

# Administrative Manual – EMCEE Committe

## 1. Introduction

The MC Club is where confidence meets creativity and events come alive with energy and charisma! The MC Club is a dynamic platform designed to help students master the art of hosting, public speaking, and event management. Whether a seasoned speaker or just starting the journey, this club provides the perfect space to develop communication skills, enhance your stage presence, and gain practical experience by hosting college events.

**Establishment and Purpose:** It was established in the year 2014

- Foster Communication Skills
- Build Confidence:
- Encourage Leadership
- Promote Teamwork and Collaboration

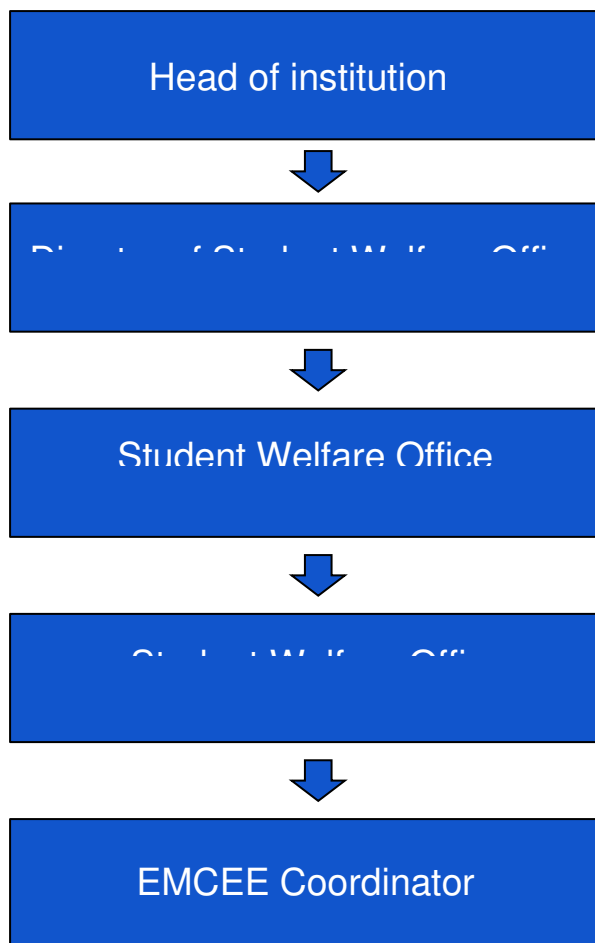
**Scope:**

- Master the art of engaging audiences with confidence and clarity
- Gain hands-on experience in planning, organizing, and executing events
- Develop the ability to take charge, manage teams, and lead effectively
- Build essential communication and interpersonal skills that are invaluable in any career
- Overcome stage fear and grow into a poised and self-assured individual

- **Objectives:**

- Develop Public Speaking Skills
- Build Confidence and Stage Presence
- Foster Leadership and Teamwork
- Promote Creativity and Innovation
- Encourage Professional Growth

## II. Organisation and Governance



- **Roles and Responsibilities:**

- Leadership and Supervision
- Event Planning and Coordination
- Skill Development
- Administrative Responsibilities
- Organizational and time-management skills
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## III. Staff Management

### Induction and Orientation:

- Introduce the in-charges to the emcee responsibilities
- Overview of roles and responsibilities
- Sharing policies, procedures, and available resources
- Providing ongoing support and mentoring

**Transition Process for Transfer/Resignation/Termination:**

- All the necessary documents or reports of the committee will be handed over to the IQAC Criteria Incharge.

**IV. Operational Framework**

- **Processes and Procedures for Services and Functions:**
  - Work in collaboration with the college regarding the programmes
  - Host and anchor programmes in college
  - Practice to be held according
  - Conduct workshops
- **Perception Building:**
  - Training in Public Speaking
  - Encouraged to attend workshops
- **List of Files and Registers Maintained:**
  - Reports of the programmes
  - Photos
  - Attendance sheets

**V. Performance Management**

- **Measurable Outcomes:**
  - Improved Public Speaking Skills
  - Increased Confidence
- **Review and Evaluation:**
  - A review meeting to render feedback

**VII. Communication and Stakeholder Engagement**

- **Communication to Stakeholders:**  
Communication through general meetings & Whatsapp communication