

2021

BNCA @ 27

[STUDENT COUNCIL ROLES AND RESPONSIBILITIES]

Document compiled by Prof. Mahesh Bangad for BNCA



BNCA

BNCA Students Council
Fourth Year B. Arch A, B, C, D

Post: GENERAL SECRETARY

Reporting to/ Faculty In charge: Prof. Mahesh Bangad | Prof. Surabhi Gadkari | Prof. Ninad Jog

Duties:

- 1) To take certain decisions regarding the council, students and the events happening in college.
- 2) To make a calendar of activities, distribute responsibilities and make sure everyone is aware of their individual roles and duties.
- 3) To hear out the student grievances and take required action at their level or escalate them to the HOD's.
- 4) To help organize all the events and cultural.
- 5) To make sure the council performs its duties honestly, with integrity and runs all their yearly activities smoothly.
- 6) To be the signing authority along with the treasurers for the Student Council Funds
- 7) To be a link between students and faculty
- 8) To carry out their duties ethically, ensure fair practice, provide equal opportunity to all and work responsibly to carry out each task successfully

BNCA Students Council
Fourth Year B. Arch A, B, C, D

Post: CULTURAL HEAD

Reporting to/ Faculty In charge: Prof. Surabhi Gadkari | Prof. Ninad Jog

Duties:

- 1.) To coordinate with the faculty in charge for all the cultural events in college
- 2.) To coordinate with the second year students and help organize and ensure the success of the fresher's party
- 3.) To help organize the Farewell for the fifth year students
- 4.) To organize the Annual Culturals with the help of the faculty and the host batch
- 5) To appoint all the heads (in-charges for various tasks) during Culturals.
- 6) To carry out their duties ethically, ensure fair practice, provide equal opportunity to all and work responsibly to carry out each task successfully
- 7) **Note:** Fashion Heads and Dance Heads for Culturals are not a direct part of Students Council

BNCA Students Council
Fourth Year B. Arch A, B, C, D

Post: COUNCIL HEAD

Reporting to/ Faculty In charge: Prof. Mahesh Bangad, Dr. Sharvey Dhongde, Prof. Vaishali Anagal

Duties:

- 1) To make sure all the decisions and regulations taken by the G-Sec, Council and Professors are carried out in all classes.
- 2) To report to the HOD's and carrying out their instructions
- 3) To help organize events and carrying them out smoothly
- 4) To make sure the council runs smoothly
- 5) To carry out their duties ethically, ensure fair practice, provide equal opportunity to all and work responsibly to carry out each task successfully

BNCA Students Council
Fourth Year B. Arch A, B, C, D

Post: SPORTS HEAD

Reporting to/ Faculty In charge: Prof. Surabhi Gadkari

Duties:

- 1) To engage and involve more students in sports
- 2) To encourage and support the sports teams and coordinate selection and training.
- 3) To inform students about the various competitions and tournaments.
- 4) To help organize all sports events.
- 5) To maintain the sports equipment and requirements
- 6) To carry out their duties ethically, ensure fair practice, provide equal opportunity to all and work responsibly to carry out each task successfully

BNCA Students Council
Fourth Year B. Arch A, B, C, D

Post: TREASURER

Reporting to/ Faculty In charge: Prof. Mahesh Bangad and Accounts Department

Duties:

- 1) To look after the finances of all the college events and maintain a budget.
- 2) Looking after all the bills and carrying out the budget required for specific events
- 3) To keep the track of all the expenses.
- 4) To raise and manage funds and look for sponsors
- 5) To carry out their duties ethically, ensure fair practice, provide equal opportunity to all and work responsibly to carry out each task successfully

BNCA Students Council
Fourth Year B. Arch A, B, C, D

Post: TOUR HEAD

Reporting to/ Faculty In charge: Prof. Shruti Joshi and Prof. Sanjay Shinde

Duties:

