



Mysore Education Society (Regd.)

MES INSTITUTE OF MANAGEMENT

Affiliated to Bangalore University

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Governance Manual:

The Governance manual provides information on the organization of the institute along with the organization structure, functions and responsibilities. In addition it also outlines the responsibilities of various committees for the smooth and effective functioning of the college.

Management Committee:

The committee of management is empowered;

- To purchase, acquire sites, construct buildings and sell, lease, mortgage, raise funds on the security of buildings and other properties belonging to the society.
- To purchase all articles necessary to run the Institutions under its care efficiently and well.
- To appoint the necessary staff and workers for carrying on its work.
- To collect funds, receive subscriptions, levy fees, receive other monies for and on behalf of the society.
- To invest money in approved securities, to endorse and negotiate them for the benefit of the society.
- All accounts of the society shall be maintained regularly and said accounts shall be audited every year.

Duties and Responsibilities of the Chief Executive of MES

- The Chief Executive (CE) shall be responsible, overall, for promptly implementing the decisions taken and policies adopted by the Management Committee (MC) of the Mysore Education Society (MES), as well as for achieving the academic and other goals set by the MC from time to time. He shall report directly to the MC.
- The CE shall oversee all operations of the MES and its constituent institutions, from administrative, academic and financial matters, to enrollment and student welfare, and alumni initiatives. He shall be responsible for proposing the future goals and directions for MES.
- The position of CE subsumes the existing position of Secretary (Administration) and carries other responsibilities. The position of Secretary (Academics) will continue. The CE shall coordinate his work with her in conformity with the sharing of responsibilities spelt out in the OM No. MES/031/2012-13 dated 10th May 2012 and the Office Order MES (R)/033/2012-13 dated 15.05.2012.



ARISE, AWAKE, STOP NOT TILL THE GOAL IS REACHED

4. The CE shall carry out his responsibilities of managing all the institutions of the MES, as per the Rules and Regulations of the MES, and shall adopt administrative systems and procedures consistent with the policy decisions and directions of the MC.
5. The CE is expected to evolve new or revised administrative systems and procedures on his own initiative, based on best practices elsewhere or on the recommendation of the faculty or administrative staff, and implement them with the prior approval of the MC.
6. Besides the above, the CE shall be responsible specifically for the following:
 - 6.1 Convene meetings of the MC, the Office Bearers (OB), Subcommittees of the MC and other Committees as and when required, in consultation with the chairpersons concerned and implement/follow up on their decisions;
 - 6.2 Issue letters/orders/OMs/circulars/notifications/notes, as required, to give effect to the decisions of the MC and other committees;
 - 6.3 Be in overall charge of the administration and accounts wings of the MES and be responsible for all matters pertaining to them;
 - 6.4 Allocate work among the Managers and office staff, supervise and coordinate their efforts and motivate performance through leadership;
 - 6.5 Introduce IT-based systems in the MES and where possible, replicate them at the constituent institutions;
 - 6.6 Correspond with the Government, Universities and other statutory bodies on both administrative and academic matters and represent MES at meetings, etc.;
 - 6.7 Independently visit all the campuses at least once a month, interact with Heads of Institutions (HoI) to understand their problems and ensure the smooth working of all the Institutions by suggesting suitable solutions that can be decided by the OB/MC;
 - 6.8 Bring in transparency in matters of procurement of supplies and tendering of works by standardizing the documentation and procedure and ensuring that these are followed scrupulously by all concerned, both at the level of MES and its constituent institutions;
 - 6.9 Manage the relationship between students and the administration, student welfare, etc.;
 - 6.10 Manage the finances of MES and arrange for submission of the financial position of MES on a quarterly and annual basis to the MC;
 - 6.11 Arrange for the audit of the accounts of MES and its approval by the General Body;



- 6.12 Arrange to prepare the Annual Report for the approval of the MC and acceptance by the MC;
- 6.13 Administer the personnel system covering the teaching faculty and the administrative staff and develop a modern, computerized Human Resources Management system for the MES;
- 6.14 Establish a centralized system for fundraising, future development and alumni activities;
- 6.15 Ensure proper utilization and maintenance of the assets of the MES;
- 6.16 Be available for discussions at the Management office and advise the President and other office bearers, as and when required; and
- 6.17 Discharge any other responsibility entrusted to him from time to time by the President and other office bearers.

The above list is illustrative rather than exhaustive. Situations may arise where, over and beyond the items listed, the CE would have to respond quickly and take decisions in the best interest of the MES. In those cases, it shall be his responsibility, in consultation with the President of the MES, to take those decisions and seek the post-facto approval of the MC.

