

2018

## *Cultural Committee*



## POLICY DOCUMENT



**MAHARAJA INSTITUTE OF TECHNOLOGY MYSORE**

*Belawadi, Naguvanahalli Post, Srirangapatna taluk, Mysore - 571477*

# *Cultural Committee*

## **POLICY DOCUMENT**



**MAHARAJA INSTITUTE OF TECHNOLOGY MYSORE**

Belawadi, Srirangapatna Tq, Mandya Dist 571477

## **PREFACE**

Cultural Committee of Maharaja Institute of Technology Mysore is established as Auxiliary part of the education the institute offers. The Committee functions with the core objective of upholding and uplifting the mission of the institute and in doing so enhances the quality of life at the campus.

The members carry out functions that are relevant within the scope of the committee by continuously contributing towards drawing the interests of community in professing the inculcation of the right culture and right attitude in to daily functioning of every individual.

The Cultural Committee Policy Document touches upon the functionality, procedure and ways and means of upholding the objectives set by the cultural committee for the institute.

To give direction in organizing and in managing the cultural aspects at the institute, this policy document will serve as a guide to the committee as well to its stakeholders.

To make this Policy Document relevant, it is recommended that this work be reviewed and be revised periodically as the need arises.

**PROF. KIRAN KUMAR L    DR. C RAMAKRISHNEGOWDA    DR. B G NARESH KUMAR**

*Convener*

*Chairman*

*Principal*

## **DECLARATION**

I am happy to learn that the members of the Cultural Committee of Maharaja Institute of Technology Mysore have spelt out the functional procedure in the form of "Policy Document". I congratulate the Members headed by the Chairman in this regard.

I, Dr. B G Naresh Kumar, hereby declare that Cultural Committee Policy Document is right in all aspects and deem fit for actual practice in the Auxilliary Cultural functions of the Institute and hence all aspects compiled in this document be wholeheartedly accepted and followed by all the stakeholders of the institute with effect from 19.11.2018.

**DR. B G NARESH KUMAR**

PRINCIPAL

## TABLE OF CONTENTS

INDEX NUMBER	DESCRIPTION	PAGE
1	<i>Introduction</i>	3
2	<i>MITM Cultural Education</i>	3
3	<i>Objectives</i>	3-4
4	<i>Cultural Committee</i>	4
4.1	<i>Committee Hierarchy</i>	4-5
5	<i>Roles and Responsibilities</i>	6
5.1	<i>Roles of Chairman</i>	6
5.2	<i>Roles of Convener</i>	6
5.3	<i>Roles of Members</i>	6
6	<i>Events Celebrated/Observed Annually</i>	7
7	<i>Classification of Events Organized/Observed</i>	8-9
7.1	<i>Department Level Events For Students</i>	8
7.2	<i>Department Level Events For Staff</i>	8
7.2.1	<i>Procedure for Conduction of events at the department level</i>	8
7.2	<i>Institute Level Events</i>	8
7.3.1	<i>Procedure for Conduction</i>	9

## 1. INTRODUCTION

The Cultural Committee is instituted in the institute with a core objective of upholding the core values of the institute which is to contribute in the overall development of an individual capable of contributing towards the growth of the nation. India is a country with profound cultural values etched into every citizens' ways and walks of everyday life. Being a part of this great heritage, the stakeholders of the institute have the obligation to uphold and uplift the cultural advancement as well as enhance the country's cultural credibility throughout the world. Through its various schemes and ways the committee shall instill qualities into the stakeholders of the institute and I doing so institute well defined mannerism, professionalism, extracurricular capabilities, so on in to the personality of students and staff alike.

Aspects of culture addressed are as follows.

- i. Awareness Creation
  - a. History and philosophy of science
  - b. Cultural responses to globalization
  - c. Ecology and environment
  - d. Culture, religion and philosophy
  - e. Functional knowledge of local and foreign languages
- ii. Platform for Performance
  - a. Local theatrical arts
  - b. Literature, music, painting, cinema and other fine arts

## 2. MITM CULTURAL EDUCATION

The very purpose of education is to know the past, understand the objective and improvise the former to a greater heights. The Educated persons personality shall therefore reflect the courage, maturity, self learning and professionalism in ones functioning.

