

MES PONNANI COLLEGE

INNOVATION & ENTREPRENEURSHIP DEVELOPMENT CENTRE (IEDC)

The following table shows the IEDC Executive Committee posts and their responsibilities.

Sl. No.	Post	No. of Posts	Responsibilities
1	Chief Executive Officer (CEO)	1	Overall Coordination
	Assistant Executive Officer	2	
2	Chief Financial Officer (CFO)	1	Finance related activities, maintenance of accounts
	Assistant Financial Officer	2	
3	Chief Marketing Officer (CMO)	1	Publicity, notice board, social media, news paper
	Assistant Marketing Officer	2	
4	Chief Operating Officer (COO)	1	File maintenance, report, email, permission letter
	Assistant Operating Officer	2	
5	Chief Technical Officer (CTO)	1	Uploading forms, link with other IEDCs and KSUM
	Assistant Technical Officer	2	
6	Chief Program Officer (CPO)	1	Organize programs, photos, stage, flex
	Assistant Program Officer	2	
7	Chief Creative Officer (CCO)	1	Logo and poster design, finding and promoting innovative ideas from the campus
	Assistant Creative Officer	2	
8	Chief Social Officer (CSO)	1	Identifying social problems and budding entrepreneurs through department co-ordinators and class reps, managing audience for the events
	Assistant Social Officer	2	
9	IEDC Lab Manager	1	Managing and organising events in IEDC lab and handling equipments
10	Department Co-ordinators	1 boy & 1 girl from each department	Creating link between IEDC executive committee and students from their respective departments

NUSRATH K.

Nodal Officer, IEDC

If any queries please feel free to contact : 7403640825

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