The CE shall take the help of all the existing administrative and other staff to assist him in the performance of the functions and duties assigned to him by the MC, and may delegate such authority as deemed necessary to the Managers and Office Staff. Such delegation of powers shall extend also to the HoI. It shall be his responsibility to ensure that HoI exercise their delegated powers fully, without passing the responsibility to the management of MES.

Roles and Responsibilities of Director (Academics)

1. Advise the MC/OB on matters of School, Pre-university and Higher Education including Teacher education from time to time, in consonance with the changes that have been brought out by the regulatory authorities, in matters such as RTE, clubbing of IX and X standards with XI and XII standards, RUSA, Autonomy, CPE, NCF (National Curriculum Framework), NPE (National Policy on Education), NAAC and QCI (Quality Council of India)
2. Serve on the IQAC and GB of Teachers College as an invited to participate in the deliberations and provide need based advise to the MES Teachers College academics, through the Secretary (Academics)
3. Visit the Kishora Kendra School, Malleswaram at least twice a week on prescheduled week days in consultation with the HOI to advise and monitor the following;



- Improvement of faculty performance in classroom management, any value addition through participation in teachers' seminars, trainings including language related and subject related value addition.
 - Participate and conduct orientation programme for newly appointed teachers/ teachers on roll on an annual basis.
 - To suggest improvements in theoretical and practical components, curricular, co-curricular and extra-curricular activities of the institution.
 - Initiate science related and performance related remedial coaching and advance coaching (NTSE) for the students.
 - Suggest improvements in the purchase of learning resources and ICT enabled learning accessories.
4. Visit Kishore Kendra Public School, Vidyaranyapura twice a month in consultation with the HOI to advise and monitor the above as listed at 3.
 5. Start a publication wing of the MES MC related to matters of educational interest.
 6. Maintain a regular record of all the activities and submit to the Secretary (Academics) every quarter on the progress and outcome of the activities.
 7. Represent the MES at academic meetings as its representative, whenever called for.

Duties and Responsibilities of the post of Manager (Administration) at the Mysore Education Society (MES)

1. Review the existing systems and procedures followed in the management office and the institutions of MES and immediately initiate changes required to modernize them based on the best practices in the government and/or the private sector in general and educational institutions, in particular. Such changes shall cover handling of correspondence, a system of noting on the files be introduced, to understand the background reasons for having taken the decision in a matter in a particular way.
2. All files of the MC office are to be classified into (I): Current and (II) Old files. They are to be numbered/ indexed and entered chronologically in a register. Simultaneously, an electronic Copy also should be generated and maintained in triplicate, in three different files/computers/places, for easy access and attention.
3. Whenever necessary issue reminders, follow-up on periodical flow of information, etc is to be ensured.
4. Wherever possible, IT-based systems shall be introduced. These systems and procedures shall also be replicated and followed at the level of all the institutions;
5. Designate an Office Assistant from among the staff of the MC office, to act as custodian of files subject-wise. Her / His responsibility is to handle and maintain files/papers/documents etc. Every issue should be processed by the Manager with his views and put up to the Secretary (Administration or Academics).



6. Support Heads of Institutions (HOIs) in the discharge of their responsibilities in matters of upkeep of buildings/premises, watch and ward, environmental management, repairs and maintenance, discipline, welfare, etc. In all these areas, standard operating procedures shall be introduced and consistently followed across all institutions without the day-to-day intervention of MES Management

Introduce transparency in all procurement and purchase matters. Existing systems shall be reviewed and revamped as required. The effort shall be to develop panels of vendors for all standard items and ensure that both the management office and HOIs place orders with them. Where possible, the size of bulk orders shall be leveraged to negotiate better rates and terms

Roles and Responsibilities for the Assistant Manager (IT)

1. Roadmap

- a. Work with MES users to understand the current as well as future need and work with the Senior Manager and Chief Executive to arrive at a road map for Software Projects
- b. Regularly review, track, report and adapt the roadmap as per the needs and priorities of MES

2. Project Management

- a. Work with the MES users in identifying their needs and converting them into requirements that can be understood by the implementation team
- b. Convert tasks into a schedule if the implementation is internal or work with the vendor to arrive at a schedule in alignment with the needs and priorities of MES
- c. Identify the resources needed for the project and plan to procure them in a timely manner
- d. Build estimates or validate them as the case may be
- e. Identify risks and build mitigation plans.
- f. Spot issues and implement contingencies
- g. Drive agreed actions to closure as per the deadline
- h. Monitor and report progress on a regular basis
- i. Manage the quality of the project by ensuring timely User Testing
- j. Drive User Acceptance Testing and sign-off on a timely manner
- k. Ensure that the user receive support in time for their queries and issues

