



# **Office of Student Experience, Pakistan**

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**Standard Operating Procedures  
&  
Policy Guidelines for the  
Student Societies/Clubs/Forums/Committees**

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**May 25, 2023**

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## Introduction

Student activities are an integral part of AKU and are usually organised by committees and societies whose members are elected by the student body. Each year, elections are held at the start of the new academic year. Students are encouraged to pursue their interests by joining existing Societies/Clubs/Forums/Committees (collectively termed “student societies” in the rest of the document). Students can also propose initiating new societies to enrich their co-curricular experience at the University.

The Office of Student Experience, Pakistan (OSEP) generally conducts elections for student societies. The following are the existing student societies which facilitate multiple co-curricular, extracurricular, and service activities throughout the year in consultation with the Office of Student Experience:

1. Arts & Culture Committee (ACC, where ‘A’ stands for Arts)
2. Class Representatives (CR) Forum
3. Club for Theatrics / Drama Society (ACT, where ‘A’ stands for AKU)
4. Entrepreneurship Society (**new**)
5. Falah (an NGO)
6. Graduation Book (SONAM) and Yearbook (Medical College) Committee
7. Music Club
8. Publication & Literary Society
9. Public Speaking Forum
10. Rowing Club (**new**)
11. Society of Climate Conservation and Health (SoCCH) (**new**)
12. Sports Society
13. Student Research Forum (SRF)
14. Student Synergy Group

Apart from the above, the OSEP facilitates the election process for the following faculty-led committees and forums:

1. Undergraduate Nursing Curriculum Committee
2. Student Health Committee
3. Library Committee
4. Research & Ethics Committee
5. Examination & Promotion Committee
6. Curriculum Committee
7. Curriculum Sub-Committees
8. Counselling & Electives Committee

## Nomination criteria to participate in the election for the student-led and faculty-led committees

- Candidates can nominate themselves for one position only.
- Candidate should have good academic standing and should not have failed any examinations during the last year, including term, CAT, OSCE, midterm, clerkship, final term, and Professional.
- The student is not involved in any disciplinary matter. Any involvement in the disciplinary issue will make the student ineligible to participate in any societies/clubs/forums/committee elections for the next two years. It will be effective from the time the Disciplinary Committee decision is imposed.
- Students who hold current or past positions cannot have the same place again.
- The student agrees to resign from the post if they fail in any examination during their tenure.
- The election will stand null and void if the student is involved in any disciplinary matter during the tenure.

## Class Representative (CR) Forum

The Class Representative serves as the primary point of contact and representative for their respective class within the academic entities. They act as a liaison between the students and the Office of Student Experience, facilitating effective communication and promoting a positive class environment. The Class Representative plays a crucial role in enhancing the overall student experience and fostering a sense of unity and collaboration within the class.

## Responsibilities:

### a. Communication:

- Serves as the primary communication link between the class and the Office of Student Experience.
- Disseminate critical information, announcements, and updates to the class promptly.
- Gather classmates' feedback, concerns, and suggestions and convey them to the appropriate channels.
- Facilitate open and constructive communication between students, faculty/staff/Office of Student Experience.

### b. Class Representation:

- Represent the class's interests, needs, and concerns during department meetings or discussions.
- Collaborate with faculty/staff/Deans to address and resolve class-related issues or challenges.
- Advocate for improvements in resources and student support services.

### c. Event Coordination (in the absences of representatives from other committees/societies/clubs/forums):

- Collaborate with the department and classmates to organise class events, gatherings, or social activities.
- Assist in planning and executing departmental events, workshops, or seminars.
- Encourage class participation and engagement in extracurricular activities.

### d. Feedback and Evaluation:

- Collect feedback from the class regarding teaching methods or any concerns related to the learning experience.
- Collaborate with OSEP/faculty/staff/Deans to implement improvements based on student feedback.

## Qualifications and Skills:

- Must be an enrolled student in the respective entity and class.
- Strong communication and interpersonal skills.
- Reliable, responsible, and able to manage time effectively.
- Approachable and able to build rapport with classmates, faculty, and staff.
- Organisational and coordination abilities.
- Active listener and problem solver.
- Demonstrated leadership qualities.
- Familiarity with department policies, procedures, and academic requirements is a plus.

*Note: This description is intended to outline the general responsibilities and qualifications of the Class Representative role. It is incomplete and may be subject to changing needs.*

## Composition of student societies and clubs

Each student society should have the following office bearers working under the overall guidance of a patron:

Office Bearer's Title	No. of positions
Convenor	1
Co-Convenor (s)	1 or 2
Treasurer / General Secretary	1 or 2
Functional Leads / Coordinators	4 to 6
<b>Total Executive Council / Committee Member</b>	<b>8 to 10</b>

## Tenure of Service

All Office bearers can serve for a year. However, they can take the lead as office bearers of other societies based on their interests and needs in the subsequent year(s).

## Society Executive Council / Committee

Eight to ten office bearers will form the Executive Council / Committee of the society. The Executive Committee / Council of each society is responsible for preparing its annual work plan and the budget associated with it under the

guidance of the patron in consultation with the OSEP. Each society, at the time of submission of their annual plan, should indicate the following:

- Respective events of society throughout the year.
- Estimated cost of their events.
- Amount they plan to generate through registration fee/tickets etc.
- Amount needed from the OSEP.
- Other support required from the OSEP.

