



**ACADEMY OF MARITIME EDUCATION AND TRAINING (AMET) DEEMED TO BE UNIVERSITY
CODE OF CONDUCT HAND BOOK FOR THE STAKEHOLDERS**

- 1. Students**
- 2. Teachers**
- 3. Governing Body**
- 4. Administration**
- 5. Support Staffs**

Powers and Limitations of the Board of Management

- ❖ The Board of Management shall be the principal organ of management and the apex executive body of the Institution Deemed to be University, with powers to make rules of the Institutions Deemed to be University.
- ❖ The Board of Management shall be the final decision making body of the Institution in respect of every matter of the Institution Deemed to be University, including the academic, administrative, personnel, financial, developmental matters.
- ❖ The Board of Management shall not infringe upon the powers of the respective authorities provided under the Regulations; and where any authority has been given advisory/recommendatory powers, the Board of Management shall obtain advice/recommendations from such authority, before deciding on any matter before it.
- ❖ The Board of Management may, by a resolution, delegate to the Vice-Chancellor or any other officer/faculty or to a Committee of Officers/faculties of the institution deemed to be university, such powers as it may deem fit, subject to the condition that the action taken by the Vice-Chancellor or the officer/faculty or the committee in the exercise of the powers so delegated, shall be reported at the next meeting of the Board of Management.

Powers and Functions of the Academic Council :

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

- 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

Planning & Monitoring Board :

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

- 21.4 The Planning & Monitoring Board shall have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfillment of the objectives of the institutions deemed to be university.
- 21.5 The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval

Powers and Functions of the Finance Committee:

- 24.01 To consider the annual accounts and financial estimates of the institution deemed to be university and submit them to the Board of the Management for its approval;
- 24.02 To consider and recommend the annual budget and revised estimates to the Board of Management
- 24.03 To fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the institution deemed to be university

Board of Studies :

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

Officers of the Institution Deemed to be University

Chancellor

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

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

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

Pro Chancellor

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

Vice-Chancellor :

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

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

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

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

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

- 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 Regulations and Rules of the institution deemed to be university are duly observed and implemented; and, he/she shall have all the necessary powers in this regard.

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

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

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

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

Pro Vice-Chancellor

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

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

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

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

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

Registrar

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

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

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

The following shall be the duties of the Registrar : -

- 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.

Finance Officer/Financial Controller

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.

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.

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.

He/she shall be responsible for the preparation of annual budget, estimates and statements of account for submission to the Finance Committee and the Board of Management.

He / she shall be responsible for the management of funds and investments of institution deemed to be university, subject to the control of Board of Management.

Controller of Examinations :

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

The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.

The Controller of Examinations shall be a permanent invitee to the Academic Council.

Dean :

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

Head of the Department :

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

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

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

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

Miscellaneous matters pertaining to authorities of the Institution Deemed to be University:

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

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

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

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

- a) If he/she is of unsound mind
- b) If he/she is an un-discharged insolvent
- c) If he/she has been convicted by a court of law for an offence involving moral turpitude
- d) If he/she has not been appointed as per the provisions of these Regulations

NOTE:

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

CODE OF CONDUCT FOR THE STUDENTS

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

IN THE CAMPUS

- To conduct yourselves in the Campus, Hostels and in other premises of the University in a dignified and courteous manner.
- To follow decent and appropriate dressing manners in classroom and outside.
- To access all educational opportunities and benefits available at the Campus and make good use of them.
- To keep a low profile and avoid loud conversations or arguments.
- To avoid public demonstrations and other civil disturbances.
- To be studious and devoted to your objective of completion of your course, with distinction.
- To participate in all fire drill / demo of fire extinguishers.
- Do not involve in activities considered as ragging which is a criminal offence.
- Do not indulge in any conduct which leads to lowering of the esteem of the University
- Smoking is prohibited within all AMET buildings and hostels.
- Any act within the campus that may violate or spoil the academic atmosphere in the University will not be tolerated. Students found guilty of such offences will be dismissed with immediate effect.
- Do not tamper with fire fighting equipment / alarm panels / fire hydrant hose pipe and systems, since they are provided only for safety and making damage to them will be construed as criminal offence.
- Students should be present in the class room at least five minutes prior to the starting of the class. Students coming late will not be permitted to sit in the class room.
- Students are to be present themselves with smart turnout.
- Male cadets are not permitted to wear ear rings / nose stud etc.
- During the stay at AMET, electronic gadgets like cell phones, iPods, Walkman, etc., or any other such things are not allowed in the classrooms, library, examination halls, etc.
- Class leader is required to call the faculty if he is not present in the class on time.

