee



5. Research Ethics Committee
6. The Vice Chancellor
7. The Pro Vice Chancellor Research
8. The Registrar
9. The Director Research
10. The Director-Projects and Publications
11. The Director, IPR Cell

Approved by the Academic Council in its 27th meeting held on 28-04-2017

## **RESEARCH PROMOTION POLICY**

### **Preamble**

AMET has been established with specialized focus on marine and maritime fields which are economically sound, historically important and socially essential. It has identified this emerging area as its main focus with the promise to prove excellence. The University has identified the core issues and emerging challenges of marine and maritime field and undertakes academic and sponsored research, consultancy, innovation and extension activities. AMET is highly committed to taking proactive measures to enrich the research atmosphere at AMET. In this context, this Research Promotion Policy has been developed.

### **Scope**

This policy shall be a guiding document for all the research promotion activities in the university in the following aspects:

1. Academic Research
2. Sponsored Research
3. Consultancy
4. Innovation by students and Teachers and Incubation of Talents
5. Centres of Excellence
6. Intellectual Property Rights
7. Extension Activities
8. Incubation Centre

## **Strategic Directions**

### **1. Academic Research**

- a. The Academic Research programmes such as Ph.D., and MS By Research shall be governed by the Centre for Research headed by the Director Research
- b. The Academic Research Programmes shall be offered and monitored by the Centre for Research by complying all regulations and guidelines of the University Grants Commission and All India Council for Technical Education
- c. University shall provide Fellowships/Scholarships for the selected meritorious scholars to pursue PhD research full time in the University. The number, amount and tenure of fellowships shall be decided by the Authorities and Board of Research
- d. The Academic Integrity Policy 2017 shall be applicable to all those who involve in research activities
- e. University shall promote the interdisciplinary and part time research also.

### **2. Sponsored Research**

- a. All the Faculty Members at AMET shall be encouraged to undertake sponsored research
- b. The Research and Development Centre headed by Pro Vice Chancellor Research shall promote sponsored research in the University
- c. The University shall arrange professional development programmes to equip the Faculty Members to get sponsored research projects
- d. The University shall provide Incentives for those who get sponsored research projects from Government and Private funding agencies. The proportion/amount of the incentive shall be recommended by the Board of Research

### **3. Consultancy**

- a. University shall evolve a separate policy for consultancy research
- b. University shall share a suitable percentage of revenue generated through consultancy projects

- c. University shall promote the consultancy areas and expertise through its website and other brochures/booklets

#### **4. Innovation by Students and Teachers and Incubation of Talents**

- a. University shall promote all the curricular projects or other special projects to be innovative by the students and teachers within the academic framework
- b. University shall encourage students and faculty to participate in the innovation challenges and other such competitive events for exhibiting the finest innovative accomplishments of them.
- c. University shall explore the avenues for establishing innovation centres, fabrication facilities
- d. University shall identify and obtain financial and mentoring support from other government and private agencies for the promotion innovation, incubation in the University
- e. University shall financially support the students and faculty members to undertake innovation and incubation
- f. University shall establish non-financial incentives such as awards and recognition for innovation and incubation

#### **5. Centres of Excellence**

- a. AMET shall identify potential departments and their focus areas to establish Centres of Excellence
- b. Departments may be encouraged to get government or private recognition, accreditation, financial support and mentoring support for the establishment of Centres of Excellence
- c. The Centres of Excellence shall engage research, development, innovation, training, skill development etc in the identified core areas

#### **6. Intellectual Property Rights**

- a. AMET shall establish an Intellectual Property Rights Cell (IPR Cell) for the promotion of protecting the intellectual property rights of the University

- b. All Faculty and Students shall be encouraged to get their various Intellectual Properties to be protected legally
- c. The IPR Cell shall organize training programmes, workshops, seminars etc to create awareness and exposure on IPR among faculty and students
- d. The University shall provide suitable incentives to the faculty and students who generate income to the University through IPRs

#### **7. Extension Activities**

- a. All the Departments, Cells, Centres shall be promoted to conduct extension activities to benefit the community through the academic and research outcome of the University
- b. AMET shall financially support Departments, Cells, Centres to organize extension activities
- c. AMET shall encourage ALL its students to take part in extension activities
- d. AMET shall establish awards and recognitions to encourage the extension activities
- e. AMET shall align its extension, social outreach and community services with the National Programmes of the Government of India

#### **8. Incubation Centre**

AMET Incubation centre is located in AMET University campus and has a facility with 2000 square feet with private and public spaces, furnished by internal funds from AMET University. AMET incubation centre helps the emerging entrepreneurs in terms of providing space, machinery, equipment, computing facilities, communication networks, start-up friendly infrastructure, individual incubation cells with common resource sharing arrangements, know-how to overcome their problems and facilitate in filing patents etc., including commercial exploitation to benefit society. The facility provides Plug and play and high speed internet connectivity allowing the innovator, start-ups and incubates to enjoy a comfortable calm atmosphere to develop their ideas. The centre supports the young minds by connecting to mentors both internally and externally. AMET Incubation centre motivates students to innovate their ideas through seed funding.

AMET incubation centre is aimed to be a solution in itself to trigger the young minds to think different. AMET incubation centre is being shaped with a vision to inculcate entrepreneurship among the students/faculty/any young mind and technocrats from this region. The main objective of AMET incubation centre is to build a campus filled with opportunities to scale-up to tap business opportunities. Hence, the centre is situated inside the University campus, to leverage all the resources that are available within the campus such as access to laboratory, workshops, development and testing centres, computing resources, library, internet access and above all the human resources. In addition to these resources, the centre also has a network of eminent professionals, academicians, bankers, venture capitalists and businessmen, who can extend support to these ventures. Moreover, an advisory board consisting of eminent academicians and expert professionals from diverse industries guide the students, researchers and incubates.

