



OFFICE OF THE PRINCIPAL
GANDHI INSTITUTE OF EXCELLENT TECHNOCRATS
SANTI NIKETAN, GHANGAPATANA, BHUBANESWAR, 752054.

Ref. No.:

Date:

OFFICE ORDER
Cultural Committee
Academic Year 2018-19

Objectives:

- Grooming Good attitude in every individual student
- To promote and arrange extracurricular activities to bring out the talent of students in variety of Extracurricular Activities

Sl. No.	Name	Position
1	Dr.Subhrajit Pradhan (Principal, Gandhi Institute of Excellent Technocrats)	Chairperson
2	Prof.Samarendra Samal (Assistant Professor, ECE, Gandhi Institute of Excellent Technocrats)	Convenor
3	Prof.Ajanta Priyadarshini (Assistant Professor, EE, Gandhi Institute of Excellent Technocrats)	Co-Convenor
4	Prof.Saroj Das (Assistant Professor, ME, Gandhi Institute of Excellent Technocrats)	Member
5	Prof.Pujashree Panigrahi (Assistant Professor, ECE, Gandhi Institute of Excellent Technocrats)	Member
6	Prof.Dasarathi Dalai (Assistant Professor, EE, Gandhi Institute of Excellent Technocrats)	Member
7	Prof.Rajnikant Sahu (Assistant Professor, CSE, Gandhi Institute of Excellent Technocrats)	Member
8	Prof.Sharmili Routray (Assistant Professor, CIVIL, Gandhi Institute of Excellent Technocrats)	Member
9	Prof.Pradeep Sahu (Assistant Professor, BSH, Gandhi Institute of Excellent Technocrats)	Member

Roles & Responsibilities:

1. The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
2. To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)
3. The Convener of the committee shall conduct a meeting of the committee to discuss and delegate tasks.

Procedure to organize cultural events:

- To prepare the annual budget for various cultural events.
- To obtain formal permission from the College authorities to arrange programs.
- To decide the date, time and agenda of the programs.
- To inform members of staff and students about the events through notice circular with due approval of principal/higher authority.
- 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.
- To display the details of events on the Notice Board/Website.

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

- a) Fresher's Day, b) Teachers' Day, c) Festival Celebrations d) Engineers Day, e) National Science Day, f) Final year B. Tech. Farewell, i) Annual Day, g) IRIS Events (including Revellers' Night, DJ night, Prom Night, Rock Show etc.), h) Picnic, i) Birthday celebration, j) Felicitation of staff achievements, k) Family get together, l) Christmas celebration, m) First Year M.\B.Tech/ Diploma Orientation Program, n) Independence Day, o) Republic Day, p) Women's Day, q) Utkal Divas, r) Founder's Day etc.

Principal
Gandhi Institute of Excellent Technocrats
Ghangapatna, Bhubaneswar

Memo No _____/GIET-Ghangapatna/

Date:-

Copy to:

1. Hon'ble Vice-Chairman for favour of information.
2. Dean Academics/Dean Student Affairs/ Dean R&D/A.O.(Academics)/Director T&P/ All HODs/
/Asst.Manager-HR/A.O.(Admin)/T&P Cell/ Library/Exam.Section/Staff Circular.
3. Person Concern for the information/personal file for record.

Principal
Gandhi Institute of Excellent Technocrats
Ghangapatna, Bhubaneswar