



Administrative Manual – Cultural Committee, **St. Francis De Sales College**

Introduction

Establishment and Purpose

The Cultural Committee of St. Francis De Sales College was initially established under the Students Welfare Office in the year 2008 and is now functioning under the Student Welfare Office. The committee's primary purpose is to foster cultural expression, creativity, and talent among the student community. Over the years, it has played a vital role in organizing and promoting cultural events that bring together students from both Undergraduate (UG) and Postgraduate (PG) programs.

Scope

The Cultural Committee serves as a platform for students to showcase their talents and engage in cultural exchange. It organizes a variety of events throughout the academic year, such as Prathibha Prayan, Razzmatazz, Ethnic Day, Abhinaya, Esperanza, Folk Fusion, Talentia, and other cultural activities. These events aim to enhance cultural awareness, nurture creativity, and promote camaraderie among students. The committee's stakeholders include students, faculty, and external collaborators who contribute to the vibrant cultural ethos of the institution.

Objectives

1. To encourage student participation in cultural activities and provide a platform to showcase their talents.
2. To organize and manage cultural events that foster inclusivity and celebrate diversity.
3. To promote teamwork, leadership, and organizational skills among students.
4. To integrate cultural awareness into the academic environment.
5. To build a strong sense of community within the college.



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Organisation and Governance

Office/Centre Structure

The Cultural Committee operates under the Student Welfare Office with the following structure:

- **Cultural Coordinator (Current):** Prof. Pradeep V
- **Student Representatives:** Elected annually from UG and PG programs
- **Event-Specific Committees:** Formed as needed for individual events

Roles and Responsibilities

- **Cultural Coordinator:**
 - Oversees all activities of the Cultural Committee.
 - Coordinates with student representatives and faculty members.
 - Ensures the smooth execution of events.
- **Student Representatives:**
 - Assist in planning, organizing, and executing cultural events.
 - Act as a liaison between the student body and the committee.
- **Event-Specific Committees:**
 - Focus on event-specific tasks such as logistics, promotion, and management.

Staff Management

Induction and Orientation

New members of the Cultural Committee undergo a structured induction program that includes:

1. A formal introduction to the committee's mission and vision.



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2. Orientation sessions on roles, responsibilities, and event management protocols.
3. Interaction with key personnel, including the Cultural Coordinator and student representatives.
4. Training on policies, procedures, and resource utilization.
5. Continuous mentoring and support.

Staff Development and Support

1. **Capacity Building:** Workshops on event management and cultural program coordination.
2. **Mentorship Programs:** Guidance from senior faculty members and experienced alumni.
3. **Leadership Development:** Training sessions to cultivate leadership and organizational skills.
4. **Wellness Initiatives:** Programs to support the well-being of committee members.
5. **Technology Support:** Training on tools and software for efficient event planning and execution.
6. **Diversity and Inclusion:** Workshops to promote equitable and inclusive cultural representation.

Transition Process for Transfer/Resignation/Termination

When there is a transition in roles within the Cultural Committee:

1. Handover documentation is prepared and shared with successors.
2. Outgoing members conduct briefing sessions for incoming members.
3. The Cultural Coordinator oversees the transition to ensure continuity in operations.



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Operational Framework

Processes and Procedures for Services and Functions

1. Event Planning:

- Conceptualization and approval of event proposals.
- Budgeting and resource allocation.
- Coordination with stakeholders.

2. Event Execution:

- Scheduling and logistics management.
- Supervision of rehearsals and setups.
- On-ground event management.

3. Post-Event Review:

- Collecting feedback from participants.
- Preparing reports on event outcomes.
- Identifying areas for improvement.

Perception Building

1. Promotion of events through social media, posters, and official communication channels.
2. Collaboration with local and regional media for event coverage.
3. Networking with alumni and external organizations to enhance the committee's visibility.

List of Files and Registers Maintained

1. Event Proposals and Budgets
2. Attendance Registers
3. Feedback Forms
4. Event Reports
5. Communication Records
6. Media and Press Documentation



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Performance Management

Measurable Outcomes

1. Participation rates in cultural events.
2. Feedback scores from participants and attendees.
3. Number and quality of events organized annually.
4. Awards and recognitions received by the committee.

Review and Evaluation

The committee conducts annual reviews to evaluate its performance using the following methods:

1. Surveys and feedback from students and faculty.
2. Analysis of event reports and measurable outcomes.
3. Meetings with stakeholders to discuss achievements and challenges.

Compliance

The Cultural Committee adheres to:

1. College policies and guidelines.
2. Regulations of statutory and accreditation bodies such as UGC and NAAC.
3. Local and national laws governing event organization and student welfare.

Communication and Stakeholder Engagement

1. Regular updates through the college's official website and social media channels.
2. Periodic meetings with student representatives and faculty members.
3. Collaborative communication with external partners and sponsors.



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Appendices

List of Policies, Guidelines, Rules, and Regulations

1. Student Welfare Office Policies
2. Guidelines for Event Management
3. Code of Conduct for Committee Members
4. Safety and Emergency Protocols

List of Templates

1. Event Proposal Template
2. Budget Approval Form
3. Feedback Form Template
4. Event Report Template