



**NUTECH POLICY ON ORGANIZATION OF CLUBS &
SOCIETIES (NPOCS)**

Dean Students Life Office

NUTECH POLICY ON CLUBS & SOCIETIES

1. **General.** Clubs and societies play a vital role in developing character and skills that benefit students in their education and careers. They instill a sense of achievement and pride among students which boost their self-confidence. Leadership, effective communication and comradeship along with physical stimulation enhances feelings of well-being and creates a sense of belonging and satisfaction in students. Teamwork and collaboration amongst members are the outcomes of participating in various creative and artistic activities within a group. These characteristics help in building independent individuals and equip them to successfully face the challenges of life. Such diverse range of activities also inculcate social / intellectual skills, moral values and personality development. To achieve these cumulative benefits, various Clubs / Societies have been created at NUTECH, where, activities are designed and balanced with academic curriculum so that every student gets to learn beyond subjects. Innovation and creativity would remain the hall mark of each club and society.
2. **Aim.** The aim of this document is to lay down policy guidelines and formal procedures for establishment and smooth functioning of Clubs & Societies. This document will be called “NUTECH Policy on Organization of Clubs & Societies (NPOCS)”.
3. **Mission.** To instill a sense of teamwork and sportsmanship in students through a variety of activities, all centered on building up students’ humanistic, artistic, creative and adventurous attributes.
4. **Guidelines.**
 - a. All Clubs and Societies will be meant to promote co-curricular and extra-curricular activities to facilitate wholesome growth of students.
 - b. Clubs/Societies will strictly function within the accepted social norms and ethical values. Regional, parochial, ethnic and sectarian sentiments and activities will be strictly discouraged /disallowed.
 - c. Any Club/Society not registered with the DSL office will be considered unlawful in terms of its activities in the university.
 - d. Minimum 10 members will be required to establish a particular society/club.

5. **Nutech Clubs & Societies.** The established Clubs & Societies of NUTECH are as under: -

- a. NUTECH Literary & Debating Society.
- b. NUTECH Creativity & Fine Arts Club.
- c. NUTECH Media & Publicity Society.
- d. NUTECH Adventure Club.
- e. Green Youth Movement Club.
- f. NUTECH Community Service Club.

6. **Composition.**

- a. Officer In Charge/Mentor (Staff/Faculty Member).
- b. President (Senior Batch).
- c. General Secretary (Senior Batch).
- d. Treasurer (Junior Batch).
- e. Media Secretary (Junior Batch).
- f. Executive Members (Sophomore & Fresh Batch).

7. **Selection.**

- a. OIC of each club will invite applications from desirous students for the office bearers through advertisement on digital signage and notice boards.
- b. After receiving the applications, OIC of the Club/Society will scrutinize the particulars and will prepare the list of candidates for each appointment. The selection will be on the basis of their academic performance, discipline and above all their talent in the respective area of activity.
- c. A committee under the supervision of DSL will select the office bearers by conducting interviews.
- d. Office bearers of each club and society will be selected for a period of one academic year. However, they will continue in office till they are formally replaced by new appointees.
- e. Oath Taking Ceremony will be held for all office bearers in the Seminar Hall.

8. **Responsibilities of Office Bearers**

Officer In Charge/ Mentor

- a. He/ she shall play an advisory role for his/her club/society.
- b. He/ she will help his/her respective club/society to meet its stated goals.
- c. Should be available when planning an event to make sure that the club/society is prepared to hold each event that they plan.

- d. He/ She will be responsible for the overall functioning of his/her respective club/society.

9. **President**

- a. The President will plan, organize, coordinate and oversee all the activities of the club/society.
- b. He/she shall be responsible for ensuring discipline and that the club/society is run as per rules/regulations described in this policy.
- c. He/she is to recommend ways and means to improve the overall performance of the club/society and its student members.
- d. The President of each club & society will submit Quarterly Progress reports to respective Mentors.
- e. The President of each club/society will put up a schedule of proposed activities to respective Mentors before the start of each semester for timely preparations.
- f. Communicate with other clubs/ societies and other university officials.
- g. Prepare documents/ any other reports required by the DSL Office.
- h. Hold meetings of the club/society as directed by DSL / Mentor.
- i. Represents clubs/ societies at official functions/events.
- j. Assign duties and tasks to other student members of the society.
- k. Remains fair and impartial during clubs & societies' decision making processes.
- l. Any other duties assigned by the DSL office under scope of the Clubs & Societies.

