
	Pimpri Chinchwad Education Trust's Pimpri Chinchwad College of Engineering & Research, Ravet, Pune - 412101 IQAC, PCCOER	
AY: 2025-26 Term I/II	MESA – Official Policy and Rule Book	Record No: SACC/R/



MESA (Mechanical Engineering Students' Association)
Pimpri Chinchwad College of Engineering and Research (PCCOER)
Policy and Rule Book
Effective From: 03/07/2023
Revision No.: 01

1. INTRODUCTION

This document serves as the official Policy and Rule Book of the Mechanical Engineering Students' Association (MESA) at PCCOER. It defines the purpose, structure, procedures, roles, responsibilities, and conduct expected of all members. These policies ensure a structured, transparent, and professional approach to all MESA activities.

2. VISION AND MISSION

Vision: To be a catalyst for technical innovation, leadership, and holistic student development in the field of mechanical engineering.

Mission:

- To provide a professional platform for technical exposure and collaboration.
- To develop leadership, teamwork, and communication skills among students.
- To promote engagement with industry, alumni, and professional bodies.
- To organize technical, social, and innovative events for student growth.

3. GOVERNANCE STRUCTURE

3.1 Leadership Hierarchy *(See Roles and Responsibility Document for More Details)*

All members are expected to abide by their role and maintain inter-team coordination.

3.2 President's Final Authority:

- The **President of MESA** holds ultimate decision-making power for:
 - All executive team appointments (VP, Secretary, Treasurer, Team Leaders)
 - Event approvals and budget allocations

- Conflict resolutions among members
- Policy implementations and amendments
- **Faculty Advisor must review all major decisions (event approvals, budgets, disciplinary actions) before implementation.**

4. CORE COMMITTEE:

Role	Responsibilities	Reporting To
Faculty Advisor	Final academic authority; approves budgets and resolves disputes.	College Administration
President	Overall leadership; final approval on all proposals and budgets.	Faculty Advisor
Vice President	Operational oversight; feasibility reviews; acts as President when absent.	President
Secretary	Documentation, MoMs, and records management.	President/Vice President
Treasurer	Financial management and reporting.	President/Faculty Advisor
Team Leaders	Execute domain-specific activities (Events, PR, Technical, etc.).	Vice President

5. POLICIES AND GUIDELINES

5.1 Event Management Policy

Decision-Making Protocol

- **Proposals:** Team Leader → Vice President (feasibility) → Secretary (formatting) → President (final approval).
- **Urgent Decisions:** President may consult Faculty Advisor for expedited approvals.
- **Voting:** Constitutional amendments require **2/3 majority** vote from the Core Committee.
- **Rejections:** Feedback must be provided within 48 hours; revisions resubmitted within **7 days**.

Event Management

- All event proposals must be drafted by the Team Leader and reviewed for feasibility by the Vice President.

- The proposal is then routed to the Secretary for formatting and submission.
- Final approval is granted by the President and Faculty Advisor.
- No event shall proceed without documented approval.
- **Proposal Submission:**
 - Team Leader - Event submits proposals to Vice President for feasibility review.
 - Submit **30 days** in advance with budget, agenda, and risk assessment.
 - Approved proposals are forwarded to the Secretary for scheduling.
- **Execution:**
 - Venue bookings, permissions, and volunteer coordination must be finalized **14 days** prior.
 - Post-event reports (including feedback, attendance, media) submitted within **3 days**.
- **Cancellation:** Requires President's approval and must be communicated to stakeholders **72 hours** in advance.
- **Post-Event Reports:** Due within **3 days** (attendance, feedback, media).
- *No event shall proceed without documented approval.*

5.2 Documentation and Records Policy

Documentation & Compliance

- **Records:**
 - Secretary maintains a **Google Drive** with folders for each event (proposal, approvals, reports, media).
 - All documents must be scanned/uploaded within **48 hours** of generation.
- **Audit Readiness:**
 - President verifies event records within **7 days** of completion.
- Secretary maintains a central Google Drive folder.
- Each event folder must include:
 - Event Proposal
 - Approval Letter
 - Budget and Bills
 - Media (Photos/Videos)
 - Attendance List
 - Feedback Forms, analysis and action report
 - Event Report
- Reports must be submitted within 3 days post-event.

5.3 Financial Policy

Financial Accountability

- **Budgeting:**
 - Annual budgets approved by Faculty Advisor and President.
 - Event-specific budgets require Treasurer's review.
- **Expenditures:**
 - All expenses must be pre-approved and documented with receipts.
 - Unauthorized spending will not be reimbursed.
- **Reporting:**
 - Monthly financial reports submitted to the President and Faculty Advisor.
- Treasurer handles all monetary transactions.
- Funds must be approved and documented with Event Permission.
- Monthly and annual reports to be submitted to the Faculty Advisor.
- Sponsorships must be recorded separately.