- 1) To take active part in discussion and make sure all the information regarding international, national tours is passed on.
- 2) To make sure that every tour is affordable and discuss the expenses with concerned faculty.
- 3) To put forwards the opinions of students regarding tour destinations, workshops and tour inclusions
- 4) To help make the Files needed for record keeping
- 5) To compile reports after the Tours are conducted
- 6) To carry out their duties ethically, ensure fair practice, provide equal opportunity to all and work responsibly to carry out each task successfully

BNCA Students Council
Fourth Year B. Arch A, B, C, D

Post: EVENTS HEAD

Reporting to/ Faculty In charge: Prof. Mahesh Bangad, Prof. Sanket Jain

Duties:

- 1) To make schedule of events.
- 2) To keep a track of all the events
- 3) To help organize all the events and make sure the arrangements are in place
- 4) To maintain report of every event and give data of all events to magazine head.
- 5) To help the cultural head as and when required
- 6) To provide Volunteers for various events and volunteer as well
- 7) To carry out their duties ethically, ensure fair practice, provide equal opportunity to all and work responsibly to carry out each task successfully

BNCA Students Council
Fourth Year B. Arch A, B, C, D

Post: DIVISION CO-ORDINATORS

Reporting to/ Faculty In charge: Respective HOD's

Duties:

- 1) To ensure vertical interaction.
- 2) To report to the faculty in charge
- 3) To make sure that all the important notices and posters reach all the classes
- 4) To keep a check on working of divisions and ensure there is no problem between the juniors and seniors
- 5) To carry out their duties ethically, ensure fair practice, provide equal opportunity to all and work responsibly to carry out each task successfully

BNCA Students Council
Fourth Year B. Arch A, B, C, D

Post: VOLUNTEER HEAD

Reporting to/ Faculty In charge: Prof. Mahesh Bangad, Individual Events Incharge

Duties:

- 1) To fetch volunteers from various classes for events organized by college, and be available to volunteer for events as well
- 2) Ensure maximum volunteering and participation in events across the year
- 3) To help the event head organize events, do any ground work
- 4) To help with Exhibitions to be hosted outside BNCA, provide volunteers for the same
- 5) To carry out their duties ethically, ensure fair practice, provide equal opportunity to all and work responsibly to carry out each task successfully

BNCA Students Council
Fourth Year B. Arch A, B, C, D

Post: LIBRARY HEAD

Reporting to/ Faculty In charge: Prof. Shweta Gade, Prof. Neeraja Hingne

Duties:

- 1) To visit library at least twice in a week.
- 2) To help the librarian take stock, follow-up for returns and fines to be collected
- 3) To encourage students to go to library.
- 4) To ensure proper placement and stacking of books.
- 5) To keep a track of all books.
- 6) To inform the students about the new books and magazines
- 7) To carry out their duties ethically, ensure fair practice, provide equal opportunity to all and work responsibly to carry out each task successfully

BNCA Students Council
Fourth Year B. Arch A, B, C, D

Post: AMBIENCE and EXHIBITION HEAD

Reporting to/ Faculty In charge: Ar. Neeraja Hinge, Ar. Ninad Jog, Mr. Atul Bhalekar

Duties:

- 1) To convey the right messages, so that students ensure they are learning to keep their premises clean and safe
- 2) To create organized neat work spaces in class rooms
- 3) To make sure the campus is clean pre and post events
- 4) To ensure the ambience of the college should be maintained such that it should be possible to transform a space incorporated with motivation and productivity.
- 5) To ensure classes are clean post Sessional and viva.
- 6) To spread awareness of every event through posters.
- 7) To manage decoration during events.
- 8) To look after all the notice boards on each floors.
- 9) To help with Exhibitions to be hosted outside BNCA, volunteer and provide volunteers
- 10) To carry out their duties ethically, ensure fair practice, provide equal opportunity to all and work responsibly to carry out each task successfully

BNCA Students Council
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Post: FORUM HEAD (04 nos)

Reporting to/ Faculty In charge: Prof. Poorva Kulkarni (Edutech), Prof. Kavita Murugkar (Live on Katta), Prof. Sayali Andhare (Once upon a Time in India), Prof. Asmita Joshi (Vanaja)