### **Terms of Reference (TOR) of the Office Bearers**

#### **a. Patron:**

The role of the patron is to encourage the office bearers and members of the respective club/society to develop their managerial, social and teamwork skills. Patron's duties entail:

- Guide and mentor society to ensure they remain aligned with their core mandate and fulfil their objectives.
- Provide support and advice to the office bearers and members of the society as and when required.
- Monitor progress for the planned events.
- Ensure that the club/society handles disciplinary matters appropriately.
- Ensure that the office bearers adhere to the financial and other guidelines.
- Ensure that the society operates within the university's rules and regulations.

#### **b. Convenor:**

The convenor acts as the head of society and is mainly responsible for the smooth functioning of the community. Their responsibilities include:

- Conduct interviews/assessments to recruit an executive council/committee and assign them different functions/portfolios.
- Develop society's manual in consultation with the executive council/committee.
- Plan and outline the events and activities to be conducted by the society and get them approved by the patron.
- Submit the annual plan to the Office of Student Experience for review and input.
- Acquaint committee members with the society's functions and individual responsibilities and duties.
- Coordinate with the Office of Student Experience for the required support.
- Develop management/execution team for different events in consultation with the execution council/committee.
- Lead decisions about society events, logistics, and budget.
- Prepare a closing report at the end of the tenure and submit it to the patron and the Office of Student Experience to ensure the sustainability of the society.
- Brief the patron/office bearers with the standard operating procedures and ensure compliance with the guidelines for organising various events.

The Convenor must submit a post-event report after each event duly approved by the patron to the office of Student Experience within two days after the event's closure event.

#### **c. Co-Convenor:**

Co-Convenor is responsible for facilitating the Convenor in their tasks. They may:

- Plan duties needed to be carried out by other members of the society.
- Monitor and direct the team to carry out their jobs effectively.
- Second in command in the absence of the Convenor.
- Help plan and organise various events, activities, and programs the society conducts.
- Collaborate with other members of the society's executive committee and ensures effective coordination among team members.

- Attract and engage members of society.
- Represent the society and serve as a contact point for external stakeholders, including faculty, staff, and external organisations.
- Assists society members by providing guidance, addressing their queries or concerns, and facilitating their involvement in society's activities.
- Responsible for administrative duties such as maintaining records, managing communication channels (such as email or social media accounts), and organising meetings.
- Ensure a smooth transition of leadership within the society.

**d. Treasurer / General Secretary:**

The Treasurer / General Secretary is the person who looks after all financial matters of the society. He is the custodian of all the records and data of the society's activities. The Treasurer / General Secretary is responsible for the following:

- Prepare the budget for the event in consultation with Convener/Co-convener.
- Keep track of all expenditures and receipts of the expenses.
- Ensure that the expenses should be within the budget allocated for the activity.
- Coordinate with the approved vendor to get the quotation(s) for the event and get it approved from the Office of the Student Experience.
- Coordinate with the Office of Student Experience to ensure that payments for goods, services and facilities utilised by the society are made on time and receipts are obtained.
- Comply with all taxes in the final invoice.
- Prepare the report and submit a copy to the Office of the Student Experience for record purposes.
- Ensure that all provisions and rules in the financial guidelines for societies/clubs are complied with.
- In- a case where the society does not have a Treasurer / General Secretary, the mentioned duties will be executed by the Convenors or their designates.

**e. Functional Leads / Coordinators:**

A Convener/co-convener assigns different Function Leads/Coordinators to look after multiple duties of society. The Functional Leads/Coordinators closely work with all the other office bearers to:

- Facilitate the planning of the event and implementation.
- Allocate duties to individual members of the society/club about the conduct of the event.
- Develop and distribute promotional material related to the events and activities.
- Ensure the orderly sale of tickets and entry, assembly, and proper conduct of participants in an event.
- Coordinate the tracking of expense receipts and sales, if any.

### **Student Society Membership**

- Each student can be an active member of a maximum of three (3) societies.
- Each society will have a faculty or a senior staff member as a patron.
- In the absence of a patron, the Office of Student Experience will serve the role.
- All society office bearers, patrons, and members will work in direct consultation and guidance of the Office of Student Experience (OSEP).

### **Standard Operating Procedures (SOPs) for Organising Student Society Events**

The students should coordinate with the Office of Student Experience before planning any student society activity. The following elements should be taken care of by the societies for organising their events/activities:

**a. Pre-event/Activity Planning:**

- Students willing to conduct an event/activity must fill out the 'Activity / Event Proposal Form' (given at the end of the document) and submit it via email to the Office of Student Experience at least four (4) weeks before the proposed event date.

- All societies are allocated a budget for their activities, distributed on an event basis. Students will obtain written approval of the event/programme, including the budget and other necessary guidelines from the Office of Student Experience.
- Budget proposals for any event or activity must be finalised in consultation with the Office of the Student Experience at least three (3) weeks before the proposed date of the event.
- Events which require the distribution of prizes and awards and using University insignia on certificates, prizes, awards, and trophies must be prepared in consultation with the Office of the Student Experience.
- All society members are to follow the list of vendors for food, decoration, and printing as shortlisted by the Office of Student Experience. Please get in touch with the Office if you plan to onboard a new vendor for your event/activity.
- All booking of the facilities (sound system, IT equipment through AVLRC/venues will be done in coordination with the Office of the Student Experience.

**b. Booking of the venues/facilities:**

- Office of Student Experience facilitates student societies to book/reserve appropriate campus spaces/facilities after completing the above steps. This is subject to the availability of the required facilities.
- The Office of Student Experience carries out all bookings of the facilities/venues.

**c. Information Dissemination**

Student Societies must start their programmes early with the proper announcement and preparation. Ad hoc decisions and a last-minute rush to organise activities should be avoided. This mismanagement causes disappointments and frustration. Each event should be advertised through email from the Office of Student Experience.

