



St. Francis Institute Of Technology
Department of Information Technology
Information Technology Students
Association (ITSA)



ROLES AND RESPONSIBILITIES

PRESIDENT

1. Being a positive leader and demonstrate good character with a solid academic standing
2. To act as a liaison between students council member and academic coordinators/HOD/Principal
3. Delegate tasks of committee and follow up with members to be sure plans are completed.
4. Overall responsibility for coordinating, directing, overseeing and publicising the activities of the students' body
Being the lead representative while dealing with monetary issues
5. Overseeing the updation of the events on college website
6. Ensure that the minutes of council meetings are recorded, signed and filed
7. Updation of notice board with notices/flyers/photos
8. Inviting HOD/ principal /any senior if required
9. Facilitate the resolution of conflict in a constructive manner
10. Demonstrate sincerity, commitment and good judgmental capabilities

VICE PRESIDENT

1. Being a positive leader and demonstrate good character with a solid academic standing
2. Preside over Student Council meetings in the absence of the president.
3. Coordinate fundraising projects for the student body.
4. Certificate designing, getting signs/stamps.
5. Mementos for resource persons.
6. Demonstrate sincerity and commitment

TECHNICAL HEAD

1. Bring proposals and arrange for seminars and workshops

2. Identifying students requirements and locating right resource person
3. Coordination with the resource person and maintenance of the correspondence.
4. Monitor the event and its attendance, feedback and any technical specific requirements of resource person
5. Work in coordination with publicity and marketing head to popularize event and raising funds.
6. Lab setup before and after session (installation / uninstallation of s/w, mike, markers etc.)
7. Work in coordination with documentation head for notices, event flyers and reports
8. Timely report to the president and academic coordinators
9. Demonstrate sincerity and commitment

TECHNICAL VICE-HEAD

1. Help the Technical Head to carry out their duty efficiently. Roles include the same points mentioned under the Technical Head duties.

DOCUMENTATION HEAD

1. Drafting the notices for events/seminars/workshops
2. Drafting the minutes of meeting and providing it for the next meeting for reading
3. Drafting the class announcements
4. Drafting the permission letters / other correspondence matter
5. Preparing Attendance sheets, feedback forms, entry forms.
6. Printing certificates
7. Filing bio data of resource person
8. Handling vouchers
9. Updating notice board
10. Drafting the reports of the seminars/workshops
11. Venue booking in advance
12. Creating the flyers for events/seminars/workshops
13. Updating the notice board
14. Demonstrate sincerity and commitment

WEBMASTER

1. Improve the ITSA website
2. Timely upload and updation of all the documents on website
3. Work in association with the technical to develop videos for the events for publicity
4. Implement functional ideas given by coordinators/HOD on timely basis

5. Being responsible for soft assets gathered through web data
6. Recording visual proofs (Photography) of all meetings, sessions etc.
7. Demonstrate sincerity and commitment

PHOTOGRAPHY EXECUTIVE

1. Being responsible for monitoring all events and creating a photo album.
2. Should maintain the photographs for every event conducted by ITSA.

SOCIAL MEDIA EXECUTIVE

1. Responsible for maintaining the social media accounts for the official ITSA page.
2. Implement ways to promote events on social media platforms and reach a huge number of people.

MARKETING AND ACCOUNTING HEAD

1. To be able to get sponsorship for the committee.
2. Oversee the marketing strategies to be implemented.
3. To maintain accounts and prepare balance sheets..
4. Coordinate with coordinators/HOD in preparing budgets and monitoring expenses.
5. Maintain relationships with media vendors and publishers to ensure collaboration in promotional activities.
6. Timely report to the president and academic coordinators
7. Demonstrate sincerity and commitment.
8. Work in coordination with publicity head to popularize events and raise funds.
9. Maintain signed financial records for each event.

PUBLIC RELATION HEAD

1. Develop PR strategies and campaigns.
2. Collaborate with the internal team (example Marketing and Accounting Team) and maintain open communication with the team as whole.
3. Seek opportunities for partnerships, sponsorships and advertising.
4. Manage PR issues
5. Prepare and submit PR reports.

PUBLIC RELATION VICE HEAD

1. Help the Public Relation Head to carry out their duty efficiently. Roles include the same points mentioned under the Public Relation Head duties.

CREATIVE HEAD

1. Evaluate trends, assess new data and keep up with the latest marketing techniques.
2. Direct brainstorming meetings and creative sessions.
3. Work with the team as whole to produce new ideas for committee branding, promotional campaigns and marketing communications
4. Mentor and encourage creative team members to foster a positive work environment.
5. Serve as a liaison between the marketing and creative team and between the creative team and college students.

*Coordinator is authorized to replace the non-performing member with immediate effect.

Ms. Shree Jaiswal

ITSA Co-ordinator

Ms. Grinal Tuscano

ITSA Co-ordinator

Dr. Joanne Gomes

HOD-INFT