	<p style="text-align: center;">Bharata Mata College of Commerce and Arts, Chunangamvely, Aluva</p> <hr/> <p style="text-align: center;">DAYS OBSERVANCE</p>	<p>Policy No – XI Page 1 of 2 Revision No -00 Date – 20-04-2023 Effective from- 01-06-2023</p>
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Policy Statement –

The Days Observance policy of BMCCA promotes celebrations and observance of important days which are set by Government and different organizations to highlight the importance at National and International level.

Goals

Helps the students to create awareness about the national and international days.

To recognise global problems and its impact

Help the Department, Cells and clubs to arrange programs on days to be observed


Scope of the Policy –

To recognise, celebrate, remember and create awareness among the students and whole college.

Procedure –

- Collect Annual action plan of the activities every department is going to celebrate.
- Coordinator or the in charge has to send a request in writing to the principal for sanction of the program.
- Celebrations must be planned without compromising the overall discipline.
- The principal will take the decision in consultation with the appropriate body and the Executive Director
- The Executive Director will sanction the fund for the celebrations.
- Plan the celebrations in Classrooms/Auditorium/quadrangle/ inside campus/ outside campus
- Conduct celebrations Department wise or in General

Prepared By Sumith Mohan	Reviewed By Principal	Approved By Executive Director
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Different parties and Responsibilities

1) Executive Director and Principal -

To sanction the celebrations suitable and sanction of funding requirements

2) HOD's and Class teachers

To prepare the annual action plan of the activities/day observance and make sure it is carried out without delay and on time.

3) Student Leaders

2 student leaders are selected, 1 male and 1 female to coordinate the activities from the respective departments/General programs

4) IQAC Coordinator

The IQAC needs to make sure every department submits the reports and documents.

Prepared By Sumit Mohan	Reviewed By Principal	Approved By Executive Director
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