

## Bon Secours Foundation for Entrepreneurship Development

Thanjavur, Tamil Nadu-613 006

The Approved Governing / Management Team (BSFED/O1/2023/04-Agenda 4)

Members	Designation	Responsibilities
Rev.Sr.Dr.Mariammal	Director	Directing the operations, Programmes, Decision Making, Finance and Policies
Dr.S.Gayathri	Director	
Dr.R.Kalaivani	Chief Executive Officer	<p>In consultation with the Board of Directors shall develop a vision, strategy, and business model to achieve the objectives of the Company.</p> <p>Closely work with the Board of Directors and report to the Board of Directors for implementation of strategy, review, and plan for continuous improvement.</p> <p>Give direction to the Company primarily towards establishing it as a key player in incubation/ acceleration space which includes establishing world-class incubator(s), strategy to build, execute and scale incubation programs, outreach activities, measure impacts, collaborate with the partners/ stakeholders of the start-up/ entrepreneurial ecosystem, etc.</p> <p>Provide overall strategic guidance, framing procedures, guidelines, best practices, etc., for coordination, consolidation, synergy, and success of incubator(s) and incubated</p>

		<p>start-ups.</p> <p>Responsible for identifying and attracting suitable start-ups and entrepreneurs.</p> <p>Responsible for the Financial Statements of the Company and other compliances.</p> <p>Responsible to present the company's progress and discuss the future plans in the Board meeting held on a periodic basis. • The CEO must be visionary to make the Company self-sustainable.</p>
Dr.S.V.Bakiyalakshmi	Business Manager	<p>Select and on-board entrepreneurs, industry projects, and startup ventures according to the defined incubation process and ensure operational effectiveness.</p> <p>Ensure smooth day-to-day overall functioning of the incubator by coordinating with BSFED</p> <p>Operations, Finance, Marketing, and other relevant team members.</p> <p>Develop processes and ensure the implementation of the overall incubation structure and process; Organize workshops, hackathons, events, etc., regularly as part of the incubator operations, in coordination with other</p>

		<p>programs of BSFED.</p> <p>Establish an effective working relationship with BSCW faculty members stakeholders, and an ecosystem of investors, mentors, service providers, etc.,</p> <p>Actively support startup ventures. Interact and maintain relationships with portfolio companies, BSCW alumni, etc.</p> <p>Submit applications and follow through effectively to source funds for startups (grants, donations, etc.) from Government, Corporate/CSR, and other supporters; Effectively manage and administer the grants/donations received from different sources; ensure timely reporting and compliance per the expectations.</p> <p>In close coordination with the BSCW Finance team, prepare and manage the operating budget for BSFED and budgetary control, management reviews, and reporting to ensure operations within the parameters as established</p>
Dr.N.Anuradha	Accounts Officer	<p>Managing accounts (Book keeping, Accounting, Taxation etc.)</p> <p>Summarizing, analyzing and reporting of financial</p>

		<p>information. • Performing periodic internal audit and coordination for external audit • Manage, monitor and review payables / receivables.</p> <p>Assisting incubated startups for their accounting need.</p> <p>Procurement, Purchase &amp; Office administration supports.</p> <p>Assisting investment team for financial modeling, analysis, Cash flow, Due diligence, Valuation, Equity and Cap table management (desirable).</p>
Dr.S.Amirtham	Technical Executive	To support incubation center's day-to-day operations
Ms.K.Kathirolu	Technical Executive	<ul style="list-style-type: none"> <li>• Design, execute, support &amp; implement center's outreach programs, events &amp; training activities</li> <li>• Manage administrative &amp; operative functions</li> <li>• Drive community-building initiatives</li> </ul> <p>Deal flow sourcing and evaluation</p> <p>Organize training programs through workshops, mentorship, networking, seminars, etc.</p> <p>Instinct for entrepreneur's growth drivers; understanding of integrated marketing communications, public</p>

		<p>relations, emerging media, marketing, branding</p> <p>Develop processes, procedures, and policies of the incubator and manage day-to-day activities. Drive startup incubation/acceleration &amp; other support programs</p>
Dr.T.Sivakami	Business Development Executive	<p>Identifying profitable business opportunities</p> <p>Conducting extensive market research</p> <p>Creating actionable business strategies</p> <p>Nurturing relationships with clients</p> <p>Analysing market trends</p> <p>Tracking business performance</p> <p>Allocating and managing the company's resources</p>
Dr.K.Punitha Devi	Public Relations Executive	<p>Communication with various Government and other institutions/IC etc.</p> <p>Approaching prospective sponsors</p> <p>Information sent to the press and media regarding activities to be conducted and events conducted</p> <p>Preparation of information for use in news coverage</p> <p>A compilation of news coverage and video clippings</p>

		<p>Identification of distinguished people scheduled to visit the campus</p> <p>Recognition of student volunteers for event coordination and extension programming</p> <p>Anticipation of invited guests/resource persons etc.</p> <p>Promote networking programmes by organizing, seminars, conclaves, workshops, symposiums, and other interactive events of a similar nature</p> <p>Enabling new entries with concerns they have about the IC.</p>
Ms.S.Sneha	Office Assistant	Office administration, event management and coordination, website, digital marketing and social media management.
Ms.Usha Nandhini	Alumnae Representative	Extend support for the progress of
Ms.Fathima Jasmine	Student Representative	Entrepreneurship and Start-up ecosystem.