



APPENDIX 5.3.2

Cultural Committee: Objectives, Minutes of Meeting Yearwise- 2019-2024

12th Aug 2019

Objectives of the Cultural Committee – Sushant University, Gurgaon

The Cultural Committee of Sushant University, Gurgaon, aligns its objectives with the University's mission and vision, fostering holistic development through cultural engagement, creativity, and collaboration. The committee aims to create a vibrant cultural environment that complements the academic rigor of the institution while promoting inclusivity, diversity, and innovation.

Objectives:

1. **Promote Holistic Development**
Encourage students' overall development by providing opportunities for cultural expression and participation in creative activities.
Foster a balance between academic pursuits and extracurricular interests, supporting mental well-being and emotional intelligence.
2. **Celebrate Diversity and Inclusivity**
Organize events and activities that celebrate India's rich cultural heritage and global diversity.
Provide a platform for students from diverse backgrounds to showcase their traditions, talents, and cultural practices, promoting inclusivity and mutual respect.
3. **Enhance Cultural Awareness and Sensitivity**
Conduct workshops, seminars, and cultural events to enhance students' cultural awareness and sensitivity, aligning with the university's mission of thought leadership and global presence.
Promote the understanding of cultural integration in professional and social environments.
4. **Develop Leadership and Organizational Skills**
Involve students in the planning, coordination, and execution of cultural events to develop their leadership, teamwork, and organizational abilities.
Facilitate participatory governance by engaging students in decision-making processes related to cultural activities.
5. **Support Creativity and Innovation**
Encourage innovative cultural practices and the use of modern technology to organize events that resonate with global trends and appeal to contemporary audiences.
Foster creative expression through arts, music, dance, drama, and design, aligned with the university's focus on research and innovation.
6. **Promote Interdisciplinary Collaboration**
Engage students from all schools, including Architecture, Design, Law, Management, Hospitality, Engineering, Health Sciences, and Planning & Development, in cultural initiatives to foster interdisciplinary collaboration and exchange of ideas.
Build a cohesive campus community by breaking silos and encouraging cross-departmental participation.
7. **Strengthen Global Partnerships**



Collaborate with international institutions and cultural organizations to host global cultural exchange programs, aligning with the university's vision of global presence.

Provide students with opportunities to experience and participate in multicultural events, enriching their global perspectives.

8. Recognize and Reward Talent

Identify and nurture talent through competitions, cultural fests, and exhibitions, motivating students to excel in their chosen fields.

Establish awards and accolades to recognize outstanding contributions to cultural activities.

9. Facilitate Community Engagement

Conduct cultural outreach programs to engage with local communities and promote cultural awareness and education.

Utilize cultural activities as a medium to address social issues and foster community development.

10. Enhance Institutional Value through Cultural Engagement

- Integrate cultural initiatives into the university's academic and extracurricular framework to reflect its commitment to holistic development, inclusivity, and innovation.
- Leverage cultural programs to strengthen the university's identity, foster a sense of belonging among students, and contribute to achieving institutional excellence in higher education.

These objectives reinforce Sushant University's mission to transform lives, achieve excellence, and develop thought leadership by integrating cultural engagement into its academic ecosystem.


Chairperson- Cultural Committee



STANDARD OPERATIONAL PROCEDURE

Cultural Committee

The Cultural Committee at Sushant University is dedicated to fostering a vibrant and inclusive cultural environment. This committee organizes a wide range of cultural activities, both intra- and inter-collegiate, to enrich the student experience and promote artistic expression.

The committee meticulously plans and executes events throughout the academic year, providing students with ample opportunities to showcase their talents in the performing arts and other creative fields. By focusing on inclusivity, diversity, and holistic development, the committee encourages participation from all students, reflecting the diverse community at Sushant University.

Aligned with the National Education Policy (NEP), the Cultural Committee aims to nurture artistic talents and create a vibrant cultural community. Through its efforts, the committee enhances the educational experience and contributes to the overall development of every student.

POLICY FOR CULTURAL COMMITTEE

Responsibilities of the Cultural Committee

- At the start of each academic year, the committee coordinator, in consultation with members, will prepare an annual action plan.
- Organize and oversee all intra- and inter-collegiate cultural events within the College.
- Develop and implement a schedule of cultural events for the academic year.
- Inspire and motivate students to actively engage in cultural activities.
- Facilitate extracurricular activities that highlight and enhance students' talents in the performing arts.



Selection Procedure

- Students will be chosen through a thorough screening process, focusing on their interests, current artistic abilities, and enthusiasm.
- Select students for dance, drama, and music based on their skills and interest.
- Determine the number of participants for other fine arts and literary activities according to the needs.
- Identify high-performing teams and individuals for participation in competitions.
- Maintain necessary communication with hosting institutions until the conclusion of the competition or program.

Procedure for Budget Proposal and Settlement

- The committee or designated staff will prepare an annual budget proposal for each academic year.
- Purchase or hire consumable stationery and properties as needed each academic year.
- Submit fresh budget proposals for each competition through the committee coordinator to the principal.
- Submit budget expenses with relevant documentation to the sanctioning authority within one to two weeks after competitions conclude.


Procedure for Participation

- The coordinator will decide on student participation in competitions under usual circumstances.
- Verify the extent of practice, travel arrangements, refreshments, student safety, and discipline by the responsible staff member.
- Send the participating team to competitions accompanied by a designated staff member in charge.

Documents to be Maintained by the Cultural Committee

- Annual Action Plan
- Event Reports
- Meeting Minutes
- Budget Proposals
- Expense Reports
- Participant Lists
- Selection Records
- Certificates and Awards
- Promotional Materials
- Inventory Records



	SUSHANT UNIVERSITY
	CULTURAL COMMITTEE MEETING Minutes of Meeting

No.	SU/CC /00/0.5 dated 4 February, 2019
Date	Monday, 4 February 2019

A meeting of Cultural Committee was held on 11 January, 2019 at 3:30 PM to 5:00 PM in Room No. 508 D block. The Meeting was chaired by chairperson Cultural committee. The members present in the meeting were-

Faculty and Staff

S.no	Name	Designation	Present/ Absent
1	Dr. Dinesh Rai	Chairperson	Present
2	Mr. Amit Kumar Singh	Member Secretary	Absent
3	Mr. Dheeraj	Member	Present
4	Dr. Manimala	Member	Present
5	Dr. Bindu Thakral	Member	Present