## 3. OBJECTIVES

Cultural Committee is responsible for keeping the spirits alive on the campus by organizing a multitude of cultural activities round the year. Be it celebration of almost every festival or frequent open air jamming sessions we make sure that every event last in your memory for a lifetime.

- a) To Create cultured ambience atmosphere in terms of behavior, attitude and presentation aspects at Maharaja Institute of Technology Mysore.

- b) To facilitate conducive environment for students and staff alike for active involvement in all the celebration.
- c) To identify, encourage and promote students to perform at various stages facilitated by the institute.
- d) To facilitate platform for students and staff alike to showcase talents.

#### 4. CULTURAL COMMITTEE

The composition of the Cultural committee is as follows:

NAME	DESIGNATION	DEPARTMENT	STATUS
Dr. C Ramakrishnegowda	Professor and Head	CE	Chairman
Prof. Sriharsha M R	Assistant Professor	CSE	Member
Prof. Smithashree K P	Assistant Professor	ISE	Member
Prof. Ravikumar H	Assistant Professor	ECE	Member
Prof. Mallikarjuna	Assistant Professor	ME	Member
Ms. Bhavyashree B.N	Assistant Professor	CE	Member
Prof. Impa Belliappa	Associate Professor	MBA	Member
Prof. Thejaswini M N	Assistant Professor	MCA	Member
Mrs. Vidyashree K	Lab Instructor	CSE	Member
Mr. Basanth Kumar	Lab Instructor	ECE	Member
Mr. Jagadish M	Lab Instructor	ISE	Member
Mr. Manjunath S C	Lab Instructor	ME	Member
Mrs. Saraswathi	Lab Instructor	CE	Member
Prof. Kiran Kumar L	Program Officer	NSS	Convener

