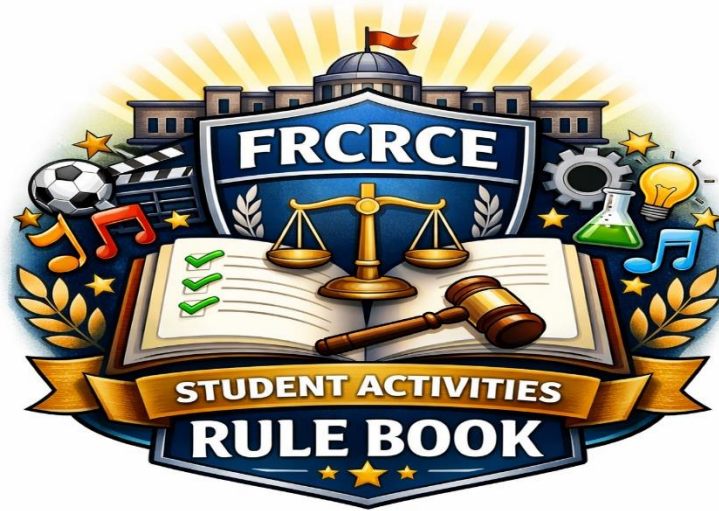




Society of St. Francis Xavier, Pilar's
Fr. Conceicao Rodrigues College of Engineering
Fr. Agnel Ashram, Bandstand, Bandra (W), Mumbai - 400 050 (Autonomous College
affiliated to University of Mumbai)



Effective from Academic Year 2026-27

Academic Council Approval: 16/03/2024



Dr. Joseph Rodrigues
Dean Students Welfare

Dr. Sapna Prabhu
Principal



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Preamble:

Student council and club members play a vital role in shaping the college experience and contributing to the overall development and well-being of the student community. As representatives of the student body, they serve as a crucial link between students and the college administration, advocating for student interests in areas such as curriculum development, campus facilities, and student services.

These members actively organize and coordinate a wide range of activities, including technical workshops, seminars, cultural festivals, and sports events, thereby enriching campus life. They also promote academic excellence by facilitating study groups, mentoring initiatives, and academic competitions.

Student representatives contribute to building a cohesive and inclusive campus environment by fostering teamwork, encouraging participation, and upholding the institution's values. They are expected to support initiatives related to placements, internships, and industry collaborations, while also acting as ambassadors of the institution by promoting its activities across various platforms.

Participation in student councils and clubs offers valuable opportunities for leadership development, enabling students to enhance their communication, teamwork, problem-solving, and decision-making skills.

With the grant of autonomous status to Fr. CRCE from the academic year 2024 and the implementation of NEP 2020 guidelines, the role of student representatives has become increasingly significant in shaping a dynamic academic ecosystem. This document serves as a guiding framework for students, faculty in-charges, and support staff involved in the formation and functioning of student councils and clubs.



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1. FORMATION OF STUDENT COUNCIL

The formation of the Student Council shall be carried out through a structured selection process involving nominations, evaluations, and interviews, or a suitable combination of these methods. The process begins with identifying roles and responsibilities within the council.

Eligible students may be nominated by faculty members or may apply directly based on defined criteria such as leadership qualities, academic performance, and active participation in institutional activities. Shortlisted candidates shall undergo evaluation by a selection committee comprising faculty members, existing student representatives, and administrative authorities.

Final selection shall be based on merit, performance in the selection process, and overall suitability for the role. This approach ensures transparency and emphasizes capability and commitment over the popularity-based election system.

Divisions of the Student Council

The Student Council shall consist of the following four divisions:

1. Technical Society (Professional Societies)
2. Sports and Games Society
3. Literary Society
4. Cultural Society

Structure of Student Council (Effective from Academic Year 2026–27)

A. Senior Council (T.E.)

1. General Secretary
2. Literary Secretary
3. Cultural Secretary
4. Technical Secretary
5. Sports Secretary (Male)
6. Sports Secretary (Female)
7. Finance & Accounts Coordinator
8. Public Relations Head
9. Marketing Head
10. Design Head

The Immediate Past General Secretary shall serve as the President of the Council.