**d. Off-campus activities:**

All events are to be held within the premises of the AKU. However, while organising the off-campus events, the following points should be noted:

- Off-campus activities will be permitted only after security clearance.
- All off-campus activities require the consent of parents.
- All activities should be discussed and approved by the Office of Student Experience.

**e. Inter-University Competitions**

The University participates in various Inter-University events, including sports, debates, drama etc. Plans for these are decided and routed through the Office of Student Experience.

**f. Guidelines for the Beach trip:**

- Beach trips generally remained suspended from May to August due to heavy tides and security reasons.
- Students/visitors should know reporting, departure, and arrival timing.
- Every effort should be made to ensure all participants are on the bus before it departs the venue.
- Attendees must know the contingency plan for missing transportation on return.
- Security Guards and lifeguards must accompany students. OSEP to coordinate the arrangements.
- Students must depart from the beach trip by 4:30 pm.
- For off-campus dinner, students must depart the venue/restaurant by 9:30 pm.
- Keep your cell phone fully charged and stay in touch with the OSEP and Security representatives throughout the journey/trip.
- Make administrative arrangements for drivers and security staff.

**g. Guidelines for Student Contribution to the Event:**

- The Office Bearers shall make maximum efforts to organise the event within the approved budget.
- When the contribution for any event is required from students, its proposal should include proper reasoning and be approved by the Office of Student Experience.
- The Office of Student Experience shall also approve the passes/entry card's format, quantity, serial numbers, and expiration.
- All the passes/entry cards shall be sequentially numbered.
- Before taking contributions from the students, all the entry passes should be signed or stamped by the Office of Student Experience.

- Unused entry passes/cards shall be submitted to the Office of the Student Experience after the date of registration.
- The entry passes/cards will be reconciled on the next working day.

**h. Post-event Proceedings:**

- Office bearers must share post-event reports, including photographs of the event/activity, with the office of Student Experience and Patron within a couple of days post-event.
- Details of funds generated, expenses incurred, receipts and cash memos must be submitted to the Office of the Student Experience one week after the event.

**i. Checklist of the event/activity:**

- Students are advised to maintain the event/activity checklist in the sample format appended below:



## Events and Activities Checklist

### Venue

- Booking Confirmation
- Layout
- Podium
- Stage Layout

### Event Date

- Holidays checked
- Guests Available
- Religious calendar checked
- Event calendar checked

### Invitations

- List
- Save the Date
- Mailed
- Follow-up Calls
- Email Reminder
- RSVP Line

### Printing

- Flyers
- Volunteer Badges
- Name Tags
- Directional Signage
- Parking Pass
- Menu Cards
- Place Cards
- Event Directory
- Event Registration Packet

### Budget

- Estimate
- Final

### Staffing Requirements

- Registration
- Workshop Administration
- Any Other Requirements

### Catering

- Reception
- Breakfast
- Lunch
- Dinner
- Drinks
- Food serving location

### Rentals

- Linens
- Tables
- Chairs
- Flatware
- China
- Easels
- Canopy
- Props
- Carpets

### Facilities Management

- Set-up
- Stationery Requirements
- Special Lighting
- Generators

### Landscaping

- Flower arrangements
- Plants
- Centerpieces

### Entertainment

- CD
- Live Music
- Live Performance

### Travel

- Speaker Travel Reservation

### Safety and Security

- Venue Safety
- Speaker Safety
- Participant Safety

### Branding

- Event Theme
- Backdrop
- Banner/Standee
- Flags
- Podium Sign

### Promotion

- Media Promotion Plan
- Brochures/Flyers
- Target Market Mailing List
- Website Promotion

### Audio Visual

- Type of Microphones
- LCD Projector
- Slide advancer
- Screens
- Stage Lighting
- Sound System
- Videographer
- Photographer

- Live Broadcasting

### Transportation

- Parking Lot Reservation
- Valet Parking
- Car/Driver Requisition
- In-campus car service

### Forms

- Contracts
- Timeline

### Hotel

- Speak Accommodation
- Participant Accommodation
- Event Space Reservation

### Protocol for High-level Guest

- Check with the OSEP

## General Conduct for Students

- During prayer timing, silence must be observed as a sign of respect. The relevant society's executive council/committee must ensure compliance.
- Loud music must not be played during the event, particularly within or around the academic spaces.
- All participants must maintain a clean environment, observe teamwork, exercise tolerance, and respect each other.
- Security clearance for external guests invited to any event/activity must be taken through the Office of Student Experience.
- To avoid mismanagement in open/public events, there must be a mechanism for effective crowd control.
- Steps should be taken to ensure individuals do not enter the venue with forged documents/tickets.
- Ensure NO cash handling; consult the Office of Student Experience to decide on a payment mechanism.
- Office Bearers must consult the Office of Student Experience for events requiring ticket sales.
- Students are prohibited from working as vendors or providing vendor services/activities within AKU to any society. Students found doing so shall be strictly dealt with and taken to the Disciplinary Committee (DC).
- Talented students are encouraged to hone their abilities and engage with societies voluntarily (just like any other office bearer). They will have the unconditional support of the Office of Student Experience.
- Complete adherence to guidelines as per policy is required (key responsibility of Convenor/Co-convenor/Treasurer/General Secretaries of all the societies).
- Students are expected to show a high level of integrity.
- Focus on small and quality events driven by students' efforts; significant events are discouraged.
- Societies should organise events and activities relevant to their scope and objectives.
- Collaboration among societies is encouraged.
- Soliciting sponsors or facilitating below-the-line (BTL) activity/campaign is generally discouraged at AKU. Please consult the Office of Student Experience on this matter. The dependence on external sponsors is discouraged.
- The relevant Office Bearers or designated members of the Society must manage all events by themselves, not by the students who are not part of the society.
- Societies should avoid large social events except for their flagship events. Approval can be sought from the Office of Student Experience if need be.
- Extensive distribution of shields to the management team should be avoided. Instead, they should be acknowledged through certificates/letters of participation for their contribution.
- Protocol for inviting celebrities, well-known personalities, and High Net worth Individuals require prior approval from the Office of Student Experience.
- The names of 'guest speakers' called in for any event should be shared with the OSEP. Prior approval is a must from the Office of Student Experience.

