



Office of Student Experience, Pakistan

Standard Operating Procedures & Policy Guidelines for the Student Societies/Clubs/Forums/Committees

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Introduction

Student activities are an integral part of AKU and are usually organised by committees and societies whose members are elected by the student body. Elections are held at the start of each academic year. Students are encouraged to pursue their interests by joining existing Societies/Clubs/Forums/Committees (collectively termed “student societies” in the rest of the document). Students can also propose initiating new societies to enrich their co-curricular experience at the University.

The Office of Student Experience (OSEP), Pakistan, generally conducts elections for the membership of the faculty-led committees, Class Representatives (CR) Forum, and membership of a few student societies identified below. The following are the existing student societies which facilitate multiple co-curricular, extracurricular, and service activities throughout the year in consultation with the Office of Student Experience, Pakistan:

1. Arts & Culture Committee (ACC), where ‘A’ stands for Arts – Representatives are appointed through an election process by OSEP.
2. Aurora (A student-led student society on mental health and wellbeing)
3. Class Representatives (CR) Forum – Representatives are appointed through an election process by OSEP.
4. Club for Theatrics / Drama Society (ACT), where ‘A’ stands for AKU
5. Entrepreneurship Society
6. Falah (a student-run NGO for social work, particularly patient welfare)
7. Graduation Book (SONAM) and Yearbook (Medical College) Committee – Representatives are appointed through an election process by OSEP.
8. Music Club (AKUstics)
9. Publication & Literary Society (APLS) where ‘A’ stands for AKU
10. Public Speaking Forum
11. Rowing Club (ARC), where ‘A’ stands for AKU
12. Society of Climate Conservation and Health (SoCCH)
13. Sports Society – Representatives are appointed through an election process by OSEP.
14. Student Research Forum (SRF)
15. Student Synergy

Apart from the above, the OSEP facilitates the election process for the following faculty-led committees and forums:

1. Undergraduate Nursing Curriculum Committee
2. Student Health Committee
3. Library Committee
4. Examination & Promotion Committee (E&P)
5. Curriculum Committee (CC)
6. Curriculum Sub-Committees
7. Counselling & Electives Committee

Nomination criteria to participate in the election for the student-led and faculty-led committees

- Candidates can nominate themselves for one position only.
- Candidates should have good academic standing and should not have failed any examinations during the last year, including term, CAT, OSCE, midterm, clerkship, final term, and professional.
- The student is not involved in any disciplinary matter. Any involvement in the disciplinary issue will make the student ineligible to participate in any societies/clubs/forums/committee elections for the next two years. It will be effective from the time the Disciplinary Committee decision is imposed.
- Students who hold current or past positions cannot have the same place again.
- The student agrees to resign from the post if they fail in any examination during their tenure.
- The election will stand null and void if the student is involved in any disciplinary matter during the tenure.

Class Representative (CR) Forum

The Class Representative serves as the primary point of contact and representative for their respective class within the academic entities. They liaise between the students and the Office of Student Experience, facilitating effective communication and promoting a positive class environment. The Class Representative plays a crucial role in enhancing the overall student experience and fostering a sense of unity and collaboration within the class.

The Class Representative is responsible for ensuring the representation of their class in the student-led and faculty-led committees in case there are no elected representatives.

Responsibilities:

a. Communication:

- Serves as the primary communication link between the class and the Office of Student Experience.
- Disseminate critical information, announcements, and updates to the class promptly.
- Gather classmates' feedback, concerns, and suggestions and convey them to the appropriate channels.
- Facilitate open and constructive communication between students, faculty/staff/Office of Student Experience.

b. Class Representation:

- Represent the class's interests, needs, and concerns during department meetings or discussions.
- Collaborate with faculty/staff/Deans to address and resolve class-related issues or challenges.
- Advocate for improvements in resources and student support services.

c. Event Coordination (in the absences of representatives from other committees/societies/clubs/forums):

- Collaborate with the department and classmates to organise class events, gatherings, or social activities.
- Assist in planning and executing departmental events, workshops, or seminars.
- Encourage class participation and engagement in extracurricular activities.

d. Feedback and Evaluation:

- Collect feedback from the class regarding teaching methods or any concerns related to the learning experience.
- Collaborate with OSEP/faculty/staff/Deans to implement improvements based on student feedback.

Qualifications and Skills:

- Must be an enrolled student in the respective entity and class.
- Strong communication and interpersonal skills.
- Reliable, responsible, and able to manage time effectively.
- Approachable and able to build rapport with classmates, faculty, and staff.
- Organizational and coordination abilities.
- Active listener and problem solver.
- Demonstrated leadership qualities.
- Familiarity with department policies, procedures, and academic requirements is a plus.

Note: This description is intended to outline the general responsibilities and qualifications of the Class Representative role.

Composition of student societies and clubs

Each student society should have the following office bearers working under the overall guidance of a patron:

Office Bearer's Title	No. of positions
Convenor	1
Co-Convenor (s)	1 or 2
Treasurer / General Secretary	1 or 2
Functional Leads / Coordinators	4 to 6
Total Executive Council / Committee Member	8 to 10

Tenure of Service

All Office bearers can serve for a year. However, they can take the lead as office bearers of other societies based on their interests and needs in the subsequent year(s).

