



St. Xavier's College, Mumbai
Policy Document for Extracurricular Activities
Academic Year 2026–2027 onwards

1. Preamble

This policy governs the organization, management, and monitoring of extracurricular and co-curricular activities at St. Xavier's College. It ensures alignment with institutional objectives, optimal use of resources, academic balance, student participation, discipline, and sustainability.

2. Objectives

The policy aims to:

- Ensure student bodies function in accordance with their stated objectives.
- Promote meaningful extracurricular and co-curricular engagement.
- Prevent excessive burden on institutional infrastructure.
- Establish transparency and uniformity in permissions, bookings, and ECC-hour allocation.
- Encourage responsible participation and accountability.
- Align activities with the principles of the National Education Policy (NEP).

3. Policy on Organization of Inter-collegiate and Intra-collegiate Events

3.1 Scope of Activities of Student Bodies

Student bodies shall conduct activities strictly in alignment with their stated objectives and mandates. Collaborative activities may be undertaken where appropriate.

3.2 Inter-collegiate and Intra-collegiate Events

- Malhar shall remain the primary inter-collegiate festival of the college.
- All other student bodies shall ordinarily organize only intra-collegiate events.
- Exceptions may be permitted for designated bodies with prior approval from the Principal.
- Any other body intending to organize an inter-collegiate event must obtain prior approval.

3.3 Pre-events

- Pre-events shall be limited in number and conducted only for approved purposes.
- A complete list of proposed pre-events must be submitted in advance for approval.
- Prior permission from the Principal is mandatory.

3.4 Sustainable Event Practices

- The use of flex and large printed banners is discouraged.
- Exceptions may be made only where required by sponsors.
- Student bodies shall adopt environmentally sustainable practices.

4. Policy on Departmental ECC Activities

4.1 Frequency of Departmental Events

Departments shall organize fests and conferences in alternate years wherever feasible.

4.2 Participation Restrictions

- Junior College students shall not participate in Senior College events.
- Senior College students shall not participate in Junior College events.
- **Flash mobs are not allowed on campus**

4.3 Nature of Departmental Activities

Departments shall organize activities that promote their academic disciplines. A maximum of 10-12 ECC hours per semester may be awarded for approved departmental activities.

4.4 Limit on ECC-awarding Activities

- Each department may organize a maximum of three ECC-eligible activities per semester.
- Activities must align with NEP guidelines. Plan of events should be submitted to ECC by June for odd semester and by November for even semester.
- ECC hours shall not ordinarily be awarded for activities directly related to a student's own academic discipline.

4.5 Non-permissible Activities

Activities conducted solely for ECC-hour allocation or lacking substantive academic or co-curricular value shall not qualify.

4.6 Defaulters Workshops

Two ECC defaulters' workshop in a given academic year.

- i) Before the commencement of even semester- 1st workshop
- ii) Before 30th April- 2nd workshop

5. Policy on Sale of Merchandise

5.1 Permission for Sales

Only approved bodies may operate sales stalls on campus.

5.2 Workforce Merchandise

Student bodies may sell workforce-related merchandise exclusively to their own workforce members.

5.3 Institutional Interest

Sale of merchandise to the wider student community shall not be permitted where it conflicts with institutional initiatives.

6. Faculty Presence and Responsibility

6.1 Presence During Events

Faculty in charge of extracurricular activities shall remain present during their department's major events.

6.2 Off-campus Activities

- Faculty presence is mandatory for all off-campus ECC activities.
- Prior written permission from the Principal is required.
- A copy of the permission request shall be marked to the ECC Convenor.

7. Venue and Classroom Booking Policy

7.1 Block Booking

Block booking of major venues for an entire semester shall not be permitted.

7.2 Classroom Usage

Faculty shall conduct lectures in their allotted classrooms. Use of major venues for regular lectures requires prior approval.

7.3 Seminar Room Usage

The Seminar Room shall be reserved for extracurricular and co-curricular activities from 3:00 p.m. onwards.

7.4 Priority of Spaces

Major venues shall remain available for approved academic and extracurricular activities after 3:00 p.m.

7.5 Online Booking System

Booking of major venues shall be conducted exclusively through the online system.

7.6 Online Cancellation

An online cancellation facility shall be implemented to ensure optimal utilization of spaces.

8. Permissions and Administrative Procedures

The college shall establish a standardized permission structure specifying:

- Required details in applications,
- Approving authorities,
- Venue-specific permissions,
- Technical and infrastructure-related approvals.

9. Awarding and Submission of ECC Hours

9.1 Non-ECC Activities

Activities directly linked to the curriculum shall not qualify for ECC hours.

9.2 Workforce Accountability

ECC hours shall be awarded only to students who contribute meaningfully to approved activities.

9.3 Prior Intimation

Before awarding ECC hours, faculty must inform the ECC Convenor of the activity details and proposed ECC allocation.

9.4 Submission Timeline

- Participant ECC data must be submitted within one week of the activity.
- Workforce ECC data must be submitted at the end of the semester.

10. Authorization

ECC hours shall be awarded only by college-approved departments, associations, and bodies. Prior intimation regarding the proposed activity/event and ECC allocation shall be communicated to the ECC Convenor at ecconvenor@xaviers.edu, with a copy to ecc@xaviers.edu.

11. Implementation and Review

This policy shall come into effect from **Academic Year 2026–2027**. The college reserves the right to review or amend the policy in the interest of effective governance.