



Student Societies Formation

INDEX

| | |
|--|--------------------|
| Organizing Academic / Non-Academic Events | 2 |
| Introduction | 3 |
| Guidelines for Organizing Academic Events..... | 4 |
| Guidelines for Organizing Non-Academic Events | 8 |
| General Terms and Conditions for Academic and Non-Academic Events..... | 12 |
| SOPs for Formation and Registration of Theme-Based Student Societies | 15 |
| Guidelines for Theme-Based Societies | 18 |

**Organizing Academic / Non-
Academic Events at COMSATS
University Islamabad, Islamabad
Campus**

Organizing Academic/ Non-Academic Events at COMSATS University

Islamabad, Islamabad Campus

Introduction

At CUI, organizing academic and non-academic events plays a pivotal role in enhancing student experience and fostering a dynamic campus environment. These events go beyond traditional classroom learning, providing students with opportunities to develop their skills, explore their interests, and engage with the wider community.

Academic Events, such as workshops, seminars, conferences, industrial trips and competitions, are vital for bridging the gap between theoretical knowledge and real-world applications. They expose students to emerging trends, innovative research, and industry practices, helping them stay ahead in their respective fields. Academic events also encourage collaboration between students, faculty, and professionals, fostering a culture of knowledge-sharing and intellectual growth.

Non-Academic Events, including cultural festivals, sports tournaments, and recreational activities, contribute to the holistic development of students. These events promote teamwork, leadership, creativity, and cultural appreciation, allowing students to relax and rejuvenate while strengthening their sense of belonging on campus. Non-academic events also help in building soft skills such as communication, time management, and interpersonal relationships, which are essential for success in life beyond academics.

By organizing and participating in both academic and non-academic events, students at CUI gain exposure to diverse experiences, develop well-rounded personalities, and prepare themselves to become active and responsible contributors to society. These events also enrich campus life, creating a vibrant, inclusive, and inspiring learning environment

**Guidelines for Organizing
Academic Events at COMSATS
University Islamabad, Islamabad
Campus**

Guidelines for Organizing Academic Events at COMSATS University Islamabad Islamabad Campus

These guidelines aim to ensure the smooth planning and execution of academic events at CUI while maintaining quality standards for invited speakers and guests.

1. Purpose

To provide a structured framework for organizing academic events such as seminars, workshops, competitions, conferences, panel discussions, and guest lectures that promote learning and professional development.

2. Scope

These guidelines apply to all departments, student societies, faculty, and administrative units intending to organize academic events within CUI.

3. Steps to Organize an Academic Event

Step 1: Conceptualize the Event

1. Define the purpose and objectives of the event.
2. Identify the type of event (e.g., seminar, workshop, conference, industrial trip).
3. Select a relevant theme or topic aligned with academic and institutional goals.

Step 2: Obtain Approval

1. Prepare a detailed event proposal, including:
 - Event name and theme.
 - Target audience (students, faculty, or external participants).
 - Proposed date, time, and venue.
 - **Profiles of Key Speakers or Guests** (see Section 4 for details).
 - Budget estimate, including funding sources (departmental budget, sponsorships, etc.).
 - In case of industrial trip Host organization should be well recognized government body or private sector company. Attach confirmation/invitation letter from the host organization. Such trips may only be allowed during working days.
2. Submit the proposal to the **Student Affairs Office** through Event Registration Portal (ERP).
3. Secure written approval from the Campus Ambiance and Events Management Committee (CAEMC) before proceeding.

