The Official Charter of CESA

1. Title & Preamble

1.1 Name

The official name of the organization is the **Computer Engineering Students Association (CESA).**

1.2 Purpose

CESA aims to foster academic, technical, cultural, and sports engagement within the **Computer Engineering Department**. It provides students with opportunities to develop **technical, professional, and interpersonal skills** while promoting **leadership, teamwork, and inclusivity.**

1.3 Affiliation

CESA operates under the direct supervision of the **Department of Computer Engineering** and is recognized by the college administration. It serves as a **bridge between students and faculty** to ensure academic and extracurricular excellence.

2. Objectives & Scope

CESA is committed to:

- **Technical & Non-Technical Skill Development:** Conduct coding competitions, hackathons, and technical workshops while also promoting leadership, communication, and event management skills.

- **Academic & Extracurricular Growth:** Facilitate seminars, industrial visits, research activities, and student projects.

- **Leadership & Teamwork:** Encourage students to take leadership roles and work collaboratively on large-scale projects and events.

- **Inclusivity & Student Representation:** Provide an inclusive and diverse platform where all Computer Engineering students can engage.

- **Acting as a Bridge:** Serve as an intermediary between students and faculty to ensure transparency in academic and extracurricular concerns.

3. Organizational Structure

3.1 Hierarchy

CESA shall consist of the following members:

- **President** (Head of the Association)

- **Vice President** (Second-in-command, appointed by the President, oversees club activities)

- **Club Heads** (Leaders of four specialized clubs):
    - *Technical Club Head*
    - *Media Club Head*
    - *Cultural Club Head*
    - *Sports Club Head*

- **Club Members** (General student participants of respective clubs)

- **Fourth-Year Mentors** (Senior students providing guidance, appointed by the President)

3.2 Gender Diversity Clause

To maintain balanced representation, a **minimum of 1/3rd gender diversity** shall be ensured across the council and clubs.

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4. Roles & Responsibilities

4.1 President

- Provides strategic leadership and vision for CESA.

- Represents the association in all official matters.

- Cheers meetings and ensures the smooth execution of activities.

- Holds final authority over financial and administrative decisions.

- Holds the authority to summon council members at any time.

- Has the power to **approve or reject resignations** of council members if deemed unnecessary.

- Ensures all departmental communication regarding students is directed to the **President only by the HoD.**

- Can assign **clubs to assist in events outside their primary domain if needed.**

- Regularly consults with the **HoD**, who serves as the sole advisor of CESA.

4.2 Vice President

- Assists the **President** in decision-making and execution.

- Oversees and coordinates the activities of all **four clubs.**

- Acts as President in their absence.

- Must be a **member of any club for at least one year** before appointment.

4.3 Club Heads

- Organize and oversee club-specific activities.

- Manage and mentor their respective teams.

- Report directly to the **Vice President.**

- Must adhere to **maximum club member limits**:

  - Media Club – *Maximum 5 members*

  - Sports Club – *Maximum 5 members*

  - Cultural Club – *Maximum 15 members*

  - Technical Club – *Maximum 15 members*

4.4 Club Members

- Actively participate in club activities.

- Assist in executing **projects, competitions, and events.**

- Must follow **CESA guidelines** and contribute productively.

4.5 Fourth-Year Mentors

- Provide **mentorship and guidance** to younger students.

- Can be **replaced by the President** if necessary.

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5. Authority & Decision-Making

- **President:** Holds the highest authority within the association and has the final say in major decisions.

- **Vice President:** Can make day-to-day operational decisions under the President's guidance.

- **Club Heads:** Have autonomy over their respective clubs but must report to the VP.

- **Financial Authority:** All financial transactions require approval from the President and consultation with the HoD, who will forward requests to the college administration.

- **Amendments:** Any changes to guidelines or rules must be passed by a majority vote within the association, including approval from the HoD

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6. Membership Rules

- Membership is open to all Computer Engineering students.

