Modern Education Society's
College of Engineering Pune - 411 001

Code of Conduct for Students

1. Students must attend lectures, practicals, tutorials, etc. as per Time-Table. They should not remain absent for lectures, practical, tutorials, examinations etc. without written permission of the Principal.

2. The Identity Card is meant for identifying bonafide students and is use for permitting the students to enter college campus and to participate in various activities and programs of the College.

3. The conduct of the students in the classes and in the premises of the College shall be such as will cause no disturbance to teachers, fellow students or other classes.

4. All the students should be well dressed and follow uniform dress code as per the guideline.

5. No Society or Association shall be formed in the college and no person shall be on the College campus without the specific permission of the Principal.

6. No student is allowed to display any Notice / Circular / Poster / Banner in the College premises without the prior permission of the Principal.

7. No student is allowed to be engaged in any political activity in the College premises.

8. All meetings, cultural programs, debates, elocutions, etc. organized on the College premises must be held in presence of teaching staff members and with the prior permission of the Principal. The subjects of debates / elocution must have the prior approval of the Principal.

9. Students must take proper care of the college property.

10. Students involved in malpractices at the College/University Examinations will be expelled from the college.

11. Smoking, Chewing of Gutkha / Tobacco / Pan Masala etc. is strictly prohibited in the College premise as well as in the campus.

12. If, for any reason, the continuance of student in the College is found detrimental to the best interest of the College, the Principal may ask the student to leave the College without assigning any reasons and the decision will be final and binding on the student.

13. Playing music on Transistors, Tape-recorders, Car-stereos, Mobile Telephones or any other similar gadgets with or without earphones is strictly prohibited in the College premises.

14. Use of Mobile Telephones is strictly prohibited in the academic area of the College which includes Lecture Halls, Laboratories, Library, Open areas in the buildings and in front of the building and parking area.

15. Students must not loiter on the College premises while the classes are being conducted.

16. Students shall do nothing inside or outside the College that will interfere with the discipline of the College or tarnish the image of the College.

17. Students are not allowed to communicate any information about College matters to the Press.

18. All students will stand in attention at their places when the national Anthem is being played.

Principal
MES College of Engineering Pune

Code of Conduct for Teachers

1. A teacher shall not make use of the resources and facilities of the college for personal, commercial, political or religious perspectives.

2. A teacher shall not be involved in private coaching classes directly or indirectly.

3. A teacher shall not involve in any malpractice or unfair means in teaching, examination and administration.

4. A teacher shall provide appropriate information to the best of his/her knowledge about his/her qualification, experience, age, domicile, nationality etc. with respect to his/her appointment.

5. A teacher shall perform his/her academic duties and work related to examinations as assigned by the authority.

6. A teacher shall not refuse to carry out the academic and administrative decisions taken by the management/ authorities.

7. A teacher must follow the HR policy, Travel Policy, Leave Policy, Research policy, Social media policy and instructions issued by authorities from time to time.

8. A teacher shall not be partial in assessment of a student over marks or grades.

9. A teacher shall not remain absent for duty without prior sanction of leave except in case of any emergency.

10. A teacher shall follow college timings decided by the authority.

11. All staff will stand in attention at their places when the national Anthem is being played.

Pune-1.

Principal
MES College of Engineering Pune

CODE OF CONDUCT

OF

GOVERNING BODY
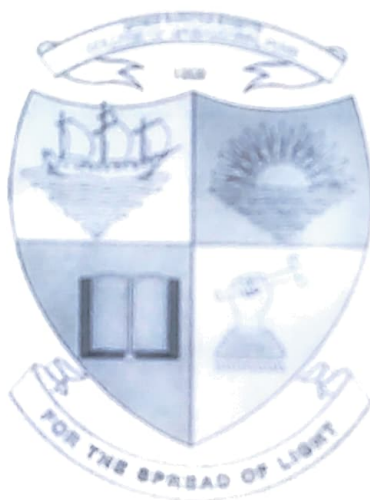
www.mescoepune.org

Modern Education Society's College of Engineering

(Approved by AICTE, Accredited by NBA, New Delhi and NAAC,

Bengaluru, Affiliated to Savitribai Phule University, Pune)

CONTENTS

1. Need for Good Governance System:

- Independent and fully empowered governing body to Support the stated Vision, Mission and Objectives.
- Foster a stimulating environment and culture to attract talented faculty.
- Nurture a culture of innovation that improves productivity and support the sustainability and development of the institution.
- Forge global, national and local collaborations with academic partners, research and industry to realize the Vision growth.
- Develop a coherent strategy and a sustainable development path.