Students Body

S.No.	Name	Designation	Attendance
1.	Sabhya Ahuja	SOD	Present
2.	Iha Kansal	SOD	Present
3.	Parth Upadhyay	SOD	Present
4.	Daksh Sahrawat	SOD	Present
5.	Drashti Dua	SOD	Present
6.	Chirag Singhania	SOB	Present
7.	Himanshi Raghav	SOL	Absent
8.	Ridhi Sharma	SOL	Present
9.	Granth Batra	SHS	Present
10.	Tathastu Sharma	SHS	Present
11.	Seema Bharti	SHS	Present

Agenda: University Fest 2019 Planning

1. Overview of University Fest 2019 (Naming the same)
2. Assignment of Roles and Responsibilities
3. Budget Planning
4. Event Schedule and Timeline
5. Vendor and Sponsorship Coordination
6. Logistics and Security Arrangements
7. Promotions and Marketing Strategy
8. Next Steps and Follow-Up Actions

1. Overview of University Fest 2019:

- **Discussion:** The fest was scheduled for 4 February, 2019. The theme of the fest was discussed, and it was decided that the theme would be Abhivyakti taking forward the legacy of the Annual Fest of previous years
- **Decision:** Finalized the structure of the fest after further brainstorming and feedback from the student body.

2. Assignment of Roles and Responsibilities:



- **Discussion:** Each member's roles and responsibilities were discussed in detail.
- **Decisions:**
 - **Sabhya Ahuja:** Event and Fashion Coordinator and Overall Lead.
 - **Iha Kansal:** Head of Sponsorship and Budgeting.
 - **Parth Upadhyay:** Logistics and Vendor Coordination.
 - **Daksh Sahrawat:** Cultural Performances Lead.
 - **Drashti Dua:** Marketing and Social Media Promotions.
 - **Chirag Singhanian:** Security and Crowd Management.
 - **Himanshi Raghav:** Hospitality and Guest Coordination.
 - **Ridhi Sharma:** Event Documentation and Photography.
 - **Granth Batra:** Technical Support and Equipment Management.
 - **Tathastu Sharma:** Venue Setup and Decoration.
 - **Seema Bharti:** Coordination with Faculty and Administration.

3. Budget Planning:

- **Discussion:** A preliminary budget was discussed, including potential sponsorships and expenditures for logistics, performers, decorations, and prizes.
- **Action:** Iha Kansal to prepare a detailed budget proposal by 15 January, 2019

4. Event Schedule and Timeline:

- **Discussion:** The schedule for the event day, including the opening ceremony, performances, competitions, and closing ceremony, was tentatively planned.
- **Decision:** Finalize the schedule by 4 February, 2019 after consultations with performers and other stakeholders.

5. Vendor and Sponsorship Coordination:

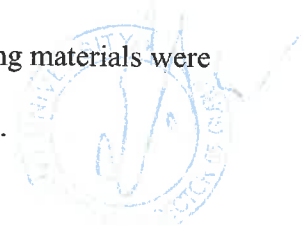
- **Discussion:** Potential vendors for food, decorations, and equipment were discussed. Sponsorship opportunities were also considered.
- **Action:** Parth Upadhyay to reach out to potential vendors. Iha Kansal to draft sponsorship proposals.

6. Logistics and Security Arrangements:

- **Discussion:** Discussed requirements for event setup, transportation, and security personnel.
- **Action:** Chirag Singhanian to coordinate with the university's security team and local authorities.

7. Promotions and Marketing Strategy:

- **Discussion:** Social media campaigns, posters, and other marketing materials were discussed to attract maximum participation.
- **Action:** Drashti Dua to develop a comprehensive marketing plan.



8. Next Steps and Follow-Up Actions:

- Each member to follow up on their assigned tasks and present progress in the next meeting scheduled for 21 January, 2019

Conclusion:

- The meeting concluded with a summary of actions to be taken before the next meeting.

Minutes Prepared by: Dr. Manimala

Date: 4 February, 2019


Chairperson, Cultural Committee



21st August 2021

Objectives of the Cultural Committee – Sushant University, Gurgaon

The Cultural Committee of Sushant University, Gurgaon, is dedicated to fostering holistic development through cultural engagement, creativity, and collaboration. In alignment with the University's mission and vision, the committee strives to create a dynamic cultural environment that enhances academic rigor while promoting inclusivity, diversity, and innovation.

Objectives:

1. Promote Holistic Development

Encourage students' all-round growth by providing opportunities for cultural expression and creative participation.

Maintain a balance between academic excellence and extracurricular engagement, supporting mental well-being and emotional intelligence.

2. Celebrate Diversity and Inclusivity

Organize events and initiatives that honor India's rich cultural heritage and global diversity.

Provide a platform for students from various backgrounds to showcase their traditions, talents, and cultural practices, fostering inclusivity and mutual respect.

3. Enhance Cultural Awareness and Sensitivity

Conduct workshops, seminars, and events to cultivate cultural awareness and sensitivity, reinforcing the university's commitment to thought leadership and global presence.

Encourage understanding of cultural integration in professional and social contexts.

4. Develop Leadership and Organizational Skills

Engage students in planning, coordination, and execution of cultural events to enhance leadership, teamwork, and organizational competencies.

Facilitate participatory governance by involving students in decision-making related to cultural activities.



5. Support Creativity and Innovation

Promote innovative cultural practices and integrate modern technology in organizing events that resonate with global trends.

Encourage creative expression through diverse forms such as arts, music, dance, drama, and design, in alignment with the university's focus on research and innovation.

6. Promote Interdisciplinary Collaboration

Engage students across all schools—including Architecture, Design, Law, Management, Hospitality, Engineering, Health Sciences, and Planning & Development—in cultural initiatives to foster interdisciplinary collaboration.

Strengthen the campus community by breaking silos and encouraging cross-departmental participation.

7. Strengthen Global Partnerships

Collaborate with international institutions and cultural organizations to host global exchange programs, enhancing the university's global footprint.

Provide students with opportunities to participate in multicultural events, broadening their global perspectives.

8. Recognize and Reward Talent

Identify and nurture talent through competitions, cultural festivals, and exhibitions, inspiring students to excel in their chosen fields.

Establish awards and accolades to honor exceptional contributions to cultural activities.

