

A large black silhouette of a traditional Indian temple gopuram (tower) with a central spire and two side towers, set against a white background. A horizontal black bar is superimposed across the middle of the silhouette.

MBA STUDENT ASSOCIATION

**Student Association Handbook | 2019-20.**

## 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.

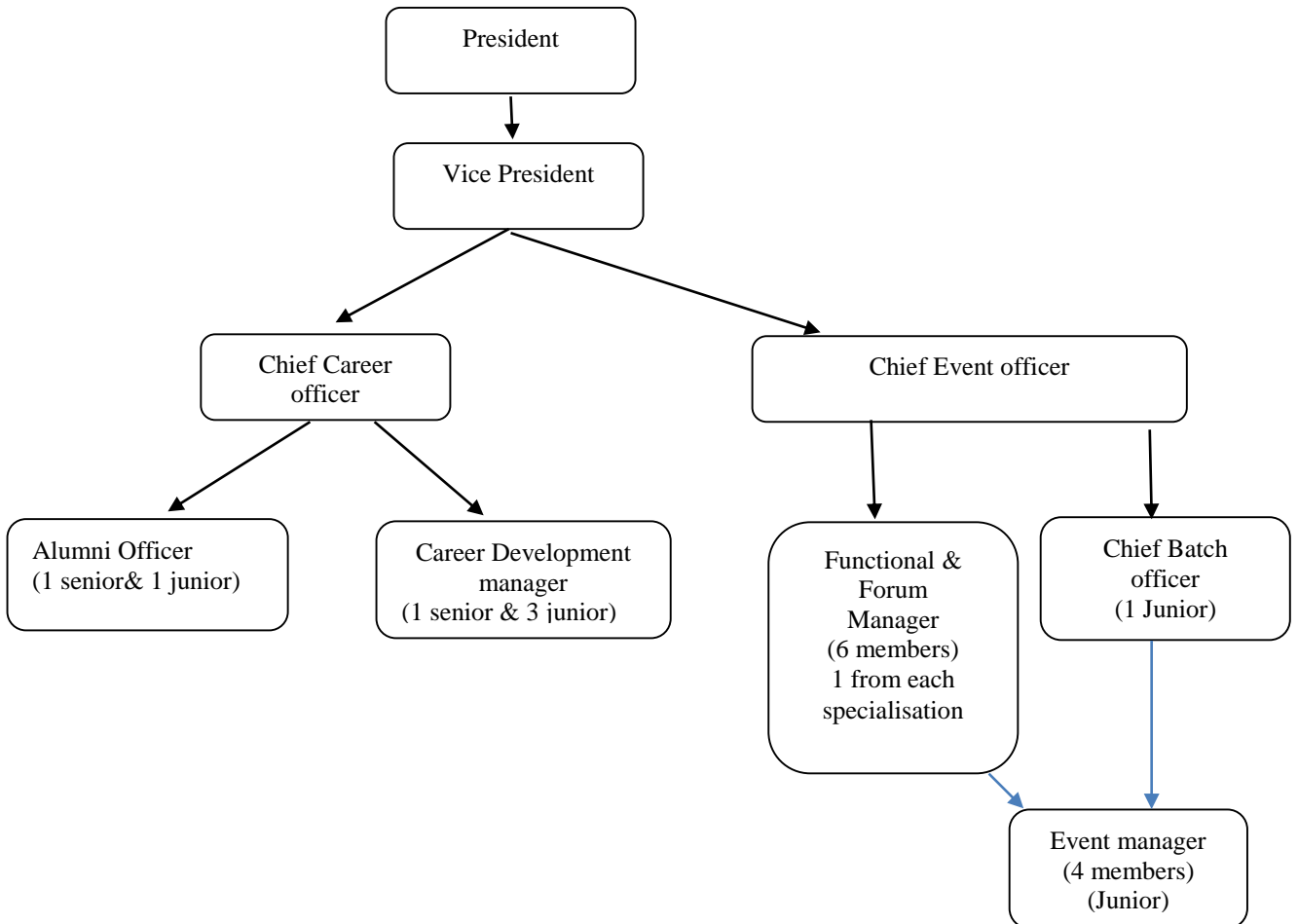


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## Executive Committee Selection Process

1. The entire process will be managed by student body and the Faculty members of the Business School.
2. Students should be enrolled in the MBA program without any disciplinary action
3. Students can apply only for 1 position.
4. In the interview, the candidates shall present their plans for the Business School.
5. Interview panel will include alumni, SA office bearers, and faculty
6. 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.
7. If incase the applied candidates for a particular position is not felt satisfied by the Students Body or Interviewing authority, Interviewing Authority will have the full rights to select an alternate suitable candidate who has applied for other verticals.

