



राष्ट्रीय आयुर्वेद संस्थान

(आयुष मंत्रालय, भारत सरकार)

जोरावर सिंह गेट, आमेर रोड, जयपुर-302002

NATIONAL INSTITUTE OF AYURVEDA

(Ministry of AYUSH, Govt. of India)

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Order No. F.1(5)2/Comm/PA/8861-67

Dated:- 22/12/20

Office Order

CULTURAL EVENT COMMITTEE

In continuation to office order No. F.1 /निजी सहा./समिति/2019/11869-71 dated 09-01-2019, the Cultural Committee is reconstituted to bring out the talents of students by promoting and arranging extracurricular activities in the NIA, as under

Chairperson Dr. Meeta Kotecha

Members:

- Dr. Sunil Yadav- Member
- Dr. Kritika Joshi - Member
- Dr. Neha Udainiya - Member
- Dr. Rakesh Nagar - Member Secretary

DUTIES:

- The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
- To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the college.)
- The Convener of the committee shall conduct a meeting of the committee on regular intervals to discuss and allot tasks.
- 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.

(PROF. SANJEEV SHARMA)
DIRECTOR

Copy to:-

1. All the member of the committee
2. All Heads of the department for information of Staff
3. Deans
4. Deputy Director (Admin.)
5. PA to Director
6. Notice Board
7. NAAC Office

(PROF. SANJEEV SHARMA)
DIRECTOR