## Guidelines for Patrons

- Society patrons must review the content of the programmes to ensure that it is not controversial or damaging to the University in any manner.
- The patrons and the Office of Student Experience should review the list of external participants/attendees to ensure no blacklisted or controversial individuals are included.
- Ideally, the relevant society patrons should attend the event.
- Soliciting sponsors or facilitating below-the-line (BTL) activity/campaign is generally discouraged at AKU. Please consult the Office of Student Experience on this matter.
- Outsourcing society-related events to third parties, such as hiring companies/individuals, is prohibited. Only students' talents should be showcased in such events.
- Focus on small, quality events driven by student efforts. Collaboration among societies is encouraged.
- The responsibility of maintaining a complete record of financials lies with the Treasurer/General Secretary of any given society, along with the Convenor and Co-Convenor. However, Patrons are advised to remain vigilant about the spending.

## Basic Requirements from Student Societies

- Office of Student Experience provides the template for society manuals and annual activity calendars to all the student societies.
- Societies must develop and update their manuals and annual activity calendars immediately after the new office bearers take charge.
- Manuals and activity calendars must be shared with the Office of Student Experience in consultation with the patron.
- The activities and events will be publicised over the AKU student society events calendar.
- While developing the annual plans, you must incorporate events to commemorate important national/international days aligned with society's objectives.
- Individual class activities are not University events. The students of the respective class will bear all expenses related to the organised event, as no funding is allocated for individual class activities.

## Activity Calendar

- All Office Bearers are responsible for planning their activity and submitting at the beginning of their tenure. (Activity planner is enclosed).
- Failing to provide the details, the activity will be considered unplanned and will not be approved or sanctioned any budget.

## Communications Guidelines and Requirements

- It is important to be aware that the AKU logo and mascot logo are considered the intellectual property of Aga Khan University. Therefore, student societies are not allowed to use these logos without explicit permission from the university. Failure to comply will result in a violation of the Student Code of Conduct and will result in disciplinary action.
- As an alternative, societies are required to design a unique logo that represents their student society's identity, values, and activities. Ensure that the logo is distinct from the university logo or mascot logo and does not create confusion or imply an official endorsement from the university. This can help establish brand recognition and association with your society. In addition, choose a colour palette that aligns with your society's brand identity and stands out from the university's official colours.
- Student Societies must sign an undertaking form before borrowing equipment from the Office of Student Experience. All media captured through the equipment is the sole property of the Office of Student Experience. Misusing any equipment entrusted to a student society would violate the Student Code of Conduct and can result in disciplinary action.
- Student Societies can create a social media Page to promote their activities and events. However, they are not allowed to use the AKU logo, Mascot, name, or likeness in any way. All audiences must be informed that it is a student-run page/channel and does not fall under university management. Engage in respectful and constructive conversations online. Avoid engaging in cyberbullying, trolling, or harassing behaviour. Avoid posting or sharing content deemed controversial, offensive, or disrespectful. This includes avoiding sensitive topics, hate speech, discriminatory language, or offensive humour. Remember, as students of AKU, your activities will ultimately reflect on the university.
- Student Societies are requested to share the following details for the Student Life website, which undergoes regular changes and updates to reflect Student Life on Campus.
  - Images that showcase their events, members, and activities. Please don't forget to obtain the necessary permissions and consent from individuals featured in the images, if required.
  - Bios, member names and other details to highlight the society.
  - Mission and Objectives of society.

## **Annexures**

### **Resource Kit**

- a. Format for Society Manual
- b. Template for Society Manual
- c. Format for Annual Activity Calendar
- d. Activity / Event Proposal Form
- e. Event / Activity Feedback Form
- f. Financial Summary
- g. Event Tracking Sheet
- h. Executive Committee/Council Member Directory

### **Student-led Students/Clubs/Committees**

### **Faculty-Led Committees**

## **a. Format of Society Manual**

The Society Manual is a valuable resource that will guide you in effectively managing society and achieving its objectives. All Office Bearers and members need to develop and familiarise themselves with the content of this manual and adhere to the guidelines and policies. As a member of our student society, you play a crucial role in its success, and we encourage you to actively contribute, collaborate, and participate in developing and timely updating this document. The following is the recommended format for establishing a society manual:

### **1. Title page**

- Logo of the society/club
- Name of the society/club
- Date

### **2. Table of Contents**

### **3. Society Overview**

- Society Name and Purpose
- Objectives and Mission Statement
- Team Composition, Structure, and Governance
- Membership Criteria and Rights

### **4. Roles and Responsibilities**

- Office Bearers and their Duties
- General Members' Responsibilities
- Advisor/Patron Role and Support

### **5. Society Activities**

- Signature events and activities with description
- Identify collaborations and Partnerships, if any

### **6. Communication**

- Provide links to social media handles, society email, weblink, and contact details
- Internal Communication Guidelines and Protocols
- Decision-Making and Voting Procedures

### **7. Society Resources**

- Access to University Facilities and Resources
- Equipment and Inventory Management
- External Resources and Support

### **8. Code of Conduct and Ethics**

### **9. Society Evaluation and Succession**

- Assessment and Evaluation of Society Activities
- Transition and Succession Planning

### **10. Annexures**

- Annual Reports and Documentation
- Details of all members along with their contact details
- Any other database

**Note:** The society manuals are subject to updates and revisions as needed. If you have any questions or need further clarification on any aspect of the manual, please get in touch with the Office of Student Experience.

