



University of Central Punjab

UCP/DSA/Notification/02
7th February, 2023

NOTIFICATION

SOPs on Operations of Societies and Clubs

UCP encourages students' participation in co-curricular and extra-curricular activities for the purpose of which, various clubs and societies have been established under the Directorate of Students Affairs. In order to efficiently and better manage the growing number of Societies at UCP, SOPs have been developed covering various aspects, thus streamlining the working of Societies. Accordingly, Directorate of Student Affairs is notifying the following SOPs which cover the categories, appointment of Patrons / Co-Patrons, structure and selection of Office bearers, booking of venue(s), social media management and fund releases

A. **Categories of Societies.** Owing to the nature and applicability, Societies and clubs are categorized as General (University level / University Wide) and Thematic (Relevant Faculty Level).

B. **Patrons / Co-Patrons - Appointment and Related ToRs.** Related procedure and details are as follows:

- a. All societies are working under Directorate of Student Affairs. Deans of the concerned faculties shall forward the nominations of Patron and co-patron of the general societies as well as thematic societies.
- b. Department of Student Affairs shall hold the interviews for the selection of Patron/Co-patron of the General Societies whereas Dean nominations of patron/co-patron for thematic society will be taken as it is. Deans Oversight Committee will be presented the nominations before processing for final approval of Pro Rector.
- c. Nominations of the General & thematic societies will be notified by DSA after due approval of Pro-rector at the start of every academic year (Fall semester).
- d. Patrons will be nominated for two year. After the completion of tenure, they may be selected for next tenure after analysis of society performance/working for the previous years against rubrics.
- e. No Visiting Faculty member may be appointed as Patron of society
- f. Coaches hired under term appointments may be nominated as co-patrons and reporting to DSA for their administrative matters.
- g. Patrons/co-patrons are requested to map their events with university vision, target towards making a positive impact at national and international level, increasing the level of co-curricular activities and creating a balance between extra and co-curricular, inviting the guests from the corporate sector & intellectuals.
- h. Patrons/co-patrons shall map the events with Sustainable Development Goals (SDGs) (where applicable) to address the 21st century industrial demands by inculcating the complex problem solving and critical thinking ability that may directly and indirectly comes from student activities.

C. **Societies / Clubs Office Bearer(s) – Selection and Related ToRs.** Related procedures/selection of office bearer and hierarchy are as follows:

- a. Membership should be opened for all students.
- b. Patron/co-patron should invite applicants from the members who would be eligible for the applied posts.
- c. For thematic society, the Selection committee comprising Dean or his/her nominee (Convener), Patron and Co-patron would conduct the interviews of applicants.
- d. For General Societies, the selection committee comprising DSA or his/her nominee, patron and co-patron would conduct the interviews of applicants.
- e. In case of thematic society, the President and Secretary should preferably be from the relevant faculty, but for the general societies, students from all faculties may be given equal opportunity to showcase their presence as office bearer.
- f. In case of Thematic society, with the approval of Dean, the Patron will send the list of office bearers to the DSA for record/reference.
- g. The President of the society should be a senior student from 5th to 7th semester.
- h. The office bearers should be selected for a term of One academic year.
- i. Rotation system for selection of office bearers should be ensured.
- j. President and Finance Secretary of the society will closely work with DSA for budget and its disbursement to meet technicalities of the audit.
- k. On the recommendation of the Patron, president or any outstanding office bearer/member of a society should be given Certificate of Appreciation at the end of the year by DSA
- l. There should be following main posts in a society for students:
 - i. President: (Senior student) (5th to 7th Semester)
 - ii. Two Vice Presidents (one female) (5th to 7th semester or post graduate)
 - iii. Secretary General (3rd to 6th semester)
 - iv. Finance Secretary (3rd to 6th semester)
 - v. Joint Secretary (1st to 7th semester)
 - vi. Media Secretary (1st to 7th semester)
 - vii. Coordinator (1st to 7th semester)
 - viii. Six Members Executive Committee (1st to 7th semester)