3. Vendor Management

- a. Help in arriving at Build or Buy decisions
- b. Provide the right data to build contracts and SOW's with vendors



- c. Review license agreements and advise on the suitability
- d. Implement the governance related tasks such as weekly reports, monthly reports and steering committee meetings
- e. Be the Primary Point of Contact for the vendors

4. Technical

- a. Review the technical approach for projects
- b. Understand the technical aspects of projects in order to give MES flexibility of vendor portability and choice of internal maintenance. This is also necessary to carry out other aspects of Project Management effectively

5. Others

- a. Provide standardized as well as ad-hoc MIS reports to the Management Team
- b. Provide the data to arrive at budgets for MES as a whole.
- c. Ensure that the facilities such as auditoria, seating, audio-visual equipment etc. are properly accounted for and always maintained in a fit and proper condition. A complete and up-to-date record of all service providers and Annual Maintenance Contracts (AMCs) shall be maintained.
- d. Lead the personnel function at MES and its institutions and ensure, through the HOIs, that the service registers and other records of the faculty and staff are properly maintained and updated periodically, as specified.
- e. Act as the nodal person on behalf of the management for institutional guest lists, hospitality and travel of invitees for special occasions.
- f. Be guided by the policies, rules, regulations and guidelines of the Management in the discharge of his duties.
- g. Independently visit all the MES campuses/institutions at least once every month to gather information first hand, collate and prepare need-based reports; Coordinate his activities at the institutional level through interactions and discussions with the HOIs, faculty and staff.
- h. Prepare a calendar to fix meetings of the various Sub-committees / OB / MC in consultation with the respective Chairpersons, so that decisions are taken in a timely manner, record the minutes of the meetings and initiate follow up action and prepare the ATRs on time.
- i. Strive to make administrative facilities more accessible and easy-to-use for students, teaching faculty and wards and propose and implement the usage of IT to mitigate hurdles in administration.
- j. Maintain a Standing Guard File of the circulars/notifications issued by authorities such as the various Boards and Directorates of the Government of Karnataka (GOK), Bangalore University (BU) and UGC apart from that of the decisions of the MES Management.
- k. Coordinate the putting together of background papers/documents, issue of minutes, and follow-up implementation of the decisions of the meetings of the MC, Office Bearers, etc.;



and be responsible for organising and coordinating conferences, workshops and other meets with external agencies as decided by the MES management.

- l. He shall be guided by and report to the Secretary (Academics) on matters pertaining to human resources and to the Secretary (Administration) in respect of all other matters; Be available for discussions at the Management office and advise the President, Vice President and Secretaries as and when required.
- m. He shall discharge any other responsibility entrusted to him from time to time by the President, Vice-President, Secretaries and Treasurer.

Roles and Responsibilities of E&M manager:

The college campus, with its infrastructure and equipment, is maintained by the Engineer and Maintenance Manager, appointed by the Management Committee, MES Institutions. The E& M Manager is responsible for framing policies to carry out both preventive and post-maintenance of the infrastructure facilities. He has to frame policies for regular preventive maintenance of various infrastructure facilities across the Group Institutions. He has to coordinate with the institutions for their E&M requirements. He has to visit the institutions periodically. Emergencies have to be immediately attended by the E&M manager, to ensure a safe campus life. The E& M Manager reports to the Management Committee and fulfils the necessary requirements.

Responsibilities of the Manager (Finance and Accounts)

1. Finance

- 1.1 Preparation of the Annual Budget of MES and its constituent institutions after collecting information from all the institutions.
- 1.2 Presentation of the Annual Budget to the OB and MC for perusal and approval
- 1.3 Monitoring income and expenditure against the approved Budget under each head of account
- 1.4 Ensuring timely payment of utility bills, insurance premium, gratuity premium, statutory payments like property tax, renewal of AMC, etc.
- 1.5 Monitoring receipt and utilization of grants received from the Government of Karnataka, UGC and other agencies.
- 1.6 Monitoring payments of rents by the MES and receipts of rents for MES and renewing the rental agreements well on time after due discussing with the Chief Executive / Hon. Treasurer
- 1.7 Conducting pre-audit of all bills before payment



- 1.8 Check and ensure reconciliation of fee receipts and expenditure statements of all the institutions with banks
- 1.9 Advise the Management on investment of surplus funds in short and medium-term plans/schemes
- 1.10 Compiling key finance & accounts metrics and report to the management
- 1.11 Assisting the Hon. Treasurer/President in all finance and accounts matters
- 1.12 Streamlining the purchase systems and procedures in all the MES intuitions.

2. Accounts

- 2.1 Ensuring the posting of all receipts and payments in Tally at all the MES institutions and the Management office
- 2.2 Ensuring monthly compilation of accounts at the level of the Institutions and the Management office
- 2.3 Consolidating the accounts of all the Institutions including the Management office
- 2.4 Presenting quarterly/half-yearly/annual accounts to the Management
- 2.5 Finalizing the accounts of the Endowments and Students Welfare Funds
- 2.6 Finalizing the reconciled Annual Accounts of MES and its Institutions
- 2.7 Finalizing the draft Balance Sheet, Income and Expenditure Account and all the Schedules thereto
- 2.8 Visit all the MES institutions for inspection of accounts periodically and issue guidelines on accounting and
- 2.9 Ensuring the internal audit is carried out regularly at all the institutions and complied with and
- 2.10 Maintain documented system of accounting policies and procedures.

3. Audit

- 3.1 Keeping the half-yearly and annual accounts ready for audit by the statutory auditors
- 3.2 Assisting the Statutory Auditors in the conduct of audit
- 3.3 Getting the Annual Accounts and Audit Report approved by the MC and adopted by the General Body
- 3.4 Assist the Management in the appointment/re-appointment of Statutory Auditors



4. General

- 4.1 Checking and updating the Cash Book
- 4.2 Checking the maintenance of all the registers
- 4.3 Checking the Cash Book/Ledger of all Bank Accounts
- 4.4 Checking vouchers before making payment
- 4.5 Filing of statutory returns including Income Tax, PF, Profession Tax, etc.
- 4.6 Preparing quarterly e-filing of ITDS Forms 24 Q & 26 Q and Annual PT return
- 4.7 Guiding the accounts staff of all the MES Institutions and arranging for upgrading their skills through in-house training, workshops, etc.
- 4.8 Ensuring Annual physical stock verification at all institutions
- 4.9 Ensure maintenance of the Assets registers at all the institutions
- 4.10 Understand and comply with the regulatory requirements including income tax, GST, FCRA, Societies Registration Act and strengthen the governance, financial management and fund-raising capacities of institutions and the Management.
- 4.11 Any other work that may be entrusted by the Management from time to time

DUTIES AND RESPONSIBILITIES OF THE PRINCIPAL OF DEGREE COLLEGES

The duties and responsibilities of the Degree College Principal are multidimensional in nature. The Principal of the College shall exercise such academic and administrative powers as are delegated under various Rules, Regulations, orders and instructions of the Government, other Competent Authorities and the MES Management. He /She shall be both the administrative and academic head of the College. He/She shall take all steps for the smooth and efficient functioning of the college.

The work of a college is carried out through several sections. Each section will be under the control of the Principal. The Principal shall form such sections/ Committees as may be determined by him/ her having regard to the volume of work in the College. He/She shall assign to the ministerial staff such sections as he/she may deem fit and assign them such duties and responsibilities as may be determined by him/her from time to time. He/She may also take assistance in this regard from the Office Superintendent, He/She shall also assign to the menial staff, various sections of the college depending upon the workload in each section.



I. Academic Responsibilities

1. He /She shall work as the Academic Head and visionary of the College
2. He/She shall be responsible for the maintenance of discipline in the College. He/She shall exercise his/her powers, wherever collective decision is involved, in consultation with the staff.
3. He/She shall grant admission to the students and cancel their admission as per rules and after getting due approval from the Management. He/she shall purchase the books to the Library and news papers and periodicals to the Reading Room
4. He/She shall prepare the time table in consultation with the faculty and distribute the workload to teachers of all the subjects or departments.
5. He /She shall over see that classes are regularly conducted according to the time table. He /She shall submit recommendations to the MES Management for disciplinary action against the staff members, who are found negligent in the discharge of their duties and responsibilities.
6. He/She shall constitute committees for the smooth conduct of activities in the college and form Advisory councils of Heads of Departments
7. He/She shall conduct the Annual/Semester, Mid-Term examinations and Tests at the stipulated timings
8. He/She shall maintain all the administrative records and see that the attendance of students is regularly recorded by the members of the Teaching staff
9. He/She shall maintain the service books and confidential reports of the Teaching and Non-teaching staff and shall inspect weekly the work done Registers of the Teaching staff.
10. He/She shall purchase the furniture and equipment required for the college as per the budget approved by MES Management. He/she shall so see that the stock registers of furniture and equipments are maintained.
11. He/She shall arrange for sports and Physical education and cultural activities
12. He/She shall organize and encourage N S S & N C C activities and shall see that the premises of the college are maintained clean and neat. He/She shall also take steps for appropriate co-curricular and extra-curricular programmes.
13. He/she shall try to find solutions to the problems of the students if any with the assistance of the students welfare office. He shall arrange for the Annual medical examinations of students. He/She shall keep in touch with the parents of the students and seek their co-operation for the progress of the college.

