Policy Booklet of SOPs , Code of Conduct , Timeline & Flowchart to organize events for Pakistani & International students

DIRECTORATE OF STUDENT AFFAIRS (M&F)
INTERNATIONAL ISLAMIC UNIVERSITY
ISLAMABAD

Declaration

This SOP of the Student-Code of Conduct shall be read and subsequently interpreted in context to earlier approved documents/drafts/codes by the competent authorities/Academic Council/Board of Governors (BOG). Details of which are given below:

a) Revised Regulations relating to Conduct of University Students Maintenance of Discipline & Breach of Discipline approved in the Academic Council in its 57" meeting held on 29 April & 4 May 2011 under notification No. IIU-DG.AF&P(83)/2011-168 dated June 22, 2011. Subsequently approved by the BOG.

b) Code of Conduct for Students approved by the Worthy President on September 22, 2013.

c) Two meetings were convened on Jan 19, 2021 and Feb 01, 2021 respectively by the committee constituted by the then Vice President (Academics) to develop the Students Code of Conduct and the document was then submitted to the BOG action plan implementation committee via Notification No. IIU/HR//2020 dated Jan 07, 2021 and the document was vetted and approved as part of its proceedings.

PREFACE

University is a seat of learning where students are prepared for practical life. It is the responsibility of all concerned to nurture qualities of scholarship, leadership, academic excellence, good manners and a deep sense of culture among the students through various sports and co-curricular activities. The university encourages students to form societies, clubs, and forums for holding seminars, lectures, sports activities, and campaigns for positive purposes in order to inculcate healthy social and cultural sense among their community.

In its original ethos, the International Islamic University Islamabad upholds that a wholesome educational process is marked by formal and informal means of education. The university is unique as students not only from all parts of Pakistan but also international students make up the tapestry of its campus life. It is also unique for its Islamic character and values.

It takes centuries to evolve and build great institutions. The responsibility lies on the present generation to shape beautiful traditions so that the subsequent generations may remember them and carry forward the light of knowledge and values. Great societies and institutions make rules and regulations for the collective good, above partisan lines, sectarian and political affiliations. The following code of conduct for the students (including registered clubs, societies, and forums) is promulgated to maintain discipline and inculcate sense of national purpose, good manners, and social conduct.

Upon the directions of the worthy President, International Islamic University Islamabad, this user's look-up hard book is being presented for the consumption of all concerned. Besides other important matters; this handbook will greatly help the students to make good use of activity planners in form of preparation and work flow guidelines. Activities conducted by the directorate as well as local and international students will be more planned and without last minute hurdle. Students by following these SOPs will learn as how to plan and work systematically.

Directorate of Student Affairs (M&F)
International Islamic University
Islamabad Pakistan

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PART-1

Code of Conduct: Rules and Regulations

1. **Extent of Application/Jurisdiction**

1.1. The Code of Conduct handbook is applicable to all students of the university enrolled in both full-time and part-time courses and at the established academic unit and pursuing undergraduate, postgraduate, doctoral as well as any certificate, course, diploma, degree or any other program. The term 'student' refers to persons who are enrolled for a particular course offered by the university for a term semester.

1.2. Students will continue to be subjected to the laws of the land (Government of Pakistan) while studying at the university and any violations of those laws may also constitute violations of the Code of Conduct. In such instances, the university will proceed with disciplinary action(s) as under the Code of Conduct and independently of any criminal proceeding involving the same conduct imposing sanctions for the violation of the Code of Conduct, even if such criminal proceeding is not yet resolved.

1.3. The Code of Conduct covers conduct of the students during off-campus activities that may include:

1.3.1. Industry internships, field trips, as well as study abroad and student exchange program.

1.3.2. Research at another institution or during a professional assignment.

1.3.3. Excursion Trips

1.3.4. University, representation by a student or group of students in any activity sponsored/conducted/authorized by the university or by a sister organization or any other national forum.

2. Students Conduct

2.1. Every Muslim student of the university shall be expected to live up to the ideals of the University and lead a life of total commitment to Islam in acquisition and practice of knowledge, toleration, honesty, hard work and good relationship with his/her fellows, colleagues, teachers, university staff and members of general public in accordance with the norms of Islamic behavior.

2.2. Every Muslim student shall be regular in his/her prayers and fasting and offer his/her willing cooperation in promotion of Islamic Cause and for the freedom, integrity and progress of Muslim Ummah.

2.3. Non-Muslim Students shall be required to respect the Islamic norms and practices during their stay in the university.

2.4. All students shall be regular and punctual in their academic work and carryout the instructions of their teachers/officers and the authority of the university seriously and willingly.

2.5. All students shall cooperate in the promotion of an atmosphere of peace, tranquility and orderly behavior in and outside the university in accordance with Islamic Values to enjoin virtues and forbid evil.

3. Misconduct/Acts of Indiscipline/Breach of Discipline

In addition to any willful or violent disregard of the Islamic norms of behavior, the following shall be treated as acts of indiscipline and breach of discipline:

3.1. Insolence, use of hot expressions or indulgence in quarrels, disturbing the tranquility of the University in any way.

3.2. Violation of the instructions of the teachers and the University authorities regarding academic activities and/or social conduct of student.

3.3. Desired argument, fighting, physical assault, scuffling and/or abusing any employee or fellow student.

3.4. Inciting violence or use of force or damage to the university or to public property.

3.5. Carrying, possessing using or keeping in custody within the University premises including hostels any arms, ammunition or any other lethal weapon or device dangerous to life.

3.6. Organize or provoke strike or make an attempt to organize a strike or participate in it or to use pressure techniques against the university and obstruct its lawful authority of orders, instructions of decisions under the International Islamic University Ordinance, Statutes, Regulations or Rules and Instructions issued from time to time.

3.7. Handling, possession or use of alcohols, liquors or any other kind of intoxicants or eatables prohibited by Islam in the university and hostel premises.

