



**RULES AND REGULATIONS**  
**OF**  
**AMET**

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- **The Significance of the AMET Logo is to instill Quality Education and Training represented by the Ship with the following attributes,**
- **The Steering Wheel provides the necessary direction towards Quality Education,**
- **The Anchor is a Symbol of strong Foundation and Stability in one's career,**
- **The Stars represent the Universal approach towards Training and Education,**
- **The Blue Color reflects the color of the pure Sea and is the color of Inspiration and Sincerity,**
- **The Open Book represents Epitome of Erudite values in Education.**

**Academy of Maritime Education and Training (AMET)**  
**(Declared as Deemed to be University u/s 3 of UGC Act 1956)**

**Rules and Regulations**

**CHAPTER I**

**Short Title**

These Rules and Regulations shall be called as the “Rules of Regulations of the Academy of Maritime Education and Training (AMET), an Institution Declared as Deemed to be University u/s 3 of UGC Act 1956.

**Address of the AMET**

The Registered Office of the AMET is located at No.135, East Coast Road, Kanathur, Chennai – 603 112.

**Definitions**

In these Rules and Regulations, unless the context otherwise requires:

- (a) “AMET” means the Academy of Maritime Education and Training (Declared as Deemed to be University, Under Section 3 of the UGC Act 1956)
- (b) “Institution” means an institution for Higher Education engaged in Teaching and Research of high academic standards at the Under Graduate, Post-Graduate and Research Levels for imparting Education and Training in Maritime Studies or in its associated disciplines;
- (c) “Campus” means the Unit established or constituted by AMET for making arrangements for Instruction, Research, Education and Training;
- (d) “Academic Staff” means such categories of staff as are designated as Academic Staff;
- (e) “Teachers of AMET” means – Faculty (DGS), Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting instruction or conducting Research in AMET;
- (f) “Employee” means any person appointed by AMET and includes Teachers and other Staff members of the Academy of Maritime Education and Training (AMET);

- (g) "Department" means a Department of Studies; and includes a Centre of Studies;
- (h) "Director General" means the Director General of Shipping appointed by the Government of India Under Section 7 of the Merchant Shipping Act, 1958;
- (i) "Certificate of Competency" means a certificate issued by the Competent Authority under the Merchant Shipping Act, 1958;
- (j) "Academic Council" means the Academic Council of AMET;
- (k) "Board of Studies" means the Boards of Studies of AMET;
- (l) "Finance Committee" means the Finance Committee of AMET;
- (m) "Board of Management" means the Board of Management of AMET;
- (n) "Planning and Monitoring Board" means the Planning and Monitoring Board of AMET;
- (o) "Central Govt." means the Government of India;
- (p) "Chancellor", "Vice-Chancellor", and "Pro-Vice-Chancellor" mean, respectively, the Chancellor, Vice-Chancellor and Pro-Vice-Chancellor of AMET;
- (q) "Authorities" means the Authorities of AMET;
- (r) "Officers", "Professors", "Associate Professor", "Assistant Professor", "Teachers", "Non-teaching staff" mean respectively Officer, Professor, Associate Professor, Assistant Professor, Teacher and administrative staff of the AMET.
- (s) "Commission" means UGC Grants Commission

## **Objectives of AMET**

### **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.

## **Hours of Business**

The University shall be open daily for the Academic and Administrative activities between the hours 9.00 a.m. and 4.30 p.m. with a lunch break of 30 minutes except on Saturdays and Sundays and Declared Holidays of AMET. Based on need, Saturdays may also be announced as a working day. On Special Occasions, Registrar with the directions of Vice Chancellor, shall notify change in working hours. The office may be closed for a day or part of a day on particular occasion at the discretion of the Vice-Chancellor provided that arrangements are made for the transaction of any urgent business.

## CHAPTER II

### Powers and Functions

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

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

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

The Powers and Functions of the Governing Bodies and other Authorities of AMET shall be as mentioned as

### **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.

### **Powers of the Board of Management:**

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



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

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

- i) To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the departments / faculties and to take appropriate action thereon.
- ii) To exercise general supervision over all academic work of the institution deemed to be university and to give direction regarding methods of instruction, evaluation, and improvements in academic standards.
- iii) To promote research within the institution deemed to be university and to acquire reports on such researches from time to time.
- iv) To prescribe courses/programmes of study leading to degrees and diplomas of the institution deemed to be university.
- v) To make arrangements for the conduct of examinations in conformity with the Bye-Laws.
- vi) To appoint examiners, moderators, tabulators and such other personnel for different examinations.
- vii) To maintain proper standards of the examinations.
- viii) To recognize diplomas and degrees of universities and other Institutions and to determine equivalence with the diplomas and degrees of the institutions deemed to be university.
- ix) To suggest measures for departmental co-ordination.
- x) To make recommendations to the Board of Management on:
  - a) Measures for improvement of standards of teaching research and training;
  - b) Institution of Fellowships, Travel Fellowships, Scholarships, Medals, Prizes etc.
  - c) To recommend to the Board of Management, the establishment or abolition of departments / centers and
  - d) To frame rules covering the academic functioning of the institution deemed to be university, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence etc.
- xi. To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management

- xii. To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require
- xiii. To take periodical review of the activities of the Departments / Centres and to take appropriate action with a view to maintaining and improving standards of instruction
- xiv. To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management and
- xv. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules.

### **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.

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

## **CHAPTER III**

### **The 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.

## CHAPTER IV

### The 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 qualifications of the Vice-Chancellor shall be in accordance with the UGC Regulations (on Minimum Qualification for appointment of Teachers and other academic staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) 2018 as amended from time to time.
- The procedure/composition of Search-cum-Selection Committee (SCSC) for selection of Vice-Chancellor shall be as under:
  - i) Where control of the Management of an Institution Deemed to be University is with the Central Government or State Government, the Vice-Chancellor shall be appointed in accordance with the procedure laid down by the Central Government or the State Government, as the case may be.
  - ii) Where the financial assistance, by way of grants in aid or otherwise, to the Institution Deemed to be University by the Central Government or by its Agencies is more than or equal to 50% of its expenditure (based on average of previous three year accounts) the composition of Search-Cum-Selection Committee shall be as under:
    - a) A Nominee of Chancellor, who shall be a reputed academician as the Chairperson of the Committee
    - b) A nominee of the Central Government; who shall be an academic of eminence
    - c) An academician with not less than ten-year service as Professor, nominated by the Board of Management.

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

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

### **Tenure of Vice-Chancellor**

- The Vice-Chancellor shall hold office for a term of 5 years from the date of assuming office and shall be eligible for re-appointment for a second term; provided that in no case shall the person appointed as Vice-Chancellor hold office beyond the age of 70 years.
- Provided further that notwithstanding the expiry of the period of 5 years, the Vice-Chancellor may continue in Office for not more than 6 months or till the successor is appointed and the latter assumes office, whichever is earlier.
- Where the Office of the Vice-Chancellor falls vacant due to death, resignation, or otherwise and in case, his/her absence due to illness or any other cause, the Pro Vice-Chancellor, and in his/her absence, the senior most Professor shall perform the duties of the Vice-Chancellor, until a new Vice-Chancellor is appointed, or the existing Vice-Chancellor resumes duty, as the case may be.

### **Powers of the Vice-Chancellor:**

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

## **CHAPTER V**

### **The Registrar The Controller of Examinations The Finance Officer**

#### **The Registrar**

1. The Registrar shall be a whole time salaried officer of the institution deemed to be university and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following :-
  - a. Vice Chancellor – Chairperson
  - b. One nominee of the Chancellor
  - c. One nominee of the Board of Management
  - d. One expert, not being an employee of the institution deemed to be university, to be appointed by the Board of Management.
2. The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by Rules of the institution deemed to be university.
3. When the office of the Registrar is vacant or when the Registrar is on leave or absent due to any other reason, the duties and functions of the Registrar shall be performed by such other person as the Vice-Chancellor may appoint for the purpose.
4. 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.
5. The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction.
6. The following shall be the duties of the Registrar : -



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

## **The Controller of Examinations**

1. The Controller of Examinations shall be appointed by the Board of Management.
2. The emoluments and other terms and conditions of service of the Controller of Examination shall be as may be prescribed by Rules of the institution deemed to be university.
3. 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.
4. The Controller of Examinations shall be a permanent invitee to the Academic Council.

## **The Finance Officer**

1. The Finance Officer shall be a whole-time salaried officer of the institution deemed to be university and shall be appointed by the Board of Management.
2. The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by Rules of the institution deemed to be university.
3. The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor.
4. 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.
5. 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.

## **CHAPTER VI**

### **The Authorities of AMET**

1. The following shall be the Authorities of AMET
  - a) The Board of Management
  - b) The Academic Council
  - c) The Finance Committee
  - d) The Planning and Monitoring Board
  - e) Boards of Studies
  - f) Such other Authorities as may be declared by the Rules & Regulations of AMET

#### **2. Filling of Casual vacancies**

Casual vacancies among the Members (other than Ex-officio Members) of any Authority or any Committee of AMET shall be filled in as soon as it may be convenient by the such Authority or the person who appointed or co-opted the member whose place has become vacant and the person appointed or co-opted to a causal vacancy shall be member of such Authority or Committee for the residual term for which the person whose place he/she fills would have been a member.

#### **3. Delegation of Powers**

Subject to the provisions of these Rules and Regulations, any authority or Officer of AMET with the approval of Board of Management, may delegate its power to any other Authority or Officer person under their respective control and subject to the conditions that the overall responsibility for exercising the powers so delegated shall continue to rest in the Authority or Officer delegating such powers.

#### **4. Dispute as to Membership**

If any question arises, whether any person has been duly nominated or appointed, as or is entitled to be a member of any Authority or any Committee of AMET, the matter shall be referred to the Chancellor, whose decision thereon shall be final and binding.

#### **5. Resignation**

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 Chairman of the Board of Management, as the case may be.

## **6. Acting Chairman of the Meetings**

Where no provision is made for a Chairman to preside over a meeting of an Authority of AMET or any Committee of such Authority, or if the Chairman so provided is absent, the members present may select one from amongst themselves to preside at such meeting.