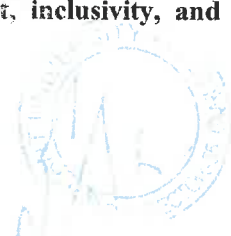
9. Facilitate Community Engagement

Organize cultural outreach programs to engage with local communities and promote cultural awareness and education.

Utilize cultural activities as a platform to address social issues and drive community development.

10. Enhance Institutional Value through Cultural Engagement

Integrate cultural initiatives into the university's academic and extracurricular framework, reinforcing its commitment to holistic development, inclusivity, and innovation.



Leverage cultural programs to strengthen the university's identity, foster a sense of belonging among students, and contribute to achieving excellence in higher education.

These objectives underscore Sushant University's mission to transform lives, achieve academic excellence, and develop thought leadership by seamlessly integrating cultural engagement into its educational ecosystem.



Chairperson, Cultural Committee



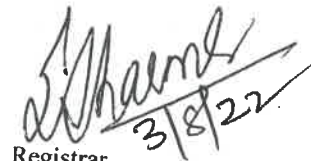
SU/RO/22/08/C/043

August 03, 2022

NOTICE

This is notified for the information, that the **Cultural Committee** has been constituted, as per the details given below, w.e.f. August 03, 2022.


S. No.	Name of the members	Designation
1.	Dr. Jyoti Sinha Principal (School of Health Sciences)	Chairperson
2.	Dr. Shaily Bhashanjaly Associate Professor. Head-(Centre for Soft Skills)	Member
3.	Dr. Dinesh Rai Associate Professor (School of Engineering and Technology)	Member
4.	Mr. Amit Kumar Singh c (School of Law)	Member
5.	Ms. Nisha Nandal Assistant Professor (School of Business)	Member
6.	Ms. Chandana Paul Assistant Professor (Vatel Hotel and Tourism Business School)	Member
7.	Mr. Vikas Raj Staff (NAAC)	Member
8.	Ms. Avitesh Assistant Professor (School of Art and Architecture)	Member Secretary


Registrar
Sushant University
(Erstwhile Ansal University)

Copy to: -

1. All members of the Committee
2. Secretary to Hon'ble VC
3. Concerned File



	SUSHANT UNIVERSITY
	CULTURAL COMMITTEE MEETING Minutes of Meeting

No.	SU/CC /00/0.5 dated 20, October,2022
Date	Thursday, 20, October,2022

A meeting of Cultural Committee was held on 20/09/2022 at 3:30 PM to 5:00 PM in Room No. 508 D block. The Meeting was chaired Prof. Jyoti Sinha chairperson Cultural committee, School of Health Sciences. The members present in the meeting were-

Faculty and Staff

S.no	Name	Designation	Present/ Absent
1	Prof. Jyoti Sinha	Chairperson	Present
2	Dr. Bindu Thakral	Member Secretary	Present
3	Dr. Shaily Bhashanjaly	Member	Present
4	Mr. Amit Kumar Singh	Member	Absent
5	Ms. Avitesh	Member	Absent
6	Ms. Nikita	Member	Present

7	Ms. Mannat	Member	Present
8.	Ms. Chakshu Mehta	Member	Absent
9.	Ms. Apoorva	Member	Absent
10	Mr. Dheeraj	Member	Present

Students Body

S.No.	Name	Designation	Attendance
1.	Sabhya Ahuja	SOD	Present
2.	Iha Kansal	SOD	Present
3.	Parth Upadhyay	SOD	Present
4.	Daksh Sahrawat	SOD	Present
5.	Drashti Dua	SOD	Present
6.	Chirag Singhanian	SOB	Present
7.	Himanshi Raghav	SOL	Absent
8.	Ridhi Sharma	SOL	Present
9.	Granth Batra	SHS	Present
10.	Tathastu Sharma	SHS	Present
11.	Seema Bharti	SHS	Present

Overview of Diwali Mela 2022:



Discussion: The Diwali Mela is scheduled for **20th October 2022**, from **11:00 AM to 5:00 PM**. Various attractions such as a gaming corner, food stalls, fashion show, and fun activities were planned to celebrate the festive spirit.

Decision: Finalized the theme as “Diwali Mela” to align with the vibrant atmosphere of the event.

2. Assignment of Roles and Responsibilities:

Discussion: Roles and responsibilities were distributed among the organizing team members.

Decisions:

Sabhya Ahuja: Event and Fashion Show Coordinator, and Overall Lead.

Iha Kansal: Head of Sponsorship and Budgeting.

Parth Upadhyay: Logistics and Vendor Coordination.

Daksh Sahrawat: Lead for Fun Activities and Gaming Corner.

Drashti Dua: Marketing and Social Media Promotions.

Chirag Singhania: Security and Crowd Management.

Himanshi Raghav: Hospitality and Guest Coordination.

Ridhi Sharma: Event Documentation and Photography.

Granth Batra: Technical Support and Equipment Management.

Tathastu Sharma: Venue Setup and Decoration.

Seema Bharti: Coordination with Faculty and Administration.

3. Budget Planning:

- **Discussion:** A preliminary budget for gaming activities, food stalls, decorations, and prizes were discussed.
- **Action:** Iha Kansal to prepare a detailed budget proposal by **25th September 2022**.

4. Event Schedule and Timeline:

- **Discussion:** A tentative schedule for the event, including the opening ceremony, activities, fashion show, and closing ceremony, was outlined.
- **Decision:** Finalize the detailed schedule by **15th September 2022** after coordinating with all stakeholders.

5. Vendor and Sponsorship Coordination:



- **Discussion:** Potential vendors for food stalls, gaming equipment, and decorations were identified. Sponsorship opportunities were also explored.
- **Action:** Parth Upadhyay to contact vendors, and Iha Kansal to draft sponsorship proposals.

6. Logistics and Security Arrangements:

- **Discussion:** Requirements for setting up gaming and food corners, transportation of equipment, and coordination with security personnel were discussed.
- **Action:** Chirag Singhanian to liaise with the university's security team for arrangements.

7. Promotions and Marketing Strategy:

- **Discussion:** Discussed creating posters, social media campaigns, and promotional videos to attract participation from students and faculty.
- **Action:** Drashti Dua to prepare a comprehensive marketing strategy by **25th September 2022**.

8. Next Steps and Follow-Up Actions:

- All team members to progress on their assigned tasks and present updates in the next meeting scheduled for **1st October 2022**.

Conclusion:

The meeting concluded with a summary of tasks to be completed before the next meeting.

