

# **INTERNATIONAL CENTRE OF EXCELLENCE IN ENGINEERING AND MANAGEMENT (ICEEM)**

## **Policy Documents for Constitution obligations**

**2021-22**

  
**CAMPUS DIRECTOR**  
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### **Vision**

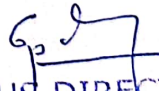
To be a leading Educational Institute in the field of Technology, Management, and Research to serve the global needs of Academia, Industry, and Society.

### **Mission**

To establish a modern infrastructure to nurture an environment of Techno-Managerial skills coupled with Professionalism and Innovation, with high moral & ethical values.

We, at ICEEM, are committed to:

- Impart Education for Academic Excellence in the field of Technology and Management.
- Inculcate high moral, ethical, and professional standards among our students for their holistic development.
- Evolve the institution to the level of an independent identity.
- Affirmation, Our Resources – "Our Students" and "Our Capital - Our People"

  
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## Core Values


### Pillars of Technical and Management Higher Education Excellence-

ICEEM, embodying its acronym, stands as a beacon of technical education excellence, with each letter representing a fundamental core value. From fostering Innovation through creative ideation and problem-solving to nurturing Collaboration among diverse minds, ICEEM promotes collective growth and progress. Experimentation serves as the cornerstone of hands-on learning, driving students to explore, discover, and refine their skills. Engineering principles are instilled at the heart of education, emphasizing the practical application of knowledge to solve real-world challenges. Mastery, the ultimate pursuit, underscores the commitment to continuous learning, skill refinement, and the pursuit of expertise in technical disciplines. Together, these core values of ICEEM inspire students to become innovative thinkers, collaborative team players, skilled practitioners, and lifelong learners, poised to make meaningful contributions to the ever-evolving landscape of science and technology.

**International:** *“Encouraging creative thinking and the development of new ideas and solutions in technical field at International Level.”*

Pertaining to or involving two or more countries or nations. In the context of a college, "international" signifies a commitment to global perspectives, cultural diversity, and collaboration across borders in education, research, and partnerships.

**Centre:** *“The Center of Fostering teamwork and cooperation among students and professionals to tackle complex challenges collectively.”*

  
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A central point, place, or institution where activities of importance converge. In the context of a college, a "centre" represents a focal point for excellence, innovation, and leadership in a specific field or discipline, such as engineering and management.

**Excellence:** *"Promoting for Excellence through hands-on learning through practical trials and exploration to deepen understanding and refine skills."*

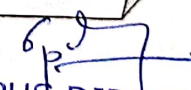
The quality of being outstanding or extremely good. In the context of education, "excellence" refers to the pursuit of the highest standards of teaching, research, student outcomes, and overall institutional performance.

**Engineering:** *"Emphasizing the application of scientific principles and technological knowledge to design and create practical solutions."*

The application of scientific principles and practical knowledge to design and create structures, machines, systems, and processes to meet specific needs or solve problems. In the context of a college, "engineering" encompasses various disciplines such as civil, mechanical, electrical, chemical, and computer engineering.

**Management:** *"Developing Management skill thorough management course in the college to achieve goals, integrating strategic decision-making and leadership."*

The process of planning, organizing, directing, and controlling resources (such as people, finances, materials, and information) to achieve organizational goals effectively and efficiently. In the context of a college, "management" includes the study and practice of strategic decision-making, leadership, entrepreneurship, project management, and organizational behavior within the context of engineering and related fields.

  
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## Broad Objective of the College

1. **To Access the Quality Education:** The primary objective is to provide accessible and quality higher education to the youth located near by the college who might not otherwise have the means to pursue it. This includes offering diverse academic programs that caters to various interest and skill enabling students to access education that aligns with their aspirations.
2. **Multidisciplinary Approach:** The curriculum is designed by affiliated university to break down traditional disciplinary boundaries and promote interdisciplinary learning. This approach equips students with a broader perspective, enabling them to tackle real word challenges that often require collaboration and multifaceted thinking.
3. **Skill Development:** The College aims to go beyond theoretical knowledge and focus on practical skills that relevant to the local job market and the broader economy. By offering vocational training, internships, and hands-on learning experiences, the college helps students become job ready and contributes meaningfully to their communities.
4. **Empowerment of Marginalized Groups:** The College aims to uplift marginalized communities, including women, by providing them with education and skills that enhance their prospects and enable them to play more active roles in society.
5. **Entrepreneurship and Innovation:** The college fosters an entrepreneurship spirit by promoting innovation and creativity among students. Through programs, it encourages students to identify and address local challenges while nurturing the growth of small businesses.
6. **Cultural Preservation:** The College celebrates local culture and traditional, promoting a sense of identifies and pride among students. By integrating cultural studies and activities into the curriculum, the institution helps preserve and promote the unique heritage of the region.
7. **Community Engagement:** The College is deeply connected to the local community. It organizes outreach programs, workshops, and seminars that address community needs and challenges by involving students and faculty in community development projects, the college becomes a hub for positive change.

  
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8. **Environmental Consciousness:** Rural areas often have a close relationship with the environment. The college leads in promoting environmental awareness, sustainability practices, and research that addresses local environmental issues.
9. **Research and Innovation:** The College encourages research that addresses regional challenges, contributing to solutions that have a direct impact on the community. By promoting research, it creates a culture of inquiry and critical thinking among students and faculty.
10. **Leadership and Civic Responsibility:** The College aims to produce graduates who are not just knowledgeable but also responsible citizens and leaders. Through leadership development programs, ethics education, and community service initiatives, students are prepared to contribute positively to society.

