



KOTTAKKAL FAROOK **ARTS & SCIENCE COLLEGE**

KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

STANDARD OPERATING PROCEDURE CULTURAL COMMITTEE

CULTURAL COMMITTEE

Functions and Responsibilities:

The forming of the cultural committee is to promote organising the cultural activities in a structured manner without affecting the academic routine fixed by the college and university. It aims to provide sufficient venue and support to the students to express their creativity and histrionic talents. The planning, direction, coordination and logistical requirements for all these events are taken care of by the Cultural Committee, working in collaboration with other Clubs and Committees of the college to promote bonding and team spirit between each and every student. The Cultural Committee shall be responsible for all intra and inter-collegiate cultural events in the College. The cultural committee shall form various sub-committees with sufficient student representation and participation, and duties shall be delegated to the students to enhance their leadership and personality. The committee may plan the formal programmes as given below and shall conduct other events without interrupting normal academic work.

- Fresher's Day,
- Orientation Programs, Organize campus radio Teachers' Day, Festival Celebrations, National Days, Farewell parties, Annual college Day, Zonal competitions,
- Fests, management meets, exhibitions, melas, etc, Functions
- Plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the college.)
- Prepare the annual budget for various cultural event and prepare programme specific budget for each cultural event and take necessary steps for its approval from the College authorities to arrange programme.
- Decide the date, time and agenda of the program, inform members of staff and students about the event, arrange the venue and logistics (audio/video system, dais, podium etc).
- Invite the Chief Guest and other dignitaries.
- Arrange mementos for guests and gifts/certificates for the participants
- Publish the events and festivals in the Notice Board/Website/ Alumnisite/press etc.
- Prepare and maintain brochures records of all cultural activities and proper documentation.
- Prepare the details of attendance exemption to be given to the students representing college in various competition
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STANDARD OPERATING PROCEDURE (SOP) FOR CULTURAL COMMITTEE

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the Cultural Committee at Kottakkal Farook Arts and Science College. The committee is responsible for organizing cultural activities in a structured manner, providing a venue for students to express their creativity, and ensuring that events do not disrupt the academic routine.

2. Scope

This SOP applies to all members of the Cultural Committee and covers the following areas:

- Planning and scheduling cultural events
- Budget preparation and management

- Coordination of event logistics
- Student representation and participation
- Record-keeping and documentation
- Registration of the event in the portal

3. Definitions

Cultural Committee: A committee responsible for organizing and promoting cultural activities within the college.

Sub-committees: Groups formed under the Cultural Committee with specific responsibilities for different cultural events.

4. Responsibilities

Committee Chair: Oversee the committee's activities, schedule meetings, and ensure compliance with policies.

Committee Members: Participate in meetings, provide input on cultural activities, assist in organizing events, and ensure proper execution of tasks.

Sub-committee Heads: Lead specific cultural events, delegate tasks to student representatives, and ensure successful event completion.

Administrative Staff: Support the implementation and management of cultural activities and events.

5. Procedures

5.1 Formation of the Cultural Committee

The Principal appoints the Cultural Committee members at the beginning of each academic year.

The committee should include representatives from faculty, administrative staff, and student body.

Form various sub-committees with sufficient student representation and participation.

5.2 Meetings

The Cultural Committee will meet at least once every month to discuss and review cultural activities.

The Chair will prepare and distribute the agenda at least three days before the meeting.

Minutes of the meeting will be recorded and circulated to all members within one week.

5.3 Planning and Scheduling Cultural Events

Plan and schedule cultural events for the academic year, including:

- Fresher's Day
- Orientation Programs
- Teachers' Day
- Festival Celebration
- National Days
- Farewell parties
- Annual College Day

- Zonal competitions
- Fests, management meets, exhibitions, melas
- Campus radio activities
- Include tentative dates for cultural events in the academic calendar of the college.
- Collaborate with other clubs and committees to promote student bonding and team spirit.

5.4 Budget Preparation and Management

Prepare the annual budget for various cultural events. Prepare program-specific budgets for each cultural event. Submit the budgets for approval to the College authorities. Ensure proper utilization of allocated funds.

5.5 Coordination of Event Logistics

Decide the date, time, and agenda of each event.

Inform members of staff and students about the event details. Arrange the venue and necessary logistics, including audio/video systems, dais, and podium.

Invite the Chief Guest and other dignitaries.

Arrange mementos for guests and gifts/certificates for participants.

5.6 Student Representation and Participation

Delegate duties to students through sub-committees to enhance their leadership and personality.

Ensure active student participation in organizing and conducting cultural events.

Prepare the details of attendance exemption for students representing the college in various competitions.

5.7 Record-Keeping and Documentation

Maintain brochures and records of all cultural activities. Document event details, including photographs and reports.

Publish information about events on the notice board, website, alumni site, and press.

Submit annual reports on cultural activities and budget allocations to the Principal.

6. Documentation and Reporting

Maintain records of all committee meetings, decisions, and actions. Document all cultural activities, event reports, and student participation. Keep records of student achievements and awards. Submit quarterly and annual reports to the Principal on the status of cultural activities and events.

7. Review and Revision

This SOP will be reviewed annually by the Cultural Committee. Any changes or updates will be documented and approved by the principal before implementation.

8. Approval

The Principal approves this SOP and is effective from [Date].

Principal's Signature:

Date:

9. Distribution

This SOP will be distributed to all Cultural Committee members, department heads, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.