



CATEGORY RATING

DIAMOND

Teaching and Learning | Entrepreneurship

GOLD

Employability (Placement) | Facilities

CULTURAL COMMITTEE

Cultural Committee and Activities

A healthy mind resides in a healthy body, and to achieve both, it's essential for each of us to engage in relaxation, entertainment, or cultural/social activities. Society's needs extend beyond techno-academic expertise; a pleasant personality and the display of additional skills are equally important. Recognizing this, SAL has implemented a policy that includes various cultural activities such as Youth Day, Dress Day, Treasure Hunt competitions, and Indoor/Outdoor engagement for learning, along with festivities like Garba and inviting celebrities for various programs. To oversee these activities effectively, a Cultural Committee has been established to plan, propose, coordinate, control, and monitor all cultural events across the campus.

Purpose

The College forms a Cultural Committee to ensure the smooth and efficient management of all cultural activities within the campus. This platform offers students and faculty the chance to develop and excel in their extracurricular interests and administrative skills. Moreover, the committee focuses on providing enriching cultural experiences to students, allowing them to unwind and enjoy their college life alongside their academic pursuits. Each academic year, or until new committees are appointed, the principal, in consultation with Heads of Departments (HODs), constitutes the committee. In cases where necessary, the Principal and HODs may appoint faculty members to various committees with the Director's approval.

Objective:

1. To provide a platform for the students to go beyond the academics.
2. To promote and arrange extracurricular activities to bring out the talents of students in the performing arts.
3. To encourage students to take active participation in various activities.
4. To promote team spirit among the student's community.
5. To enable students to show their skills in dance, music, mimicry, drama, rangoli, fashion, etc.
6. To throw various entertainment programmes by management for students such as celebrity show, music show, yoga, garba on gala scale.

Constitution of Committee:

Sr. No.	Designation	No. of Person
1.	Chairperson (Principal)	1
2.	Coordinator (Faculty)	7
3.	Faculty Representative	As per event
4.	Student Representative	7

Committee can be increased, if necessary, as per requirement during Academic year.

Scheduled 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 reviews 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.
- The committee would meet prior to the start of an event to discuss overall planning as well as individual roles and responsibilities.

Roles and Responsibilities of the Coordinator:

- The coordinator of 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:

a) The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.

b) To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.) by delegating various tasks.

c) To prepare budget for all cultural events and take necessary approvals from Director and management.

d) To communicate about various festivals and events to be celebrated in the college and give a wide publicity.

e) Arranging events/programs for staff and students in coordination with "Students Cultural Committee".

f) Procedure to organize cultural events is as follows:

- To prepare the Annual Budget for various cultural event.

- To obtain formal permission from the College authorities to arrange programs.
- To decide the date, time and agenda of the program.
- To inform members of staff and students about the events.
- To arrange the venue and logistics (audio/video system, dais, podium etc).
- To invite the Chief Guest and other dignitaries.
- To arrange mementos for guests and gifts/certificates for the participant
- to train students in various competencies required for conducting the programme - like comparing, giving the welcome note, vote of thanks etc.

g) To Prepare and maintain all cultural activities record.

h) Any other duties assign by Director / Principal.

i) The committee would have to submit the bills and invoices for all expenditures involved to the accounts department.

Documents maintained by Committee:

1. Copy of strategic perspective plans submitted
2. File the minutes of meetings for every formal meeting
3. Circular sent by the committee
4. Invitation card / Letter
5. Annual/Individual event budget submitted
6. Report on every event / activity conducted (Min. 500 words)
7. Students enrolment in activities / attendance
8. Photography & Videography of the events 9. Certificate issued (If any)
9. Copy / Photos of press release or media coverage


Mrs. Neelima Shah
General Manager

