
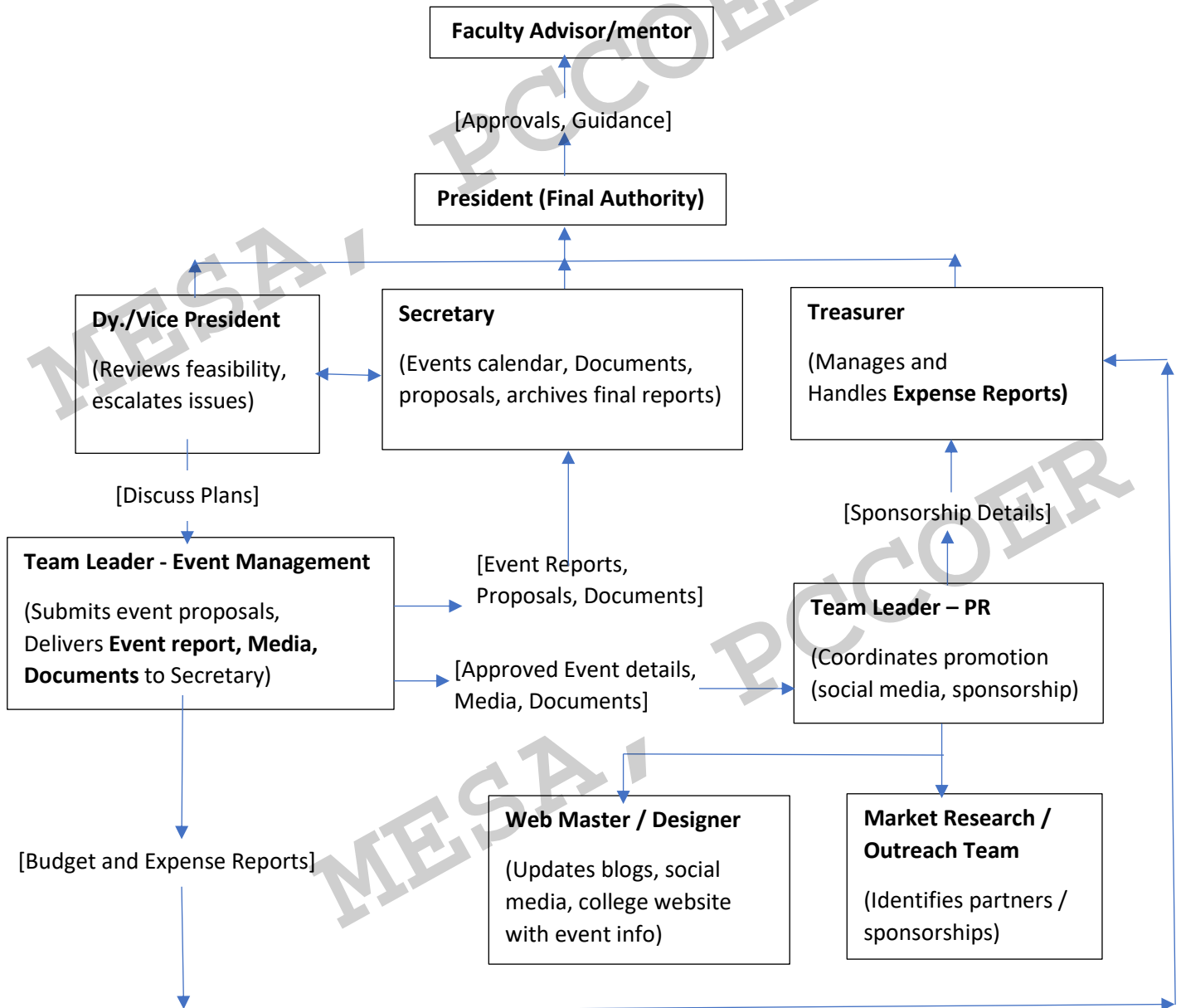
	Pimpri Chinchwad Education Trust's Pimpri Chinchwad College of Engineering & Research, Ravet, Pune - 412101 IQAC, PCCOER	
AY: 2025-26 Term I/II	MESA – Approval Flow and Roles and Responsibilities:	Record No: SACC/R/

MESA Approval and Communication Flow:



Roles and responsibilities for each position in MESA, PCCOER:

1. President

Role: Primary leader and representative of MESA.

Responsibilities:

- Set vision and direction for the association.
- Chair executive and general meetings.
- Maintain continuous communication regarding progress in event/meeting approval, resolution of conflict (if any).
- Approve all final plans, reports, and budgets (President will take final approval from Faculty advisor/mentor)
- Represent MESA at department, institute, and industry events.
- Supervise conflict resolution and policy compliance.
- Oversee the preparation of **annual report summaries** in coordination with Secretary and PR team.
- Verify all records and documents within 7 days from events/activities to ensure audit readiness.

(Note: If the President rejects a proposal, feedback is routed to the Vice President for revision. Revision must be submitted within 7 days to presidents for approval).

2. Vice President / Deputy President

Role: Operations overseer and support to the President.