- Members must adhere to a code of conduct, including professionalism and respect for peers.

- A member can be removed due to misconduct or failure to participate actively.

- Mistakes made by members will be accounted for, but recognition or rewards will not be denied outright.

- CESA strictly prohibits any form of ragging or misconduct within the department.

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7. Club-Specific Rules & Functions

Technical Club:

- Organizes hackathons, coding competitions, and technical workshops.

- Collaborates with industry professionals for guest lectures.

Media Club:

- Handles content creation, social media, and documentation of events.

- Ensures proper communication of events through digital platforms.

- Maximum membership: 5 members.

Cultural Club:

- Organizes cultural events, music, drama, and literature activities.

- Promotes artistic talents among students.

- Maximum membership: 10 members.

Sports Club:

- Conducts sports tournaments, gaming competitions, and fitness activities.

- Encourages student participation in intra and inter-college sports events.

- Maximum membership: 5 members.

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8. Election Process

8.1 Presidential Election

- The **President is elected by a vote from second, third, and fourth year students** of the department.

- If the President resigns or is unable to continue, a new election will be held under the same voting system.

1. **Eligibility:** Third-year student

2. **Nomination:** Requires **5+ club student endorsements and 5+ Faculty endorsements**

3. **Voting:** Conducted **online for second, third, and fourth year students.**

4. **Winner:** Determined by **simple majority**; in case of a tie, HoD decides.

8.2 Vice President Appointment

- The **Vice President is solely appointed by the President** and does not require an election.
- If the **Vice President** resigns or is unable to continue, a new appointment will be held under the same system.

1. **Eligibility**: The candidate must be a **CESA member for at least one year.**
2. **Nomination**: The President nominates a candidate via **Appointment Letter.**
3. **Approval**: The HoD must endorse the appointment within **3 days.**

8.3 Club Head Appointment

- Club Heads are selected based on merit, application, and approval from the President and Vice President.
- The **President and Association members decide on any new council members** joining later in the academic year.

1. Submit a **Club Head Application Form** during the **Specified window.**
2. **Evaluation Criteria:**
   a. **Technical/non-technical skills** (e.g., a portfolio for Media Club).
   b. **Leadership experience** (previous roles in CESA).
3. Selected candidates are notified via **email.**

8.4 General Membership

- Students may join by submitting a **Membership Form.**

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9. Resignation & Removal Process

9.1 Resignation

1. Submit a **Resignation Form** to the **President.**
2. The **President reviews** and approves/rejects within **3 working days.**
3. If approved, the resigning member must **handover responsibilities within 7 days.**

9.2 Removal

1. **Grounds for removal** include **misconduct, unethical behavior, or inactivity (3+ unexcused absences).**
2. Submit a **Complaint Form** to the **President/HoD.**

3. A **three-member committee** (President, HoD, Fourth-Year Mentor) will conduct an investigation within **7 days.**

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10. Financial Procedures

1. **Expense Proposal:** Submit an **Expense Form** to the **President and HoD.**

2. **Approval:** HoD must authorize expenses before processing.

3. **Reimbursement:** Bills must be **submitted within 7 days** of expenditure.

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11. Amendments & Dissolution

11.1 Amendments

1. **Proposal:** Requires **20+ student signatures.**

2. **Voting:** Requires a **two-thirds (2/3rd) majority in a secret ballot.**

3. **Final Endorsement:** HoD approval is mandatory.

11.2 Dissolution

1. Requires **50%+1 member signatures.**

2. **Meeting:** At least **75% of members must be present.**

3. **Voting:** Requires **75% approval.**

4. **Assets:** Transferred to the **Computer Engineering Department.**

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12. Legal & Ethical Guidelines

- **Political or religious activities** within CESA are **strictly prohibited.**

- **Ethical violations** will lead to **disciplinary action.**

- **All forms and documents must be archived for two years.**

- The **HoD serves as the final authority** in unresolved disputes.