Step 3: Budget and Funding

1. Enlist and ensure all costs are accounted for in the proposed budget. (venue, equipment, materials, refreshments, etc.)
2. Academic events are non-ticketing events. i.e. students/participants will not be charged with tickets in any case.
3. Submit final/total budget along with potential sponsors for review and approval.
4. If external sponsorship is confirmed:
 - Secure sponsorship and provide complete details of sponsors and their requirements, if any. e.g., banners, acknowledgments) prior to the event for approval from CAEMC.
 - **If the total sponsorship amount (i.e. of one sponsor or multiple sponsors) of an event exceeds Rs. 25000/-, the amount must be submitted to the CUI Miscellaneous account. The submitted amount will be issued in advance or reimbursed, as the case may be, against the approved event.**

Step 4: Venue and Logistics

1. Book the venue (classroom, auditorium, or seminar hall) at least 2–4 weeks in advance through the university's ERP.
2. Arrange necessary equipment, including:
 - Audio-visual systems (microphones, projectors, screens).

- Internet connectivity (if needed for virtual participation).
- 3. Confirm seating arrangements and accessibility for all participants.

Step 5: Invitations and Promotion

1. Design and distribute invitations **as per CUI policy** (email, posters, social media announcements).
2. Notify relevant stakeholders (faculty, students, external speakers).
3. Use official university communication channels for promotion. Pre and post event media coverage will be submitted to PRO/In-charge student affairs for only to be published on CUI official pages.
4. Ensure any promotional material aligns with the university's branding guidelines. Also it should brand CUI logo prominently along with society's logo or name.

Step 6: Event Execution

1. Ensure the presence of the organizing team for smooth coordination.
2. Designate roles, such as:
 - Emcee/moderator.
 - Logistics manager.
 - Technical support team.
3. Ensure punctuality in starting and concluding the event.
4. Provide event materials, such as brochures, handouts, or attendance sheets.
5. Inform Security office (in hard form) well before time about the details of external guests, if any.

Step 7: Documentation and Feedback

1. Maintain a record of the event, including photographs, videos, and attendance sheets.
2. Collect feedback from participants using surveys or feedback forms.
3. Prepare an **Event Report** summarizing:
 - Objectives achieved.
 - Key takeaways or outcomes.
 - Feedback from participants.
 - Media coverage

Step 8: Post-Event Formalities

1. Submit the Event Report and financial accounts/detail of expenses incurred (with evidence) to the concerned department or Student Affairs Office within one week of the event.
2. Send appreciation letters/emails or certificates to guest speakers, sponsors, and volunteers.

4. Guidelines for Speaker/Guest Profiles

1. **Selection of Speakers/Guests**
 - Speakers or guests should have expertise or professional experience relevant to the event's theme.
 - Preference should be given to individuals with academic, research, or industry credentials in the subject area.
2. **Profile Requirements**

When inviting a speaker or guest, ensure the following details are documented and submitted with the event proposal:

 - Full Name and Title (e.g., Dr., Professor, CEO, etc.).
 - Current Designation and Organization.
 - Academic and Professional Qualifications.
 - Brief Biography (150–300 words) highlighting expertise, achievements, and contributions.
 - Contact Information (email and phone).
 - Previous speaking engagements (if available).
 - Social media or professional profile links (e.g., LinkedIn).
3. **Approval and Invitation**
 - Share the proposed speaker profiles with Student Affairs Office for review and approval.

- Once approved, send a formal invitation via email or letter, including event details such as date, time, venue, and topic of discussion.

4. Honorarium or Reimbursements

- Clearly communicate any honorarium or reimbursement policies (e.g., travel, accommodation) during the invitation.
- Ensure compliance with university financial policies.

5. Code of Conduct

- Speakers/guests are expected to adhere to the university's code of conduct and ensure their content is appropriate and aligned with CUI policy, national interest and ethics.

6. Acknowledgment

- May Provide certificates or tokens of appreciation to speakers/guests after the event.
- Acknowledge sponsors and speaker in event materials (e.g., brochures, social media posts).

5. General Guidelines

1. Events must uphold the university's values and academic standards.
2. Avoid conflicts with academic schedules or other pre-scheduled university activities.
3. Ensure inclusivity and diversity in themes and participation.
4. Obtain permissions for any external participants, vendors, or media coverage.
5. Adhere to health and safety protocols during the event.
6. Status of student society will be "suspended" if failed to arrange any event in a semester.