2. Preamble

MES College of Engineering Education in India is mostly sought after for career avenues for a large number of students. Improving the learning outcomes of the students and enhancing their employability skills are the major parameters that challenge the Institution. The effective governance at all levels is one of the most important keys to the improvement of the quality of learning, teaching and research outcomes of an Institution. The Good Governance Guidelines provide vital directions and indicators to the Governing Body of MESCOE for enhancing the effectiveness and performance and to provide overall satisfaction to all the stakeholders. Through this, the Governors will have the opportunity to directly participate and monitor the key institutional functions such as developing Institutional Mission, strategic planning, quality standards and quality assurance, accountability and performance, employer engagement, industry interface and stakeholder interaction.

'Good governance creates a sound, ethical and sustainable strategy, acceptable to the Institution as a whole and to other key stakeholders'.

'Good governance oversees the implementation of such a strategy through well-considered processes in an open, transparent and honest manner'.

'Good governance facilitates decision-making that is rational, informed, and transparent which leads to organizational efficiency and effectiveness that supports and fosters the

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development of high quality education and research in engineering college'.

Hence the Governing Body of M.E.S. College of Engineering has determined to formulate these Good Governance and Leadership Guidelines for effective implementation in its quest for excellence.

3. Scope of Good Governance

The benefits of good governance are demonstrated through:
- Integrity in appointments at all levels, both external and internal.
- Strong leadership and management skills in all of the places where they are needed
- Processes in place for monitoring the quality of teaching and learning, and within institutions for improving that quality with appropriate involvement of students.
- Processes in place to deliver improvements in research quality
- Competent administration
- Robust and transparent financial systems, especially regarding procurement, and strong internal and external audit to determine effective and transparent mechanisms, remuneration at all levels such as appraisal, etc.
- Student participation in management and governance at all levels.
- Focused awareness of institutional outcomes, especially increased Employability and advanced technical skill sets.

References:

1) TEQIP Good Practice Guide for Governing Bodies
2) NBA Accreditation Manual
3) NAAC Accreditation Manual

4. Genesis of the Institution:

Our parent body, Modern Education Society, Pune, founded in 1932 by Late Principal, V. K. Joag manages following Colleges in the Faculties of Arts, Science, Commerce, Law, Engineering and Management in the cities of Pune and Mumbai:

1. The Nowrosjee Wadia College of Arts and Science, Pune. (Estd.–1932)

2. The Cusrow Wadia Institute of Technology, Pune. (Estd.–1938)

3. The D. G. Ruparel College of Arts, Science and Commerce, Mumbai.(Estd.–1952)

4. The New Law College, Mumbai. (Estd.–1954)

5. The Ness Wadia College of Commerce, Pune. (Estd.–1969)

6. The Neville Wadia Institute of Management Studies & Research, Pune. (Estd.–1992)

7. MES College of Engineering, Pune. (Estd.–1999)

The institute is situated in the heart of Pune city at prime location in the Wadia College Campus. The Society has adequate hostels for boys and girls. An extensive area about two hectares is used as playground and a Gymkhana Pavilion built thereon is used as a stadium and houses a gymnasium. An openair stadium borders one side of the playground.

Additional new buildings have come up to cater the needs of hostel residents. The new Boy's and Girl's Hostel Block is constructed to increase accommodation capacity.

5. Vision:

To Groom - Motivated, Environment friendly, Self-esteemed, Creative and Oriented Engineers.

