



Society of St. Francis Xavier, Pilar's
Fr. Conceicao Rodrigues College of Engineering
Fr. Agnel Ashram, Bandstand, Bandra (W), Mumbai – 400 050
(Autonomous College affiliated to University of Mumbai)

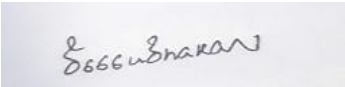


RULE BOOK FOR STUDENT ACTIVITIES

REVISION: FRCRCE-1-24

Effective from Academic Year 2024-25

Academic Council Approval: 16/03/2024



Prof. D. S. S. Sudhakar
Dean Students Welfare



DR. SURENDRA RATHOD
Principal



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Preamble:

Overall, student council and club members play a vital role in shaping the college experience for their peers and contributing to the overall success and well-being of the student community. Student council and club members play several important roles. The most important role these representatives of students perform is advocating for student interests on issues such as curriculum development, campus facilities, student services, and other matters that impact the student learning experience. It is expected that these members assist teachers in imparting various academic activities.

They often organize various events such as technical workshops, seminars, cultural festivals, and sports tournaments, enhancing the overall college experience for students. They may organize study groups, tutoring sessions, or academic competitions to promote academic excellence among students and support their educational endeavors. They act as intermediaries between students and the college administration, helping to bridge any communication gaps and ensure that important information reaches all the students.

Student council and club members work to create a sense of community within the college by organizing social events, fostering inclusivity, and promoting a positive campus culture. They are responsible for ensuring the value system of the college is being adhered to. They are responsible for promoting academic excellence. They should assist the college in enhancing placement, internship, and training opportunities for their peers. They should proactively take part in industry collaborations floated by the college. Being the brand ambassadors of the college, they should publicize college activities in various forums.

Serving on the student council provides valuable leadership development opportunities for students, helping them to develop skills such as communication, teamwork, problem-solving, and decision-making.

UGC is granting Fr CRCE autonomous status starting the academic year 2024. The college is implementing NEP 2020 guidelines and revamping its academic ecosystem. Given this, the role of student representatives in various bodies and clubs has gained significant importance. This document guides students, faculty in-charges, and other support staff in forming student councils and clubs.



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1. FORMATION OF STUDENT COUNCIL:

Forming a student council involves selection processes like nominations, appointments, or a combination of these methods. The process often starts with identifying roles and responsibilities within the council. Then, students or Faculty nominate candidates based on criteria such as leadership qualities, academic standing, and involvement in campus activities. These nominees may undergo interviews or evaluations by a selection committee, including faculty members, current student leaders, or administrative staff. The final appointment of council members is usually based on these assessments. This method emphasizes merit and specific qualifications over the popularity aspect of elections.

The student council would have five divisions.

1. The Technical Society (Professional Societies)
 2. The Sports and Games Society
 3. The Literary and Cultural Society
 4. The Film and Music Society
 5. Additional Societies
- The Student Council consists of the President (1), General Secretary (1), One secretary for each society from TE (5), Public relations, Marketing, & Design heads from TE (3), Two Junior secretaries from SE and FE for each society (10), and two conveners from IIC of a total 22 members.
 - All classes will elect their class representatives by election or consensus.
Except for the final year, each class representative nominates a technical secretary, a Literary and cultural secretary, a Sports and games secretary, and a Film and music secretary from their respective classes. The class teacher and CR are part of a selection of 5 representatives from each class.
 - The Principal will **nominate** student members for Additional Societies **NSS, TedX, Rotaract and IIC & E-Cell (02)**.
 - The Executive council directs all the student activities.
 - The **Executive Council** comprises the **Principal, Dean, HODs, Faculty In-charge of all societies, the President (Immediate past GS), General Secretary, and student secretaries.**



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- The student secretaries of each society will collaborate with their respective Clubs and Councils in selecting VCPs and members of each Club/Committee.
- Each student cannot be a member of more than one council/committee and two clubs.
- A student willing to be a representative/member must have a CGPA of 6.50 till the previous semester and no KTs, should not have been caught doing malpractices during the exam, and should not be a defaulter.

