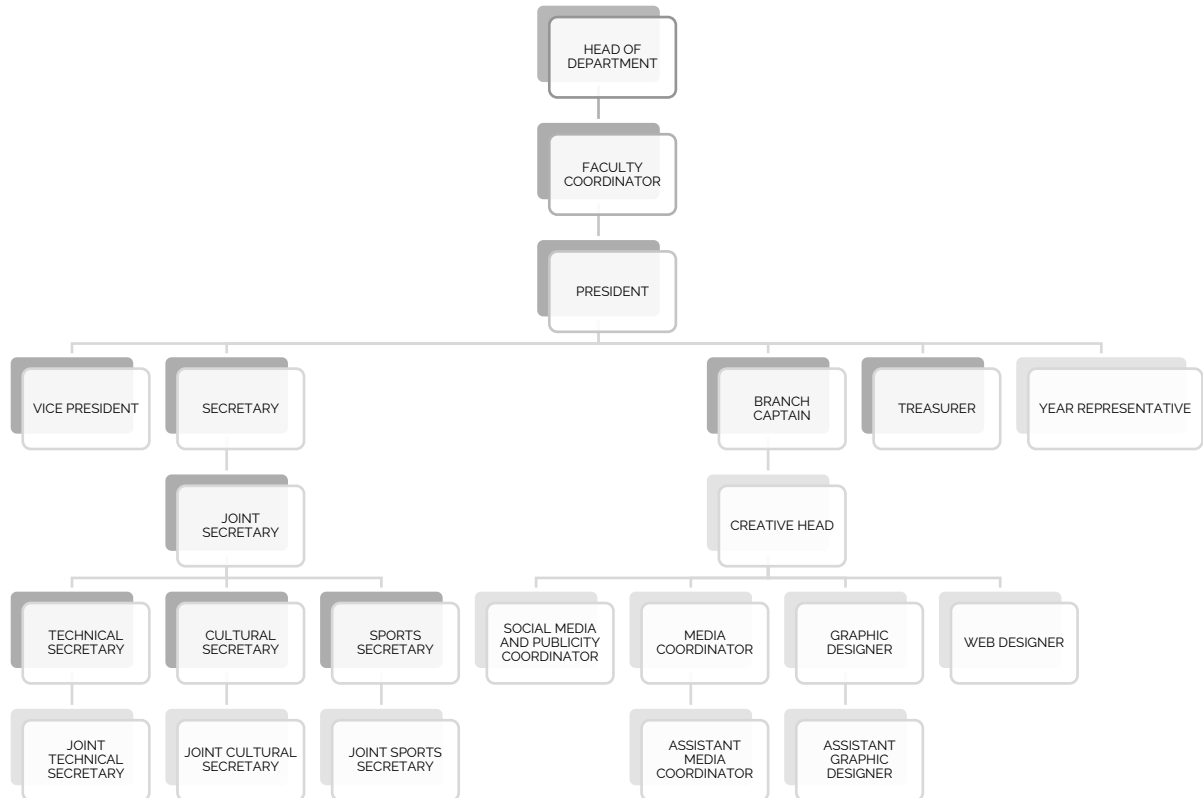


## DEPARTMENT OF ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING

### IV. ORGANIZATIONAL CHART



### V. COMMITTEE ROLES AND RESPONSIBILITIES

The success of any student committee depends largely on its members' dedication and hard work. In this section, we outline the various roles and responsibilities of committee members to provide clarity and direction for the efficient operation of the committee.

#### A. Core responsibility

The core responsibilities of the committee include the following.

- Preparation of the budget mentioned in **Section VII** of this document.
- Preparation of agenda for the academic year
- Designing a branch t-shirt
- Conduction of events (1-2 per designation)
- Mandatory review meetings on the first week of every month

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**B. Individual responsibility**

Additionally, each member plays a unique role in ensuring the smooth functioning of the committee and the successful execution of its objectives.

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Position: President

**Qualifications**

- 7<sup>th</sup> semester student
- Experience in leadership positions
- Strong communication and interpersonal skills
- Ability to motivate and inspire others

**Roles and Responsibilities**

- Lead and direct the committee towards its goals.
  - Represent the committee in external meetings and events.
  - Develop and maintain relationships with key stakeholders of the college.
  - Communicate effectively with other members of the committee.
  - Ensure that the committee is operating efficiently and effectively.
- 

Position: Vice President

**Qualifications:**

- 5<sup>th</sup> semester student
- Strong organizational skills
- Experience in management and planning
- Ability to work collaboratively with others

**Roles and Responsibilities**

- Support the President in the day-to-day operations of the committee.
  - Assist in the development of the committee's strategic plan.
  - Work with other members of the committee to implement new initiatives.
  - Represent the committee in the absence of the President.
- 