3.8. Smoking in or around the university and hostel premises.

3.9. Impersonations, supply, false or concealing Information or suppressing knowingly any Information with the intention of winning a favor or making a gain fraudulently.

3.10. Indulging in any activity derogatory to Islam or prestige and honor of the university.

3.11. Willful and continuous neglect of daily prayers and fasting,

3.12. Any act of disrespect of the Holy month of Ramadan.

3.13. Possession or distribution of any material or preaching pamphlets opinions to encourage sectarianism by any means.

3.14. Any act of moral turpitude punishable under Islamic Law or rules of good behavior.

3.15. Propagation of any political activity or promoting membership of any political party on the campus of the university. Unauthorized posting of banners, posters or any other publicity material anywhere on campus of University.

3.17. Refusal to vacate a hostel seat either ordered or in case of its allotment to another fellow student.

3.18. Prohibiting a fellow student to avail the allotted seat as an official allotted of the room

3.19. Organizing an unauthorized function in the university premises.

3.20. Inviting an unauthorized guest speaker in a function/lecture or the university and hostel premises.

3.21. Indulgence in any other unlawful activity.

4. Penalties for Indiscipline

The penalties of indiscipline may lead to expulsion, rustication, suspension or fine according to gravity of the case of breach of Student Code of Conduct.

4.1. Minor Penalties

4.1.1. Censure and written warning for future.

4.1.2. Withholding a certificate of good moral character.

4.1.3. Fine Commensurate with nature/extent of misconduct.

4.1.4. Withdrawal of financial concessions/fee waiver for a period not exceeding one semester,

4.1.5. Suspension from classes for a period not exceeding one semester/one academic session.

4.1.6. Cancellation of hostel seat for a specified period of time.

42. Major Penalties

4.2.1. Fine Commensurate with nature/extent of misconduct.

4.2.2. Cancellation of the examination result.

4.2.3. Cancellation of hostel accommodation for entire period of the program.

4.2.4. Cancellation of financial concessions/fee waiver, etc. for the entire duration of the program.

4.2.5. Non-conferment of degree.

4.2.6. Rustication and ban on entry in the premises of the university for a period exceeding one academic session or up to three academic sessions.

4.2.7. Expulsion from the university for a period exceeding three years or for good.

4.2.8. Any other punishment deemed necessary to ensure legal sanctity and university code of conduct.

PART-11

Operational Conduct of the Rules

1. General Guidelines

1.1 Universities are the places for knowledge creation, mental grooming and maturity of students. In this regard, co-curricular and extra-curricular activities are very important. Therefore, it is strongly recommended that respective faculties and their associated academic departments shall encourage their students to constitute following societies;

- IIUI Debating Society
- Iqra Literary Society
- Green Youth Movement Club
- IIUI Cultural Society
- Photographic and Videography Society
- Entrepreneurial Society
- Islamic Society (Dawah Tarbieh)
- Community Welfare Society
- Danish Kada
- Society of IT, Technology, Science and Innovation
- IIUI Dramatic Club

1.2. Every society shall be headed by a full time faculty member (Departmental Student Advisor)

1.3. Annual calendar shall be issued by the society so that students may know about the upcoming activities. Coordination, whenever needed and requested from the Directorate of Student Affairs with that of transport section etc., shall be provided.

1.4. Every activity must be through these societies that shall seek formal approval of the respective HOD/Dean.

1.5 Student's trips must be organized by departmental cultural society in collaboration with Directorate of Student Affairs.

1.6. Trips are very useful tools to provide moral and social training to students which are essential part of broader concept of education. For maximum utilization of these opportunities, one full time faculty member must be accompanying every 30 students in any trip.

1.7. Concerned HOD and Dean of Faculty shall be responsible to nominate the faculty member who shall supervise the whole trip and shall accompany the students. However, due to unavoidable circumstances, if faculty member would not accompany the students, scheduled trips shall not be cancelled by ensuring alternate supervision.

1.8. Final Approving authority shall be the Directorate of Student Affairs only.

1.9. All co-curricular activities within the premises of the University shall not be allowed after 9:00 pm. The concerned faculty/department may recommend any program but it shall be approved by the competent authority as per this code of conduct.

1.10. Students of other Institutions on study tours shall be hosted with the permission of the Directorate of Student Affairs and/or the Provost. Without permission stay at the hostels shall be treated as illegal and the University administration reserve the right to take action against the intruders, trespassers and facilitators of such tours. The touring party shall bring written permission of IIUI and approved list of the tourists from the visiting institution.

1.11. All the issues, either relating to administration or academic, shall be resolved by the Dean/HOD concerned in collaboration with focal person of the faculty and monitoring and disciplinary committee. Nobody shall be allowed to disturb the educational environment by blocking the roads or closing the door of the Faculty Blocks Such acts shall be treated as extremely subversive and will be dealt with severely.

1.12. Cooperation shall be extended in the Security Issues to security staff and identity card shall be displayed by the all concerned at the University Campus.

1.13. Safety of, the University property is obligatory for everyone. The university vehicles and other property/assets shall be safeguarded with the cooperation of all concerned.

1.14. Mobile phone should be kept silent in classrooms, corridors and during all academic programs.

2. Policy on Posters and Stickers

2.1. Posters shall only be allowed to approve student societies, clubs and forums that are registered with the Directorate of Student Affairs (DSA) under the stipulated Code of Conduct.

2.2. Content and style of the poster shall be approved by the Director DSA.

2.3. Posters will be allowed to be displayed for not more than three days. The prior approval of the Director DSA is necessary. The DSA will facilitate the students in this regard.

2.4. Only specified boards and poles will be utilized for the posters.

2.5. Walls, windowpanes, notice boards, doors, and classrooms will not be utilized for fixing of posters so that the university campus may present a picture of beauty and good aesthetic sense.