## **7. Validation of certain actions, decisions**

No action or proceedings of any Authority or anybody or any Committee of AMET shall be invalid merely by reason of any vacancy therein.

## **8. Disqualification**

- (a) A person shall be disqualified for being chosen as and for being a member of any of the Authorities of AMET –
- i. If he/she is of unsound mind
  - ii. If he/she is an un-discharged insolvent
  - iii. If he/she has been convicted by a Court of Law of an offence involving moral turpitude.
- (b) 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 and his decision shall be final

## CHAPTER VII

### The Board of Management

1. The Board of Management shall consist of –
  - a) The Vice-Chancellor - Chairperson
  - b) Pro-Vice-Chancellor (As an when the post so filled in)
  - c) Deans of Faculties not exceeding two (by rotation based on seniority)
  - d) Three eminent academicians as nominated by the Chancellor
  - e) One eminent Academician to be nominated by the Central Government in consultation with the UGC
  - f) Two Teachers (from Professors, Associate Professors) by rotation based on seniority
  - g) One Teacher by rotation of the rank of Assistant Professor
  - h) Maximum of four nominees of the sponsoring Trust
  - i) The Registrar shall be the Secretary.
  
2. The term of membership of the Board of Management and its powers shall be as follows:

All the members of the Board of Management other than the Ex-officio members and the members of the teaching staff shall hold office for a term of three years and shall be eligible for reappointment.

- 8.1 Members of teaching staff in the Board of Management shall hold office for a period of two years or till such time as they continue to be members of the teaching staff, whichever is less.

#### 8.2 Powers of the Board of Management:

The Board of Management shall be the principal organ of Management and principal Executive Body of AMET and shall have the following powers, namely –

- a) To establish, on the advice of the Academic Council, Divisions and Departments for the academic work and functions of AMET and to allocate areas of study, Teaching and Research to them;
  
- b) To create teaching and academic posts, to determine the number of cadres and qualifications thereof as approved by the Commission/DGS and Statutory Body concerned and the emoluments of such posts in consultation with the Finance Committee;

- c) To appoint such Professors, Associate Professors, Assistant Professors, Principal of DGS Courses and other academic staff as may be necessary on the recommendation of the Selection Committee;
- d) To lay down the duties and conditions of service of the Professors, Associate Professors and Assistant Professors and other academic staff of AMET in consultation with the Academic Council;
- e) To make provisions for the appointment of Visiting Fellows and Visiting Professors;
- f) To create administrative, ministerial and other necessary posts in terms of the cadres laid down and to make appointment thereof in consultation with the Finance Committee;
- g) To constitute, for the benefit of the Teaching, Academic, Technical, Administrative and other Staff, such as Pension, Insurance, Provident Fund and Gratuity as it may deem fit and aid in the establishment and support of Association, Institutions, Funds, Trusts and conveyances calculated to benefit the staff and the students of AMET;
- h) To grant leave of absence to the Vice-Chancellor and to make necessary arrangements for carrying on his/her functions during the period of absence;
- i) To regulate and enforce discipline among employees of AMET and to take appropriate disciplinary action, wherever necessary;
- j) To approve the award of Degrees and Diplomas based on the results of Examinations and Tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions;
- k) To fix the emoluments and travelling and other allowances of Examiners, Moderators, Tabulators and such other personnel appointed for Examinations in consultation with the Academic Council and the Finance Committee;
- l) To institute Fellowships, including Travel Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the Rules to be framed for the purpose;
- m) To advise the Holding Trustees on matters regarding acquisition, management and disposal of any immovable property on behalf of AMET;
- n) To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of AMET, on such terms and conditions as it may deem fit and proper, and to construct or alter and maintain any such building(s) or work(s);

- o) To transfer or accept transfers of any movable property on behalf of AMET;
- p) To execute in consultation with the Holding Trustees conveyance, transfer Government Securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, movable or immovable, belonging to AMET or to be acquired for the purposes of AMET;
- q) To issue appeals for funds for carrying out the Objectives of AMET and consistent with the provisions of the Objectives, to receive Grants, Donations, Contributions, Gifts, Prizes, Scholarship, Fees and other Moneys, to give Grants and Donations, to award Prizes, Scholarships, etc.;
- r) To raise and borrow in consultation with the Holding Trustees money on Bonds, Mortgages, Promissory Notes or other obligations or securities founded or based on any of the properties and assets of AMET, or without any securities, upon such Terms and Conditions as it may think fit and to pay out the funds of AMET, all expenses incidental to the raising of money and the repay and redeem the money borrowed;
- s) To draw and accept and make and endorse discount and negotiate Government of India's and other Promissory Notes, Bills of Exchange, Cheques or other Negotiable Instruments;
- t) To maintain a fund to which shall be credited –
  - 1. All moneys provided by the Central or State/UT Government(s)/University Grants Commission
  - 2. All fees and other charges received by AMET
  - 3. All money received by AMET as Grants, Gifts, Donations, Benefactions, bequest or transfers and
  - 4. All money received by AMET in any other manner or from any other source.
- u) To open account or accounts of AMET with anyone or more scheduled banks and to lay down the procedure for operating the same;
- v) To deposit all moneys credited to the funds in scheduled banks or to invest them in consultation with the Finance Committee;
- w) To invest the funds of the AMET or money entrusted to AMET in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment;
- x) To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts, including the Balance Sheet for every previous Financial Year, in such form as may be prescribed by the Regulations / Bye-Laws;

- y) To manage, regulate and administer the revenue, the finance, accounts, investments, properties, business and all other administrative affairs of AMET and for that purpose to appoint such Agent or Agents as it may deem fit;
- z) To provide building or buildings, premises, furniture, fittings, equipment, appliances and other facilities required for carrying on the work of AMET
- aa) To establish, maintain and manage residencies for Faculty and Staff and hostels for the students of AMET;
- bb) To recognize and maintain control and supervision on hostels owned and managed by other agencies for the students of AMET and to rescind such recognition;
- cc) To appoint such committees for such purpose and with such powers as the Board of Management may think it fit and to co-opt such persons on these Committees as it thinks fit;
- dd) To appoint in order to execute an instrument or transact any business of AMET, any person as attorney of AMET with such powers as it may deem fit;
- ee) To appoint Auditor(s) for the ensuing year;
- ff) To select an Emblem and to have a Common Seal for AMET to provide for the custody and use of such seal;
- gg) To delegate all or any of its powers to any Committee or Sub-Committee constituted by it or the Vice-Chancellor of AMET or any other person;
- hh) To conduct all administrative affairs of AMET not otherwise specifically provided for;
- ii) To take all necessary decisions for the smooth and efficient functioning of AMET.

#### 1.4. Meetings of the Board of Management:

- (a) The Board of Management shall meet at least four times a year. Not less than 15 days' notice shall be given of a meeting of the Board of Management. Eight (8) members shall make the quorum for a Board of Management meeting;
- (b) Every Meeting of the Board of Management shall be presided over by its Chairman and in his/her absence, by a member chosen by the members present, from amongst themselves;



- (c) Each member of the Board of Management, including its Chairman, shall have one vote and decisions at the meetings of the Board shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote;
- (d) Any business which it may be necessary for the Board of Management to perform may be carried out by circulating appropriate resolution thereon among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meeting of the Board;
- (e) A copy of the proceedings of each meeting shall be furnished to the Chancellor of AMET as soon as possible after the meeting;

1.5. Termination of Membership:

If a member other than the Vice-Chancellor, and those representing the teachers, accepts a full time appointment in AMET or does not attend three consecutive meetings of the Board of Management, without proper Leave of Absence, he/she shall cease to be a member of the Board of Management.

1.6. Constitution of Standing Committee and Ad-hoc Committee by the Board of Management:

- 1.6.1. Subject to the provision of the Rules of AMET, the Board of Management may, by a resolution, constitute such Standing Committee or Ad hoc Committee or Committees for such purposes and with such powers as the Board may think fit for discharging any function of AMET or for inquiring into, reporting and advising upon any matter of AMET.
- 1.6.2. The Board of Management may co-opt such persons on the Standing Committees or Ad hoc Committees, as it may consider suitable.

1.7. Delegation of Powers of the Board of Management:

The Board of Management, may, by a resolution, delegate to the Vice-Chancellor or any other Officer of AMET of the Standing Committee or the Ad-hoc Committee such of its powers as it may deem fit subject to the condition that the action taken by the Vice-Chancellor or the Officer concerned or the Standing Committee or the Ad-hoc Committee concerned in the exercise of the powers so delegated shall be reported at the next meeting of the Board of Management.

## **CHAPTER VIII**

### **The Academic Council**

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

#### 1.1. Composition of the Academic Council:

The Academic Council shall consist of the following persons, namely:

1. Vice-Chancellor - Chairperson
2. Pro Vice-Chancellor (if the post so filled in)
3. Dean(s) of Faculties
4. Heads of the Departments
5. All Professors other than the Heads of the Departments
6. Two Associate Professors from the Departments other than the Heads of the Departments (by rotation of seniority)
7. Two Assistant Professors from the Departments (by rotation of seniority)
8. Three persons from amongst educationists of repute or persons from any other field related to the activities of AMET who are not in the service of AMET, nominated by the Vice-Chancellor
9. Three persons who are not members of the teaching staff, co-opted by the Academic Council for their specialized knowledge
10. The Registrar, who shall be the Secretary of the Academic Council

\*Two Student Representatives as Special Invitees at the Meetings

Note: The representation of different categories shall be only through rotation and not through election. It may also be ensured that no particular faculty dominates the members of the Council.

#### 1.2. Term of Membership:

The Term of members other than the ex-officio members shall be two years.