#### **9. Supports for Research**

- a. AMET shall provide support and encouragement for the promotion of research in the campus in the form of Seed Money Projects, Student Funded Projects etc
- b. AMET shall provide incentives for research publications to Faculty and Research Scholars
- c. AMET shall sponsor Faculty and Students to participate and present research articles in the National and International Conferences,
- d. AMET shall sponsor Departments for establishing specialized laboratories for promising faculty members
- e. AMET shall promote industry, consultancy and product oriented research
- f. AMET shall allocate allocating exclusive budget Research to include expenses for the purchase of equipment, software for research etc
- g. AMET shall frequently organize sensitization programmes for Research promotion, publishing research journals, financially assisting faculty for publication of books and patents

## **10. Authorities Concerned**

1. Board of Management
2. Board of Research
3. Academic Council
4. Research Monitoring Committee
5. Research Review Committee
6. Research Ethics Committee
7. The Vice Chancellor
8. The Pro Vice Chancellor
9. The Registrar
10. The Director Research
11. The Controller of Examinations
12. The Director-Projects and Publications
13. The Director, IPR Cell
14. The Director, AMET Innovation and Incubation Centre

Approved by the Academic Council in its 27th meeting held on 28-04-2017

## DELEGATION OF ADMINISTRATIVE AND FINANCIAL POWERS

**Title.** – this policy shall be called the Delegation of Administrative and Financial Powers policy in the Academy of Maritime Education and Training (Deemed to be University)

**Extent and Application.** – this policy contains the details to powers which have been delegated to the various authorities and officers in the Academy of Maritime Education and Training. The application of this policy shall extend to the Schools, Departments, Cells, Centres and Co-Ordinated Research Projects etc. implemented in the University and shall come into force with effect from the date of notification.

**Definition.** –

- (a) The term "delegation" with its cognate expression means delegation of financial and administrative powers as specified in the Schedule of these rules.
- (b) "*University*" means the Academy of Maritime Education and Training established in the year 1993 at Chennai.
- (c) "*Board*" means the Board of Management of the University.
- (d) "*Chancellor*" means the Founder of the University.
- (e) "*Pro Chancellor*" means the person appointed by the Chancellor to be the Pro Chancellor of the Academy of Maritime Education and Training.
- (f) "*Vice-Chancellor*" means the person appointed by the Chancellor to be the Vice-Chancellor of the Academy of Maritime Education and Training.
- (g) "*Pro Vice-Chancellor*" means the person appointed by the Vice-Chancellor to be the Pro Vice-Chancellor of the Academy of Maritime Education and Training.
- (h) "*Registrar*" means the person appointed by the Vice-Chancellor to be the Registrar of the Academy of Maritime Education and Training.



- (i) *“Joint Registrar”* means the person appointed by the Vice-Chancellor to be the Joint Registrar of the Academy of Maritime Education and Training
- (j) *“Deputy Registrar”* means the person appointed by the Vice-Chancellor to be the Deputy Registrar of the Academy of Maritime Education and Training
- (k) *“Assistant Registrar”* means the person appointed by the Vice-Chancellor to be the Assistant Registrar of the Section of the Academy of Maritime Education and Training
- (l) *“Finance Controller”* means the person appointed by the Vice-Chancellor to be the Finance Controller of the Examinations of the Academy of Maritime Education and Training
- (m) *“Controller of Examinations”* means the person appointed by the Vice-Chancellor to be the Controller of the Examinations of the Academy of Maritime Education and Training
- (n) *“Principal”* means the person appointed by the Vice-Chancellor to be the Principal, DGS approved Courses of the Academy of Maritime Education and Training
- (o) *“Dean”* means the person appointed by the Vice-Chancellor to be the Dean of Schools/Departments/Specialized responsibilities of the Academy of Maritime Education and Training
- (p) *“Director”* means the person appointed by the Vice-Chancellor to be the Director of Schools/Departments/Cells/Centers of the Academy of Maritime Education and Training
- (q) *“Chair Persons”* means the person appointed by the Vice-Chancellor to be the Chairperson Schools/Departments of the Academy of Maritime Education and Training

- (r) *"Head of the Department"* means the person appointed by the Vice-Chancellor to be the Head of the Departments of the Academy of Maritime Education and Training
- (s) *"Proctor"* means the person appointed by the Vice-Chancellor to be the Proctor of the Academy of Maritime Education and Training Campus and Hostel.
- (t) *"Financial Year"* means, unless otherwise specified by the Board of Management the financial year of the Academy of Maritime Education and Training i.e., the year beginning with 1st day of April and ending with 31st March.
- (u) *"Appropriation"* means the assignment to meet specified expenditure of Fund included in a primary unit of appropriation i.e. Major Heads of expenditure.
- (v) *"Non-recurring expenditure"* means expenditure other than recurring expenditure.
- (w) *"Major Head of expenditure"* includes:
- i. General Administration,
  - ii. Engineering Education
  - iii. Marine Education,
  - iv. Business Education
  - v. Basic Science & Humanities,
  - vi. Research Activities,
  - vii. Library
  - viii. Laboratory equipment's
  - ix. Infrastructure
  - x. Maintenance works.

(x) "*Minor Heads of Expenditure*" means heads subordinate to a Minor Head and are the following:

- (i) Salaries,
- (ii) Allowances and Honoraria,
- (iii) Contingency Recurring,
- (iv) Contingency Non-recurring,
- (v) Leave Salary and Pension Contribution,
- (vi) Pension,
- (vii) Fellowship,
- (viii) Repairs,
- (ix) Hostels,
- (x) Transportation.

(y) "*Re-appropriation*" means the transfer of funds from one head to another under head of expenditure.

(z) "*Recurring expenditure*" means the expenditure of regular nature which is incurred at periodical intervals.

**Source of Power.** - The Academy of Maritime Education and Training has full authority to perform all acts and issue such directions as may be considered necessary to the attainment of the Board of Management. The Board of Management constituted shall pursue and carry out the object and in doing so shall set forth the policy directions and guidelines. The affairs and funds of the University are managed administered, directed and controlled, subject to the rules, by-laws and orders of the Board, by the University officers.

**Authority of the University means.** - (1) Board of Management, (2) The Academic Council, (3) Planning and Monitoring Committee (4) Finance Committee (5) The Board of Studies of each Department, (6) Such other bodies of the University as may be declared by the statutes to be authorities of the University.

**Powers of the Chancellor.** - The Chancellor shall exercise powers, an ultimate decision making authority. He shall have power to issue any directions to carry out the purpose of the growth of the University.

**Powers of the Vice-Chancellor.** - The Vice-Chancellor, shall exercise powers delegated by the Chancellor. In turn he will delegate the power to any authority or committee. He shall also exercise powers as delegated to him under these Rules. In the exercise of any financial powers the Vice-Chancellor shall consult the Chancellor.

**Power of the Board of Management (BOM).** - The B.O.M. shall exercise powers as consultative decision making. It delegates the power to the Vice-Chancellor with the approval of the Chancellor.

**Powers of the University Officer I.E. Registrar/ Principal/ Deans/ Directors/ Proctor/ Finance Controller/ Controller of Examinations/ Librarian.** - Each Officer of the concerned Section/ School/ Department/ Library shall exercise all the powers delegated to them under the rules. They shall also exercise the powers conferred on them by the Vice Chancellor and Board of Management.

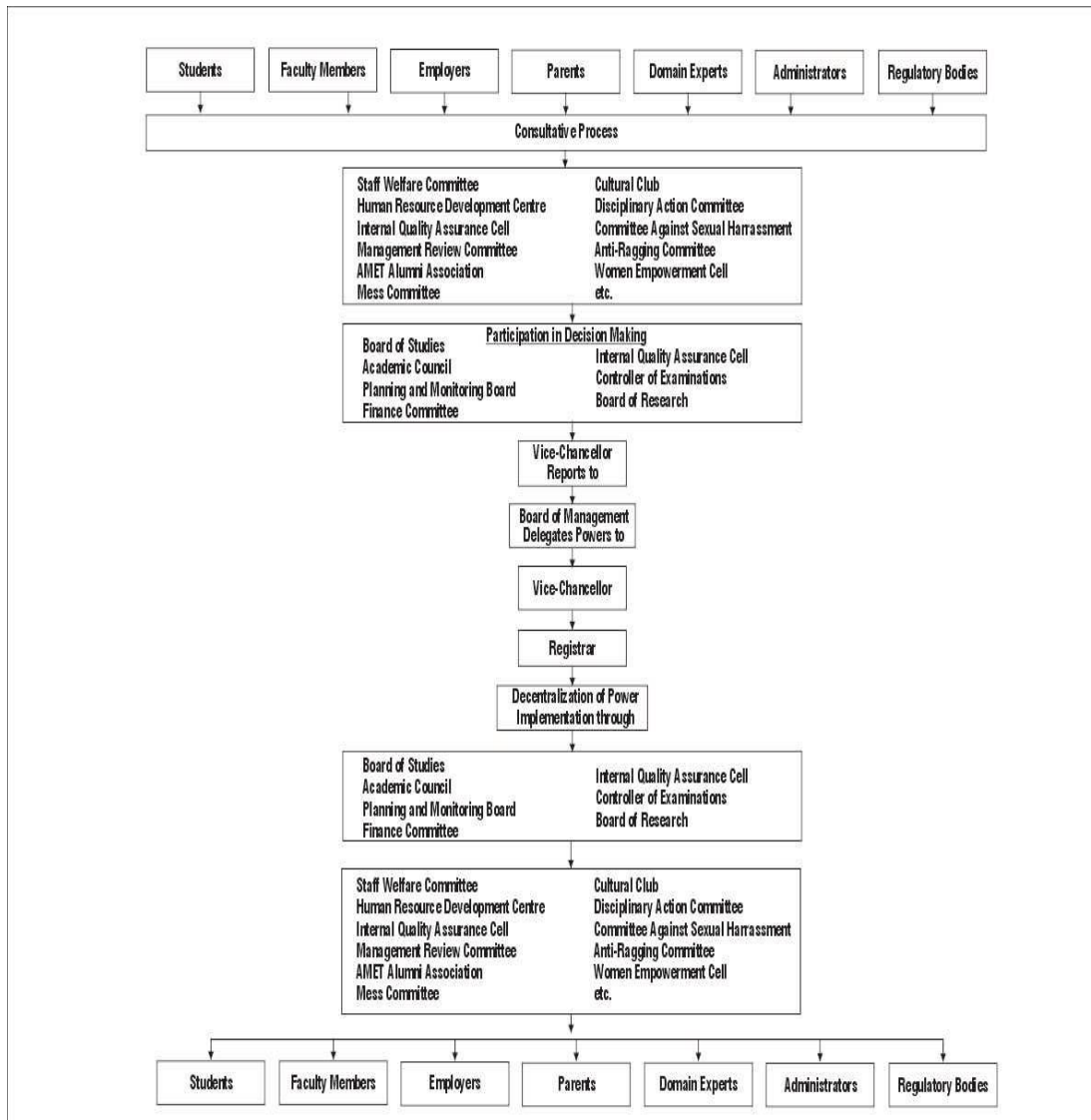
**Powers of the Principal, /Deputy Director/Dy. Registrars/ Medical Officer/ Executive Engineers/ Transport Managers/ Duty Officers.** - The Deputy Directors and other officers as mentioned above shall exercise such powers as delegated to them under these rules.

**Powers of the Heads of Department of the various Department.** - The Heads of the Departments of the various Departments shall exercise such powers as delegated to them under these rules.

### **Delegation of Power and Participative Management**

The University groom the Leadership at various levels. The University promotes the culture of **Delegation** and **Participative Management** at all activities like Administration, Admission, Student Activities, Curriculum Development, Research, and Sports etc. The University has given equal representation in various Committees at all levels of Professors, Associate Professor and Assistant Professors from various departments/Schools.

## Structure of Delegation and Participatory Management



### Delegation of Power

The Institution defines the Decentralization in working through **Delegation of Power Personnel** at different level to implement the decisions. The **Delegation of Authority** can be organised in the form of a Pyramid.

**Top-Level** Management is responsible for controlling and overseeing the entire University, it includes the Board of Management. The Board of Management assists the Management with regard to Broad guidelines, policies and framework for the improvement of **Quality of Education** in the Institution.

The Management through the **Vice Chancellor** involves the Faculty members in various activities related to the development of the University. The Principal Heads of the Academic and Administrative activities of the University forms the various committees and appoints Faculty members.

