

# **ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY (AIMT)**

## **STANDING OPERATING PROCEDURE (SOP) FOR FUNCTIONING OF CULTURAL TEAM**

### **General**

1. The Cultural Committee is one of the crucial committees responsible for the healthy and cohesive environment during the students' Institute life. It believes that an Institute should have its equal share of fun & frolic along with the Academics.
2. The committee aims to take an attempt to capture the vibrant persona of the students by offering them a platform to showcase their inner musicians, dancers, actors, painters, writers, photographers and dreamers and to promote and arrange extracurricular activities to bring out the talents of students in the performing arts.

### **Aim**

3. To provide platform for the students to showcase talent inside and outside Institute.
4. To keep the spirits alive on the campus by organizing multitude of cultural activities round the year.
5. To organize and celebrate festivals or frequent open air get-togethers sessions to bind the students.
6. To encourage and organize inter batch events, Fresher's party, Farewell party, etc.
7. To encourage students participate in inter Institute sports competition

### **Composition**

**The Cultural committee will comprise of following members:**

8. Cultural coordinator
9. Student coordinators from both batches (depending on their willingness or accolades earned for cultural committee)

### **Duties & responsibilities**

10. The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the Institute.
11. To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)
12. To prepare budget for all cultural events and take necessary steps for its approval.
13. The Coordinator of the committee shall conduct a meeting of the committee to discuss and delegate task.
14. To maintain year-wise compendium of cultural events and submit the same to the library for record keeping.

15. The committee shall display on Institute Website about festivals to be celebrated and write up on events already celebrated.

16. Any other duties the Director / Registrar may assign.

17. **Procedure to organize cultural events:**

- a. Prepare the Annual Budget for various cultural event
- b. Obtain formal permission from the Institute authorities to arrange program
- c. Get approvals for the banner, invitation card, certificates and other arrangements from the authorities.
- d. Decide the date, time and agenda of the program
- e. Inform members of faculty, staff and students about the event and disbursement of duties to all along with detailed listing.
- f. Arrange the venue.
- g. Invite the Chief Guest and other dignitaries
- h. Arrange mementos for guests and gifts/certificates for the participants

18. **Events arranged for students in coordination with ‘Students Council Cultural Committee’ are**

- a. Talent hunt during Orientation Programme
- b. Fresher’s Day
- c. Farewell Party
- d. Alankriti Cultural festival (Annual Day)
- e. AWES Youth Fest

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

- a. Independence Day
- b. Republic Day

20. **Events arranged for Faculty and Staff**

- a. Teacher’s day
- b. Bi-monthly Birthday Celebration
- c. E-birthday wishes to all faculty and staff of AIMT