

POLICIES OF THE UNIVERSITY



ACADEMY OF MARITIME EDUCATION AND TRAINING (AMET)

(declared as deemed to be University u/s 3 of UGC Act 1956)

135, East Coast Road, Kanathur, Chennai-603112

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Preface

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

Being recognized by University Grants Commission (UGC), Directorate General of Shipping (DGS) and All India Council for Technical Education (AICTE) for offering various UG, PG, research and professional training courses, AMET deemed to be University with its truly international standards and unparalleled quality in education received many national and international recognitions and awards. AMET deemed to be University dedicated itself to become a World Class University by all virtue. University strictly following the norms and guidelines of regulatory bodies *i.e.*, UGC, AICTE and DGS. The Management, administrative and executive authorities and committees like Board of Management, Academic Council, Vice Chancellorship etc are formed and practiced as per the requirements. The University is having interest in gaining, shaping and disseminating knowledge in marine and maritime sector. Students and scholars are encouraged to exercise critical thinking and make exhaustive inquiry in the specialized knowledge *i.e.*, marine and maritime fields. The University is having openness and tolerance with no skepticism towards alternate thoughts. The University reflects the challenges, changes and opportunities in the marine and maritime industry and

upgrades academic and educational views. University promotes collegiality among staff and students and provides academic freedom to put forward new ideas and views.

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



QUALITY POLICY OF AMET DEEMED TO BE UNIVERSITY

Preamble

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

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

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

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

VISION

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

MISSION

AMET will strive continuously to

- * Impart value-based higher education and technical knowledge with uncompromising strides of an outstanding quality.
- * Be a Centre of Excellence in skill development in emerging 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 and enable all round personality development in students.
- * Empower students from 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.

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

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

While establishing and implementing the QMS, AMET has

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

Authorities Concerned

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

ADMISSION POLICY

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

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

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

The University shall ensure

1. Relevant and Comprehensive information such as courses/programs offered, eligibility criteria, procedure and details of common entrance test (Names of the centres, no of papers for the written test, dates and venue of test etc.,) shall be widely publicized as advertisements in leading National News papers and Notified in University's official website.
2. The University shall prepare an update prospectus which provides detailed information on the vision and mission of the University, details of recognition and approvals from the various statutory authorities (National and International bodies), courses offered, with details of duration of the course, course pattern entry

requirement, eligibility details job opportunity, mode of selection, medical standards collaborative arrangements with International Universities, details of research programs etc.,

3. AMET shall follow the reservation norms of the Government of India in admission of students
4. The details of various infrastructural facilities such as an Unique Ship-in-Campus- operating in water, state of art Full Mission Ship Simulator in the campus, library facilities, well equipped Laboratories, facilities to develop through physical education residential and swimming pool facility, etc., shall also be provided in the prospectus.
5. The prospectus shall provide the details of academic governance of the University. The comprehensive information in respect of students' career placements details shall also be provided.
6. Candidates who wish to apply for the various courses conducted by the University may download the application form and after completely filling the form, upload the same to consider their application for the entrance test.

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

- The criteria for admission to any course in the University shall be based on the academic merit, performance in the entrance test and personal interview.
- The entrance test shall be an all India Online Examination
- The list of selected candidate for admission as per the course requirements shall be notified on the University notice board and

individually intimidated.

- Medical fitness tests are to be done for the courses approved by DGS
- Registrar shall issue Provisional Admission Letter to the selected candidates.
- In case of non-admission of the selected candidate for any reasons, candidates who are waitlisted shall be allowed to join the program.

Concerned Authorities

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

FEE FIXATION POLICY

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

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

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

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

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

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

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

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

AMET shall ensure that

1. The prospectus of AMET contains transparent information about the fees and charges payable.
2. The same is also made available in AMET website which is updated periodically.