3. Policy on Banners

3.1. Banners shall only be allowed to be displayed by the approved student societies, clubs and forums that are registered with the Directorate of Student Affairs (DSA) under the stipulated Code of Conduct.

3.2. Content and style of the banner(s) shall be approved by the Director DSA-

3.3. The University has specified eight suitable places around and near the Faculty Blocks hostels for hanging banners; places not more than three days with the prior approval of the Director DSA.

3.4. For advertisement of different activities, dedicated places the Directed Without prior approval or permission of the Directorate of Student Affairs any display of advertisement in any form shall be considered glare violation of the Students Code of Conduct.

3.5. The practice of writing/announcing the names of the university officials on posters and banners without their prior written consent is illegal and shall be dealt strictly.

3.6. The banners should not contain any objectionable, unethical or un-Islamic material against any sect or religion. Similarly, all such writings and speeches which create sectarianism or political unrest must be avoided.

4. Use of Auditoriums & other University Facilities

The University Auditorium, Students Activities Centre or any other place will be utilized for creative activities with the permission of the Director DSA. Hostel mess, lawns, university green areas and other places will not be utilized for any function so that other students may not be disturbed. Hostels are declared residential areas for study and rest and not for political gatherings, sports, games, or any such activity that disrupt the peace of these surroundings.

4.1. The auditoriums are reserved only for the official/academic programs of the university. However, all registered clubs, societies, and forums may be allowed to hold programs in the auditoriums with the permission of the Director DSA.

4.2. Students organizing academic programs at the behest of departmental recommendations shall follow the due process of approval involving respective HOD and Dean of Faculty. The department recommending such programs will also be responsible to make sure that the Code of Conduct is observed.

4.3. The students must observe the Code of Conduct. In case of violation, action will be taken against the organizers.

4.4. None of the registered club, society, and forum is permitted to organize activities of any sort in the faculty seminar rooms, cafeterias, Hostels mess and lawns.

4.5. No eating/drinking stuff is allowed inside the auditorium.

5. Programs at Student Activity Centre (SAC)

Use of Students Activity Centre (SAC) is dedicated for registered clubs, societies, and other academic forums. To maintain balance and environment of equal opportunity, prior permission of the Director DSA shall be solicited. No item(s) or material against the University policy will be allowed for display at the Centre.

5.1. No music, no songs are allowed. However, loud speaker will be permissible with least sound for academic activities.

5.2. Only limited space within the 5AC can be cordoned off.

5.3. While using space at SAC, the entrances and passage to cafeteria must be kept open.
5.4. No speeches of political, ethnic or sectarian nature will be allowed.

5.5. The organizers must observe the Code of Conduct. In case of violation action will be taken against them.

5.6. No outsiders will be invited as speakers or as audience without prior approval.

6. Policy about Student Study Trips

Long recreational/study tours during summer and short/one day trips during Fall and Spring semesters for the students will be arranged on the following conditions:

6.1. The Directorate of Student Affairs (DSA) will notify and make public the schedule of the tours for information of all concerned and the facilitation of the transport section.

6.2. Only one tour for each department will be allowed in each semester.

6.3. The departments concerned will appoint at least one faculty member per one group of fifty (50) students to accompany the tour. The teacher will be responsible for maintaining discipline.

6.4. A committee of organizers will be formed to look after the matters of the tour and shall cooperate with the accompanying teachers/guide.

6.5. Music in IIUI buses during tours will not be allowed.

7. Use of Social Media

Students must be mindful of their use of social media and ensure that their interactions are respectful to the University and members of the University community and in accordance with University legislation, policies and procedures. Students are required to comply with the University's Social Media Policy and a breach of the Social Media Policy may result in disciplinary action.

PART – III

Students Alert

Failure to comply with university rules and regulations may result in expulsion from the university. A strict disciplinary action shall be initiated upon:

1. Involvement in any unlawful activity, propagation of any political campaign of promoting membership of any political party within the university premises.

2. Procession or distribution of any material such as pamphlets with opinions of political/religious parties encouraging sectarian, linguistic, ideological or ethnic divide.

3. Organizing or instigating strikes and walkouts or attempting to provoke a strike or participation in it or using pressure tactics such as closure of faculty blocks, University entry/exit gates, and roads.

4. Misbehavior to or physical assault at and/or use of foul/abusive/derogatory language against any university employee/faculty/security guard.

5. Involvement in any act of violence, causing damage to university property, harming, harassing and barring fellow student from academic activities.

6. Unauthorized posting of banners, posters, or any other publicity material anywhere in the university and organizing an unauthorized activity in the university premise.

7. Possession, distribution, or consumption of drugs, alcohols, liquor or any other type of intoxicants prohibited in the university and hostel premises.

Emergency Response Committee

The honorable President International Islamic University Islamabad has constituted a high powered Emergency Response Committee to look into the matters/issues/requests of the student(s) of sensitive nature to facilitate/handle it appropriately as per the policies/SOPs of the university. The Directorate of Student Affairs will route any such application/request to the Emergency Response Committee which might provide the student(s) with the chance of hearing to solve the issue timely in an appropriate manner.

SOPs and Timeline for organizing Events for by Foreign/Pakistani Students

Creating a Standard Operating Procedure (SOP) for organizing events for foreign / Pakistani students at International Islamic University Islamabad is a crucial step to ensure consistency, efficiency, and a positive experience for all participants. Following are the comprehensive SOPs to help all students organize event(s) successfully. The detail of these SOPs is given below;

1. **Event Planning Phase:**

1.1 **Objective Definition**

- Clearly define the purpose and goals of the event.
- Determine the target audience among foreign / Pakistani students.

1.2 **Budgeting**

- Estimate costs for venue, catering, transportation, materials, etc.
- Secure necessary funding from the university, sponsors, or participants' contributions if required.

1.3 **Date and Time Selection**

- Choose a date and time in consultation with DSA that aligns with the academic calendar.