6. Mission:

To Develop Industry Oriented Manpower to accept the challenges of Globalization by,

- Promoting Value Education through motivated trained faculty
- Maintaining conducive environment for education at affordable cost
- Promoting Industry Institute interaction
- Involving alumni

7. Quality Policy:

MES College of Engineering strives to establish a system of quality assurance to continuously address, monitor and evaluate the quality of education offered to students, thus promoting effective teaching processes for the benefit of students and making the college a Centre of Excellence for Engineering and Technological studies.

8. Approval:

The programs run by the Institution are approved by All India Council for Technical Education (AICTE). New Delhi

9. Affiliation:

The Institution is affiliated to the Savitribai Phule University, Pune

10. Organizational Chart:

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.
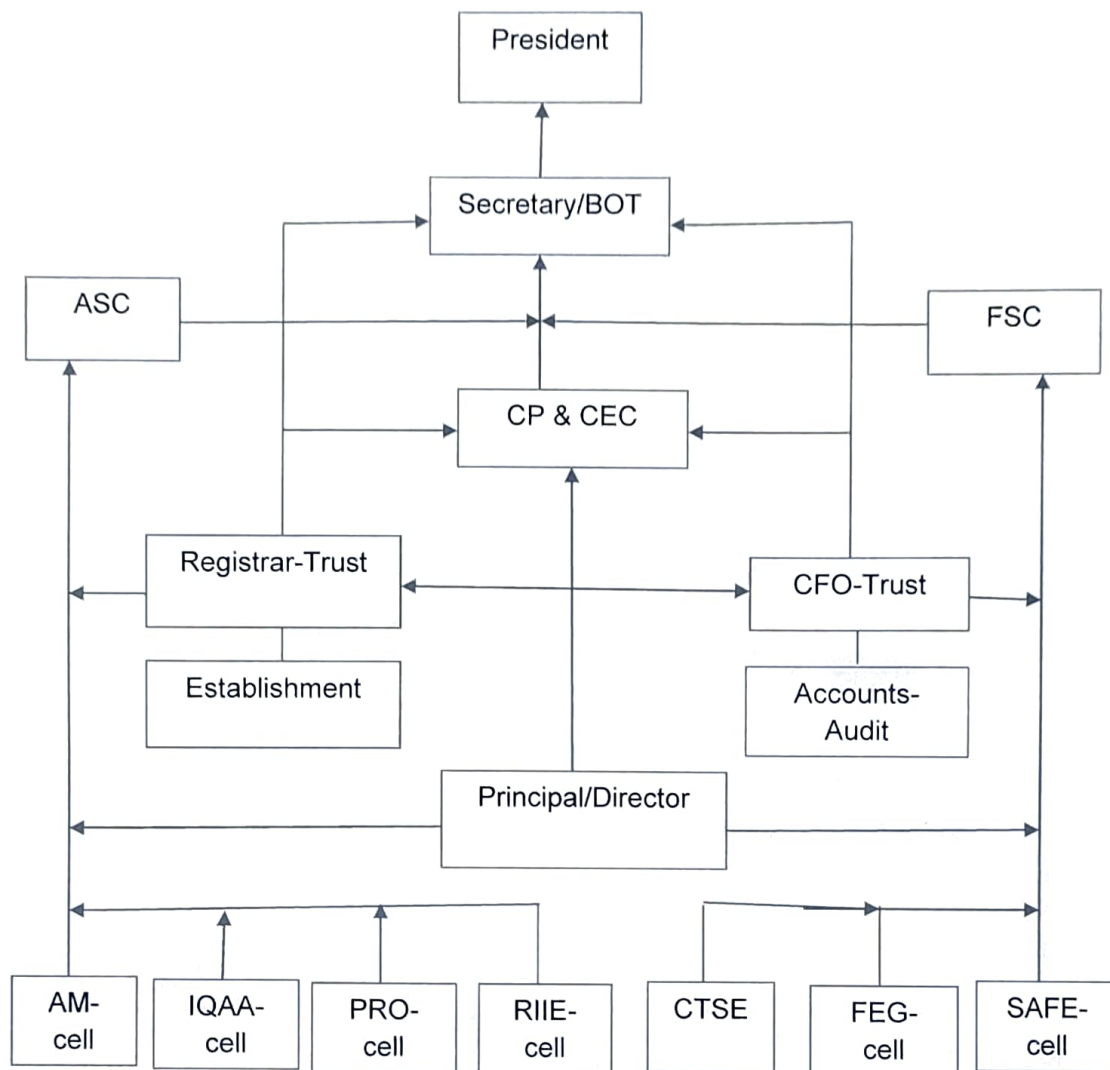
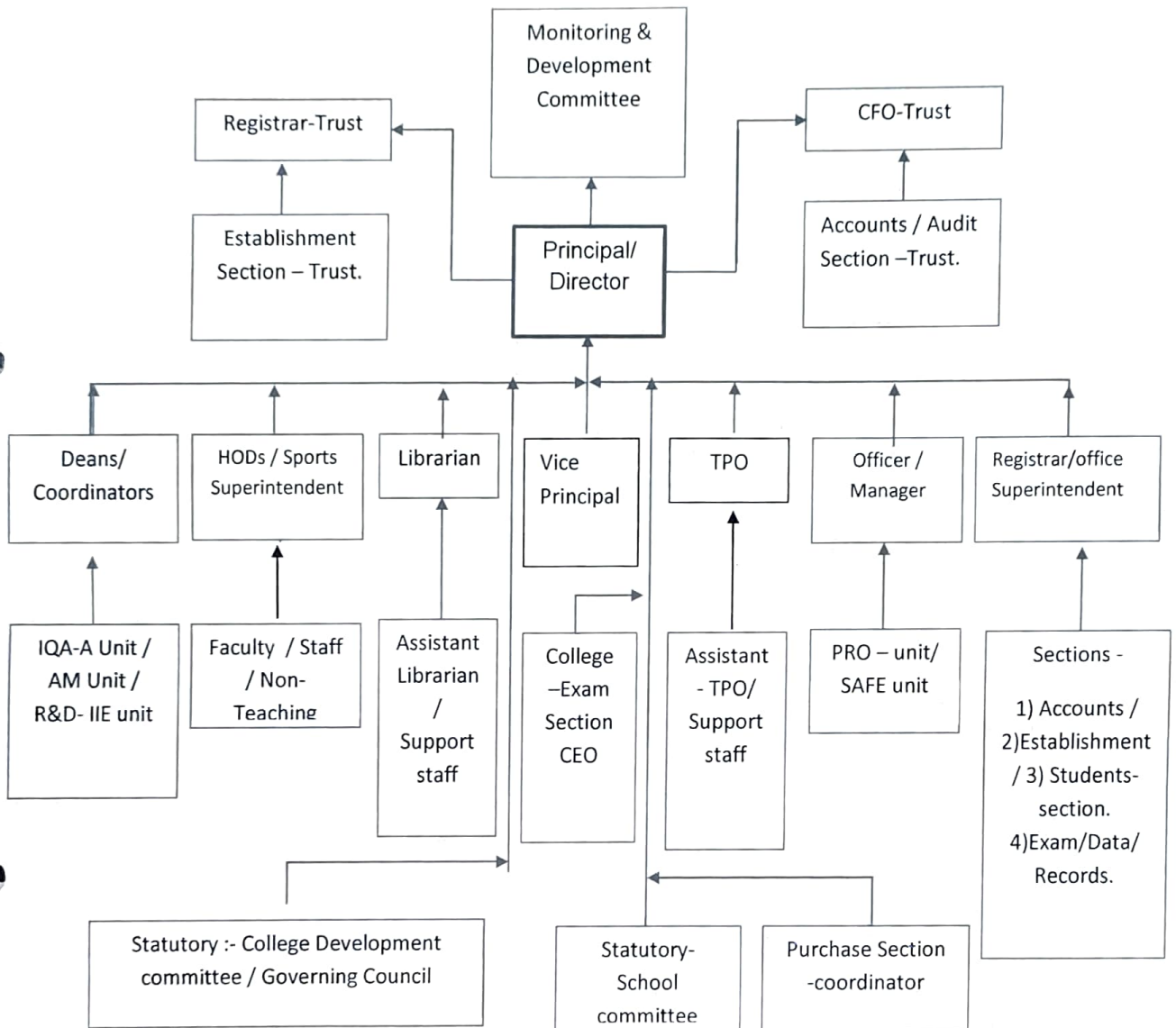**Fig. 1 Organizational Chart: TRUST and MES College/ Institute Level**

