



## **D. Y. Patil Agriculture & Technical University**

(Approved & Established by Govt. of Maharashtra Act No. XXXVI of 2020 and under section 2(f) of UGC Act 1956)

**Wathar – Warananager Road, Talsande Dist- Kolhapur.  
Maharashtra, India – 416112**

### **CULTURAL COMMITTEE**

#### **Procedure of Function**

In order for conduct an event the following procedure is to be completed

- a) Cultural Committee members must submit the detailed plan of event that it intends to conduct, to the chairperson of Cultural Committee. The plan may contain Proposed Date and Time, Venue, Estimated Audience Size, nature of event, approximate budget and its contribution, guests(if any) from within the institute/ from outside of the institute, etc.
- b) The chairperson in turn shall submit the proposal to the Registrar and seek his approval.
- c) The Chairperson Communicates about the status of approval to the Respective Committee members
- d) If approved by the Registrar the Cultural Committee shall organize and conduct the event.
- e) The chairperson and Convener of the DYP\_-ATU Cultural Committee shall provide any assistance/service if requested by the department.
- f) Upon Completion of the said event the Committee shall submit a Report of the same to the Chairperson of the DYP-ATU Cultural Committee.
- g) Upon Verification by the Chairperson of the DYP-ATU Cultural Committee and Write off from the Registrar, the said Report must be stored in the University filing system.