B. Junior Council (S.E.)

1. Technical Representative / Webmaster (2)
2. Literary Representative (2)
3. Cultural Representative (2)
4. Sports Representative (2)
5. Design Representative (2)
6. PR / Outreach & Communication Representative (2)
7. Marketing Representative (2)



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General Provisions

- The Student Council shall consist of **a total of 24 members**.
- Each class shall select Class Representatives (CRs) through election or consensus.
- Except for the Final Year, each CR shall participate in the nomination process for selecting representatives for the four societies (Technical, Literary, Cultural and Sports.)
- The Executive Council shall oversee and guide all student activities.
- The Executive Council shall comprise the Principal, Dean, Heads of Departments, Faculty In-Charge of all societies, the President (Immediate Past GS), General Secretary, and Student Secretaries.
- Final selection of council members shall be based on merit and interview performance.
- Student Secretaries shall coordinate with respective clubs and committees in the selection of VCPs and members.
- A student shall not be a member of more than one council/committee.

Eligibility Criteria

- Minimum CGPA: 6.50
- No active KTs
- No record of malpractice
- No disciplinary issues or defaulter status

Application Procedure

Applicants must submit the following documents:

- Application Form
- Resume
- Statement of Purpose
- Copies of Marksheets and Certificates

A. 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. Sports and Games Society

- Sports and Games Teams:
 - Rink Football
 - Cricket (*Odd Semester – Intra-college*)
 - Football (*Even Semester – Inter-college*)
- Note: Sports events shall be limited to a maximum of four (4) days per semester and shall be conducted only on Saturdays, Sundays, or Public Holidays.

C. Literary Society

1. CRMD
2. FragMag



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D. Cultural Society

1. Euphoria,
2. Freshers,
3. Convocation,
4. Annual day
5. Insignia

General Provision

Each Club/Committee may have a Vice Chairperson (VCP) and a stipulated number of student members, as approved by the respective authority.

2. CLUBS / COMMITTEES

Every student of the Institute is eligible to become a member of any club/committee. Students must apply through the prescribed process, which includes:

- Submission of an application addressed to the **Vice Chairperson (VCP)** of the respective council.
- A copy of the application must be submitted to the **Faculty Advisor**.
- The selection process shall be conducted in consultation with the **Faculty In-Charge** of the respective council.
- The notice outlining the formation process, including timelines and procedures, must be approved by the Faculty In-Charge and subsequently by the competent authorities.
- Once the selection process is completed, the final list of council members, duly approved by the Faculty In-Charge, shall be submitted to the Faculty Advisor and shared with the **Dean (Students' Welfare)** and the official Student Council email ID.
- All events conducted by councils/clubs must receive prior approval from the **Dean's Office** to avoid clashes with academic or administrative activities.
- **Term of Office:** The tenure of each council shall be for one academic year.
- Each council shall have a minimum of **5 members** and a maximum of **15 members**.
- No transfer of members shall be permitted between clubs/committees after finalization.
- The number of events per semester shall be determined by the **Executive Council**, based on the academic calendar.
- The Institute reserves the right to take action against any council member for non-performance, lack of leadership, or violation of institutional policies.



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***Attendance Policy for Student Activities**

Participation in approved student council, club, and institutional activities shall be considered as part of the permissible **25% attendance relaxation** as per academic guidelines.

No additional attendance benefit or relaxation beyond this provision shall be granted under any circumstances.

All participation must be officially recorded and approved by the Dean (Students' Welfare) / Faculty In-Charge.

3. ROLES AND RESPONSIBILITIES

Dean (Students' Welfare)

- Ensure smooth functioning of all student activities.
- Supervise financial matters, including verification of records and procedures.
- Prepare and obtain approval for the annual budget of the Student Council.
- Provide guidance in organizing major events and procurement within the allocated budget.
- Guide Faculty In-Charges and Student Secretaries in planning and execution of activities.
- Approve purchases and financial advances as per institutional rules.
- Oversee the formation and functioning of councils, clubs, and committees.
- Ensure discipline, proper documentation, and transparency in all student activities.
- Facilitate effective dissemination of information among students and faculty.
- Standardize procedures and ensure wide communication through official documents and platforms.
- Ensure activities align with the institutional academic calendar.
- Contribute updates for institutional newsletters.
- Promote a multicultural environment based on teamwork and mutual respect.
- Keep the Principal informed about student feedback and activities.

Faculty Advisors / Faculty In-Charge

- Prepare an annual plan of activities along with the estimated budget.
- Obtain approval and publish the annual calendar of the society.
- Prepare and obtain approval for the society's budget. (*Corrected from "qualify"*)
- Encourage student participation and promote student interests.
- Provide continuous guidance and mentorship.



