

MBA

STUDENT ASSOCIATION

**Student Association Handbook | 2017-18**

## Vision and Objectives

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Student Association is an integral part of KCT.BS campus life: they represent students and provide services which enhance campus life. When students become involved in non-academic interests at KCT.BS they develop a network of friends besides broadening their outlook to life. The SA work towards making an impact on all the stakeholders of KCT.BS through the students.

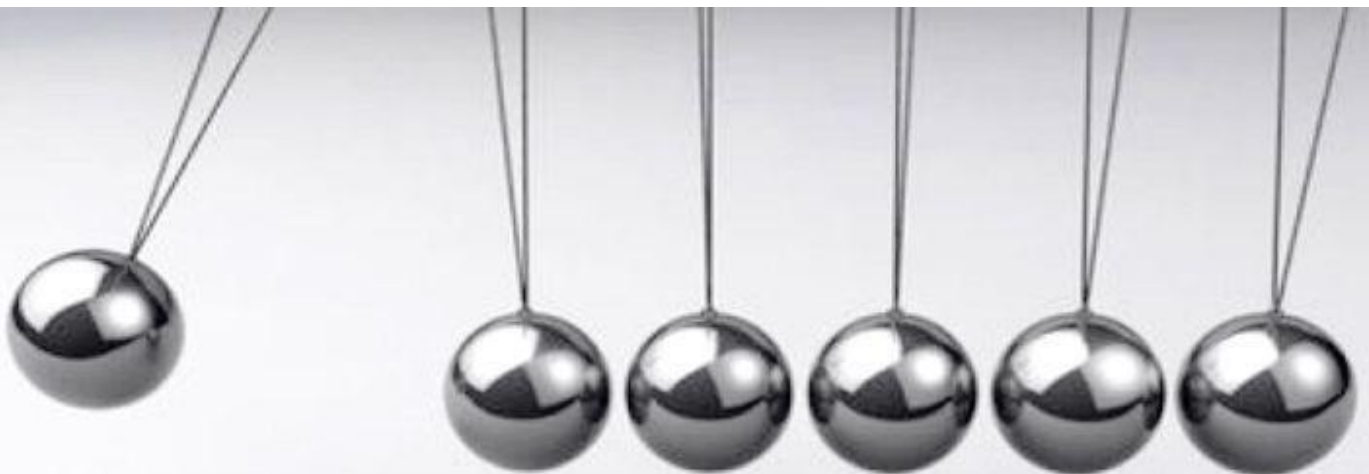
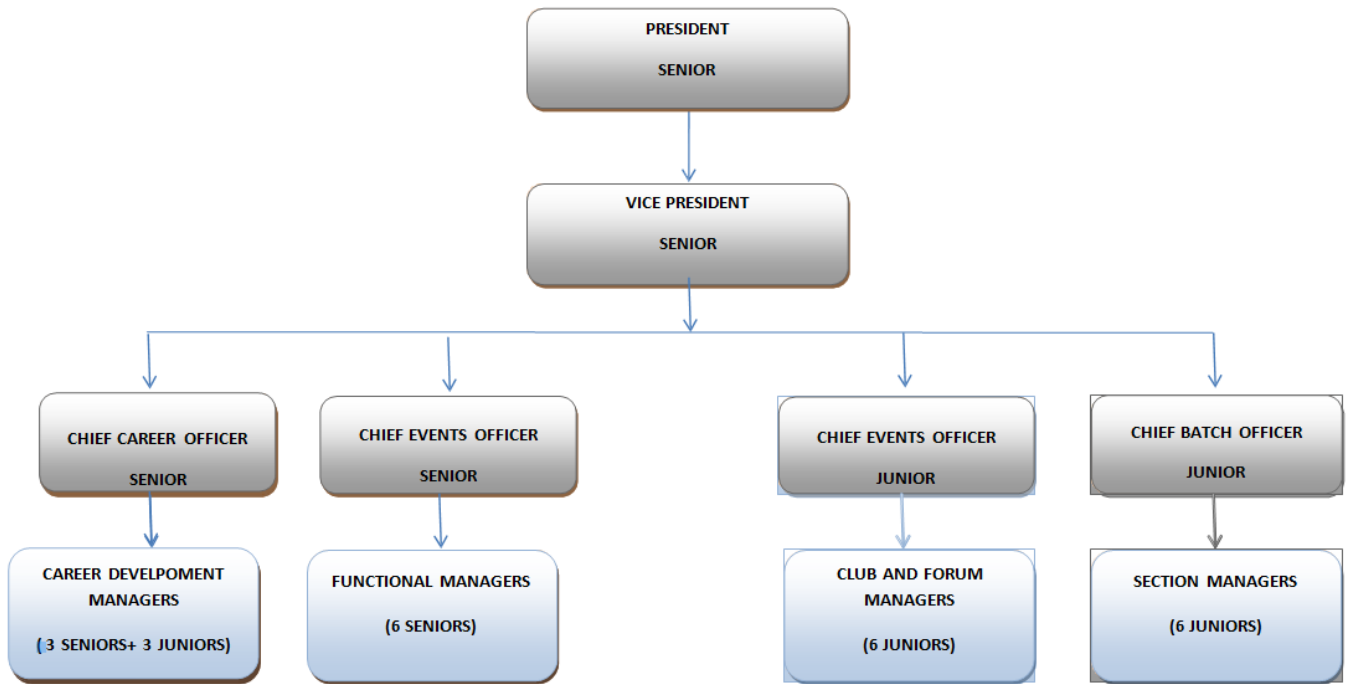
**Vision:** Build a vibrant student community to broaden their horizons, reach their full potential, and change the world around them.