D. **Conduct of Events and SOP of Auditorium/Amphitheatre Bookings** Related procedure for the conduct of activity and SOP for the Auditorium & Amphitheatre are as follow:

- a. Department of Student Affairs (DSA) will manage all the bookings for Main Auditorium and Amphitheatre.
- b. President of the relevant society shall submit the “Venue booking Form” to DSA, dully signed by the Patron/Co-patron. It is mandatory for the respective president to attach all the relevant information related to the mentioned event.
- c. Post submission of Venue Booking Form, DSA will get the necessary approval from Director Student Affairs and after the due deliberation, the approved form will be shared to the respective Patron/President.
- d. It is necessary to clearly mention the nature of the event (Orientation, International Conference/Seminars, Head Office Bookings, Mega Events by Faculties/Departments, Mega Events by societies, societies’ interviews, minor society related events etc.) so that the venue can be allotted accordingly.
- e. For mega events and international conferences, venue booking form must reach to DSA office at least 30 days before the commencement of an event. For all the other events, the relevant Departments/Faculties/Student Societies & Clubs must float the form 15 days prior to the event.
- f. It is pertinent to note that in case of Mega Events, auditorium backstage will automatically be booked by the relevant Department/Faculty/Student Society. For other events, Auditorium backstage can be allotted accordingly.
- g. Please note that Department of Student Affairs reserves all the rights to disapprove/cancel/terminate the booking if the stated SOPs are not being followed by the relevant Departments/Faculties/Student Societies & Clubs.
- h. It must be ensured that no activity is conducted in a manner that creates disturbance to the scheduled classes. Curricular activities take precedence over co-curricular and extra-curricular activities.
- i. At all cost, discipline must be maintained and events conducted in a manner that promotes the positive image of UCP.

E. **SOP: Society Social Media Handles, Ownership, Transfer & Handling.**

FACEBOOK – INSTAGRAM – EMAIL – YOUTUBE – LINKEDIN

- a. This SOP lays down the ownership, transfer and handling of social media handles of UCP Societies and Clubs i.e., Facebook, Instagram, LinkedIn, YouTube, etc.
- b. DSA shall provide the societies with the society domain-based email ids.
- c. Patrons/co-patrons/presidents/vice-presidents shall open social media accounts on the given id. DSA shall have an additional access/editing rights.
- d. At the time of completion of tenure, access of all the social media accounts: Facebook, Instagram, LinkedIn, YouTube etc. will be transferred to the representative of DSA.
- e. Patron of the society will look/review all the content often published on social media and encourage students to post valid content.
- f. Students are prohibited from posting defamatory posts both in photographic or writing form against anyone within the university or outside; specifically, they should be very cautious in commenting against any individual.

- g. All the content must be carefully reviewed. It should not hurt the sentiments of any individual or class of society; be it ethnical or religious.
- h. The content of the official announcement/news will be sent to studentaffairs@ucp.edu.pk to circulate among students through DSA Announcements.
- i. In case of not transferring the ownership of social media accounts, DSA will take strict action against the society member.
- j. Any Individual who is not part of the society and running society social media account will be responsible for the actions taken by DSA.

F. **SOP of Fund Release Form (FRF)**

Fund Release SOP against any activity is

hereunder:

- a. Fund Release Form must be filled by DSA after checking the lowest available rates from vendors.
- b. FRF must be signed by patron and processed for amount release against the patron of a society.
- c. DSA will only entertain the budget incur for logistics, external participations and guests' refreshments.
- d. In case the society event is happening at large, DSA takes Administration on board for procurement and plan the budget.
- e. Refreshments to the society hierarchy shall not be entertained by DSA. Patron/co-patron/President or Vice president has to arrange by their own.
- f. Budget will be released on the same of patron. Patron/Co-patron, President and Vice president have to submit the invoices/bills to DSA for budget clearance.

Engr. Khizer Ahmed Zaki
Head Student Affairs

Copy to:

- 1. Pro-Rector, UCP
- 2. All Deans & Directors
- 3. DOCS Committee
- 4. Patrons/Co-patrons
- 5. Registrar
- 6. Treasurer
- 7. DPPI