Minutes Prepared by: Prof. Mammat

Date: 22 September 2022



Cultural Committee- Utilization 2022

S.no	Event	Sponsorship	Expenditure	University Support /surplus
1	Diwali Mela	72800	72058	742



Chairperson- Cultural Committee



Account Office



SU/RO/23/10/C/72

October 18, 2023

NOTICE

This is notified for the information, that the **Cultural Committee** has been constituted, as per the details given below, w.e.f. October 18, 2023.

S. No.	Name of the members	Designation
1.	Dr. Anjali Dabas (School of Law)	Chairperson
2.	Dr Shaily Bhashanjaly Associate Professor. Head-(Centre for Soft Skills)	Member
3.	Mr. Amit Kumar Singh DSW (School of Law)	Member
4.	Ms. Avitesh Assistant Professor -(School of Art & Architecture)	Member
5.	Ms. Chakshu Assistant Professor (School of Business)	Member
6.	Ms. Apporva Assistant Professor(Vatel Hotel and Tourism: Business School)	Member
7.	Dr. Mannat Teaching Assistant (School Of Design)	Member
8.	Ms. Nikita Assistant Professor School of Health Science)	Member
9.	Mr. Dheeraj Manager - Facility	Member
10.	Ms. Bindu Thakral Assistant Professor (School of Engineering and Technology)	Member Secretary

This issues with the approval of the Vice Chancellor



Registrar
Sushant University



Copy to: -

1. All members of the Committee
2. Secretary to Hon'ble VC
3. Concerned File

Cultural Committee- Utilization 2023


S.no	Event	Sponsorship	Expenditure	University Support
1	Fest King 2023	910883	928821	17938
			885000	885000
2	SubhoUtsav- Diwali Mela	159400	159400	



Chairperson- Cultural Committee

Account Office



	SUSHANT UNIVERSITY
	CULTURAL COMMITTEE MEETING Minutes of Meeting

No.	SU/CC /00/0.5 dated 27 November, 2023
Date	Monday, 27 November 2023

A meeting of Cultural Committee was held on 27/11/2023 at 3:30 PM to 5:00 PM in Room No. 508 D block. The Meeting was chaired Dr. Anjali Sehrawat chairperson Cultural committee, Assistant Professor, School of Law. The members present in the meeting were-

Faculty and Staff

S.no	Name	Designation	Present/ Absent
1	Dr. Anjali Sehrawat	Chairperson	Present
2	Dr. Bindu Thakral	Member Secretary	Absent
3	Dr. Shaily Bhashanjaly	Member	Absent
4	Mr. Amit Kumar Singh	Member	Present
5	Ms. Avitesh	Member	Absent

6	Ms. Nikita	Member	Present
7	Ms. Mannat	Member	Present
8.	Ms. Chakshu Mehta	Member	Absent
9.	Ms. Apoorva	Member	Absent
10	Mr. Dheeraj	Member	Present

Students Body

S.No.	Name	Designation	Attendance
1.	Sabhya Ahuja	SOD	Present
2.	Iha Kansal	SOD	Present
3.	Parth Upadhyay	SOD	Present
4.	Daksh Sahrawat	SOD	Present
5.	Drashti Dua	SOD	Present
6.	Chirag Singhanian	SOB	Present
7.	Himanshi Raghav	SOL	Absent
8.	Ridhi Sharma	SOL	Present
9.	Granth Batra	SHS	Present
10.	Tathastu Sharma	SHS	Present
11.	Seema Bharti	SHS	Present

Agenda: University Fest 2024 Planning

1. Overview of University Fest 2024 (Naming the same



2. Assignment of Roles and Responsibilities
3. Budget Planning
4. Event Schedule and Timeline
5. Vendor and Sponsorship Coordination
6. Logistics and Security Arrangements
7. Promotions and Marketing Strategy
8. Next Steps and Follow-Up Actions

1. Overview of University Fest 2024:

- **Discussion:** The fest is scheduled for 24th February 2024. The theme of the fest was discussed, and it was decided that the theme would be Experia 24 taking forward the legacy of the Annual Fest of previous years
- **Decision:** Finalized the structure of the fest after further brainstorming and feedback from the student body.

2. Assignment of Roles and Responsibilities:

- **Discussion:** Each member's roles and responsibilities were discussed in detail.
- **Decisions:**
 - **Sabhya Ahuja:** Event and Fashion Coordinator and Overall Lead.
 - **Iha Kansal:** Head of Sponsorship and Budgeting.
 - **Parth Upadhyay:** Logistics and Vendor Coordination.
 - **Daksh Sahrawat:** Cultural Performances Lead.
 - **Drashti Dua:** Marketing and Social Media Promotions.
 - **Chirag Singhania:** Security and Crowd Management.
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 - **Ridhi Sharma:** Event Documentation and Photography.
 - **Granth Batra:** Technical Support and Equipment Management.
 - **Tathastu Sharma:** Venue Setup and Decoration.
 - **Seema Bharti:** Coordination with Faculty and Administration.

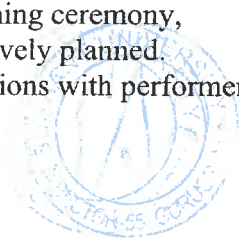
3. Budget Planning:

- **Discussion:** A preliminary budget was discussed, including potential sponsorships and expenditures for logistics, performers, decorations, and prizes.
- **Action:** Iha Kansal to prepare a detailed budget proposal by 20 December 2023

4. Event Schedule and Timeline:

- **Discussion:** The schedule for the event day, including the opening ceremony, performances, competitions, and closing ceremony, was tentatively planned.
- **Decision:** Finalize the schedule by 25 Dec 2023 after consultations with performers and other stakeholders.

5. Vendor and Sponsorship Coordination:



- **Discussion:** Potential vendors for food, decorations, and equipment were discussed. Sponsorship opportunities were also considered.
- **Action:** Parth Upadhyay to reach out to potential vendors. Iha Kansal to draft sponsorship proposals.

6. Logistics and Security Arrangements:

- **Discussion:** Discussed requirements for event setup, transportation, and security personnel.
- **Action:** Chirag Singhanian to coordinate with the university's security team and local authorities.

7. Promotions and Marketing Strategy:

- **Discussion:** Social media campaigns, posters, and other marketing materials were discussed to attract maximum participation.
- **Action:** Drashti Dua to develop a comprehensive marketing plan.