**Values:** Learning, Trust, Competence

### Objectives

1. Enhance the engagement of the students in the KCT Business School activities and develop their managerial and entrepreneurial skills for holistic development.
2. Promote active interaction between the staff and students by supporting them various initiatives.
3. Build partnerships and alliances with the industry professionals.
4. Foster lifelong relationship and friendship with alumni for mutual benefits.
5. Associate with the parents and disseminate information about all the events taking place on the campus.
6. Provide outreach opportunities that contribute to student learning and benefit the local and campus communities.

# Student Association Structure



**"Leadership is action, not position."**

~ Donald H. McGannon

# Executive Committee

- Six member Team, which Includes – President, Vice President, Chief Career Officer, Chief Events Officers (2), Chief Batch Officer
- The Executive Committee includes both Seniors and Juniors
- Primary responsibility of Student Association activities

## President

- Time Commitment: 10-15 hours per week
- Batch – Senior

### Responsibilities

- Reports to the Committee.
- An official spokesperson for the KCT.BS
- Develops and implements objectives for the KCT.BS
- Overlook efficient and smooth operations of the Executive Committee and the Senate
- Takes initiative and assists the school in organizing various events of KCT.BS
- Involves in activities including placements, juniors mentoring etc.
- Submits and presents the annual report in the Annual Report Meeting (ARM).

### Term

- Minimum one semester
- Maximum two semesters

### Requirements

- A minimum SGPA of 7.0
- Demonstrated leadership, and organizational skills, with the ability to manage details of multiple and complex projects within firm schedules, set priorities that accurately reflect the relative importance of activities, and effectively carry out SA goals in a manner that enhances the image of the Institution
- Excellent communication skills sufficient to express ideas and agreements concisely and persuasively, both orally and in writing, to a variety of constituencies
- Ability to work independently with minimal supervision
- No record of disciplinary action

- Time Commitment: 5-10 hours per week
- Batch – Senior 1 + Junior 1

### Responsibilities

- Reports to the President.
- Efficiently carry out SA goals.
- Create & share the agenda in prior and record the minutes.
- Takes charge and lead the events, in the absence of the President.
- Coordinating the forum and batch activities

