



**STANDARD OPERATING  
PROCEDURES**

**CULTURAL COMMITTEE**

**Dr. N.S.A.M. First Grade College**

**Bangalore-64**

# **STANDARD OPERATING PROCEDURE FOR CULTURAL COMMITTEE**

## **Introduction:**

The Cultural Committee of Dr. N.S.A.M. First Grade College strives to celebrate the cultural diversity by organizing various activities. The committee seeks to create a platform that provides the students with an opportunity to display creative talents in a variety of ways. The committee provides enough opportunities for the students to relax and enjoy campus life amidst rigorous academics.

The focus of the committee is to provide rich experience to the students in various diversified cultural activities. The committee attempts to provide an opportunity to students to collaborate and build their organizational skills while managing events. It is a forum through which the culture and traditions of our country could be showcased, thereby building a sense of national pride among the students.

## **Objectives of the Cultural Committee:**

The following are the objectives of the committee:

1. To provide a platform for the students to go beyond their academics.
2. To explore their talents in a creative manner and showcase their hidden talents.
3. To plan and organize various intra and inter collegiate activities.
4. To encourage the students to take active participation in various activities.
5. To promote team spirit among the student community

### **Constitution of the Committee:**

The committee would consist of at least 9 members. The generic membership details are as follows

<b>Sl. No.</b>	<b>Designation</b>	<b>Number of members</b>
1.	Chairperson- Principal	1
2.	Coordinator (Faculty)	1
3.	Faculty representatives	3
4.	Student representatives	4
	<b>TOTAL</b>	<b>9</b>

The constitution of the committee can be increased if necessary, as per the requirement during the academic year.

### **Schedule of meetings:**

- The committee would formally meet at the start of the academic year to plan for the year's activities, and submit a strategic perspective plan in the format given.
- There would be a meeting at the end of the academic year to review the activities facilitated and the progress of the committee at the end of the academic year.
- The committee would formally and informally meet as many times as required depending on the need or in emergency situations.
- Minutes of informal meetings need not be maintained.
- The committee would meet prior to the start of an event to discuss overall planning as well as individual roles and responsibilities.

### **Responsibilities of the Coordinator:**

- The Coordinator of the committee is expected to convene the meetings and set an agenda for the discussion.
- The Coordinator of the committee is responsible for ensuring that each member has submitted and has maintained the relevant documents.
- To write and circulate the minutes of the meeting.

### **Working of the Committee:**

- Strategic perspective plans need to be submitted by the committee along with estimated budget prior to the commencement of the academic year.
- The Cultural Committee shall be responsible for all intra college cultural events in the college.
- Any inter collegiate events could be organized in association with other committees.
- The committee shall also be responsible for the organization of celebrations of national festivals and any days of local, national and international significance in the college.
- The committee is therefore entrusted with the planning and scheduling of cultural events for the academic year. (Tentative dates to be included in the academic calendar of the college.)
- The Coordinator of the committee shall conduct informal meetings at regular intervals to discuss and allocate tasks.
- The committee needs to prepare the annual budget/individual event budget, keeping in mind the various cultural events to be held over the course of the academic year.
- The procedure to organize cultural events is as follows:
  - To obtain formal permission from the College authorities to arrange programs.
  - To decide the date, time and agenda of the programs.
  - To inform members of staff and students about the events.
  - To prepare notice board displays, invitations, brochures, certificates etc.
  - To arrange the venue and logistics.
  - To invite the Chief Guest and other guests of honour.
  - To arrange mementos for guests and trophies, medals and certificates for the participants.
  - To train students in various competencies required for conducting the programme- like compering, giving the welcome address, vote of thanks etc.
- The committee would have to submit the bills and invoices for all expenditures involved to the accounts section.
- The committee is responsible for communicating the report for uploading on college website or arranging for press release.

### **Documents maintained by the Committee:**

- Copy of Strategic Perspective Plans submitted
- File the minutes of meetings for every formal meeting
- Circulars sent by the committee
- Circulars from IQAC/ Principal/ HODs linked to events organized.
- Brochures / Invitation cards
- Annual/individual event budget submitted
- Report on every event/ activity conducted (minimum 500 words)
- Student enrolment in activities/attendance
- Photographs of the event
- Certificate issued (if any)
- Copy/photos of press release or media coverage.



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