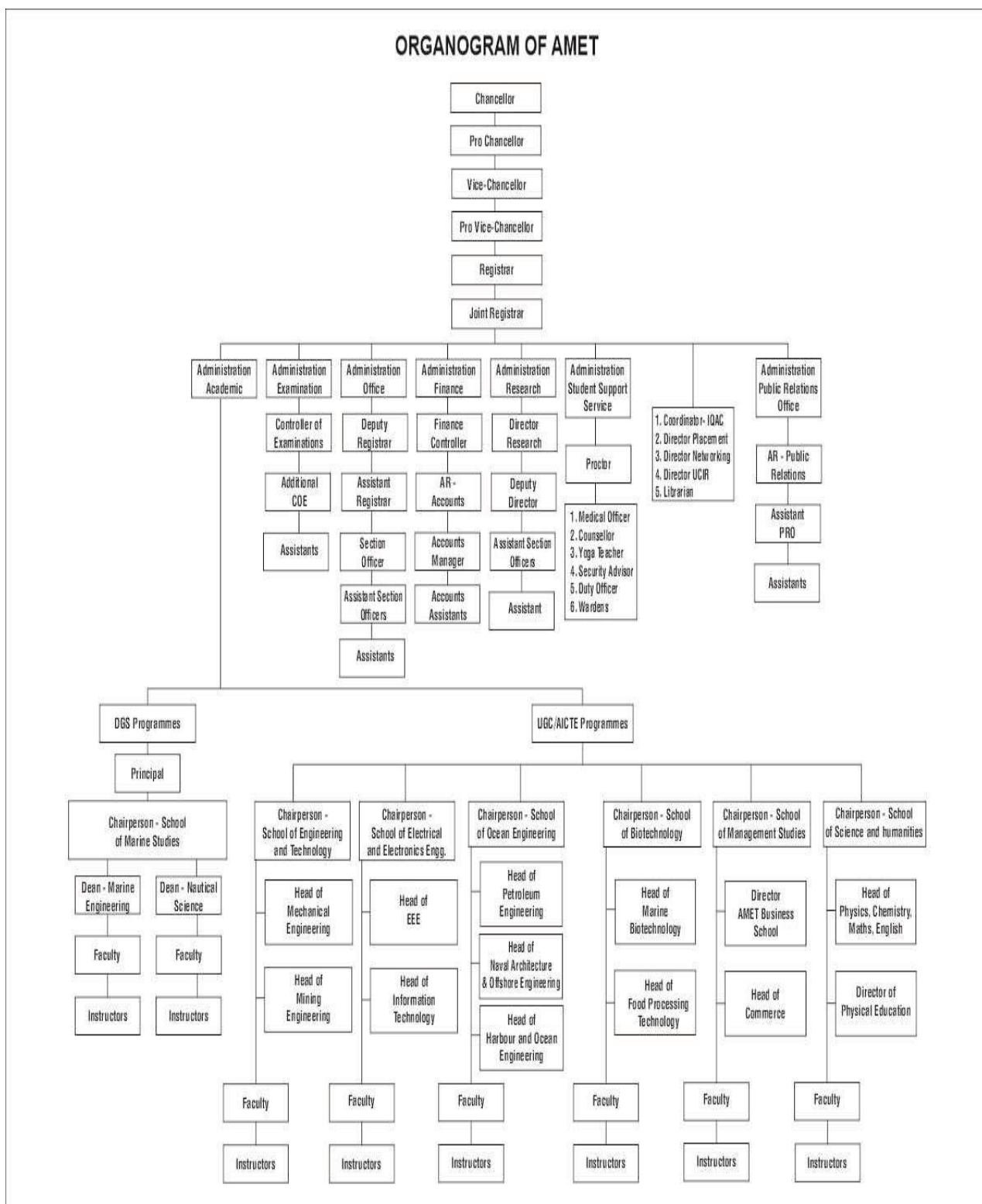
**Middle-Level** Management act as an intermediary between Top-Level Management and Low-Level Management. It includes Deans, School Chair Persons, Head of the Departments (HOD), Librarian, Physical Education Director. They help in the execution of institutional plans. **Low-Level** Management includes Faculty, Non-Teaching Staff and others. They help the Middle Level Management by coordinating the activities delegated to them.

### **Participative Management**

AMET promotes a culture of **Participative Management**. In all Academic and Non-Academic activities. University follows Committee system for implementation of all its decisions.

According to the guidelines of the UGC, the Institution has a well-established organizational structure. The organizational structure of the Institution is shown in the Figure below.

## ADMINISTRATIVE SET-UP OF AMET





The power delegation to various Academic and Administrative Committees as per **MoA** signed between the **UGC** and the Institution is shown in the power delegation table given below

**Governing bodies of AMET**

<b>S.No</b>	<b>Name of Committee</b>	<b>Powers of Committee</b>
<b>1</b>	Board of Management (four times in a year)	<ul style="list-style-type: none"> <li>i) Apex Executive body of the University</li> <li>ii) Powers to make Rules and Regulations</li> <li>iii) Make decisions on Academic, Administrative, Personnel, Financial and Developmental matters.</li> <li>iv) Delegate its powers to the Vice-Chancellor or any other Officer/Faculty or to a Committee of Officers/Faculty Members of the University.</li> </ul>
<b>2</b>	Academic Council (minimum three times in a year)	<ul style="list-style-type: none"> <li>i) Exercise general Supervision over all Academic work of the University</li> <li>ii) Give direction regarding methods of Instruction, Evaluation, and improvements in Academic Standards</li> <li>iii) Apex body for the matters concerned to Research, Degree programmes, Examinations, providing equivalence to Courses/Degrees, appoint examiners etc.</li> </ul>

		<p>iv) Pass recommendations to the Board of Management on aspects such as measures for improvement of standards of teaching, research and training, institution of Fellowships/ Awards/ Medals, starting of new programmes/ Departments/ Centers etc.</p> <p>v) Approval of updation/modification of changes in the curriculum and syllabus.</p> <p>vi) Frame rules covering the Academic functioning of the University, Admissions, Examinations, Award of Fellowships and Studentships, Scholarships, Concessions, Attendance, Discipline, Residence etc.</p> <p>vii) Has powers to appoint sub-committees to advice on such specific matters as may be referred to it by the Board of Management and consider the recommendations of the sub-committees and to take appropriate action.</p> <p>viii) Review the activities of the Departments / Centers and to take appropriate action with a view to maintaining and improving standards of education.</p>
<b>3</b>	Finance Committee	<p>i) Review and report the annual accounts and financial estimates of the University and</p>

	(minimum two times in a year)	<p>submit them to the Board of the Management for its approval</p> <p>ii) Review the budget proposals submitted by each Department based on the merit and requirement.</p> <p>iii) Release/ allocation of funds by recommendation of Board of Management</p> <p>iv) Fix limits of the total Recurring expenditure and the total Non-Recurring expenditure of the year based on the income and resources of the University</p>
<b>4</b>	<p>Planning and Monitoring Board (minimum three times in a year)</p>	<p>i) Responsible for the monitoring of the developmental programmes of the University.</p> <p>ii) Have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfilment of the objectives of the developmental plans of the University.</p> <p>iii) Recommendations of the Planning &amp; Monitoring Board will be placed before the Board of Management for consideration and approval</p>

5	Board of Studies (once in a year)	<ul style="list-style-type: none"> <li>I. Separate Board of Studies for each Department of the University</li> <li>II. Design the Curriculum and Syllabus of concerned programmes.</li> <li>III. Review, Revise and Develop the Syllabus of the programme.</li> <li>IV. Consist both Internal and External members with a representation of all stakeholders.</li> </ul>
---	--------------------------------------	--

**Residuary Financial and Administrative Powers.** - The Financial and administrative powers which have not been delegated to any offices/Authority under these rules without the knowledge of the B.O.M. of the University.