6. Prohibited Activities

1. Political or religious activities unrelated to academics.
2. Use of unapproved sponsors or promotional materials.
3. Violations of university policies regarding decorum and conduct.

7. Review and Updates

These guidelines will be reviewed annually by the Campus Society Regulatory Committee administration to ensure alignment with institutional policies and emerging needs.

**Guidelines for Organizing Non-
Academic Events at COMSATS
University Islamabad, Islamabad
Campus**

Guidelines for Organizing Non-Academic Events at COMSATS University Islamabad Islamabad Campus

These guidelines outline the process for planning and executing extracurricular activities at CUI, ensuring compliance with institutional policies while fostering student engagement and development.

1. Purpose

To provide a structured framework for organizing non-academic events, including cultural, recreational, and social activities, that enhance student life at CUI.

2. Scope

These guidelines apply to all student societies, faculty, and administrative units organizing extracurricular activities on campus.

3. Steps to Organize a Non-Academic Event

Step 1: Conceptualize the Event

1. Define the type of event (e.g., cultural show, sports tournament, talent show, charity drive).
2. Identify the purpose and target audience (students, faculty).
3. Choose a theme that aligns with the university's values.

Step 2: Obtain Approval

1. Prepare a detailed event proposal that includes:
 - o Event name and theme.
 - o Target audience.
 - o Proposed date, time, and venue.
 - o Detailed event itinerary or agenda.
 - o Budget estimate, including funding sources (departmental budget, sponsorships, or ticket sales).
2. Submit the proposal to the **Student Affairs Office** through relevant departmental head.
3. Secure written approval from CAEMC before proceeding.

Step 3: Budget and Funding

1. Ensure all costs (venue, equipment, materials, refreshments, etc.) are included in the budget.
2. **Sponsorship Policy:**
 - o Secure sponsorships aligned with the university's guidelines.
 - o **The sponsorship amount must be submitted to the COMSATS University account, and the amount will be reimbursed against the approval of the event.**
3. **For ticketed events:**
 - o Obtain approval for ticket pricing and distribution.
 - o **Ticket sales record must be submitted after duly verified by advisor and president**

to the Student Affairs Office for finance records.

Step 4: Venue and Logistics

1. Book the venue at least 2–4 weeks in advance through the university's ERP.
2. Arrange necessary logistics, including:
 - o Audio-visual equipment (microphones, speakers, projectors, etc.).
 - o Seating arrangements and decorations (if applicable).
 - o Safety measures (first aid, fire exits, etc.).

Step 5: Invitations and Promotion

1. Use official university communication channels for promotion. Pre and post event media coverage will be submitted to PRO/In-charge student affairs for only to be published on CUI official pages.
 2. Ensure any promotional material aligns with the university's branding guidelines. Also it should brand CUI logo prominently along with society's logo or name.
 3. Design promotional materials (posters, banners, social media posts) and submit them for approval.
 4. Ensure any promotional content aligns with the university's branding and values
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Step 6: Event Execution

1. Designate roles for the organizing team, including:
 - Event coordinator.
 - Logistics and technical support team.
 - Security and crowd management team.
2. Ensure punctuality and adherence to the approved schedule.
3. Provide materials required for the event (e.g., registration forms, certificates, or props).

Step 7: Documentation and Feedback

1. Maintain a record of the event, including photographs, videos, and attendance sheets.
2. Collect feedback from participants using surveys or feedback forms.
3. Prepare an **Event Report** summarizing:
 - Objectives achieved.
 - Participant feedback.
 - Financial accounts, including ticket sales and sponsorship records.

Step 8: Post-Event Formalities

1. Submit the Event Report and financial accounts/detail of expenses incurred (with evidence) to the concerned department or Student Affairs Office within one week of the event.
2. Send appreciation letters or certificates to sponsors, volunteers, and participants.

