

COLLEGE OF ENGINEERING & MANAGEMENT, KOLAGHAT

No. CEM/107/D/1125/Committee/ 02/ 2025

12th June, 2025

MEMO

Cultural Affairs Committee

To promote cultural engagement and foster a vibrant cultural environment on campus, a Cultural Affairs Committee has been constituted with the following members:

- **Prof. Sudip Bandopadhyay** – Convener
- **Prof. Avishake Kar** – Member
- **Prof. Tanushree Jana** – Member
- **Dr. Aditi Kuila** – Member
- **Mr. Biswajit Manna** – Member

Objective:

To nurture cultural awareness, creativity, and student talent through music, dance, drama, literature, and other artistic expressions.

Core Activities:

- Organizing music, drama, dance performances, and poetry slams
- Conducting literary events such as debates, quizzes, and poetry competitions
- Hosting diverse cultural events throughout the year

Guidelines:

- **Activity Calendar:** An annual cultural activity calendar for the academic year 2025-26, along with a proposed budget, must be prepared by the committee and submitted to the Director's office for approval.
- **Activity Timing:** Events must be conducted between 9:00 AM and 5:00 PM on working days without interfering with academic sessions. Extensions must be approved by the Director.
- **Holiday Regulations:** Activities on holidays and weekly offs require prior written permission from the Director's office.
- **Program and Guest Approval:** All cultural events, guest invitations, and collaborations with external bodies must be approved by the committee and sanctioned by the Director's office.



Eligibility Requirements for Volunteers and Student Members:

- Minimum 75% attendance
- Clearance of all college/hostel/mess dues
- No more than three active academic backlogs
- No history of disciplinary action
- Proportional representation from both hostellers and day scholars

Disciplinary Measures:

Any breach of rules or behavior affecting the college's image or decorum will be dealt with strictly in accordance with disciplinary protocols.


Prof. Dr. Dilip Kumar GAYen
Director

Copy to:

1. All HoDs – Circulate among faculty and Staff members
2. DR (F & A)
3. TPO
4. Concerned Committee Members
5. All students/Notice Boards