**b. Template for Society Manual**

<Insert Logo of society>

<Name of the society>

<Date>

## Table of Contents

## **Society Overview**

Mission Statement:

Introduction to the society:

Objectives:

Team Composition, Structure, and Governance:



## **Roles and Responsibilities**

Office Bearers and their Duties

General Members' Responsibilities

Advisor/Patron Role and Support

## **Society Activities**

Mention your signature events and activities with their descriptions. Identify collaborations and Partnerships, if any.

E.g.:

### **Falah Bake Sale:**

A student fundraising drive with various food stalls and freshly baked items are kept for sale. The proceeds from the bake sale are typically used to support charitable endeavours or initiatives within the AKU community or beyond. Moreover, students set up game stalls and other fun activities for entertainment and generating funds. This is generally organised in March/April every year.

## Communication

The society administers the following channels/forums to manage its communication:

<b>Channels/Forums</b>	<b>Link/Credentials</b>
Official Email	
Facebook Page	
Facebook Group	
Instagram	
LinkedIn	
YouTube	
WhatsApp Group/Community	
Other, specify	

(Delete the irrelevant ones)

Internal Communication Guidelines and Protocols

Decision-Making and Voting Procedures (if applicable)

## **Society Resources**

Equipment and Inventory (provide details of all the assets and inventory available with the society)

Access to University Facilities and Resources (list down the campus facilities and resources relevant to your society)

External Resources and Support (in case you have an external collaboration for support and resources, e.g., Karachi Boat Club for Outdoor Rowing)

**Code of Conduct and Ethics** (Specify society's code of conduct)

**Society Evaluation and Succession**

Specify assessment and evaluation mechanism of society’s activities.

Specify the assessment and evaluation mechanism of society’s Office Bearers.

Transition and Succession Planning (*Specify the process of appointment of the new Office Bearers, particularly the Convenor, Co-Convenor, and Treasurer/General Secretary, Pen down handing-taking over formalities*)

**Annexures**

Include your Annual Reports, brochures, documents, all members' contact details, and any other database.

**c. Template for Activity Calendar**

**Name of the society:**

**Calendar Year:** March 2023 – March 2024

<b>March 2023</b>							
S. No.	Expected Event Date(s)	Activity Name	Brief Description of the Activity	Target Audience	Expected no. of audience	Venue	Time
<b>April 2023</b>							
S. No.	Expected Event Date(s)	Activity Name	Brief Description of the Activity	Target Audience	Expected no. of audience	Venue	Time
<b>May 2023</b>							
S. No.	Expected Event Date(s)	Activity Name	Brief Description of the Activity	Target Audience	Expected no. of audience	Venue	Time
<b>June 2023</b>							
S. No.	Expected Event Date(s)	Activity Name	Brief Description of the Activity	Target Audience	Expected no. of audience	Venue	Time
<b>July 2023</b>							
S. No.	Expected Event Date(s)	Activity Name	Brief Description of the Activity	Target Audience	Expected no. of audience	Venue	Time
<b>August 2023</b>							
S. No.	Expected Event Date(s)	Activity Name	Brief Description of the Activity	Target Audience	Expected no. of audience	Venue	Time
<b>September 2023</b>							
S. No.	Expected Event Date(s)	Activity Name	Brief Description of the Activity	Target Audience	Expected no. of audience	Venue	Time



<b>October 2023</b>							
S. No.	Expected Event Date(s)	Activity Name	Brief Description of the Activity	Target Audience	Expected no. of audience	Venue	Time
<b>November 2023</b>							
S. No.	Expected Event Date(s)	Activity Name	Brief Description of the Activity	Target Audience	Expected no. of audience	Venue	Time
<b>December 2023</b>							
S. No.	Expected Event Date(s)	Activity Name	Brief Description of the Activity	Target Audience	Expected no. of audience	Venue	Time
<b>January 2024</b>							
S. No.	Expected Event Date(s)	Activity Name	Brief Description of the Activity	Target Audience	Expected no. of audience	Venue	Time
<b>February 2024</b>							
S. No.	Expected Event Date(s)	Activity Name	Brief Description of the Activity	Target Audience	Expected no. of audience	Venue	Time
<b>March 2024</b>							
S. No.	Expected Event Date(s)	Activity Name	Brief Description of the Activity	Target Audience	Expected no. of audience	Venue	Time

**Notes:**

- This preliminary calendar is subject to changes and updates throughout the year. Additional activities/events may be added, and the dates/times of existing ones may be adjusted.
- All activities/events are subject to the availability of resources, funding, and approval from relevant authorities.
- Office Bearers are expected to share a detailed proposal of each planned activity through the ‘Event Management Form’ well in advance to the office of Student Experience via email only.
- All members are encouraged to actively participate in the planning, organisation, and execution of activities/events. Your involvement and contribution are essential for the success of your society and its sustainability.

#### d. Activity / Event Proposal Form

NOTE: For the smooth execution of the event, it is advised to fill in the form and submit it at least four (4) weeks before arranging a mega/university-wide event and three (3) weeks before internal/class activity.