**TABLE 1: MEMBERS AND MEMBER DETAILS**

## 4.1. COMMITTEE HIERARCHY

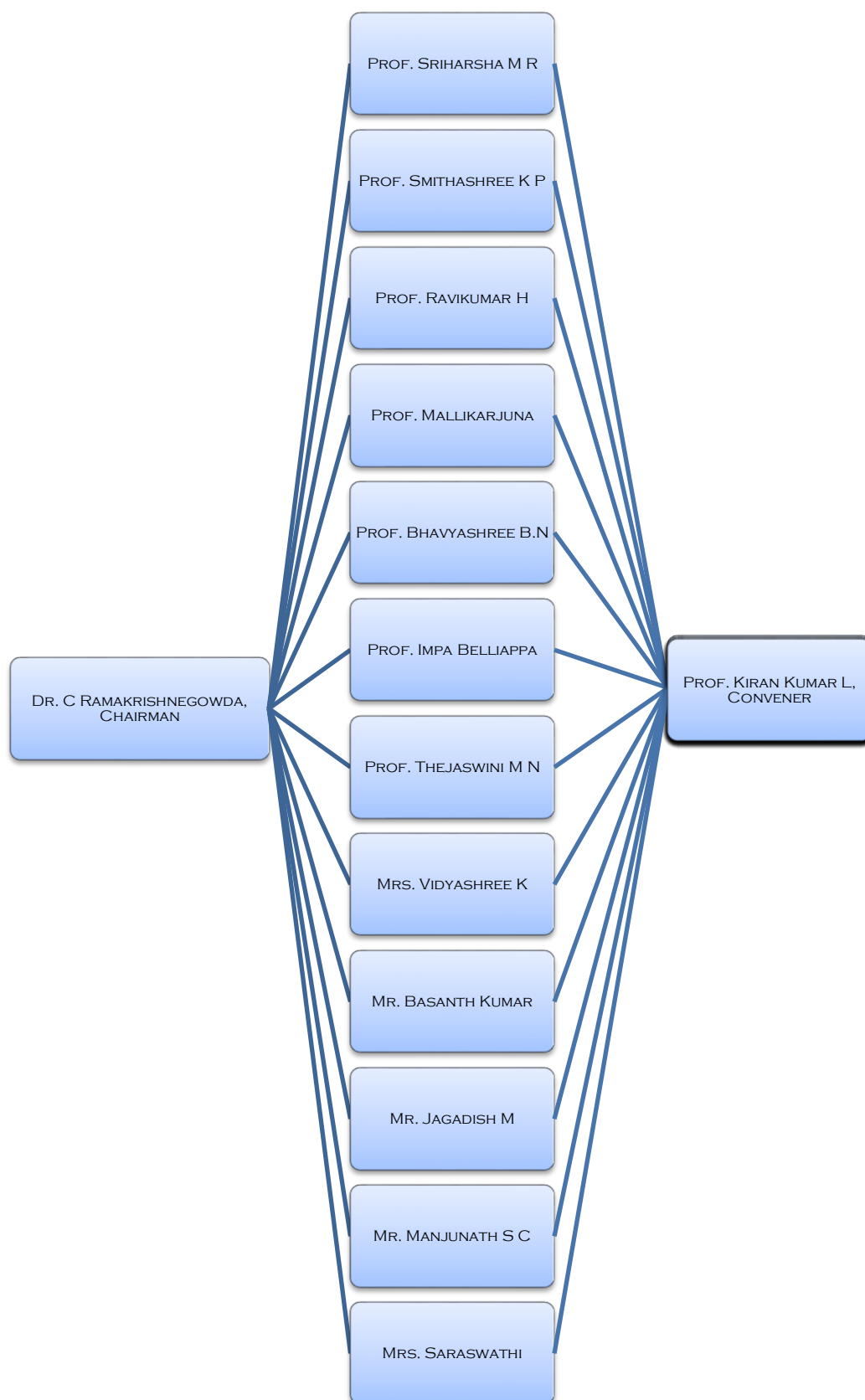


FIGURE 1: ORGANIZATION CHART



## **5. ROLES AND RESPONSIBILITIES**

### **5.1. ROLES OF CHAIRMAN**

- 1) Formulate functional hierarchy, segregate various activities amongst the members , communicate the execution plan and exhibit end to end control of the approved activities.

### **5.2. ROLES OF CONVENER**

- 1) Convene for effective communication of all matters of the committee and between the committee and the Principal.
- 2) Oversee active participation of all its members in planning, organizing and execution of the approved activities.
- 3) Draft the agenda and propose the same in subsequent meetings and devise mechanism to accurately document the same. The agenda may include the following, as and when applicable.
  - a) Calendar of Cultural events and subsequent approval from the Principal.
  - b) Budget proposal and subsequent approval from the Principal.
  - c) Budget utilization report and subsequent approval from the Principal.
  - d) Measures for publicizing the objectives of the committee as well publicizing all the events.
  - e) Measures to enhance cultural upbringing of the students and staff alike.
  - f) Execution Planning of the events.
  - g) Measures to oversee effective conduction of the events.
  - h) Facilitate accurate reporting.

### **5.3. ROLES OF MEMBERS.**

- 1) Constructively and creatively participate in planning, organizing, executing and controlling of all the events and activities as decided and assigned and allotted in the committee.
- 2) Strictly adhere by the instructions of the Convener and the Chairman.
- 3) Coordinates the activities of various student and staff.
- 4) Extend unconditional cooperation in upholding the objectives of the committee.

## 6. EVENTS CELEBRATED/OBSERVED ANNUALLY

S/L	EVENTS	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
1.	Friendship Day	5 <sup>th</sup>											
2.	Indian Independence Day	15 <sup>th</sup>											
3.	National Sports Day	29 <sup>th</sup>											
4.	Teachers' Day		5 <sup>th</sup>										
5.	Engineers' Day		15 <sup>th</sup>										
6.	Gandhi Jayanthi (International Non-Violence Day)			2 <sup>nd</sup>									
7.	Ayudha Pooja												
8.	National Education Day(Birth Anniversary of Maulana Abdul Kalam Azad)				11 <sup>th</sup>								
9.	National Constitution Day				26 <sup>th</sup>								
10.	World AIDS Day					1 <sup>st</sup>							
11.	Human Rights Day					10 <sup>th</sup>							
12.	National Youth Day (Birth Anniversary of Swami Vivekananda)						12 <sup>th</sup>						
13.	Republic Day, India Tourism Day						26 <sup>th</sup>						
14.	Management Day							21 <sup>st</sup>					
15.	National Science Day							28 <sup>th</sup>					
16.	International Women's Day; International literacy Day								8 <sup>th</sup>				
17.	World Forestry Day								21 <sup>st</sup>				
18.	World Day for Water								22 <sup>nd</sup>				
19.	World Health Day									7 <sup>th</sup>			
20.	Earth Day									22 <sup>nd</sup>			
21.	Workers' Day										1 <sup>st</sup>		
22.	National Technology Day										11 <sup>th</sup>		
23.	World Environment Day											5 <sup>th</sup>	
24.	World Blood Donor Day											14 <sup>th</sup>	
25.	International day of yoga											21 <sup>st</sup>	
26.	World Day of International Justice												17 <sup>th</sup>
27.	Kargil Vijay Diwas												26 <sup>th</sup>

