

STUDENT COORDINATOR AGREEMENT

The Oath

I, _____ in all my actions as a selected coordinator of _____ and a leading member of KSAC, my first obligation is to the society in which I have been selected to serve. My responsibility to those members of the society and other students of KIIT University will be an unswayed effort for a better campus environment and develop their interest as well as skill set specific to the society. We will do our best to make KSAC a vibrant place for students and to represent the wants and needs of the entire student body. This commitment will be for all of those whom I have been selected to represent regardless of schools, seniority, race, religion, national origin, or any other personal obligation.

Agreement & Protocols

In the lines below, **KSAC** stands for **KIIT Student Activity Center**.

Entire SAC team is a group of students working together with faculty coordinators, within the framework of SAC by-laws, under the guidance of Director, Students Services to provide a means for the expression of talent of students and assistance in organizing events for the same and give opportunities for student experience in planning, designing, organising, team building & leadership skills.

A student agreement is an expression of those personal values which will guide an individual's daily activities. It is an important part of taking on any job to feel a certain responsibility to do your best for those you represent. With this in mind, you are asked to read and sign the following document of commitment.

The Protocols : You are expected to be committed to:

KSAC: You are responsible to all members of the **KIIT Student Activity Center** and not solely to those who belong to the society you're coordinating.

Student's Morale: Your actions as a student coordinator may affect the morale and assertiveness of students to perform to the best of their ability and should encourage their extra and co-curricular development. As a student leader, you should also do your best to perform at your own capability and set a good example for all students.

Rules, Policies: You must be aware of and comply with KSAC, the by-laws, and all other university policies. Your position does not allow you any special privileges.

Decision Making: It is your obligation, under the protocols and by-laws of KSAC, to participate in decisions pertaining to the society you are coordinating. As a selected/appointed representative of the students, you can neither relinquish nor delegate this responsibility to any other individual.

You shall understand and act upon the foregoing premises in the performance of your duties:

1. Be aware that you will be more visible than most students.
Hence it's a responsibility to realize that your behaviour directly reflects on the image of KSAC. Being a coordinator at KSAC is not only a right as a student but also a privilege. Ensure at all times that you mustn't abuse this privilege.
2. Consider your position as the student coordinator or representative as a trust and not use it for personal gain.
3. Follow the rules and regulations set up by the *Students Services Wing* and the individual society of which you are a member.
4. Maintain your attendance and grades in the academics in compliance with the university regulations.
5. Attempt to get ideas and opinions from all students of the KSAC and work to incorporate their views in the discussions and decisions of the KSAC board.
6. Make use of the opportunities at the university level (Inter College fests) for development of your potential as a student coordinator through participation in workshops, hands-on experiences, and other educational situations available. You will also provide equal opportunity to the other members of the society.
7. Avoid any involvement with insubordination, bullying, drugs or stealing, and you should realize that such involvement will lead to automatic suspension from KSAC and the University. Further, you will remove yourself from places where these things are happening.
8. Not miss a session of the society you're coordinating unless given permission by the faculty coordinator for reasons deemed appropriate (i.e. school related activities)
9. Avoid use of inappropriate media content i.e., music, video clips, phrases on the KSAC website, Social media pages, posters or any other such media use. Student coordinators must first clear these media outlets through their faculty coordinators.
10. You will be cooperative and courteous and open to the ideas of students, faculty, staff and any guests to the KSAC and the entire KIIT University. You will not put others down for their views or opinions.

The Quarterly Assessment Criteria:

Individual: Every society coordinator will be under scrutiny throughout the session. They will be reviewed as per the following criteria:

- Attendance / Participation at every event organised under KSAC (10 Grade Points)
- Discipline (10 Grade Points)
- Organisational and management abilities (10 Grade Points)
- Innovation and insight (10 Grade Points)
- Attitude (10 Grade Points)
- Documentation and archiving (5 Grade Points)
- Crowd gathering and Leadership skills (10 Grade Points)
- Sponsorship and revenue management (5 Grade Points)

Society: Every society will be under the scanner of Director Students Services and the Faculty Coordinators.

Student Coordinator Agreement:

*I, the undersigned, have read the **KSAC Student Coordinator Agreement**, the **KSAC Protocols** and **KIIT University Student Handbook** and I understand what is expected of me as a student of KIIT University and a Coordinator at KSAC.*

*Attendance is mandatory for all the students event / workshop/ guest lecture. If you do not attend **two** consecutive events / workshops / guest lectures , he / she will be given the **1st warning** and next event/ workshop / guest lecture will be the **2nd warning**. If he /she still won't attend the **4th** events/ workshops / guest lectures , will automatically be removed from KSAC student society.*

By signing this document I agree to adhere to all of the conditions herein and to accept all the responsibilities of being a Student Coordinator. I also understand and am willing to accept the consequences involved if I do not comply to these guidelines.

Student Name: _____

Student Signature: _____

Date Signed: _____

Verifying Officer Sign
Team SAC Member.