



SESHADRIPURAM EDUCATIONAL TRUST

SESHADRIPURAM INSTITUTE OF COMMERCE AND MANAGEMENT

(Affiliated to Bengaluru City University)

NAAC Accredited with 'B' Grade

No.40, girls' school street, Seshadripuram, Bengaluru-20



PURVI

Forum for Cultural and Performing Arts

Handbook

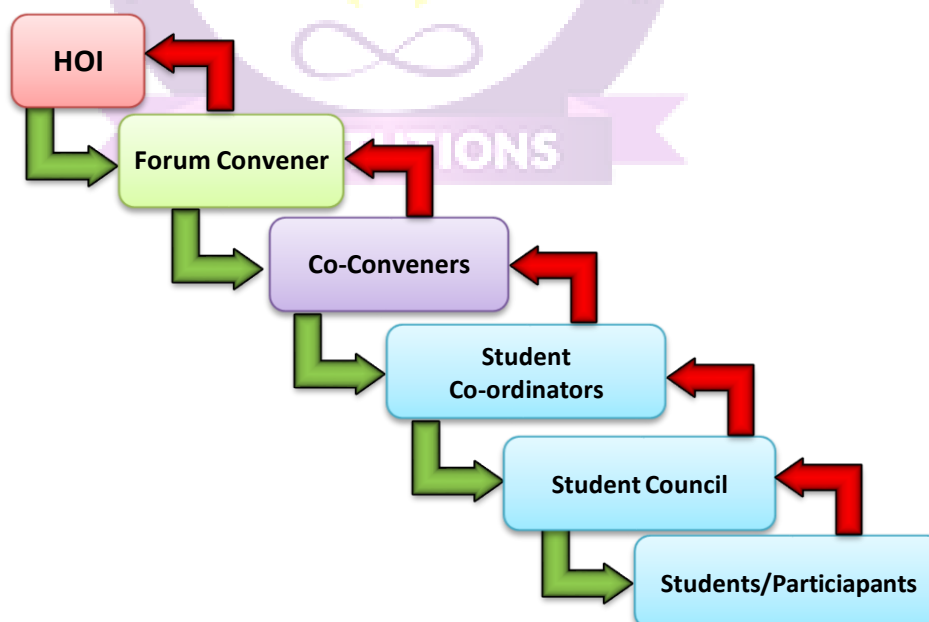
Introduction to the Committee

PURVI, the cultural bastion of the college provides a platform for students to exhibit and develop their talents. Each year, a wide variety of artistic and other creative talents are identified and recognized through a month-long series of interclass competitions. Students are also provided opportunities to win more accolades in intercollegiate competitions. The forum aims at creating vibrant college environment by digging the innate skills of students. The forum partakes the duties of organising all the cultural programmes of the college. The forum has the responsibility to nurture a talent in a student and groomed to the higher level for their overall development.

Working Mechanism of the forum

The committee organises many creative cultural events during an academic year in the college. To host and run the events in an organised and smooth manner, the committee needs to be administered by a group of faculties who takes the entire responsibility of the forum. Thus, forum is appointed with a Convener and Co-Convener(s) for full academic year by the Head of the Institution. *(Decision to appoint more than one Co-convener is completely the discretion of the HOI)* Appointed members take charge in the beginning of an academic year. Further, appointed conveners and co-conveners have the authority to select the student co-ordinators with the granted permission from HOI.

Hierarchical protocol of the committee:



The above art suggests a hierarchical system of the cultural committee with a protocol format and communication levels to follow. HOI has the authority to communicate at the level one to order/command/suggest to the forum convener. At the second level forum convener should communicate to the co-conveners first and student co-ordinators by various medium of communication. Through arranging a meeting, committee convener along with the co-convener(s) and student co-ordinators to plan completely for any event to be organised and the minutes of the meeting should be maintained duly signed by all the members present in the meeting. For Any student participant, first level of communication would be the student co-ordinators, then co-conveners and finally convener (if required).

To host an event following protocols and procedures should be followed by the committee members.