Programme/Activity Details	
Date of Submission	
Name of Society	
Requester Name and Designation	
Activity Name	
Nature of Activity	
Intended Date of the Activity*	
Proposed Location	
Alternate Location*	
Activity Start Time	
Activity End Time	
Target Audience	
Expected Number of Participants	
Activity Description	
Programme Flow <i>(Please share minute-to-minute details of the event)</i>	
How does this activity promote society's vision/mission/objectives?	
Does your activity involve any Physical Activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, list down the nature of the Physical Activity.	1. 2.
Does your activity involve any travelling?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you want support for the arrangement of transportation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, confirm the number of participants.	
Have you discussed your budget before submission of the form with OSEP?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Financials	
Total Cost of the Activity	
Contribution by Students/Society	
Amount requested from the OSEP	
Approved Amount by OSEP <i>(To be provided by the office)</i>	
Marketing & Promotion	
How are you planning to create awareness / market your event?	
Are you planning to use University insignia, i.e., logo or mascot, in your event, for example, flyers, banners, t-	<input type="checkbox"/> Yes <input type="checkbox"/> No

shirts, or souvenirs?	<i>If yes, contact OSEP staff for details and coordination.</i>
List all Administrative Support Requirements	1. 2. 3. 4. 5.
<b>Vendor details for Outsourced Services</b>	
Are you contracting a service from outside?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide the following details:	
Name	
Address	
Contact Number	
<b>Event Management / Coordination Team</b>	
Provide details of the individual(s) responsible for coordinating the event.	
<b>Contact 1:</b>	
Name	
Email	
Contact No. (WhatsApp)	
<b>Contact 2:</b>	
Name	
Email	
Contact No. (WhatsApp)	

Important Notes:

- Please ensure no other activity is scheduled on the same date and venue – Check with the Office of Student Experience.
- It is essential to coordinate with the OSEP for budgetary/monetary and other technical matters before putting up this proposal.
- Please check the following with the vendors:
  - The vendor is registered with AKU (if not, request the vendor to fill in the supplier ID form and submit it with a copy of CNIC and a chequebook leaf. Request OSEP to provide a supplier ID form)
  - The vendor is a tax filer.
  - The vendor is paying all taxes depending on the nature of services (SST, GST, WHT etc.).
  - An invoice inclusive of taxes for review.

**e. Post Event / Activity Feedback Form**

*(To be used post-event for evaluation/self-evaluation and submitted to the Office of Student Experience)*

Activity / Event Name		
Date		
Venue		
<b>Please rate the following aspects of the event/activity:</b>		
<p>1. Overall satisfaction with the event:</p> <p><input type="checkbox"/> Excellent</p> <p><input type="checkbox"/> Good</p> <p><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Needs Improvement</p>	<p>2. Relevance and usefulness of the content presented:</p> <p><input type="checkbox"/> Excellent</p> <p><input type="checkbox"/> Good</p> <p><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Needs Improvement</p>	<p>3. Quality of the speakers/presenters:</p> <p><input type="checkbox"/> Excellent</p> <p><input type="checkbox"/> Good</p> <p><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Needs Improvement</p> <p><input type="checkbox"/> Not Applicable</p>
<p>4. Organisation and logistics of the event:</p> <p><input type="checkbox"/> Excellent</p> <p><input type="checkbox"/> Good</p> <p><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Needs Improvement</p>	<p>5. Venue and facilities:</p> <p><input type="checkbox"/> Excellent</p> <p><input type="checkbox"/> Good</p> <p><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Needs Improvement</p>	<p>6. Timing and duration of the event:</p> <p><input type="checkbox"/> Excellent</p> <p><input type="checkbox"/> Good</p> <p><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Needs Improvement</p>
		<p>7. Overall communication and promotion of the event:</p> <p><input type="checkbox"/> Excellent</p> <p><input type="checkbox"/> Good</p> <p><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Needs Improvement</p> <p><input type="checkbox"/> Not Applicable</p>
		<p>8. Any suggestions or improvements for future events:</p>
<b>Details of the Management Team</b>		
Provide details of all the team members who managed the activity/event.		
<b>Name and Student ID</b>	<b>Position</b>	<b>Roles &amp; Responsibilities</b>

## f. Financial Summary

The activity financial summary will help you track the revenue and expenses and must be recorded for future purposes.

### Revenue (R):

S. No.	Revenue Source	Budgeted (PKR.)	Actual (PKR.)
Total Revenue (TR) in PKR.			

### Expenses (E):

S. No.	Expense Item	Budgeted (PKR.)	Actual (PKR.)
Total Expense (TE) in PKR.			

### Summary:

Total Revenue (TR)	
Total Expenses (TE)	
<b>Saving / Deficit</b> (TR – TE)	

## g. Event Tracking Sheet

Event:

Date:

Time:

Venue:

### Status:

- Not started
- On-going / In Progress
- Complete
- Not required / applicable

Tasks	Person Responsible	Deadline	Status
<b>Pre-Event</b>			
Identifying Objectives for the Event			
Preparing Proposal			
Identify Stakeholders			
Establishing Committee(s), if applicable			
<b>Constituting Committees/Working Groups</b>			
Identifying individuals for the committees			
Invitation to the members of the Committee			
Identify Secretary for the Committee			
Identify Event Manager			
Identify Event Manager (backup)			
<b>Venue</b>			
Booking of Venue			
Payment to venue			
Seating Plan - Layout of Venue			
The theme for the event			
Flower arrangements			
Sound System arrangements			
Video Recording arrangements			
Photography arrangements			
Cleaning / Fumigation of the venue			
Backup Power Arrangements (UPS)			
Beautification / Landscaping			
Audio Visual Arrangements			
Music Arrangements (Theme or Convocation)			
<b>Invitees</b>			
Invitation Card Content			
List of Invitees and email addresses			

