

SOP for Cultural, Literary, Debating and Orientation Committee

Scope of the Committee (Cultural, Literary and Debating)

The committee has duly elected students' societies, each of which work dedicatedly in an area such as music, dance, theatre, fashion, arts, literature or entrepreneurship throughout the year. The faculty members of the committee help in planning and executing of various society events and celebration of national days. The committee supports the students' union in holding the annual cultural festival FERIA. The members reviews all the sponsorships, rules and regulations for conducting the events within the college. The committee guides but is not responsible for events in which students participate outside the college. The committee listens to students concerns about attendance, finance and internal conflicts and tries to resolve them with the help of director and administration.

Standard Operating Procedure

1. Make a Calander of events with the help of elected students union. Each society has a president, vice president and student members.
2. Assign a faculty representative who looks after the planning of events, seeks permission for dates and funds from the director and maintains brief report.
3. The committee adheres to the guidelines for safety and discipline provided by the University of Delhi.
4. All events are held with prior permission of the director.
5. The annual cultural fest FERIA is an inter-college event which is planned with the consent and cooperation of director, faculty members, student union and administration to ensure safety for staff and students.

Plan of yearly Events (2024-25)

- Election of students' societies and their investiture ceremony for the upcoming session along with students' advisors. Orientation of each society about their roles and responsibilities. (August 2nd week)
- Celebration of days of national importance: Independence Day, Constitution Day, Gandhi Jyanti, Republic Day and Mother Language Day in the coming session. Students' Societies will organize debates, essay writing, quiz and other competitions for each occasion.
 - i. Independence Day related Activities – 12-15 August 2024
 - ii. Gandhi Jayanti related activities- 20 oct -30 Oct 2024
 - iii. Constitution day related activities- 24-26 Nov 2024
 - iv. Mother language day activities- 19-21 Feb 2025
 - v. Republic Day Activities- 20-26 Jan 2025

- Helping each student society to organize intercollege and intercollege event. Each society is expected to showcase at least one event. The detailed event planner is prepared after election of new societies.
- Annual cultural Festival (FERIA) would be planned in the month of February where students showcase and organize intercollege events for 2 days along with fun and cultural activities.
- Helping the students' advisors in planning farewell to final year students.

Orientation Committee SOP

1. Orientation committee organized a general orientation for the 1st yr students of all departments, once the admissions are done. -
2. A chief guest, who is usually a distinguished scholar or higher government official, is invited to address the students to boost their enthusiasm and motivation for a new phase of college life and academics.
3. The director also addresses the students and the committee convenor introduces students to the different programs and courses offered by the college.
4. Each department also conducts their individual orientation where the students are introduced to their faculty members and the courses they conduct. The departments also share the specific features and scope of the program.
5. The committee orients students regarding VAC and SEC course offered by college in collaboration with academic committee.
7. Students are informed about institutional facilities including library, canteen, sports etc.
8. Students are informed about various college committees to approach to in case of need like grievance committee, ICC committee , anti ragging committee,.
9. The committee introduces student societies which could be joined as per students interest in collaboration with student union. Each student society introduce themselves and share their aim.
10. Committee familiarises students with general college guidelines like attendance and internal assessment.