1.3. Powers and Functions of the Academic Council:

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

- i) To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the Boards of Studies/departments/faculties and to take proper action thereon;
- ii) To exercise general supervision over the academic work of AMET and to give direction regarding methods of instruction, evaluation and improvements in academic standards;
- iii) To promote research within AMET, acquire reports on such researches from time to time;
- iv) To prescribe courses of study leading to degrees and diplomas of AMET;
- v) To make arrangements for the conduct of examinations in conformity with the Rules of AMET;
- vi) To appoint Examiners, moderators, tabulators and such other personnel for different examinations;
- vii) To maintain proper standards of the examinations;
- viii) To recognize diplomas and degrees of Universities and other Institutions and to determine equivalence with the diplomas and degrees of AMET;
- ix) To suggest measures for Departmental coordination;
- x) To make recommendations to the Board of Management on –
  - a) Measures for improvement of standards of teaching, research and training;
  - b) To institute Fellowships, Travel Fellowships, Scholarships, Medals, Prizes, etc.
  - c) To establish or abolition of departments/centres; and
  - d) To frame rules covering the academic functioning of AMET, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence, etc.
- xi) To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management;
- xii) To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require;

- xiii) To take periodical review of the activities of the Departments/Centres and to take appropriate action with a view to maintaining and improving standards of instruction;
- xiv) To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management; and
- xv) To excise such other powers and perform such other duties as may be conferred or imposed upon it by the Laws of AMET.

#### 1.4 Meeting of the Academic Council:

- i. The Academic Council shall meet as often as may be necessary but not less than three times during an academic year. Not less than 15 days' notice shall be given of a meeting of the Academic Council;
- ii. One Third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council;
- iii. Each member, including its Chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote;
- iv. Any business which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Academic Council, provided that at least one half of the total number of the members of the Academic Council have recorded their views on the resolution.

## CHAPTER – IX

### The Finance Committee

#### 1. Composition of the Finance Committee:

The Finance Committee shall consist of the following members –

1. The Vice-Chancellor - Chairperson
2. The Pro Vice-Chancellor (if the post so filled in)
3. A person nominated by the Trust
4. Two nominees of the Board of Management, one of whom shall be a member of the Board
5. A representative of the UGC
6. The Finance Officer - Secretary

#### 1.1. Terms of Office of the Finance Committee:

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

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

- a) To consider the Annual Accounts and Financial estimates of AMET and submit them to the Board of Management for approval;
- b) To consider and recommend the Annual Budget and revised estimates to the Board of Management;
- c) To fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of AMET

Note: No expenditure other than that provided in the budget shall be incurred by AMET without the approval of the Finance Committee

#### 1.3. Meetings of the Finance Committee:

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

## **CHAPTER X**

### **The Planning and Monitoring Board**

1. The Planning and Monitoring Board shall be the principal Planning Body of AMET and shall be responsible for the monitoring of the development of the programmes of AMET;
2. The Vice-Chancellor shall be the Chairman of the Planning and Monitoring Board. The Registrar shall be its Secretary. It may include seven internal members and three outside eminent experts, including one nominee of the UGC;
3. The constitution, powers and functions of the Planning and Monitoring Board shall be prescribed by the Laws of AMET;
4. The Planning and Monitoring Board would have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfillment of the Objectives of AMET;
5. The recommendations of the Planning and Monitoring Board shall be placed before the Board of Management for consideration and approval. Proposals relating to the academic matters may be processed through the Academic Council.

## CHAPTER XI

### The Boards of Studies

1. There shall be one Board of Studies for each Department of AMET.
2. The Board of Studies of each faculty/department shall consist of –
  - a) Dean of Faculty/Head of the Department - Chairperson
  - b) All Professors of the Faculty/Department
  - c) Two Associate Professors of the Faculty/Department by rotation of seniority
  - d) Two Assistant Professors of the Faculty/Department by rotation of seniority
  - e) Not more than 2 persons to be co-opted for their expert knowledge including those belong to the profession or industry concerned
  - f) Such other Expert/s whom the Board deems fit to invite for specific purposes at Meetings.
3. The following shall ordinarily be the functions of the Board of Studies –
  - a) It shall be the duty of each Board of Studies to consider on any matter referred to it by the Authorities of AMET namely the Board of Management, the Academic Council or the faculty concerned with the subject with which it deals.
  - b) Each Board of Studies shall have power to recommend to the Vice-Chancellor persons suitable for appointment as examiners in the subject with which it deals, to decide on Text Books and Reference Books, and where necessary to consult Specialists who are not members of the Board in regard to courses of study and examinations in the subject with which it deals and also to prescribe syllabi and necessary regulations, for approval of the Academic Council.
  - c) The meetings of the Board of Studies can be convened by the Registrar as per the instructions of the Vice-Chancellor, in consultation with Chairman of the Board at least once a year or as and when required on the request of the Members of the Board for the specified reasons like dealing with the syllabus etc.,
  - d) The Chairman shall preside over all the meetings of the Board of Studies and the quorum of the meeting shall be one third of the members of the Board. In the absence of the Chairman the members of the Board shall elect one among them as Chairman of that meeting.

## CHAPTER XII

### Schools of AMET

Sl. No.	Name of the School	Department
1	School of Maritime Studies	Nautical Science
		Marine Engineering
2	School of Electrical and Electronics Engineering	Electrical and Electronics Engineering
		Centre for Artificial Intelligence
		Computer Science
3	School of Engineering and Technology	Mechanical Engineering
		Mining Engineering
4	School of Ocean Engineering	Naval Architecture and Offshore Engineering
		Petroleum Engineering
5	School of Management Studies	AMET Business School
		Commerce
6	School of Bio Technology	Food Processing Technology
		Marine Biotechnology
7	School of Science and Humanities	Mathematics
		Physics
		Chemistry
		English



## **CHAPTER – XIII**

### **Departments**

1. There shall be Departments of study and Research in the following Branches.
  - a) Department of Marine Engineering
  - b) Department of Nautical Science
  - c) Department of Electrical & Electronics Engineering (Marine)
  - d) Department of Naval Architecture and Offshore Engineering
  - e) Department of Petroleum Engineering
  - f) Department of Mechanical Engineering
  - g) Department of Marine Biotechnology
  - h) Department of Mining Engineering
  - i) Department of AMET Business School
  - j) Department of Commerce
  - k) Department of Food Processing Technology
  - l) Department of Computer Science
  - m) Department of Physics
  - n) Department of Chemistry
  - o) Department of Mathematics
  - p) Department of English
  - q) Department of Physical Education
  - r) Department of Pre – Sea Modular Courses
  - s) Centre for Communication and Personality Development

## CHAPTER XIV

### Courses offered by AMET

#### UG Programmes:

- B.Sc. – Nautical Science
- B.E - Marine Engineering
- B.E - Naval Architecture and Offshore Engineering
- B.E - Petroleum Engineering
- B.E - Mechanical Engineering
- B.E - Electrical and Electronic Engineering (Marine)
- B.Tech - Food Processing Technology
- B.E - Mining Engineering
- B.Sc - Data Science
- B.Sc - Artificial Intelligence and Machine Learning
- B.B.A - Shipping
- B.Com - General
- B.Com - (Honours) Computer Applications
- B.Voc - BFSI – Banking Finance Service & Insurance

#### PG Programmes

- M. E. - Naval Architecture and Offshore Engineering
- M. E. - Petroleum Engineering
- M.E. - Thermal & Fluid Engineering
- M.E. - Power Systems
- M.Sc - Marine Biotechnology
- MBA - Shipping and Logistics Management

#### Ph.D. Programmes

- AMET Business School
- Electrical & Electronics Engineering
- Harbour & Ocean Engineering
- Marine Bio-Technology
- Mechanical Engineering
- Petroleum Engineering
- Physics
- Chemistry
- English
- Information Technology
- Marine Engineering
- Mathematics
- Nautical Science
- Naval Architecture and Offshore Engineering

## **Advanced Diploma Programmes (Formerly HND)**

- Advanced Diploma in Marine Engineering (Formerly HND-ME) (In collaboration with City of Glasgow College, U.K)
- Advanced Diploma in Marine Engineering (Formerly HND-ME) (In collaboration with South Tyneside College, U.K)
- Advanced Diploma in Nautical Science (Formerly HND-NS) (In collaboration with City of Glasgow College, U.K)
- Advanced Diploma in Nautical Science (Formerly HND-NS) (In collaboration with South Tyneside College, U.K)

## **Value Added Programmes**

- One credit course - Instrumented Safety Systems - by Yokogawa India Ltd
- PRIMA VERA ORACLE
- High Voltage Safety and Switch Gear - Operational Level Course (Directorate General of Shipping Approved Certificate Course)
- High Voltage Safety and Switch Gear - Management Level Course (DGS approved Certificate Course)
- CAD using CREO
- CNC Milling and Turning in association with National Small Industrial Corporation (NSIC), Govt. of India

## **Community College Programmes**

- Marine Structural Welding SMAW-4G (CS)
- Marine Structural Welding GTAW & GMAW (CS, SS & AL)
- Automatic Structural Welding GMAW-3G (CS)
- Marine Pipe Welding SMAW-6G (CS)
- Marine Pipe Welding GTAW+SMAW-6G(CS)
- Marine Pipe Welding GTAW-6G (SS & ALLOYS)
- Marine Pipe Welding GTAW+SMAW-6GR(CS)
- International Welder Diploma (Approved by International Institute of Welding)
- International Welding Specialist Diploma (Approved by International Institute of Welding)
- International Diploma in Welding
- International Diploma in Welding Technology
- Underwater Welding Diploma
- Marine Structural Steel Fitter
- Marine Pipe Fitter & Fabricator

## **Other Programmes**

- Pre Sea Training for Graduate Mechanical Engineers
- Pre-Sea GP Rating (6 Months)
- Pre Sea Modular Programmes
- Global Maritime Distress and Safety Systems (GMDSS)
- Electro Technical Officer Programme

## **CHAPTER –XV**

### **Recruitment Policy of AMET**

AMET has the policy of recruiting the personnel who have imbibed with quality, dedication, motivation to perform to the optimum together with belongingness towards the Institution for all its teaching and administrative cadres. As such performing candidates could be rest assured that their services would be best utilized and recognized inasmuch as AMET would never compromise with the quality of teaching and also in executing administrative affairs in an effective and time bound manner. Hence AMET is very much conscious in selecting the right person for the right job, keeping complete transparency in the mode of selections.