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

Concerned Authorities

6. AR Academics
7. Fee Fixation Committee
8. Registrar
9. Vice Chancellor

GOVERNANCE POLICY

Preamble

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

Scope of the Policy

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

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

The University is very keen on considering the Vision and Mission set forth in all governing aspects. Vision of the University is to place AMET deemed to be University at the top position of prominence among the world's Maritime Universities. Mission of the University is to be the fountainhead for nurturing finest intellectual capital base for the maritime sector worldwide.

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

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

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

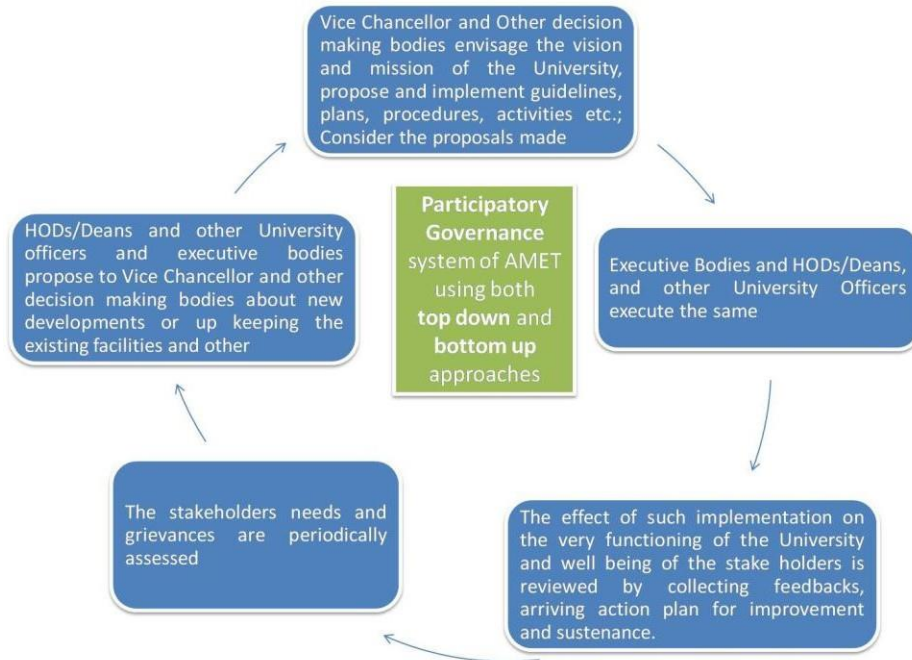


Figure 1: Participatory governance at AMET

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

Top down approach

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

feedbacks, arriving action plan for improvement and sustenance of the guidelines, plans, procedures, activities, systems etc

Bottom up approach

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

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



To promote the participatory Governance University shall consider the following

- To incorporate the valuable suggestions of the teaching and non-teaching staff, cadets/students, alumni, parents, industry people in its decision making process.
- To discuss the academic, administrative, infra-structure, hostel matters and other issues at the meetings of Directors, Deans and HODs at Department Levels
- Vice-Chancellor shall convene regular meetings of the Directors, Deans and HODs to discuss all the academic and non-academic issues before taking decisions.
- The Board of Management, Planning and Monitoring Board and Academic Council which have representatives from different departments shall ensure effective planning and implementation of academic and non-academic programmes.
- Departmental budgets shall be given due consideration by the Finance Committee and funds be allocated.
- The University shall form and make functional the different student committees/ bodies like Students' council, Mess Committee, Sports Council, Cultural Committee, Leo Club, Eco Club, Peace Club etc., through which cadets/ students give their suggestions/ grievances which are considered while taking decisions.

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

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

Concerned Authorities

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

INFRASTRUCTURE POLICY

Scope of the Policy

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

Infrastructure Policy

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

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

The policy covers the following domains.

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

Procedure and Planning

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

Priorities for Infrastructure planning

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

1. AMET will establish exclusive research centers in advanced research area in Marine and Maritime studies
2. AMET is committed in creating, maintaining and upgrading advanced training infrastructure for students and cadets such as Ship in campus

and full mission ship simulator for their curriculum based hands on training

3. AMET is committed to establish, maintain and upgrade various sports and recreations facilities such as swimming pool, gyms, play grounds etc.