4. Guidelines for Performers External Participants and Guests

1. Guest Selection and Invitation

- Guests must align with the event's purpose and theme.
- Obtain approval for external guests, speakers, or performers from the Student Affairs Office.
- Share guest profiles and roles in advance.

2. Permissions and Access

- Ensure external participants have prior approval to access the campus.
- Provide clear instructions for entry, including security checks.

3. Conduct and Code of Ethics

- Guests and participants are expected to adhere to the university's code of conduct.
- Prohibit activities or performances that may conflict with cultural or institutional values.

5. Roles and Responsibilities

Organizing Team

- Prepare the event proposal and manage all aspects of planning and execution.
- Coordinate with university departments for approvals and logistical support.

Student Affairs Office

- Review and approve event proposals.
- Monitor event compliance with university policies.
- Provide support for logistics, security, and promotions.

Faculty or Society Advisor

- Guide the organizing team in event planning and execution.
- Ensure the event reflects positively on the university.

6. General Guidelines

1. Events must uphold the university's values and policies.
2. Avoid scheduling conflicts with academic activities or other approved events.
3. Ensure inclusivity and diversity in participation and themes.
4. Adhere to health, safety, and environmental protocols.
5. No event will be held on weekends/holidays.
6. There should be separate sitting for male/female participants in outdoor events.
7. Status of student society will be "suspended" if failed to arrange any event in a semester.

7. Prohibited Activities

1. Events with political, commercial, or religious agendas that conflict with university policies.
 2. Activities that compromise safety, discipline, or the university's reputation.
 3. Use of unapproved sponsors or promotional materials.
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1. Review and Updates

These guidelines will be reviewed annually by CSRC to ensure alignment with university policies and emerging needs.

**General Terms and Conditions for
Academic and Non-Academic Events
at COMSATS University Islamabad,
Islamabad Campus**

General Terms and Conditions for Academic and Non-Academic Events at COMSATS University Islamabad, Islamabad Campus

General Terms and Conditions

1. Event Approval:

- All events must be pre-approved by the **CAEMC** and the respective department/authority.
- A detailed event proposal, including objectives, schedule, and budget, must be submitted for approval at least **two weeks prior to the event date**.

2. Venue Booking:

- Venues must be booked through student affairs office, and availability must be confirmed in advance.
- Organizers are responsible for ensuring proper use of university property.

3. Code of Conduct:

- All participants and organizers must adhere to the university's code of conduct during the event.
- Offensive, discriminatory, or inappropriate behavior will not be tolerated.

4. Event Timing:

- Events must be conducted within the time limits set by the university, typically between **9:00 AM and 5:30 PM**, unless special permission is granted.
- No event will be held on weekends / Holidays.

5. Financial Transparency:

- All funds collected for the event, including sponsorships or ticket sales, must be deposited into the **COMSATS University Islamabad Miscellaneous account**.
- Reimbursements will only be processed against pre-approved expenses with proper documentation.

6. Ticketing (if applicable):

- Tickets for events must be duly verified by advisor and president for financial accountability.

7. Security Clearance:

- Events involving external guests or large gatherings may require security clearance from the university administration.

8. Clean-Up Responsibility:

- Organizers must ensure the venue is left clean and orderly after the event.

Specific Terms for Academic Events

1. Content Relevance:

- The event must align with the academic goals of the university and the hosting department.
- Topics must be relevant to the students' learning and development.

2. Speaker/Guest Approval:

- Profiles of speakers or guests must be submitted and approved by the **Student Affairs Office** or the concerned department.
- External speakers must comply with university policies and maintain professionalism.

3. Attendance:

- Attendance of students at academic events may be mandatory, as per departmental requirements.
- Records of attendees may be maintained for academic or participation credit.

4. Academic Integrity:

- Events must uphold the principles of academic honesty and integrity, ensuring proper citations and avoiding plagiarism in all presentations and content.