- First level meeting should be held by the forum convener along with the Principal and co-conveners for first level discussion organising an event.
- Then convener should conduct a meeting with other co-conveners and student coordinators for planning and preparation. Compulsorily minutes of every meeting held must be recorded as documents with duly signed by the members attended the meeting.
- Post planning, preparation and with the permission of HOI, convener shall propose required budget for an event/competition as per the requirement.
- Further, decentralization of work shall be done depending on the size of the programme, wherein all the forum members including student co-ordinators shall be allotted and assigned certain responsibilities for a program.
- Every move and preparations from student co-ordinators and co-conveners should be reported/updated to the convener under the specified deadline.
- All the plans and necessary changes made shall be updated by the convener to the HOI.
- During the event/programme the forum holds the final authority to make necessary changes if required.
- Post the completion of the programme, the convener will provide a duly signed report with the complete details furnished to the documentation committee.
- Finally, the convener should certify and approve all the bills for the further settlement in co-ordination with office superintendent.
- A copy of documents/reports/photographs should be maintained by the forum.

NOTE: All the decision making and signing authority is provided to the co-convener(s) of the committee only in case of unavailability of the forum Convener.

Inter Class competitions and student participation

- ❖ A student can participate in any number of events organised by the forum during each semester. (No restriction on participation numbers)
- ❖ Student must register in the G-form circulated prior to the competition by the forum. Without registration student not be eligible to participate.
- ❖ Student must follow all the rules and regulations of the event decided by the organisers as per the requirement.
- ❖ After the completion of the event participants/prize winners must submit a brief report of their participation to the forum and shall maintain a copy by themselves for the future reference. (This report will be examined and considered for the marks allotment of CC&EC (previous scheme) or SEC (NEP Scheme). Without the submission of the report marks will not be provided.
- ❖ Forum holds complete power to cancel the participation of the student if found any in-disciplinary actions/behaviour during their participation.

Inter College competitions and student participation

Any student can participate in any of the event with the prior permission sought from the convener of the forum. A student must abide to the following protocol and formality to participate in the inter-college competitions.

1. It is mandatory to fill the application form provided by the forum. Only when the application is approved the student can participate in the other college events.
2. A consent letter of permission grant from the parents duly signed should be submitted to the forum before going into any competitions at the other college campus.
3. Student must initially pay and register with their name – program – event name – college name compulsorily furnished and get the signed payment receipt from the organisers.
4. The same should be submitted along with a report to the convener after their next appearance in the college to claim the re-imburement of their payment. *(Without prior permission of the forum claim will NOT be processed)*
5. Students should report through digital mediums immediately after the participation; either to the convener or co-convener of the forum.
6. Finally, a disciplined and dedicated participation is expected from a student in-order to maintain the decorum of the college.



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PURVI
Forum for Cultural and Performing Arts

Date: _____

To,
The Convener
PURVI Forum for Cultural and Performing Arts.
SICM, Seshadripuram, B'lore-20.

Sub: **Letter of Application for the participation in the inter-college Cultural Competition.**

I _____ of _____
_____ would like to participate in the _____
_____ event/s
organised by _____ college on _____. I deem myself to be an
eligible participant for the above-mentioned event/s. So, I hereby request
you kindly permit me to participate in the above-mentioned event/s. I
promise to maintain a disciplinary behaviour during my participation and
give my best to bring best laurels to the college. Kindly Oblige.

Yours faithfully,

Signature of the student

For the forum Convener use only

Permission Granted

Rejected

(This application shall be considered to provide attendance only if granted box is ticked with signature of the convener.)

Date: _____

Signature of the Convener

Selection process of Student coordinators to the forum.

Student coordinators play a vital role as a authenticated source of communication between the teacher and students. They play a key role in organizing many interclass and intercollegiate events in the college during their stay. Their utmost coordination, communication and leadership qualities helps creative and hassle-free organization of any events.

PURVI forum elects a bunch of student coordinators who would be determined to work for the committee and their overall development. The forum follows certain criteria in electing a student co-ordinator.

Following is the procedure for the selection of coordinators for the committee.

Step 1

- Forum shall invite the applications for the post of coordinators through digital platform or manually.
- Students Must fill in the form and enrol to take part in the selection process. (As per their eligibility norms)

Step 2

- Convener and co-convener will have the full authority to finalize and short list the candidates for the selection process.
- Short listed candidates should be intimated at least two days prior to the interview, to update their profile with their previous achievements/if any role played in the forum during previous year and so on. Should carry the same during the interview.

Step 3

- Committee can organize for an interview process with the duly signed permission grant letter from HOI.
- Applicants should be invited for the interview with all the clear necessary instructions.
- Convener and co convener(s) shall conduct the interview to all the applicants with required selection criteria.
- Eventual decision of finalizing the coordinators rests in the convener of the committee.
- Selected coordinators are given a representation badge of PURVI for the whole academic year.

Eligibility criteria of student coordinators:

- *Only final year students are eligible for the post of student co coordinators.*
- *Should NOT be the co-ordinator/part of any other committees of the college in the current year (during their application to PURVI)*
- *Maintained above 75% of attendance in the previous two years. Also, with at least 60% of aggregate score in the previous two years.*
- *Fluent and confident speaker with basic computing skills.*
- *Should be flexible enough to stretch their availability beyond the college timings (only if as per the requirement and on the command of the convener)*
- *Preference is also given to the experienced participant in any of the cultural activities interclass/collegiate competitions during previous two years.*

A creative leader, a good team player and eminent manager will be the most suited co-ordinator for this forum. Forum can select minimum TWO and maximum THREE student co-ordinators (at least one representation from each stream of the college)

**Minor and necessary alterations as per the requirement rests upon the convener of the forum.*

NOTE: Selected Student Co-ordinator shall be removed from the post anytime, if found in any misconduct/misbehaviour/indisciplinary actions or involvement, during their student tenure, by the forum convener.





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PURVI

Forum for Cultural and Performing Arts

Application for Student Co-Ordinator for the year 20 - 20

1. **Student Name: (block letters)**

2. **Class and Section:**

3. **Address:**

4. **Contact No:**

Paste your recent
passport size
photograph

5. Average Marks secured in the previous semesters _____ (in%)

6. Average attendance maintained in the previous four semesters _____ (in%)

7. I was associated with PURVI in my previous years Yes No (provide
details if 'Yes')

8. Details of the achievements during previous years

(only in Cultural and Performing arts)

9. Any other achievements *(other than field no. 8)*

**10. How do you justify yourself to be the student coordinator of PURVI forum?
*(In words)***

- I hereby solemnly agree to abide by all the norms of PURVI forum and promise to perform to the best of knowledge as a student coordinator. I have neither come under any force nor pressure and I have nominated myself to be the student coordinator with my own complete interest and responsibility. I declare all the above-mentioned information is correct and accurate. I have also taken the grant from my parents/guardians.

Signature of the Applicant

Organization of Inter-collegiate Cultural Fest

One of the challenging events to organize in a calendar year for PURVI is organizing an inter-collegiate cultural fest to the students of other college. College can particularly name the event with a title post which the meticulous planning is execution is required for the success of the program. The Most challenging aspect of this event is the people management, wherein students from colleges are invited to our campus and providing them a platform to compete against each other. Just a small glitch in the organization can sometime lead to the miscommunication and the events might lead to many discrepancies. To avoid the same PURVI has decided to constitute the entire rules and regulations to organise any cultural fest in the college campus.

This handbook of hosting any fest carries rules and regulations for any event, marks allotment, judgement criteria and declaration of overall championship.

Criteria – 1 Plan of action for the fest.

- ✚ College plans to host the cultural fest at any point of time during the calendar of events.
- ✚ The entire decision of planning and hosting an event rest on the college administration and the cultural team completely. Thus, any decisions/modulations taken by the forum or by the college will be final.
- ✚ Forum members should first conduct a meeting with the HOI at the first level for all the basic discussions and permissions. (Further, if required can plan a meeting along with other heads of the department/teachers).
- ✚ Then, the information should be passed on to the student co-ordinators for a better and creative planning from the student perspective. Minutes of the meeting shall be discussed with HOI and seek permission for all the plans proposed during the meeting to proceed further. (Which should be further approved by the management in the trust)
- ✚ Forum should now plan and fix the best date of the competition and then design a detailed brochure with pre-written and constituted rules and regulations for each event duly signed by the HOI and the forum members should be printed.
- ✚ Convener should propose a desired and detailed budget to the HOI for the successful rendition of the event.
- ✚ Meanwhile, forum decentralizes the power of planning and organising the events into different departments, where there will be at least one student head and one faculty (other teachers than PURVI members) head for every department of the fest. (Number of members can vary as per the requirement). A list carrying the name and duty allotted of for both staff and students should be announced duly signed by the convener and Principal.

