

JSS University
JSS MEDICAL COLLEGE, MYSURU

Submitted to Principal, JSS Medical College, Mysuru

Date: 07th Jan 2017

Sir,

Sub: Draft proposal for constituting Literary Committee – JSS MC

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Preamble.

The students shall not only excel in the academic activities, but also in Sports, Cultural & Literary activities. This in turn will augment the reputation of the institution.

In order to provide a suitable platform, to unearth the creative literary talents, intellectually stimulating the student's community of our college, it is proposed to constitute Literary Committee.

Main Objectives:

- To identify, recognize, encourage, develop the academic & literary skills/talents of the students
- To guide & prepare the talented student to take part in the various inter-collegiate/University literary events.
- To organize various meaningful & informative literary programmes in the college which also includes inter/intra departmental literary competitions/programmes.
- To coordinate with magazine committee to compile & prepare the information & to bring out the meaningful Annual College Magazine & also other literary reports if any every year on time.

Literary activities comprises of:

- Students can only participate in literary competition/events **pertinent to medical field.**

- The students can take part in
 - Academic presentation, conference, seminars & workshop.
 - Debate/posters presentation/quiz competition
 - Elocution/Essay competition.

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(NOTE: Cultural events Viz., dance, drama, and singing will not fall under the purview of literary activities.)

Constitution of Committee:

The proposed Literary Committee comprise of 10 members.

Sl. No	Position	No's	Remarks
1	Chairman	01	Principal/Head of the institution
2	Vice Chairman	01	Vice Principal / Professor & HOD
3	Member Secretary	01	Any faculty member who is actively involved in literary activities from Pre or Para clinical.
4	<u>Members:</u> Faculty Students	02 04	1 Male & 1 Female 2 Male & 2 Female
5	Administrative Co-ordinator	01	AO / AAO,

Duties & Responsibilities of Literary Committee:

- Member Secretary should conduct Bi-monthly meeting preferably during 3rd Week of every month & also record the minutes of the meeting. Member Secretary should submit the action taken report to the Chairman about the points discussed in the meeting within 10 days of the meeting.
- To promote & encourage students participation/involvements at various inter collegiate intra/inter college literary events.
- To ensure prior intimation and approval by concerned subject expert before participating in posters/presentations/quiz
- To identify & nominate the talented student for various University / Inter-collegiate events/competitions to represent our college.

- The Member Secretary literary committee will ensure that they will provide proper information to the magazine committee to bring out the college magazine in a befitting manner.
- Member Secretary to prepare & submit quarterly literary activities report highlighting the performance & achievements of the students who took part in various literary competitions & events.
- Member Secretary to prepare & submit annual budget amount required for the literary activities to the Principal/Chairman to incorporate the same in the college annual budget, to obtain necessary approval from the JSS University.
- To evolve regulations & procedure for the students to take part in the various competition/events.
- To select eligible candidates or team towards participation in any inter collegiate events if many students intend to participate. The decision of the committee would be considered to be final.

Procedure to be followed by students to take part in literary activities.

- The interested students should submit the requisition/ request letter to the member secretary/student member to take part in the various literary activities with or without financial assistance 15 days in advance, only after obtaining permission on producing document, the student should take part in the competition.
- Only after obtaining the approval from the member secretary, the concern student will be given attendance for the period of participation & travel.
- After taking part in the competition/events, the student should submit within 2 days, the relevant original bills with supporting documents of the expenses incurred, along with brief report with related photo, to the member secretary, to enable to verify & submit the duly certified bills to the college authorities for arranging/settlement of the bills.

- Each student will be permitted to attend external competition/events once in a year or maximum 3 during the entire course with or without financial assistance. The student who will be attending the external competition/events shall submit an undertaking & ensure that the institutional interest will be protected/ not jeopardize.
- Only in exigency cases, the permission will be granted to the student by the Chairman/Head of the institution with the recommendation of the member secretary to take part in external competition/events.

Submitted for perusal & approval of draft proposal.

(MEMBER SECRETARY)