



ALVA'S INSTITUTE OF ENGINEERING AND TECHNOLOGY

A Unit of Alva's Education Foundation (R)

(Affiliated to Visvesvaraya Technological University, Belagavi

Approved by AICTE, New Delhi & Recognised by Government of Karnataka)

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SOP FOR UTILIZATION OF CULTURAL FACILITY

1. The Cultural Committee shall identify the cultural programs (viz., Dramatics Events, Singing Events, Fine art events, Dance events and Literary events) relevant to respective students and brings to his/her attention. This also can be in some cases directed from the Principal's (IQAC chairman) office.
2. The Student coordinators shall be selected from the current enrolled students of the college by thorough audition process. Coordinators are identified from every branch and optimised selection is made during audition at the beginning of every year.
3. Standard Procedure for selection of cultural talents is as follows
 - (a) Selection of Cultural Talents for an academic year is done under the guidelines of IQAC headed by Chairman(The Principal) and before August/September it is finalised.
 - (b) The selection committee shall consider the previous track record of performances of talented students in participation of various State/National levels events for the following categories
 - (i) Music
 - (ii) Dance
 - (iii) Theatre
 - (iv) Fine Art
 - (v) Literary
 - (c) Inputs from Students Coordinators about discipline and behaviour may be sought by the committee.
 - (d) Selection committee shall consists of
 - (i) Staff coordinators
 - (ii) Nominated representative of faculty (to be nominated by Principal)
4. The Principal shall review along with the Cultural Committee and approve the selected list of talented students based on the Academic time-table schedule given out by the HOD's of all departments.

5. The students interested in participating different events must satisfy all the academic requirements i.e. no active backlogs and corrected attendance in all the previous semesters should be above 75%.
6. Rules for of all events shall be forwarded to all the coordinators and if any change is in need should be discussed. The rules should be in-line with the national level rules and Regulations already available.
7. The rules once finalized they must be released one week before the event with consent of the Committee/Club Incharge. One of the staff/students coordinator should be present during every event.
8. Each organising team should maintain a report of all the events. It should be submitted to the In-charge on the conclusion of that day's activities.



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