**General Limitations on Powers to Sanction Expenditure.**

- a. No expenditure from the funds of the University shall be incurred without the sanction of the authority competent under rules and by-laws of the University.
- b. A sanction of expenditure will not become operative unless funds are made available to meet the expenditure by valid appropriation or re-appropriation.
- c. The powers regarding sanction of expenditure shall be exercised after strictly following the guidelines or restrictions which have been or which may be imposed by the Board of Management from time to time.
- d. The B.O.M. shall have powers to sanction expenditure on any service upto any amount included in the sanctioned Budget.

**Appropriation and Re-Appropriation General Restrictions. –**

- a. The Vice-Chancellor shall have powers to appropriate a sums provided in the sanctions estimated during the financial year to meet expenditure on each item upto the amount provided for in the sanctioned estimates.
- b. No-re-appropriation shall be done from plan to Non-plan and general areas to VI<sup>th</sup> Schedule areas and *Vice-versa*.
- c. No-re-appropriation shall be done from one Major Head to another major head. However, the Vice-Chancellor shall be competent to re-appropriate from the Major Head to another on the specific recommendation of the Finance Controller.
- d. No re-appropriation shall be done from one Major Head to another Minor Head under the same Major Head without approval of Vice-Chancellor.
- e. The re-appropriation between heads within the same minor head can be done by the Deans and Directors/Registrar/Controller/HODs. In case of T.A. approval of the Finance Controller shall be necessary for re-appropriation.

**Head of the Office and Department.** - The Vice-Chancellor shall have the power to declare a teacher as Head of the department as per provision of the rules of Academy of Maritime Education and Training.

**Any Financial Powers shall be Exercised Subject to the Following.** - These are provision of fund in the approved budget of the AMET for the particular purpose of scheme.

### **General Principles of Financial Management and Control of University**

#### **a. General Principles:**

- (i) All transactions involving in taking and giving of cash, stores and other properties, rights, privileges and concessions which have monetary value, shall be brought to account as early as possible under proper heads. Every University employee is personally responsible for the money which passes

through him and for the proper record of receipts and payments in the accounts as well as for the correctness of the accounts in every respect.

(ii) Financial records and accounts of the University shall be maintained separately for each accounting year in the prescribed Forms and Registers as approved by the Finance Committee. The Finance Branch will circulate a Proforma approved by the Executive Council to all the controlling officers. In case of any dispute relating to the proper nature of records, the opinion of the Finance Committee as approved by the Executive Council shall be taken to be final.

(iii) All financial record books, accounts and registers shall be properly bound and preserved.

(iv) The Finance Officer and Heads of Departments empowered to collect money shall ensure that the dues of the University are correctly and promptly assessed, collected and deposited into the University account under the proper head.

(v) The Finance Branch shall ensure that the grant receivable by the University and the income accruing to the investments are received in due time. The F.B. shall maintain a Register of Grants with date of receipt of grants and their specific purposes. All amounts so received shall be reported to the Finance Committee preferably once in six months. The Finance Committee shall also be kept informed of the financial inflows to the outflows from the University.

(vi) A claim to revenue shall not be remitted or abandoned save with specific sanction of the Finance Committee.

(vii) There shall be no diversion of fund unless approved by the Vice-Chancellor.

(viii) Subject to the general direction by the Finance Committee, the Finance Officer may, in consultation with the Vice-Chancellor, make investments as and when funds are available for investment and shall promptly report the same to the Finance Committee.

(ix) All surplus balances of the various funds which are available for investment for a short period shall be invested in call and short term deposits with the approved Bank. All sums received by the way of bequests, endowments, etc. and the surplus balances standing to the credit of various University funds which are not generally required at short notice, shall be invested on long term deposits with the approved Bank or in Govt. securities.

(x) Records of all investments of the University shall be maintained in a Register of Investments.

(xi) The Finance Controller shall submit periodic reports to the Finance Committee regarding the position of University Revenues and seek directions for the management of the resources of the University.

**b. General Rules of expenditure:**

(i) A Controlling Officer shall not incur expenditure or enter into any liability involving expenditure, transfer of money or investment or deposit from the University account unless such expenditure or transfer has been sanctioned by the general or special orders of the Finance Committee and the Executive Council.

(ii) There should be provision of funds authorized by the competent authority fixing the limits within which expenditure can be incurred.

(iii) The expenditure incurred should conform to the relevant provision of the Rules, Statutes, Ordinances, Regulations and Rules framed by the University.

(iv) There should exist sanction, either general or special, accorded by the competent authority, authorising particular item of expenditure. Explanation: Mere budget provision does not automatically carry with it the authority to incur the expenditure, for which prior sanction of the competent authority must invariably be obtained before incurring it save as otherwise provided in these Rules. The budget provision indicates the maximum limit upto which expenditure may be permissible under any head of account.

(v) Every University employee shall exercise the same vigilance in respect of expenditure incurred from the University fund as person of ordinary prudence would exercise in spending his own money.

(vi) The expenditure should not be prima-facie more than what the occasion demands.

(vii) No University employee should exercise his powers of sanctioning expenditure to pass an order which will directly or indirectly add to his own advantage.

(viii) No University employee shall pass bills of his own expenditure. In such cases the bills shall be countersigned by the person higher in rank than the concerned employee.

(ix) Each Head of the Department/Head of Office shall be responsible for enforcing financial order and strict economy at every step.

(x) A Head of the Department shall ensure not only that the total expenditure is kept within the limits of the authorised budget appropriation but also that the fund allotted are spent in the interest of the University and only upon the objects for which the money was provided. In order to exercise proper control over expenditure, he shall ensure maintenance of detailed upto date accounts not only of what has actually been spent from an appropriation



but also what commitments and liabilities have been incurred against it. He must be in a position to assume before Finance Committee/Executive Council complete responsibility for expenditure and to explain or justify any instance of excess or financial lapse that may be brought to notice.

(xi) Every claim received in the University office shall be duly checked before payment.

(xii) All bills presented for payment shall be examined in accordance with the relevant provisions in these Rules to ensure that the claims for payment are admissible, the authority is proper and the signature is true and in order and the receipt has legal acquaintance. All bills shall be countersigned by the Disbursing Officer.

