



METHODIST COLLEGE OF ENGINEERING AND TECHNOLOGY

King Koti Road, Abids, Hyderabad - 500001

INNOVATIONS AND ENTREPRENEURSHIP DEVELOPMENT CELL (IEDC)

A.Y. 2019-20

Roles & Responsibilities of Committee Members

Role of the Coordinator

1. To ensure all necessary tasks related to the innovations and entrepreneurship in the institution.
2. To coordinate among all members of the committee regarding possible innovations and IPR.
3. To chair committee meetings ensuring that they are run efficiently and effectively.
4. To perform any other related duty assigned by Director/ Principal of the institution.
5. To Plan and organise the event(s) with the coordination of all the committee members.
6. To procure the appropriate approvals for the event(s) planned.
7. To encourage committee members to find alternate techniques about using technology for better learning/teaching experience.

Role of the Faculty Member

1. Maintain records of the Committee and ensure effective management of committee's records.
2. Instruct all the students' coordinators and representatives to attend the meetings regularly and to forward the minutes among all other students of the institution.
3. Formulate and update the yearly calendar of events under the observation of co-ordinator of the committee.
4. To monitor at regular interval for reviewing the quality of the innovative policies and update, if necessary.
5. Communicate with respective Head of the Department regarding the activities of the cell.
6. Identify the students who have leadership quality and propose their name to the coordinator as student coordinator/representative for every year.
7. Report all the related activities to the coordinator of the committee.
8. To organize and promote different awareness programmes regarding Entrepreneurship.

Role of the Student Member

1. To identify interested students for possible innovations and entrepreneurship.
2. To help faculty members in organizing different events under IEDC.
3. To coordinate with the Student Committee members in communications with the department faculty member of the IEDC.
4. To follow up and implement the instructions given by co-ordinator and faculty members of the committee.
5. To collect the data for each and every events under the guidance of the faculty member.
6. Develop among themselves a sense of social and civic responsibility.
7. Promoting the entrepreneurship awareness campaigning among other students.