

SUNDER DEEP GROUP OF INSTITUTIONS, GHAZIABAD

CRESCENDO

The Cultural Club

Mentor & Chief Coordinator – Dr. Atul Sharma

2018

MISSION #VISION #COMMITTEE # ACTIVITY PLANNER # EVENTS SOP

CRESCENDO



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Mission:

- Create a multi-cultural environment in the institution to make the atmosphere conducive for students from diverse cultural and social identities to study in harmony.

Vision:

- To use cultural events and activities to create citizens who are empathetic to the diversity of cultures in India, and across the world, and who are truly multi-cultural in their outlook and behavior.

Objectives:

- CRESCENDO is a cultural club with an aim to contribute to the vibrant cultural life at Sunder Deep Group of Institutions.
- CRESCENDO aims to help improve the communicative and expressive skills of students through extra-curricular and co-curricular cultural events.
- CRESCENDO aims to make students aware of the diversity in cultures and their unity.

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27 August 2018

Club Committee 2018-19

NOTIFICATION

The following committee has been constituted to run the affairs of CRESCENDO, The Cultural Club, of Sunder Deep Group of Institutions, for the year 2018-19.

No	Name & Position	College	Cell Number	Mail Id
1.	Dr. Atul Sharma, Mentor & Chief Coordinator	SDCMT	9818697979	director_cmt@sunderdeep.ac.in
2.	Dr. Vipin Kumar, Coordinator	SDEC	8800802919	drvipintyagi@rediffmail.com
3.	Ms. Pragya Singh, Coordinator	Poly	8860314335	pragyanilsingh@gmail.com
4.	Ms. Neha Rathi, Coordinator	SDPC	7042950098	neharathi1911@gmail.com
5.	Ms. Anupa Bora, Coordinator	SDCHM	7406745534	anupabora1@gmail.com
6.	Ms. Anjali Singh, Coordinator	SDCL	9643305615	
7.	Ms. Shobha Tripathi, Coordinator	SDCMT	9717089718	shobhatripathi27@gmail.com
8.	Ar. Shashi Singh, Coordinator	SDCA	9871769092	shashisingh26@yahoo.com
9.	Dr. Avdesh Kumar, Coordinator	SDCEI	9548117482	principal_sdce@sunderdeep.ac.in

Dr. Atul Sharma
Mentor & Chief Coordinator

CC: Vice-Chairman, Vice Chairman (Academics), Executive Director, Director Admin, All Directors, Principal (SDCL), Principal (SDCEI), Principal (Polytecnic), Registrar, Head, HR.

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ACTIVITY PLANNER

Odd Semester 2018-19

<u>No.</u>	<u>Activity / Event*</u>	<u>Date/s</u>	<u>Organizer/s</u>	<u>Coordinator</u>
1.	File-folders & Cards making Competition	01.09.18	SDPC	Ms. Rini Singhal
2.	Janmashtami Jhanki	03.09.18	SDEC	Dr. Vipin Kumar
3.	Dahi Handi	03.09.18	SDEC	Dr. Vipin Kumar
4.	Teacher's Day	05.09.18	All Colleges	Coordinators
5.	Fresher's Party	08.09.18	All Colleges	Coordinators
6.	Musical Soiree	Sept '18	SDEC	Dr. Vipin Kumar
7.	Mobile Short Film Making Contest	Sept '18	SDCMT	Ms. Shobha Tripathi
8.	Dumb Charade	Sept '18	SDCMT	Ms. Shobha Tripathi
9.	Notice Board Decoration	22.09.18	SDPC	Ms. Rini Singhal
10.	Newspaper Reading Contest	Oct '18	SDCMT	Ms. Shobha Tripathi
11.	Street Play Contest	Oct '18	SDCMT	Ms. Shobha Tripathi
12.	Rangoli Competition (Diwali Theme)	01.11.18	SDPC	Ms. Rini Singhal
13.	Antakshari	Nov '18	SDCMT	Ms. Shobha Tripathi
14.	Fine Art Competition (Painting, Cartoon Making, Rangoli, Wall Painting)	Nov '18	SDEC	Dr. Vipin Kumar
15.	Dance Competition	Nov '18	SDCMT	Ms. Shobha Tripathi

*Events planned but not organized this Semester would be carried over.

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SOP for Event Organization

Release 1. Effective 01/09/2018

1. Events must be conducted as planned in the Activity Planner. In case an event that is not in the Activity Planner is to be conducted prior-approval of the event by Chief Coordinator – with name of the event, date, time, venue, target audience, budget & learning outcome.
2. Event should be highlighted well in advance on the website (in the upcoming event section) at least 5 days in advance.
3. Memento, gifts, bouquet, refreshments, lunch etc to be decided well in advance (at least 1 week in advance)
4. Invites (hard + soft) shall be sent to all concerned, and posted on Website and Sunder Deep App.
5. Deliverables (pamphlets, posters, banner, e-invites / Facebook invite with proper logo / format / colour combination) shall be prepared in advance (2 days before the event) after approval of the same from concerned authority.
6. Name tags should be marked and seating plan should be pre defined before the commencement of the program.
7. Entry and Exit should be manned and entry / exit restricted after the commencement of the program and the disciplinary team should take care of discipline among the audience during the program.
8. Guests shall be received by a receiving committee, and the committee shall be in touch with guests during their journey to the venue. The security at gate shall be briefed accordingly.
9. Inauguration materials(Ganesha, Lamp, Lamp lighting stuff starts +A.C + Projector + Fans (should be checked)+ Dias + Name Plates + Brochure (need to be cross checked) + Decoration needed for inauguration+ Saraswati Ji Lightning Lamp + Matchbox)– shall be in place before the event.
10. Arrangement of electricity backup / Mike / Number or units of Mic/system should be in place. All the script and songs shall be approved by the concerned authority and then it should be handed over to the IT department at least 4 Hours in advance (so that they can synchronize) the things and make the necessary arrangements accordingly.
11. Escorting the Chief Guest to the event hall (shall be clearly delegated)
12. Program itinerary should be kept in front of all the guests on the Dias.
13. Seating Plan of guests on the Dias shall also be approved before hand and the name tags shall be properly displayed on the Dias
14. Timing for felicitation should be clear and person who is anchoring or the MOC should know what he/she needs to send in the tray and who will be going along with the tray and what should be the timing for the same.

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15. Duty should be assigned to a person to take care of the gifts of the Chief Guest and Guest of Honour as it should reach his/her car safely.
16. Event file should be made after the event and it should definitely have suggestions from the invited guests and other Directors and the document should be created in virtue of improvement of the next event.
17. Hospitality department should know their duty and the menu should be defined in advance (at least 24 hours before).
18. Press Release should be made just after the completion of the program and should be handed over to the concerned person along with 3-4 good photographs. The same should be posted on Website and given to e-magazine editor for publishing.
19. Photographer + videographer should be arranged and they should be informed a day before the event. They need to be explained regarding the guests to be focused during the event.
20. The photographs of the event should be selected by the event coordinator and sent for uploading on the Website, Facebook and Instagram within two days of the event.
21. The pictures and reports must be approved by the Chief Coordinator before uploading / being sent for publication.

Mentor & Chief Coordinator