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- Conduct at least one review meeting per semester.
- Lead the organization of major events.
- Select teams for inter-collegiate and intra-collegiate competitions.
- Ensure proper communication through posters, notices, digital displays, and official platforms.
- Manage society-related content on the Institute website and social media platforms.

General Secretary / Society Secretary

- Coordinate and supervise activities of all student secretaries under the guidance of the Principal/Dean.
- Prepare the annual calendar of events.
- Assist in budget estimation and financial planning.
- Oversee the selection of VCPs and student teams.
- Compile and submit reports to Faculty Advisors/Faculty In-Charge.
- Act as a liaison between students and the Institute administration.
- Ensure proper execution of events under faculty supervision.
- Promote teamwork, inclusivity, and cultural harmony.
- Monitor the development and performance of societies/clubs.
- Assist in financial planning and utilization of allocated funds.

4. REPORTING MECHANISM AND REPORT PREPARATION

- A centralized repository (drive) shall be maintained by the Dean for submission of all reports.
- VCPs shall submit reports to the Faculty In-Charge, who will forward them to the Faculty Advisor and subsequently to the Dean after review.
- Event reports must be submitted within one week of completion.
- A compiled hard copy of all reports shall be submitted once every semester.

5. FINANCIAL ACCOUNTING PROCEDURE

- The annual budget for student activities shall be prepared at the beginning of the academic year by the Principal/Dean in consultation with Faculty Advisors.



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- Faculty Advisors shall estimate expenditure based on inputs from Faculty In-Charge.
- The budget must be approved by the Principal and Director.
- Budget allocations shall be category-specific and shall not be altered after approval without prior authorization.
- No transfer of funds shall be permitted between different budget heads.
- All financial transactions shall be conducted online.
- Cash advances, if required, shall be issued only to Faculty Advisors/Faculty In-Charge.
- All financial procedures prescribed by the Accounts Department must be strictly followed.
- Bills must be submitted and settled within 15 days of the event.
- All financial records must be submitted by the General Secretary, Student Secretaries, and VCPs to the Faculty Advisor/Faculty In-Charge.

6. APPROVED LIST OF FLAGSHIP EVENTS OF THE COLLEGE

Event	Type of Event	Semester	No. of Days
CRMD	Cultural	Odd	2
Crescendo	Technical	Odd	2 + 2 (Hackathon)
Euphoria	Cultural	Even	3
Prakalp	Technical	Even	1
Sports Day	Sports	Even	1
Marathon	Sports	Even	1

7. TIMELINE FOR FORMATION OF STUDENT COUNCILS AND CLUBS

- a. The Dean (Students' Welfare) shall initiate the formation process in the **last week of March**.
- b. The newly formed council shall take charge from the **outgoing council** and prepare the activity calendar for the upcoming academic year in April, before finalization of the academic calendar and timetable.

8. AWARDS & TROPHIES

All certificates and awards shall preferably be distributed during the **Annual Day**.

a. Academic Excellence

- First, Second, and Third rank holders in all classes



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- Best Final Year Project Award
- **Fr. C.R.C.E. Memorial Prize** (Sponsored by Mr. R. S. Kenkre) – Topper in Final Year (All Branches)
- **Rohit Kapoor Memorial Prize** – First and Second Rank in Third Year Production Engineering
- **Albert Cardoze Memorial Prize** – Topper in Production Engineering and one award across other branches
- **Shri N. V. Sekhara Varier Scholarship** – First and Second Rank in T.E. Production Engineering

b. Excellence in Sports

- **Ajinkya Memorial Prize** – Best Sportsman & Sportswoman of the Year
- Best Sportsman & Sportswoman Trophy

c. Best Outgoing Student

- Best Outgoing Student of the Year (Male & Female)

d. Performance-Based Trophies

(Based on cumulative performance points in an academic year)

- Points shall be awarded only to the **top three winners** in each event
- No points shall be awarded for participation
- The point system shall be defined by the **Executive Council (EC)** at the beginning of the academic year

e. Trophies:(04)

- Best FE Class Trophy (Cultural+ Technical+ Sports)
- Best SE Class Trophy (Cultural+ Technical+ Sports)
- Best TE Class Trophy (Cultural+ Technical+ Sports)
- Best B.E Class (Cultural+ Technical+ Sports)

f. Mr. & Miss FRCRCE Event Policy

- The *Mr. & Miss FRCRCE* event shall be exclusively open to students of the Final Year (B.E.). This event is designed to recognize and celebrate individual personality, talent, and overall performance at an individual level.
- Participation in this event shall not contribute to any inter-class or council performance points, and no points shall be assigned under the institutional performance-based evaluation system.
- The event shall remain a platform for personal expression, confidence, and holistic development, independent of competitive point structures.



