

NCL-TEC Management Team Responsibilities

Ver: 29 Aug 2008

Role	Persons	Responsibility
Secretary - Finance	Nishant Ashwini	<ul style="list-style-type: none"> • Annual financial plan for NCL-TEC • Financial planning for every activity • Approval of expenditures/ Dealing with vendors regarding bills, payments etc • Single point responsibility for forwarding of bills to VP/ Venture Center • Fund raising through sponsorship • Fund raising through donors • Fund raising through grants (writing proposals)
Secretary – Communication/ Publicity	Ajit Anal	<ul style="list-style-type: none"> • NCL-TEC Blogspot • NCLTEC Yahoo groups • NCLTEC-mgmt yahoogroups • Gmail account • Brochure • Standard presentation
Secretary – Group Activity	Babu Sampa	<ul style="list-style-type: none"> • Compile a monthly list of events (including B Plan competitions)of potential interest to NCLTEC members and send out on yahoogroups. • Plan and arrange industrial visits • Plan and organize teams for B-Plan competitions where NCLTEC members want to participate
Secretary - Talks	Ruby Smitha	<ul style="list-style-type: none"> • Talks on industry and market trends (ex: CRO, Pharma, Agrobiotech, etc) • Talks by winners of B-Plan competitions elsewhere & fresh PhD entrepreneurs
Secretary - Workshops	Shailesh	<ul style="list-style-type: none"> • E²: Evening with an Entrepreneur (plan 4/year) • Workshop: “Polish yourself”
Secretary - Planning	Dev Prasad	<ul style="list-style-type: none"> • Call monthly meetings; Announce on NCLTEC-mgmt; plan and book venue • Record of meeting; Sending out on NCLTEC-mgmt • Annual operations plan for NCL-TEC
President	Sarvesh	<ul style="list-style-type: none"> • Annual plan for NCL-TEC along with Secretary-Planning and Secretary-Finance • Marketing and fund raising with Secretary-Communications/ Publicity and Secretary-Finance • Ensuring sufficient volunteers are available. Building a team of Secretaries. • Ensuring continuity. Elections. Change of guard. • General body meetings • Tech Idea competition
Mentor	Premnath	<ul style="list-style-type: none"> • Interface with NCL • Interface with Venture Center; Arrange funds management through VC • Champion the cause of NCL-TEC; identify opportunities for NCL-TEC; help raise funds; find mentors etc

Ex-management:

- Elangovan Mani