



AFFILIATED TO UNIVERSITY OF MUMBAI - NAAC REACCREDITED - 'A' GRADE

Standard Operating Procedure (SOP) for Extra-Curricular Activities

1. Formation of Committees

The College shall constitute statutory and non-statutory committees as per institutional requirements to plan, organize, and implement extra-curricular activities.

2. Appointment of Teacher In-Charges

For each committee, the College shall appoint Teacher In-Charges for the academic year. Their responsibilities include:

- Supervising activities.
- Guiding student leaders.
- Ensuring smooth functioning of the committee.

3. Appointment of Student Leaders

The Teacher In-Charge shall nominate or conduct elections for:

- **Student Secretary**
- **Joint Secretary** These student leaders will assist in planning, coordinating, and executing committee activities.

4. Orientation for Students

During the orientation program:

- Each committee/forum shall present its objectives, responsibilities, achievements, and upcoming activities.
- Committees may organize presentations and publicity campaigns periodically to enhance student awareness.

5. Committee Activities and College Festivals

Each committee shall organize activities aligned with its mandate, such as:

- Guest lectures
- Seminars and workshops
- Competitions
- Interactive sessions

Major college festivals and departmental events include:

- **Fantasies** (Annual Cultural Festival)
- **DISHA** – Career Fair
- **Finova** (BFM Department)
- **Fiontrai** (BBI Department)
- **Finatix** (BAF Department)
- **Edit** (BSc IT Department)
- **Buddhi** (BMS Department)

6. Festival Committees Managed by Students

All festivals shall be organized by students through specialized committees such as:

- Finance
- Administration
- Marketing
- Publicity
- Public Relations
- Logistics

These committees will function under the guidance of Teacher In-Charges.

Financial Governance

- Each festival committee shall establish a formal organizational structure with defined departments and responsibilities.
- All sponsorships, donations, and contributions shall be deposited directly into the College account.
- A **Memorandum of Understanding (MoU)** or Agreement shall be signed by the Head of Institution (HOI) with external entities, specifying deliverables.
- Utilization of funds shall be supervised by the Teacher In-Charge.
- A complete revenue and expenditure statement with supporting bills must be submitted to the College Accounts Department.
- Financial records shall be jointly scrutinized by the Teacher In-Charge and Accounts Officer to ensure transparency and accountability.

7. Appointment of Contingent Leaders

To maximize student representation in inter-collegiate events:

- **Contingent Leaders and Assistant Contingent Leaders** shall be appointed to coordinate participation and maintain discipline.

8. Encouraging Student Participation

Students shall be encouraged to actively participate in:

- College festivals
- Inter-collegiate competitions
- Cultural and sports activities
- External forums

9. Grace Marks and Credit Allocation

- Teacher In-Charges shall submit names of eligible students for **10 grace marks** under University Ordinance O.229 (DLLE, Cultural & Sports).
- Other contributing students shall be awarded **credit points** under Co-Curricular Courses in FY and SY for participation in organizing college activities.