II. Administrative Responsibilities

1. The principal is the administrative head of the institution and is responsible for the overall administration of the institution.



2. He/She shall exercise control over the non-teaching staff of the college and shall keep constant vigil on their working.
3. He/She shall settle the problems of employees in respect of their promotions and pensions as per the instructions of the Directorate and MES Management
4. He/She shall sanction leave and other facilities to the staff members as per rules.
5. He/She shall recommend to the MES Management for disciplinary action against the staff if found negligent in their duties.
6. He/She shall submit the affiliation application to the University in the prescribed form well in time with the prior concurrence of the MES Management
7. He/She shall work in the Committees constituted by the Government/ University, under prior intimation to the Management
8. He/She shall take necessary steps to constitute the students Union and/or dissolve the same under extraordinary circumstances.
9. He/She shall commence the Academic session of the college and declare vacations as per the Annual academic Calendar issued by the University
10. He/She shall take steps to get financial assistance and other grants from various funding agencies and Institutions and arrange for seminars and symposia from time to time.
11. He/She shall take steps to publish the college Hand-book, annual miscellany and other Academic Journals
12. He/She shall execute the directions issued by different, competent authorities like the affiliating university, Directorate of Collegiate Education and the MES Management
13. He/She shall strive for the all round development of the college by taking the members of the staff into confidence
14. He/She shall maintain contacts with Social, Literary and Cultural Organizations (Like Rotary clubs, Lions Club, Literary bodies and Chamber of Commerce etc) and organize value added programmes which are useful to the students.

III. Financial Responsibilities

1. He/She shall maintain the Accounts of the college as per rules
2. He/She shall sanction fee concessions to the deserving students, shall recommend for sanction of scholarships and disburse the same.
3. He/She shall recommend to the MES Management periodical increments to the staff members and submit proposals for according promotion to the staff members
4. He/She shall prepare the Annual Budget estimates and submit the same well in time to the MES Management
5. He/She shall furnish the suitable replies to the Audit objections to the MES management



IV. Other Responsibilities

1. He/She shall be a source of inspiration for both students and staff in respect of administrative and academic matters.
2. He/She shall be responsible for maintaining peaceful atmosphere for academic thrust and learning.
3. He/She shall also exercise such powers as are necessary to maintain academic and administrative discipline in the College.
4. He/She shall be responsible for implementation of the policies and programmes of the Government, Affiliating University, 'statutory Bodies and MES Management.

On the whole, the Principal must strive to function as a visionary role model and work towards the furtherance of the image and academic development of the institution.

Vice Principal: The Vice Principal assists the Principal in the implementation of the perspective plans of the college. The Vice Principal plays an important role in supporting the faculty and students in their endeavors for achieving academic excellence.

IQAC:

Vision and Mission

Vision: IQAC, established in accordance of the NAAC guidelines, aims to work towards quality Assurance and sustenance of the academic and the administrative performance of the institution.

Mission:

- Developing a structured system for consistent, conscious improvement in the performance of primary stakeholders.
- Involving parents in the learning process.
- Promoting a learner-centric Environment for students and staff to foster the vision and mission of the institution.

Guidelines for establishment of IQAC as per NAAC:

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies:

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;



- b) Relevant and quality academic/ research programmes.
- c) Equitable access to and affordability of academic programmes for various sections of society.
- d) Optimization and integration of modern methods of teaching and learning.
- e) The credibility of assessment and evaluation process;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Networking with other institutions.