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

1. **Sporting facilities:** A good university will ensure that there are facilities in place for students to exercise their bodies as well as their minds. Hence, AMET shall establish swimming pool, gyms, indoor sports courts, outdoor sports courts, outdoor sports pitches and full-time staff.
2. **Medical facilities:** University shall establish a fully functional medical center with qualified doctors on service.
3. **Residential facilities:** Being a maritime University, AMET shall establish hostel facilities for all the students who pursue maritime courses, since these are residential programmes. Facilities shall be made for the residential support for faculty members and research scholars as well. Separate hostel facilities shall be made in service for international students. Guest houses may also be established to make residential requirements of visitors, guests and others.
4. **IT infrastructure:** IT infrastructure once been considered as an advanced facility has now become an essential facility; thanks to the technology advancements and the role of IT infrastructure in teaching and learning. AMET deemed to be University is committed in maintaining a 1:2 student computer ratio. AMET shall establish a fully functional IT Support Center with well qualified technical staff. University will be richly provided with

wi-fi and 24 h internet connectivity. University shall establish and improve many smart class rooms and other e-learning resources.

5. **Library facilities:** Even in this IT era, books and library are remaining unquestionable resources of teaching and learning both for academics and research. AMET deemed to be University shall create a state of the art Library which harbors facilities such as OPAC Facility, Digital Knowledge Centre, Audio-Visual Room, Air-conditioning Reading Hall, Reprographic and scanning Facilities, Scanning Facility etc.

Library shall be appropriately strengthened to have a separate section for Digital Library to facilitate the access of electronic databases subscribed by the institution. The University shall subscribe electronic databases apart from the journals available on Open Access platform. AMET shall also make available other online resources such as SCOPUS, Institute of Electrical and Electronics Engineering (IEEE), American Society of Mechanical Engineering (ASME), American Society of civil Engineering (ASCE), EBSCO-Business Source Elite E-journals and DELNET Online for the benefit of research scholars and Faculty Members involved in research.

Authorities Concerned

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

POLICY ON ETHICS IN RESEARCH

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

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

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

Honesty

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

Objectivity

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

Integrity

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

Carefulness

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

Openness

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

Respect for Intellectual Property

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

Confidentiality

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

Responsible Publication

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

Responsible Mentoring

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

Respect for colleagues

Respect your colleagues and treat them fairly.

Social Responsibility

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

Non-Discrimination

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

Competence

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

Legality

Know and obey relevant laws and institutional and governmental policies.

Animal Care

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

Human Subjects Protection

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

Concerned Authorities

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

POLICY ON CURRICULUM DESIGN AND DEVELOPMENT

Prelude and scope of the policy

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

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

Vision

To sustain our identity as a leader in maritime education through progressive innovation in training, research and development that will render a brilliant future for our students and a transformative impact on the global society.

Mission

To deliver technical knowledge and ethical values with uncompromising strides of excellence that will make our students employable, our faculty advance their knowledge, our staff achieve excellence and our alumni become global leaders.

Quality Policy

Academy of Maritime Education and Training (AMET) is committed to provide highest quality in education and be the most preferred institution for pursuing marine and marine related Programmes.

This will be achieved by consistent focus on:

- i. Providing a conducive, vibrant, progressive and enriching learning environment.
- ii. Teaching Excellence and Research output
- iii. Global outlook and engaging with the world through learning, teaching and research
- iv. Attracting the best and the brightest students.
- v. Providing competitive advantage in gaining employment or further academic opportunities.
- vi. Maintaining excellent links with commerce and industry both nationally and internationally.
- vii. Complying with all applicable requirements and continually improving the effectiveness of the Quality Management system.

