

THE CULTURAL COMMITTEE POLICY

Vision:

To inculcate and imbibe in the students the concept of Unity in Diversity and enable them to develop the organizational skills. To strive to become a committee that can give a platform to the students to showcase their creative acumen while giving importance to the rich cultural heritage of the country and strive to be dynamic in our approach to attain cultural diversity by capturing the vibrant persona of our students.

Objectives:

1. To identify, encourage and promote students to perform at various stages facilitate by the institute.
2. To provide a platform for the students to showcase their talents.
3. To create cultural ambience atmosphere in terms of behaviour, attitude and presentation.
4. To facilitate a conducive environment for the students for active involvement in all the celebrations.
5. To give students the opportunity to overcome their inhibitions and exhibit their aptitude in the cultural realm.
6. For the holistic development of the personality.

Extent :

The cultural Committee rules and regulation laid in the policy shall only be applicable to the Faculties in charge of the Committee, The OB members and students to be included for different events.

OB Memembers of the Committee :

1. Convenor and Co- Convenor
2. Treasurer and Co- Treasurer
3. Secretary for Art and Decorations and the student coordinators
4. Secretary for Music and Instruments and student coordinators

5. Secretary for Event Management and student coordinators
6. Secretary for Dance and student coordinators
7. Secretary for Dramatics and Short film and student coordinators
8. Reporter and Photography

Note:- Members can be added or removed based on requirements at the discretion of the faculties in charge of the committee.

General Rules Applicable to all Position Holders:

This rule is applicable to all position holders including Convenors and Advisory Board Members as well.

1. If anyone is part of any Office bearers Position in any other Committee will be immediately disqualified from their post and can remain as only members in this Committee.
2. If any of the Position holders not present in three Consecutive meetings will be disqualified immediately. If any emergency then prior written permission is required from the faculty Coordinators which will be accepted based on the situation and circumstances. No whatsapp communication will be accepted.
3. If any disciplinary or attendance shortage issue comes up with respect to any position holders will be removed immediately. If any position holders showing any kind of attitude to any Faculties or staff of this Institute will not be tolerated in any case.
4. If there is any conflict between the position holders or inappropriate behaviour towards the faculties, members and all other position holders will be removed immediately.
5. Faculty Coordinators not going to entertain any kind of disputes among any of the Position Holders, if they encounter any then both the position holders will be removed from their position irrespective of whosoever is at fault. As this committee has great responsibilities to handle, every position holder, be it in the senior most position or in the junior position should behave professionally. No nonsense, gossip or any kind of irrational complaints of non-compatible behaviour of working with other students will be tolerated. This is a committee which needs a community of work rather than individual dictatorship. No politics will be entertained inside the committee.
6. If there is any delegation of their work and non-performance of work allotted to any position holders will encounter disqualifications from their respective positions.

Decisions of the Faculty Members will be final.

The Roles and Responsibilities of the Various Post under the Committee:

The roles and responsibilities of each position mentioned under should not be delegated to other members of the Committee.

1. Advisory Board:

These position holders can give their advice when necessary for the Committee with respect to the Conducting of the Committee business. They can't make any decisions nor give orders to anybody. They can help and support any committee or position holders if they require it. They in no way can overpower the Convenors or Co-convenors position. But can provide necessary suggestions to the faculty members if they are not satisfied with the decisions of the Convenor or Co-Convenor's decision. **This post is not a Office bearers post nor an active members position**, so, students of this can be Office bearers of other Committees as well provided they **Sign and give consent about Non-disclosure agreement of the Committee which will be provided to them and if they violate this agreement immediately disqualified from this Committee.**

1. CONVENOR:

Convene for effective communication of all matters of the committee and between the Committee and the Principal. Ensure Coordination among Co-Convenor, Chief Secretary and other Secretaries of the Sub-Committees for the smooth running of the Committee. The Convenor shall update the status of the Committee to the Faculty Co-ordinators by submitting an weekly report about the members and all position holders performances. The Convenor shall take major decisions only after getting approval from the Faculty Coordinator. No decision can be taken without the approval of the Faculty Coordinators.

2. CO-CONVENOR:

This Position holder will mostly assist the Convenor in all aspects possible. Oversee active participation of all its members in planning, organizing and execution of the approved activities. Conduct meetings and discuss the events to be held with the members of the Committee in consultation with the Convenor and Faculty Coordinator. Needs a weekly update to Convenor about the work allotted to this position holder.

3. CHIEF SECRETARY:

This position holder has to play a major role in organizing, coordinating with the Core Committee as well as outside committee. Any outsourcing will be managed by this position holder. This has to oversee the major part of the arrangements of the events. This position holder is responsible for the use of any kind of College properties to be handled with proper care during the event and hand it over back properly after the completion of the event. This position holder is responsible for bringing sponsors for the events too. This position holder is not entitled to give orders to any other Office Bearers of the Sub-Committees like Dance, Music, Drama, Art. If anytime required then needs proper permission from the faculty Coordinators. This position holder has to follow the orders given by Faculty Coordinators, Convenor and Co-convenor.

4. TREASURERS:

The Treasurers shall draft the approximate budget required for the event and discuss the same with the Faculty Co-ordinators, Convenor and Co-Convenor. The Co-Convenor shall approach the treasurer after the approval for the organization of the event. After the completion of the event the treasurer should submit the bills to the Faculty Coordinators and should submit it to the Accounts Department of the College as per the prescribed format of submitting bills.

