



Keshav Memorial Institute of Management
Affiliated to Osmania University, Approved by AICTE
A unit of Keshav Memorial Educational society
Narayanaguda, Hyderabad, 500029



Report on "Define Roles and Responsibilities"

Name of the Event – Define Roles and Responsibilities

Organizing Club - KMIM E-cell

Date – 22nd July 2025

Introduction:

This report has been prepared as part of the National Entrepreneurship Challenge (NEC). The purpose of this document is to formally certify and outline the roles and responsibilities assigned to each team member of our E-Cell. Clearly defining these roles ensures better coordination, accountability, and efficiency in executing the activities and tasks required throughout the NEC journey.

Assigning specific responsibilities to team members helps in establishing a structured workflow, enabling every individual to contribute effectively according to their strengths. This report serves as an official record of these allocations and highlights how our team is organized to meet the goals and expectations of the competition.

Event Highlights: Defining the Roles assigned

Overall Coordinator:

1. P. Hayagreev: Leadership Qualities, Multitasking, creativity, good at managing and ability to handle pressure.
2. Bhora Shruthi: Leadership skills, public speaking skills.

Corporate Relationships Head:

1. Naikoti Vidya Sagar: Communication, strategic thinking, networking abilities, team collaboration skills.
2. N. Vandana: Team building, culture adaptability, negotiations and network building, strategy planning.

Events & PR Head:

1. Akkinepally Srinidhi: Interpersonal Skills, Adaptability, negotiation and problem solving, along with time and team management.
2. Nandini Upadhyay: Good communication, leadership skills, facilitator and organizer.
3. Shiva: Organizational Skills, management, communication skills.

Operations Head:

1. Devika Bai: Organized, reliable, detail-oriented, deadline driven, research-friendly and supportive team player.
2. Nandini Upadhyay: Good communication, leadership skills, facilitator and organizer.
3. Akkinepally Srinidhi: Time management, analytical thinking.

Marketing Head:

1. N. Vandana: Leadership qualities, Team building, culture adaptability, negotiations and network building, strategy planning.

2. Vamshi Vikyath: A socially responsible content creator with exceptional communication skills and a passion for exploring new ideas and trends. Excels in digital marketing, flawlessly manages media accounts and crafts impactful, high-quality content that aligns with brand voice and vision.
3. Podduturi Vinatha Reddy: A creative and strategic self-starter with strong leadership, communication and design skills, driven by purpose and passion to lead impactful marketing and media initiatives.
4. K. Rahul: Creativity, leadership skills, communication skills, responsibility and ownership, Time management.

Media Head:

1. Podduturi Vinatha Reddy: A creative and strategic self-starter with strong leadership, communication and design skills, driven by purpose and passion to lead impactful marketing and media initiatives.
2. Soni: Creativity, good communication skills and interest in media related work. Taking initiative when it comes to designing and promoting.
3. P.N. Neethu: Creative vision, strong communication and passion for media and design.
4. Swetha Sharma: Strong analytical, Technical and communication skills and the ability to adapt to the evolving media environment.

Design, Web & Tech:

1. Sakshi: Leadership, communication skills, responsibility and ownership, time management.
2. K.K.J. Jayanth: Cross functional collaboration, strategic thinker, systems thinking, technological knowledge, project management skills.

Glimpses:

