

## **IEEE SB GNITS**

### **IEEE Roles and Responsibilities:**

1. IEEE SB Mentor will plan regarding future events and also take financial decisions.
2. IEEE SB Coordinator, IEEE SB Counsellor, Student Chair, Secretary will plan and decide on the events for the academic year and also contact for the right resource persons.
3. IEEE SB Coordinator, IEEE SB Counsellor, Student Chair, Secretary will plan for events related to IEEE membership.
4. IEEE Coordinator, IEEE SB Counsellor will call for the IEEE SB GNITS Administrative meeting, and do website updation.
5. IEEE Coordinator & IEEE SB Counsellor, will send the circular of the events to all the departments, intended to reach students.
6. IEEE SB Counsellor will plan to execute the events with the help of dept faculty co-ordinators.
7. Chair/Vice chair/Secretary will draft the meetings of the meeting. Also the Vtools notice and reporting will be done.
8. Each of the dept faculty coordinators will be incharge to executive the event and do the documentation of the event.