



Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi
Office of Dean (Student Welfare)

Ref. No. IGDTUW/01/DSW/2025/1809

Dated: - 10th January 2025

Office Order

Subject: Inviting Applications for constitution of Student Cultural Committee

Applications are being invited for the constitution of the Student Cultural Committee for the Academic Year 2024-25 for the following positions:

Sl. No	Position/Responsibility	Number of Position
01	President	01
02	Vice-President	01
03	General Secretary	01
04	Treasurer	02
05	Event Co-Ordinators	02
06	Public Relation Officer	01

The Responsibility and Skill Set required for the above positions is enclosed as per **Annexure-1** for reference and information.

Eligibility Conditions:

Students from B.Tech/ B.Arch (3rd Year)/M.Tech/M.Plan/MBA/MCA(1st Year), BBA (2nd Year) are eligible to apply for the position/responsibility.

- i) Do not have any supplementary/back in any of the subjects of any semester/year
- ii) Have no disciplinary/UFM action taken or pending against them
- iii) Have not been detained for examinations due to shortage of attendance
- iv) Have the potential to actively work for the overall development of the University

Interested students are required to submit their CV (alongwith the Statement of Purpose and achievements) on the google form link latest by 16th January 2025.

<https://bit.ly/cultural-committee-2025>

Continued from pre-page:-

Selection Process

Students will be selected through personal interview/interaction for the post based on the candidate experience and zeal to contribute for the purpose. The schedule for the personal interview/interaction will be notified separately.

This issues with the approval of the Competent Authority.



(Prof. R.K. Singh)
Dean (Student Welfare)

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Copy for information and further Necessary Action to the following

- i) PS to Hon'ble Vice-Chancellor, IGDTUW
- ii) PA to Registrar, IGDTUW
- iii) All Dean(s) (IA/IRD/AA/EA/R&C)
- iv) All HoD's (IT/CSE/ AI&DS/ECE/MAE/ASH/Mgmt/ DAP) with a request to inform the students for participation
- v) Dy. Dean (Student Welfare)
- vi) Additional Registrar (GA)/ DFO/DR(Pers)
- vii) Chief Hostel Warden
- viii) System Analyst with a request to place a copy of the order on the University Website
- ix) Student Notice Board
- x) Guard File

The responsibility and skill set required for applying for various positions/responsibility for Cultural Committee of the University

1. Cultural Committee Head: President

○ **Responsibilities:**

- Overseeing the overall functioning of the cultural committee.
- Planning the flow and content of cultural events. Ensuring that the event progresses according to the scheduled timings and formats.
- Leading and coordinating with all members to plan and execute cultural events.
- Acting as the main point of contact between the cultural committee and university administration.
- Managing the team and delegating tasks to ensure smooth execution of events.
- Representing the cultural committee at meetings, events, and functions.
- Any other responsibility assigned by Dean (SW)

○ **Skills Required:**

- Leadership, communication, and organizational skills.
- Ability to manage time and resources effectively.
- Problem-solving skills and quick thinking under pressure.

2. Vice President:

○ **Responsibilities:**

- Supporting the Cultural Committee Head in their tasks and stepping in when needed.
- Development of Website for promotion of the event
- Assisting in the management of events, handling logistical needs, and ensuring timely execution.
- Managing all technical aspects of cultural events, including lighting, sound, and multimedia setups.
- Ensuring all technical equipment is set up properly for performances, screenings, and presentations.
- Taking charge of specific areas or projects within the committee.
- Helping with communication between sub-committees and the main committee.
- Any other responsibility assigned by Dean (SW)

○ **Skills Required:**

- Strong organizational skills and teamwork.
- Technical Skill set including web development
- Ability to multitask and solve problems.

3. **General Secretary:**

○ **Responsibilities:**

- Coordinating meetings, maintaining records, and keeping minutes of cultural events and committee discussions.
- Handling correspondence within the committee, ensuring everyone is updated on decisions and activities.
- Ensuring that all events and programs are in line with the university's guidelines and policies.
- Managing internal communications and coordination for event planning.
- Recruiting, training, and managing volunteers for cultural events.
- Ensuring that volunteers are clear on their tasks and responsibilities during events.
- Assisting in managing crowd control and guiding attendees during events.
- Hospitality and Guest Relations i.e. Coordinating with external guests, judges, and artists and hospitality for faculty, students and guests during the fest

○ **Skills Required:**

- Strong communication, organizational, and administrative skills.
- Ability to motivate and manage a team of volunteers

4. **Treasurer: [Two Positions]**

○ **Responsibilities:**

- Managing the budget for cultural events, ensuring proper allocation of funds.
- Handling finances related to events, including fundraising and sponsorships.
- Keeping track of expenses and maintaining financial records.
- Coordinating with sponsors and donors to secure funds for events.

○ **Skills Required:**

- Financial management skills and attention to detail.
- Ability to manage budgets and negotiate with sponsors.

5. Event Coordinators [Two Positions]:

○ **Responsibilities:**

- Organizing specific cultural events or programs (e.g., dance, music, theater, fashion shows etc.).
- Coordinating all aspects of the event, including venue arrangements, registrations, and managing volunteers.
- Creating the visual identity for cultural events, including designing posters, flyers, banners, and other promotional materials.
- Ensuring smooth execution of events and troubleshooting any issues that arise.
- Liaising with participants, performers, and guests.

○ **Skills Required:**

- Strong organizational skills, event planning, and problem-solving abilities.
- Ability to manage large teams and work under pressure.

6. Public Relations (PR) Officer:

○ **Responsibilities:**

- Handling the promotion and publicity of cultural events.
- Managing communication with media outlets, social media platforms, and the university community.

○ **Skills Required:**

- Marketing, communication, and social media management skills.
- Creativity in designing and publicizing events.

Dean (SW)