Functions:

Some of the functions of the IQAC are:

- a) Development and application of quality bench marks
- b) Parameters for various academic and administrative activities of the institution
- c) Facilitating the creation of learner- centric environment conducive to quality education and faculty development and to adopt the necessary technology for participatory teaching learning process.
- d) Collection and analysis of feedback from all stakeholders on quality
- e) Dissemination of information on various quality parameters to all stakeholders;
- f) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- g) Documentation of various programmes leading to quality improvement
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining institutional quality
- i) Periodical conduct of Academic and Administrative Audit and its follow-up
- j) Preparation and submission of the Annual Quality Assurance Report as per the guidelines and parameters of NAAC.

Benefits:

IQAC will facilitate or contribute to

- a) Ensure clarity and focus in institutional functioning towards quality enhancement
- b) Ensure internalization of quality culture
- c) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices
- d) Provide a sound basis for decision-making to improve institutional functioning
- e) Act as a dynamic system for quality changes in HEIs
- f) Build an Organized methodology of documentation and internal communication

The constitution of the committee shall be according to the structure given below

Sl. No	Category	Status
01	Principal	Chairperson.
02	1 Management Representative	Members



03	2 Administrative staff	Members
04	1 Local community Representative	Members
05	2 Existing Students	Members
06	2 Alumni Representative	Members
07	2 Industrialist	Members
08	7 Faculty members	Members
09	1 Faculty	Deputy Coordinator
10	1 Faculty	Coordinator

Tenure: Tenure of the members of the IQAC cell is of 2 years and shall continue to be in force until reconstitution.

Meetings: Minimum two meetings per year. However the meetings may be scheduled as and when necessary.

Anti-Ragging Cell:

Ragging is an offence and MESIOM is deeply committed to providing a friendly campus where students can freely interact and learn from each other in pursuit of excellence. The anti-ragging committee of the college, established in 2009, as per the Curbing the Menace of Ragging in HEI Regulations, 2009, functions on the precept of zero tolerance to ragging.

Objectives:

1. To prevent any conduct by any student or students whether by words spoken or written or by any act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
2. To create awareness among the students about the consequences of ragging.
3. To track ragging incidents and prevents its occurrence.
4. To address any ragging issues immediately and take action as advised by the committee.

Constitution: The constitution of the committee shall be according to the structure given below:

Sl. No	Category	Status
01	HOI	Chairperson.
02	5 Faculty	Members
03	Public officer/ police	Member

Tenure: Two years and shall continue to be in force until reconstitution.

Meetings: Minimum two meetings per year. However the meetings may be scheduled as and when necessary.



Anti-Sexual Harassment Compliance Committee:

MESIOM established the Anti-Sexual Harassment Complaints Committee on 21.6.2014 to address issues pertaining to sexual harassment of girl students and women employees as per the decision of the Hon. Supreme Court in the Vishaka V/s State of Rajasthan, 1997.

Objectives:

- To create an enabling environment for the development of leadership qualities in women and provide them with a safe and secure creative space.
- To develop guidelines and norms for policies against sexual harassment
- To develop principles and procedures to combat sexual harassment
- To work out details for the implementation these policies.
- To organize gender sensitization awareness programme.
- To deal with cases of discrimination and sexual harassment in a time bound manner, aiming at ensuring support services to the victimized.

Constitution: The constitution of the committee shall be according to the structure given below:

Sl. No	Category	Status
01	HOI	Chairperson.
02	5 Faculty	Members
03	Legal adviser / lawyer; NGO	Experts in the field.

Tenure: Two years and shall continue to be in force until reconstitution.

Meetings: Minimum two meetings per year. However the meetings may be scheduled as and when necessary.

Students Redressal Committee –

As a part of constant endeavor of MESIOM to ensure transparency at different levels, the college provides proper mechanism to students for redressal of their grievances.

Objectives:

1. To develop a framework to resolve Grievances of Students and other stakeholders
2. To provide the Students access to immediate, hassle free recourse to have their Grievances redressed
3. To create awareness among the students on their duties and responsibilities to access benefits due under the policies.

Constitution: The constitution of the committee shall be according to the structure given below:

Sl. No	Category	Status
01	HOI	Chairperson.
02	2 Faculty	Members



03	1 Administrative staff	Member
04	Student Association President	Member

Tenure: Two years and shall continue to be in force until reconstitution.

Meetings: Minimum two meetings per year. However the meetings may be scheduled as and when necessary.

Equal Opportunity Cell:

The Equal Opportunity Cell has been addressing the concerns of the SC/ST/OBC and the other weaker sections with the primary objective of ensuring timely help to students in need.