2. SOCIETIES, COMMITTEES & CLUBS

A. The Technical Society

- Technical Teams (Abadha, CFR, Vayu Shastra, Robocon, Mavericks, etc.)
- Professional Societies (IEEE, SAE, ASME, IIIE, FSAI, ACM, CSI, etc.)
- Technical clubs (GDSC, GDA, Code Labs, Mozilla etc.)
- Project cell

B. The Sports and Games Society

- Sports and Games teams
Rink football, Cricket, (Odd, Intra college)
Football (even Semester, Inter college)

Sports events are limited to 4 days in each semester on Saturday/Sunday or Public Holidays

C. The Literary and Cultural Society

- Cultural Team
- Literary Team

D. The Film and Music Society

- Music (College band etc)
- Film and Photography

E. Additional Societies

- NSS
- Rotaract
- TedXcrce

Each Club/Committee may have a VCP and a stipulated number of student members.



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3. CLUBS/COMMITTEES

Every student in the Institute is eligible to become a member of any club/committee. They are required to apply to become a member of the club/committee through proper channels, which include:

- An application addressed to the VCP of the current council.
- A copy of the same should be sent to the faculty advisor.
- The selection procedure will be carried out strictly in consultation with the Faculty in charge of the respective council.
- The notice regarding the procedure of forming a council with the appropriate dates and steps should be approved primarily by the Faculty in charge, and the Faculty in charge will get the final approval from the relevant authorities.
- Once the selection is made, the list of the council members, along with the Faculty in charge, should reach the faculty advisor of the respective society, and a copy of the same has to be mailed to the Dean, Students' affairs, and the official email ID of Students' Council CRCE for smooth conduction of different events.
- Each council needs approval from the Dean's office for their events to avoid any clashes with the academic or administrative events in the Institute.
- Term of Office: The term of the council shall be for the academic calendar year.
- In each council, a minimum of 05 and a maximum of 15 members are allowed.
- No transfer of members is allowed from one Club/ committee to the other after the formation of the clubs/committees.
- The number of events in each semester will be stipulated by executive council depending on the academic schedules.
- The Institute can act against any council member not fulfilling their responsibilities, lacking leadership abilities, or violating institute policies.



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4. ROLES AND RESPONSIBILITIES

Dean (Students Welfare):

- To ensure that all activities are moving smoothly.
- To supervise financial matters, inspecting financial records and procedures.
- To prepare, obtain approval of the Director/Principal, and publish the annual budget of the Student Council.
- To provide expert advice in conducting major events and purchase of goods and services within the allocated budget
- To guide Faculty in-charges and student secretaries on different activities.
- Approve purchases and cash advances as per institute rules.
- To guide Teacher advisors and students in forming a student council/Clubs and Committees.
- To inspect the student council to ensure proper discipline is followed in organizing events, reports, records, and availability of information.
- To ensure administration transparency and monitor the dispersal of information about student activities among Faculty and students.
- To standardize rules and procedures, produce booklets and website pages on regulations and procedures and ensure they are widely distributed.
- To supervise the above activities and ensure that activities are as per the institute calendar
- To provide information for Newsletters to Agnel Ashram.
- To ensure that student activities create and maintain a truly multicultural environment based on team spirit and mutual respect among all.
- To keep the Principal informed about student feedback.

Faculty advisors/Faculty in charge of the societies/clubs and committees:

- Work out an annual plan of events and the expenditure incurred thereon.
- To prepare, obtain approval of the Dean/Principal, and publish the yearly calendar of the society.
- To qualify, obtain approval from the Dean and publish the society's annual budget.



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- Encourage the students to participate in the activities of the respective societies and promote the interests of the students.
- Guide and advise the students from time to time.
- Conduct a meeting of the society at least twice a semester to review the progress of various activities.
- Take a lead role in society in conducting significant events.
- Select teams for participation in competitions organized by CRCE and other institutes.
- Organize the display of posters, circulation of notices, display on electronic (TV) notice boards, manage the society pages on the Institute website, and gather reports. Ensure posters are displayed on college website, social media platforms and IIC handle/portal.

General Secretary/Secretary of the society

- The General Secretary will collaborate and supervise the activities of each student secretary under the guidance of the Principal/Dean.
- Preparing a calendar of events of the society
- Estimation of the budget
- Selection of VCPs and Teams of the different societies
- Collect reports of other activities and upload/submit them to the respective faculty advisor/Faculty in charge.
- To serve as bridges between the Institute administration and the larger student community.
- To carry out events under the supervision of Faculty advisors and higher authorities.
- To ensure team spirit and a multicultural environment in all activities.
- To monitor and support the growth of societies/Clubs.
- To assist Faculty advisors/Faculty in charge of budgeting and spending funds allocated to the society.



