



P.K. UNIVERSITY

SHIVPURI (M.P.)

University Established Under section 2F of UGC ACT 1956 Vide MP Government Act No 17 of 2015

Ref No. PKU/EST/F28/Comm/2025/RO-PKU ALL/1175

Date: 30.07.2025

CULTURAL COMMITTEE

Objective:

To bring out the talents of students by promoting and arranging extracurricular activities in the college.

Responsibilities:

1. The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the University.
2. To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the college.)
3. Procedure to organize cultural events :
 1. To prepare the Annual Budget for various cultural events.
 2. To obtain formal permission from the College authorities to arrange programs.
 3. To decide the date, time and agenda of the programs.
 4. To inform members of staff and students about the events.
 5. To arrange the venue and logistics
 6. To invite the Chief Guest and other guests of honour.
 7. To arrange mementos for guests and Trophies Medals and certificates for the participants.

Member Appointments: The Panel of Dean Academic and HOD's of Faculties make all appointments.

Tenure of the Member: One Year

The composition of the Cultural committee is as follows:

S. No.	Member Name	Designation	Department	Status
1.	Dr. Mahalaxmi Johri	Professor	Art	Convener
2.	Dr. Rajni	Asst. Prof.	Art	Co-Convener
2.	Mrs. Sadhna Singh	Asst. Prof.	Nursing	Member
3.	Mrs. Lovely Shakya	Tutor	Nursing	Member
4.	Ms. Ayushi Chaurasiya	Lecture	Science	Member
5.	Ms Erum Naiyar		Law	Member

Other Supporting staff during the event as per requirement of the Convener.



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Roles of Convener

- 1) Formulate functional hierarchy, segregate various activities amongst the members, communicate the execution plan and exhibit end-to-end control of the approved activities.
- 2) Convene for effective communication of all matters of the committee and between the committee and the Authorities.
- 3) Oversee active participation of all its members in planning, organizing and execution of the approved activities.
- 4) Draft the agenda and propose the same in subsequent meetings and devise mechanism to accurately document the same.
- 5) The Convener of the committee shall conduct a meeting of the committee on regular intervals to discuss and allotted tasks.

The agenda may include the following, as and when applicable

- a) Calendar of Cultural events and subsequent approval from the Authorities.
- b) Budget proposal and subsequent approval from the Authorities.
- c) Budget utilization report and subsequent approval from the Authorities.
- d) Measures for publicizing the objectives of the committee as well publicizing all the events.
- e) Measures to enhance cultural upbringing of the students and staff alike.
- f) Execution planning of the events.
- g) Measures to oversee effective conduction of the events.
- h) Facilitate accurate reporting.

Roles of members

- 1) Constructively and creatively participate in planning, organizing, executing and controlling of all the events and activities as decided and assigned and allotted in the committee.
- 2) Strictly adhere by the instructions of the Convener and the Chairman.
- 3) Coordinates the activities of various student and staff.
- 4) Extend unconditional cooperation in upholding the objectives of the committee.

Registrar

REGISTRAR
P. K. University
Shivpuri (M.P.)