Objectives:

- To create an atmosphere of Equal Opportunity through awareness programmes.
- To provide support towards skill development and enhancing employability .
- To provide support in the form of remedial classes, bridge courses, scholarships and book- bank facility.
- To expedite legal redressal in matters of violation of equal opportunity.

Constitution: The constitution of the committee shall be according to the structure given below:

Sl. No	Category	Status
01	HOI	Chairperson.
02	3 Faculty	Members
03	Librarian	Member

Tenure: Two years and shall continue to be in force until reconstitution.

Meetings: Minimum two meetings per year. However the meetings may be scheduled as and when necessary.

Women Empowerment Cell:

The constitution of the committee shall be according to the structure given below

Sl. No	Category	Status
01	Asst Professor nominated by the Principal/Chairman	Chairperson.
02	3 Faculty	Members



Objectives:

1. To promote a gender equality and Justice
2. To guide and support them to realise their potentials to a successful career.
3. To develop strong leadership skill and decision-making ability.

Role and Responsibilities:

1. To organize various programs on gender sensitization
2. To create a conducive environment to express their thoughts and opinion.
3. To take care of sexual harassment issues and redressal their grievances
4. To inculcate entrepreneurial attitude among young girls.
5. To empower women to face any challenges in life.

Tenure: Two years and shall continue to be in force until reconstitution.

Meetings: Minimum two meetings per year. However the meetings may be scheduled as and when necessary.

Ecology Club Dharini:

Objectives:

- Creating awareness about environmentally sustainable practices and our implications to the planet.
- Sensitize the students to minimize the use of plastic.
- To mobilize students towards scientific enquiry into environmental problem.

The constitution of the committee shall be according to the structure given below:

Sl. No	Category	Status
01	Asst Professor nominated by the Principal/Chairman	Chairperson.
02	2 Faculty	Members
03	3 Student coordinators	Members

Tenure: Two years and shall continue to be in force until reconstitution.

Meetings: Minimum two meetings per year. However the meetings may be scheduled as and when necessary.

Internal Research Committee

Vision



To promote an ecosystem for research amongst faculty and students.

Objectives

1. To introduce a robust classroom pedagogy through experiential learning – field trips, seminars, industrial visits etc.
2. To strengthen the library resources for adding value to research.
3. To support and encourage the participation of faculty in research activities like paper presentation, paper publication in UGC recognised, national, international journals and pursue Ph.D.
4. To organise and attend workshops/conferences/FDPs/training/project work to broaden the horizon of knowledge of faculty and students.
5. To support and encourage faculty and students to involve in funded and Institutional Minor Research Projects.

Composition:

The constitution of the committee shall be according to the structure given below:

Sl. No	Category	Status
01	HOI	Chairperson.
02	6 Faculty	Members
03	2 Student coordinators	Members
04	2 External Members	Experts

Tenure: Two years and shall continue to be in force until reconstitution.

Meetings: Minimum two meetings per year. However the meetings may be scheduled as and when necessary.

Library Committee:

The Library committee at MES Institute of Management plays a vital role in the welfare of the Library by implementing the decisions taken in its meetings. The important functions of the committee include:

Objectives:

1. To Formulate policies regarding the use of library
2. To advise on the matters of library collections, facilities, service policies, regulations and new initiatives
3. To encourage the use of library amongst users.
4. To formulate policies on the purchase of new books, subscription of Journals, magazines and other infrastructure for each academic year.

Constitution: The constitution of the committee shall be according to the structure given below:



Sl. No	Category	Status
01	HOI	Chairperson, Permanent member
02	Vice Principal	Permanent member
03	Librarian	Coordinator, Permanent Member
04	4 Faculty	Members

Tenure of the Committee:

At MES Institute of Management, the Principal, Vice Principal and the Librarian are the permanent members of the library Committee. The tenure of other members of the committee is generally valid for that particular academic year in which they are appointed.

Cultural Committee:

MESIOM believes in all round development of personality of the students as goal of education. It aims to provide rich cultural experiences so that the students appreciate the multi-cultural diversity of our society. The Cultural Committee attempts to capture the vibrant persona of the students by offering them a platform to showcase their inner creativity and talents. The cultural team organizes cultural activities round the year to keep the spirits alive on the campus.

Objectives:

- a) To provide a platform to the students to showcase their creative acumen while giving importance to the rich cultural heritage of India.
- b) To plan and organize various intra and inter collegiate activities.
- c) To encourage students to take actively participate in various cultural events.
- d) To develop qualities of team spirit among students.