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5. REPORTING MECHANISM AND REPORT PREPARATION

- There will be a central drive with the Dean where all the reports under different heads are submitted.
- VC P's submit reports to the Faculty in charge, Faculty in charges
In turn, to Faculty advisors of different societies and Faculty advisors to the Dean after scrutiny.
- Each event report should be done within one week and be submitted.
- Once a semester, a hard copy of all reports is to be compiled.

6. FINANCIAL ACCOUNTING PROCEDURE:

- At the beginning of each academic year, the budget for student activities is prepared by the Principal/ Dean in consultation with Faculty advisors.
- The faculty advisors will estimate the expenditure after obtaining information from the Faculty in charge.
- The budget is to be approved by the Principal and the director.
- The budget should be specific to each head or category of Society/Club/Committee/event and cannot be altered after approval.
- No transfer of budget allocated under one head/Category to the other.
- All transactions of Finance should be online.
- If any advance of cash is required, it is given only to faculty advisors/ faculty in-charges.
- The all-current accounting procedure/methods laid down by the Finance and accounting department should be followed for approval, advance, indenting, and settling the bills.
- Bills for any event /activity should be settled within 15 days.
- All the financial statements of the event/activity should be handed over to the Faculty advisors/Faculty charge by GS, Student secretaries, and VCPs.



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7. APPROVED LIST OF FLAGSHIP EVENTS OF THE COLLEGE:

Event	Type of Event	Semester	No of Days
CRMD	Cultural	ODD	1
Crescendo	Technical	ODD	2+2(Hackathon)
Euphoria	Cultural	EVEN	2
Prakalp	Technical	EVEN	1
Sports Day	Sports	EVEN	1
Marathon	Sports	EVEN	1

8. TIMELINE OF FORMATION OF STUDENT COUNCILS AND CLUBS:

- a. The Dean (Student Welfare) should initiate student council formation in the last week of March.
- b. The selection procedure is to be completed before the annual day in April
- c. The formal announcement of new council members should be done during the annual day
- d. Newly formed council members should immediately take charge of the old council members and prepare the activities calendar for the next academic year in the month of April, i.e., before the academic calendar & timetable for next year are ready.

9. AWARDS & TROPHIES

Preferably all certificates and awards should be **given during the annual day.**

a. Academic Excellence:

- First, Second and Third ranks in the examinations for all the classes.
- Best Final year Project award.
- FR. C.R.C.E. MEMORIAL PRIZE (Sponsored by Mr. R. S. Kenkre) Topper in the Final Year (All Branches)
- ROHIT KAPOOR MEMORIAL PRIZE (First and Second rank in the Third Year Production Branch)
- ALBERT CARDOZE MEMORIAL PRIZE Sponsored by his son Arun Cardoze– 1994 Production Engg. Batch) For topper in Production engineering and one award among all other branches.
- SHRI N. V. SEKHARA VARIER SCHOLARSHIP Sponsored by Mr. V. Mohandas for first and second ranks in T.E Production Engineering.



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b. Excellence in Sports

- AJINKYA MEMORIAL PRIZE for best Sportsman & Sportswoman of the year
- Best Sportsman & Sportswoman trophy.

c. Best Outgoing students of the year (Male & Female)

d. Trophies (*Based on the cumulative performance points in an academic year. Points should be given only to the first THREE winners for various events from each class. NO points should be given only for participation. Point system should be defined by EC and declared at the beginning of the academic year.*)

- Cultural Trophy
- Technical Trophy
- Sports Trophy

e. Innovation and Research Award (To be constituted)

f. Leadership and Social Contribution Award (To be constituted)

g. Entrepreneurial Spirit Award (To be constituted)

h. Alumni Awards (Given during alumni meet)

9. OTHER DO'S AND DON'TS BY MEMBERS OF STUDENT COUNCIL/CLUB

Do's:

- Internal Hackathon should be of 12hrs duration in physical mode in college.
- Inauguration ceremonies should be organised only for flagship events
- Installation ceremony to be conducted only for Student council and Rotaract club
- Each council has to complete events given by IIC in addition to their activities
- Listen to Your advisors and peers: Actively listen to your fellow students' concerns, ideas, and feedback to effectively represent them.
- Communicate Effectively: Maintain open and transparent communication with students and the college administration to ensure that information flows smoothly and accurately.
- Lead by Example: Set a positive example for your peers by demonstrating professionalism, integrity, and dedication in all your actions and interactions.
- Collaborate: Work with other council members, club officers, and student organizations to achieve common goals and maximize impact.



