

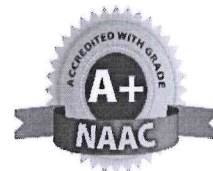


St. MARTIN'S ENGINEERING COLLEGE

UGC Autonomous

NBA & NAAC A+ Accredited

Dhulapally, Secunderabad – 500100



Ref No: SMEC/CC/2023-24/01

Date: 22.07.2023

CONVENING ORDER CULTURAL COMMITTEE

SMEC Cultural Committee plans and schedules cultural events for the academic year and is responsible to organize and promote all intra and inter collegiate cultural events in the college to bring out the hidden talents of the students in performing arts. To ensure that cultural events are planned in an organized manner, the following members make up the Cultural Committee.

S. No.	Name of the Faculty/ Student	Designation	Dept.
1	Mrs. B. Shravani	Convener	FME
2	Mrs. P.Nagamani	Member	ME
3	Ms. M. Sravanthi	Member	CE
4	Mrs. E.Soumya	Member	CSE
5	Mrs. B. Ganga Bhavani	Member	IT
6	Mrs. G. Udayasree	Member	ECE
7	Mrs. S.Sravanthi	Member	CSE
8	Nadia Shaik(21K81A0546)	Student Member	CSE
9	G.Uma Naga Malleshwari (21K81A1215)	Student Member	IT

Frequency of Meeting: As and when required

Objective

To promote and arrange extracurricular activities to bring out the talents of students in the performing arts.

Role and Responsibilities

- The Cultural Committee shall be responsible for all cultural events in the College.
- To plan and schedule cultural events for the Academic year.
- The Convener of the committee shall conduct a meeting with the committee to discuss and delegate task.

Procedure to organize cultural events:

- To prepare the list of cultural events and obtain formal permission from the College authorities to arrange program.
- To decide the date, time and agenda of the program
- To inform committee members both staff and students about the event arrangement, venue and logistics (audio/video system, dais, podium etc).
- To arrange mementos for guests and gifts/certificates for the participants

Events arranged for students in coordination with 'Students Cultural Committee' are

- Fresher's Day
- Festival Celebrations
- Annual Day

The Cultural Committee shall also be responsible for organizing the following events

- Orientation Program
 - Independence Day
 - Teachers' Day
 - Gandhi Jayanthi
 - Republic Day
 - Women's Day
 - Traditional Day
- To prepare and maintain records of all cultural activities.
 - Any other duties Principal assign.



PRINCIPAL
Dr. M. Sreenivasa Rao
PRINCIPAL
St. MARTIN'S ENGINEERING COLLEGE
UGC - AUTONOMOUS
Survey No. 98 & 100, Dhulapally (V)
Dundigal-Gandimaisamma (M), Medchal-Malkajiri (D)
Secunderabad-500 100, Telangana.