5. SECRETARIES OF DIFFERENT SUB-COMMITTEES:

Secretaries shall conduct auditions to form teams for their respective departments. Secretaries can determine the maximum members for the team but there should not be too many members selected. Can divide their teams according to the needs of the Committees. Conduct the meetings and delegate work among the members of respective departments. Communicate about the performances of each member under them weekly to the Convenor and Convenor have to update it to the Faculty Co-ordinators. Those members who have worked exceptionally well for the committee will be acknowledged separately by the Faculty Coordinators. So, it's the duty of each OBs to check on the performances of the members and update it to the faculty coordinators as a report.

- 6. REPORTING HEAD:** This position holder is responsible for preparation of reports after the completion of the event and Annual Reports at the end of the academic session. This will respond to IQAC for any report purposes.
- 6.a. REPORTING SECRETARY:** This position holder is responsible for providing assistance to the reporting head for preparation of the reports.

Both these position holders have to submit Minutes of the Meetings (MOM) conducted by the faculty Coordinators with members and OBs as well as other position holders. They have to take attendance of each member or OBs or any other position holders present in the meeting and submit that attendance sheet at the end of the meeting to the Faculty Coordinators.

7. Tech Office Bearers:

This position holders have to look after the technical things while organising any events, competitions etc. They need to follow the orders of faculty Coordinators, Convenor, Co- convenor and Chief Secretary.

Functions:

1. The cultural events will be organised by the Committee in the college regularly and shall be conducted as per the schedule. The student coordinators shall be coordinating the event with the guidance of the faculty members.
2. To communicate about various cultural events to be celebrated in the college and to give wide publicity.

Events:

The cultural Committee is going to conduct and organise all the cultural events and celebrations in the college and going to send students for representation of college to other events outside the campus .

Screening process for membership to the committee:

1. We created a google form including all cultural activities/categories and students who were interested filled the forms and we had one to one interview for screening and selected the students for various posts.

2. Previous participation and achievements in the cultural activities organised by the college will be taken into consideration while selection.

Screening process for the competition

2. Students will be allowed to participate in the events only with the approval of the committee. In cases where a student enrolls himself/herself in any cultural event without prior approval of the committee, disciplinary action shall be taken against such student & exemption from attending classes shall not be granted.

3. If the students are representing the college for cultural events outside the city/ state, consent from the parent/ guardian is mandatory.

Procedure to Conduct an Event:

1. The Convenor and Co- Convenor shall convene a meeting and decide upon an event to be held by the committee with the faculties in-charge first.
2. Following the approval, the final approval shall be taken from the Principal for organising the event or any participation.
3. Upon receiving the approval of the Principal, there shall be a meeting convened with faculties in charge, both convenors and both treasurers for the budget.
4. Then followed by another meeting with the Secretaries for delegation for work and organising plan etc
5. Then meetings based on needs of the events.

Meetings:

1. The Committee shall hold regular meetings atleast 3 times in a month to discuss activities to be carried forward by the committee and need basis.
2. The notice of the meeting shall be given to all the members and there would a mention of - agenda, date, time and place of meeting.
3. The meeting shall be headed by Convenor and Co- Convenor
4. Minutes of meeting to be recorded by the reporter and the same shall be communicated to all the members.
5. Presence and participation to the meetings is compulsory for all the OB members.

Removal for members:

The members of the committee shall be removed on the basis of the following grounds:

1. Any misconduct against the faculties in charge of the committee or the members of the committee.

2. Dissatisfactory performance towards the committee.
3. Not abiding by the rules and regulations of the committee
4. Irregularity or absence in meetings and events by the members.
5. The following steps will be carried forward before removal of a member:

- The concerned person shall be given an opportunity of being heard by the faculties and members of the committee.

- Voting shall be carried out when there is difference of opinions among the members

- The results of the voting shall not be binding on the faculties, decisions left at the discretion of faculties.

- The decision given by the faculties to be treated as final.

Grievance or Redressal:

1. Any member who has a query or grievance with regard to the committee or any member shall approach the faculties in charge or both the convenors as a medium.
2. After receiving the said complaint both the convenors shall convey it to the faculties in charge to take action or redress.
3. The grievance shall be addressed within a reasonable time based on the grievance and circumstances
4. It shall be carried forward by the faculties in charge based on the seriousness of the grievance.

Amendment or Changes:

1. Amendment

Termination/Disqualification:

1. Once the selected students have given their commitment to participate in the event, they shall not withdraw from the same unless there is a genuine reason and the same will have to be validated by their parents/ guardian.
2. Failure to participate/coordinate in cultural activities.
3. For any misconduct or misbehaviour, the Committee will take disciplinary action.

4. Certificates will not be issued to the students at the end of academic year ,if they don't adhere to rules and regulations.

Roles and Responsibilities:

Reimbursement policy:

1. The Committee shall also take care of reimbursements and the same shall be discussed and finalized with the students before they go to various colleges to attend the competitions.



Principal

Prof. DR. Umamahesh Satyanarayana

Incharge Faculty coordinator's



1.Mrs. JAYALAKSHMI.V
Asst Prof
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2.Mrs. Anurupa Chetia
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