Position: Branch Captain

**Qualifications:**

- 7<sup>th</sup> semester student
- Experience in leadership positions
- Strong communication and interpersonal skills
- Ability to work collaboratively with others

**Roles and Responsibilities**

- Lead and manage the day-to-day operations of the branch.
  - Coordinate and oversee the activities of branch members.
  - Develop and maintain relationships with branch members and external partners.
  - Represent the branch in external meetings and events.
  - Ensure that the branch is operating efficiently and effectively.
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**DEPARTMENT OF ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING**

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Position: Secretary

**Qualifications:**

- 7<sup>th</sup> semester student
- Strong organizational and administrative skills
- Attention to detail
- Ability to work collaboratively with others

**Roles and Responsibilities**

- Maintain accurate records of the committee's activities.
  - Organize and coordinate meetings and events.
  - Assist other members of the committee in their work.
  - Respond to inquiries from external parties.
  - Ensure that the committee's records are up-to-date and accessible.
- 

Position: Joint Secretary

**Qualifications:**

- 5<sup>th</sup> semester student
- Strong organizational and administrative skills
- Attention to detail
- Ability to work collaboratively with others

**Roles and Responsibilities**

- Assist the Secretary in maintaining accurate records of the committee's activities.
  - Assist in organizing and coordinating meetings and events.
  - Work collaboratively with other members of the committee.
  - Ensure that the committee's records are up-to-date and accessible.
- 

Position: Treasurer

**Qualifications:**

- 5<sup>th</sup> / 7<sup>th</sup> semester student
- Experience in financial management
- Strong analytical skills
- Attention to detail

**Roles and Responsibilities**

- Manage the committee's finances and financial records.
  - Develop and maintain relationships with financial partners.
  - Prepare and present financial reports to the committee's members.
  - Ensure that the committee's finances are in order.
  - Develop and implement financial policies and procedures.
-

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**DEPARTMENT OF ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING**

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Position: Cultural Secretary

**Qualifications:**

- 5<sup>th</sup> / 7<sup>th</sup> semester student
- Experience in cultural programming and events
- Strong organizational skills
- Ability to work collaboratively with others

**Roles and Responsibilities**

- Plan and coordinate cultural events and programs.
  - Work with other members of the committee to develop new cultural initiatives.
  - Represent the committee in external cultural events.
- 

Position: Joint Cultural Secretary

**Qualifications:**

- 3<sup>rd</sup> / 5<sup>th</sup> semester student
- Experience in cultural programming and events
- Strong organizational skills
- Ability to work collaboratively with others

**Roles and Responsibilities**

- Assist the Cultural Secretary in planning and coordinating cultural events and programs.
  - Work collaboratively with other members of the organization.
  - Represent the organization in external cultural events.
  - Help develop new cultural initiatives.
- 

Position: Sports Secretary

**Qualifications:**

- 5<sup>th</sup> / 7<sup>th</sup> semester student
- Experience in sports programming and events
- Strong organizational skills
- Ability to work collaboratively with others

**Roles and Responsibilities**

- Plan and coordinate sports events and programs.
  - Work with other members of the organization to develop new sports initiatives.
  - Represent the organization in external sports events.
  - Ensure that sports events are safe and fair.
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**DEPARTMENT OF ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING**

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Position: Joint Sports Secretary

**Qualifications:**

- 3<sup>rd</sup> / 5<sup>th</sup> semester student
- Experience in sports programming and events
- Strong organizational skills
- Ability to work collaboratively with others

**Roles and Responsibilities**

- Assist the Sports Secretary in planning and coordinating sports events and programs.
  - Work collaboratively with other members of the organization.
  - Represent the organization in external sports events.
  - Help develop new sports initiatives.
- 

Position: Technical Secretary

**Qualifications:**

- 5<sup>th</sup> / 7<sup>th</sup> semester student
- Experience in technical programming and events
- Strong organizational skills
- Ability to work collaboratively with others

**Roles and Responsibilities**

- Plan and coordinate technical events and programs.
  - Work with other members of the organization to develop new technical initiatives.
  - Represent the organization in external technical events.
  - Ensure that technical events are safe and accessible.
- 

Position: Joint Technical Secretary

**Qualifications:**

- 3<sup>rd</sup> / 5<sup>th</sup> semester student
- Experience in technical programming and events
- Strong organizational skills
- Ability to work collaboratively with others

**Roles and Responsibilities**

- Assist the Technical Secretary in planning and coordinating technical events and programs.
  - Work collaboratively with other members of the organization.
  - Represent the organization in external technical events.
  - Help develop new technical initiatives.
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**DEPARTMENT OF ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING**

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Position: Creative Head

**Qualifications:**

- 5<sup>th</sup> / 7<sup>th</sup> semester student
- Experience in creative programming and events
- Strong organizational skills
- Ability to work collaboratively with others

**Roles and Responsibilities**

- Plan and coordinate designs for all events and programs
  - Assist the Social Media and Publicity Coordinator by serving as the deputy and providing support in execution
  - Manage the other members that come under the ambit of creative team
  - Work with other members of the organization to develop new creative initiatives
- 

Position: Social Media and Publicity Coordinator

**Qualifications:**

- 3<sup>rd</sup> / 5<sup>th</sup> / 7<sup>th</sup> semester student
- Experience in social media management
- Strong communication skills
- Ability to work collaboratively with others
- Creativity in crafting engaging content.

**Roles and Responsibilities**

- Develop and implement the organization's social media and publicity strategy.
  - Manage and maintain the organization's social media accounts.
  - Create, curate, and schedule engaging content across various platforms.
  - Interact with the organization's followers, respond to inquiries, and foster online community engagement.
  - Promote events, activities, and initiatives to maximize visibility and participation.
- 

Position: Media Coordinator

**Qualifications:**

- 3<sup>rd</sup> / 5<sup>th</sup> / 7<sup>th</sup> semester student
- Experience in photography and videography

**Roles and Responsibilities**

- Plan and coordinate photography and videography for the events.
  - Ensure that photographs and videos are of high quality
  - Edit and organize photographs and videos.
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## DEPARTMENT OF ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING

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Position: Assistant Media Coordinator

**Qualifications:**

- 3<sup>rd</sup> / 5<sup>th</sup> / 7<sup>th</sup> semester student
- Interest in photography and videography.
- Willingness to assist in media-related tasks.
- Basic knowledge of photography and video editing.

**Roles and Responsibilities**

- Support the Media Coordinator in planning and coordinating photography and videography for the organization's events.
- Assist in ensuring that photographs and videos meet quality standards and represent the organization accurately.
- Assist in editing and organizing photographs and videos for events and initiatives.

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Position: Graphic Designer

**Qualifications:**

- 3<sup>rd</sup> / 5<sup>th</sup> / 7<sup>th</sup> semester student
- Experience in graphic design
- Strong creative

**Roles and Responsibilities**

- Develop and create visual materials for the organization's events and initiatives.
  - Collaborate with other members of the organization to ensure that designs accurately represent the organization.
  - Ensure that all visual materials are of high quality and meet design standards.
  - Keep up-to-date with current design trends and techniques.
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**DEPARTMENT OF ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING**

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Position: Assistant Graphic Designer

**Qualifications:**

- 3<sup>rd</sup> / 5<sup>th</sup> / 7<sup>th</sup> semester student
- Keen interest and experience in graphic design
- Basic understanding of design principles.

**Roles and Responsibilities**

- Assist the Graphic Designer in creating visual materials for the organization's events and initiatives.
  - Collaborate closely with other members of the organization to ensure design alignment.
  - Support in maintaining the quality and design standards of visual materials.
  - Stay updated with current design trends and techniques, and actively apply new knowledge to projects.
  - Collaborate with other members of the organization to ensure that designs accurately represent the organization.
  - Ensure that all visual materials are of high quality and meet design standards.
  - Keep up-to-date with current design trends and techniques.
- 

Position: Web Designer

**Qualifications:**

- 3<sup>rd</sup> / 5<sup>th</sup> / 7<sup>th</sup> semester student
- Proficiency in web design and development.
- Strong knowledge of HTML, CSS, and web design tools.
- Creative and detail-oriented mindset.
- Ability to collaborate with team members.
- Familiarity with web design trends and user experience principles.

**Roles and Responsibilities**

- Design and develop the organization's website, ensuring an appealing and user-friendly interface.
  - Collaborate with the committee to create and update web content that accurately represents the organization and its activities.
  - Maintain and update the website to ensure it remains current and functional.
  - Implement design improvements and enhancements based on user feedback and evolving web design trends.
  - Ensure website security and data protection measures are in place.
  - Provide technical support for any website-related issues.
  - Keep abreast of emerging web design trends and technologies to continually enhance the website's effectiveness and user experience.
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## **DEPARTMENT OF ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING**

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Position: Year Representative

**Qualifications:**

- 3<sup>rd</sup> / 5<sup>th</sup> / 7<sup>th</sup> semester student
- Good communication and interpersonal skills.
- Responsible, reliable, and committed.
- Genuine interest in representing peers.
- Prior involvement in student organizations or leadership experiences (preferred).

**Roles and Responsibilities**

- Act as a liaison between TASC committee and students.
- Gather and convey feedback from students.
- Communicate important information to students.
- Address student queries and concerns.
- Advocate for student needs and concerns.

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**\* The addition or removal of roles can be made ONLY after consultation with the Faculty Coordinator and Head of Department.**