Fig. 2 Organizational Chart: MES Institute/s Level

Roles & Responsibilities:

1) **Internal quality assurance and Autonomy cell. (IQA-A cell):**

   i) Academic Calendar planning & Quality Monitoring, Quality of deliverables- in lectures-practical-PBL / BE -Projects, Examination – Result Analysis, Academic Audit, Collection and analysis of feedback from students, faculty and other stakeholders and take Corrective –preventive measures, Semester wise Reports, Documentation of all above processes for quality improvements.

   ii) IQAC, Accreditation & Ranking related all activities (NBA, NAAC, ARIIA, NIRF etc.), Autonomy related all activities & Compliances.

2) **Academic Monitoring. (AM Cell):**

   i) Execution & Monitoring of Teaching - Learning Process as per Academic Planning, Conduction of Internal and University Examination.

   ii) Curricular, Co-curricular Student centric activities - Student Projects, Internships, Guest lectures, Skill Based Training (STP), Industrial Visit, Student Association chapter, Collaborations with - other educational institutes, R&D organization, Industries, NGO's, Government Bodies, professional and commercial bodies. Curriculum updating with feedback from stakeholders, documentation of all above processes for quality improvements.

3) **Public Relation-Outreach-Admissions-students-industry-system cell. (PRO-cell)**

   i) First year admission process, Students Data, Publicity, Web world-digital media marketing, information dissemination, Students Clubs.

   ii) Placements & internship, Student training for Campus Recruitment Process.

   iii) Extra-Curricular Activities, Magazine-newsletters, Alumni association, Parent teacher relation records, Event managements linked to above.

4) Research –Innovation- incubation-entrepreneur cell. (R-IIE Cell):-

i) Grants for Research and developments activities, Labs Development for research, Publications, IPR.

ii) Entrepreneurship, Consultancy, Testing, MOU with industry, Exchange – Collaboration programs, Staff training for Public and interpersonal & Technical skill, FDP/STTP of subject-course, Conferences-Workshops, Seminars, Technology Transfers.

5) Funds Endorsement & Grants Cell (FEG Cell):

i) Free-ship-scholarship receipt from social welfare-monitoring-liaison, Innovation-incubation Cell, Research Grants-Funds from state-central bodies, 2(f) -12(B) Link Grants, CSR funds, Donation, incubation- consultancy – industry linkage for sponsorships, Revenue generation, Saving Strategy.

ii) Planning & development of various activities related to Educational linked knowledge, Innovation, Entrepreneurship (EDC) and startups. Generation and budgeting of funds for above activities.

6) Services-Amenities-Facility-Environment on campus cell. (SAFE-cell):

Civil infra Sharing, Planning & development of Civil Infrastructure, Amenities, resources like electricity, water, auditorium, sports facilities, Security, CCTV, Communication, Internet Connectivity. Environment Green campus activities like waste management, compost etc. Lifts & fire safety audit. Analysis and planning for future development in terms of space, infrastructural needs. Environment conservation issues linked with planning –development-execution.

11. Primary Accountabilities

1) Vision, Mission and Strategic Planning

The Governing Body shall ensure that:

- The Institution draws a clear vision indicating the aims and objectives.
- An objective mission which indicate the action plan for comprehensive identification of physical, financial and human resources to achieve the objectives
- A strategic plan is developed upon conducting a SWOT analysis involving the prime stakeholders of the Institution.

