



EDUCATION IS DEDICATION

SAHRDAYA

COLLEGE OF ENGINEERING & TECHNOLOGY

Kodakara, P.B.No.17, Thrissur (Dt), Kerala State, India - 680684

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Duties and Responsibilities of Extracurricular Committee

1. Event Planning and Coordination:

- Organize and coordinate a variety of extracurricular events, such as cultural festivals, arts and literary.
- Plan events that cater to diverse student interests, ensuring a well-rounded experience.

2. Talent Showcasing:

- Provide platforms for students to showcase their talents, whether in the arts, literary, or other areas.
- Foster a sense of community and pride by highlighting students' skills and achievements.

3. Resource Procurement:

- Identify and secure necessary resources, such as venues, equipment, sponsors, and volunteers, to support the execution of events.

4. Promotion and Publicity:

- Create strategies for promoting events across the campus, including designing posters, utilizing social media, and collaborating with the college's Media team.

5. Student Engagement:

- Encourage student participation and engagement by providing activities that cater to a wide range of interests and preferences.

6. Evaluation and Feedback:

- Collect feedback from participants and attendees to assess the success of events and identify areas for improvement.

7. Community Building:

- Foster a sense of community and belonging among students by creating opportunities for interaction, networking, and shared experiences.

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ISO 9001:2015 Certified.




8. Cultural Diversity and Inclusion:

- Promote diversity and inclusion by organizing events that celebrate different cultures, traditions, and perspectives.

9. Maintaining Documentation:

- Keep records of MoM, event planning, execution, and outcomes for future reference and continuous improvement.




Principal
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