10. **General Secretary**

- a. Assumes the duties of the President in his/her absence.
- b. Recruits new members and keeps a record of all members of the club/society.
- c. Maintain the record of all the events.
- d. Prepares agenda with the President for all meetings on as required basis.
- e. Promote his/her club/society at events inside or outside the university.
- f. Train other members of his/her club/society for events.
- g. Remains fair and impartial during clubs & societies' decision making processes.
- h. Any other duties assigned by the President and the DSL office under scope of the Clubs & Societies.

11. **Treasurer**

- a. He/ she will be responsible for looking after all financial matters related to the club/society and to maintain its records.
- b. He/she will prepare and monitor the annual club/society budget.
- c. He/she will complete an annual financial report for the club/society.
- d. He/she will oversee the status of all purchase requests of the club/society.
- e. He/she will be responsible to pay the bills and maintain records of any transaction made on behalf of his/her club/society.

12. **Media Secretary**

- a. He/she will be responsible for promotion of any event inside or outside the university using social media platforms.
- b. Preparation of post-event report.
- c. Preparation of write ups and provision of quality pictures for newsletter and magazine.

NUTECH LITERARY & DEBATING SOCIETY

1. **General.** NUTECH Literary & Debating Society is keen to play its part in training students by providing them with ample opportunities to polish their innate abilities, especially communication and writing skills. The society hosts a range of literary events to promote an appreciation of literature, creative writing and involvement in engaging discussions, as activities which have valuable effects on the society. It also organizes inter and intra-departmental competitions to inculcate public speaking skills, boost confidence and develop critical thinking amongst students.

2. **Aim.** Provide students with ample opportunities to augment their innate abilities of all the four language skills i.e Listening, Speaking, Reading and Writing.

3. **Objectives**

- a. To infuse students with a taste of reading and writing.
- b. To allow students to learn new ideas, opinions and information.
- c. To provide students with a forum to polish their ability of imagination and creativity.
- d. To instill specific social attitudes and moral values that are thought to be hallmark of our culture.
- e. To make students tolerant and respectable towards people of diverse cultures and backgrounds.
- f. To enhance their understanding of concepts, cultural traditions, values and issues in life.
- g. To understand different religions, values, social ethics, patience, empathy, motivational skills, compatibility and contentment.

4. **Functions**

- a. Provide a platform to students with equal opportunities to hone their literary skills, achieve excellence in Listening, Speaking, Reading and Writing.
- b. To enhance the student's talents, capabilities and confidence and hold inter and intra-departmental competitions.
- c. Promote an appreciation for literature, creative writing and engaging in healthy discussions.
- d. Affording opportunities to the students to sharpen their critical thinking skills by reading diverse opinions and literary works of different authors.
- e. Develop cognitive skills such as memory, language, and imagination.

NUTECH FINE ARTS & CREATIVITY CLUB

1. **General.** This club provides a platform for students to exhibit their individual personalities and celebrate what makes them stand out in crowds through different forms of Art. It not only brings out individuality, desires and how one sees the world but also builds self-esteem, increases motivation and improves holistic health of students.

2. **Aim.** To provide students an opportunity to express their thoughts, feelings and creativity in a positive, tangible and meaningful way and display their emotional energies through art forms like drama, painting, sketching and photography.

3. **Objectives**

- a. To improve students' imagination skills and mental faculties through arts.
- b. To help them display their sense of individuality as well as acceptance for others' identities.
- c. To make them learn to appreciate art, heritage and culture.
- d. To interact with others while sharing common interests.
- e. To enhance memory, visual learning and develop fine motor skills.

4. **Functions**

- a. Provide a platform to students to express their thoughts, feelings and creativity through various visual art forms.
- b. Hold inter and intra – departmental competitions.
- c. Arrange visits to various art exhibitions / galleries held in and around ICT for superior learning and level escalation.
- d. Help promote students' art work in and out of NUTECH to a larger .