The Governing Body shall approve them and monitor the implementation of the strategic plan and assess the outcomes for continuous improvement.

2) Finance

The prime responsibilities of the Governing Body pertaining to financial matters of the Institution are:

- Ensuring the solvency of the Institution and safeguarding its assets
- Approving the financial strategy
- Approving annual operating plans and budgets which should reflect the Institution's strategic plan
- Ensuring that funds provided by funding bodies are used in accordance with the terms and conditions specified in any funding agreements/contracts/ memorandum
- Ensuring that there is a clear and quantified scheme of financial delegated authority of approval and expenditure to functionaries at appropriate levels
- Ensuring the existence and integrity of risk management, control and internal governance systems and monitoring these through an Audit committee
- Receiving and approving annual accounts (audited financial statements) and periodically monitor the capital and operating expenses to ensure that the finances of the Institution are managed as per the approved plan and to approve

genuine variations, if any.

The Governing Body shall delegate the detailed planning, implementation and monitoring of the financial aspects to the Finance Committee of the Institution.

3) Procurement

Governing body should ensure that Value for money in procurement and is achieved through: Internal stringent procurement policies and procedures. An open and transparent manner without any entry barriers and all eligible suppliers, manufacturers and consultants are allowed to participate.

The Central purchase committee chaired by the Head of the Institution, Member Secretary of the Governing Body with the Director, Finance and senior professors of the Institution as the members shall undertake and monitor the process of procurement and report to the Governing Body.

4) Audit

The Governing Body shall direct and oversee the Institution's arrangements for internal and external audit.

An Audit committee chaired by the Head of the Institution, Member Secretary of the Governing Body with the Director, Finance and one senior professor of the Institution as the members shall undertake and facilitate the process of Audit (both internal and external) and report to the Governing Body.

5) Maintenance and Development

The Governing Body shall be responsible for Infrastructure planning, set-up and maintenance to meet the objectives of the institution.

Institution's land and buildings, laboratories and other physical assets are maintained and monitored by the Project Engineer of the Institution who will report to the Head of the Institution periodically.

6) Health and Safety

The Governing Body shall be responsible for creating facilities and amenities for

health and safety of the stakeholders on the Institution premises.

Full time doctor on campus dispensary shall be responsible for the health related issues of the inmates and shall report to the Head of the Institution. Safety systems and mechanisms shall be provided by the Project Engineer for the benefit of the inmates.

7) Monitoring Institutional Performance

The Governing Body shall evolve an assessment mechanism and a system with key performance indicators to continuously monitor the performance and quality of the Institution.

Internal quality assurance, peer review, benchmarking with institutions and quality accreditations by national agencies shall yield the performance indices. These inputs shall be discussed in the Governing Body for update of action plan.

12. Openness and Transparency in the Operation of Governing Bodies

The Governing Body shall promote transparency and openness to ensure public trust and institutional integrity through proper information regarding the outcomes of the deliberations in the Governing Body. However confidential matters pertaining to institutional secrecy, if any, that need not be disclosed, shall be decided by the Governing Body before making them public.

13. Composition of Governing Body

The Governing Body of the Institution should be of optimum size in number and it should satisfy the norms of the apex bodies.

14. Regulatory Compliance

Governing body shall ensure compliance with the statutes, ordinances and provisions regulating the Institution; and, subject to these, take all final decisions on matters of fundamental concern to the institution.

Also information is furnished by the institution to regulatory agencies indicative of that it complies with the stated purpose of the institution.

The prime aspects of compliance shall be:

- o   to communicate on time with all Government and other statutory apex agencies
- o   to maintain the standards required for official approval set by AICTE
- o   to adhere to the rules of affiliation issued by SPPU University, Pune Comply with the guidelines set forward by the UGC.
- o   to follow the admission process set by Directorate of Technical Education, (DTE) Mumbai.

15. This document is under revision since the institutions of MES are under the process of autonomy.

Trustee

Modern Education Society, Pune