1.4 **Event Type**

- Decide on the type of event (Conference, Workshop, Seminar, Lecture, Sports, cultural event, graduation etc.).
- Ensure it suits the interests and needs of concerned students.

1.5 **Venue Selection**

- Choose a suitable venue that accommodates the expected number of attendees.
- Ensure it is accessible and conducive to the event's purpose.
- Coordinate with DSA and P&PR section if the event is planned at the new campus or old campus respectively.

1.6 **Event Promotion**

- Design promotional materials.
- Coordinate with DSA to get approval of the promotional material and backdrop.
- Develop a comprehensive promotion plan using university channels, social media, and DSA network.

2. Pre-Event Preparation Phase:

2.1 **Program Development**

- Create a detailed event program/schedule including activities, speakers, breaks, and Q&A sessions.
- Allocate appropriate time slots for each activity.

2.2 **Speaker and Resource Coordination**

- Confirm speakers, performers, and any external resources needed for the event.
- Provide them with event details and expectations.
- Seek approval from the competent authority.

2.3 **Logistics Management**

- Arrange transportation for participants, if needed.
- Ensure required materials, equipment, and supplies are available and set up.

2.4 **Catering Arrangements**

- Organize catering services, considering dietary preferences and restrictions.
- Provide options that cater to diverse cultural tastes.
- Outsource catering services or coordinate with relevant IRD section.

2.5 **Registration Process**

- Set up an online registration system in coordination with DSA to track participants.
- Collect relevant information such as registration No, CNIC, contact, and email addresses.

3. Event Execution Phase:

3.1 **Event Setup**

- Arrive early to ensure proper setup of the venue, equipment, signage, and seating arrangements.

3.2 **Participant Engagement**

- Welcome participants warmly and provide event material(s).
- Assign staff or volunteers to assist attendees, especially foreign students.

3.3 **Event Facilitation**

- Stick to the event schedule and manage transitions between activities.
- Facilitate Q&A sessions and discussions, ensuring all participants can engage.

4. Post-Event Evaluation Phase

4.1 **Feedback Collection**

- Distribute feedback forms to participants to gather insights on the event's success.
- Analyze feedback to identify strengths and areas for improvement.

4.2 **Documentation**

- Capture photos, videos, and key takeaways from the event.
- Document lessons learned, challenges faced and successful strategies for future reference.
- Submit report to the DSA office

4.3 **Thank You and Follow-Up**

- Send thank-you notes to speakers, performers, volunteers, and attendees.
- Share event highlights with participants and promote upcoming events.

5. Continuous Improvement:

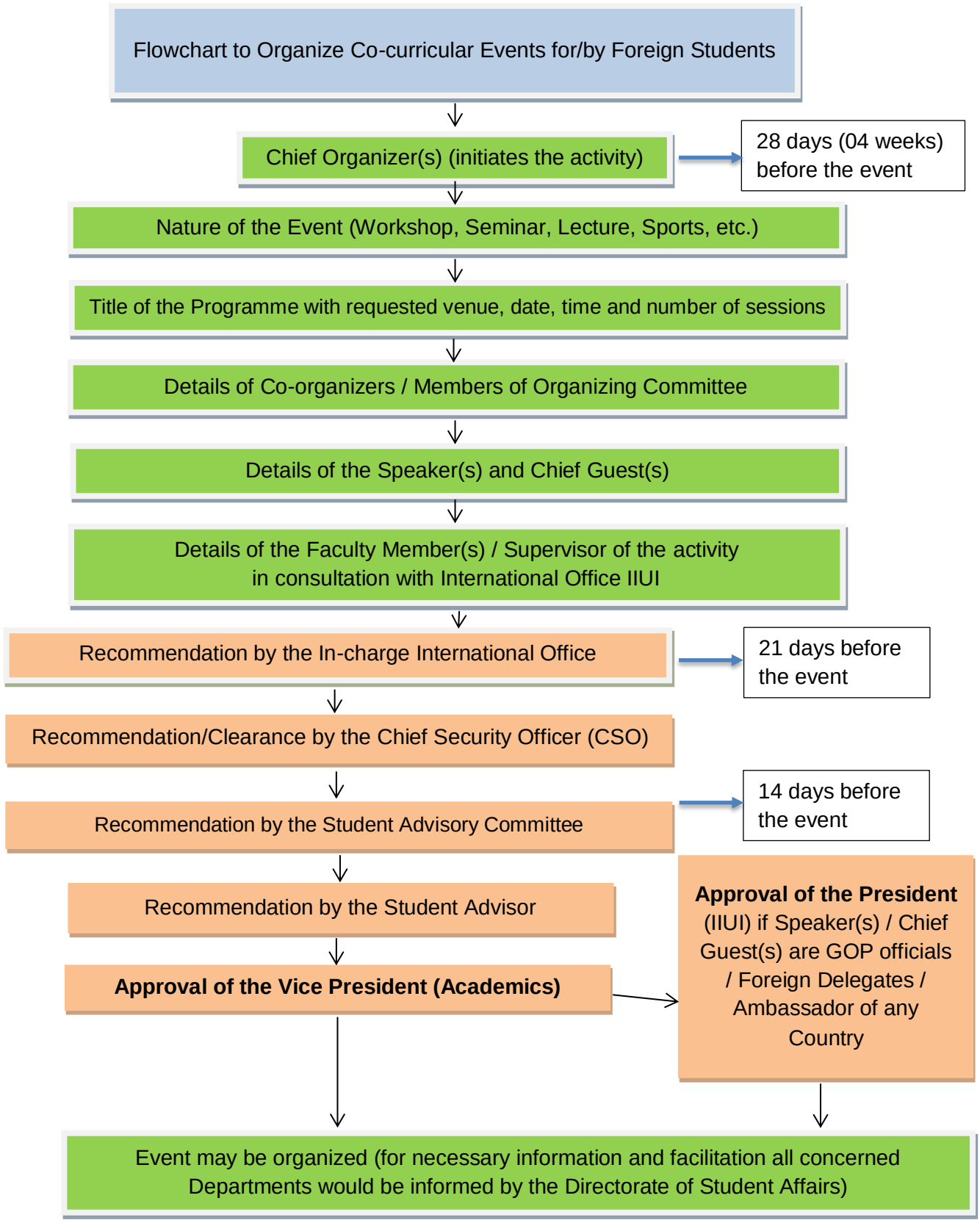
5.1 **Review and Analysis**

- Evaluate the entire event planning and execution process.
- Identify bottlenecks and areas for improvement.