#### **Appointment of Faculty Positions:**

The number of teaching posts in each and every Department is arrived corresponding with teacher-student ratio, besides the workload of the Faculty members as specified by the concerned Heads of Departments. As and when vacancy arises and also new posts are created due to exigencies, Advertisements are given in leading Dailies calling for applications from the candidates giving details of the post, salary component, qualifications prescribed with experience, besides other desirable additional qualifications required for any particular post. Such advertisements also displayed in the Website of AMET for easy access to prospective candidates. Selection Committees are duly constituted, as per the composition envisaged supra in the Rules and Regulations. The Minutes of the Meetings of the Selection Committees are placed before the Board of Management and on its approval, selected candidates are appointed as Faculty Members in different cadres, as may be.

### **Appointment of Administrative Positions:**

As far as the administrative posts are concerned, they are segregated into Four categories – Class I, II, III and IV. The post of Registrar, Controller of Examinations and such other superior Posts, as the Board of Management may deem it fit to be classified as Class I, would come under the category of Class I and they are duly appointed by the Board of Management, in accordance with the guidelines prescribed by the UGC. While filling up these posts, here again advertisements are issued in the leading dailies, besides in the website of AMET specifying the prescribed qualifications and other essential criterion attached to the posts. Selection Committees are constituted in an established manner and the recommendations made by such Selection Committee for such posts are placed before the Board of Management. The Board of Management after careful consideration of the recommendations made by the Selection Committees appoints suitable candidates for these posts.

The second rank Officers like Assistant Registrars, Deputy Registrars and Financial Controller would come in the category of Class II and these posts are filled up by the in-service candidates on promotion by giving weightage to their seniority, experience, capability and potential to execute the duties and responsibilities attached to these posts. Other than that, wherever needed, retired staff of State Universities and other Public Sector Undertakings who possess vast experience in the day to day administration of the University system, are also appointed for the post of Assistant Registrar and Deputy Registrar on re-employment terms and conditions.

The Assistants and Section Officers are classified as Administrative Staff of Class III and by and large qualifications prescribed for these posts are all on par with the State Government i.e. minimum graduation from a recognized University and also a Certificate in Computer Applications, besides workable knowledge in Typewriting and communicative English. Promotional avenues are also available to these staff members. Based on their length of service and also assessing their performance together with Potential Report obtained against them from their Controlling Officers concerned, they are promoted to next cadre.

Class IV category comprised of Office Assistants, Attenders, Security Guards, House Keeping staff, Maintenance Staff etc. who should possess a minimum qualification of a pass in VIII standards, besides the required vocational skills and training needed for the Maintenance staff like, Electrician, Plumber, Carpenter, etc. Promotional opportunities are also available for these categories of staff members as and when vacancies arise to the higher cadres.

The Vice-Chancellor with the approval of Board of Management define the number of administrative posts are to be created in the cadres of Class II, III and IV fix their monthly emoluments as well. The appointments are made, as and when exigencies arise, as per the recommendations of the Selection Committee constituted for this purpose. Candidates appointed for these posts are placed in probation for a period of Two years and depending upon the satisfactory completion of the probation period, their services are regularized.

All the staff members are eligible for annual increment, normally given during the month of July every year, provided that such employees should not be implicated in any disciplinary proceedings and found guilty of the offences made against them. The teaching staff members are eligible for summer and mid-Semester Vacations for a period as prescribed by AMET. Besides, all the staff members are entitled to avail admissible number of days of Leave such as Casual Leave, Earned Leave, Medical Leave, Leave on Private Affairs, etc. as prescribed by the Board of Management.

In general, the staff members of both Teaching and Non-Teaching staff are expected to abide with the Conduct Rules prescribed by the Board of Management and also to execute their work as per the Service Conditions laid down to different posts.

## CHAPTER XVI

### Appointment and Conditions of Service of Teaching Staff of AMET

1. Teachers of AMET shall be of the following categories namely –

- A. Professor
- B. Associate Professor
- C. Assistant Professor

2. The teachers of AMET shall be appointed by the Board of Management as per the recommendations of duly Constituted Selection Committee for this purpose.

The Composition of the Selection Committee shall be as follows:

- a) The Vice-Chancellor shall be the Chairperson of the Selection Committee
- b) One or two Experts in the concerned subject nominated by the Vice-Chancellor
- c) Head of the Department
- d) One or two Internal Members nominate by the Vice Chancellor on behalf of the Board of Management

At least four members, including one outside subject experts shall constitute the quorum.

3. The duties of the Associate Professor and Assistant Professor shall be to teach and to engage in Research. The duties of the Professor shall in addition to Teaching and Research, include guidance and administration of the department in consultation and co-operation with the colleagues.
4. A paid teacher of the Deemed University shall not engage in remunerative work other than that of his/her office work without the prior permission of the Board of Management.
5. A paid teacher of AMET shall follow the code of Professional ethics of AMET teachers as furnished in the Appendix B and the Code of Conduct, discipline, avoidance of sexual harassment and maintenance of equality of opportunity as furnished in the Appendix C.

6. The teachers shall be considered for promotion to the next cadre as per the norms of the respective bodies. It is open to the Board of Management to have the continuous evaluation of the teaching staff and provide for career advancement in accordance with the guidelines framed by UGC Grants Commission.
7. Candidates appointed for Faculty position of AMET shall be required to be on probation for a period of two years from the date of joining. This rule does not apply to such persons employed on contract basis. A Teacher will be considered to have been confirmed /regularized when his/her probation is declared and written orders issued to this effect. The period of probation may be extended at the discretion of the Board of Management, if at the end of the extended period of probation, the probationer's work is found to be unsatisfactory, his/her service will be dispensed without any notice. A probationer is not entitled to be confirmed or to be treated as a permanent staff member by the reason along of his/her completing the probation period.
8. Teacher on probation is liable to be terminated at any point of time during the probation period originally prescribed or subsequently extended without assigning any reason and without notice or compensation in lieu of notice.
9. "Confirmation" – On satisfactory completion of the period of probation, the Board of management may confirm any Teacher if found satisfactory in the service by a written order in the post to which he/she was recruited. If he/she is not so confirmed by receiving a letter of confirmation in writing, his probationary period shall automatically stands extended till the date of his confirmation.

It is open to the Board of Management to frame any further bye-laws of AMET in respect of the matters in the chapter as and when necessary.



## **Qualifications Prescribed for Faculties of Maritime Studies (DGS Courses) in AMET**

Due to the distinct nature of the competency required to impart maritime knowledge and skill sets the following qualifications are prescribed for the appointment of faculties in AMET which are in accordance with the Guidelines of the Director General of Shipping, Government of India.

### **Department of Nautical Science**

#### **Name of the Post - Assistant Professor**

Educational and other qualifications required for Direct Recruitment -

- a) Master (Foreign Going) Certificate of Competency;
- b) Sailing Experience for a minimum period of six months at Management level within the meaning of STCW Convention in force; and

#### **Name of the Post - Associate Professor**

Educational and other qualifications required for Direct Recruitment –

#### **Essential:**

#### **Category I – From Mariners without Ph.D.**

- a) Master (Foreign Going) Certificate of Competency; and
- b) Sailing experience for a minimum period of two years at Management Level within the meaning of STCW Convention in force; and
- c) A minimum of ten years of experience in Maritime Industry in one or more of the following areas: (i) Sailing experience at Management level (beyond the prescribed minimum of two years indicated in (b) above; (ii) Teaching Nautical Science in a recognized Maritime Institution;

(OR)

#### **Category II – From Mariners with Ph.D.**

- a) Master (FG) Certificate of Competency with a minimum Sailing Experience of six months at Management level within the meaning of STCEW Convention in force; and
- b) A Ph.D. degree in the relevant discipline offered by any University recognized by UGC;
- c) A minimum of eight years of experience in Maritime Industry in one or more of the following areas: (i) Sailing experience at Management Level (beyond the prescribed minimum of six months indicated in (a) above; (ii) Teaching Nautical Science in a recognized Maritime Institution.

**Name of the Post - Professor**

Educational and other qualifications required for Direct Recruitment –

**Essential:**

Category I – From Mariners with Ph.D.

- a) Master (Foreign Going) Certificate of Competency with a minimum Sailing experience of six months at Management level within the meaning of STCW Convention in force; and
- b) A Ph.D. Degree in the relevant discipline offered by any University recognized by UGC;
- c) A minimum of fifteen years of experience in Maritime Industry in one or more of the following areas – (i) Sailing experience at Management level (beyond the prescribed minimum of six months indicated in (a) above; and (ii) Teaching Nautical Science in a recognized Maritime Institution

Desirable : Guidance of students at PG or Ph.D. level

OR

Category II – From Associate Professors with Ph.D.

- a) Ph.D. degree in the relevant discipline offered by any University recognized by UGC;
- b) Four years of experience as Associate Professor in Nautical Science at AMET (or) in any recognized Maritime Institution
- c) Evidence of published work with a minimum of 10 publications as books and/or research/policy papers in referred Journals

Desirable : Guidance of students at PG or Ph.D. level

**Department of Marine Engineering**

**Name of the Post - Assistant Professor**

Educational and other qualifications required for Direct Recruitment -

**Essential:**

- a) MEO Class I (Motor) Certificate of Competency;
- b) Sailing Experience for a minimum of six months at Management level within the meaning of STCW Convention in force;

**Name of the Post - Associate Professor**

**Essential:**

*Category I – From Mariners without Ph.D.*

- a) MEO Class I (Motor) Certificate of Competency;
- b) Sailing Experience for a minimum of two years at Management level within the meaning of STCW Convention in force; and
- c) A minimum of ten years of experience in Maritime Industry in one or more of the following area (i) Sailing experience at Management level (beyond the prescribed minimum of two years indicated in (b) above; and (ii) Teaching Marine Engineering a recognized Maritime Institution.