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g. Transparency in Scoring and Results

The Student Council must maintain transparency in the point system for all technical, sports, and cultural activities. The criteria shall be communicated in advance to ensure fairness and avoid disputes during results and trophy distribution.

h. Special Awards (To be Constituted)

- Innovation and Research Award
- Leadership and Social Contribution Award
- Entrepreneurial Spirit Award

i. Alumni Awards

- Presented during the Alumni Meet

9. DO'S AND DON'TS FOR STUDENT COUNCIL / CLUB MEMBERS

Do's

1. Internal Hackathons shall be conducted for **12 hours in physical mode** within the college premises.
2. Inauguration ceremonies shall be organized **only for flagship events**.
3. Installation ceremonies shall be conducted only for the **Student Council and Rotaract Club**.
4. Each council must complete activities assigned by **IIC**, in addition to their regular events.
5. Listen actively to advisors and peers to represent student concerns effectively.
6. Maintain clear and transparent communication with students and administration.
7. Lead by example with professionalism, integrity, and dedication.
8. Collaborate with councils, clubs, and student bodies for maximum impact.
9. Be proactive in identifying issues and implementing solutions.
10. Encourage participation and leadership among peers.
11. Stay organized and adhere to timelines and responsibilities.
12. Seek regular feedback for continuous improvement.

Don'ts

13. Do not misuse authority or position for personal gain.
14. Do not disregard diversity; promote inclusiveness in all activities.
15. Do not ignore feedback or constructive criticism.



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16. Do not overcommit beyond manageable responsibilities.
17. Do not discriminate on any basis.
18. Do not lose focus on institutional goals.
19. Do not damage professional relationships.
20. Do not violate institutional, academic, or financial regulations.

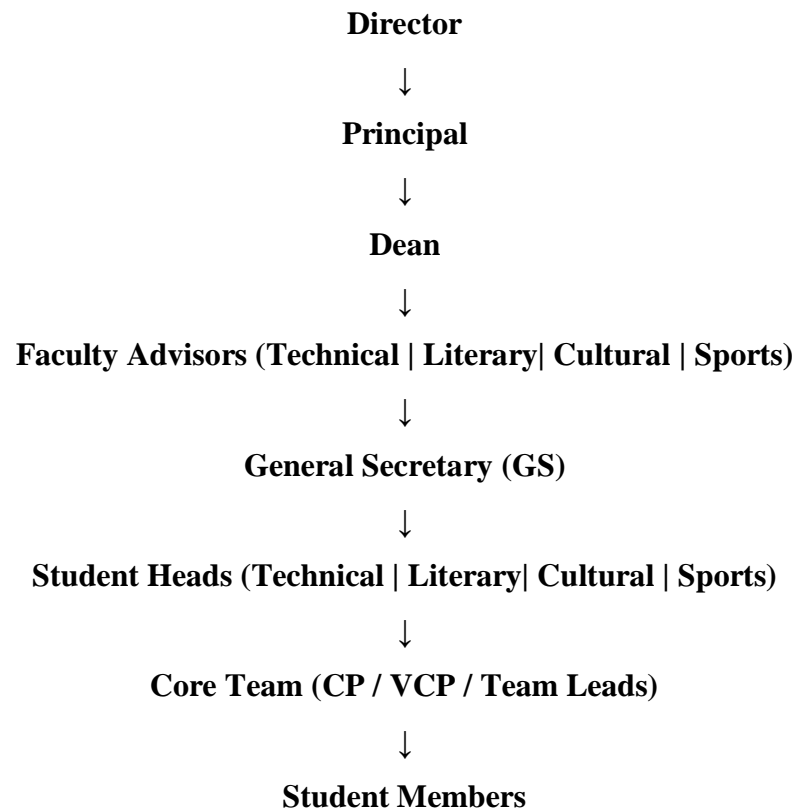
9a. Code of Conduct

- Maintain professionalism
- Respect diversity
- Avoid misuse of authority
- Adhere to institutional rules

9b. Digital Responsibilities

- Maintain official social media presence responsibly
- Document all activities
- Ensure accurate and appropriate promotion of events

10. Organizational Structure of Student Activities and Councils





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11. Amendments to the Policy: To ensure that the policy remains responsive and adaptable to evolving needs, the Executive Council may propose amendments to the above articles.

“Rules guide us, values define us, and actions distinguish us.”