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

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

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

- ❖ Study on need assessment for development of a new course
- ❖ Identifying inputs for design and Development of new course
- ❖ Envisaging and ensuring the Design and Development output
- ❖ Periodical validation of Design and Development of new courses
- ❖ Making Changes in New or Existing Courses with reference to global changes, industry scenario, stakeholders well being and adhering the guidelines of regulatory bodies.
- ❖ University shall also exercise great emphasize on ensuring employability, innovation and research in the curriculum and new course design and development

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

1. Curriculum design is aligned with the institutional goals and objectives.
2. Curriculum design and development is done through a well defined process.
3. Curricula developed/ adopted have relevance to the local/ national/regional/global developmental needs.
4. Employability & entrepreneurship, pursuit of higher knowledge, overall development of students are major considerations in the design and development of the curriculum.
5. Developing global competencies
6. Consultation with academic experts, industry/employment sector /alumni / other stakeholders within and outside the institution for developing the curricula.
7. The curriculum is flexible and offer choices for students

8. Courses provide adequate opportunities for additional/ supplementary / enrichment courses along with their regular curricula.
9. The course delivery system and examinations processes are transparent
10. The curriculum is flexible for enrichment
11. Structured feedback from stakeholders and peers is to evolved and sustained

Concerned Authorities

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

POLICY ON CURBING THE MENACE OF RAGGING

Preamble

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

Ragging

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

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

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

Commitments of AMET deemed to be University in Prohibiting Ragging

1. University shall not permit or condone any reported incident of ragging in any form; and take all necessary and required measures, to achieve the objective of eliminating ragging, within the institution or outside
2. University shall take action in accordance with UGC Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
3. University shall make all possible ways to implement the policy of antiragging such as displaying banners, notifying in the University website and printed in the brochures, academic calendar etc about various act of ragging, the information on antiragging committee and contact numbers of all the authorities involved.
4. University shall make it compulsory that application for admission, enrolment or registration must be accompanied by an Anti Ragging affidavits signed by students and Parent/Guardian.
5. The details of Anti-Ragging Helpline shall be widely displayed in the University Hostels, Campus etc.

Punishment for Ragging

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

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

Anti-ragging Committee

The AMET deemed to be University anti ragging committee constitutes

1. The Vice Chancellor (Chairman)
2. The Registrar
3. HoDs nominated by Vice Chancellor
4. Hostel Wardens
5. Inspector of Police of Kanathur Police Station

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

PREAMBLE

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

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

Constitution of Committee Against Sexual Harassment (CASH)

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

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

5. Girl Student Representative(s)

Definition of Sexual Harassment

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

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

Procedure for Registering Complaints

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

Procedure to be followed by the Committee

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

Punishments for the proven Sexual Harassment

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

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

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

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

1. Warning
2. Written apology
3. Bond of good behaviour
4. Gender sensitization
5. Counselling
6. Debarring entry into a hostel/ campus
7. Withholding results
8. Debarring from exams
9. Debarring from contesting elections
10. Debarring from holding posts
11. Suspension for a specified period
12. Expulsion/ Rustication
13. Denial of admission
14. Declaring the harasser as "persona non grata" for a stipulated period of time
15. Any other relevant mechanism.

POLICY FOR PREVENTING ALCOHOL AND DRUG ABUSES

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

AMET ACADEMIC INTEGRITY AND PLAGIARISM POLICY – 2017

Preamble

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

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

Definitions

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

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

Objectives

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

Detection of Plagiarism

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

Commitments

1. University, through its various academic and research bodies, would conduct awareness programmes, workshops, seminars and other events for the promotion of academic integrity and curb the issue of plagiarism on periodical intervals
2. University would establish following two committees as per the recommendations given in UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATION INSTITUTIONS) REGULATIONS –2017 (DRAFT)
 - a. Academic Misconduct Panel (AMP)
 - b. Plagiarism Disciplinary Authority (PDA)
3. University would adopt UGC recommendations for categorizing level of plagiarisms and appropriate penalties for the same
4. In Core area such as hypothesis, research objectives, results, conclusion etc, University adopt zero plagiarism policy

5. In other areas such as introduction, review of literature etc University adopt the UGC recommendations as suggested in UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATION INSTITUTIONS) REGULATIONS – 2017.