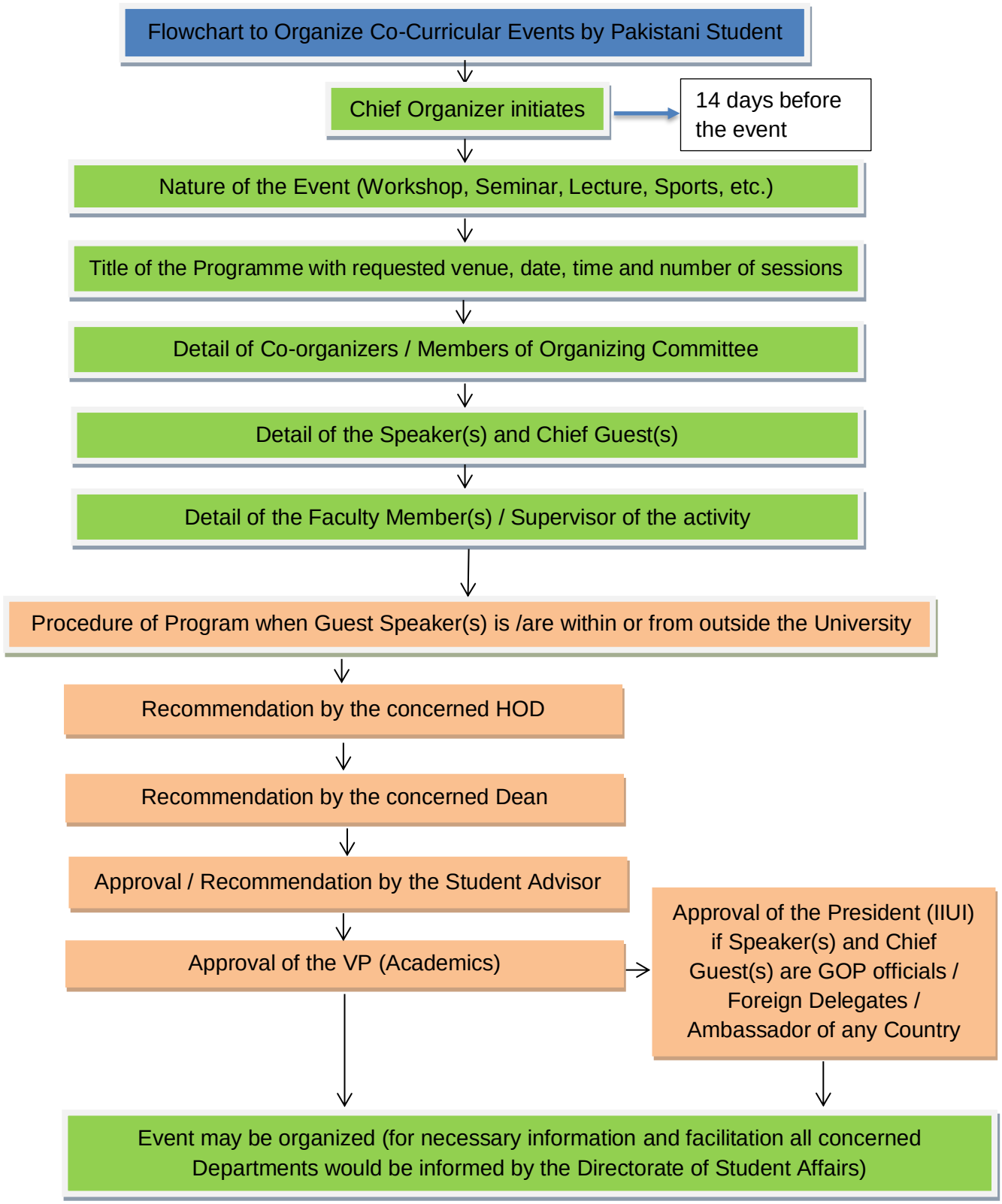
5.2 **Process Refinement**

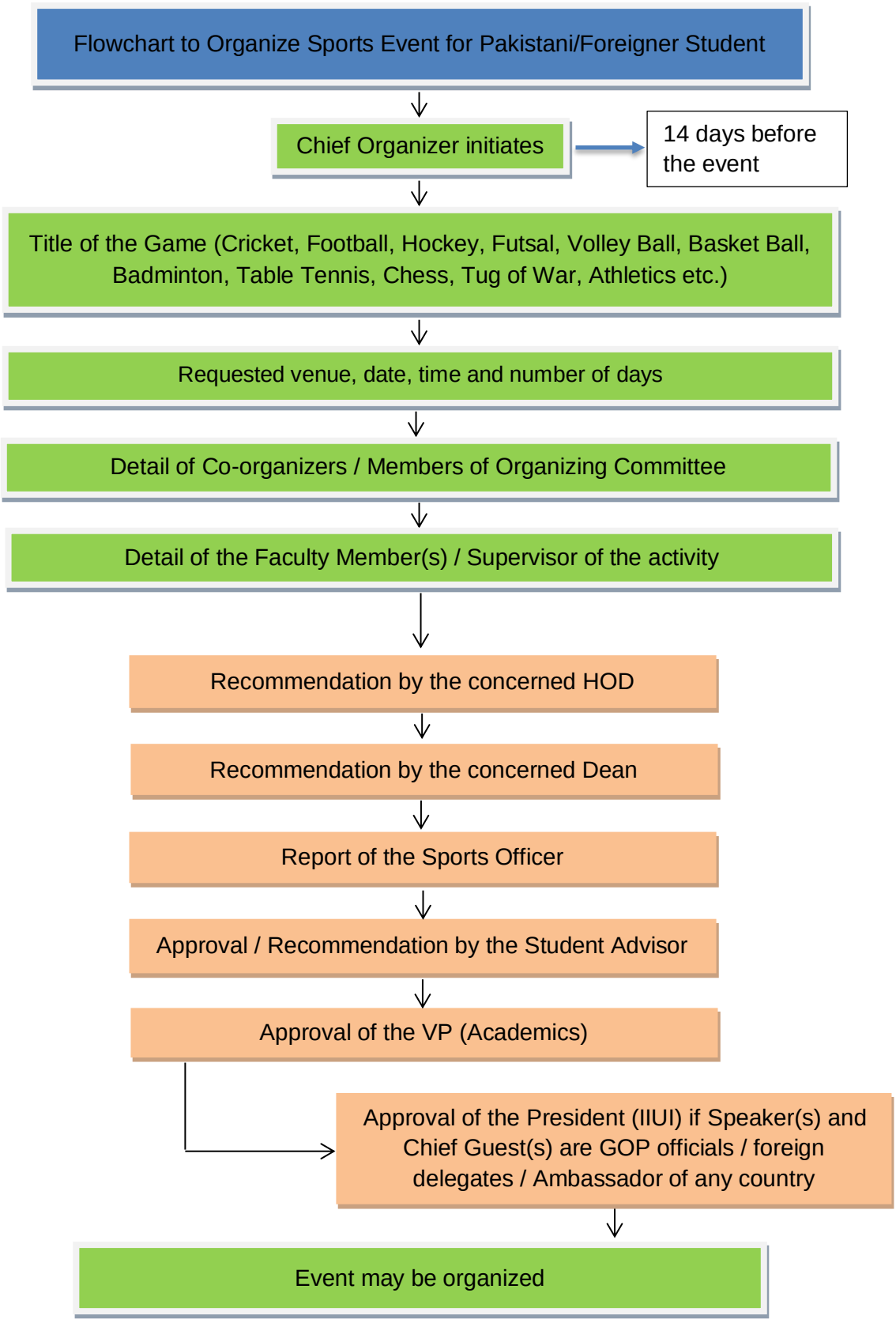
- Update the SOP based on lessons learned and feedback received.
- Incorporate new ideas and strategies in consultation with DSA for better future events.

By following above given SOPs, it can be ensured that event(s) for foreign / Pakistani students at the University are well-organized, engaging, and culturally sensitive.



PS: After the final approval concerned sections of the University (security, electrical section, estate management etc.) must be informed.


Flowchart to Organize Co-Curricular Events by Pakistani Student
Chief Organizer initiates
14 days before the event
Nature of the Event (Workshop, Seminar, Lecture, Sports, etc.)
Title of the Programme with requested venue, date, time and number of sessions
Detail of Co-organizers / Members of Organizing Committee
Detail of the Speaker(s) and Chief Guest(s)
Detail of the Faculty Member(s) / Supervisor of the activity
Procedure of Program when Guest Speaker(s) is /are within or from outside the University
Recommendation by the concerned HOD
Recommendation by the concerned Dean
Approval / Recommendation by the Student Advisor
Approval of the VP (Academics)
Approval of the President (IIUI) if Speaker(s) and Chief Guest(s) are GOP officials / Foreign Delegates / Ambassador of any Country
Event may be organized (for necessary information and facilitation all concerned Departments would be informed by the Directorate of Student Affairs)


