

Ref. No.: -GRD-IMT/DO/2024/JAN/SE/11

Date: 18/01/2024

Notice

Subject: Formation of Cultural Committee

All Faculty, Staff and Students are hereby informed that below mentioned **Cultural Committee** has been formed to promote **all kind of Cultural and Student Clubs' Activities:**

SN	Name	Role
1	Mrs. Yamini Chandola Semwal	Head of Committee
2	Mrs. Minakshi Sajwan	Co-ordinator
3	Ms. Shristhi Joshi	Co-ordinator
4	Ms. Shristhi Rana	Member
5	Ms. Suman Rani	Member
6	Ms. Pankhuri Bhatia	Member
7	Ms. Vaishali Ganwal	Member
8	Ms. Swapnil Nautiyal	Member
9	Dr. Anjali Singh	Member
10	Mrs. Minakshi Ghildiyal	Member
11	Ms. Pooja Bhandari	Member
12	Ms. Pooja Singhal	Member
13	Ms. Rahil Pur	Member
14	Ms. Rachel	Member
15	Mr. Vaibhav Sharma	Member
16	Mr. Arpan Goyal	Member
17	Mr. Manoj Thapliyal	Member

Core Role and Responsibilities of Cultural committee will be as follows:

- The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
- To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)
- To prepare budget for all cultural events and take necessary steps for its approval.
- The Head of the committee shall conduct a meeting of the committee to discuss and delegate task.

- Procedure to organize cultural events:
 - To prepare the Annual Budget for various cultural events.
 - To obtain formal permission from the College authorities to arrange program
 - To decide the date, time and agenda of the program
 - To inform members of staff and students about the event
 - To arrange the venue and logistics (audio/video system, dais, podium etc).
 - To invite the Chief Guest and other dignitaries
 - To arrange mementos for guests and gifts/certificates for the participants
- The committee shall display on the Notice Board/Website information about festivals to be celebrate
- To prepare and maintain records of all cultural activities.
- Any other duties the Dean Student Welfare may assign time to time.

Above Committee will be reporting to Dean Student Welfare and will plan the regular cultural activities from 19.01.2024 onwards.

Students may contact to above faculty members for any help or query related to cultural activities.

Regards



Dr. Pankaj Chaudhary
Director General

CC) 1) P.S. to Hon'ble Chairman for Information please.

2) Vice Chairman for information please.

3) All Directors/Deans/HODs.

4) Registrar

5) Dean Student Welfare