(xiii) No claim against the University which is not presented within the prescribed time limit will be entertained without a special sanction of the competent authority.

(xiv) No cheque shall be signed unless required for immediate delivery to the payee or drawn in favour of a person other than actual payee.

(xv) No erasures or overwriting shall be made in bills, vouchers, cheques, registers, statements or accounts of any description.

**c. Contracts:**

Contract or agreement shall be made by the person or empowered to do so. The following general principles should be observed by all persons empowered to enter into contracts or agreements involving expenditure from the University funds:

(i) The terms of contract should be precise and definite and there should be no room for ambiguity or misconstruction therein.

(ii) No relaxation of specification agreed upon in contract and relaxation of the terms of agreement entered into by the University be made before examination of the financial effect involved in such relaxation. The interest of the University should be taken due care of before agreeing to any relaxation of agreement or contract. The Finance Officer shall invariably be consulted in such cases.

(iii) In selecting the tender to be accepted, the financial status of the individual and firms tendering must be taken into consideration in addition to all other relevant factors.

(iv) Save in exceptional circumstances, no University work of any kind should commence without prior execution of contract documents. Even in case where a formal written contract is not made, no order for supplies etc. should be placed without at least a written agreement as to the price.

(v) Provision must be made in contract for safeguarding University property entrusted to a contractor and for recovery of hire charges, if any, thereof.

(vi) When a contract is likely to endure for a period more than 3 years or where contract provides for a clear schedule for the fulfillment of various stages of contract, it should include provision for unconditional power of revocation or cancellation at the discretion of the University at any time on the expiry of reasonable notice to that effect. The period of notice should not normally be longer than 3 months.

(vii) All contract should have a provision for recovery of liquidated damages for defaults on the part of the contractor, unless any special instruction is issued by the competent authority.

(viii) The terms of contract for the purchase of perishable stores should

invariably include a “warranty clause”.

**d. Budget and Control over Expenditure**

i. The budget estimates shall be prepared under the provisions of the rules and the Statutes in the form as may be prescribed. The budget should be broadly divided into four parts viz.

Part-I. Non-plan receipts and expenditures dealing with receipts and expenditure connected with the normal functioning of the University including general and auxiliary services.

Part-II. Earmarked Special Funds: dealing with receipts and expenditure against funds earmarked for specified purposes.

Part-III. Plan Receipts and Expenditures: dealing with receipts and expenditure relating to development activities in the University out of plan provisions.

Part-IV. Debts, Deposits, Advances etc.: dealing with receipt and expenditure relating to debts, deposits, advances etc.

ii. The budget Estimates shall also contain – (a) A budget note or explanatory memoranda which shall explain salient features of the items provided and the major variations. It will consist of:

- i) Review of the financial administration of the past year.
- ii) The financial position for the current year.
- iii) The budget estimate for the ensuring year with justifications.
- iv) A report on the current and expected financial position of the University, including a statement of accumulated deficits, if any.

Each head of account shall be dealt with separately and the proposal for the expenditure should be explained clearly.

- iii. (1) Save as otherwise provided in the Act and the Statutes, the Head of the Department/ Section shall submit to the Finance Controller within 31<sup>st</sup> July of the financial year, a draft of the budget statements of the Department/ Section for the following year. For teaching Departments/Centre, the draft should be approved by the Departmental Committee.
- (2) Draft shall be discussed by the Vice-Chancellor with concerned head of the Department/ Section, if necessary.
- (3) The draft proposal after revision, if any, shall be taken into account by the Finance Controller for inclusion in the annual budget estimates of the University. These budget estimates together with the revised estimates for the current year shall be discussed by the Finance Committee, the Executive Council and the Court under the provisions of the Act and the Statutes. After final approval by the Court, the budget estimates and revised estimates shall be forwarded to the state govt. for final approval and sanction.
- (4) The Finance Committee shall make a mid-term appraisal of the financial position of the University and shall monitor the income and expenditure for the period against broad items of the budget. The Finance Committee shall evolve methods to see that grants received from the UGC, State Govt. or other funding agencies are properly and timely utilized.

**e. Financial Powers and Sanction of the Authorities**

1. Subject to the provisions of the Rules, Statutes, Ordinances, Regulations, financial powers shall vest with the Executive Council and the Finance Committee.
2. The powers and functions of the Departmental Committees are prescribed in the Statutes. In exercise of these powers, the Departmental Committee will supervise general financial affairs of a Department/Centre,

approve the purchase or contingency expenditure and take all action deemed necessary for the smooth running of a teaching Department/Centre.

3. The Composition, power and functions of the Building Committee are prescribed in the Rules. The Building Committee shall oversee all civil construction works in the University and initiate preparation of plan and estimates, supervise tender operations and recommend financial sanction of construction projects. The Building Committee will also review the progress of construction works and make periodic reports to the Executive Council. All proceedings of the Building Committee shall be forwarded to the Finance Committee for final approval.

4. There shall be a Vehicles Committee consisting of four or five members to be nominated by the Executive Council. The Committee will meet once in every two months and advise on detailment and maintenance of University vehicles, economy regarding fuel consumption, timing of bus services and recovery of fares/fees against the use of University buses and vehicles. All proceedings of the Vehicles Committee shall be forwarded to the Finance Committee for approval.

## **22. Delegation of Financial Powers**

Since AMET is following the participatory governance and decentralization of administrative powers, various authorities of the University are provided with Financial Powers. Academic Departments are provided with separate bank accounts through which they can spend amounts not exceeding Rs. 50000.

AMET has permitted the Principal Investigators of the funded projects to have a separate bank account for each of the Government funded projects. They are empowered to get advance payments from the project accounts. They can make their own purchase for amounts not exceeding Rs. 50000 whereas beyond

that they need to take permission of the University Authorities. They need to provide statement of expenditure to prepare the Utilization Certificate for the purpose of reporting funding agencies.