8. Next Steps and Follow-Up Actions:

- Each member to follow up on their assigned tasks and present progress in the next meeting scheduled for 12 January 2024

Conclusion:

- The meeting concluded with a summary of actions to be taken before the next meeting.


Minutes Prepared by: Prof. Mannat

Date: 27 November 2023

Aiyah

Chairperson, Cultural Committee



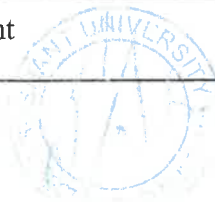
	SUSHANT UNIVERSITY
	CULTURAL COMMITTEE MEETING Minutes of Meeting

No.	SU/CC /00/0.4 dated 12 January, 2024
Date	Friday, 21 January, 2024

A meeting of Cultural Committee was held on 12/1/2024 at 3:30 PM to 5:00 PM in Room No. 508 D-block. The Meeting was chaired Dr. Anjali Sehrawat chairperson Cultural committee, Assistant Professor, School of Law. The members present in the meeting were-

Faculty and Staff

S.no	Name	Designation	Present/ Absent
1	Dr. Anjali Sehrawat	Chairperson	Present
2	Dr. Bindu Thakral	Member Secretary	Present
3	Dr. Shaily Bhashanjaly	Member	Absent
4	Mr. Amit Kumar Singh	Member	Present
5	Ms. Avitesh	Member	Absent
6	Ms. Nikita	Member	Present



7	Ms. Mannat	Member	Present
8.	Ms. Chakshu Mehta	Member	Present
9.	Ms. Apoorva	Member	Present
10	Mr. Dheeraj	Member	Present

Students Body

S.No.	Name	Designation	Attendance
1.	Sabhya Ahuja	SOD	Present
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5.	Drashti Dua	SOD	Present
6.	Chirag Singhanian	SOB	Present
7.	Himanshi Raghav	SOL	Absent
8.	Ridhi Sharma	SOL	Absent
9.	Granth Batra	SHS	Present
10.	Tathastu Sharma	SHS	Present
11.	Seema Bharti	SHS	Present

Agenda: University Fest 2024 Planning

1. Review of Progress on Roles and Responsibilities
2. Final Budget Approval
3. Finalization of Event Schedule



4. Vendor and Sponsorship Updates
5. Logistics, Security, and Safety Protocols
6. Promotions and Media Coverage
7. Contingency Planning
8. Final Checklist and Wrap-Up

1. Review of Progress on Roles and Responsibilities:

- **Discussion:** Each member provided updates on their assigned tasks.
- **Outcome:** All tasks are on track with minor adjustments needed in logistics and security.

2. Final Budget Approval:

- **Discussion:** The final budget, including confirmed sponsorships and projected expenses, was presented by Iha Kansal.
- **Decision:** Budget approved with unanimous consent. Minor adjustments to be made if additional sponsorships are secured.

3. Finalization of Event Schedule:

- **Discussion:** The event schedule was reviewed, including timing for performances, competitions, and guest appearances.
- **Decision:** Final schedule approved. Copies to be distributed to all committee members and posted on social media by Drashti Dua.

4. Vendor and Sponsorship Updates:

- **Discussion:** Updates on vendor contracts and sponsorship commitments were provided.
- **Outcome:** All vendor agreements are finalized. Sponsorship commitments have exceeded initial targets, providing additional funds for contingencies.

5. Logistics, Security, and Safety Protocols:

- **Discussion:** Final logistics plan, including transportation and venue setup, was presented. Security and safety protocols were reviewed.
- **Action:** Chirag Singhanian to ensure all security personnel are briefed and ready. Parth Upadhyay to finalize logistics with vendors.

6. Promotions and Media Coverage:

- **Discussion:** Updates on social media campaigns, poster distribution, and media coverage were provided by Drashti Dua.
- **Outcome:** Promotions are in full swing. Media coverage by local outlets is confirmed.

7. Contingency Planning:



- **Discussion:** Potential risks and backup plans were discussed, including bad weather, performer cancellations, and crowd control.
- **Action:** Backup plans to be communicated to all volunteers and security personnel.

8. Final Checklist and Wrap-Up:

- **Discussion:** Reviewed final checklist of tasks to be completed before the event day.
- **Outcome:** All members are confident that the fest is well-prepared, with all major tasks completed.

2. All students to stay in touch with respective Faculty School SPOC for their work

Conclusion:

- The meeting concluded with a final review of all preparations. All members were thanked for their contributions and reminded to stay in touch for any last-minute updates.

Minutes Prepared by: Prof. Bindu

Date: 12 January 2024

Anjali

Chairperson, Cultural Committee



Cultural Committee- Utilization 2024

S.no	Event	Sponsorship	Expenditure	University Support
1	Experia'2024	1403301	1840000	436699



Chairperson- Cultural Committee



Account Office



Memorandum of Understanding

Memorandum of Understanding

Between

Sushant University, Gurgaon

And

Realme

This Memorandum of Understanding is entered into on date February 19th, 2023 between Sushant University and Realme for "Sushant University". The event will be conducted on 24th February, 2023.

The Parties have had preliminary discussions on this matter and have ascertained areas of broad consensus. The Parties now have, therefore, agreed to enter in writing their areas of consensus, under a MOU.

Below are the deliverables that will be exchanged.

As part of the agreement, Sushant University Team will abide by the following:

1. Artist KING Popular Nite will be presented by Realme for Sushant University'.
2. We shall provide you with a stage presence for your introduction and promotion before the start performance.
3. Advertisement slot for Realme on the main stage of Sushant University .
4. Video of Realme will be played on an LED screen before KING's performance if any.
5. Digital promotion: Sushant University will promote Realme as Exclusive Smartphone & Sushant University Popular Nite partner on all social media handles.
6. Permission to set up standees and branding panels.
7. Sushant University committee, Gurgaon will allow Realme to set up standees, banners, drop downs and arch gates in their college premises.
8. Sushant University Gurgaon will post KING's video reel on their Festival Instagram handle.



9. Sushant University Committee, Gurgaon will post a "Realme Presents" artist poster for Popular Nite on their Festival Instagram handle.


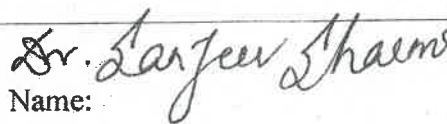
10. In every Realme post, hash tag will be mentioned, which will be provided by activation team.