Dispatch of Invitation			
Accommodation arrangements, if required			
RSVP of Invitees			
<b>Speakers</b>			
List of Speakers			
Invitation to Speakers			
Accommodation arrangements, if required			
Requesting Backup of Presentations			
Point of Contact for Speakers			
<b>Ushers / Volunteers</b>			
Coordination with HR for TKN Volunteers			
Developing a list of volunteers			
Orientation Session / Training			
Sharing of Duty Roster			
<b>Auditions</b>			
Audition invitation for Tilawat			
Audition Invitation for Valedictory Speech			
Auditions for Performance			
<b>Marketing / Communication</b>			
Preparing brochures/flyers			
Website Updation			
Social Media Posts			
Preparing Minute-to-Minute Programme			
Emcee / Announcement Script			
Communication with Other Departments for the Event			
- Nursing Services			
- Hostel			
- Payments			
<b>Food Arrangements</b>			
Finalising Menu			
Catering Request Submission			
Vendors Demo for Crockery & Cutlery			
<b>Review Final Arrangements and Event Day Arrangements</b>			
Review of the day before checklist before the dry walk			
Dry walk-through 24 hours before the event			
Dry walk-through 2 - 6 hours before the event			
Technical Dry Run, where required			
Seating Tag placement for guests			
<b>Emergency Service Coverage</b>			
Information to be shared with ER / Student Health			
Arrangements of Ambulance through Transport			

Identifying the Place for ER Team at the Venue			
<b>Registration Desk</b>			
Attendance List / Participants List			
The material's to be distributed / Envelop.			
Student Handbook			
<b>Contracts</b>			
Contract for Venue			
Contract for Outsourcing Videography			
<b>Payments</b>			
Processing of Bills			
Processing of ROPs			
<b>Key Departments / Stakeholders</b>			
Construction			
Materials Management / Procurement			
Food Services			
Transport			
Design Office			
Landscaping			
Audio Visual			
Electronics			
Maintenance			
House Keeping			
Safety and Security			
ICT - Video Conferencing			
ICT - Support			
Finance			
Communications			
Resource Development			
Travel & Housing			
Human Resources			



## **h. Executive Committee/Council Member Directory**

**Name of the Society:**

**Patron:**

<b>Designation</b>	<b>Name</b>	<b>Email</b>	<b>Contact/Cell #</b>	<b>Portfolio</b>
Convenor				---
Co-Convenor				---
Treasurer/General Secretary				---
Functional Lead 1				
Functional Lead 2				
Functional Lead 3				
Functional Lead 4				
Functional Lead 5				
Functional Lead 6				

## Description of Student-led Students/Clubs/Committees

### 1. Arts & Culture Committee (ACC – ‘A’ stand for ‘Arts’) – All Programmes

The ACC promotes and organises cultural activities for its class and the student body. The activities are not limited to organising picnics, T 1/2-series, and graduation week activities but also include organising movie shows, Karaoke night, Bazme Abad, Mushaira, Grand Iftar, Eid Milan etc. Celebrating national days such as Independence Day, Pakistan Day, and Iqbal Day also comes under the embed of the ACC.

### 2. Class Representative (CR) Forum – All Programmes

The Class Representative (CR) serves as the primary point of contact and representative for their respective class within the academic entities. They act as a liaison between the students and the Office of Student Experience, facilitating effective communication and promoting a positive class environment. The Class Representative plays a crucial role in enhancing the overall student experience and fostering a sense of unity and collaboration within the class. Class representatives are responsible for representing their class on different committees, attending meetings on their behalf, and disseminating information as required.

### 3. Club for Theatrics (ACT) / Drama Society - ‘A’ stands for AKU

The Club for Theatrics (ACT), also known as the Drama Society, is a dynamic and creative community that brings the art of theatre to life. The society members are passionate about showcasing the talents of AKU students through captivating theatrical performances and offer a platform for actors, directors, stage designers, and backstage crew to collaborate and create compelling productions. It explores various dramatic styles and themes, from classic plays to contemporary performances. It aims to engage, entertain, and inspire our members and the wider AKU community through workshops, auditions, rehearsals, and performances.

### 4. Entrepreneurship Society

The Student Entrepreneurial Society is a vibrant community that brings together aspiring student entrepreneurs from diverse backgrounds. The society aims to foster an entrepreneurial mindset, provide valuable resources, support, and create opportunities for students to explore, develop, and launch entrepreneurial ventures. Engaging events, workshops, mentorship programs, and networking opportunities empower students to turn their innovative ideas into successful ventures, fostering a culture of entrepreneurship on campus.

### 5. Falah (an NGO)

Falah-a registered student-led non-profit organisation operating solely within AKU- was initiated in 1993 by the MBBS students at the Medical College (MC), with the singular purpose of contributing towards patient welfare and making a positive difference in their lives. In 2018 a wing was created in the School of Nursing and Midwifery to support Falah through fundraising activities.

### 6. Graduation Book (SONAM) and Yearbook (Medical College) Committee

Responsible for publishing the Graduation Book of graduating class each year.

### 7. Music Club

The Music Club is a lively community that celebrates the power of music and brings together students with a shared passion for melody, rhythm, and harmonies. The club provides a platform for musicians, singers, and enthusiasts to showcase their talents, collaborate with like-minded individuals, and explore various genres and styles. From jam sessions and open mic nights to music workshops and performances, it creates opportunities for students to express themselves creatively and connect through the universal language of music.