NUTECH MEDIA & PUBLICITY SOCIETY

1. **General.** NUTECH Media & Publicity Society gives students an opportunity to step out of the academic sphere and join the rush of the real world. Students who are creative and keen learners are welcome to join and become a member of this flourishing society. It is a platform for hosting various events like photography contests, interactive discourses and festivals. One of the primary functions of this society is to establish links with other universities and provide regular reports and press releases related to on campus news and opportunities. It also designs and arranges printing materials to be used at different events held at NUTECH.
2. **Aim.** To develop and demonstrate students' creativity and talent through media and technology.
3. **Objectives.**
 - a. To project a positive image of the institute through different media techniques.
 - b. To be innovative, alert and decisive to select the best images and events at the university to take it to the target audience through different media options.
 - c. To remain abreast with modern and changing scenarios of mass communication.
 - d. To develop communicative skills through face-to-face meetings, social media correspondence and other media tools.
 - e. To take interest and appreciation for photography and videography through exposure to different media assignments, competitions and trainings.
 - f. To explore innovative advertising and publicity ideas by being creative and open to experimentation.
4. **Functions.**
 - a. Provide a platform to students to explore, nurture and boost their skills in media and publicity techniques and reach out to larger components of the target audience.
 - b. Establish links with other universities and exchange reports and press releases related to campus news and opportunities.
 - c. Hold events like photography contests, interactive discourses and festivals to utilize and further polish the skills of member students.
 - d. Design and arrange printing materials to be used at various events at NUTECH.

NUTECH ADVENTURE CLUB

1. **General.** The NUTECH Adventure Club is established to promote healthy adventure activities. Such physical endurance activities are essential to give students a venue to channelize their energies in the right and positive direction. It also gives them a sense of achievement and satisfaction.
2. **Aim.** To promote endurance, self-confidence, leadership, comradeship and the ability to take calculated risks.
3. **Objectives**
 - a. To motivate students to inculcate physical activities in their lifestyle and help improve their physical/mental health.
 - b. To maintain good energy levels of students and boost their physical as well as cognitive efficiency.
 - c. To teach students how to control and harness different emotional states in trying situations thus achieving an emotional maturity.
 - d. To understand different mental processes i.e. problem solving, conflict resolution, will power, optimism and perseverance.
 - e. To allow students to change their environment to appreciate nature and breathe in fresh air through organizing excursion trips.
4. **Functions**
 - a. Provide a platform to students for overcoming the monotonous routine of campus life by planning outdoor excursion trips, hiking, tracking and recreational visits, exploring and appreciating the scenic surroundings and Mother Nature.
 - b. Help promote the opportunities to master teamwork, leadership and communication skills, endurance and resilience.
 - c. Explore new avenues and dimensions in adventure tourism.
 - d. Inculcate respect for wildlife and a sense of reduction in mountain pollution.

GREEN YOUTH MOVEMENT CLUB (GYM)

1. **General.** Government is laying a great focus on Pakistani youth, as they are to lead the Nation in times to come and they are the future leaders. 65 percent of Pakistan's population is youth, so this great potential has to be groomed and harnessed for our brighter and secure future. For the purposeful involvement of youth, HEC has asked all HEIs to establish "Green Youth Movement Club". Through this Club youth is intended to be involved in innovative / research work, whereby they innovate useful gadgets that would help to mitigate the adverse effects of climate change. Two prime movers for the creation of GYM Club are covered as below: -

a. **Sustainable Development Goals (SDGs).** In September 2015, the UNGA adopted the 2030 Agenda for Sustainable Development that includes 17 Sustainable Development Goals (SDGs), collectively aimed to achieve decent lives for all on a healthy planet, "leaving no one behind". These SDGs were adopted by the Parliament of Pakistan as National Development Goals in 2016 and further on, the Ministry of Planning embedded these in Pakistan Vision 2025. "Mitigating the impact of Climate Change" is the item No 13 in the list, where the GoP intends to take urgent actions to combat adverse impacts of Climate Change.

b. **Clean Green Pakistan Movement (CGPM).** The PM of Pakistan also envisions "Clean Green Pakistan Movement" (13th October 2018). In pursuit of PM's vision and to manifest the Disaster Risk Reduction plans to mitigate climate change under SDGs, HEC approved a Public Sector Development Programme (PSDP) funded development project titled "Green Youth Movement" (GYM) to include Pakistani youth in this noble drive. The project is budgeted for 2022-23 and all Public Universities across the country are required to establish GYM Clubs for the wholehearted participation of youth in this endeavor.