11. A dedicated POC from our team: Abad (+91 8943992992).

12. KING will post the creative of the event on his official Instagram handle.

As part of the agreement, Realme will oblige to the following: -

Provide Sushant University Gurgaon with a Monetary Sponsorship of Rs. 2,00,000 + GST for Sushant University.

Signed on behalf of Realme	Signed on behalf of Sushant University, Gurgaon
Signature:	 Signature:
Name:	 Name:





The Alicorn Events

One Stop Destination For All Type Of Events

thealiconevents@gmail.com

SERVICE AGREEMENT

This Service Agreement ("hereinafter referred as Agreement") entered into and executed at Gurugram on the 7 day of September, 2023 ("Effective Date");

BETWEEN,

THE ALICORN EVENTS, a 7, having its Registered Office at 6/3 FIRST FLOOR KIRTI NAGAR INDUSTRIAL AREA NEW DELHI 110015, represented by its authorized representative Mr. SANAM ARORA & Mr. SAARTHI TRIKHA, (hereinafter referred to as "the company", which express shall unless repugnant to or inconsistent with the context, mean and include its successors and assigns) on the FIRST PART;

AND

USHANT UNIVERSITY sector 55 Gurugram Haryana 122002 (hereinafter referred to as the "CLIENT" which express shall unless repugnant to or inconsistent with the context, mean and include its successors and assigns) on the SECOND PART;

"The Company" and "The Client" are collectively referred to as the "Parties" and individually as the "Party".

THE AS

- 1) Company is a on ground logistics handler and manager for various events.
- 2) The Service Provider (i.e. THE ALICORN EVENTS) is a professional event management & other allied services provider Company having curated the best of the talents in this field. The Service Provider has a team of 100+ skilled employees with wide and varied experience in leading various events.
- 3) The Service Provider has represented to the Client that it has all the necessary expertise, knowledge, inclination and ability to render the services sought by the client.
- 4) The given setup as mentioned in SECTION A would be provided by the company to the client.
- 5) Any physical damage occurred to the given setup by the Students or their actions shall be borne by the client.



6/3 first floor kirti nagar

Industrial area N.Delhi 110015

8800583393/8800060085



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thealicornerevents@gmail.com

Section A

1. TENT – RS – Rs - 90000/-

- 6 mist fans, 150 chairs
- 15 stalls(8/8ft), tables & chairs with halogen for each stall
- stage – backdrop(20/10ft), ramp(8ft), truss
- main tent to cover chairs/seating area

2. BOUNCERS – 5NOS – RS 15000/-

3. BALLOON ARCH GATE – RS 5000/-

4. SOUND – RS 65000/-

Tech rider-

1. Mixer: 32/48 channel
2. Tops speaker 4 (VRX/VERTEC/D&B)
3. Delay speakers 2
4. six (6) Liners (VRX/Vertec/D&B)
3. Four (4) Sub bass (VRX/Vertec 4880a/D&B)
4. Centre Fill: Four (4) Liners with sub (VRX/VERTEC/D&B)
5. Six (6) Floor Monitors
6. Two (2) Side fills-top with sub woofers-bins
7. One (1) Guitar amp (Fender Twin Reverb)
8. One (1) Keyboard amp (Roland)
9. One (1) Bass Guitar amp (Marshall/Hartke/Mark Bass)
10. Double Keyboard Stand
11. Two (02) Guitar stands
12. Five (5) in-ear (Sennheiser G4)
13. Drum kit: Five (5) piece Drum Set with three (3) cymbals and Hi Hat (Tama Pearl)





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14. One (1) aux to XLR cable
15. Six (6) jack to jack cable
16. Ten(10) DI box for keyboard + guitar + bass guitar
17. Three(3) Backing vocal mic: sm58 (Shure with stand)
18. Two (2) Main cordless mic (Sennheiser with stand)

LIGHTS

Airy lights 80-100 NOS
Evolving LED's – 16-32 NOS
Parpy lights – 6-8 NOS
Truss - for a stage of 20 X 16 © Moving Head - 6 (3 Wash & 3 Spot)
Programming board -1
Dimmer Board – 1
Arcans (Metal / Chrome) – 20
Smoke Machine - 1
Stand - 2
Canners – 6
Confetti (party popper)

5. TRANSPORT AND LOGISTICS – RS 10000/-

6. LIVE BAND – KASHH BAND – RS 90000/-

TOTAL PAYABLE – 2,75,000/-



8 January 2024

SUSHANT UNIVERSITY

OFFICE ORDER

Cultural Committee Annual Concert 2024

The Cultural Committee, Sushant University proposes hosting an Annual Concert on 24th February 2024, featuring a celebrity performance. We kindly request the University's support in providing advanced funds to cover any potential expenses incurred by the Committee as per the payment plan. Additionally, the amount will be returned upon student collection which is the prime fund raising source. In case of any exigency we further request the University to support the Committee until required funds are raised from any future event and duly returned to the University. The other two other vendors were approached, including Hook Events and Alicorn events to ensure the best possible arrangements for this event. Exevo Events is finalised after rounds of meetings as he could fit the University's requirements (Inclusions attached).

Expenses	Amount
Artist- Jassi Gill and Babbal Rai	12,00,000
Exevo Vendor Payment (Inclusions attached)	9,90,132
Total	21,90,132 (+applicable taxes)

Payment Plan	
Token Amount, Immediate (9 January 2024)	1.5 lacs
25 January 2024	7.5 Lacs
21 st February 2024	11 lacs
24 February 2024	1.9 lacs
Total	21,90,132 (+applicable taxes)

*PFA for details
Proposed collection of money
Inclusions by the vendor and quote

Chairperson, Cultural Committee

Vice-Chancellor

Dr. Ajay Singh Chauhan
To the chairman - FC
This is for our annual fest. This is funded largely by group to be left. AS 11.5 lacs. However, advance of AS 7.5 lacs by 20th Jan 2024 is required. Aswani meeta contribution is required.
8/1/24

SUSHANT UNIVERSITY
OFFICE NOTE
September 18, 2024

Subject: Freshers' Udbhav 2024 Green Note

Cultural Committee, Sushant University is organizing Freshers' Udbhav 2024 on **27th September 2024**. The total cost for the event is Rs **1,85,000**, covering a DJ and logistics. Estimated Attendees: 1st year students- 500, 2nd year students- 500 **total gathering of 1100-1200** (faculty+staff+Students)

Revenue Plan:

Head	Est Collection	Total
Per student ticket contribution	500 X 300 INR	150,000
Stall Sale	10X 3500 INR	35000
Total		1,85,000 INR

Expenses:

Head	Est. Expenditure	Total
Stage and logistics sound, stage, bouncer etc details (attached 2 vendors quotation)	1,60,500	160,500
Printing	2 flex and 25 posters	2500
Hi tea	15x 80	1200
Lunch for RJ	10x250	2500
Videographer	8000	8000
Mementos	2X 2500	5000
Videographer	8000	8000
Miscellaneous		5300
total expense		185000 INR

As the expenses and revenue figures are estimated, we request the University to cover any potential gap if necessary.


