



**AMET**  
**(ACADEMY OF MARITIME EDUCATION AND TRAINING)**  
(A *de novo* Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

**CRITERION 6**

**Governance, Leadership and Management**

**KEY INDICATOR**

**6.2. Strategy Development and Deployment**

**Q.M**

**6.2.2 Functioning of the institutional bodies is effective and efficient as visible from policies administrative setup, appointment, service rules and procedures, etc.,**

Weblink : [https://www.ametuniv.ac.in/naac/c622\\_Functioning\\_Bodies.html](https://www.ametuniv.ac.in/naac/c622_Functioning_Bodies.html)

**Roles and responsibilities of Administrative bodies**

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



## AMET

### (ACADEMY OF MARITIME EDUCATION AND TRAINING)

(A *de novo* Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

		<ul style="list-style-type: none"><li>iv) Pass recommendations to the Board of Management on aspects such as measures for improvement of standards of teaching, research and training, institution of Fellowships/ Awards/ Medals, starting of new programmes/ Departments/ Centers etc.</li><li>v) Frame rules covering the Academic functioning of the University, Admissions, Examinations, Award of Fellowships and Studentships, Scholarships, Concessions, Attendance, Discipline, Residence etc.</li><li>vi) Has powers to appoint sub-committees to advice on such specific matters as may be referred to it by the Board of Management and consider the recommendations of the sub-committees and to take appropriate action.</li><li>vii) Review the activities of the Departments / Centers and to take appropriate action with a view to maintaining and improving standards of education.</li></ul>
3	Finance Committee (minimum two times in a year)	<ul style="list-style-type: none"><li>i) Review and report the annual accounts and financial estimates of the University and submit them to the Board of the Management for its approval</li><li>ii) Review the budget proposals submitted by each Department based on the merit and requirement.</li></ul>



**AMET**  
**(ACADEMY OF MARITIME EDUCATION AND TRAINING)**  
*(A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)*

		<ul style="list-style-type: none"> <li>iii) Release of funds by recommendation of Board of Management</li> <li>iv) Fix limits of the total Recurring expenditure and the total Non-Recurring expenditure of the year based on the income and resources of the University</li> </ul>
<b>4</b>	Planning and Monitoring Board (minimum three times in a year)	<ul style="list-style-type: none"> <li>i) Responsible for the monitoring of the developmental programmes of the University.</li> <li>ii) Have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfilment of the objectives of the developmental plans of the University.</li> <li>iii) Recommendations of the Planning &amp; Monitoring Board will be placed before the Board of Management for consideration and approval</li> </ul>
<b>5</b>	Board of Studies (once in a year)	<ul style="list-style-type: none"> <li>i) Separate Board of Studies for each Department of the University</li> <li>ii) Design the Curriculum and Syllabus of concerned programmes.</li> <li>iii) Review, Revise and Develop the Syllabus of the programme.</li> <li>iv) Consist both Internal and External members with a representation of all stakeholders.</li> </ul>