Society Executive Council / Committee

Eight to ten office bearers will form the Executive Council/Committee of the society, also commonly known as Core Committee members. The Executive Committee / Council of each society is responsible for preparing its annual work plan and the budget associated with it under the guidance of the patron in consultation with the OSEP. The Council needs to ensure the selection/election of the executive members for subsequent years before the end of their tenure. Each society, at the time of submission of their annual plan, should indicate the following:

- Respective events of society throughout the year.
- Estimated cost of their events.
- Amount they plan to generate through registration fee/tickets, etc.
- Amount needed from the OSEP.
- Other support required from the OSEP.

Terms of Reference (TOR) of the Office Bearers

a. Patron:

The role of the patron is to encourage the office bearers and members of the respective club/society to develop their managerial, social and teamwork skills. Patron must not be involved in the selection process of the Executive Council. Patron's duties entail:

- Guide and mentor society to ensure they remain aligned with their core mandate and fulfil their objectives.
- Provide support and advice to the office bearers and members of the society as and when required.
- Monitor progress for the planned events.
- Ensure that the club/society handles disciplinary matters appropriately.
- Ensure that the office bearers adhere to the financial and other guidelines.
- Ensure that the society operates within the university's rules and regulations.

b. Convenor:

The convenor acts as the head of society and is mainly responsible for the smooth functioning of the community. The convenor must be a senior student. If a senior student is unavailable or cannot commit, a junior student, apart from the one studying in their first year, can be appointed by the outgoing convenor in consultation with the executive council/committee. Their responsibilities include:

- Conduct interviews/assessments to recruit an executive council/committee and assign them different functions/portfolios.
- Ensure gender balance in the committee and put effort into having an equal proportion of student leaders from different AKU entities.
- Develop society's manual in consultation with the executive council/committee.
- Plan and outline the events and activities to be conducted by the society and get them approved by the patron.
- Submit the annual plan to the Office of Student Experience for review and input.

- Acquaint committee members with the society's functions and individual responsibilities and duties.
- Coordinate with the Office of Student Experience for the required support.
- Develop management/execution team for different events in consultation with the execution council/committee.
- Lead decisions about society events, logistics, and budget.
- Prepare a closing report at the end of the tenure and submit it to the patron and the Office of Student Experience to ensure the society's sustainability.
- Brief the patron/office bearers with the standard operating procedures and ensure compliance with the guidelines for organising various events.

The Convenor must submit a post-event report after each event duly approved by the patron to the office of Student Experience within two days after the event's closure event.

c. Co-Convenor:

The co-convenor is responsible for facilitating the Convenor in their tasks. They may:

- Plan duties needed to be carried out by other members of society.
- Monitor and direct the team to carry out their jobs effectively.
- The second in command in the convenor's absence. However, keeping the convenor in the loop is essential in all communication.
- Help plan and organise various events, activities, and programs the society conducts.
- Collaborate with other members of the society's executive committee and ensure effective coordination among team members.
- Attract and engage members of society.
- Represent the society and serve as a contact point for external stakeholders, including faculty, staff, and external organisations.
- Assists society members by providing guidance, addressing their queries or concerns, and facilitating their involvement in society's activities.
- Responsible for administrative duties such as maintaining records, managing communication channels (such as email or social media accounts), and organising meetings.
- Ensure a smooth transition of leadership within society.

d. Treasurer / General Secretary:

The Treasurer / General Secretary is the person who looks after all financial matters of society. They are the custodian of all the records and data on society's activities. The Treasurer / General Secretary is responsible for the following:

- Prepare the budget for the event in consultation with the Convenor/Co-convenor.
- Keep track of all expenditures and receipts of the expenses.
- Ensure that the expenses should be within the budget allocated for the activity.
- Coordinate with the approved vendor to obtain the quotation(s) for the event and have it approved by the Office of the Student Experience.
- Coordinate with the Office of Student Experience to ensure that payments for goods, services and facilities utilised by the society are made on time and receipts are obtained.
- Comply with all taxes in the final invoice.
- Prepare the report and submit a copy to the Office of Student Experience for record purposes.
- Ensure that all provisions and rules in the financial guidelines for societies/clubs are complied with.
- If the society does not have a Treasurer or General Secretary, the Convenors or their designates will execute the mentioned duties.

e. Functional Leads / Coordinators:

A Convenor/co-convenor assigns different Function Leads/Coordinators to look after multiple duties of society. The Functional Leads/Coordinators closely work with all the other office bearers to:

- Facilitate the planning and implementation of the event.
- Allocate duties to individual members of the society/club about the conduct of the event.
- Develop and distribute promotional material related to events and activities.
- Ensure the orderly sale of tickets and entry, assembly, and proper conduct of participants in an event.
- Coordinate the tracking of expense receipts and sales, if any.

Student Society Membership

- Students can join as many societies as they want; however, it is essential to take on key roles carefully to manage social activities alongside academics.
- The Executive Council/Core Committee members must not hold other key positions in different societies. However, they can participate as members of other societies.
- A student can only take charge of one society as an Office Bearer (Convener, Co-Convener, General Secretary, and Treasurer)
- Each society will have a faculty or a senior staff member as a patron. In the absence of a patron, the Office of Student Experience will serve the role.
- All society office bearers, patrons, and members will work in direct consultation and guidance of the Office of Student Experience (OSEP).

