

## **CULTURAL COMMITTEE**

### **Overview**

The Cultural Committee of Nagarjuna College of Management Studies is an avid promoter of skill-sets necessary to function in the world with valuable assets such as communication, teamwork, leadership as well as organizational skills. The committee delves to create a platform that provides students with an opportunity to showcase creative talents in diverse ways. The committee provides enough opportunities for the students to relax and enjoy campus life amidst meticulous academics.

### **Vision**

To encourage, enhance the students' talents and provide them with a stage for exposure.

### **Mission**

1. Provides innumerable opportunities for the students to exhibit their skills and talents.
2. Acts as a platform for the students to not only display but also discover, explore and master their creative potential.
3. Inculcating the value of individuality, being an active member of a team.
4. To provide a platform that caters to help build character, understand the value of participation and find individualistic qualities that will ensure a fulfilling and successful life.

### **Roles and Responsibilities**

1. The Cultural Committee shall be responsible for all cultural events in the College.
2. To plan and schedule cultural events for the academic year.
3. To prepare budget for all cultural events and take necessary steps for its approval.
4. The Cultural coordinator shall conduct a meeting to discuss and delegate task.
5. To conclude each event with report and expenses incurred.

### **Procedure to organize cultural events:**

1. To prepare the Annual Budget for various cultural event.
2. To obtain formal permission from the College authorities to arrange program.
3. To decide the date, time and agenda of the program.
4. To inform members of staff and students about the event.
5. To arrange the venue and logistics (audio/video system, dais, podium etc).
6. To invite the Chief Guest and other dignitaries.
7. To arrange mementos for guests and gifts/certificates for the participants.
8. To prepare and maintain concluding records of all cultural activities.

### **Documents to be maintained by the committee**

1. Copy of Strategic Perspective Plans submitted.
2. File the minutes of meetings for every formal meeting.
3. Circulars sent by the committee.
4. Brochures / Invitation cards.
5. Annual/individual event budget submitted.
6. Report on every event/ activity conducted.
7. Student enrolment in activities/attendance.
8. Photographs of the event.
9. Certificate issued (if any).
10. Copy/Photos of press release or media coverage.
11. Any other related documents.

  
**PRINCIPAL**

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NAGARJUNA COLLEGE OF MANAGEMENT STUDIES

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