Specific Terms for Non-Academic Events

1. Theme and Purpose:

- Non-academic events must align with the university's values and promote diversity, inclusion, and personal growth.
2. **Cultural Sensitivity:**
 - All performances, decorations, and activities must respect cultural norms and university policies.
 - Offensive or inappropriate themes are strictly prohibited.
 - A cultural event must include representation from all cultures of Pakistan.
 3. **Noise and Disturbance:**
 - Events must not disrupt academic activities or create excessive noise that affects the learning environment.
 4. **Dress Code:**
 - Participants and organizers must adhere to the university's dress code policy during the event.
 5. **Sponsorships:**
 - Any sponsorship arrangements must be approved by the university, and funds must be submitted to the official university account.
 6. **External Participants:**
 - If external participants or performers are invited, their details must be shared with the **Student Affairs Office** for prior approval.
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By following these terms and conditions, students and faculty can ensure that events at COMSATS University Islamabad are well-organized, productive, and align with the institution's goals and values.

**Standard Operating Procedures (SOPs)
for Formation and Registration of
Theme-Based Student Societies at
COMSATS University Islamabad,
Islamabad Campus**

Standard Operating Procedures (SOPs) for Formation and Registration of Theme-Based Student Societies at COMSATS University Islamabad. Islamabad Campus.

1. Objective

To provide a clear framework for establishing and registering theme-based student societies that foster extracurricular engagement, skill development, and community building within COMSATS University Islamabad (CUI), Islamabad Campus.

2. Scope

These SOPs apply to all students, faculty, and administrative staff involved in the creation, registration, and management of student societies within CUI, Islamabad Campus.

3. Steps for Developing and Registering a Society

Step 1: Proposal Submission

1. Interested faculty member/s must draft and submit to the in-charge student affairs a detailed proposal for the society, including:
 - Society name.
 - Theme or purpose (e.g., arts, technology, literature, entrepreneurship, etc.).
 - Vision, mission, and objectives.
 - List of initial members (minimum 10 students).
 - Proposed activities for the first year (e.g., events, workshops, competitions).

Step 2: Approval of Faculty Advisor

1. The advisor should be a full-time faculty member/s with relevant expertise or interest in the society's theme.
2. Obtain the faculty advisor's written consent and attach it to the proposal.
3. The Student Affairs Office will review and confirm the faculty advisor.

Step 3: Selection of Student President/Office Bearers

1. The nominated faculty advisor must nominate at least 3 senior students (3rd year or above) as the president of the society.
2. Criteria for the president:
 - Good academic standing (minimum CGPA 3.0).
 - Proven leadership qualities.
 - Active participation in extracurricular activities.
3. Submit the president's profile (resume, academic record, and leadership achievements) with the proposal.
4. Approval committee will review and confirm the student president eligibility after the interview.
5. Society's body must hold the following office Bearers under president:
 - Vice President
 - General Secretary
 - Director Finance
 - Director Human Resource
 - Director Media
 - Director Marketing
 - Director Operations

Step 4: Review and Approval Committee

1. The proposals for society's registration will be reviewed and approved by CUI Societies Regulatory Committee which is comprised as:
 - Convener (OG-III or above)
 - Two Faculty Members (OG-I or above)
 - In-charge Student Affairs (Secretary)

2. TORs: The committee will evaluate the proposal based on:
 - Feasibility and relevance of the theme.
 - Contribution to student life and the university community.
 - Advisor and president qualifications.
3. Approved proposals will proceed to the registration phase.

Step 5: Registration

1. The Student Affairs Office will issue a **Certificate of Registration** for the society, valid for one academic year.
 2. A unique society ID and email address will be assigned.
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4. Roles and Responsibilities

Faculty Advisor

1. Responsible for guidance on planning and executing activities.
2. Ensure alignment with university policies and values.
3. Attend key society events and meetings.