Standard Operating Procedures (SOPs) for Organising Student Society Events

The students should coordinate with the Office of Student Experience before planning any student society activity. However, all planning must be consulted with the Patron of the Society before submission to the OSEP. The following elements should be taken care of by the societies for organising their events/activities:

a. Pre-event/Activity Planning:

- Students willing to conduct an event/activity must fill out the 'Activity / Event Proposal Form' (given at the end of the document) and email it to the Office of Student Experience at least three (3) weeks before the proposed event date. The Event Proposal Form must contain all the details and requirements; please consult the OSEP if you need clarity and avoid submitting incomplete forms.
- All societies are allocated a composite budget for their activities, distributed on an event basis. Students must obtain written approval of the event/programme, including the budget and other necessary guidelines from the Office of Student Experience.
- Budget proposals for any event or activity must be finalised in consultation with the Office of Student Experience at least two (2) weeks before the proposed event date.
- Events that require the distribution of prizes and awards using university insignia on certificates, prizes, awards, and trophies must be prepared in consultation with the Office of the Student Experience.
- All society members are to follow the list of vendors for food, decoration, and printing as shortlisted by the Office of Student Experience. Please get in touch with the Office if you plan to onboard a new vendor for your event/activity.
- The Office of Student Experience will coordinate all facility bookings (sound system, IT equipment through AVLRC/venues).

b. Booking of the venues/facilities:

- The Office of Student Experience facilitates student societies' booking/reservation of appropriate campus spaces/facilities after completing the above steps. This is subject to the availability of the required facilities.
- The Office of Student Experience handles all bookings for the facilities/venues.

c. Information Dissemination

Student Societies must start their programmes early with the proper announcement and preparation. Ad hoc decisions and a last-minute rush to organise activities should be avoided. This mismanagement causes disappointments and frustration. Each event should be advertised through email from the Office of Student Experience.

d. Off-campus activities:

All events are to be held within the premises of the AKU. However, while organising the off-campus events, the following points should be noted:

- Off-campus activities will be permitted only after security clearance.
- All off-campus activities require the consent of parents.
- Please consult the OSEP before planning out any external/off-campus activity. All activities should be discussed and approved by the Office of Student Experience.

e. Inter-University/External Competitions and Events:

The University participates in various Inter-University events, including sports, debates, drama, etc. Plans for these are decided and routed through the Office of Student Experience.

Societies cannot directly participate or nominate students without consulting the OSEP. Individual participation or representation of AKU is only through the Societies.

f. Guidelines for the Beach trip:

- Beach trips generally remained suspended from May to August due to heavy tides and security reasons.
- Students/visitors should know reporting, departure, and arrival timing.
- Every effort should be made to ensure all participants are on the bus before it departs the venue.
- Attendees must know the contingency plan for missing transportation on return.
- Security Guards and lifeguards must accompany students. OSEP will coordinate the arrangements.
- Students must depart from the beach trip by 4:30 pm.
- For off-campus dinner, students must depart the venue/restaurant by 9:30 pm.
- Keep your cell phone fully charged and stay in touch with the OSEP and Security representatives throughout the journey/trip.
- Make administrative arrangements for drivers and security staff.

g. Guidelines for Student Contribution to the Event:

- The Office Bearers shall make maximum efforts to organise the event within the approved budget.
- The Office encourages societies to seek contributions to help cover some of the costs associated with events that involve significant expenditures. This approach fosters a sense of ownership and helps address financial challenges stemming from budgetary constraints.
- When the contribution for any event is required from students, its proposal should include proper reasoning and be approved by the Office of Student Experience.
- The Office of Student Experience shall also approve the format, quantity, serial numbers, and expiration of the passes/entry cards.
- All the passes/entry cards shall be sequentially numbered.
- Before taking contributions from the students, all the entry passes should be signed or stamped by the Office of Student Experience.
- Unused entry passes/cards shall be submitted to the Office of the Student Experience after the date of registration.
- The entry passes/cards will be reconciled on the next working day.

h. Post-event Proceedings:

- Office bearers must share post-event reports, including photographs of the event/activity, with the office of Student Experience and Patron.
- Details of funds generated, expenses incurred, receipts and cash memos must be submitted to the Office of Student Experience within one week after the event.

i. Checklist of the event/activity:

- Students are advised to maintain the event/activity checklist in the sample format appended below:

Events and Activities Checklist

Venue

- Booking Confirmation
- Layout
- Podium
- Stage Layout

Event Date

- Holidays checked
- Guests Available
- Religious calendar checked
- Event calendar checked

Invitations

- List
- Save the Date
- Mailed
- Follow-up Calls
- Email Reminder
- RSVP Line

Printing

- Flyers
- Volunteer Badges

- Name Tags

- Directional Signage
- Parking Pass
- Menu Cards
- Place Cards
- Event Directory
- Event Registration Packet

Budget

- Estimate
- Final

Staffing Requirements

- Registration
- Workshop Administration
- Any Other Requirements

Catering

- Reception
- Breakfast
- Lunch
- Dinner
- Drinks
- Food serving location

Rentals

- Linens
- Tables
- Chairs
- Flatware
- China
- Easels
- Canopy
- Props
- Carpets

Facilities Management

- Set-up
- Stationery Requirements

- Special Lighting

- Generators

Landscaping

- Flower arrangements
- Plants
- Centerpieces

Entertainment

- CD
- Live Music
- Live Performance

Travel

- Speaker Travel Reservation

Safety and Security

- Venue Safety
- Speaker Safety
- Participant Safety

Branding

- Event Theme
- Backdrop
- Banner/Standee
- Flags
- Podium Sign

Promotion

- Media Promotion Plan
- Brochures/Flyers
- Target Market Mailing List
- Website Promotion

Audio Visual

- Type of Microphones
- LCD Projector
- Slide advancer
- Screens
- Stage Lighting
- Sound System
- Videographer
- Photographer

