

RTC INSTITUTE OF TECHNOLOGY

Anandi, Ormanjhi, Ranchi – 835219, Jharkhand

Approved by AICTE, New Delhi & Govt. of Jharkhand and Affiliated to Jharkhand University of Technology, Ranchi
(ISO 9001:2015 CERTIFIED)



Ref: RTCIT/P/417/2025

Date: 12/11/2025

OFFICE ORDER

Notification of Reconstitution of Cultural Committee

Sl. No.	Name	Branch/Sem.	Position
1	Mrs. Khushboo Singh	CSE (AL & ML)	Coordinator
2	Mrs. Babita Kumari	EEE	Co coordinator
3	Mrs. Kiran Kumari	SCH	Member
4	Mrs. Neelam Kumari	CSE	Member
5	Mr. Priya Ranjan	MECH	Member
6	Ms. Doli Kumari	CIVIL	Member
7	Ms. Sanjeevani Sharma	CSE, 5 th Sem	Student member
8	Mr. Randhir Kumar Sharma	CSE, 5 th Sem	Student member
9	Mr. Ayush Kumar Saw	CSE, 5 th Sem	Student member
10	Ms. Deepika Kumari	ECE, 5 th Sem	Student member
11	Mr. Mukund Murrari Prajapati	CE, 5 th Sem	Student member
12	Mr. Arup Mahto	ME, 5 th Sem	Student member
13	Ms. Neha Kumari	EEE, 5 th Sem	Student member
14	Mr. Jilendra Mahto	CE, 5 th Sem (Dip.)	Student member
15	Mr. Aditya Ojha	ME, 5 th Sem (Dip.)	Student member

(Dr. N. Hari Babu)
Principal

Principal
RTCIT, Anandi
Ormanjhi, Ranchi-19

Distribution:

1. DiGi-MEDiA-RTCIT/e-notice
2. HoDs/I/cs/Director Emeritus/MD
3. Concerned Faculty Members

City Office: 2 & 3 Ganga Ashram Complex, Kutchery Road, Ranchi – 834001

Website: www.rtcit.ac.in | E-mail: education@rtcit.ac.in

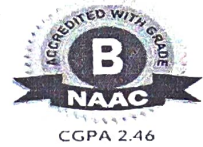


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CULTURAL COMMITTEE POLICY DOCUMENT

PREAMBLE

The Cultural Committee of RTC Institute of Technology (RTCIT) is established to promote extracurricular activities, preserve cultural values, and provide a platform for students to showcase their talents beyond academics. The committee plays a vital role in enhancing the holistic development of students by organizing cultural, artistic, and literary activities throughout the academic year.

VISION

To foster creativity and cultural awareness among students by creating a vibrant environment that encourages artistic expression and cultural participation.

MISSION

- To provide opportunities for students to explore and exhibit their cultural talents.
- To organize events that promote unity in diversity.
- To nurture leadership, teamwork, and organizational skills among students.
- To preserve and celebrate Indian traditions along with global cultural exposure.

OBJECTIVES

- Organize cultural events, festivals, and competitions.
- Encourage participation in inter-college and university-level cultural activities.
- Promote ethical values, discipline, and teamwork.
- Develop communication and interpersonal skills among students.
- Provide a platform for creative expression in music, dance, drama, arts, and literature.

SCOPE

This policy applies to all students and faculty members associated with cultural activities at RTCIT. It governs the planning, execution, and monitoring of all cultural events conducted under the institute.

COMPOSITION OF THE COMMITTEE

As per the official notification, the Cultural Committee consists of:

Faculty Members

- Coordinator

- Co-Coordinator
- Faculty Members from different departments

Student Members

- Representatives from various branches and semesters

(The composition shall be updated as per official office orders issued from time to time.)

ROLES AND RESPONSIBILITIES

Coordinator

- Overall supervision of cultural activities
- Approval of event plans and budgets
- Coordination with management and other committees

Co-Coordinator

- Assists the coordinator in planning and execution
- Ensures smooth communication among members

Faculty Members

- Mentor students
- Assist in organizing events
- Maintain discipline and participation

Student Members

- Actively participate in planning and execution
- Promote events among students
- Ensure teamwork and coordination

FUNCTIONS OF THE COMMITTEE

- Organizing annual cultural fest
- Celebrating national festivals and important days
- Conducting competitions (dance, music, drama, art, etc.)
- Managing cultural activities during technical fests and college events
- Representing RTCIT in external cultural competitions

EVENT MANAGEMENT GUIDELINES

- Proper planning and approval before any event
- Budget estimation and approval from authority
- Formation of event sub-committees
- Maintenance of discipline and decorum

- Documentation of events (reports, photographs, attendance)

CODE OF CONDUCT

- All participants must maintain discipline and respect diversity
- No use of offensive or inappropriate content
- Proper dress code must be followed during events
- Faculty instructions must be strictly adhered to

MEETINGS

- The committee shall meet at least once per semester
- Emergency meetings may be conducted if required
- Minutes of meetings must be recorded and maintained

FUNDING & RESOURCES

- Funds will be allocated by the institute as per requirement
- Sponsorship may be allowed with prior approval
- Proper utilization and record of funds must be maintained

DOCUMENTATION & REPORTING

- Each event must have a detailed report
- Photographic and video evidence should be preserved
- Annual report of activities to be submitted

MONITORING & REVIEW

- The committee's performance will be reviewed annually
- Feedback from students and faculty will be considered
- Necessary improvements will be implemented
- Amendments as per the requirement.



Co-ordinator
Cultural Committee



Principal
RTCIT, Ranchi