

JSS Academy of Higher Education and Research

JSS MEDICAL COLLEGE, MYSURU

Date: 04th April 2024

Preamble.

JSS Medical College believes in overall development of the students including personality, as a goal of education. It aims to provide rich cultural experiences so that the students appreciate our cultural diversity.

In order to provide a suitable platform to showcase the inner talents of student community of our college, it is proposed to constitute Cultural Committee.

Main Objectives:

- To promote cultural activities to bring out the talents of students in the performing arts.
- To identify, recognize, encourage, develop the artistic talents of the students.
- To encourage, guide & prepare the talented students to take part in the various inter-collegiate/University cultural events.
- To organize various intra and inter collegiate cultural events like Fresher's day, Teacher's day, College fest etc in the college.

Cultural activities comprise of:

- dance, singing, playing musical instruments, Dramas, Skits, Fashion shows, fine arts, quiz etc.

(NOTE: literary events such as essay writing, poetry writing, creative writing etc *will not fall under the purview of cultural activities.*)

Constitution of Committee:

The proposed Cultural Committee comprises of 25 - 30 members.

Sl. No	Position	No's	Remarks
1	President	01	Principal/Head of the institution
2	Chairperson	01	A faculty member of grade Professor/Associate professor who is actively involved in cultural activities from any Department.
3	Member Secretary	02	Any student representative who is actively involved in cultural activities from Intern Batch.
4	Joint Secretary	02	Any student representative who is actively involved in cultural activities from MBBS Phase III Part II.
5	<u>Members:</u> Faculty(Advisors)	8	Teaching faculty from various departments.
	Students	14	Student Representatives of each UG batch, including interns and PGs
6	Administrative Co-ordinator	01	AO / AAO

Duties & Responsibilities of Cultural Committee:

- Member Secretary should conduct monthly meeting preferably during 3rd Week of every month & also record the minutes of the meeting. Member Secretary should submit the action taken report to the Chairman about the points discussed in the meeting within 10 days of the meeting.
- To promote and encourage students participation/involvements at various inter collegiate intra/inter college cultural fests/events.

- Member Secretary to prepare and maintain records of all cultural activities.
- Member secretary to submit quarterly cultural activities report highlighting the performance & achievements of the students who took part in various cultural fests.
- Member Secretary to prepare and submit annual budget required for the cultural activities to the Principal/Chairman to incorporate the same in the college annual budget, to obtain necessary approval from the JSS University.
- To evolve regulations & procedure for the students to take part in the various cultural fests /events.
- To select eligible candidates or team towards participation in any inter collegiate events if many students intend to participate. The decision of the committee would be considered to be final.
- The Member Secretary will ensure that proper information to the magazine committee is provided to bring out the college magazine in a befitting manner.
- **Procedure to organize cultural events:**
 - To obtain formal permission from the College authorities to arrange program.
 - To decide the date, time and agenda of the program
 - To prepare the Budget for the cultural event and obtain necessary approval.
 - To prepare complete program list and obtain necessary approval.
 - To display on the Notice Board/Website information about festivals to be celebrated.
 - To invite the Chief Guest and other dignitaries
 - To arrange the venue with audio/video system, dais, podium etc.

Procedure to be followed by students to take part in cultural activities.

- The interested students should submit the requisition/ request letter to the Chairperson via the member secretary/ joint secretary to take part in the various cultural activities with or without financial assistance 30 days in advance. Only after obtaining permission on producing the afore mentioned document, the student should take part in the events.
- Only in exigency cases, the permission will be granted to the student by the Chairperson/Head of the institution to take part in external competition/events.
- Only after obtaining the approval from the Chairperson/Head of the institution, the concerned student will be given attendance for the period of participation & travel.
- After taking part in the cultural fests/events, the student should submit within 7 days, the relevant original bills with supporting documents of the expenses incurred, along with brief report with related photos, to the Chairperson via member secretary, to enable to verify & submit the duly certified bills to the college authorities for settlement of the bills.

(Chairperson)

Dr.Kalabharathi H L