Responsibilities:

- Takes feasibility Review of event/activity proposed.
- Act on behalf of the President in their absence.
- Coordinate with all secretaries and leads to ensure progress.
- Monitor and assist task deadlines across committees.
- Support inter-departmental collaboration and approvals.
- Coordinate with industry and professional bodies (e.g., SAE Baja, Supra, Tifan, ISHRE, 3D printing, Robotics ASME etc.).
- Ensure timely **submission of task completion reports** to the President/Secretary.

3. General Secretary (or Secretary)

Role: Administrative and documentation head.

Responsibilities:

- Maintain records of all **minutes of meetings (MoM)**.
- Keep updated documentation of member lists, roles, and activity trackers.

- Archive **event reports**, approval letters, and communications.
- Coordinate with PR and Team leader - Event to compile **annual reports**.
- Prepare and circulate **official notices, letters, and proposals**.
- Secretary shall ensure that each event folder includes: proposal, approval, budget, report, media, feedback, attendance and Event reports in proper format.
- Maintain **Google Drive system** for central documentation (Scan All Documents and preserve).
- Prepare yearly activity calendar in coordination with Team leader – Event Management for approval.
- Document **technical event reports** and share with Secretary and PR.

Note: Secretary is responsible for verifying completeness and audit-readiness of each event folder on drive.

5. Treasurer

Role: Financial manager of the association.

Responsibilities:

- Prepare and monitor **annual and event-specific budgets**.
- Maintain accurate **income-expenditure records and bills**.
- Manage funds from sponsorships, registrations, and other sources.
- Submit **monthly and annual financial reports** to faculty advisor and President.
- Ensure transparency and maintain record books or Excel sheets.

6. Team Leader - Event

Role: Planning and execution leads for all events, executor of technical learning and innovation.

Responsibilities:

- Plan technical workshops/Training/Expert/awareness Talk/webinar (AI driven technologies, CAD, CAE, MATLAB, Robotics, Drone, Python, emerging technologies etc.) and discuss feasibility with Dy./Vice president and communicate events to secretary for event planner.
- Plan hackathons, design challenges, and paper/poster presentation events and discuss feasibility with Dy./Vice president and communicate events to secretary for event planner.
- Plan social events and discuss feasibility with Dy./Vice president and communicate events to secretary for event planner.
- Plan logistics and coordinate event execution (venue, permissions, teams)
- Coordinate venue booking, permissions, schedules, and volunteer teams.
- Collect event feedback, attendance data, and maintain an **event summary report**.
- Submit detailed reports to Secretary and PR through secretary after each event.

(Note: All event proposals shall be communicated to the Secretary after feasibility review by the Vice President.)

7. Public Relations (PR) Team

Role: Communication, promotion, and outreach hub.

Responsibilities:

- Manage MESA's presence on **social media platforms** (Facebook, YouTube, Instagram, LinkedIn, College Website etc.).
- Design and publish **posters, brochures, and newsletters.**
- Capture and organize **event photos and videos.**
- Collaborate with the Secretary to compile **event documentation.**
- Engage with alumni and external mentors for opportunities and visibility.

Optional Support Roles (under PR Team)

Webmaster

- Maintain and update the MESA and College website or blog.
- Upload reports, registration links, photos, and digital archives.

Market Research and Outreach Team (under PR Team)

(Note: Market Research submits quarterly reports to Team leader event and PR to guide topic selection)

1. Market Research

- **Survey & Feedback Collection**
 - Conduct surveys before and after events to understand interests, expectations, and satisfaction.
- **Trend Analysis**
 - Research trends in mechanical engineering (e.g., latest tools, competitions, software, startup ideas).
- **Competitor Benchmarking**
 - Analyze activities of other colleges' mechanical associations to identify innovative practices.
- **Target Audience Analysis**
 - Understand student demographics (interests, year-wise focus) to recommend relevant events or workshops.

2. Outreach Activities

- **Industry & Alumni Outreach**
 - Connect with alumni and local industry experts for guest lectures, sponsorships, or internships.

- **Collaboration Building**
 - Initiate MOU proposals or joint events with other student chapters (IEI, SAE, ISHRAE).
- **Social Media Engagement**
 - Support PR by drafting tailored messages for different platforms based on audience analysis.

*Note: **PR Team** ensures all media (photos, videos, posters) are archived under each respective event folder on shared drive by secretary.*

Reporting & Record Keeping:

Task	Responsible Person(s)	Timeline
Minutes of Meeting (MoM)	Secretary	On the day of Meeting
Financial Reports	Treasurer	Monthly report; Final at end of academic year
Event Reports	Team Leader - Event (draft), Secretary (final)	Within 3 days of event
Social Media & PR Content	PR Team	before event (promotion) (Depends on events 6 months, 1 month, 1 week or 2days), same day/live coverage, and 2 days after (post wrap-up)
Photo/Video Documentation	PR Team / Event Photographers	On the day of event; uploaded within 2 days
Event Summaries	Secretary	Within 5 days of event completion
Annual Summary Report	President + Secretary + PR Team	Draft at end of each semester, Final at end of academic year