(OR)

*Category II – From Mariners with Ph.D.*

- a) MEO Class I (Motor) Certificate of Competency with a minimum sailing experience of six months at Management level within the meaning of STCW Convention in force; and
- b) A Ph.D. degree in the relevant discipline offered by any University recognized by UGC;
- c) A minimum of eight years of experience in Maritime industry in one or more of the following areas; (i) Sailing experience at Management Level (beyond the prescribed minimum of six months indicated in (a) above; (ii) Teaching Marine Engineering in a recognized Maritime Institution.

(OR)

Category III – From Assistant Professors with Ph.D.

- a) A Ph.D. degree in the relevant discipline offered by any University recognized by UGC;
- b) Eight years of experience as Assistant Professor in Marine Engineering in AMET or in any recognized Maritime Institution;
- c) Evidence of published work with a minimum of 4 publications as books and/or research/policy papers in referred Journals.

**Name of the Post - Professor**

**Essential:**

Category I – From Mariners with Ph.D.

- a) MEO Class I (Motor) Certificate of Competency with a minimum Sailing experience of six months at Management level within the meaning of STCW Convention in force; and
- b) A Ph.D. Degree in the relevant discipline offered by any University recognized by UGC;
- c) A minimum of fifteen years of experience in Maritime Industry in one or more of the following areas  
(i) Sailing experience at Management level (beyond the prescribed minimum of six months indicated in (a) above; (ii) Teaching Marine Engineering in a recognized Maritime Institution; and (iii) Evidence of published work with a minimum of 3 publications as books and/or research/policy papers in referred Journals

Desirable: Guidance of Students at PG or Ph.D. level

(OR)

Category II – From Associate Professors with Ph.D.

- a) Ph.D. Degree in the relevant discipline offered by any University recognized by AMET
- b) Four years of experience as Associate Professor in Marine Engineering at AMET or any University recognized by AMET
- c) Evidence of published work with a minimum of 10 publications as books and/or research/policy papers in referred Journals.

Desirable: Guidance of Students at PG or Ph.D. level

### **Qualifications prescribed for the Faculty Members of Regular Disciplines:**

AMET, in general, prescribe the qualifications for the Faculty members in the categories of Assistant Professor, Associate Professor and Professor on par with the guidelines prescribed by the University Grants Commission and also AICTE, wherever needed.

**(A)** The following shall be qualifications of Teachers of the Departments of (i) Naval Architecture & Offshore Engineering; (ii) Petroleum Engineering; (iii) Harbour and Ocean Engineering; (iv) Electrical and Electronics Engineering (Marine); (v) Mechanical Engineering (Marine); and other Departments of Engineering and Technology.

#### **Assistant Professor**

- i. Essential  
First Class Master's Degree in the appropriate branch of study
- ii. Without prejudice to the above, the following conditions may be considered desirable –
  - a) Teaching, Research, Industrial and/or professional experience in a reputed organization
  - b) Papers presented at Conferences and/or in referred journals

#### **Associate Professor**

- I. Essential
    - a) A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of study and experience of eight years in teaching, research and / or industry at the level of Lecturer or equivalent grade, excluding period spent on obtaining the research degree;
- OR
- b) In the event the candidate is from industry and the profession, the following shall constitute as essential –
    1. First Class Master's Degree in the appropriate branch of study
    2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of study and industrial professional experience of eight years in a position equivalent to the level of Lecturer,  
Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of AMET.
  - c) Without prejudice to the above, the following conditions may be considered desirable:

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

### **Professor**

i. Essential:

1. A Ph.D Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Tech., and experience of ten years in teaching, research and/ or industry, out of which at least five years at the level of Assistant Professor Reader or equivalent grade.

OR

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

- a) First Class Master's Degree in the appropriate branch of Engg., & Tech.;
- b) Significant professional work which can be recognized\* as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech and industrial professional experience of ten years out of which at least five years at a senior level of Assistant Professor / Reader,  
Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of AMET.

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

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

**(B)** The following shall be qualifications of Teachers of the Department of Management offering courses on MBA and BBA Degrees

### **Assistant Professor**

i. Essential

1. First Class Master's Degree in Business Management/Administration/in a relevant management related discipline or First Class in two year full time PGDM declared equivalent by AIUR/accredited by the AICTE/UGC

OR

2. First Class graduate and professionally qualified Chartered Accountant/Cost and Works Accountant/Company Secretary of the concerned statutory bodies

ii. Desirable

1. Teaching, research, industrial and / or professional experience in a reputed organization
2. Papers presented at Conferences and / or published in referred journals

### **Associate Professor**

- i. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIR/recognized by the AICTE / UGC.

OR

First Class graduate and professionally qualified Chartered Accountant/Cost and Works Accountant / Company Secretary of the concerned statutory body.

- ii. Ph.D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU.
- iii. A minimum of eight years' experience of teaching/industry / research / professional at managerial level excluding the period spent for obtaining the research degree.

OR

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

1. Consistently good academic record with atleast 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIR/recognized by the AICTE / UGC.

OR

First Class graduate and professionally qualified Chartered Accountant/Cost and Works Accountant / Company Secretary of the concerned statutory body.

2. A minimum of ten years experience of teaching industry / research / profession, out of which five years must be at the level of Assistant Professor or equivalent excluding the period spent for obtaining research degree. The candidate should have Professional work experience, which is significant and can be recognized at national / international level as equivalent to Ph.D and ten years managerial experience in industry / profession of which at least five years should be at the level comparable to that of lecturer / assistant professor.

- v. Without prejudice to the above, the following conditions may be considered desirable:
  - a) Teaching, research industrial and/ or professional experience in a reputed organization;
  - b) Published work, such as research papers, patents filed / obtained, books and / or technical reports; and
  - c) Experience of guiding the project work/dissertation of PG/ Research Students or supervising R& D projects in industry.

**Professor:**

- i. Consistently good academic record with atleast 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant discipline or Consistently good academic record with atleast 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in two year full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC

OR

First Class graduate and professionally qualified Chartered Accountant/Cost and Works Accountant / Company Secretary of the concerned statutory body.

- ii. Ph.D or fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU.
- iii. A minimum of ten years' experience of teaching / industry / research / professional out of which five years must be at the level of Reader or equivalent excluding the period spent for obtaining the research degree.

OR

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

- 1. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in two years full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC

OR

First Class graduate and professionally qualified Chartered Accountant/Cost and Works Accountant / Company Secretary of the concerned statutory body.

- 2. The candidate should have Professional work experience, which is significant and can be recognized at national / international level as equivalent to Ph.D and ten years managerial experience in industry / profession of which at least five years should be at the level comparable to that of lecturer / Assistant Professor.



- v. Without prejudice to the above, the following conditions may be considered desirable:
1. Teaching, research industrial and/ or professional experience in a reputed organization;
  2. Published work, such as research papers, patents filed / obtained, books and / or technical reports; and
  3. Experience of guiding the project work/dissertation of PG/ Research Students or supervising R& D projects in industry.
  4. Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
  5. Capacity to undertake / lead sponsored R&D consultancy and related activities.

**(C)** The following shall be qualifications of Teachers of the allied departments English, Physics, Chemistry, Mathematics, Physical Education

### **Professor**

- A. (i) An eminent scholar with Ph.D qualifications in the concerned/ allied/ relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/ policy papers.
- (ii) A minimum of ten years of teaching experience in university/college, and /or experience in research at AMET/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
- (iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.
- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in this Regulation in Appendix III.
- B. An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

### **Associate Professor**

- i. Good academic record with a Ph.D Degree in the concerned/allied/relevant disciplines.
- ii. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed)
- iii. A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D research

with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.

- iv. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.
- v. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in this Regulation in Appendix III.

### **Assistant Professor**

- i. Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's degree level in a relevant subject or an equivalent degree from an Indian/Foreign University.
- ii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- iii. Notwithstanding anything contained in sub-clauses (i) and (ii) to this Clause .....  
Candidates who are or have been awarded a Ph.D Degree in accordance with University Grants Commission (Minimum Standards and Procedure for Award of Ph.D Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions.
- iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

### **Career Advancement Scheme (CAS)**

The Career Advancement Scheme shall be applicable for the Faculty Members of various Departments, as per the guidelines of the University Grants Commission. The Screening/Selection process involved in the promotion under Career Advancement Scheme has by and large been followed, in conformity with the procedure laid down by the UGC.

## CHAPTER XVII

### Appointment and Conditions of Service of Non-Teaching Staff of AMET

1. The power to create required number of administrative and Technical posts and to make appointments thereon to the \*Class IV and Class III establishment of AMET is vested with the Board of Management.

\*Services as Peons, Attenders, Gardner, Watchman, Sweepers, and such other posts as may be declared as "Class IV Service" and all other services are deemed to "Class III service".

2. The Non-teaching staff shall be classified into Class I, II, III and IV as defined in Chapter XV of the Rules and Regulations.
3. All employees of AMET shall be required to be on probation for a period of two years from the date of joining. This rule does not apply to such persons employed on contract basis. An employee will be considered to have been confirmed /regularized when his/her probation is declared and written orders issued to this effect. The period of probation may be extended at the discretion of the Board of Management, if at the end of the extended period of probation, the probationer's work is found to be unsatisfactory, his/her service will be dispensed without any notice. A probationer is not entitled to be confirmed or to be treated as a permanent staff member by the reason along of his/her completing the probation period.
4. The appointment of a probationer is liable to be terminated at any point of time during the probation period originally prescribed or subsequently extended without assigning any reason and without notice or compensation in lieu of notice.
5. "Temporary Staff" is one who has been appointed for a limited period of work or project which is of an essentially temporary nature or who is employed temporarily as an additional employee in connection with temporary increase of work of a permanent nature.
6. "Leave Vacancy" – As a rule, substitutes for vacancies of less than 30 days will not be appointed, when the vacancy continues beyond 30 days, suitable persons may be appointed for the specific period, the persons so appointed for the "Leave Vacancy" will not be eligible for any other benefits apart from the consolidated salary and their tenure.
7. "Confirmation" – On satisfactory completion of the period of probation, the Board of management may confirm any employee if found satisfactory in the service by a written order in the post to which he was recruited. If he/she is not so confirmed by receiving a letter of confirmation in writing, his probationary period shall automatically stands extended till the date of his confirmation.
8. "Transfer" – All the staff members are liable to be transferred to any administrative Sections/Departments of AMET and such employees under transfer shall have to follow the same and join immediately to their place of posting.
9. All the employees of AMET shall be governed by the Disciplinary Proceedings and Employees Conduct Rules, as given in Annexure – A

## CHAPTER XVIII

### 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 Registrar is the competent authority to sanction leave.
4. Period of 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 without intimation.
6. For the purpose of leave, the leave year shall be reckoned from 1st January to 31st December every year.
7. Holidays falling within the period of Medical and Earned 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 for sanctioning with the recommendation of the concerned Head of the Department/Officers.
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, except in the case of Casual Leave, the intervening holidays shall be reckoned as part of leave for all other kinds of leave availed by the employee.
12. Leave can't be availed either on closing day or opening day of the semester.
13. Permission should be obtained from the Registrar for allowing the staff members to work on holidays.
14. All kinds of leave except casual leave sanctioned and availed by the employees shall be regularized on production of joining report after completion of such leave. In the absence of joining report the period of leave shall be treated as loss of pay.
15. The Casual Leave letter should reach the Registrar's Office on the day of reporting for duty otherwise it will be treated as Leave on Loss of Pay. However, the leave letter for the current month should reach the Registrar's Office on or before 23<sup>rd</sup> of the respective month.
16. If anyone is in unauthorized absent continuously for 30 days without any intimation is liable for termination.

