

INSTRUCTIONS

DEAN STUDENT LIFE OFFICE – NUTECH

Subject: Awareness Lectures, “Fostering Safe and Inclusive Society & Protection Against Harassment”

1. **General.** NUTECH is committed to provide a secure, healthy and conducive learning environment / workplace to its students and faculty members. It inculcates in NUTECH community the concepts of mutual respect, openness and inclusive approach to contribute towards the development of a more egalitarian society. In this backdrop, the DSL Office is arranging awareness lectures on **Friday, 22nd July 2022** to inculcate skills in students which foster inclusive approach as well as coping strategies to protect them against Harassment.

2. **Aim.** To familiarize the audience about the concept of “Inclusive Society” and to discuss a few of the ways to instill it in our environment & sensitize students about how to recognize and protect themselves against the harassment.

3. **Presenters/ Topic**

a. **Dr. Sajida Kazmi**

(1) **Topic** - Protection Against Harassment

(2) **Time** - 1100hrs -1145hrs

b. **Wg Cdr Maryam Akhtar & Mr Abubakar Ilyas**

(1) **Topic** - Fostering Safe and Inclusive Society

(2) **Time** - 1150hrs-1230hrs

4. Program of Events - **Annexure A**
5. Responsibilities - **Annexure B**
6. Attendance - **Annexure C**

7. **Organizing Committee**

a. **Head of Organizing Committee.** Nasir Majeed Akhtar (DSL).

b. **Event In-charge.** Mehreen Jalil (DAD ECA).

c. **Members**

(1) Faiza Obaid (DAD SA).

8. **Chief Guest.** Dean of University, Brig Dr. Almas Anjum is requested to grace the occasion as Chief Guest.


9. **Venue.** Seminar Hall.

10. **Time.** 1100hrs-1230hrs.

11. **Dress Code.** As per University Dress Code.

12. **COVID SOPs.** Will be adhered by all participants.

All Concerned


Mehreen Jalil
DAD ECA Manager
Dean Student Life (DSL)

Case No 106/ NUTECH/DSL/Event/ dated 20 July 2022

PROGRAM OF EVENTS			
Ser	Event	Time (Hrs)	Remarks
a.	Students to be seated	1050 - 1055	5 mins
b.	Arrival of Chief Guest	1055	-
c.	Awareness Talk by Dr. Sajida Kazmi	1100 - 1145	45 mins
d.	Awareness Talk by Wg Cdr Maryam Akhtar & Mr. Abubakar Ilyas	1150-1230	40 mins
e.	Group Photo	1230 - 1235	5 mins

RESPONSIBILITIES

Ser	Task
<u>ICT Office</u>	
1.	Proper functioning of IT equipment, audio visual and related equipment during the event.
<u>DUE Office</u>	
1.	To ensure attendance from batches (CEN-20, CS-18,19 and 20) for smooth functioning of the event, the attendance of participating students be marked in the class by respective faculty.
<u>Administration Office</u>	
1.	Availability of Seminar Hall on 22nd July 2022 .
2.	Preparation and general cleanliness of the Seminar Hall.
3.	2 x N/ Qasids are to be detailed with the Organizing Committee to assist in smooth conduct of the event.
4.	Arrangement of Light Refreshment for Guest Speaker & 5 x DSL staff. Suggested menu is attached at Annex "D" .
<u>Coordination Office</u>	
1.	Make necessary arrangements for still and video coverage of the event.
2.	Arrangement of 1 x shield for Guest Speaker
<u>Department Coordinators</u>	
1.	Ensure compliance with " Standing Operating Procedure – Maintenance of Decorum at Official Functions ", forwarded by DoU Office vide email dated, 20th January, 2022 .
2.	Ensure that the students are properly dressed and their timely presence in the Seminar Hall and that there is no murmuring and any kind of disturbance inside the venue.
3.	Ensure that no student leaves the venue before the departure of the Chief Guest and before the event is officially concluded.

ATTENDANCE

Faculty		02
NSDD Faculty		1
Students		
a.	CEN	15
b.	CS	24
c.	NSDD Students	8
Total		50