### 8. Publication & Literary Society (PLS)

The Publication & Literary Society is a haven for wordsmiths, storytellers, and literature lovers. The PLS aims to nurture students’ literary talents and promote a love for reading, writing, and creative expression. Writing workshops, scholarly discussions, book clubs, and publishing opportunities provide a platform for students to showcase their literary works and engage in meaningful conversations about literature. Whether you enjoy writing poetry, prose, or articles or appreciate the beauty of language, the PLS welcomes you to join its vibrant community and explore the world of words together.

## **9. Public Speaking Forum**

The Public Speaking Forum is the home of free speech and discourse at The Aga Khan University. Students of the School of Nursing, the Medical College, and the Institute of Education Development come together to debate topics ranging from world affairs to medical ethics, philosophical ideologies to the world economy, terrorism to human rights. The Forum has three branches: Parliamentary Style, Model United Nations, and Declamation. Patronage of the Forum involves participation in local and national tournaments, with many members ranking in the top 10 and bringing home multiple trophies.

## **10. Rowing Club**

The AKU Rowing Club (ARC), established in 2023, will be a place for all students currently enrolled at AKU interested in rowing. The club will cater to complete beginners and to those with aspirations to compete internationally. ARC will aim to include students from all programs offered at the Aga Khan University, Stadium Road Campus, building a sense of a large interdisciplinary community and camaraderie, achieving the goal of having a One AKU family. The primary purpose of ARC will be to train regularly and represent the Aga Khan University at a local, national, and international level in various indoor and outdoor rowing regattas. Despite being open to all students, ARC will be a selective club to ensure dedicated and committed members use the limited resources.

## **11. Society of Climate Conservation and Health (SoCCH)**

Climate change is a global health issue that has far-reaching implications for public health. Established in 2023. The mission is to form a community of AKU students passionate about creating a more liveable future. The objective is to create awareness within AKU and outside about climate change, environmental protection, sustainability, and their tie-in with human health. It aims to foster a sense of responsibility towards the environment and encourage individuals to act towards sustainability. The society advocates for sustainable policies and practices within the university and broader community. It promotes creative innovation and collaboration on climate change, environmental protection, and sustainability topics.

## **12. Sports Society**

AKU Sports Society is a student-run society that conducts several sporting events annually. It serves as a platform to give members the necessary skills such as Organizing, Leading and Executing tasks. It promotes student sports within classes and the student body in consultation with the Sports Advisor and AKU Sports & Rehabilitation Center (SRC). Sporting events include but are not limited to the Annual Sports Day and inter-class tournaments – basketball, volleyball, badminton, squash, table tennis, tennis etc. Sports Society members are also responsible for building bridges with all entities within AKU through inter-unit sports activities.

## **13. Student Research Forum (SRF)**

Responsible for research awareness in various medical topics, from internal medicine and public health to molecular cell biology and ethics. The forum also conducts Annual Students' Health Sciences Research Conference.

## **14. Student Synergy Group**

The primary aim of the Synergy Group is to improve student life by providing different avenues for socialisation and interpersonal communication open to every student. The group organises various events of extracurricular nature and activities which still need to be represented by existing societies. This helps incoming students in their smooth transition to the new academic settings.

## Description of the Faculty-Led Committees

### 1. Undergraduate Nursing Curriculum Committee

Members are elected from the BScN Year 3 & 4 and Post RN BScN Year 2 programmes. The elected members are responsible for attending meetings and providing feedback/suggestions. The Committee Chair, a faculty member, apprises members of their responsibilities at the meeting.

### 2. Student Health Committee

Members are elected from the MBBS Year 2 & 4, BScN Year 4 and Year 2 of all programmes. The Student Health Committee is responsible for identifying and sharing students' health-related problems with the Student Health Committee and attending meetings when invited.

### 3. Library Committee

One final-year student from all programmes is elected to represent in the committee. The members are responsible for attending the meeting and providing feedback/suggestions for improving library facilities.

### 4. Research and Ethics Committee

The Committee is only for SONAM – BScN Year 2 & 4 and Post RN Year 1. The Research and Ethics Committee is responsible for attending meetings and providing feedback/suggestions. The Chair, a faculty member, apprises members of their responsibilities at the meeting.

### 5. Examination and Promotion Committee

Two students from MBBS final year are selected to represent in this committee. The Examination and Promotion Committee representative attends meetings and provides feedback/suggestions. The Committee Chair, a faculty member, apprises members of their responsibilities at the meeting. For the Examination & Promotion Committee, it is advised that students should not stand from the same group because of Electives – if one goes for electives, the other should be present.

### 6. Curriculum Committee

Two students for MBBS final year are selected to be a part of this committee. The Curriculum Committee representative attends meetings and provides feedback/suggestions. The Committee Chair, a faculty member, apprises members of their responsibilities at the meeting. It is advised that students should not stand from the same group because of Electives – if one goes for electives, the other should be present.

### 7. Curriculum Sub Committees

The Curriculum Sub Committee representatives attend meetings and provide feedback/suggestions. The Committee Chair, a faculty member, apprises members of their responsibilities at the meeting.

### 8. Career Counselling and Electives

One student each from MBBS Year 3 & 4 is selected for this forum. The elected representatives are responsible for attending the quarterly meeting to oversee the functioning of OCCE, monitor short and long-term targets, and discuss and deliberate upon changes or modifications based on faculty and student feedback. They must also discuss strategies for continued collaborations between institutions locally and globally, review sessions and seminars conducted by OCCE, and plan for future sessions.