Flowchart to Organize Sports Event for Pakistani/Foreigner Student
Chief Organizer initiates
14 days before the event
Title of the Game (Cricket, Football, Hockey, Futsal, Volley Ball, Basket Ball, Badminton, Table Tennis, Chess, Tug of War, Athletics etc.)
Requested venue, date, time and number of days
Detail of Co-organizers / Members of Organizing Committee
Detail of the Faculty Member(s) / Supervisor of the activity
Recommendation by the concerned HOD
Recommendation by the concerned Dean
Report of the Sports Officer
Approval / Recommendation by the Student Advisor
Approval of the VP (Academics)
Approval of the President (IIUI) if Speaker(s) and Chief Guest(s) are GOP officials / foreign delegates / Ambassador of any country
Event may be organized

INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD- PAKISTAN
Directorate of Student Affairs (Male)
Ext # 2580, Tel. Phone: 9257965, Email: students.advisor@iiu.edu.pk

Registration Form For Departmental / Faculty Level Student Society/Club/Association

Please Tick the Nature of Society

Departmental Level

Faculty Level

Faculty:_____

Department: _____

Society Title: _____

The composition and requisite details of the proposed Student Society is requested to be registered with the Directorate of Student Affairs (DSA) at Male / Female Campus to operate under the stipulated IIUI Rules and Regulations.