The Faculty Members provided with seed money are empowered to utilize the full project amount at their own discretion and then to give statement of expenditure to the University

#### **Financial Power Delegated to the Officers/HODs of AMET**

<b>S. No.</b>	<b>Position</b>	<b>Financial Powers</b>
1	Registrar	Up to Rs. 2 lakh
2	Principal	Up to Rs. 1 lakh
3	Deans	Up to Rs. 50000
4	Heads of Departments	Up to Rs. 50000
5	Public Relations Officer	Up to Rs. 50000
6	Director Research	<ul style="list-style-type: none"> <li>○ Approve the Honorarium for PhD Related Meetings</li> <li>○ Empowered to receive payments on behalf of University through formal manner</li> </ul>
7	Controller of Examination	<ul style="list-style-type: none"> <li>○ Empowered to Receive Penalties and Fine amounts related to examination processes</li> <li>○ Approve honorarium for Examiners and Evaluators</li> </ul>
8	Proctor	Up to Rs. 50000
9	Duty Officers	Up to Rs. 10000

## **IT POLICY**

### **INTRODUCTION**

The AMET Deemed to be University recognizes the vital role that information technology plays in the administrative activities as well as the importance in an academic environment to ensure security in all forms. As more information is used and shared in a digital format by students, faculty and staff, Parents both within and outside the University, an increased effort must be made to protect the information and the technology resources that support it. Increased protection of our information and Information Technology Resources to assure the usability and availability of those Resources is the primary purpose of this Policy. The Policy also addresses privacy and usage of those who access University Information Technology Resources.

### **SCOPE OF THE POLICY**

The IT policy applies to everyone who accesses University Information Technology Resources such as students, faculty, staff and parents. The main scope of this Policy include, but are not limited to, University-owned transmission lines, networks, wireless networks, servers, exchanges, internet connections, terminals, applications, and personal computers. Information Technology Resources include those owned by the University and those used by the University under license or contract, including but not limited to information recorded on all types of electronic media, computer hardware and software, paper, computer networks, and telephone systems. Information Technology Resources also includes, but is not limited to, personal computers, servers, wireless networks and other devices not owned by the University but intentionally connected to the University-owned Information Technology

Resources (other than temporary legitimate access via the world wide web access) while so connected.

## **POLICY IN FUNCTIONAL AREAS**

### **IT POLICY ON ICT**

This policy applies to people, denoted as 'users' in this Policy, using the University ICT Resources including but not limited to:

- Students enrolled at the various constitute units of the University
- Permanent staff employed by the University
- Temporary, casual or agency staff working for, or on behalf of, the University
- Contractors, consultants and suppliers working for, or on behalf of, the University
- Visitors to the University.

### **IT POLICY ON HARDWARE AND HARDWARE RESOURCES**

- This policy applies to hardware resources and systems made available to the users, by or on behalf of, the University including but not limited to:
- Personal computers, laptops and terminals
- Peripherals e.g. printers, copiers, scanners and multimedia devices
- Mobile devices e.g. smart phones and tablets
- Networks with wired, wireless, dialup and/or internet connections;
- Internet services e.g. world wide web, blogs and wikis
- Email and other messaging, social networking or collaboration services such as blogs, chats and forums
- Application software, services and databases;
- Removable media including CDs, DVDs and memory sticks



## **IT POLICY ON SOFTWARE RESOURCES**

The users of the University shall make effective usage of campus collaboration systems, Internet, wireless resources, official websites (including university website, conference Website, journal portals, online admission systems, and course website), and Management Information Systems (MIS) and ERP solutions, Learning Management System, Remote Login based facilities of the University and e-Library resources.

## **IT POLICY ON ACCESS PROCEDURES**

Access to information owned by the University is generally broadly consistent with the concept of academic freedom and the open nature of the institution. However, there are types of information where access must be restricted and caution in handling and storing the information is necessary.

## **POLICY AND PROCEDURES**

Policies and Procedures - Ensure that Data Protection, Freedom of Information and other information governance policies and procedures are established to comply with all relevant legislation and that all such policies and procedures are periodically assessed and audited.

## **IT E-WASTE MANAGEMENT**

The lifecycle of all IT assets spanning from acquisition to disposal shall be managed in a manner which conforms to sound environmental norms. This includes

- Preferential dealing with IT vendors having sound E-Waste management processes
- Extending the useful life of IT assets to postpone / minimize generation of E-Waste

- Responsible disposal processes conforming to regulatory requirements and best practices

#### **AUTHORITIES CONCERNED**

- Director, ICT Enabled Education
- Centre for E-Governance
- System Administrator
- ERP
- Dy. Director E-Governance
- Information Technology Dept.
- Asst. Registrar Maintenance
- IQAC
- Registrar
- Vice Chancellor

## **GREEN POLICY OF THE UNIVERSITY**

### **Preamble**

AMET Deemed to be University, envisions a Clean and Green Campus where environmental friendly practices and education combine to promote sustainable and eco-friendly practices in the campus and beyond the campus. The green campus concept offers the University an opportunity to take the lead in redefining its environmental culture through instilling environmental ethics among students and staff. The University also promotes Clean and Green campus through adopting, practicing and promoting environmental friendly practices among students and staff to generate Eco-consciousness among them and in the world around them. The increasing human foot print on earth poses great environmental challenges that continue to grow over time. An unprecedented effort is required to alleviate the adverse effects that human activities have on the ecosystem, effects that in turn alter how we interact with the earth and with each other. Inclusion of all approaches to problem solving will be necessary to effect a meaningful change.

### **Vision**

AMET's Vision for green campus is to make the campus and its surrounding green and clean and conservation of Nature and natural resources in the surrounding area and educating on how to live Eco-friendly. AMET create awareness to avoid plastic as well go for Non-polluted environment.

### **Mission**

- To bring awareness among the students/Faculty's about the hazards spoiling the environment.
- To help the students/Faculty's understand each individual's responsibility to take an initiative to save the environment.

- To help students/Faculty's take small steps in saving the environment

### **Green Campus Policy**

A Green Campus is a place where environmental friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of the mankind.

### **University environmental aims and objectives**

- The University is striving to develop its institution on a self – sustainable basis in the areas of power, water and cleanliness.
- The faculty, staff and students have to contribute collectively to develop an eco – friendly sustainable campus and disseminate the concept of eco – friendly culture to the nearby community and wherever possible.
- Awareness creations about environmental issues among students and employees including climate change.
- Measure and reduce environmental emissions/ footprints

### **Objectives of AMET GREEN POLICY**

- To encourage students/Faculty's to keep environment clean.
- To educate students/Faculty's to create awareness amongst public.
- To make students/Faculty's understand the importance of environment and its problem areas.

### **Approaches to achieve AMET GREEN POLICY**

- To sensitize the students/Faculty's to minimize the use of polluting product.

