



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

Puducherry - 605 107

6.6 Cultural Events

Sl. No	Name of the Faculty	Designation	Department	Member
1	Dr.V.S.K.Venkatachalapathy	Director cum Principal	Mechanical	Ex-officio
2	Dr. N. Danapaquame	Professor & Head	CSBS	Coordinator
3	Mr. S. Elanthamizh	Asst. Prof	EEE	Member
4	Mr. S. Ganesan	Asst. Prof	ECE	Member
5	Mr. D. Rajesh	Asst. Prof	CSE	Member
6	Mrs. C. Vanaja	Professor	IT	Member
7.	Mrs. M. Rekha	Asst. Professor	ICE	Member
8.	Mrs. D. Sathiyasree	Asst. Professor	CIVIL	Member
9	Mr. Santhoshkumar	Asst. Professor	MECH	Member
10	Mr. S. Prakash	Asst. Professor	MCTR	Member
11	Dr. A. Vijayalakshmi	Professor and Head	BME	Member
12	Mrs. K. Devika	Asst. Prof	CSBS	Member
13	Mr. K. Muthukumaran	Asst. Prof	AIDS	Member
14	Dr. V. Bharathy	Professor and Head	CCE	Member
15	Mr. T. Mukesh	Asst. Professor	B. Arch	Member

Composition of Committee:

1. The Principal as the Chairman, Ex-officio
2. One senior most staff will be a coordinator.
3. Minimum one faculty from each department assigned as member

Term: Term of the *Cultural Events Committee* shall be two years.

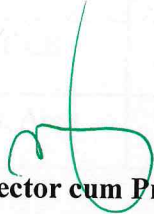
Meetings: The *Cultural Events Committee* shall meet twice in a month and submit periodical report to the chairman at the end of a semester.

Note: Each department will have internal members for *Cultural Events Committee* to execute the activities.

Functions of the Committee:

- The Coordinator of the committee shall conduct a meeting with the committee members to discuss and delegate tasks.
- The committee shall display Information about events to be conducted by the Cultural Committee like Independence Day, Republic Day and College Foundation Day etc on the Notice Board/ Website.
- The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the college
- To prepare budgets for all cultural events and take necessary steps for its approval.
- To decide the date, time and agenda of the program.
- To prepare and maintain records of all cultural activities
- To arrange the venue and logistics (audio/video systems, stage, podium etc.)
- To invite the chief guest and other dignitaries
- To arrange mementos for guests and gifts/ certificates for the participants.
- To recognize students who are familiar with cultural practices such as dancing, singing, and public speaking etc.,
- To collect the list of students in their department using the information given above.
- Every month, gather knowledge about cultural activities from other colleges and train the students to participate.




Director cum Principal
Dr.V.S.K.Venkatachalapathy