

Student's Council Committee Responsibilities - October 2020

1. General Secretary Committee

GS will be executive head of Student's Council committee

- a. Co-coordinating with all clubs for organizing events smoothly
- b. To generate **sponsorship** for all event and make the event self-sustainable
- c. Conducting Monthly meetings and ensuring the fulfillment of data in council excel sheet
- d. Conducting Pre meetings before each activity to ensure everything is planned properly
- e. Make sure that all the events are a success
- f. Collecting one page **report** from each committee at the end of the year
- g. Finalization of **budget** and submission for approval in first 10 days of council formation
- h. Any other responsibility assigned by Faculty In-charge

2. Cultural Committee

- a. Identify, enhance the **talents** among students
- b. Works to organize all cultural activities under cultural club
- c. Also organizes online competitions and workshops
- d. Co-coordinating with other clubs for organizing events smoothly
- e. Updating all activity details and coordinating with GS to make sure that all cultural events are a success
- f. Updating council activity excel sheet regularly after each activity
- g. Preparing report and submitting to editorial team for final correction
- h. Taking follow-up for all necessary documentation with PRO
- i. Preparation of yearly budget and submission to finance committee
- j. Any other responsibility assigned by Faculty In-charge

3. Sports Committee

- a. Organizing Yoga, and physical fitness activities
- b. Organizing camps and monsoon treks
- c. Organizing various sports events
- d. Co-coordinating with other clubs for organizing events smoothly
- e. Updating all activity details and coordinating with GS to make sure that all Sports events are a success
- f. Updating council activity excel sheet regularly after each activity
- g. Preparing report and submitting to editorial team for final correction
- h. Taking follow-up for all necessary documentation
- i. Preparation of yearly budget and submission to finance committee
- j. Any other responsibility assigned by In-charge

4. Literature and Editorial Committee

- a) Publishes Pragyan, Students creativity e-magazine (Also to give Innovative name to e-magazine)
- b) Updating all activity details and coordinating with GS to make sure that all events are a success

- c) Checking the **report** of each activities conducted by different clubs and submitting to PRO
- d) Updating council activity excel sheet regularly after each activity
- e) Taking follow-up for all necessary documentation
- f) Preparation of yearly budget and submission to finance committee
- g) Any other responsibility assigned by Faculty In-charge

5. Public Health Office

- a) Highlights the importance of the Pharmacists as a health care professional by organizing **campaigns, rallies and health awareness programs**
- b) It also designs **publicity flyers**, promotional posters in coordination with IT team etc
- c) Individual campaigns and **street plays** are to be conducted
- d) Updating all activity details and coordinating with GS to make sure that all events are a success
- e) Updating council activity excel sheet regularly after each activity
- f) Preparing report and submitting to editorial team for final correction
- g) Taking follow-up for all necessary documentation
- h) Preparation of yearly budget and submission to finance committee
- i) Any other responsibility assigned by Faculty In-charge

6. Public Relations Office –

- a) To build up the network with other institutes council committees, keeping the record of it, looking after the **promotion** of open seminars, workshops, competitions etc
- b) To collect the **attendance** and **feedback** of all the programs
- c) To **collect** the registration details (from executive club), publicity flyer (from editorial team), and final reports (from Editorial team), photos and post publicity flyer (from media team) and submit to faculty in-charge.
- d) The PRO also assists other committees to make the event successful
- e) Updating all activity details and coordinating with GS to make sure that all events are a success
- f) Updating council activity excel sheet regularly after each activity
- g) Taking follow-up for all necessary documentation with other team
- h) Any other responsibility assigned by Faculty In-charge

7. Pharmacy Education Office –

- a) **Seminars , workshops, and training** program , etc are organized by the PEO Committee
- b) To organize **Quiz and debate, Model making** competitions throughout the year
- c) Also organizes online competitions and workshops
- d) Updating all activity details and coordinating with GS to make sure that all events are a success
- e) Updating council activity excel sheet regularly after each activity
- f) Preparing report and submitting to editorial team for final correction
- g) Taking follow-up for all necessary documentation
- h) Preparation of yearly budget and submission to finance committee
- i) Any other responsibility assigned by Faculty In-charge

8. Executive committee

- a) It works towards the **Registration & felicitation** of all the winners and by arranging and designing all of their rewards like certificates and trophy
- b) It also manages all the other administrative work. It makes sure that all the participants and guests receive their certificates and token of appreciation within two days of their participation in the events
- c) Updating all activity details and Coordinating with GS to make sure that all events are a success
- d) Updating council activity excel sheet regularly after each activity
- e) Taking follow-up for all necessary documentation
- f) Preparation of yearly budget and submission to finance committee
- g) Any other responsibility assigned by Faculty In-charge

9. Finance Committee

- a) Overseeing of the finances plays an important role in the smooth functioning of any organization
- b) To collect yearly **budget** from all committees and propose it to GS
- c) It looks into the needs of running of the Students council and helps in maintaining a stable **financial record** , performing banking operations , getting **sponsorships** , budget planning ,etc
- d) Updating all activity details and coordinating with GS to make sure that all events are a success
- e) Updating council activity excel sheet regularly after each activity
- f) Taking follow-up for all necessary documentation in coordination with accounts department
- g) Any other responsibility assigned by Faculty In-charge

10. DRIVES club

- a) To organize seminars, workshop and competitions related to **Research, Innovation & Entrepreneurship**
- b) Updating all activity details and coordinating with GS to make sure that all events are a success
- c) To organize **idea** competition
- d) To promote **startup** culture by organizing various activities
- e) Updating council activity excel sheet regularly after each activity
- f) Preparing report and submitting to editorial team for final correction
- g) Taking follow-up for all necessary documentation
- h) Any other responsibility assigned by Faculty In-charge

11. Social media club:

- a) To capture photos of all activities
- b) To prepare activity videos
- c) To prepare **post activity publicity flyers** and publish all activities on social sites in coordination with IT team

- d) Updating all activity details and coordinating with GS to make sure that all events are a success
- e) Updating all activities on social sites
- f) Any other responsibility assigned by Faculty In-charge

- * All the ex-secretaries will be the executive member of the respective committees**
- * Budget should be pre-approved 30 days before the initiation of activity.**
- * At the end of the year, each committee to prepare yearly report (Mentioning all activities performed) and should submit it to GS.**