5.4 Media and Public Relations Policy

- PR Team handles all communications, posters, brochures, and social media.
- Media must be archived within 2 days post-event.
- Collaborate with Secretary for official documentation.
- Maintain decorum in digital and public communication.

5.5 Reporting Timeline Policy (As per written in Roles and Responsibility Document)

Task	Responsible	Deadline
MoM	Secretary	Same day
Event Reports	Event Leader, Secretary	Within 3 days of event
Financial Reports	Treasurer	Monthly & Annual
PR & Social Media Content	PR Team	Pre/During/Post Event
Media (Photos/Videos) Upload	PR Team/Photographers	Within 2 days
Annual Report	President + PR + Sec	Draft at End of Semester and Final Report End of Academic Year

6. MEMBERSHIP POLICIES

6.1 Eligibility

- Open to all mechanical engineering students.

6.2 Rights and Responsibilities

- **Rights:** Vote on amendments, access resources, propose events.
- **Responsibilities:**
 - Attend **80% of meetings** (excused absences require prior notice).
 - Contribute to at least **two events per semester**.

7. LEADERSHIP SELECTION POLICY

To ensure a fair, inclusive, and structured leadership transition process, the following policy shall govern the selection of the President and core team members of MESA:

7.1 Application and Interaction Phase

- A **call for applications** is announced for all major MESA positions (e.g., Secretary, Treasurer, Team Leaders).
- Interested students submit applications for desired portfolios.
- In case of multiple applicants for a single post, an **interaction or interview** is conducted by the outgoing team and Faculty Advisor.

7.2 Election of President

- From the pool of selected core members, candidates interested in the role of President express their willingness.
- A **team-based internal voting** is conducted to elect the President.
- In case of a tie or unresolved conflict, the **Faculty Advisor holds final authority** to select the President.

7.3 Formation of Core Committee

- A final list of interested and qualified candidates is shared with the newly elected President.
- The President, in consultation with the Faculty Advisor, **assigns portfolios** and builds their core team.
- The **complete MESA Team is presented** to the Faculty Advisor for final review.
- Upon approval, the new team is **formally registered and documented** for the academic year.

This process of Leadership selection is conducted for every Academic Year.

8. AMENDMENT POLICY

- Amendments must be proposed in writing.
- Reviewed by Core Committee and Faculty Advisor.
- Require 2/3rd majority for ratification in executive meeting.

9. ETHICAL & BEHAVIORAL STANDARDS/POLICIES

9.1 Code of Conduct

- **Professionalism:** Respectful communication and collaboration are mandatory.
- **Conflict Resolution:** Escalated to the President if unresolved.
- **Academic Priority:** MESA activities must not interfere with academic obligations.
- Respect institutional policies and values at all times.
- Maintain professionalism in behavior, language, and representation.
- Ensure punctuality and follow defined timelines.
- Uphold confidentiality where required.
- Abstain from financial or ethical misconduct.

Violation may result in verbal/written warnings or removal from Association.

9.2 Disciplinary Actions

Disciplinary Procedures

- Failure to meet role responsibilities may lead to:
 - Verbal/Written Warning
 - Escalation to Faculty Advisor
 - Suspension/Replacement
- Misuse of funds, media, or data is subject to disciplinary action.

Violation	Action
Unauthorized spending	Repayment + suspension.
Repeated missed deadlines	Role demotion.
Discrimination	Immediate termination.

10. CONTINUOUS IMPROVEMENT POLICY

10.1 Improvement Proposals

- Members may submit suggestions via a designated Google Form or during meetings.
- Reviewed bi-annually (January and July) by the Core Committee.

10.2 Crisis Management

- **Crisis Team:** President + Event Team Leader + Disciplinary Team Leader/Members.
- **Protocols:** Document emergencies and corrective actions.

11. COMMUNICATION PROTOCOLS

11.1 Internal Communication

- **Meetings:**
 - Minutes of Meeting (MoM) documented by Secretary and shared within **24 hours**.
 - Emergency meetings may be called by the President/Vice President.
- **Notices:** Official communication via email/MESA's designated platform.

11.2 External Communication

- **PR Team:**
 - Social media posts must align with institutional branding guidelines.
 - Sponsorship announcements require President's approval.
- **Media Releases:** Event photos/videos archived within **2 days**.

12. FINAL REMARK:

This official Policy and Rule Book shall serve as the guiding framework for all MESA operations. All members are expected to understand, follow, and uphold the standards and responsibilities detailed herein to ensure a transparent, effective, and professional student association.

13. APPENDICES

- **Roles and Responsibilities**
- **Appendix – Attached formats of Documents.**

Approval & Signatures

President: _____

Faculty Advisor: _____

Date: [03/07/2025]

Note: This document supersedes all prior versions, if any. Members are bound by these policies upon joining MESA.