Chairperson, Culture Committee

Hon'ble Vice Chancellor



QUOTATION FESTIFY ENTERTAINMENTS

102/04 Indrapuri,
Sector -12
Gurgaon - 122001

Mobile 9870418163, 8368865486

ORIGINAL FOR RECIPIENT



FESTIFY ENTERTAINMENTS

Quotation Date: 18 Sep 2024

Quotation #: EST-1

Customer Details:

Sushant University
Ph: 9910106040

Item	Rate / Item	Qty	Amount
1 Led par Lights color	200.00	50	10,000.0
2 Led wall P4.8 100 Sqft (12x8)	16500.00	1	16,500.00
3 Black Masking side wings 3x8 SQFT	3,500.00	2	7,000.00
4 Truss Entrance Gate 15x15 SQFT	3,500.00	1	3,500.00
5 Red carpet Entry 5x100	5,000.00	1	5,000.00
6 Props Bollywood	300.00	6	1,800.00
7 Cutouts on sun board on Bollywood Theme	400.00	6	2,400.00
8 Canopy stall 2 Table 2 chair 1 light	1,200.00	10	12,000.00
9 Round Table with covers	250.00	10	2,500.00
10 Chairs with cover	80.00	100	8,000.00
11 Selfee Booth Bollywood Theme	30,000.00	1	30,000.0
12 Stage (24x16) with Ramp(8x4)	14,560.00	1	14,560.00
13 Gurugram cartiage for sound	5000.00	4	20,000.0
14 Sound system With liner and drum kit	82,000.00	1	82,000.0
Total Amount			₹2,15,260.00
After Discount			Rs. 1,60,000/-

Total Items / Qty : 14 / 194.000

Total amount (in words): INR One Lakh, sixty thousand Rupees Only.

Bank Details:

Bank: Punjab National Bank
Account #: 9877008600000012
IFSC Code: PUNB0987700
Branch: KHERA ALAMPUR (Rewari)
HARYANA - 123035



Sushant University

Sr. No.	Particulars	Qty.	Size	Days	Amount
Stage & Light Production					
1	Led Wall P3	1	12*8 ft	1	
2	Stage with carpet	1	20*16 ft	1	
3	Ramp	1	20*8 ft	1	
4	Stairs for stage beside	2	4 ft	1	
5	T-Stand	2	8*6 ft	1	
6	Led lights	10	N/A	1	
7	Masking (Left & Right Side)	2	10*4 ft	1	
Sound System					
1	SRX 725 Liner (JBL Imported)	4	N/A	1	
2	SRX 728 Bass Bins (JBL Imported)	2	N/A	1	
3	Monitoring Wedges (L-Acoustic)	2	N/A	1	
4	Cordless Mike	2	N/A	1	
5	Digital Mixer	1	N/A	1	
Pavilion Production					
1	Selfie Photobooth (Bollywood Theme)	1	10*10 ft	1	
2	Chairs	100	N/A	1	
3	Entry Gate (Truss with Flex Branding)	1	10*10 ft	1	
4	Canopies for Exhibition (1 table + 2 chair + 1 light)	10	8*8ft	1	
5	Red Carpet for Bollywood theme	1	15*3	1	
Sub Total					122,000
Artist Management					
1	DJ Artist (DJ Chexi)	1	N/A		18,000
	Bouncer	10	N/A	1	15,000
	transportation & Cartage				5,500
Sub Total					160,500
IGST 18%					
Grand Total					160,500



QUOTATION

FESTIFY ENTERTAINMENTS

102/04 Indrapuri,
Sector -12
Gurgaon - 122001

Mobile 9870418163, 8368865486

ORIGINAL FOR RECIPIENT



FESTIFY ENTERTAINMENTS

Quotation Date: 18 Sep 2024

Quotation #: EST-1

Customer Details:

Sushant University
Ph: 9910106040

Item	Rate / Item	Qty	Amount
1 Led par Lights color	200.00	50	10,000.0
2 Led wall P4.8 100 Sqft (12x8)	16500.00	1	16,500.00
3 Black Masking side wings 3x8 SQFT	3,500.00	2	7,000.00
4 Truss Entrance Gate 15x15 SQFT	3,500.00	1	3,500.00
5 Red carpet Entry 5x100	5,000.00	1	5,000.00
6 Props Bollywood	300.00	6	1,800.00
7 Cutouts on sun board on Bollywood Theme	400.00	6	2,400.00
8 Canopy stall 2 Table 2 chair 1 light	1,200.00	10	12,000.00
9 Round Table with covers	250.00	10	2,500.00
10 Chairs with cover	80.00	100	8,000.00
11 Selfee Booth Bollywood Theme	30,000.00	1	30,000.0
12 Stage (24x16) with Ramp(8x4)	14,560.00	1	14,560.00
13 Gurugram cartiage for sound	5000.00	4	20,000.0
14 Sound system With liner and drum kit	82,000.00	1	82,000.0

Total Amount

₹2,45,260.00

After Discount

Rs. 1,60,000/-

Total Items / Qty : 14 / 194.000

Total amount (in words): INR One Lakh, sixty thousand Rupees Only.