Constitution: The constitution of the committee shall be according to the structure given below:

Sl. No	Category	Status
01	1 Faculty	Convener
02	3 Faculty	Member
03	Student Council	Members

Tenure: One year and shall continue to be in force until reconstitution.

Meetings: Minimum two meetings per year. However the meetings may be scheduled as and when necessary.

Admission Committee:

The predominant responsibility of the committee is to facilitate the admissions process of the incoming



batch at MESIOM and acts as a liaison between the institution and the aspirants.

Objectives:

- a) Preparing Prospectus with addition and deletion of necessary information and printing the prospectus in the scheduled time limit.
- b) Distribute brochures, handouts and display posters showing the salient features of the college.
- c) To provide pre admission counseling in matters of selection of Program, subjects and on other necessary matters.
- d) To observe strictly the roster system as per the guidelines of the affiliating university.
- e) To settle grievances, if any during admissions.

Constitution: The constitution of the committee shall be according to the structure given below:

Sl. No	Category	Status
01	1 Faculty	Convener
02	3 Faculty	Member

Tenure: One year and shall continue to be in force until reconstitution.

Meetings: Minimum two meetings per year. However the meetings may be scheduled as and when necessary.

Extension Activities:

The extension activities of the institution orient the students to community service. In this direction MESIOM organizes various activities and constantly endeavors towards creating Campus- Community Linkage.

Objectives:

- a) To develop among students a sense of social and civic responsibility.
- b) To develop competence required for team building and sharing of responsibilities.
- c) To develop skills in mobilizing community participation.
- d) To develop capacity to meet emergencies.
- e) To develop and practice national integration and social harmony.

Constitution: The constitution of the committee shall be according to the structure given below:

Sl. No	Category	Status
01	1 Faculty	Convener
02	3 Faculty	Member

Tenure: One year and shall continue to be in force until reconstitution.

Meetings: Minimum two meetings per year. However the meetings may be scheduled as and when necessary.



Examination Committee:

The main function of this committee is to carry out University examinations and conducting Continuous Internal Evaluation. Keeping the record of each and every issue related to the examination and scheduling in-house meetings for the improvement and smooth functioning of the examination committee.

Objective:

To conduct internal assessment and External Assessment Examination related work as per affiliated university regulations.

Roles and Responsibilities:

The examination committee shall prepare timetable for internal assessment.

The examination committee shall make the seating arrangement and display it on the notice board.

The examination committee shall prepare the schedule of invigilation and inform the invigilators.

Constitution: The constitution of the committee shall be according to the structure given below:

Sl. No	Category	Status
01	1 Faculty	Chief Superintendent
02	1 Faculty	Deputy superintendent
03	2 Faculties	Members

Tenure: One year and shall continue to be in force until reconstitution.

Meetings: Minimum two meetings per year. However the meetings may be scheduled as and when necessary.

Sports committee: MESIOM:

The Physical Education Director motivates and imparts training in games, physical exercises and Yoga to the students. Organises various sports activities and helps students to take up various physical exercises and games so as to enable them to maintain good physique and develop psychological resilienc qualities of sportsmanship, team spirit.

Objectives:

To organize training, coaching and education in sports so that they can learn to keep themselves physically fit.

To inculcate qualities of sportsmanship, team spirit



Constitution: The constitution of the committee shall be according to the structure given below:

Sl. No	Category	Status
01	Physical Education director.	Convenor
02	1 Faculty	Co convenor
03	2 Faculties	Members
04	2 students	Sports secretary and joint secretary.

Tenure: One year and shall continue to be in force until reconstitution.

Meetings: Minimum two meetings per year. However the meetings may be scheduled as and when necessary.

Value Added Course:

MESIOM understands that the fast-changing global scenario makes the world more competitive and requires a high level of competency to cope with emerging challenges. Many a times, the skill sets and concepts that are being imparted to students at the institution become redundant. This points out to the apparent gap between skill sets as desired by the industry/employers and what component is catered to in the teaching-learning of undergraduate education and has necessitated the need for the institution to supplement the curriculum to make students better prepared and to meet industry demands as well as develop their own interests and aptitude.

Objectives: -

- To empower students to develop their full capacities and to recognize employment and social opportunities
- To bridge the skill gap between student's knowledge and industry expectation
- To mould their entrepreneurial skills
- To provide continuous and seamless pathway of learning

A Coordinator is nominated to coordinate the various value- added courses. The coordinator submits a report at the end of the semester detailing the conducting of courses, including evaluation.

Sharada S
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