(Mandatory Documents): For details of Mandatory Documents, please see the backside of this Form.

i. Introduction of the Society/Club/Association
ii. Responsibilities of the Office Bearers along with semester transcripts/result cards
iii. General rules & regulations for operating the society/club/association (Constitution)
iv. Office Bearers Affidavit
v. Contact Details

Forwarded By: _____
(Departmental Student Advisor)
Signature & Stamp

Endorsed By: _____
HOD / Chairman / In-charge
Signature & Stamp

Recommended By: _____
DG/Dean of Faculty
Signature & Stamp

Approved as Recommended

Reasons of Disapproval

_____
Students Advisor (Male)
Directorate of Student Affairs (DSA)

File No/Diary No (for official record)**:**

INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD- PAKISTAN
Directorate of Student Affairs (Male)
Ext # 2580, Tel. Phone: 9257965, Email: students.advisor@iiu.edu.pk

Registration Form to Join Student Society of DSA

Attach Photo Here

Name:_____Registration No: _____

Father's Name: _____ CNIC: _____

Faculty/ Department: _____ Semester: _____

IIUI Email Address:_____Cell No:_____

Postal Address: _____

Reason to join the Society: _____

_____

Student Pledge/Affirmation: I hereby affirm that (a) I am not member of any political, religious, ethnic and/or sectarian student organization(s); (b) If at any time I am found indulged into political activities at Campus, my membership from Student Society shall be cancelled and disciplinary action as per IIUI Students Code of Conduct and Disciplinary Rules shall be initiated against me.

_____
Signature of student

Select the Societies you want to join:

1.	IIUI Debating Society		8.	Islamic Arts and Architecture Society	
2.	Green Youth Movement Club		9.	Community Welfare Society	
3.	Iqra Literary Society		10.	IIUI Cultural Society	
4.	Photographic & Videography Society		11.	Danish Kda (Society of Intellectual Development)	
5.	Islamic Society (Dawah & Tarbeeha)		12.	Society of IT, Technology, Science & Innovation	
6.	Entrepreneurial Society		13.	Recreational Society	
7.	Career Counseling Society		14.	IIUI Dramatic Club	

Note: For appropriate orientation of each society, please see the next page or backside of the Printed Form.

(Supplementary Documents)
Copy of CNIC & University ID Card

_____
Departmental Student Advisor
Signature & Stamp

_____
Chairman /HOD/ In-charge
Signature & Stamp

Approved as Recommended

Reasons of Disapproval

_____
Students Advisor (Male)
Directorate of Student Affairs (DSA)

File No/Diary No (for official record)**:**

DIRECTORATE OF STUDENT AFFAIRS

Student Societies Operating under the Directorate of Student Affairs (DSA) at University/ Campus Level

S. No.	Societies	Objectives
1.	IIUI Debating Society	To provide platform for students to explore the art of "organized communication" and learn to create factual/logical, ethical and emotional arguments.
2.	Green Youth Movement Club	To create awareness among the students about environmental issues and to arrange different activities regarding ecological sustainability and to create awareness to make IIUI and the community clean and pollution free.
3.	Iqra Literary Society	To provide a platform for the Students' to manifest their literary talent and expedite the same for nourishment of intellectual curiosities.
4.	Photographic & Videography Society	To promote interest in all aspects of photography as an art form.
5.	Islamic Society (Dawah & Tarbeeha)	To provide social, academic, spiritual and welfare support to students through regular events/activities. To promote and substantiate religion as a source of social, political, intellectual, professional, and moral values.
6.	Entrepreneurial Society	To help promote and build the entrepreneurial skills among the students through creating liaison with the 21stcentury professional cadre.
7.	Career Counseling Society	To provide a platform to develop personal and professional skills, development of technocratic style with a problem solving approach, improvement in communication and presentation skills.
8.	Islamic Arts and Architecture Society	To promote artistic skills like calligraphy, pottery, painting and graphic Designing.
9.	Community Welfare Society	To develop awareness among students to make surroundings better place to live in and accumulate the social fabric towards 'service self above'. To conduct various activities to help the deprived segments of society through organizing Blood Camps, Medical Camps, Water and food distribution Camps, and Environmental hazards prevention programs.
10.	IIUI Cultural Society	To develop a keen interest in shared beliefs, symbolic integration, values, traditions and customs to promote an adaptive and dynamic blend of multicultural environment.
11.	Danish Kda-Society of Intellectual Development	To foster scholarly and critical thinking skills of the students.
12.	Society of IT, Technology, Science and Innovation	To help students learn ways of thinking and conducting research that characterize the interdisciplinary science, technology, and society field, and to relate these to larger human concerns.
13.	Recreational Society ↓ Jointly Operational with the Department of Sports at Directorate of Student Affairs (DSA)	To organize a wide range of indoor/outdoor activities including Bar.B.Q gatherings, welcome & farewell events, leisure trips, foodie fires, camping, hiking, and more. To provide a platform for students to explore, from coasts to mountains of Pakistan and beyond. Promoting tourism not just within the state but also creating a better image of the homeland internationally.
14.	IIUI Dramatic Club	To provide students with a chance to express their creativity and performance in front of an audience. To create a community where students can express themselves creatively and to develop and polish their acting skills. To plan and organize an extracurricular activity designed to engage students in the performing arts and theatre. Students will learn acting skills, work on building sets and making props, design costumes etc. etc.

INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD- PAKISTAN
Directorate of Student Affairs (Male)
Ext # 2580, Tel. Phone: 9257965, Email: students.advisor@iiu.edu.pk

Registration Form to Join Sports Club / Society / Academy of DSA

Attach Photo Here

Name:_____Registration No: _____

Father's Name: _____ CNIC: _____

Faculty/ Department: _____ Semester: _____

IIUI Email Address:_____Cell No:_____

Postal Address: _____

Reason to join the Sports Club:_____

_____

Student Pledge/Affirmation: I hereby affirm that (a) I am not member of any political, religious, ethnic, cultural, and/or sectarian student organization(s); (b) If at any time I am found indulged into political activities at Campus, my membership from Sports Club shall be cancelled and disciplinary action as per IIUI Students Code of Conduct and Disciplinary Rules shall be initiated.