### Term

- Minimum One semester
- Maximum two semesters

### Requirements

- A minimum SGPA of 7.0
- Ability to work independently with minimal supervision
- No record of disciplinary action
- Substantial and progressively responsible experience in, and knowledge of planning, production and management of large, small, high profile, and less-formal events for diverse and distinguished guests, with the ability to formulate creative ideas, and to analyze, evaluate, and negotiate details reflective of a successful event
- Demonstrated integrity, dependability, sound judgment, team building and resourcefulness to establish and maintain collaborative, positive, and effective working relationships with multiple and diverse constituency groups
- Ability to listen carefully to understand, respond, and problem-solve effectively to address concerns and interests of campus constituents, guests, vendors, and others as needed

## Chief Events Officers

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- Time Commitment: 5-10 hours per week
- Batch – Senior 1 + Junior 1

### Responsibilities

- Provide leadership, professional expertise, and direction in the planning and execution of high-quality events and functions, identify and facilitate discussion and decisions
- Plan the Students' Events calendar for the academic year
- Develop and/or maintain high professional standards and procedures for production of events in keeping with the image and reputation of the KCT Business School
- Prepare pre- and post-event analysis, and assess opportunities and make recommendations for improvement
- Recruit, hire, motivate, mentor, and retain a qualified and diverse Senate members for Forums & Clubs
- Collaborate with all Senate members of Clubs & Forum Managers to effectively conducting the on-campus and off-campus events
- Prepare, manage, and monitor event budgets
- Reporting of all on-campus & Off-campus events to the Business School office for Newsletters, FB, website

### Term

- Minimum One semester
- Maximum two semesters

### Requirements

- Substantial and progressively responsible experience in, and knowledge of planning, production and management of large, small, high profile, and less-formal events for diverse and distinguished guests, with the ability to formulate creative ideas, and to analyze, evaluate, and negotiate details reflective of a successful event
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# Chief Career Officer

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- Time Commitment: 5-10 hours per week
- Batch – Senior

## Responsibilities

- Disseminate information on career programs, internships and career opportunities and development activities to students
- Support in training and skill development workshops to include resume preparation, job-search strategies, and career information
- Support for on-campus and off-campus placement drives
- Student Advising/Consultation: Provide business students and alumni individual assistance in defining career options, developing employment skills, and job-search procedures.
- Develop internship and placement statistics/ reports for the school working in conjunction with the campus career services center.

## Term

- Minimum One semester
- Maximum two semesters

## Requirements

- Minimum of 7.00 SGPA (For seniors)
- Project management expertise; strong detail orientation; excellent information system and database management skills; ability to work in a fast-paced environment; excellent oral, written, and telephone communication skills; ability to work with all constituencies.

# Chief Batch Officer

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- Time Commitment: 5-10 hours per week
- Batch – Junior

## Responsibilities

- Responsible for ensuring high-quality teaching-learning process in academics,
- Smooth functioning of all student activities and initiatives
- Liaison between Business School administration and I year students
- Administrative support for I years
- Ensure that the student services such as mentoring, transparency in attendance/ CAM, class open house etc. are done effectively

## Term

- Minimum One semester
- Maximum two semesters

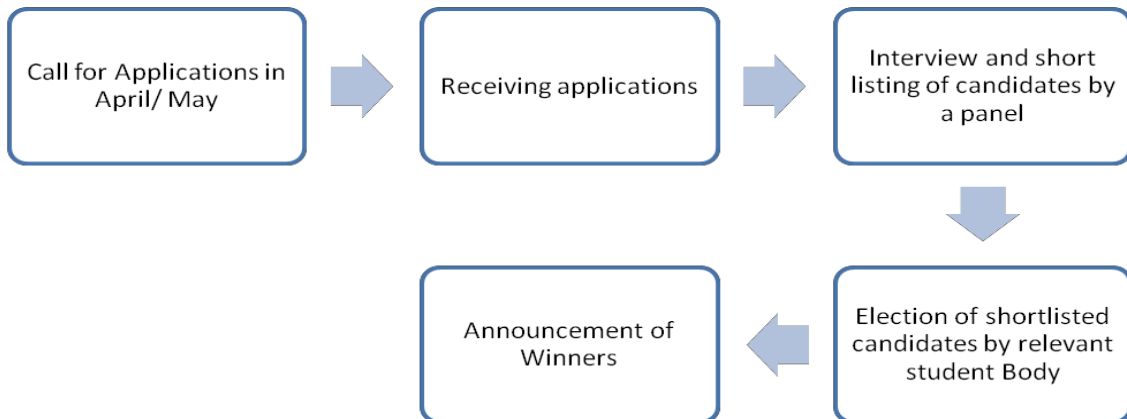
## Requirements

- Leadership, People management skills, conflict resolution skills, the ability to work with others, drive toward achievement of goals.