- Live Broadcasting

Transportation

- Parking Lot Reservation
- Valet Parking
- Car/Driver Requisition
- In-campus car service

Forms

- Contracts
- Timeline

Hotel

- Speak Accommodation
- Participant Accommodation
- Event Space Reservation

Protocol for High-level Guest

- Check with the OSEP

General Conduct for Students

- Silence must be observed during prayer timing as a sign of respect. The relevant society's executive council/committee must ensure compliance.
- Loud music must not be played during the event, particularly within or around the academic spaces.
- All participants must maintain a clean environment, observe teamwork, exercise tolerance, and respect each other.
- Security clearance for external guests invited to any event or activity must be obtained through the Office of Student Experience.
- To avoid mismanagement in open/public events, there must be a mechanism for effective crowd control.
- Steps should be taken to ensure individuals do not enter the venue with forged documents/tickets.
- Ensure NO cash handling; consult the Office of Student Experience to decide on a payment mechanism.
- Office Bearers must consult the Office of Student Experience for events requiring ticket sales.
- Students are prohibited from working as vendors or providing vendor services/activities to any society within AKU. Students found doing so shall be strictly dealt with and taken to the Disciplinary Committee (DC).
- Talented students are encouraged to hone their abilities and engage with societies voluntarily (just like any other office bearer). The Office of Student Experience will unconditionally support them.
- Complete adherence to guidelines as per policy is required (this is the critical responsibility of the Convenor/Co-convenor/Treasurer/General Secretaries of all the societies).
- Students are expected to show a high level of integrity.
- Focus on small and quality events driven by students' efforts; significant events are discouraged.
- Societies should organise events and activities relevant to their scope and objectives.
- Collaboration among societies is encouraged.
- Soliciting sponsors or facilitating below-the-line (BTL) activity/campaign is generally discouraged at AKU. Please consult the Office of Student Experience on this matter. Reliance on external sponsors is also discouraged.
- The relevant Office Bearers or designated members of the Society must manage all events by themselves, not by the students who are not part of the society.
- Societies should avoid large social events except for their flagship events. Approval can be sought from the Office of Student Experience if need be.
- Extensive shield distribution to the management team should be avoided. Instead, they should be acknowledged through certificates/letters of participation for their contribution.
- Protocol for inviting celebrities, well-known personalities, and high-worth Individuals requires prior approval from the Office of Student Experience.
- The names of 'guest speakers' called in for any event should be shared with the OSEP. Prior approval from the Office of Student Experience is a must.

Guidelines for Patrons

- Society patrons must review the content of the programmes to ensure that they are not controversial or damaging to the university.
- The patrons and the Office of Student Experience should review the list of external participants/attendees to ensure no blacklisted or controversial individuals are included.
- Ideally, the relevant society patrons should attend the event.
- Soliciting sponsors or facilitating below-the-line (BTL) activity/campaign is generally discouraged at AKU. Please consult the Office of Student Experience on this matter.
- Outsourcing society-related events to third parties, such as hiring companies or individuals, is prohibited. Only students' talents should be showcased in such events.
- Focus on small, quality events driven by student efforts. Collaboration among societies is encouraged.
- The responsibility of maintaining a complete record of financials lies with the Treasurer/General Secretary of any given society, along with the Convenor and Co-Convenor. However, Patrons are advised to remain vigilant about the spending.

Basic Requirements from Student Societies

- The Office of Student Experience provides the template for society manuals and annual activity calendars to all the student societies.
- Societies must develop and update their manuals and annual activity calendars immediately after the new office bearers take charge.
- Manuals and activity calendars must be shared with the Office of Student Experience in consultation with the patron.
- The activities and events will be publicised over the AKU student society events calendar.
- While developing the annual plans, you must incorporate events to commemorate important national/international days aligned with society's objectives.
- Individual class activities are not University events. The students of the respective class will bear all expenses related to the organised event, as no funding is allocated for individual class activities.

Activity Calendar

- All Office Bearers are responsible for planning their activity and submitting at the beginning of their tenure. (Activity planner is enclosed).
- Failing to provide the details, the activity will be considered unplanned and will not be approved or sanctioned any budget.

Communications Guidelines and Requirements

- It is important to be aware that the AKU logo and mascot logo are considered the intellectual property of Aga Khan University. Therefore, student societies are not allowed to use these logos without explicit permission from the university. Failure to comply will violate the Student Code of Conduct and disciplinary action. Moreover, Students should not use any versions of AKU's logo or trademarks for their personal social media channels.
- Students must not use AKU's name to promote or endorse any product, service, person, entity, cause, political affiliation or candidate.
- Student Societies must design a unique logo representing their identity, values, and activities. Ensure that the logo is distinct from the university logo or mascot logo and does not create confusion or imply an official endorsement from the university. This can help establish brand recognition and association with your student society. In addition, choose a colour palette that aligns with your society's brand identity and stands out from the university's official colours.
- The titles of social networking accounts should indicate affiliation with the University. For example, "ABC Club at Aga Khan University" is acceptable, while "Aga Khan University ABC Club" is not permitted.
- Social media pages representing student clubs and societies should avoid using AKU's official logos. These pages are encouraged to include a statement in their profile indicating that AKU does not officially endorse them. All platform content reflects students' and/or society's perspectives. Student Societies must sign an undertaking form before borrowing equipment from the Office of Student Experience. All media captured through the equipment is the sole property of the Office of Student Experience. Misusing any equipment entrusted to a student society would violate the Student Code of Conduct and can result in disciplinary action.
- Student Societies can create a social media Page to promote their activities and events. However, they are not allowed to use the AKU logo, Mascot, name, or likeness in any way. All audiences must be informed that it is a student-run page/channel and does not fall under university management. Engage in respectful and constructive conversations online. Avoid engaging in cyberbullying, trolling, or harassing behaviour. Avoid posting or sharing content deemed controversial, offensive, or disrespectful. This includes avoiding sensitive topics, hate speech, discriminatory language, or offensive humour. Remember, as students of AKU, your activities will ultimately reflect on the university.
- Student Societies are requested to share the following details for the Student Life website, which undergoes regular changes and updates to reflect Student Life on Campus.
 - Images that showcase their events, members, and activities. Please don't forget to obtain the necessary permissions and consent from individuals featured in the images, if required.
 - Bios, member names and other details to highlight the society.
 - Mission and Objectives of society.
- You are advised to go through the University Communication and Branding Guidelines on the [OneAKU portal](#). Some relevant policies are the [AKU Media Policy](#) and the [AKU Social Media Policy](#).