Bank Details:

Bank: Punjab National Bank
Account #: 98770086000000012
IFSC Code: PUNB0987700
Branch: KHERA ALAMPUR (Rewari)
HARYANA - 123035



Invoice

Invoice No # A00014

Invoice Date Sep 19, 2024

Due Date Oct 04, 2024

Billed By

GAJJELA RAVI CHARAN

SRB-51B, Shipra Riveira , Indirapuram,
Ghaziabad,

Delhi, India - 201014

PAN: BYLPC6231R

Email: gravicharan26@gmail.com

Phone: +91 98719 06033

Billed To

Sushant University

India

Country of Supply: India

Item	GST Rate	Quantity	Rate	Amount	IGST	Total
1. CINEMATOGRAPHY SERVICES - RAW CONTENT	0%	1	₹18,000.00	₹18,000.00	₹0.00	₹18,000.00
1 X VIDEOGRAPHER						
1 X DRONE PILOT						

Bank Details

Account Name Gajjela Ravi charan

Account Number 50100647340011

IFSC HDFC0005298

Account Type Current

Bank HDFC

UPI - Scan to Pay

(Maximum of 1 Lakh can
be transferred via UPI)



9871906033@paytm

Amount ₹18,000.00

IGST ₹0.00

Total (INR) ₹18,000.00

Powered By  Refrens.com





Anjali Dabas <anjali.dabas@sushantuniversity.edu.in>

SUSHANT FEST 24th FEBRUARY 2024

Mohit Goyal <mohit.exevo@gmail.com>

5 January 2024 at 16:57

To: "anjali.dabas@sushantuniversity.edu.in" <anjali.dabas@sushantuniversity.edu.in>

Hello Mam,

As we have discussed with you regarding the here i am sharing you the payment details.

1. The Artist payment as a token of Rs. 1.5 lacs as advance for the blocking of the artist. Hence you will not allow to announce the artist name on social media.
2. The artist payment of 50% should be clear on 15th January 2024 and will get the video byte and you can announce the name on social media. All ceeatives will be approved by the agency.
3. The 50% of the payment of production will be cleared on 15th January 2024.
4. Hence all the payment should be cleared 3 days before the event.
5. The payment of Rs. 4 lacs should be given with GST of 18% excluding and rest of all the payment will be done by RTGS without GST as we are applicable with LUT registration from the government.

Regards

Mohit Goyal

[Quoted text hidden]



Proposed collection of money

Participants	No. of people	Ticket Price	Amount collected
Students	1200	800	9,60,000
Other Participants per student allowed up to 4	300	1000	300000
Alumni	110	900	99000
VIP tickets	50	1500	75,000
Sponsorship		400000	400000
Stalls	20x10,000		200000
Diwali collection amount left			69,799
Total			21,03,799



8 January 2024

SUSHANT UNIVERSITY

OFFICE ORDER

Cultural Committee Annual Concert 2024

The Cultural Committee, Sushant University proposes hosting an Annual Concert on 24th February 2024, featuring a celebrity performance. We kindly request the University's support in providing a buffer fund to cover any potential expenses incurred by the Committee. This buffer amount will be returned promptly whenever additional funds are received from this event or any future event. Additionally, we request seed money, returnable upon student collection for timely vendor payments.

Expenses	Amount
Artist- Jassi Gill and Babbal Rai	12,00000
Exevo Vendor Payment (Inclusions attached)	9,90,132
Total	21,90,132 (+applicable taxes)

*PFA for details

Proposed collection of money
Inclusions by the vendor and quote
Payment Plan

Dr. Anjali Sehwat

Chairperson, Cultural Committee

Prof. Dr. Rakesh Ranjan

Vice-Chancellor



GSTIN- 06AMWPG3165C1Z2
PAN NO. AMWPG3165C
LUT - AD061223015624I

TAX INVOICE

Mob: 9990646294



EXEVO EVENTS

An Event Specialist

EXEVO EVENTS **Celebrity & Artist Management | Live Events | Brand Promotions**

AN EVENT SPECIALIST

Corporate Office :- Plot No. 6, Gali No.1, Wazirpur Master Road, Faridabad, Haryana- 121002

Regd. Office : 1564 Sector- 16, Faridabad, Haryana -121002

Email : mohit@exevoevents.com, Website : www.exevoevents.com

Consignee M/s. : Sushant University Address Sector -55, Golf Course Road, Gurgaon, Haryana 122003 PAN NO. AAATC0747N State Code: GSTIN No. URP	Invoice No. 23-24 / 036 Dated 26 February 2024 P.O. NO. Attention Dr. Anjali Designation
--	--

S.NO.	Description	SAC Code	Units	Rate	Value in INR
1	Activity Details- Live event Experia 2024 at Sushant University Event Production Services	996334 998596 999621	1	940000	940000
Sub Total					9,40,000
CGST @ 0%					0
SGST @ 0%					0
IGST @ 0%					0
Net Payable					940000

[Rupees Nine Lakh Forty Thousand and Zero Paise Only]

Please Note :

- 1 All payments to be made in favour of "Exevo Events" payable at Faridabad, India
- 2 Our Bankers are ICICI Bank Limited, SCO 104-105, Sector 16, Faridabad – 121 007
- 3 Our Bank Account No. CA - 008305009408 and RTGS / NEFT / IFSC Code – ICIC0000083
- 4 All Disputes will be settled at Faridabad Jurisdiction
- 5 This is a system generated invoice hence do not require stamp and signature.

For EXEVO EVENTS

Authorised Signatory



SUSHANT UNIVERSITY
OFFICE NOTE
September 18, 2024

Subject: Freshers' Udbhav 2024 Green Note

Cultural Committee, Sushant University is organizing Freshers' Udbhav 2024 on **27th September 2024**. The total cost for the event is Rs **1,85,000**, covering a DJ and logistics. Estimated Attendees: 1st year students- 500, 2nd year students- 500 **total gathering of 1100-1200** (faculty+staff+Students)

Revenue Plan:

Head	Est. Collection	Total
Per student ticket contribution	500 X 300 INR	150,000
Stall Sale	10X 3500 INR	35000
Total		1,85,000 INR

Expenses:

Head	Est. Expenditure	Total
Stage and logistics sound, stage, bouncer etc details (attached 2 vendors quotation)	1,50,000	1,50,000 +additional 18%gst
Printing	2 flex and 25 posters	2500
Hi tea	15x 80	1200
Lunch for RJ	10x250	2500
Videographer with drone shoot	18000 (additional 4000 for still pictures optional)	18000
Sash and Gift hampers for 4 winners	4x1000 and 4 sash (500 each)	6000
Mementos	2x 2500	5000
Total expense		1,85,200 INR

***As the expenses and revenue figures are estimated, we request the University to cover any potential gap if necessary.**


Chairperson, Culture Committee

Hon'ble Vice Chancellor