## Executive Committee Selection Process



\*\*Election will be conducted only if there are more than 1 shortlisted candidates

1. The entire process will be managed by student volunteers and the past SA members
2. Students should be enrolled in the MBA program without any disciplinary action
3. Students can apply for a maximum of 2 positions shall apply in the application form along with their CV
4. In the interview, the candidates shall present their plans for the BSchool.
5. Interview panel will include alumni, past SA office bearers, and faculty
6. The selection criteria during the interview: Academics – 30%; Co/ Extra Curricular activities – 30%; Plans for the School – 20%; Communication & Presentation – 20%. For the Junior students, Academics/ Co/Extracurricular will be taken during the UG program.
7. If election is to be conducted for any position, candidates will be given an opportunity to conduct an Election Debate in the class and present their candidature to the voters

## Senate

The Senate has four committees: Career Development Managers, Functional Managers, Section Managers and Clubs/Forums Managers. These 4 Committees create their own initiatives and the members are responsible for fulfilling these throughout the administration. They support the Executive Committee and each Committee in the Senate has 6 members. Senators are elected by the part of the student body, they are affiliated with, i.e. Seniors/ and Juniors. The Executive Committee will be responsible for forming the Senate.

Time Commitment: 5 hours/ week

**Career Development Managers:** This consists of 4 Seniors and 2 Juniors. They assist the activities of the Chief Career Officer in supporting the career development and placement activities of the Business School.

**Functional Managers:** The managers will be from seniors representing each of the students registered for 6 specializations. They will report to the President and support all the academic/ Forum activities of the Senior batch.

They will be responsible for conducting open houses in the functional areas and support the faculty in the academic activities. They will also liaise with Career Development Managers during the placement season.

**Clubs/ Forums Managers:** The various clubs and Forums will be managed by 6 Juniors with specific club & forum roles. They will report to the Chief Events Officers of Senior and Junior Batches.

They will be responsible for the execution of the annual Club/ Forum plans and submit reports of all activities to the Business School office

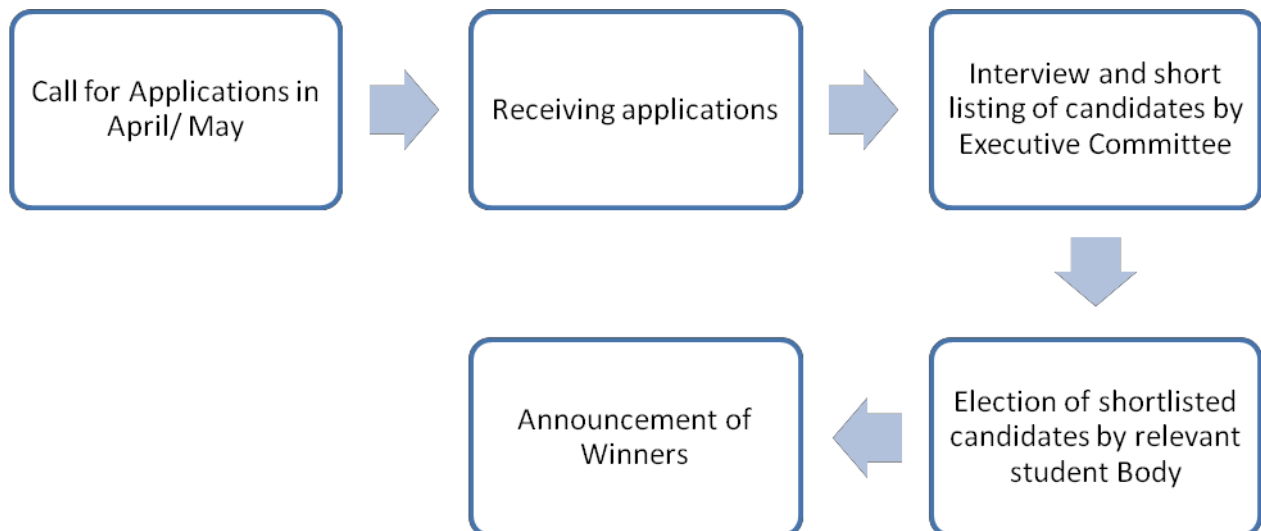
**Section Managers:** The Managers will represent each of the 6 sections of the Junior batch. They will report to the Chief Batch Manager.

