



KKR & KSR INSTITUTE OF TECHNOLOGY & SCIENCES

(Approved by AICTE, Delhi, Affiliated to JNTU, Kakinada, (Accredited by NAAC with 'A' Grade, (Accredited by NBA)

DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

Functions of the SPACE

1. Identifying the needs and problems of the society and make the students to invent a solution to solve the problems using respective engineer knowledge.
2. To provide for all supportive co-curricular training required by students to enhance their curricular performance and keep them updated with recent trends in industry.
3. To work towards bridging the distance between the textbook syllabi taught and the practical application in industry
4. To groom and nurture the qualities of teamwork, leadership, mutual understanding and co-existence and to provide exposure to public and executive communication
5. To motivate continued inspiration of the students towards core research in the field of Parent Engineering branch.

Committee Composition

1. The composition of committee comprises one President from Final Year
2. The committee consists of at least one Vice president from Final year students.
3. The composition of committee comprises One Secretary from third year students.
4. Each committee consists of three joint secretaries from third year students and one in charge from final year students and three coordinators from second year students.
5. A treasurer from the second year students.
6. Stage management committee consists of two members one is from final year and another from second year students.
7. Food management committee consists of three members who are final year, third year and second year students.

Roles and Responsibilities

ROLES AND RESPONSIBILITIES

1. PRESIDENT

- The president shall preside over all the meetings of the association.
- The president shall set the stage, moderate, all the discussions and deliberations of the ECE.
- The president shall assign and authorize the association members to undertake specific tasks and hold them responsible for great results.
- The president shall outline and launch the external partnerships with Academic, Industry, and other relevant Government/Research Organisations.
- The president should take Review documents kept by the Secretary and Treasurer.
- The President shall attend the College level department Association meetings to share the new technologies awareness.

2. VICE PRESIDENT (CO-CURRICULAR AND EXTRA-CURRICULAR)

- The vice president of co-curricular shall take care of all the technical events conducted in the Department.
- The vice president of Extra-curricular shall take care of all the cultural events conducted in the every event.
- The vice president shall attend association meeting called by President.
- The vice president should keep informed about the association's operations and activities to the president.
- The vice president should attend the College level department Association meetings along with president to share the new technologies awareness.
- The vice president execute the duties and powers of the president in his/her absence.

3. CHIEF ADVISOR

- The chief advisor advises the President about the meetings and activities.
- The chief advisor shall attend association meeting called by President.
- The chief advisor keeps a record of all members of the organisation.
- The chief advisor obtains appropriate facilities for Association activities.
- The chief advisor informs about the day to day activities of the association to president.
- The chief advisor keeps a record of all activities of the organisation.

4. SECRETARY

- The secretary shall attend association meeting called by President.
- The secretary shall be in- charge of the day to day activities of the Association.
- The secretary obtains appropriate facilities for Association activities.
- The secretary keeps a record of all members of the organisation.
- The secretary keeps a record of all activities of the organisation.
- The secretary notifies all members of meetings.

5. TREASURER

- The Treasurer keeps all financial records of the organisation.
- The Treasurer Pays organisation bills.
- The Treasurer Collects organisation dues.
- The Treasurer prepares and submits financial reports to the members.
- The Treasurer prepares an annual budget.
- The Treasurer prepares all budget requests for funds.
- The Treasurer Advices members on financial matters.
- The Treasurer Coordinators fund raising drive.

6. ACTIVITY CHIEFS

- The activity chiefs shall attend association meeting called by President.
- The activity chief notifies all members of meeting.

- The activity chief notifies all members of the events.
- The activity chief shall gather all the members in the events.

7. CHIEF COORDINATORS

- The chief coordinators shall attend association meeting called by Secretary.
- They guide the coordinators to share the contemporary technologies awareness.
- They will be supportive to the Secretary.

8. FOOD MANAGEMENT

- At the time of events they should be present there that held in the organisation.
- They have to make sure that the food is ordered in the given budget.
- They have to call every person in organisation to eat the food.
- They have to serve the food.

9. PRESS AND MEDIA

- Press and media members shall attend the every event held in the organisation.
- They should take the photo of every higher official while addressing the students.
- They should keep the records of all photos during the events.

10. STAGE MANAGEMENT

- During the event they have to decorate the stage.
- At the time of event they should invite the all higher officials on to the dias.
- They should address every higher official or profile reading.
- They should make all arrangements like decoration, speakers etc.
- At last they should arrange the facilitation for the guest.

11. INCHARGES

- Attend the meeting called by President or Vice-president.
- Informs the day to day activities of the association.
- Notifies all members of meeting.
- Keep a record of all activities of the organization.
- Keep a record of all members of the organization.

- Attend to the meetings and share the new technologies awareness.

12.JOINT SECRETARIES

- Attend the association meeting called by President or Vice presidents or Secretary.
- Do the responsibilities assigned by the secretary.
- Inform about the day to day activities of the association.
- Obtains appropriate facilities for organization activities.
- Keeps a record of all the members and activities of the organization.
- Notifies all members of meetings.

13.COORDINATORS

- Attend the department Association meetings on the call of requirement.
- Share the contemporary technologies awareness.
- Understand the contemporary in which they work.
- Understand themselves in relation to the contemporary technologies. Identify the needs and problems of the community and inform to the association members.