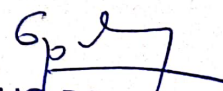
  
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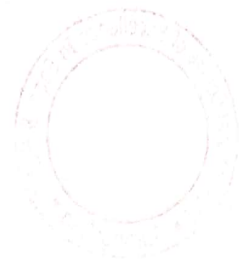




## Code of Conduct for Director

1. Providing high quality of technical education and ensuring continuous improvements of that quality, week by week and month by month. He shall always be looking for best practices of teaching, learning and administration and should keenly introduce them in ICEEM.
2. Continuously monitoring the performance of each department at ICEEM or of servicing units like library, workshop, PPED or the three administrative sections assisting him in his work and for taking quick actions to correct any faults or weak links in any department, service unit, or administrative section.
3. Director shall be supported in his work by three administrative sections. One headed by a Registrar dealing with all academic matters including the Library. The second headed by an Asst. Director dealing with finance accounts and audit. The third section also headed by an Asst. Director shall deal with all the other administrative matters including HRD and Campus management.
4. The Registrar and the two Asst. Directors shall be reporting to and shall be accountable to the Director. The Director shall provide them with the required supporting staff and equipments. The Director shall continuously monitor the working of all the three administrative sections.
5. The Director may delegate to the Deans or the three Administrative officers any of his powers but responsibility cannot be delegated though those delegated may be made to share it.
6. The Director shall prepare an annual plan and budget for the next year and seek approval of authorities in time.
7. The Director shall be responsible for maintenance of all accounts including the stores account in the prescribed formats.
8. The Director shall ensure effective functioning of internal audit and control over expenditure and overall economy and probity in spending of ICEEM's moneys.
9. The Director may call feedback on faculty from the students, review the feedback and take corrective actions wherever necessary.

  
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### Code of Conduct for Teachers

1. To be present in the college premises during office hours.
2. To engage lectures and practical sessions punctually according to the time table.
3. To prepare a teaching plan of the subject(s) at the beginning of the year/semester and get it approved from the HOD.
4. Suggest sources of learning to students.
5. Adopt and make the use of best and innovative practices in teaching.
6. To evaluate students according to the method determined by the college/university.
- ~~7. Record the attendance of every lecture, compile the attendance at the end of every month and submit the report to the HOD.~~
8. Communicate the attendance and performance of students according to the directions of HOD.
9. Make a report on the status of syllabus completed at the end of every month.
10. Complete the work of teaching of syllabus and practical before the commencement of examinations. If necessary conduct extra lectures and remedial teaching program for weaker students.
11. Pay more attention and care for the students who may be weak in their studies and the students from weaker sections of the society, so that, they will feel free and will not hesitate for directly accessing their teachers and resolving problems.

6/9/21  
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### Code of Conduct for Non-Teaching

1. Non-Teaching staff working in the college, office or departments should report for duty at least 30 minutes in advance.
2. Non-Teaching staff remain on Duty during the College hours.
3. Non-Teaching staff should wear the Uniform provided by the Management.
4. Non-Teaching staff always wear their identity cards during working hours.
5. Non-Teaching staff assigned to Laboratories should keep the Labs clean.
6. Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
7. Non-Teaching staff, working in the Lab, shall maintain a stock register for all the equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
8. For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the college accounts Staff, for deposit in the college account.
9. Non-Teaching staff will carry out their duties as instructed by the authorities to whom they are attached. Non-Teaching staff shall not leave the college campus without permission before the prescribed time.

  
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## Code of Conduct for Students

1. Every student must possess and carry identity card during his/her presence in college campus.
2. Students are advised to be in proper dress as per the dress code determined by the college on every working day.
3. Students shall follow timetable punctually and attend lectures and practical regularly. Attendance at lectures and practical is compulsory.
4. Observance of discipline in class room, laboratory, workshop, canteen, hostel and college campus is mandatory. Misconduct and misbehavior including mischief, shouting, quarrels, teasing, abusing, arrogance, use of battery, causing hurt and grievous hurt and ragging etc. are prohibited in college campus.
5. Students are not supposed to invite any outsider, friend or student/s from other college/s, in college campus or in hostel without permission of college authorities.
6. Students shall not write anything on inner or outer walls of the college, class room boards, toilets, etc. Pasting of posters or inscribing of textual or graphic material in or outside the class room is prohibited.
7. Students should not misuse, damage or dislocate any property of the college like furniture, laboratory equipment's, library books, etc.
8. Students can make proper use of their leisure hours and free time in the library, I. T. Lab, sports room and canteen only. Sitting on the staircase and in front of the entrance gate, loitering in veranda, leaving the college campus for private reasons during free time must be avoided.
9. A student is not expected to leave college campus for any reason during working hours.
10. Attendance to college program, curricular and co-curricular activities is obligatory.
11. Every student must complete the prescribed session work (Tests, Tutorials, Assignments, Homework, Library work, Projects, Reports, Industrial visit reports, Midterm exam etc.) within the time given by the department or the concerned teacher/guide.
12. Attendance to national programs like Independence Day, Republic day and State programs like Maharashtra day, Muktisangram din and University day is mandatory.
13. Students are not allowed to give any notice directly to other students. Use of college notice board for such a notice or any other private notice is not allowed.



14. Vehicles must be parked on the parking place only.
15. Valuables such as ornaments/ jewelries are not allowed in college premises.
16. Indulging in any political activity in college campus is not allowed.
17. Ragging is strictly prohibited in college premises. For more details students are advised to read the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institution, 2009. It provides for more stringent punishments.

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ICEEM Booklet 2021-22

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