



SOCIETY OF ST. FRANCIS XAVIER, PILAR'S  
**FR. CONCEICAO RODRIGUES COLLEGE OF ENGINEERING**

An Autonomous College Affiliated to University of Mumbai

(Approved by AICTE & Govt. of Maharashtra)



Ref. : CRCE / 2026 / 111

Date : March 9, 2026.

**NOTICE**

**Policy for Issuance of Letter of Recommendation (LOR)**

To bring transparency in the issuance of Letters of Recommendation (LOR), the Institute has framed an LOR Policy outlining the guidelines and procedure for requesting LORs for higher studies.

Students must submit their request in the prescribed format to the concerned faculty member well in advance along with the necessary documents. The minimum eligibility criteria for obtaining LOR and the process for applying for an LOR are specified in the Institute's LOR Policy. LOR Policy and the LOR Request form are enclosed herewith.

All students are advised to adhere to the Institute's LOR Policy.

The policy will be applicable to students admitted **from the Academic Year 2024-25 onwards.**

(DR. SAPNA PRABHU)  
I/C. PRINCIPAL



Society of St. Francis Xavier Pillar's  
**FR. CONCEICAO RODRIGUES COLLEGE OF ENGINEERING**  
FR. AGNEL ASHRAM, BANDRA (W), MUMBAI 400 050  
(An Autonomous College Affiliated to University of Mumbai)

**Policy for Issuance of Letter of Recommendation**  
(Applicable for Students admitted from Academic Year 2024-25 onwards)

**1. Preamble**

The Letter of Recommendation (LOR) is an important academic document supporting students seeking admission to postgraduate programs, research programs, or national/ international universities. The institution is committed to providing fair, transparent, and merit-based recommendations reflecting the academic performance, character, and potential of students.

**2. Objectives**

1. To establish a clear and transparent process for issuing LORs.
2. To ensure authenticity and credibility of recommendations.
3. To maintain institutional integrity while supporting deserving students.

**3. Eligibility Criteria**

A student is eligible for LOR if following criteria are satisfied:

1. The student has completed the degree from Fr. CRCE or currently is in the Third Year/ Final Year of the engineering program at FR. CRCE.
2. The student has:
  - Maintained satisfactory academic performance (Overall CGPA  $\geq 7$ )
  - No pending disciplinary actions.
  - Demonstrated good conduct and attendance throughout the program.
3. The student must have completed at least one course, project, or internship under the concerned faculty member from whom the Letter of Recommendation is being sought.
4. Published at least one research paper in reputed peer-reviewed Journal or Conference or publish at least one patent.
5. Additionally at least **three** of the following criteria must be satisfied
  1. Completed at least two Industry-Recognized Certifications courses (e.g. NPTEL, Coursera, AWS, Microsoft, Google Cloud)
  2. Participation in inter-college, state Level, National Level and International level competitions. (At least one)
  3. One internship from reputed organization/company (Minimum of 1 month)
  4. Additional (other than capstone/ Mini project) technical project of good quality.
  5. Development and Deployment of Functional Software Modules for Institutional Use.

**4. Process Flow**

1. The student shall submit the LOR request to the concerned faculty member in the prescribed format along with all required supporting documents.
2. The faculty member shall review the application and check the eligibility criteria as per the approved LOR policy.
3. The application shall be forwarded to the Head of Department for verification of:
  - i. Eligibility criteria
  - ii. Academic status
  - iii. Disciplinary record
4. Upon verification of eligibility, the recommending faculty member shall prepare the Letter of Recommendation.
  - i. The recommendation shall be prepared on official college letterhead on payment of applicable charges as per institute policy.
  - ii. The academic content shall remain solely the responsibility of the recommending faculty member.
5. The finalized LOR shall be uploaded through the official institutional email ID.

  
(DR. DIPALI KOSHTI)  
DEAN – IQAC



  
(DR. SAPNA PRABHU)  
I/C. PRINCIPAL

## LETTER OF RECOMMENDATION (LOR) REQUEST FORM

(Submission of this form to the department is mandatory for students admitted from Academic year 2024-25 onwards)

### 1. Student information

Full Name (as per academic records):	
Roll Number:	
Program / Branch:	
Year of Study / Year of Passing:	
Contact Number:	
Official Email ID:	
Current CGPA:	

### 2. Higher Studies Details

Degree Applying For (MS/MTech/MBA/PhD/etc.):	
Intended Specialization:	
Countries Applying To:	
List of Universities	
GRE/GMAT/TOEFL/GATE Score etc.	

### 3. Faculty Details

Name of Recommending Faculty:	
Subjects / Project Done Under Faculty:	
Duration of Interaction (Semester/Year):	
Nature of Interaction (Course/Project/Internship/Research):	

### 4. Eligibility Confirmation (To Be Filled by Student)

Tick applicable criteria (minimum required as per policy):

- CGPA  $\geq$  7
- No disciplinary action pending
- At least one course/project under recommending faculty

Additional Excellence Criteria (tick applicable):

- Research paper publication
- Patent publication
- Certification courses (minimum two)
- Competition participation (At least one)
- Internship (minimum 1 month)
- Additional technical project
- Development of institutional Software/Hardware module  
(Attach supporting documents for all claims.)

## **5. Documents Attached**

- Resume / CV
- Statement of Purpose (Draft)
- Publication / Patent Proof (if applicable)
- Internship Certificate
- Certification Proof
- Project Abstract (if required)
- Certificate/letter for completion of Institutional Module

## **6. Student Declaration**

I hereby declare that the information provided above is true and correct. I understand that submission of false information may lead to rejection of my LOR request and disciplinary action.

Signature of Student:

Date:

## **7. Faculty Recommendation Status (For Faculty Use)**

- Eligible
- Not Eligible

Remarks (if any):

Faculty Signature:

Date:

## **8. HOD Verification (Verification Only)**

- Eligibility Verified
- Academic Status Verified
- No Disciplinary Record Confirmed

HOD Signature:

Date: