



MAHARAJA INSTITUTE OF ADVANCED COMPUTING AND RESEARCH (MIACR)

(Approved by AICTE, New Delhi, Affiliated to BPUT, Rourkela & SCTE&VT, Govt. of Odisha)

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Ref. No.: MIACR/PRC/117177/2024

Date : 11/09/2024

Office of the Principal

Office Order

Sports and Cultural Committee

Objective:

- Grooming sportsmanship attitude in every individual students
- To promote and arrange extracurricular activities to bring out the talent of students in art and culture.

1. Mr.Rabi Narayan Mishra(Convener) *[Signature]*
2. Mr.Sanjay Mahapara (Co-Convener) *[Signature]*
3. Mr. Sanjay Kar *[Signature]*
4. Mrs.Rajashree Pandia *[Signature]*
5. Mr.Little kumar Samal *[Signature]*

- 6-Miss Prativa Mayee Dash *[Signature]*
- 7-Samilani Maharana *[Signature]*
- 8-Debahuti panda *[Signature]*
- 8-Bikram Keshari Sahoo *[Signature]*

Roles & Responsibilities for Cultural Activities:

1. The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
2. To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)

3. The Convener of the committee shall conduct a meeting of the committee to discuss and delegate tasks.

Procedure to organize cultural events:

- To prepare the annual budget for various cultural events.
- To obtain formal permission from the College authorities to arrange programs.
- To decide the date, time and agenda of the programs.
- To inform members of staff and students about the events through notice circular with due approval of principal/higher authority.
- To arrange the venue and logistics (audio/video system, dais, podium etc).
- To invite the Chief Guest and other dignitaries.
- To arrange mementos for guests and gifts/certificates for the participants.
- To display the details of events on the Notice Board/Website.

Events arranged for students in coordination with 'Students Cultural Committee' are:

a) Fresher's Day, b) Teachers' Day, c) Festival Celebrations d) Engineers Day, e) National Science Day, f) Final year B. Tech. Farewell, i) Annual Day, g) IRIS Events (including Revellers' Night, DJ night, Prom Night, Rock Show etc.), h) Picnic, i) Birthday celebration, j) Felicitation of staff achievements, k) Family get together, l) Christmas celebration, m) First Year./B.Tech/ Diploma Orientation Program, n) Independence Day, o) Republic Day, p) Women's Day, q) Utkal Divas, r) Founder's Day etc.

Roles & Responsibilities for Sports Activities:

- Keeping stock of previous and current years' sports goods.
- Ordering sports goods as per the requirement.
- Arranging the venues for sports events.
- Obtaining permission to hold sports events.
- To recommend students for permission to participate in the intra-or inter- college events.

- To recommend sanction for Entry/Registration Fees to participate in various sports events.
- To recommend attendance to students who have taken part in sports events.
- Sort out any issues taking place during matches (team selections, objections, quarrels etc).
- Maintaining discipline in all events happening in and outside the college.
- Holding sports events for staff members.
- Maintaining records of sports events attended by students outside the college, within the University and outside.
- Participation in sports events outside the College/University shall be allowed only till the end of IRIS celebration.
- The schedule of events for the whole academic year shall be finalised well in advance in consultation with the Students' Sports Committee.
- On working days, sports and games are to be held from 4pm to 7pm. On non-working days, permission from the Principal is necessary.

Rabinarayan Mishra
Convener

[Signature]
11/10/24
Principal

PRINCIPAL
Maharaja Institute of Advanced
Computing and Research

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