Duties:

- 1) To handle and manage the work of the four working forums in the college – Live on Katta, Once Upon A Time in India, Vanaja, Edutech.
- 2) To coordinate with the respective faculty in charge for every forum
- 3) With the help of volunteer heads, allot volunteers from respective classes for each forum.
- 4) To revive / start other forums
- 5) To add certain events as necessary according to the time table for the year
- 6) To carry out their duties ethically, ensure fair practice, provide equal opportunity to all and work responsibly to carry out each task successfully

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Fourth Year B. Arch A, B, C, D

Post: GRAPHICS AND MEDIA HEAD

Reporting to/ Faculty In charge: Prof. Sayali Kulkarni, Prof. Sanket Jain

Duties:

- 1) To maintain and enhance the quality of magazines and newsletter.
- 2) To go through all the articles/reports before publishing.
- 3) To appoint reporters, photographers per event
- 4) To prepare a report of every event happening in college with the help of event heads, Forum heads, Volunteer heads
- 5) To make the magazines, newsletters interesting
- 6) To propose new updates and additions if any on student Whatsapp groups
- 7) To help Design and make posters for Various BNCA Events
- 8) To carry out their duties ethically, ensure fair practice, provide equal opportunity to all and work responsibly to carry out each task successfully

BNCA Students Council
Fourth Year B. Arch A, B, C, D

Post: COMPETITIONS & DAYS CELEBRATION HEAD

Reporting to/ Faculty In charge: Prof. Sayali Andhare, Prof. Madhuri Zite

Duties:

- 1) To maintain record of competitions in which students can participate.
- 2) To inform students about competition according to criterion for eligibility.
- 3) To put posters and make sure there is maximum participation
- 4) To mentor younger class students in participating in Competitions
- 5) To carry out their duties ethically, ensure fair practice, provide equal opportunity to all and work responsibly to carry out each task successfully

BNCA Students Council
Fourth Year B. Arch A, B, C, D

Post: NSS Head

Reporting to/ Faculty In charge: Prof. Surabhi Gadkari, Prof. Mahesh Bangad

Duties:

- 1) To coordinate with the faculty in charge for all the NSS Activities (total 13 Activities) to be conducted at BNCA or for BNCA
- 2) To promote Social Events to be conducted at BNCA, including Blood Donation Camps and help organize them
- 3) To prepare reports of all NSS Activities for records and Submission Purpose
- 4) To suggest ideas of events that could be conducted under the NSS Activities (E.g. Awareness about waste segregation, Computer education, etc.)
- 5) To carry out their duties ethically, ensure fair practice, provide equal opportunity to all and work responsibly to carry out each task successfully

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Fourth Year B. Arch A, B, C, D

Post: NASA Unit Secretary

Reporting to/ Faculty In charge: Prof. Mahesh Bangad, Prof. Surabhi Gadkari,

Duties:

- 1) To coordinate with the faculty in charge for all the NASA Activities (Zonal and Annual Activities) to participate in throughout the year
- 2) To promote NASA Events and Collaborations to be conducted at BNCA, including Panel Discussions, etc.
- 3) To document all NASA Activities, Trophy Works for records and Submission Purpose
- 4) To ensure maximum participation in NASA activities and trophies each year
- 5) To carry out their duties ethically, ensure fair practice, provide equal opportunity to all and work responsibly to carry out each task successfully

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Fourth Year B. Arch A, B, C, D

Post: UNIVERSITY REPRESENTATIVE

Reporting to/ Faculty In charge: Prof. Mahesh Bangad, Mr. Amol Hinge

Duties:

1. To represent BNCA student body at the University
2. To attend all CDC (College Development Committee Meetings)
3. To be on the Anti-Ragging Committee of the College
4. To address all the University related issues from the students
5. To pass on information on events and notices from the University to the students through the Division Coordinators
6. To escalate doubts related to SPPU procedures and functioning related to student activities, exams etc
7. To carry out their duties ethically, ensure fair practice, provide equal opportunity to all and work responsibly to carry out each task successfully