Annexures

Resource Kit

- a. Format for Society Manual
- b. Template for Society Manual
- c. Format for Annual Activity Calendar
- d. Activity / Event Proposal Form
- e. Event / Activity Feedback Form
- f. Financial Summary
- g. Event Tracking Sheet
- h. Executive Committee/Council Member Directory

Student-led Students/Clubs/Committees

Faculty-Led Committees

a. Format of Society Manual

The Society Manual is a valuable resource that will guide you in effectively managing society and achieving its objectives. All Office Bearers and members need to develop and familiarise themselves with the content of this manual and adhere to the guidelines and policies. As a member of our student society, you play a crucial role in its success, and we encourage you to actively contribute, collaborate, and participate in promptly developing and updating this document. The following is the recommended format for establishing a society manual:

1. Title page

- Logo of the society/club
- Name of the society/club
- Date

2. Table of Contents

3. Society Overview

- Society Name and Purpose
- Objectives and Mission Statement
- Team Composition, Structure, and Governance
- Membership Criteria and Rights

4. Roles and Responsibilities

- Office Bearers and their Duties
- General Members' Responsibilities
- Advisor/Patron Role and Support

5. Society Activities

- Signature events and activities with description
- Identify collaborations and Partnerships, if any

6. Communication

- Provide links to social media handles, society email, weblink, and contact details
- Internal Communication Guidelines and Protocols
- Decision-making and Voting Procedures

7. Society Resources

- Access to University Facilities and Resources
- Equipment and Inventory Management
- External Resources and Support

8. Code of Conduct and Ethics

9. Society Evaluation and Succession

- Assessment and Evaluation of Society Activities
- Transition and Succession Planning

10. Annexures

- Annual Reports and Documentation
- Details of all members along with their contact details
- Any other database

Note: The society manuals are subject to updates and revisions as needed. If you have any questions or need further clarification on any aspect of the manual, please contact the Office of Student Experience.

b. Template for Society Manual

<Insert Logo of society>

<Name of the society>

<Date>

Table of Contents

Society Overview

Mission Statement:

Introduction to the society:

Objectives:

Team Composition, Structure, and Governance:

Roles and Responsibilities

Office Bearers and their Duties

General Members' Responsibilities

Advisor/Patron Role and Support

Society Activities

Mention your signature events and activities with their descriptions. Identify collaborations and Partnerships, if any.

E.g.:

Falah Bake Sale:

A student fundraising drive with various food stalls and freshly baked items is kept for sale. The proceeds from the bake sale are typically used to support charitable endeavours or initiatives within the AKU community or beyond. Moreover, students set up game stalls and other fun activities for entertainment and generating funds. This is generally organised in March/April every year.

Communication

The society administers the following channels/forums to manage its communication:

Channels/Forums	Link/Credentials
Official Email	
Facebook Page	
Facebook Group	
Instagram	
LinkedIn	
YouTube	
WhatsApp Group/Community	
Other, specify	

(Delete the irrelevant ones)

Internal Communication Guidelines and Protocols

Decision-Making and Voting Procedures (if applicable)

Society Resources

Equipment and Inventory (provide details of all the assets and inventory available with the society)

Access to University Facilities and Resources (list down the campus facilities and resources relevant to your society)

External Resources and Support (in case you have an external collaboration for support and resources, e.g., Karachi Boat Club for Outdoor Rowing)

Code of Conduct and Ethics (Specify society's code of conduct)

Society Evaluation and Succession

Specify assessment and evaluation mechanism of society’s activities.

Specify the assessment and evaluation mechanism of society’s Office Bearers.

Transition and Succession Planning *(Specify the process of appointment of the new Office Bearers, particularly the Convenor, Co-Convenor, and Treasurer/General Secretary, Pen down handing-taking over formalities)*

Annexures

Include your Annual Reports, brochures, documents, all members' contact details, and any other database.

c. Template for Activity Calendar

Name of the society:

