



SAPTHAGIRI COLLEGE OF ENGINEERING

(Affiliated to Visvesvaraya Technological University, Belagavi & Approved by AICTE, New Delhi.)

14/5 Chikkasandra Hesaraghatta main road Bangalore 560057

Cultural Committee

STANDARD OPERATING PROCEDURE

PREVIEW:

- Standard operating procedures (SOPs) for cultural committee are instructions intended to document how to perform Institute sponsored cultural activities within the premise.
- The standard operating procedures helps to ensure law, order and excellence.
- In view of smooth and transparent conduction of different cultural events, the standard operating procedure (SOP) is framed.
- This SOP is for all the cultural events occurring in various departments of the college which is effective from
- This SOP will be reviewed as and when required.
- This committee is the main link between the college and the University in the field of cultural activities.
- The main responsibility of this committee is to ensure smooth conduct of all the cultural events and activities among various departments, Inter College cultural festival, organizing various cultural programs on the campus.

AIM:

There is a need to lay down the clear cut rules and regulations to ensure the following:

1. Free and fair competition.
2. Maximum participation by students of all years.
3. Adequate opportunity and time to prepare, while at the same time, not allowing the focus on academics to get diluted.
4. The rules and regulations can be amended as and when required by the Director/Principal.

ROLES AND RESPONSIBILITIES:

1. Conduct meetings with cultural committee convener, department heads and finalize the rules and regulations (modifications only if required).
2. Identify requirements of each event.

Principal

Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
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3. Prepare the schedule of each event and put up the budget/expense amount for approval.
4. Form different sub-committees related to events, discipline, budget and coordination.
5. Deputing volunteers as per the event Incharge requirement.
6. Ensuring the roles of event Staff Incharge/Heads.
7. Ensuring mass participation of students from all departments.
8. Proper and fair Certificate/Prize Distribution.
9. Any grievances/complaints during the conduction of the event will be resolved by the judges/members there and then, in consultation with faculty /student incharge.
10. Ensuring proper conduct of all the cultural events.

Committee Convener

Principal

Sapthagiri College of Engi
Chikkasandra, Hesaraghatta Road
Bangalore-560 057

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