Student President

1. Lead the society and oversee all activities.
2. Act as the primary liaison between the society, faculty advisor, and Student Affairs Office.
3. Submit event progress reports and an annual performance review.
4. Pre and post event media coverage will be submitted to PRO/In-charge students affairs for only to be published on CUI official pages.

Student Affairs Office

1. Manage the societies registration process.
 2. Provide administrative support and oversight.
 3. Conduct periodic evaluations of society activities.
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5. Termination of Registration

A society's registration may be revoked if:

1. It violates university policies.
 2. It fails to meet the annual performance criteria.
 3. The faculty advisor or president resigns without a replacement.
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6. Review and Updates

These SOPs will be reviewed annually by the Campus Societies Regulatory Committee (CSRC) to ensure effectiveness and compliance with university goals.

**Guidelines for Theme-Based Societies at
COMSATS University Islamabad,
Islamabad Campus**

Guidelines for Theme-Based Societies at COMSATS University Islamabad

Islamabad Campus

Introduction

Societies at COMSATS University Islamabad play a vital role in fostering a vibrant campus culture by providing students with platforms to explore their interests, develop leadership skills, and engage in meaningful activities. These societies align with specific themes, such as academics, arts, sports, or social service, creating opportunities for students to contribute to the university's mission of holistic development.

To ensure the efficient functioning of these societies, a set of Standard Operating Procedures (SOPs) has been established. These SOPs guide the registration process, governance structure, event planning, financial transparency, and regular meetings of the societies. Adherence to these guidelines promotes accountability, inclusivity, and collaboration, ensuring that societies operate effectively while aligning with the university's values and policies. By participating in theme-based societies, students can enhance their personal and professional growth, strengthen their connection to the university community, and contribute positively to campus life.

Key Themes for Student Societies

1. Academic and Professional Development

- Focused on enhancing academic skills, career readiness, and knowledge sharing in specific fields (e.g., engineering, business, computer science).
- Example: Research societies, entrepreneurship clubs, or subject-specific societies.

2. Islamic Practices

- Promote understanding and practice of Islamic teachings.
- Organize religious events, lectures, and discussions.

3. Cultural and Arts

- Promoting cultural exchange, artistic expression, and creativity.
- Example: Music, drama, literature, photography, or cultural clubs.

4. Sports and Recreation

- Encouraging physical fitness, teamwork, and recreational activities.
- Example: Sports societies for cricket, football, chess, or e-sports.

5. Social Service and Volunteering

- Focused on community service, charity, and humanitarian initiatives.
- Example: Environmental awareness groups, blood donation drives, or social welfare societies.

6. Technology and Innovation

- Encouraging innovation, tech-based projects, and collaboration in STEM fields.
- Example: Robotics societies, AI and machine learning clubs, or tech innovation groups.

7. Digital Business and Entrepreneurship

- Exploring the intersection of business and technology through digital platforms, start-up culture, and innovative business solutions.
- Example: Digital marketing societies, e-commerce groups, or entrepreneurship incubators.

8. Environmental Sustainability

- Promoting awareness and action on environmental issues and sustainability.
- Example: Green clubs or societies focused on climate change, recycling, or conservation.

9. Leadership and Debate

- Cultivating leadership qualities, public speaking, and critical thinking.
- Example: Debate societies, or leadership forums.

10. Health and Wellness

- Promoting mental and physical well-being through awareness campaigns and activities.
- Example: Fitness clubs, yoga, or mental health awareness groups.

11. Diversity and Inclusion

- Celebrating diversity and fostering a sense of inclusion and equity on campus.
- Example: Societies focused on gender equality, cultural diversity, or minority empowerment.

12. Adventure and Exploration

- Organizing outdoor activities, travel, and adventure sports.
- Example: Hiking clubs, travel societies, or adventure groups.

13. Media and Communication

- Focused on journalism, media production, and digital storytelling.
- Example: Campus radio, filmmaking societies, or publication clubs.

These themes offer diverse opportunities for students to explore their interests and develop valuable skills while contributing to a vibrant campus environment.