2. **Objectives**

- a. Sensitize and organize youth (Students) for the promotion of environmental conservation and eco- friendly behavior among the masses.
- b. Technically and financially invest in the demographic bulge of Pakistani youth and promote research and eco-innovation to spearhead environmental conservation, climate adaptation and mitigation.
- c. Mentor and promote young eco-inventors at national, regional and international levels.

3. **Functions**

- a. Work on following thematic areas to support and develop synergies with Ministry of Climate Change through youth led eco-innovation and awareness.
 - (1) Agriculture and forestry
 - (2) Liquid and solid waste management
 - (3) Water
 - (4) Renewable energy
 - (5) Eco-tourism
- b. Tree plantation drives (Twice a year)
- c. Cleaning drives (Every quarter)
- d. Anti-littering Campaigns (At holiday destinations)
- e. Water and Energy Conservation Drives
- f. Green Competitions
- g. PM Green Innovation Challenge

4. **Envisioned Outcomes**

- a. Green economic models
- b. Sustainable use of natural resources
- c. Behavioral change

5. **Financial Matters.** The project covers the operational cost of the GYM clubs i.e Green Competitions, exposure visits for Eco-tourism, PM Green Innovation Challenge and other activities held under the aegis of GYM.

6. **Clarity About Functional Modalities.** After the GYM is established and confirmation is made to HEC, orientation sessions will be held for Focal Persons for clarity of execution.

7. **Suggested Course of Action**

- a. Invite Secretary MoCC for Tree Plantation
- b. Formally announce the establishment of the GYM Club
- c. Inform HEC about GYM formation and ask for orientation session for execution of intended objectives and functions.
- d. Assistance and guidance will be sought from MoCC on as required basis i.e Project ideas, NUTECH participation in MoCC sponsored plantation drives etc.

NUTECH COMMUNITY SERVICE CLUB

1. **General.** NUTECH Community Service Club (NCSC) is dedicated to instill a sense of community service and bring joy to those in need. Students in this club are encouraged to develop a feeling of purpose by not only originating but also volunteering for activities that benefit a significant segment of the community. The club will host events, workshops, and trainings in the hopes of fostering and promoting a community of people who want to help change the world for the better.
2. **Aim.** To promote the core values and ethics of community work practice while engaging the students in various thoughtfully planned club activities.
3. **Objectives**
 - a. Help develop qualities amongst the NUTECH students like empathy, compassion and support for disadvantaged, distressed, and vulnerable people.
 - b. Offer an opportunity to Students to mould themselves as useful and active community members.
 - c. Provide a platform where the students can interact to conceive / implement plans to extend their community services.
 - d. Encourage students to extend their community service network even to their home destinations to further spread the message of good will, peace, harmony and compassion.
 - e. To provide guidelines for students in fulfilling the requirement of 40 contact hours.
4. **Functions.** Activities under NCSC are classified as under: -
 - a. **Internal Community Service (ICS).** An array of Community Services is planned by the DSL office for each academic year and approved in academic calendar. Participation in these activities will be counted towards the compulsory 40 contact hours.
 - b. **External Community Service (ECS).** These are the community services performed by the students with a “Partner Organization”. For the purpose of this policy, “Partner Organization” means any Industry or government or semi government entity, with whom linkages are created to participate in their community services programs, on as required basis.
5. **Creating Pool of Partner Organizations for ECS.** It will be created in the following manner: -

- a. **Industrial Linkages Created by NORIC.** Each industry performs various “Corporate Social Responsibilities”. If they need any human resource for assistance, NUTECH can offer them the services of its students.
- b. **Linkages Created by NCSC.** NCSC will also liaise with various welfare organizations and government / semi government offices to create community services opportunity for NUTECH students.

6. **Commencement of the ECS**

- a. To start the community service with any of the Partner Organization, students would first Register themselves with NCSC while giving their span of availability.
- b. Students can choose any placement option out of Partners List (to be made available on NUTECH website).
- c. Students will be briefed on how to perform the required service and how to do the documentation i.e. Attendance Format (Annex A), Student’s Placement Report (Annex B) and Student’s Evaluation Format (Annex C).
- d. A Placement Letter will then be issued by the NCSC accordingly.

7. **Absence from Placement Site**

- a. Placement letter will be issued by NCSC with the mutual consent of the student, it is the responsibility of the student to join the placement site on required dates/timings and adhere to the site discipline.
- b. In case any student encounters a situation, which bars him/her from further attendance (for short duration or permanently), he/she must inform the NCSC forthwith, either by visiting the office or via telephone/email on the same day. He/she must also inform site supervisor. Student will leave from the site ONLY after NCSC and site supervisor are in picture and is allowed to leave the site for the specified time duration or permanently.
- c. Any student not found on the placement site (without a leave intimation) will be endorsed as “**Absent without Intimation**” and will be ineligible for next six months for any new placement.