TABLE 6: LIST OF EVENTS CELEBRATED/OBSERVED ANNUALLY

**7. CLASSIFICATION OF EVENTS ORGANIZED/OBSERVED****7.1. DEPARTMENT LEVEL EVENTS FOR STUDENTS**

- Fresher's Day
- Teachers' Day
- Festival Celebrations
- Engineers Day
- National Science Day
- B.E. Farewell
- Annual Day
- IRIS Events (including Revellers' Night, DJ night, Prom Night, Rock Show etc.)

**7.2. DEPARTMENT LEVEL EVENTS FOR STAFF**

- Picnic
- Birthday celebration
- Felicitation of staff achievements
- Family get together

**7.2.1. PROCEDURE FOR CONDUCTION OF EVENTS AT THE DEPARTMENT LEVEL**

In order for a department to conduct an event mentioned above, prior to execution the following procedure is to be completed

- a) The Department must submit the detailed plan of event that it intends to conduct, to the chairman of Cultural Committee. The plan may contain Proposed Date and Time, Venue, Estimated Audience Size, nature of event, approximate budget and its contribution, guests(if any) from within the institute/ from outside of the institute, etc.
- b) The chairman inturn shall submit the proposal to the Principal and seek his approval.
- c) The Chairman Communicates about the status of approval to the Respective Head of the Department.
- d) If Approved by the Principal, the Department shall organize and conduct the event.
- e) The chairman and Convener of the MITM Cultural Committee shall provide Any assistance/service if requested by the department.
- f) Upon Completion of the said event the department shall submit a Report of the same to the Chairman of the MITM Cultural Committee.
- g) Upon Verification by the Chairman of the MITM Cultural Committee and Write off from the Principal, the said Report must be stored in the department filing system.

**7.3. INSTITUTE LEVEL EVENTS**

- First Year Orientation Program
- Independence Day
- Republic Day
- Women's Day
- NSS Day
- Founder's Day

### **7.3.1. PROCEDURE FOR CONDUCTION**

All events mentioned under 1.6.1.4 and any other as decided by the committee or communicated by the Principal shall uphold the following procedure.

- a) As per Chairman's direction the convener shall convene the meeting and draft the execution plan of the said event and submit the proposal to the chairman. The plan may contain Proposed Date and Time, Venue, Estimated Audience Size, nature of event, approximate budget, guests(if any)from within the institute/ from outside of the institute, etc.
- b) The chairman shall scrutinize the plan and upon all modifications incorporated by the convener, the chairman must submit the detailed plan of event to the Principal.
- c) Upon the Approval of the plan by the Principal, the Chairman shall communicate the same to the Convener and the Convener must then convene the meeting of the committee and gear up for execution of the plan.
- d) The Committee members shall be allotted with specific roles and responsibilities by the convener and further to this, the members shall organize and facilitate for completion of the event.
- e) The Committee shall co-opt any staff and students of the institute, as may be required as per magnitude of the event. The proposed members to be co-opted shall only be made available for service to the committee upon the consent for requisition received from the respective HOD's of the department to which the proposed Co-opted members report to. The Co-opted members shall only be on one time basis and the Co-opted members are considered as adjunct members of the committee only form the event that their services are requested.
- f) Upon completion of the event, the convener shall facilitate for compiling the "Event Report" to the Chairman and the Chairman shall endorse the report (if found to be acceptable) and submit the same the Principal.
- g) The Convener shall accurately file Office Copy (OC's) of all correspondances.