_____
Signature of Student

Select the Sports Club/Society/Academy you want to join:

1.	Cycling Club		9.	Hockey Club	
2.	Rugby/Kabbadi Club		10.	Volleyball/Shooting ball Club	
3.	Lawn Tennis Club		11.	Hiking Club	
4.	Archery Club		12.	Cricket Academy	
5.	Gymnastics Club		13.	Table Tennis Club	
6.	Football Academy		14.	Squash Club	
7.	Basketball/Netball/ Baseball/Soft Ball/ Handball Club		15.	Chess Club	
8.	Badminton Club		16.	E-Gaming Society	

Note: For appropriate orientation of each sports club & related society, please see the next page or backside of the Printed Form. For multiple ticks/choices, please print a separate FORM and get it signed from the concerned Sports Mangers.

(Supplementary Documents)
Copy of CNIC & University ID Card

_____
Sports Manager (of Selected Club)
Signature & Stamp

_____
Chairman /HOD/ Incharge
Signature & Stamp

_____
Assistant Director (Sports)

Approved as Recommended

_____
Students Advisor (Male)
Directorate of Student Affairs (DSA)

Reasons of Disapproval

File No/Diary No (for official record)**:**

Sports Clubs & related Societies Operating under the Directorate of Student Affairs (DSA) at University/ Campus Level

S.	Sports Club/Society/Academy	Objectives
1.	Cycling Club	Cycling club put-together is responsible to organize group rides weekly or monthly for cyclists of various skill levels.
2.	Rugby / Kabbadi Club	To promote & conduct the training camp / events of rugby & kabbadi at all levels.
3.	Lawn Tennis Club	To arrange tennis leagues/events in singles and team formats, positively.
4.	Archery Club	To promote & organize all target games alike archery, dart-board, shooting etc.
5.	Gymnastics Club	To manage & facilitate student-athletes in all formats of gymnastics like artistic gymnastics, rhythmic gymnastics, power tumbling, acrobatic gymnastics etc.
6.	Football Academy	Football academy is oversee the medium and long-term strategy to develop young footballers through training camps, practice/exhibition matches & competitions etc.
7.	Basketball/Netball/ Baseball/Soft Ball/ Handball Club	This club will take an "elite basketball development initiative" that provides an exceptional platform for the players with a holistic approach to players' development.
8.	Badminton Club	The club will be responsible & ensure that well-rounded badminton-based activities will be organized effectively.
9.	Hockey Club	To provide the opportunity to play both competitive and social hockey at a variety of levels to suit all members' requirements.
10.	Volleyball/Shooting ball Club	The volleyball club helps those who love the sport of volleyball and continue to train year-round. The teams will be formed, based on a tryout procedure for participating in competitive events.
11.	Hiking Club	To promote the habit of distance walking on mountains and hilly areas for physical exercise, stamina and fitness.
12.	Cricket Academy	The aim of the academy is to participate/train young cricketers who are identified as having the potential to represent the IIUI team at all levels. Cricket academy shall also focus on a purpose-built high-performance cricket center.
13.	Table Tennis Club.	To promote the culture of table tennis at the campus community level.
14.	Squash Club	To promote the culture of squash at the campus community level.
15.	Chess Club	To provide the platform for those students who are willing to improve their cognitive progress through such mind mapping games.
16.	E-Gaming Society	To provide students with a chance to focus and design video games, technology driven puzzles, competition, surfing for healthy completion and engaging in all sorts of activities perfumed on computers/laptops.

DIRECTORATE OF STUDENT AFFARIS

Activity Approval Performa

Nature of Activity : Conference ☐ Workshop ☐ Seminar ☐ Lecture ☐ Sports ☐ Any Other_____

1. Title of the Program _____ Requested Venue _____
2. Date: _____Time: *From* _____*To* _____No. of Day(s) _____

No. of Session(s)_____

3.Speaker(s) Details (in case of a conference/workshop/seminar or a lecture)***** and in case of another activity like sports or exhibition etc., complete activity plan must be submitted on a sheet(s) separately.

Tentative Schedule/Proposal of the program may please be attached. Use additional sheet, if number of speakers is more than five)

Serial No.	**Speaker(s) Name**	**Designation/Status/Profile** (Attach CV of the speaker)	**Address**	**Contact No.**	**E-mail Address**
01					
02					
03					
04					
05					

1. **Chief Guest/ Guest(s) Details** (Use additional sheet, if number of guests is more than five).

Serial No.	**Chief Guest/ Guest(s) Name**	**Designation/Status/Profile** (Attach CV of the guest/s)	**Address**	**Contact No.**	**E-mail Address**
01					
02					
03					
04					
05					

*** Note 1**: Prior approval of the Vice- President (Academics)/VP Female Campus will be necessary (request of the event must be initiated by Pakistani student four weeks before with DSA * three weeks before by foreign students) with international student office and reach the office of VP (two weeks before) for inviting any guest speaker(s) from outside of the University at IIUI. CV of the guest speaker(s) may also be submitted while seeking the approval of the authorities.

2. Salient Contents of the Program

_____

_____

3. Detail of Co-organizers/Members of organizing committee (Use additional sheet, if number of co-organizers/members is more than four).

Sr. No.	Co-organizer(s)/Member(s) Name	Registration No.	Contact No.	Signature
01				
02				
03				
04				

4. Chief-Organizer's Name_____Faculty/Department _____

5. Registration No. **(Only for Students)** _____Contact No _____

Sign. _____Date_____

- ***Note 2:** University ID card of the Chief-organizer must be attached with this Performa.

6. Supervisor of Activity (A faculty member) _____Sign. & Stamp_____
Date: _____

- ***** **Note 3:** A Permanent Faculty Member must be nominated as a supervisor of the event by the concerned HOD/Dean and a report of the activity should also be submitted by the concerned Supervisor/Faculty Member via HOD/Dean to the Students' Adviser Office after the event.

7. Recommendation of HOD (Signature & Stamp)_____Date_____

8. Recommendation of concerned Dean (Signature & Stamp) _____Date _____

9. Recommendation of Students' Advisor (Signature & Stamp) _____Date _____

13 Approval of VP Academics (for event at male campus) _____Date_____

14 Approval of VP Female Campus (for event at female campus)_____Date _____