#### Casual Leave

Every permanent employee (after servicing two years of continuous service as probationer) / 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. Casual Leave may be sanctioned up to a maximum of three days provided that total absence in combination with holidays that does not exceed 9 days at a stretch. However, no Casual Leave can be applied on the reopening day and closing 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 a maximum of 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\*

\*However, the said 30 days leave will be given credit at employees leave account at the rate of 10 days each on the completion of III, IV, and V year of service.

- 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 within three days of entering into medical leave or in advance. Medical Leave will be regularized on submission of fitness certificate and joining report furnished at the time of joining the 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 15 days in a month depends upon the treatment. Frequent availing of Medical Leave shall be referred to Vice-Chancellor for approval.

In ex-ordinary circumstances the extension of Medical Leave beyond 15 days may be considered in merit of the case and sanctioned by the Vice-Chancellor on medical certificate as loss of pay.

## Earned Leave

Earned Leave is applicable to all the employees who have completed two years of continuous service in AMET. Temporary employee and the employees on probation are not entitled for availing the Earned Leave. 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.

1. Earned leave is calculated for the vacation staff (teaching staff) as one day Earned Leave for every 30 working days to the maximum of 6 days in a year of service.
2. For the Non Teaching Staff Earned Leave is calculated as one day Earned leave for every 24 working days to the maximum of 10 days in a year of service.
3. Earned Leave application should be submitted well in advance i.e., three days in advance and joining report is mandatory to regularize the earned leave.
4. Earned leave shall be availed with prior permission of the Registrar.
5. Earned leave can be availed either prefixing or suffixing holidays.
6. The Teaching Staff are permitted to avail earned leave to a maximum of 12 days in a academic year and in case of Non Teaching Staff, they are permitted to avail a maximum of 15 days in a year if leave available in their leave account.

## **Holidays / Vacation**

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

## **On Duty**

Employee deputed for any other University/organization for the purpose of examinations/ inspection/seminars/Board meetings or other purpose will be treated as "On Duty" subject to prior approval by the Registrar and subject to maximum period of 10 days in a year.

## **Maternity Leave**

The Board of Management 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 6 months period and the same will be disbursed along with salary after rejoining duty on production of Medical Certificate. Maternity Leave cannot be combined with any other leave.

## **Paternity Leave / Child Care 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 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.

**Child Care Leave** is eligible to Female staff of AMET for a period less than 15 days at a time and three spells in a year to look after her two eldest surviving children below the age of 18 years.

## **Sabbatical Leave**

**Sabbatical Leave** for the whole time teachers of AMET who have completed 7 years of service may be granted to undertake study or research or other Academic pursuit solely for the object of increasing their proficiency. The duration of the leave shall not exceed one year at a time and twice during the period of service as per UGC norms.

## **Late and Permission:**

Staff members, both regular and probationer, are entitled to avail two permission either in the morning or in the evening in a month. Maximum one hour is allowed for permission. If the late/permission exceeds two in a month, 1/2 day C.L will be deducted for exceeding permission. In case there is no C.L in his/her account E.L will be deducted as the case may be. The unavailed portion of permission cannot be carried forward to next month.

## **Leave Travel Concession:**

Leave Travel Concession is admissible to the staff who have served two years of continuous service in this institution. Contract employee and part time employee are not eligible to the concession. They can perform journey to any place within the state along with their family or to the native place (maximum 800km) by availing any kind of leave. The journey may be undertaken by Train or State Transport Corporation. The teaching staff can travel 3rd AC and Non-teaching Staff can travel 2nd Sleeper Class.

This scheme is available in block years of four years for to and from journey. If they want to avail within two years one way is eligible. Journey should be commenced only after sanction of leave. If the spouse avails LTC in the organization where she / he is working, no claim is admissible in this institution.

## **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 and leave on loss of pay.

### **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 AMET.

### **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.

## CHAPTER – XIX

### Disciplinary Proceedings

1. Appointment, promotion, suspension, dismissal from service of the permanent staff of AMET 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 the 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 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 himself or through the enquiry officer appointed for that purpose the enquiry may be proceeded with by examining the witnesses of AMET and giving opportunities to the delinquent employee to defend himself.

The entire proceedings of the enquiry officer shall be in the form of reports duly authenticated by him and along with the proceedings; enquiry officer shall submit his detailed report to the appointing authority for further action.

4. After receiving the report of the enquiry officer, if the appointing authority decides that the delinquent is guilty of charges framed against him and is liable for major punishments 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 to give explanation regarding proposed punishment within the prescribed time. After the explanation is received from the delinquent, the appointing authority 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 report to the appointing authority.
  - i) Without prejudice to the provisions of any other rule, an employee who commits a willful breach of any of these Rules or of any of his duties, or who displays negligence, inefficiency or negligently causes any loss or damage to its properties, or who knowingly will fully 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 act of misconduct or misbehavior shall be liable to penalties.
  - ii) An employee is liable to be punished by a fine, suspension, degradation, reversion, and 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 Officer / Authority of AMET should be preferred to the 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 any claim whatsoever to any other benefits in AMET.
6. In the event of the employee inflicted with the major punishment the employee shall have the right of appeal to the Chancellor within 30 days from the date of receipt of the order by him. The Chancellor on receipt of such an appeal and on the basis of the enquiry conducted shall pass final orders. The order of the Chancellor in this regard shall be final.

## **CHAPTER - XX**

### **Conduct of Examination, Appointment of Examiner and Publication of Results thereof**

#### **Conduct of Examinations:**

1. The Board of Management shall conduct the examinations for Degrees and Diploma in consultation with the Academic Council.
2. The Board of Management shall have the power to approve and publish the results.
3. All examinations shall be held in the Campus of AMET in Chennai and in such other places as may be fixed by the Board of Management.
4. The date and periodicity of the examination shall be decided by the Board of Management.
5. Examination shall not be conducted on gazette holidays, but the Board of Management may, for special reasons, decide to hold examination on such holidays also.
6. All examinations except practical and viva voce examination shall be conducted by means of printed, typed or written papers and On-line as well to be set and answered in English.
7. Controller of Examinations shall appoint Examiners and Chairman for valuation as per the instruction of the Vice Chancellor.
8. Controller of Examinations as per the instruction of Vice –Chancellor, may, at any time, cancel the appointment of any examiner.
9. Examiners to be appointed by the Controller of Examination may be of the following classes:
  - A) i) Examiners (Question Paper – setters) who will set the question paper for the examination
  - ii) Examiners (Valuation of answer paper) who will evaluate the answer paper.
10. Each Board has a Chairman
  - B. Additional Examiners shall value answer papers and conduct practical examinations. Additional Examiners will not be the members of (conduction) the Board of Examinations.
11. Question paper setters shall be appointed by of the Vice – Chancellor from the list of Examiners submitted by the Controller of Examinations.

## CHAPTER – XXI

### Convocations for the Conferment of Degrees

1. Convocation for the purpose of conferring degrees shall ordinarily be held every year and at such other times as the Chancellor shall direct.
2. Candidates who passed the Final examination of AMET and qualify for the award of the Degree shall be admitted to the respective convocation on their request through the proper application for the admission to the Convocation.
3. No candidate who has already proceeded to a Degree and has been awarded his Diploma shall be admitted into the same Degree, a second time at Convocation, notwithstanding that he/she may have qualified in an additional group or branch.
4. The Chancellor, Vice Chancellor, Dean of the faculties and members of the Board of Management shall wear the academic robes prescribed and assemble in the Board Room at the appointed hour.

In the absence of the Chancellor, the Vice-Chancellor shall preside, and in his absence, a member of the Board of Management nominated by the Chancellor shall preside.

5. The Head of each Faculty shall present candidates for admission to several degrees in various Faculties for the Grace of the Board of Management in the following forms.

"Respected Chancellor, I move that a grace of the Board of Management be passed that those persons whom the Board of Management on the reports of the Examiners as certified to be qualified for the Degree in the faculty of Engineering & Technology/Management Studies/Architecture be admitted to that / these degrees.

- 6) After the grace of all the faculties have been supplicated by the Heads of Various faculties, the Chancellor shall put the question:

'Does it please you that the Graces be passed?

And the Board of Management assenting,

“Yes”

The Chancellor shall say "These Graces are passed"

- 7) When all the graces have been passed, the Chancellor, Vice-Chancellor, Dean of Faculties and members of the Board of Management shall proceed in procession to the hall, in which the Degrees are to be conferred.