Calendar Year: March 2024 – March 2025

March 2024							
S. No.	Expected Event Date(s)	Activity Name	Brief Description of the Activity	Target Audience	Expected no. of audience	Venue	Time
April 2024							
S. No.	Expected Event Date(s)	Activity Name	Brief Description of the Activity	Target Audience	Expected no. of audience	Venue	Time
May 2024							
S. No.	Expected Event Date(s)	Activity Name	Brief Description of the Activity	Target Audience	Expected no. of audience	Venue	Time
June 2024							
S. No.	Expected Event Date(s)	Activity Name	Brief Description of the Activity	Target Audience	Expected no. of audience	Venue	Time
July 2024							
S. No.	Expected Event Date(s)	Activity Name	Brief Description of the Activity	Target Audience	Expected no. of audience	Venue	Time
August 2024							
S. No.	Expected Event Date(s)	Activity Name	Brief Description of the Activity	Target Audience	Expected no. of audience	Venue	Time
September 2024							
S. No.	Expected Event Date(s)	Activity Name	Brief Description of the Activity	Target Audience	Expected no. of audience	Venue	Time

October 2024							
S. No.	Expected Event Date(s)	Activity Name	Brief Description of the Activity	Target Audience	Expected no. of audience	Venue	Time
November 2024							
S. No.	Expected Event Date(s)	Activity Name	Brief Description of the Activity	Target Audience	Expected no. of audience	Venue	Time
December 2024							
S. No.	Expected Event Date(s)	Activity Name	Brief Description of the Activity	Target Audience	Expected no. of audience	Venue	Time
January 2025							
S. No.	Expected Event Date(s)	Activity Name	Brief Description of the Activity	Target Audience	Expected no. of audience	Venue	Time
February 2025							
S. No.	Expected Event Date(s)	Activity Name	Brief Description of the Activity	Target Audience	Expected no. of audience	Venue	Time
March 2025							
S. No.	Expected Event Date(s)	Activity Name	Brief Description of the Activity	Target Audience	Expected no. of audience	Venue	Time

Notes:

- This preliminary calendar is subject to changes and updates throughout the year. Additional activities/events may be added, and the dates/times of existing ones may be adjusted.
- All activities/events are subject to the availability of resources, funding, and approval from relevant authorities.
- Office bearers are expected to share a detailed proposal of each planned activity through the ‘Event Management Form’ well in advance with the office of Student Experience via email only.
- All members are encouraged to actively participate in the planning, organising, and executing activities/events. Your involvement and contribution are essential for the success and sustainability of your society.

d. Activity / Event Proposal Form

NOTE: To ensure the smooth execution of the event, it is advised to fill in the form and submit it at least four (4) weeks before arranging a mega/university-wide event and three (3) weeks before an internal/class activity.

Programme/Activity Details	
Date of Submission	
Name of Society	
Requester Name and Designation	
Activity Name	
Nature of Activity	
Intended Date of the Activity*	
Proposed Location	
Alternate Location*	
Activity Start Time	
Activity End Time	
Target Audience	
Expected Number of Participants	
Activity Description	
Programme Flow <i>(Please share minute-to-minute details of the event)</i>	
How does this activity promote society's vision/mission/objectives?	
Does your activity involve any Physical Activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, list down the nature of the Physical Activity.	1. 2.
Does your activity involve any travelling?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you want support for the arrangement of transportation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, confirm the number of participants.	
Have you discussed your budget before submitting the form to OSEP?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Financials	
Total Cost of the Activity	
Contribution by Students/Society	
Amount requested from the OSEP	
Approved Amount by OSEP <i>(To be provided by the office)</i>	
Marketing & Promotion	
How are you planning to create awareness / market your event?	
Are you planning to use University insignia, i.e., logo or mascot, in your event, for example, flyers, banners, t-	<input type="checkbox"/> Yes <input type="checkbox"/> No

Shirts or souvenirs?	<i>If yes, contact OSEP staff for details and coordination.</i>
List all Administrative Support Requirements	1. 2. 3. 4. 5.
Vendor details for Outsourced Services	
Are you contracting a service from outside?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide the following details:	
Name	
Address	
Contact Number	
Event Management / Coordination Team	
Provide details of the individual(s) responsible for coordinating the event.	
Contact 1:	
Name	
Email	
Contact No. (WhatsApp)	
Contact 2:	
Name	
Email	
Contact No. (WhatsApp)	

Important Notes:

- Please ensure no other activity is scheduled on the same date and venue—check with the Office of Student Experience.
- Before submitting this proposal, it is essential to coordinate with the OSEP on budgetary/monetary and other technical matters.
- Please check the following with the vendors:
 - The vendor is registered with AKU (if not, request the vendor to fill in the supplier ID form and submit it with a copy of CNIC and a chequebook leaf. Request OSEP to provide a supplier ID form)
 - The vendor is a tax filer.
 - The vendor pays all taxes depending on the nature of services (SST, GST, WHT, etc.).
 - An invoice, including taxes, for review.

f. Financial Summary

The activity financial summary will help you track the revenue and expenses and must be recorded for future purposes.

Revenue (R):

S. No.	Revenue Source	Budgeted (PKR.)	Actual (PKR.)
Total Revenue (TR) in PKR.			

Expense (E):

S. No.	Expense Item	Budgeted (PKR.)	Actual (PKR.)
Total Expense (TE) in PKR.			

Summary:

Total Revenue (TR)	
Total Expenses (TE)	
Saving / Deficit (TR – TE)	

g. Event Tracking Sheet

Event: _____

Date: _____ Time: _____

Venue: _____

Status:

- Not started
- On-going / In Progress
- Complete
- Not required / applicable

Tasks	Person Responsible	Deadline	Status
Pre-Event			
Identifying Objectives for the Event			
Preparing Proposal			
Identify Stakeholders			
Establishing Committee(s), if applicable			
Constituting Committees/Working Groups			
Identifying individuals for the committees			
Invitation to the members of the Committee			
Identify a Secretary for the Committee			
Identify Event Manager			
Identify Event Manager (backup)			
Venue			
Booking of Venue			
Payment to venue			
Seating Plan - Layout of Venue			
The theme for the event			
Flower arrangements			
Sound System arrangements			
Video Recording arrangements			
Photography arrangements			
Cleaning / Fumigation of the venue			
Backup Power Arrangements (UPS)			
Beautification / Landscaping			
Audio Visual Arrangements			
Music Arrangements (Theme or Convocation)			
Invitees			
Invitation Card Content			
List of Invitees and email addresses			

Dispatch of Invitation			
Accommodation arrangements, if required			
RSVP of Invitees			
Speakers			
List of Speakers			
Invitation to Speakers			
Accommodation arrangements, if required			
Requesting Backup of Presentations			
Point of Contact for Speakers			
Ushers /Volunteers			
Coordination with HR for TKN Volunteers			
Developing a list of volunteers			
Orientation Session / Training			
Sharing of Duty Roster			
Auditions			
Audition invitation for Tilawat			
Audition Invitation for Valedictory Speech			
Auditions for Performance			
Marketing / Communication			
Preparing brochures/flyers			
Website Updation			
Social Media Posts			
Preparing Minute-to-Minute Programme			
Emcee / Announcement Script			
Communication with Other Departments for the Event			
- Nursing Services			
- Hostel			
- Payments			
Food Arrangements			
Finalising Menu			
Catering Request Submission			
Vendors Demo for Crockery & Cutlery			
Review Final Arrangements and Event Day Arrangements			
Review of the day before checklist before the dry walk			
Dry walk-through 24 hours before the event			
Dry walk-through 2 - 6 hours before the event			
Technical Dry Run, where required			
Seating Tag placement for guests			
Emergency Service Coverage			
Information to be shared with ER / Student Health			
Arrangements of Ambulance through Transport			

Identifying the Place for the ER Team at the Venue			
Registration Desk			
Attendance List / Participants List			
The material to be distributed / envelope.			
Student Handbook			
Contracts			
Contract for Venue			
Contract for Outsourcing Videography			
Payments			
Processing of Bills			
Processing of ROPs			
Key Departments / Stakeholders			
Construction			
Materials Management / Procurement			
Food Services			
Transport			
Design Office			
Landscaping			
Audio Visual			
Electronics			
Maintenance			
House Keeping			
Safety and Security			-
ICT - Video Conferencing			-
ICT - Support			
Finance			
Communications			
Resource Development			
Travel & Housing			
Human Resources			

h. Executive Committee/Council Member Directory

Name of the Society:

Patron:

Designation	Name	Email	Contact/Cell #	Portfolio
Convenor				---
Co-Convenor				---
Treasurer/General Secretary				---
Functional Lead 1				
Functional Lead 2				
Functional Lead 3				
Functional Lead 4				
Functional Lead 5				
Functional Lead 6				

Description of Student-led Students/Clubs/Committees

1. Arts & Culture Committee (ACC – ‘A’ stands for ‘Arts’) – All Programmes

The ACC promotes and organises cultural activities for its class and the student body. These activities are not limited to picnics, T-half series, and graduation week activities but also include movie shows, Karaoke night, Bazme Abad, Mushaira, Grand Iftar, Eid Milan, etc. Celebrating national days such as Independence Day, Pakistan Day, and Iqbal Day also falls under the ACC's umbrella.

2. Aurora

Aurora is a student-led group primarily focused on the mental health of the student body. It promotes mental well-being by increasing awareness of mental health and reducing the stigma associated with it. The society works under the patronage of the Counselling & Wellness Office.

3. Class Representative (CR) Forum – All Programmes

The Class Representative (CR) serves as the primary point of contact and representative for their respective class within the academic entities. They liaise between the students and the Office of Student Experience, facilitating effective communication and promoting a positive class environment. The Class Representative plays a crucial role in enhancing the overall student experience and fostering a sense of unity and collaboration within the class. Class representatives are responsible for representing their class on different committees, attending meetings on their behalf, and disseminating information as required.

4. Club for Theatrics (ACT) / Drama Society - ‘A’ stands for AKU

The Club for Theatrics (ACT), also known as the Drama Society, is a dynamic and creative community that brings the art of theatre to life. The society members are passionate about showcasing the talents of AKU students through captivating theatrical performances and offer a platform for actors, directors, stage designers, and backstage crew to collaborate and create compelling productions. It explores various dramatic styles and themes, from classic plays to contemporary performances. It aims to engage, entertain, and inspire our members and the wider AKU community through workshops, auditions, rehearsals, and concerts.

5. Entrepreneurship Society

The Student Entrepreneurial Society is a vibrant community that brings together aspiring student entrepreneurs from diverse backgrounds. The society aims to foster an entrepreneurial mindset, provide valuable resources and support, and create opportunities for students to explore, develop, and launch entrepreneurial ventures. Engaging events, workshops, mentorship programs, and networking opportunities empower students to turn their innovative ideas into successful ventures, fostering a culture of entrepreneurship on campus.

6. Falah (a student-led NGO for social/patient welfare)

Falah, a registered student-led non-profit organisation operating solely within AKU, was initiated in 1993 by the MBBS students at the Medical College (MC) to contribute to patient welfare and make a positive difference in their lives. In 2018, a wing was created in the School of Nursing and Midwifery to support Falah through fundraising activities.

7. Graduation Book (SONAM) and Yearbook (Medical College) Committee

Responsible for publishing the Graduation Book of the graduating class each year.