8. **Commute Guidelines**

- a. The work sites for Students can be at different locations, same can be reached via public / private transportation.
- b. Self-transport / pooling is encouraged. Students are encouraged to find a classmate with the same schedule so that they can pool the transport, arrangements must be fine-tuned to avoid any conflict. NCSC will play the required role in this process, if required.
- c. In case, the placement site is not known, students must get instructions from NCSC or the site supervisor.

9. **Code of Conduct**

- a. After the placement letter has been issued by NCSC, students would be required to join the work site as per the date and time mentioned on the placement letter.
- b. The tasks to perform at the work site will be assigned by the site supervisor. These tasks should be completed within the specified time as guided by the site supervisor. Clarifications, if any, be sought from site supervisor to avoid inconvenience to either side.
- c. Students must not refuse to do any task as it is their responsibility to support the organization in any way they see fit. However, students are not supposed to get involved in any un-ethical, un-lawful or illegal activity and must inform the NCSC immediately if asked to perform any task of such kind.
- d. Students should not involve themselves in any sort of financial transaction with the organization.
- e. NUTECH Students are supposed to perform their duty with distinction and pride to bring good name to the institution and themselves. Anyone found guilty of misconduct of any nature / magnitude will make them liable for disciplinary action and termination of service at the placement site.
- f. All Students need to be punctual and responsible. Students must remember at all times that they are the ambassadors of NUTECH.
- g. In case of any problem, site supervisor should be contacted as soon as possible. In case the site supervisor does not solve the respective problem or is unable to help, the NCSC must be contacted. Students are not allowed to take things into their own hands in any case and are expected to act maturely.

- h. Other things to avoid include: -
 - (1) Giving or lending money or other personal belongings to any one at placement site.
 - (2) Making promises or commitments that cannot be fulfilled.
 - (3) Giving someone a ride in a personal vehicle.
 - (4) Engaging in any type of business with any partner organization representative(s) during the term of service.
 - (5) Entering into personal relationships with any partner organization representative(s) during the term of service.
 - (6) Leaving personal belongings where others may be tempted to take them.
 - (7) Wearing excessive or expensive jewelry. Dressing should be decent.

10. **Monitoring of Students.** While serving at the Placement Site, students will be randomly monitored by NCSC in either of the two ways: -

- a. Telephonic Verification
- b. Monitoring Visit

11. **Requirement of Additional Members.** For conducting ECS, nominations for additional members as noted below will be obtained: -

- a. One faculty member from each department (male or female)
- b. One Staff member from NORIC
- c. One Student Representative from each Batch.



National University of Technology

NUTECH Community Service Club

Attendance Sheet

Date	Activity	Time		Site Supervisor's Signatures
		In	Out	

Total Hours Served -----

Student's Signature -----

Site Supervisor's Signature -----



National University of Technology

NUTECH Community Service Club

Student's Placement Report

(Name & Address of Placement Site)

Start Date _____

End Date _____

Worksite Photographs (Must)

Activity Picture

Activity Picture

Activity Picture

Submitted By. (Names with Registration Numbers of students)

National University of Technology, Islamabad

Contents

- a. Description of Activity
- b. Purpose
- c. Participants
 - 1. Name of Student
 - 2. NUTECH Id
 - 3. Course & Batch
 - 4. Contact Number/Email Id
- d. Date/Day wise activities
- e. Recommendations/Suggestions
- f. Site Pictures Indicating Students Activities (4-6)



National University of Technology

NUTECH Community Service Club

Student's Evaluation Report

Student's name ----- Date -----

Placement Site ----- Site Supervisor -----

Evaluation Period ----- No. of Hours Worked -----

1. Please tick the columns below (1 being the lowest and 4 the highest): -

a.	Punctuality	1	2	3	4
b.	Conduct	1	2	3	4
c.	Quality of work performed	1	2	3	4
d.	Degree of satisfaction	1	2	3	4
e.	Respect for confidentiality	1	2	3	4

2. **General Comments**

Signature & Stamp of Supervisor -----

(Cell Number)