- To increase the usage of renewable sources of energy such as
  - improvising the solar plant
  - implementation of biogas plant
  - usage of automatic cut off system with sensors
  - Replacing CFL bulbs with LED bulbs, etc.
- To improvise the waste handling methods so that the waste disposed from University campus do not create any sort of pollution to the environment. The waste includes
  - solid waste of all form from the campus
  - liquid waste
  - biomedical waste
  - Hazardous chemicals from laboratories, etc.
- The E-waste of the university must be properly handed over to approved E-waste handling agencies so that they do properly discard and dispose them.
- The water conservation facilities of the university such as
  - rainwater harvesting pits
  - surface water conserving facility
  - recycling the waste water from campus
  - proper water distribution system in the campus
- To motivate students/Faculty's to adopt environment friendly practices which include paper bags, save electricity, etc.
- Improving the green system of the campus in all aspects like
  - To reduce the use of vehicles in order to save nonrenewable source of energy
  - To gradually decrease and attain the zero point of usage of single use plastics

- To promote the usage of bicycles and walking culture which makes everybody fit.
- Make the campus Green gradually increasing the green cover of the University.
- To take necessary steps to protect the environment.

### **Outcomes of AMET GREEN POLICY**

- Awareness is created about the hazards that are spoiling the environment.
- Students and teachers realize their individual responsibilities to save the environment.
- Fuel are saved for the next generation
- Plastic free environment is created and awareness of avoiding plastics are imparted.

### **Green Environment and Clean Campus**

The students/Faculty are given strict instructions to maintain the campus clean and it is reflected in their handbooks. Several Quotes related to the importance of clean and green environment are displayed on the campus. A gardener and full time adequate support staff are appointed for the maintenance of litter free clean and Green Campus.

### **Authorities Concerned**

1. Vice Chancellor
2. Registrar
3. Board of Management
4. HoDs of all Departments
5. Eco club In-charge
6. NSS In-charge
7. NCC In-charge

## **Policy for Disabled Friendly and Barrier Free Environment**

### **Differently abled (Divyangjan) friendliness resources available in the Institution and “The Learning Disability Friendly Initiative of the University”**

In the right to Education focuses on the need to have inclusive education, which means that educating students with **learning difficulties and identified disabilities** have the right to fulfilment of their educational needs. The University provides equal opportunities to all students of the University in congruence with the guidelines given by the State government.

The University has also introduced the ***Learning Disability Friendly Initiative*** to support students with Learning Disabilities. This was done specifically to create an environment of acceptance and nurturance.

#### **Objectives:**

1. To ensure that students with disabilities get equal opportunities to explore their educational potentials.
2. To provide a nurturing and motivating environment for students with learning disabilities to accommodate their pedagogic needs.
3. To eradicate any kind of stigmatization and segregation so that they can become confident individuals.

#### **The Objectives shall be achieved through following ways:**

- Extra time for completing assignments and projects, as well as journal submissions.
- Slight modifications in assignments
- Provision of audio recording the lectures of the teacher with due permission from the concerned subject teacher.
- Additional support inside and outside the class for related queries.
- Notes provided by peer (any one identified responsible peer)
- Pairing students with advanced learners in the class to support and share the knowledge

- Additional time of 20 minutes is provided along with the 1 hour to complete the unit test. Likewise, additional 40 minutes is allotted along with 2-hour examination
- Provision of writers, if requested.
- Provide counselling to differently abled students on the types of courses they could study at the higher education institutions
- Ensure admission of as many differently abled students in various courses
- Disseminate information regarding orders dealing with fee concessions, examination procedures, reservation, policies, etc., pertaining to differently abled persons
- Assess the educational needs of differently abled persons enrolled in the higher education institutes to determine the types of assistive devices to be procured
- Conduct awareness programmes for teachers on approaches to teaching, evaluation procedures to facilitate differently abled students
- Assess the ability of differently abled students and assist them in getting appropriate employment through training and placement
- Celebrate important days pertaining to disability such as the World Disabled Day, White Cane Day, etc., in order to create awareness about differently abled persons.
- Ensure maintenance of special assistive devices procured by the higher education institute under the HEPSN scheme and encourage differently abled persons to use them for enriching their learning experiences.
- Prepare Data base of differently-abled people studying in higher education
- Provide reader service and scribe to the needy students



### **Concession for Differently Abled**

- As per the Government of Tamil Nadu order, University shall give exemption in Tuition fee and Special fee for the students with disabilities.
- To encourage students with disabilities from rural background to pursue Higher Education, hostel fee is waived in certain criteria
- To motivate students with disabilities, a free ship is also offered as an Institutional scholarship.

### **Services for the Differently abled**

The Centre encompasses an Enabling unit, Barrier free Centre, adapted material Production units, Adapted Library, Training Programs, Sensitization Programs, and Academic Programs meant for Differently Abled. Various Schemes of UGC and Government of Tamil Nadu are being undertaken and effectively implemented by the University for the Welfare of the differently abled.

A specific committee, constituting of an expert from the field, a faculty from the department of Human Development, the University counsellor and the coordinator of the Family and Child Enrichment Centre revises the concessions each year. The students with learning disabilities are also given the opportunity to consult the team along with their parents to select the discipline, best suited to their abilities. The process is as follows:

- The team scrutinizes the students' reports and diagnostic assessments
- A meeting with the parents and students is scheduled to understand her interests.
- Suggestions for suitable discipline are provided.
- The student may request for a change in the discipline as per the suggestion, if she wishes to.
- Orientation is given to students and their parents about the concessions.
- The team also provides a specific list of concessions for a student, if required.

## **Training programs**

The training programmes are offered for the differently abled on various spheres. The skill development-training Centre established under the ICT enabled training Centre for Differently Abled Persons enables them to learn vocational skills for their livelihood. The computerized tailoring unit, screen-printing, computer training units, and other need based skill development programmes are designed based on the ability of the students with special needs and their parents. Along with that, Music therapy and Adapted Yoga is an added initiative of this unit.

## **Sensitization programs**

The Centre conducts sensitization programme at various levels with the theme of prevention of disabilities, Rights of persons with disabilities, Breaking the Barriers of Inclusion, Human Rights for persons with disabilities etc. to the public and students in the form of Rally, Human Chain, Walkathon, signature Campaigns, Awareness Brochures etc.

The Faculty and Teachers of school and higher education are being sensitized about disability, Inclusive pedagogy, and technologies that can assist students with disabilities. Along with those students from various disciplines, librarians and volunteers are being sensitized on their role for developing an inclusive society.

## **Infrastructural and Physical support**

### **Furniture**

- Wooden study chairs with attached writing pads in all the classroom.
- Special Study chairs for left handed students.
- Chair and Table of a specific make to accommodate the special requirement of students (students who are physically disabled / on medical grounds).

**Restrooms**

Access to western toilet is permitted to students (students who / physically disabled / on medical grounds).