Appendices (Forms & Templates)

1. **Appendix A**: Registration Form
2. **Appendix B**: Complaint Form
3. **Appendix C**: Absence/Leave Form
4. **Appendix D**: Club Head Application Form
5. **Appendix E**: General Membership Form
6. **Appendix F**: Election Nomination Form
7. **Appendix G**: Expense Proposal Form
8. **Appendix H**: Event Management Forms
9. **Appendix I**: Certification & Recognition Forms
10. **Appendix J**: Reports & Official Submissions

Appendix A:

Registration Form (Members)

Personal Information

Full Name: _____

Current Year: _____   *Student ID:* _____

Email: _____   Phone Number: _____

Experience & Skills

[ ] Programming [ ] Web Development [ ] Embedded Systems [ ] Networking [ ] AI/ML [ ]
Data Analysis [ ] Cybersecurity [ ] Project Management [ ] Public Speaking [ ] Leadership
[ ] Communication [ ] Event Planning [ ] Sports [ ] Cultural Activities [ ] Photography [ ]
Graphic Design [ ] Other: _____

Previous Leadership Experience:

_____

_____

_____

Your Vision for the Association:

_____

_____

_____

Declaration

☐ **I agree to abide by the association's rules and commit to my responsibilities if elected.**

Signature: _____   Date: _____

_____
President
CESA

Appendix B:

Complaint Form

Complainant Information:

Full Name: _____

Current Year: _____   *Student ID:* _____

Email: _____   Phone Number: _____

Complaint Details:

- **Date of Incident:** _____   **Time**: _____

- **Related To:**
  [ ] Academic Issues   [ ] College Facilities
  [ ] Association Events   [ ] Discrimination
  [ ] Safety Concerns   [ ] Other (Please Specify)
  _____

- **Detailed Description:**
  Please provide detailed information about your complaint:

  _____

  _____

  _____

- **Persons Involved (if any):**
  Names of individuals involved (if known): _____

Supporting Documents:
Evidence (if any): _____

Declaration:
I declare that the information provided is true to the best of my knowledge.

Signature: _____

Date: _____

Appendix C:

Absence/Leave Form

Personal Information:

- Full Name: _____

- Student ID: _____

- Email: _____

- Phone Number: _____

- Course & Year: _____

Leave/ Absence Details:

- Start Date: _____

- End Date: _____

- Total Days of Leave: _____

- Reason for Leave:

_____

_____

_____

Approval:

- Signature of Student: _____ Date: _____

- Signature of Club Head: _____ Date: _____

_____
President
CES

Appendix D:

Club Head Application Form

- Full Name: _____

- Student ID: _____

- Email: _____

- Phone Number: _____

- Course & Year: _____

- Why do you want to be the Club Head?

_____

_____

_____

- Relevant Skills or Experience:

_____

_____

_____

- What are your goals for the club during your tenure?

_____

_____

_____

- Signature: _____

- Date: _____

_____
President
CESA

Appendix E:

General Membership Form

General Membership Form

- Full Name: _____

- Student ID: _____

- Email: _____

- Phone Number: _____

- Course & Year: _____

- Name of club interested_____

- Reasons for Joining the Club:

_____

_____

_____

_____

_____

- Signature: _____

- Date: _____

_____
President
CESA

Appendix F:

Election Nomination Form

Election Nomination Form

I, _____, hereby nominate myself for the position of _____in the _____for the election term _____.

- Full Name: _____

- Student ID: _____

- Email: _____

- Phone Number: _____

- Position Nominated For: _____

- Reasons for Nomination:

_____

_____

- Signature: _____

- Date: _____

OFFICAL WORK

I _____ president of Computer Engineering Student Association Accept/ Reject the form of above nominee.