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- Be Proactive: Identify issues, propose solutions, and implement positive changes that benefit the student community.
- Empower Others: Encourage and empower your peers to get involved in campus activities, express their opinions, and take on leadership roles within the student body.
- Stay Organized: Keep track of important deadlines, meetings, and responsibilities to ensure that tasks are completed promptly and efficiently.
- Seek Feedback: Regularly solicit feedback from your constituents to evaluate the effectiveness of your initiatives and identify improvement areas.

Don'ts:

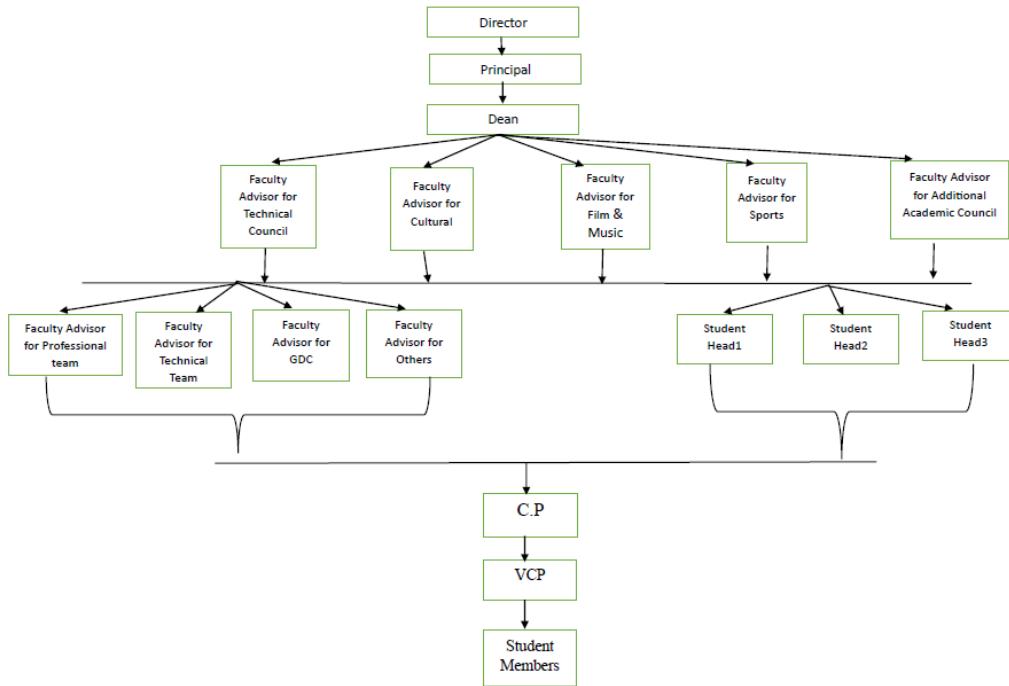
- Don't Abuse Power: Avoid using your position for personal gain or to exert undue influence over others. Always prioritize the interests of the student body as a whole.
- Don't Disregard Diversity: Recognize and respect the diverse perspectives, backgrounds, and experiences within the student community, and strive to be inclusive in your decision-making processes.
- Don't Ignore Feedback: Take constructive criticism seriously and use it as an opportunity for growth and improvement rather than dismissing or ignoring it.
- Don't Overcommit: Be mindful of your time and energy limitations, and avoid taking on more responsibilities than you can reasonably handle. Delegate tasks when necessary and prioritize self-care.
- Don't Discriminate: Ensure that all students are treated fairly and respectfully, regardless of their background, identity, or beliefs. Discrimination and harassment have no place in student leadership.
- Don't Lose Sight of Goals: Stay focused on the mission and objectives of your student council or club, and avoid getting sidetracked by irrelevant or divisive issues.
- Don't Burn Bridges: Foster positive relationships with peers and college staff members, even when disagreeing on specific issues. Building constructive partnerships is essential for achieving long-term success.
- Don't disregard Rules: Don't defy rules of accounting, academics and regulating bodies.

By adhering to these principles, student council and club members can effectively fulfill their roles and positively impact their college communities.



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10. STRUCTURE OF STUDENT ACTIVITIES



11. AMENDS TO THE POLICY: In order to ensure the policy remains responsive and dynamic to needs, the executive council can propose amends to the above articles.

***** *Empower Yourself with Wisdom* *****