


## INSTRUCTIONS

### DEAN STUDENT LIFE OFFICE – NUTECH

Subject: World No Tobacco Day/International Drug Abuse Day

1. **General.** Celebrating World No Tobacco Day (31st May) and International Drug Abuse Day (26th June) raises awareness among the public on the harmful and deadly effects of using tobacco and strengthens action and cooperation against drug abuse and the illegal drug trade. Keeping this in view, NUTECH will be observing World No Tobacco Day and International Drug Abuse Day on **3rd June 2022**.
2. **Aim.** To educate and aware the NUTECH community on menace of Tobacco and Drug usage.
3. Program of Events - **Annexure A**
4. Responsibilities - **Annexure B**
5. Attendance - **Annexure C**
6. **Organizing Committee**
  - a. **Head of Organizing Committee.** Nasir Majeed Akhtar (DSL).
  - b. **Event In-charge.** Mehreen Jalil (DAD ECA).
  - c. **Members**
    - (1) Wg Cdr Maryam Akhtar (Student Counsellor)
    - (2) Faiza Obaid (DAD SA)
7. **Chief Guest.** Dean of University, Brig Dr. Almas Anjum is requested to grace the occasion as Chief Guest.
8. **Venue.** Seminar Hall.
9. **Time.** 1030 – 1200 hrs.
10. **Dress Code.** Faculty/ Support Staff/ Students: As per University Dress Code.

All Concerned

  
Mehreen Jalil  
DAD ECA Manager  
Dean Student Life (DSL)

Case No 106/ NUTECH/DSL/Event/ dated 24 May 2022

PROGRAM OF EVENTS			
Ser	Event	Time (Hrs)	Remarks
a.	Students to be seated	1030 - 1040	10 mins
b.	Faculty and Staff to be seated	1040 - 1045	5 mins
c.	Arrival of Chief Guest	1050	-
d.	Recitation of Holy Quran	1055 - 1100	5 mins
e.	Awareness Talk by Dr.Mazhar Iqbal Bhatti	1100 - 1145	45 mins
f.	Certificate Distribution	1145 - 1150	5 mins
g.	Closing Remarks by the Chief Guest	1150 - 1155	5 mins
h.	Group Photo	1155 - 1200	5 mins

**RESPONSIBILITIES**

Ser	Task
<b><u>ICT Office</u></b>	
1.	Proper functioning of IT equipment, audio visual and related equipment during the event.
<b><u>DUE Office</u></b>	
1.	To ensure attendance from all departments and batches for smooth functioning of the event, the attendance of participating students be marked in the class by respective faculty.
<b><u>Administration Office</u></b>	
1.	Availability of Seminar Hall on <b>Friday, 3<sup>rd</sup> June 2022.</b>
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 tea break for Guest Speaker & 4 x DSL staff. Menu is to be approved by Admin Office
5.	Arrangement of 1 x shield for Guest Speaker
<b><u>Coordination Office</u></b>	
1.	Make necessary arrangements for still and video coverage of the event.
<b><u>Department Coordinators</u></b>	
1.	Ensure compliance with " <b>Standing Operating Procedure – Maintenance of Decorum at Official Functions</b> ", forwarded by DoU Office vide email dated, <b>20<sup>th</sup> January, 2022.</b>
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		05
Deans , HoDs		10
Students		
a.	CE	15
b.	BET (CE)	15
c.	ME	15
d.	EE	15
e.	CEN	15
f.	CS	15
NSDD Faculty/Students		10
<b>Total</b>		<b>115</b>