# Student Association Structure



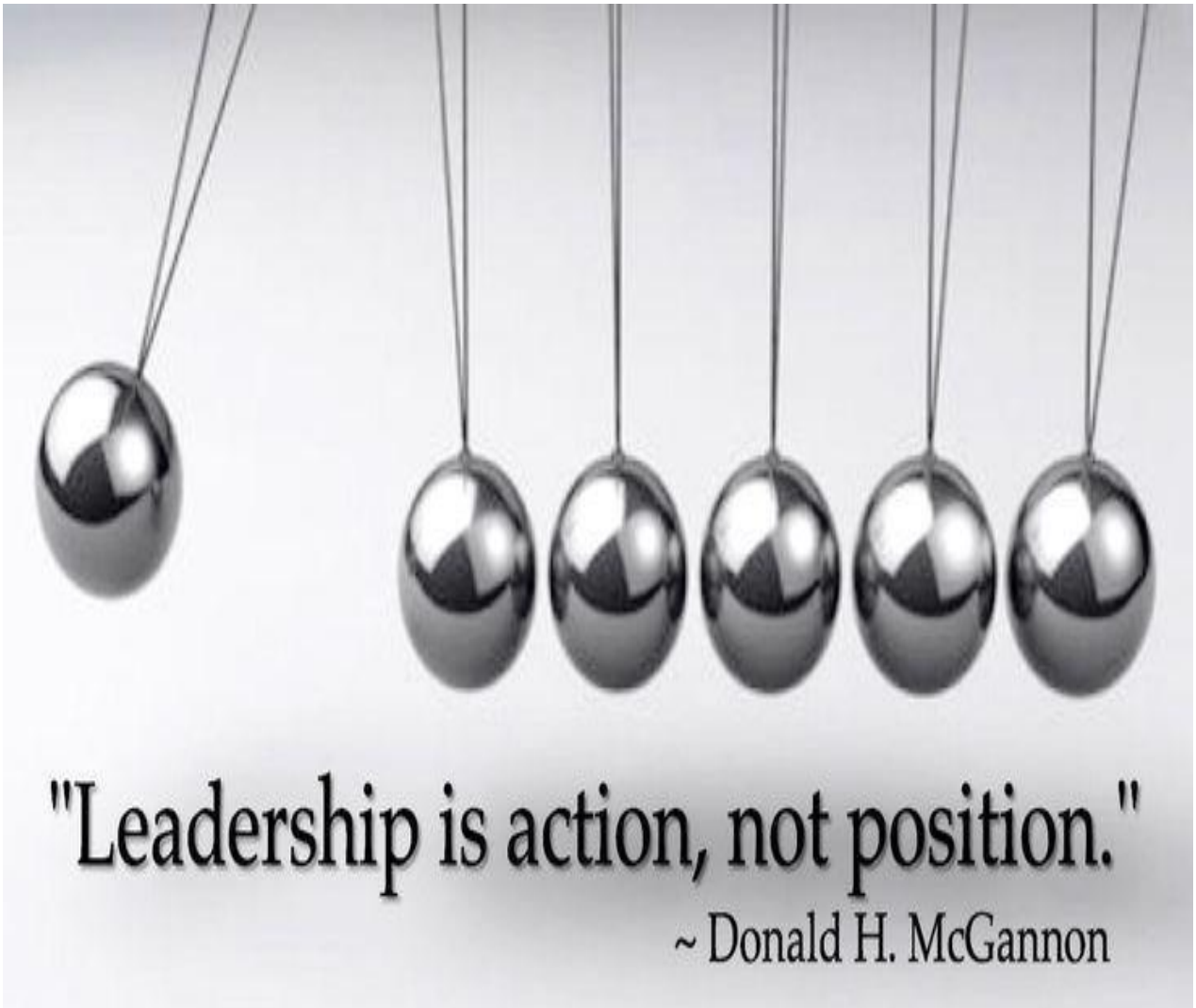
## Steps for interview:

SOP → Voice of students → Student Body screening → Faculty Screening → Results

Note:

**Candidates failing to submit the required documents on time to the respective incharge will be disqualified for the further Rounds.**

**Candidates failing to be on time for selection process will be eliminated.**



"Leadership is action, not position."  
~ Donald H. McGannon

## Executive Committee

- Four member Team, which includes – President, Vice President, Chief Career Officer, Chief Events Officers
- Primary responsibility of Student Association activities

- 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).

## **Requirements**

- 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

## Vice President

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

### Requirements

- 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

### 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

### Requirements

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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.

### **Requirements**

- 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.

## Senate

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The Senate has four committees: Career Development Managers, Functional & Forum Managers, Event Managers & Alumni Manager. These 4 Committees create their own initiatives and the members are responsible for fulfilling these throughout the administration. 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:** 7 -10 hours/ week

### **Career Development Managers:**

This consists of 1 Senior. They assist the activities of the Chief Career Officer in supporting the career development and placement activities of the Business School.

### **Functional & Forum Managers**

The managers will be from seniors. They will be 6 in Numbers. Those 6 members will be one from every specialisation respectively. They will responsible for the forum activities that are to be conducted for the juniors and the point of contact for their respective specializations.

They will be reporting to Chief Events Officer under the guidance of President and will support all the events that are to be held In Business school.

They will be responsible for conducting open houses in the functional areas and support the faculty in academic activities.

### **Alumni Manager:**

The Alumni Manager will be from senior Batch. The Alumni manager will be reporting to the Chief Career Officer. The Alumni co ordinator will be connecting the Alumni and the Business School. The alumni co ordinator will be responsible for bringing in Alumni for Mock Interviews and Guest Lectures.

The Alumni Manager will also assist with the chief career officer in supporting the Career development and Placement activities of the Business School.

# 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.