8. Music Club

The Music Club is a lively community that celebrates the power of music and brings together students with a shared passion for melody, rhythm, and harmonies. The club provides a platform for musicians, singers, and enthusiasts to showcase their talents, collaborate with like-minded individuals, and explore various genres and styles. From jam sessions and open mic nights to music workshops and performances, it creates opportunities for students to express themselves creatively and connect through the universal language of music.

9. Publication & Literary Society (PLS)

The Publication & Literary Society is a haven for wordsmiths, storytellers, and literature lovers. The PLS aims to nurture students' literary talents and promote a love for reading, writing, and creative expression. Writing workshops, scholarly discussions, book clubs, and publishing opportunities provide a platform for students to showcase their literary works and engage in meaningful conversations about literature. Whether you enjoy writing poetry, prose, or articles or appreciate the beauty of language, the PLS welcomes you to join its vibrant community and explore the world of words together.

10. Public Speaking Forum

The Public Speaking Forum is the home of free speech and discourse at The Aga Khan University. Students of the School of Nursing, the Medical College, and the Institute of Education Development come together to debate topics ranging from world affairs to medical ethics, philosophical ideologies to the world economy, terrorism to human rights. The Forum has three branches: Parliamentary Style, Model United Nations, and Declamation. Patronage of the Forum involves participation in local and national tournaments, with many members ranking in the top 10 and bringing home multiple trophies.

11. Rowing Club

The AKU Rowing Club (ARC), established in 2024, will be a place for all students currently enrolled at AKU who are interested in rowing. The club will cater to complete beginners and to those with aspirations to compete internationally. ARC will aim to include students from all programs offered at the Aga Khan University, Stadium Road Campus, building a sense of a large interdisciplinary community and camaraderie, achieving the goal of having a One AKU family. The primary purpose of ARC will be to train regularly and represent the Aga Khan University at a local, national, and international level in various indoor and outdoor rowing regattas. Despite being open to all students, ARC will be a selective club to ensure dedicated and committed members use the limited resources.

12. Society of Climate Conservation and Health (SoCCH)

Climate change is a global health issue that has far-reaching implications for public health. Established in 2024. The mission is to form a community of AKU students passionate about creating a more liveable future. The objective is to create awareness within AKU and outside about climate change, environmental protection, sustainability, and their tie-in with human health. It aims to foster a sense of responsibility towards the environment and encourage individuals to act towards sustainability. The society advocates for sustainable policies and practices within the university and broader community. It promotes creative innovation and collaboration on climate change, environmental protection, and sustainability topics.

13. Sports Society

AKU Sports Society is a student-run society that conducts several sporting events annually. It serves as a platform to give members the necessary skills such as Organizing, Leading and Executing tasks. It promotes student sports within classes and the student body in consultation with the Sports Advisor and AKU Sports & Rehabilitation Center (SRC). Sporting events include but are not limited to the Annual Sports Day and inter-class tournaments – basketball, volleyball, badminton, squash, table tennis, tennis, etc. Sports Society members are also responsible for building bridges with all entities within AKU through inter-unit sports activities.

14. Student Research Forum (SRF)

Responsible for research awareness in various medical topics, from internal medicine and public health to molecular cell biology and ethics. The forum also conducts the Annual Students' Health Sciences Research Conference.

15. Student Synergy Group

The primary aim of the Synergy Group is to improve student life by providing different avenues for socialisation and interpersonal communication open to every student. The group organises various extracurricular events and activities that still need to be represented by existing societies. This helps incoming students make a smooth transition to the new academic settings.

Description of the Faculty-Led Committees

1. Undergraduate Nursing Curriculum Committee

Members are elected from the BScN Year 3 & 4 and Post RN BScN Year 2 programmes. They are responsible for attending meetings and providing feedback/suggestions. The Committee Chair, a faculty member, apprises members of their responsibilities at the meeting.

2. Student Health Committee

Members are elected from the MBBS Year 2 & 4, BScN Year 4 and Year 2 of all programmes. The Student Health Committee is responsible for identifying and sharing students' health-related problems with the Student Health Committee and attending meetings when invited.

3. Library Committee

One final-year student from all the programmes is elected to represent the committee. The members are responsible for attending the meeting and providing feedback/suggestions for improving library facilities.

4. Examination and Promotion Committee

In their final year, two students from MBBS are selected to represent this committee. The Examination and Promotion Committee representative attends meetings and provides feedback/suggestions. The Committee Chair, a faculty member, apprises members of their responsibilities at the meeting. For the Examination & Promotion Committee, it is advised that students should not stand from the same group because of Electives – if one goes for electives, the other should be present.

5. Curriculum Committee

Two students for the MBBS final year are selected to be part of this committee. The Curriculum Committee representative attends meetings and provides feedback/suggestions. The Committee Chair, a faculty member, apprises members of their responsibilities at the meeting. It is advised that students should not stand from the same group because of Electives—if one goes for electives, the other should be present.

6. Curriculum Sub Committees

The Curriculum Sub Committee representatives attend meetings and provide feedback/suggestions. The Committee Chair, a faculty member, apprises members of their responsibilities at the meeting.

7. Career Counselling and Electives

One student each from MBBS Year 3 & 4 is selected for this forum. The elected representatives are responsible for attending the quarterly meeting to oversee the functioning of OCCE, monitor short and long-term targets, and discuss and deliberate upon changes or modifications based on faculty and student feedback. They must also discuss strategies for continued collaborations between institutions locally and globally, review sessions and seminars conducted by OCCE, and plan for future sessions.