- All the students are to bring their own text books, note books and other instruments as necessary for the subjects. Borrowing of any kind is not permitted.
- The Class Leaders and Cadet Captains are to maintain absolute discipline in the class room at all times even if faculty is not available for any reason.
- Proper mark of respect should be given when the faculty or other teaching staff entering the class room.
- Students are required to maintain strict audience at the time of lecture hours. Students are to prepare and attend all class tests without fail whenever the faculty informs them. Submission of assignments to be made on time. Failing to do so will result in imposing of penalty. Plagiarism of any kind is strictly not permitted.
- Academic performance along with general behavior reports of the students will be sent to their sponsors / parents / guardians periodically.
- Consumption of Alcohol, distributing to others, Smoking, usage of Drugs or any other prohibited materials in the campus or outside are to be strictly avoided. Violation of the above will result in dismissal with immediate effect.
- Deck and Engine Cadets are expected to attend Parade, Physical Training and Roll Calls without fail. Failure to do so will lead to punishment and fine.

IN THE HOSTEL (Including International Students)

- Students themselves keep rooms neat and clean.
- No waste materials are to be strewn on the hostel floor. No refuse is to be thrown out of the window.
- Clothes are to be dried strictly on the clothing lines only, provided in the corridors/rooms.
- To keep hostel corridors and the bathrooms neat in hygienic condition. To keep the hostel walls free of scribbling and graffiti.
- Do not carry cooked food into the hostel. Do not host birthday parties or other celebrations inside the hostel.
- To report health problems to warden and seek immediate medical treatment.
- Consumption of Alcohol, distributing to others, Smoking, usage of Drugs or any other prohibited materials hostel or outside are to be strictly avoided. Violation of the above will result in dismissal with immediate effect.

- Do not remain in the Hostel during University hours. Entry into hostel during University hours is not permitted.
- Absentees without prior permission will be severely dealt with as per the prevailing rules.
- Do not possess or use weapons, explosives or anything that causes injury / damage to the life and limb or body of any human being or property
- Students are to maintain strict silence in the hostel premises during study hours from 8.45 p.m. to 10.15 p.m.
- Cadets are permitted to go out everyday from 1600-1830 hours for his evening hours.
- No guest/visitors are permitted to go to the hostels. They are permitted to meet at the reception only.
- For the grant of leave, all the cadets have to get a letter from parents/relatives. They also have to obtain the permission of Deans/HODs. Emergency leave can be granted by the Duty Officer.
- Do not enter into any arguments or disobey the instructions of Duty Officers and Wardens.
- Do not walk alone after dark and avoid unlit areas.
- Do not carry more cash than you need and stay away from strangers in any cash / banking transactions.
- Do not discuss travel plans or other personal matters with strangers.
- To pay extra attention to your surroundings especially when you are off- campus.
- To carry an identity card issued by the University when you go outside the campus.
- Students found guilty of violating the rules of the Hostel will be dismissed with immediate effect.

FOR THE INTERNATIONAL STUDENTS

- Do not forget to carry copies of your passport as well as a copy of the residential permit issued by the Office of the Foreigners' Registration Office.
- To respect the laws of the country as well as the Norms of the University.

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

PUNISHMENT FOR FORGERY

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

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

ACADEMIC PERFORMANCE

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

CADETS' APPEARANCE

Male cadets: Only a short hair cut is permitted. Cadets with long hair will be dealt with on arrival. No cadet is to sport a beard during the tenure of training. (Sikh cadets are exempted). Moustache, if any, should be properly trimmed.

Female Cadets: Hair should be put up and not let loose when in uniform.

COMMUNICATION

Only English language must be spoken in the University.

DISCIPLINE

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

SAFETY

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

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

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

PUNCTUALITY

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

MEETING WITH PARENTS / GUARDIANS

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

MUSICAL GADGETS

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

BREACH OF CODE

The following acts of misconduct will result in dismissal:

Assault

Willful damage to University Property

Disobedience of lawful command

Intimidation, Coercion and/or interference with other cadets.

Gambling

If found with alcohol content of more than 0%.

SWIMMING POOL

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

DISCIPLINARY RULES

All disciplinary rules will be followed very strictly. Any violation may lead to dismissal from the course of study.

JURISDICTION

All matters and disputes related to admission to AMET are subject to legal jurisdiction of courts at Chennai only.

SMOKING

Smoking is prohibited within the University precincts.

GAMBLING

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

ALCOHOL AND DRUGS

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

OFFENSIVE WEAPONS

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