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- ✚ Regular meetings with named departmental heads should be conducted for a follow up and same shall be recorded in a separate meeting minutes book maintained for the fest.
 - ✚ All the event heads should report on daily basis about the work done progression to the convener of the forum.

Criteria – 2 Hosting of the event

- Firstly, every event head/department head (staff) will be responsible to organise the complete event and execute the same with all the other staff and student members allotted to the department/event.
- Planning for the event shall be designed by the convener of the forum and same should be passed on and discussed with the event heads/department heads. Further, the event head/department heads will intimate and plan with rest of the members.
- Every single necessary item required for an event should be collected by the even/department heads from the office and keep it ready (as per the approval of budget) prior the fest and same should be reported to the convener of the forum.
- Any necessary changes made or requirements should be compulsorily informed to convener of the forum or the HOI of the college.
- Compulsorily event heads should be present during the conduct of the programme and take the complete responsibility of that department/event until the duties are completely furnished.
- Post the completion of the event; it is the responsibility of the event/department heads to check the signature and other necessary documents before submitting it further.
- Eventually, the event/department head should submit a detailed report to the forum at least within four working days from the date of the event.

Criteria -3 Student participation

- ✓ A student who wants participate must compulsorily register either online or on the day of the event with the registration form filled provided by the college. (One registration form for one particular college) Should furnish all the necessary details required in the form.
- ✓ Further student shall be allotted specific green rooms for their preparations.
- ✓ Participant should be present in-time at the venue and report to the events heads for the participation.
- ✓ Should adhere strictly to the rules mentioned by the organisers during their participation.
- ✓ Any doubts or confusions should only contact the event heads

- ✓ Participant should maintain the decorum of the organising campus and if found any in disciplinary behaviour shall be disqualified from the event or the entire fest.
- ✓ Participants should strictly not have any discussions/arguments with the respective judges of the events.

Criteria – 4 Marks Allotment and judgement criteria

- ❖ For every event organised PURVI provides criteria for the judgement, marks allotment and announcement prizes and same should be followed strictly by the event heads.

1. Overall Championship

- Events organised during the fest are divided as *** events and ** events where a separate marks allotment will be furnished.

| All the *** (3-star events) | |
|-----------------------------|----------|
| 1 st prize | 10 marks |
| 2 nd prize | 07 marks |
| 3 rd prize | 05 marks |

| All the ** (2-star events) | |
|----------------------------|----------|
| 1 st prize | 08 marks |
| 2 nd prize | 06 marks |
| 3 rd prize | 04 marks |

- The above marks should be calculated for the overall championship after every successful completion of the event, judgement sheet with signature and final result sheet duly signed by the event heads before submission to the committee or statistics department.
- Final Calculated result sheet carrying all the marks should be submitted to the forum, duly signed by the department head and HOI for the announcement of the overall championship.
- Confidentiality should be maintained by the statistics department and forum members regarding the announcement of the championship and strictly should not be revealed to anyone at any case.

2. Event wise marks allotment

- Every event to be conducted must follow the judgment sheet pattern as follows:

| <College Header> | | | | | | |
|-------------------------------------|-------------------------------|-------------|-------------|--------------------|----------------|---------|
| Template for Judgement Sheet | | | | | | |
| No. | Participant Name or Team Name | Criterion 1 | Criterion 2 | Criterion 3 | Total 30 marks | Remarks |
| | | 10 Marks | 10 Marks | 10 Marks | | |
| 01 | Ab*****s | ** | ** | ** | ** | XXXXX |
| Signature of Event | | | | Signature of Judge | | |

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- Each field of criteria for the judgement should be decided by judge(s) depending on the need of the event with 10 marks each maximum and total of 30 marks maximum.
 - Calculation of the marks should be accurate and neat before submitting handing over back which is the responsibility of the event head to check the allotted marks.
 - Judgement should compulsorily have signature of the judge and the event head before submitting it to the forum.
 - Names of the winners to be furnished in the result sheet provided by the forum with signature.
 - Only three prizes or two prizes (as per the instructions by forum) to be judged as winners. There is no scope for two prizes in any category or consolations. (Only in case forum insists with prior permission of HOI)

Therefore, the success of events organised depends on the meticulous planning, timely preparation, channelized proper communication and execution of the plans. To avoid any kind of confusions and improper planning above policy is mentioned clearly with work mechanism for the smooth conduct of any events to be organised in the college.