Remark if any: _____

_____

President
Computer Engg. Students Association

Appendix G:

Expense Proposal Form

Expense Proposal Form

- Submitted By: _____

- Club Name: _____

- Date of Proposal: _____

- Description of Proposed Expense:

_____

_____

_____

- Estimated Cost: _____

- Purpose of the Expense:

_____

_____

_____

- Justification for the Expense:

_____

_____

- Signature: _____

- Date: _____

_____   _____
                President   **HOD**
Computer Engg. Students Association   **Computer Engg. Department**

CESA MEMBERS 2024-25

Core Members:
1. President- Vedanth Balaji Bakwad (TE-A)
2. Vice President- Gaurav Kumar Singh (SE-A)

Media Club:
1. Shreeyash Mandage(SE-B)
2. Sagar Shirode(SE-B)
3. Siddesh Ichake (SE-A)
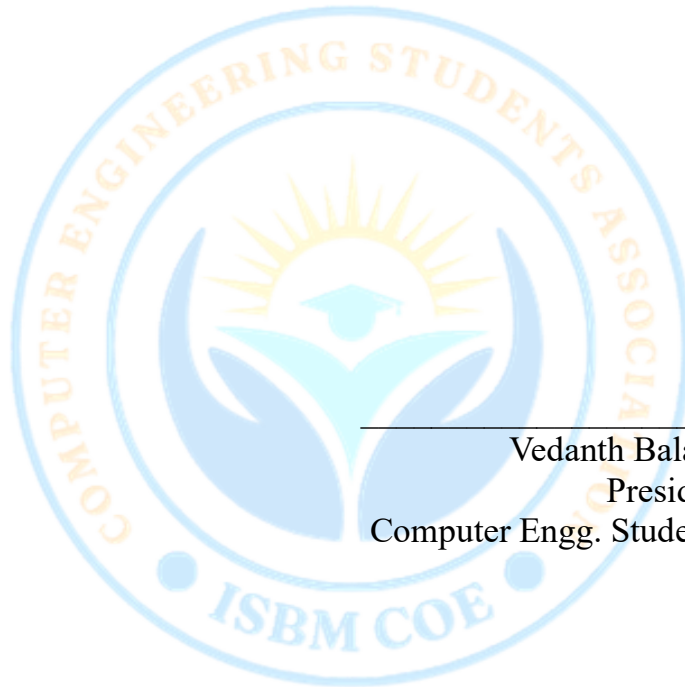4. Sadhana Virgat (SE-B)
5. Supekar Manasi (SE-B)

Sports Club:
1. Bhupen Chirmade(SE-A)
2. Ayush Bhor (SE-A)
3. Soham Gharal (TE-A)
4. Vedant Jangam (SE-A)
5. Aboli Patule (SE-B)

Technical Club:
1. Manthan Kshirsagar(SE-A)
2. Pranali Devdare(SE-A)
3. Dhanashree Mane (SE-A)
4. Saba Jamadar(SE-A)
5. Anuj Gurap (SE-A)
6. Anmol Karande (SE-A)
7. Nikhil Jagtap (TE-A)
8. Nahid Shaikh (TE-B)
9. Pratik Mitkar (TE-A)
10. Sarika Choudhary (TE-A)
11. Shreya Banarase (TE-A)
12. Devshree Gathade (SE-A)
13. ..
14. ..
15.

Cultural Club

1. Vaibhavi Jadhav(SE-A)
2. Jyoti Satkar(SE-B)
3. Nikita Bhosale (SE-B)
4. Rohini Korde (SE-A)
5. Prajwal Lokhande (SE-A)
6. Vaishnavi Gadhave (SE-A)
7. Vaishnavi Bhamare (SE-A)
8. Sneha Kamble (SE-A)
9. Shashwat Pathrekar (SE-B)
10. Vaishnavi Naik (SE-B)
11. Tejaswini Sonar (SE-B)
12. Vivek Kumawat (TE-A)
13. Adwait Mulik (SE-B)
14. .
15.

_____
Vedanth Balaji Bakwad
President
Computer Engg. Students Association