

CHAIRPERSON

- Responsible for overall management of the cell.
- Coordinate all the activities of the cell.
- Preside all the meetings of the cell.
- Oversee the process of the cell event planning.

VICE CHAIRMAN

- assisting the President with the oversight of the cell including fundraising, event planning.
- Perform all the functions of the chair in his/her absence.

SECRETARY

- Prepare the agenda for general body meetings and executive meetings.
- Organizing and servicing meetings
- Supervising the activities of the executive committee.
- Keep all the records of the cell.

JOIN SECRETARY

- Perform all the functions of the secretary in his/her absence or upon request
- Ensure all the activity reports are completed and reported timely.

CONVENER

- Call regular committee meetings, either on a monthly schedule or as needed.
- Prepare an agenda for each meeting and Email it to members before the next meeting.
- Keep the records and take the role of secretary in his/her absence

SUB-CONVENERS

- Assist the convener in his /her activities.
- Spread the ideas and activities of the cell to each branches
- Ensure help from members

TECHNICAL COORDINATORS

- Scheduling of events and activities
- Delegation of tasks of executives
- Allocating time for specific tasks
- Auditing how time is spent
- Avoiding procrastination
- Facilitating efficient meetings; sticking with time frames for meetings.

- Manage coordination between members

TREASURER

- Maintain appropriate financial accounts.
- Oversee all fundraising efforts.
- Prepare an annual financial report for inclusion in the annual activity report.
- Serve as the treasurer for all events happening in the cell.
- Paying bills
- Collecting funds

SUB-TREASURER

- Assist the treasurer in his/her activities
- Oversee the fundraising efforts.
- Check the annual report prepared by the treasurer

REPORTING HEADS

- Must keep an accurate record of what happened during the activities of our cell and what decisions were made at the meeting
- The reporter must prepare and distribute a formal version of their reports as soon as possible after the meeting is over, so that attendees will have a chance to consider them.
- Must listen carefully to the meeting and must take clear and concise notes about what occurred during the meeting
- The reports should be clear and concise

HRD CELL COORDINATOR

- Act as a link between HRD cell and Technoship cell

COMMUNITY MANAGERS

- Give social awareness about the activities of the cell
- Give publicity and promotion to all activities of the cell.
- Manage social media accounts and provide engaging text, image and video content for social media accounts
- Keep relation with the students and aware them about the cell activities

WEB MASTERS

- To Maintain all the websites
- Ensure the web servers, hardware and software are operating accurately.
- Design websites.
- Generate and revise web pages.

- Regulate and manage access rights of different users on websites.
- Create and modify the appearance and setting of the site.
- Lay out content on web pages.
- Deal with and respond to email.
- Test different browsers and ensure people with different computers can access a website

DESIGN LEADS

- Manage the designing of posters and other materials
- Ability in Photoshop and digital designing

EVENT MANAGERS

- Assist the technical coordinators
- Assisting with monitoring event's time frame
- Time management