The order of the procession is as follows:

REGISTRAR  
CONTROLLER OF EXAMINATIONS  
HEADS OF VARIOUS FACULTIES  
MEMBERS OF THE BOARD OF MANAGEMENT  
VICE-CHANCELLOR  
CHIEF GUESTS/ RECIPIENTS  
CHANCELLOR

- 8) The candidates shall wear the gowns and hoods pertaining to their respective degrees and shall be arranged opposite to the Chancellor
- 9) The Chancellor, Vice-Chancellor, Dean of Faculties and Members of the Board of Management having taken their places, the Chancellor shall say:

“This convocation of the AMET, Chennai has been called to confer degrees upon candidates who, in the examinations recently held for the purpose, have been certified to be worthy of the same. Let the candidates stand

10. Then an address may be made to the candidates by a member of the Board of Management or any other worthy person appointed by the Chancellor, exhorting the candidates to conduct themselves suitably upon the position to which by the degrees to be conferred upon them, they have attained.

“Let the Candidates be now presented”

11. Then the Candidates shall be presented to the Chancellor by the Heads of their respective Departments or by the member of the Board, the candidates having first received their diplomas from the Registrar:
12. When all the candidates for the degrees in a Faculty have been presented, the Chancellor shall say to the candidates who shall remain standing:

“By Virtue of the authority vested in me as Chancellor/Vice Chancellor of the AMET University Chennai, I admit you to the degrees of Faculty of ----- for which you have been declared qualified in this AMET, Declared as Deemed University and in token thereof you have been

presented with those diplomas and I authorize you to wear the robes ordained, as the insignia of your Degree.

- 14) a) When all the candidates for the Degrees in various faculties have been presented both for In persons and In-absentia the Chancellor will administer the pledge:

“We shall, in thought; word and deed ever endeavour to be scrupulously honest in the discharge of our duties in our profession and shall uphold the dignity and integrity of our profession and honour of our University. We shall uphold and advance social order and the well-being of our fellow members and shall devote all our energy to promote unity, integrity and the secular ideals of our country”

- 15) After all the candidates are presented, the Registrar shall lay the record of the degrees have conferred, before the Chancellor, for his signature or approval who shall sign the same.

16. After the record has been signed, the Chancellor, Vice-Chancellor, Dean of Faculties and members of the Board of Management shall rise up and the Chancellor shall say.

“I dissolve this Convocation”

17. Then the Chancellor, Vice-Chancellor, Dean of Faculties, members of Board of Management shall retire in procession to the Board Room, the graduates standing

### **Academic Robes**

The academic robes for the Chancellor, Vice-Chancellor Members of the Board of Management, Academic Council, Registrar and the candidates shall be as prescribed below:

- 1) A purple teary Velvet Gown, made like an Oxford Proctor's dress gown, with, two inch gold lace down the front and round the bottom of the sleeves outside.

### **Vice-Chancellor**

- 2) A purple Gown of silk in the same shape as Chancellor's and trimmed in the same way but with silver lace.

### **Registrar**

- 3) A golden yellow laced Gown of silk.

### **Members of the Board of Management and the Academic Council**

A golden yellow gown of silk and a scarlet silk four inches wide with a fringe of the same colour, three inches deep.

## **GRADUATES**

Candidates who wear European costume shall be clothed in dark coloured material and a stiff collar and a tie.

The above shall not apply to women candidates also.

### **Colour of Gown/Badges**

**All UG Courses - Black Colour Gown**

B.Sc. - Nautical Science

B.E.- Marine Engineering

B.E. - Naval Architecture & Offshore Engineering

B.E. - Petroleum & Offshore Engineering

B.E. - Electrical Electronic Engineering (Marine)

B.E. - Harbour & Ocean engineering

B.E. - Mechanical Engineering (Marine)

B.E. - Mining Engineering

B.Tech. - Food Processing Technology

BBA - Shipping

B.Com. – Logistics and Computer Applications

#### **All PG Courses:**

#### **Yellow Colour Gown**

MBA (Shipping & Logistics Management)

MBA (Shipping Finance)

MBA (Marine Human Resource Management)

M.Tech. (Marine Engineering Management)

#### **Ph.D:**

#### **WHITE COLOUR GOWN**

A gown made of white silk and stuff, cut like Cambridge M.A. gown

## CHAPTER XXII

### Hostel Rules and Regulations

1. All bonafide students of the college are eligible to get admission to the Hostels.

Course commencement:                      Course commences end of the July.

Holidays :                                      Term Break in April and December

Cadets will be housed in dormitories / rooms with double bunks (one over the other). Female cadets will be provided with separate accommodation. They will be provided with a table, chair, cupboard, mattress, bucket and mug. Furniture will be numbered, to fix responsibility in case of damage.

Cadets will be allotted rooms as per the roll numbers and will not be allowed to change.

Cost of Linen torn after issue will be reimbursed by the cadets. Cadets have to make their own beds and keep the room tidy at all times. Untidy rooms will not be cleaned. Cadets will then have to do themselves.

2. Cadets are not permitted to change the set layout in their hostel rooms, recreation rooms, class rooms or any other areas in the facility. The college authorities shall make all possible efforts for accommodation.
3. Every student admitted to the hostel shall pay a caution deposit, which will be refunded at the end of the course / exit from the hostel, whichever is earlier. The mess charges, room rents and establishment charges will be notified from time to
4. No student is allowed to stay in the hostel without the prior approval of AMET authorities.
5. No student is allowed to vacate the hostel in the middle of an academic year.
6. The room rents and charges for amenities will not be refunded.
7. The inmates of the hostels should not stay in their rooms during the working hours of the college. In case they do, they should take prior permission from the hostel Warden, indicating clearly the reasons for their staying in the hostel rooms.

8. Inmates of the Girls hostel should be in their rooms by 6.p.m and those of the Boys hostel by 8.p.m. Inmates will not be permitted to enter or leave the hostels after this time. Attendance / Roll Call would be taken at 8.30 p.m. Those who would like to be away for any specific reason should obtain period permission of the Registrar to do so.
9. Students who absent themselves for 10 days or more from the hostel would be removed from the rolls of the hostel. They should take prior permission from the Registrar to do so, or else they would be severely dealt with. Leave of absence will be normally granted only with the permission of parent or guardian. Absence from the hostel at night without the Warden's prior permission will be viewed very seriously and dealt with accordingly.
10. The furniture, fixtures and other equipment in the rooms are under the responsibility of the inmate(s). If there are any damages, the cost of repair or replacement will be collected from the concerned inmate. If the responsibility cannot be fixed, the cost will be recovered from all the inmates. And, in addition to the cost of damage, an equal amount of fine will be levied.
11. Defacing the walls inside and outside of the room by writing slogans, damaging the hostel property and such other antisocial acts will be viewed seriously and dealt with accordingly.
12. Laundry facilities are available, if required. Charges are payable directly to the Laundryman. If laundry facilities are not utilised, clothes may be washed in the hostel by the cadets.
13. Cadets must provide their own writing materials (Pens, pencils, erasers, colour pencils, felt pens, notebooks, geometry box, etc) All cadets should have a Nonprogrammable Scientific Calculator. Cadets may bring a small lock to lock their cupboards for added security.
14. Cadets will be issued drawing materials and Textbooks. They are to bring 2B pencils and soft erasers for Chart work.
15. **MEDICAL FACILITIES:** Cadets will be given normal medical attention by AMET Medical Officer. Cost of any major operation or illness requiring hospitalisation must be reimbursed by the cadet concerned. Sick cadets should inform the Warden and the senior cadet captain in the morning and report to the Doctor at lunch break. Cadets with chronic illness will be sent home if found medically unfit. All cadets are to be vaccinated against typhoid (TAB), Hepatitis- B, and chickenpox positively, before arrival, as directed on selection.



16. **STATIONERY** : Cadets must provide their own writing materials (Pens, pencils, erasers, colour pencils, felt pens, notebooks, geometry box, etc) All cadets should have a Non-programmable Scientific Calculator. Cadets may bring a small lock to lock their cupboards for added security. Cadets will be issued drawing materials and Textbooks.  
They are to bring pencils and erasers for Drawing work. Lap top & WI – FI
17. **CITY LEAVE:** No request for leave to go home will be entertained except on grounds of serious illness of the cadet. Absence without leave (AWOL) will be treated as breach of discipline. Cadets are not allowed to stay out of campus at night under any circumstances. Parents are not to make such requests. City leave is normally granted only on Sundays from 0900 hours to 1900 hours, subject to Academic Performance and general behaviour. Shore leave will be suspended indefinitely in case of indiscipline, misconduct and substandard academic performance. Cadets are to sign out and sign in, every time they leave and re-enter the Academy, without exception.  
They must carry their Identification cards whenever they leave the AMET. Vehicles picking up or dropping cadets are not permitted to enter the campus.
18. **VISITORS:** No visitors are permitted at AMET without the prior permission of the Registrar (or his representative, in the absence of the Registrar.) If permitted, the visiting hours are only from 1700 hours to 1800 hours.
19. **PHONE CALLS:** Personal Telephone calls for cadets will only be accepted IN CASE OF EMERGENCY, ONLY FROM PARENTS, at AMET, by the duty officer, to be relayed to the cadet if he is at the hostel. No OTHER calls will be accepted at all.  
If parents are unable to reach the duty officer, they may directly call the Registrar. Outward calls can only be made by cadets at the permitted timings. Mobile phones are strictly not allowed in AMET. If any cadet is found using a mobile phone, the same will be confiscated.
20. **CORRESPONDENCE:** AMET's fax and E-mail facilities are not for personal use and will not be relayed to cadets except in emergency.
21. **WITHDRAWAL FROM UNIVERSITY:** In case parents or guardians wish to withdraw the cadet from the academy, fees for the full course must be paid.
22. **PERSONAL EFFECTS:** AMET cannot accept responsibility for any loss of, or damage to, personal effects, including clothing, within AMET precincts.