Functional managers and section managers will have additional responsibilities with regard to class activities. They include,

1. Conducting Class Committee Meetings and Resolving Issues that are mentioned. They will report to the Class Advisor and keep the Chief Batch Officer informed.
2. Get an undertaking from all the students that nobody will volunteer to give a proxy for others, during the signing of attendance. Proxies identified will be reported.

3. Helping with SA events. This may involve helping to organize the entire event, coordinating particular activities, and documentation of the events.
4. They take care of on duty submissions and document the certificates obtained from the events.
5. Arranging for class industrial visits relating to the subject or topic covered if required.
6. Updating attendance of students on a 15-day basis and making sure the attendance of students is up to the required mark.
7. Motivating and Intimating students regarding external events and handling the process.
8. Ensure that the FLS and PLS hours are properly engaged.
9. Maintaining and Updating Class Advisors with attendance formalities like Medical Certificates, On Duty forms, etc.,
10. Maintaining documents that are related to each section.(what CAs are doing now)
11. Work with Faculty Advisor in passing on information to parents.
12. Plan and carry out events like helping the society on an occasional basis, celebrating birthdays, planning class outings, etc., which involve and build a team factor among students.
13. Ensure that the college infrastructure is not damaged or misused and keep informed about the requirements or replacement of facilities like projector faults etc.

## Senate Selection Process



1. The entire process will be managed by the elected Executive Committee
2. Students should be enrolled in the MBA program without any disciplinary action
3. Students can apply for a maximum of 2 positions and shall apply in the application form along with their CV
4. In the interview, the candidates shall present their plans for the Business School.
5. The Interview panel will include Executive Committee members and any other invited members
6. The selection criteria during the interview: Academics – 30%; Co/ Extra Curricular activities – 30%; Plans for the School – 20%; Communication & Presentation – 20%. For the Junior students, Academics/ Co/Extracurricular will be taken during the UG program.
7. If the election is to be conducted for any position, candidates will be given an opportunity to conduct an Election Debate in the class and present their candidature to the voters

# Regulations

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## SA MEETING RULES AND DECORUM

1. SA members are required to attend all meetings and sessions that are gathered by the Student Association.
2. Agenda for the meeting should be mailed one day prior (24 hours) prior to the meeting.
3. Expected delay or Absenteeism should be mailed 12 hours prior following the agenda thread to the SA group.
4. Punctuality at SA meetings is mandatory and the members expected to be on time for the meetings.
5. Professionalism in dress code is to be maintained while attending the meetings within the college campus.
6. Minimum 80% Attendance is to be maintained for the meetings.
7. Events will be accounted in tracker if post event reports are submitted within two days after the event.
8. Absenteeism due to academic purposes will be considered on duty for the meetings and it has to be mailed in prior to the SA groups.
9. In the case of any difficulties in the execution of events, it has to be informed at least two days prior to prevent last minute chaos and mishaps.
10. Criticism is welcomed with solutions.
11. Every SA member should update their weekly progress of event activities to the SA group.
12. Any event organized by SA follows the RED procedure.
  - a. Recognizing assumptions: getting ideas
  - b. Evaluating arguments: suggestions on ideas, summarizing and getting feedbacks.
  - c. Draw conclusions: decision making
13. Confidentiality of Information should be maintained with the circle of SA before official decisions are made.
14. Proposal for events and other activities of Business School will be processed only by the Executive Committee.