

# MALLA REDDY COLLEGE OF ENGINEERING

((Approved by AICTE-New Delhi, Affiliated to JNTUH)

Recognised under Section 2(f) & 12(B) of the UGC Act 1956, An

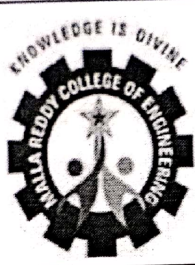
ISO 9001:2015 Certified Institution.

Maisammaguda, Dhulapally, post via Kompally, Secunderabad -500100



## Cultural Committee





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MRCE/CC/2024-25/CIR-1

DATE: 19-09-2024

## CIRCULAR

MRCE is delighted to announce the appointments of the members of the **Cultural Committee** for the academic year **2024-2025**. The Cultural Committee plays a vital role in organizing and promoting cultural activities and events within our institution, fostering unity, creativity, and cultural exchange.

S.No	Name of Faculty	Department	Designation
1	Dr. M Ashok	Principal	Chairman
2	Mrs. Naru Divya Jyothi	ECE	Convener
3	Mrs. I Manasa	PD	Member
3	Mrs. M. Sravanthi	CSE	Member
4	Mr. Y. Ram Kumar	CSE	Member
5	P.V Harika	CSD	Member
6	Mr. Sailu	CSD	Member
7	Mr. Lakshmi Reddy	IT	Member
8	Mr. Nani Kishore	H&S	Member
9	Mrs. G. Radhika	H&S	Member
10	Ms. Neha Sultana	ECE	Member
11	Mr. A. Hari	ECE	Member
12	Mrs. Mineesha Reddy	CSM	Member
13	Mr. K Lokesh	CSM	Member

The newly appointed committee members are entrusted with the responsibility of planning, coordinating, and executing various cultural events and programs throughout the academic year. They will work closely with staff, students, and other committees to ensure the success of these activities.

We extend our heartfelt congratulations to the appointed members and look forward to their valuable contributions in making our cultural events vibrant and engaging.



# Role and Responsibilities of Cultural Committee

## Role and Responsibilities of Chairman

- Formulate functional hierarchy, segregate various activities amongst the members, communicate the execution plan and exhibit end to end control of the approved activities.

## Role and Responsibilities of Convener

- Convene for effective communication of all matters of the committee and between the committee and the Principal.
- Oversee active participation of all its members in planning, organizing and execution of the approved activities.
- Draft the agenda and propose the same in subsequent meetings and device mechanism to accurately document the same.

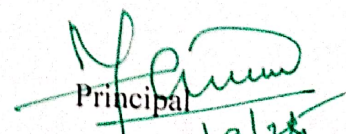
The agenda may include the following as and when applicable.

- Calendar of Cultural events and subsequent approval from the Principal.
- Budget proposal and subsequent approval from the Principal.
- Budget utilization report and subsequent approval from the Principal.
- Measures for publicizing the objectives of the committee as well publicizing all the events.
- Measures to enhance cultural upbringing of the students and staff alike.
- Execution planning of the events.
- Measures to oversee effective conduction of the events.
- Facilitate accurate reporting.

## Role and Responsibilities of Members.

- 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.
- Strictly adhere by the instructions of the Convener and the Chairman.
- Coordinates the activities of various student and staff.
- Extend unconditional cooperation in upholding the objectives of the committee.

  
Convener

  
Principal  
19/9/25

Copy to  
All Dean's  
All HOD's  
AO  
TPO,  
Exam Branch