23. **DAMAGE TO PROPERTY:** Cadets are liable to be charged for loss of, or damage to, AMET property or equipment, caused by their carelessness, negligence or misuse.
24. **RAGGING IN ANY FORM IS STRICTLY PROHIBITED:** It is also clearly informed that ragging is banned by the Government of Tamil Nadu. As such, any student involved in ragging will be expelled immediately not only from the hostel but also from the course. Further, the students involved will be handed over to the Police for appropriate action.
25. Hostel inmates are strictly prohibited from engaging themselves in any undesirable activity such as smoking, drinking, gambling, consuming drugs, etc., within the hostel premises. Any such activity will be viewed very seriously and will result in the immediate expulsion of the student from the hostel as well as from the College.
26. Inmates shall not hold any meeting inside the hostel premises.
27. Students who are absent on the reopening day of the College shall be deemed to have joined the mess on the reopening date, unless they have a written letter from the parent or guardian, duly approved by the Registrar. They would otherwise be charged the normal rate. Once a student joins the mess he/ she would be deemed to have become a continuous member and he / she would be charged till he / she vacates the hostel officially.
28. The mess timings are as follows: -

Breakfast	07.00 a.m.	to	08.00 a.m.
Lunch	12.00 Noon	to	01.00 p.m.
Tea	04.00 p.m.	to	05.00 p.m.
Dinner	07.00 p.m.	to	09.00 p.m.

29. Food shall not be served in the rooms under any circumstances. If the inmates are ill, the Warden would make necessary arrangements for the services.
30. Inmates of the hostels should not enter into the kitchen
31. Strict discipline and a noise-free atmosphere should be maintained in the dining hall and in the hostel corridors. Any violation would lead to severe disciplinary action and expulsion from the hostel.

32. Day scholars are not entertained as guests in the hostel / mess. No visitor, friend or guest shall be allowed to enter or stay in the hostel.
33. Mess fees reduction could be availed only under the following conditions:
- Approved study holidays and semester vacation declared by the College Period approved by the Principal, availed for participating in Sports, Cultural Competitions, Educational Tours etc., Medical grounds, subject to production of a medical certificate Application for mess fees rebate would be on the prescribed format and should be submitted to the Warden well ahead of the duration for which mess rebate is to be claimed. Any absence of students should be intimated to the Warden at least 5 days in advance to regulate provisions, so that wastage is avoided, even if rebate for mess charges is valid.
34. Hosteller should pay the mess dues on or before the due date (i.e 15<sup>th</sup> of the Succeeding month). A fine of Rs. 10/- per day will be charged for late payment till the end of the month. Hostellers should collect and retain the copy of the payment receipt after the payment is made. If the dues are not paid till the end of the month, they will not be permitted to dine in the mess from the first day of the succeeding month.
36. Any complaint regarding the mess should be brought to the notice of the Warden in writing and students should not deal directly with the mess staff.
37. Students are advised not to keep money or valuables in their rooms. The authorities accept no responsibility whatsoever for articles or money lost by students who should keep their rooms properly locked while they leave the hostel.
38. Students are strictly prohibited from using Radios, Transistors, TV sets, Electrical Irons or Heaters in the rooms. If found these items are liable to be confiscated.
39. The hostel generally would remain closed during the vacations. During this period the residents are not permitted to stay in the hostel since maintenance work has to be taken up then.
40. In all matters of hostel discipline, the decision of the Warden shall be final
41. Notwithstanding any of the rules and regulations cited above, the Hostel/College authorities reserve the right of changing the rules and regulations, depending on the exigencies of the situation.

## **The Employees Code of Conducts Rules**

This employees conduct rules shall apply to every person appointed by AMET including the Part-time, Contract, Ad-hoc and Temporary appointees.

### **1. Liability to Abide by the Rules and Orders**

Every employee shall conform to and abide by rules including the Employees Code of Conduct Rules and shall observe, comply with and obey all orders and directions which may from time to time be given to him by any person under whose jurisdiction, superintendence or control he may be placed. Ignorance of the rules cannot be an excuse.

### **2. Employees to Promote the Institution's Interest**

Every employee shall serve the AMET honestly and faithfully and shall use his utmost endeavors to promote the interests of AMET and shall show courtesy and attention in all transactions and interactions with every person with whom he may be in contact in his capacity as an employee of the Deemed University. Every employee whether uninformed or not, shall dress properly, neatly and presentably 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 from time to time to observe decorum and discipline.

### **3. 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 all the rules and regulations of AMET.
- iv) To abide all 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 the Deemed University, he/she shall not involve anti-social activity or create any communal disharmony.

4. No employee should use his/her position or influence directly or indirectly to secure any benefits.
5. No employee shall take part in any election except prior written permission from the Board of Management.
6. 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 AMET or public order.
7. 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 his service or the service of any other employee or any other service of employees of AMET.
8. No employee shall except previous sanction of the concerned Authority of AMET, ask for or accept contribution or otherwise associate himself to receive any funds or other collection in cash/cheque or any kind.
9. No employee shall except with previous sanction of concerned Authority of AMET engage directly or indirectly in any trade or business or to undertake any other employment.
10. No employee shall bring or attempt to bring any political, personal or other influences to bear upon any authority of AMET to further his interest or interest of any other person in respect of matters pertaining to his service or in respect of any other matter involving pecuniary or other benefits to him.
11. No employee shall involve intoxicating drinks or drugs or possess any of them in the Deemed University premises.
12. An employee shall not make representations to the Board of Management/ Academic councilor or Government or to any authority of the Deemed University directly and all such representations shall be made through the proper channel.

13. An employee of AMET 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, shall not communicate directly or indirectly any official documents or information to any employee or to any other person to whom he is not authorized to communicate such documents or information.
14. Concerted or organized refusal on the part of the employee to receive their pay shall constitute misconduct.
15. An employee of AMET may be placed under suspension where an enquiry into charges is either pending or contemplated against him.
16. An Employee of AMET 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.

## **Code of Professional Ethics for AMET Teachers**

### **Preamble**

#### **Goal of Higher Education in our Country:**

The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism and peace, and the principles enunciated in the Preamble to our constitution.

Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals.

Higher education should strive for academic excellence and progress of arts and science, Education, research and extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make be fitting contributions to internationals endeavour on society needs.

#### **Teachers and their Rights:**

Teachers should enjoy full civic and political rights of our democratic country. Teachers have a right to adequate emoluments, social position just conditions of service, professional independence and adequate social insurance.

### **The Code of Professional Ethics**

#### **I. Teachers and their Responsibilities**

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he / she should seek to inculcate among students must be his / her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

## **Teachers should:-**

- i. adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- ii. manage their private affairs in a manner consistent with the dignity of the profession;
- iii. seek to make professional growth continuous through study and research;
- iv. Express free and frank opinion by participation at professional meetings, Seminars, conferences, etc., towards the contribution of knowledge;
- v. Maintain active membership of professional organizations and strive to improve education and profession through them.
- vi. Perform their duties in the form of teaching tutorial, practical and seminar work continuously and with dedication.
- vii. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and AMET such as; assisting in appraising applications for admission, advising and Counseling students as well as assisting in the conduct of Deemed University and college examinations including supervision invigilation and evaluation; and
- viii. Participate in extension co-curricular and extracurricular activities including community service.

## **II. Teachers and the Students:**

- i. Respect the right and dignity of the student in expressing his / her opinion.
- ii. Deal justly and impartially with students regardless of their religion caste, political, economic, social and physical characteristics;
- iii. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
- v. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- vi. Be affectionate to the students and not believe in a vindictive manner towards any of them for any reason.
- vii. Pay attention to only the attainment of the student in the assessment of merit;
- viii. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward
- ix. Aid students to develop an understanding of our national heritage and national goals, and
- x. Refrain from inciting students against other students colleges or administration.



### **III. Teachers and Colleagues:**

#### **Teachers should -**

Treat other members of the profession in the same manner as they themselves wish to be treated.  
Speak respectfully of other teachers and render assistance for professional betterment.  
Refrain from lodging unsubstantiated allegations against colleagues to higher authorities  
Refrain from allowing consideration of caste, creed, religion, race or sex in their professional endeavour.

### **IV. Teachers and Authorities**

#### **Teachers should –**

- a) discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule determinant to the professional interest;
- b) refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- c) co-operate in the formulation of policies of the Deemed University by accepting various offices and discharge responsibilities which such offices may demand;
- d) co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- e) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- f) should adhere to the conditions of contract;
- g) give and expect due notice before a change of position is made and
- h) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

### **V. Teachers and Non-Teaching Staff**

- i. Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking within every educational institutions;
- ii. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff

## **VI. Teachers and Guardians:**

### **Teachers should –**

Try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their performance to whenever necessary and meet the guardians in meeting convened for the purposes for mutual exchange of ideas and for the benefit of the institutions.

### **Teachers and Society**

#### **Teachers should:-**

- i. recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
- ii. work to improve education in the community and strengthen the community's moral and intellectual life;
- iii. be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public officers;
- v. Refrain from taking part in or subscribing to or assisting in any activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national Integration.

## **Code of Conduct and Discipline for avoidance of Sexual Harassment**

### **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 AMET. 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 UGC Grants Commission about ensuring safe environment for women students and employees in educational institution.

The Anti- Sexual Harassment Committee is the body constituted by AMET 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 free of sexual harassment, intimidation, and/or exploitation.

### **Constitution of Anti-Sexual Harassment Committee**

AMET Anti-Sexual Harassment Committee constitutes the following members approved by the Vice Chancellor.

1. A Senior Lady Faculty as Convener
2. Lady Member of NGO
3. Few Teaching and Non Teaching Faculty Members
4. Wardens
5. Girl Student Representatives

### **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 Anti-Sexual Harassment Committee, 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, AMET 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 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 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 indulgence of such activities by 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 Prevention of Alcohol and Drug abuses in the Campus**

- AMET 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.
- AMET 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.
- AMET 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 AMET sponsored events, will be subject to disciplinary action (up to and including termination/expulsion from AMET) by the Disciplinary Committee

## **Policy on curbing the menace of Ragging**

### **Preamble**

AMET 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 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 a fresher or any other student.
- b) Indulging in rowdy or undisciplined 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 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 AMET 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 AMET 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 anti-ragging committee constitutes

1. The Vice- Chancellor (Chairman)
2. The Registrar
3. The Dean – Student Affairs
4. Faculty members nominated by the Vice-Chancellor
5. The Proctor
6. The Security Advisor
7. The Warden
8. One parent
9. An Advocate
10. Inspector of Police of Kanathur Police Station