

General Policy Guidelines for Activities of Clubs/Societies

General

1. The activities of Clubs and Societies (**41 x existing Clubs and Societies**) cover a diverse landscape as per their respective mandate including adventure, excursion trips, community services, awareness drives, activities aligned with SDGs, music, drama, culture, literature and science & technology modules etc. The activity span varies from few hours to a number of days in case of mega events.
2. The challenging and diverse socio cultural environment in the era of fast evolving social media/communication technologies has had a profound effect on the society as a whole and younger generations in particular. While we have to embrace the new developments, we also need to remain cognizant of our responsibilities to groom students as progressive and responsible future leaders with pride and awareness of our social and cultural norms. To this end, the activities of clubs and societies play a significant role in students' personality development. Students carry positive traits of initiative, energy, and exuberance that need to be harnessed and mentored to ensure that their activities are geared towards the key objective of personality development.
3. Each activity has its own peculiar conduct modalities and may not be wholly covered in a single document; however, it was felt appropriate to disseminate the vision, general principles, policy, and broad contours for better understanding and to streamline the future activities by the Institutions, Faculty Sponsors, and Student Office bearers accordingly.

Vision

4. At NUST, we strive to be creative with maximum student participation, purposeful fun activities, that help the students' learning process and augment their personality development as future leaders.

Policy Guidelines:

5. Following policy guidelines must be considered before planning activities of Clubs & Societies:
 - a. Creativity and innovation as key theme rather than run-of-the-mill-activities.
 - b. Grooming of students based on our cultural ethos, religious values, social norms, diversity, tolerance, and empathy. **On the whole, instilling virtues and values as an essential element of personality development should be at the core of all activities.**
 - c. **Activities aligned with SDGs and our corporate social responsibilities.**
 - d. Activities should be led by and participated in by **maximum students.**

- e. **Focus on quality and not quantity of events.** A large number of clubs or activities in a school does not essentially signify more contribution. Events with self-generated revenue and quality output should be preferred over expensive undertakings and unnecessary prolonged timings with limited participation.
- f. **Presence of faculty sponsors during an activity planned by the club is mandatory** to oversee/monitor the activity and to preclude the chances of any untoward incident, to ensure activity timelines and smooth conduct as per the norms. **This, at times, remains a major missing link** and must be ensured and mentioned by head of institute while processing the case. As per frequency of events of 41 Clubs & Societies, more than one event is planned on each working day and its intimate monitoring by the concerned faculty sponsor is a pre-requisite to guarantee that the event follows the laid down parameters.
- g. **With regard to evening programs / social events** hosted for mega events, it is observed that faculty sponsors / nominated faculty tend to approach their duties / responsibilities in a relatively relaxed / candid manner. It is emphasized that **the faculty is required to observe/ interact with students with professionalism and assert their roles.**
- h. Collaboration between Clubs will be preferred in view of large number of Clubs and to encourage positive interaction and inclusive approach, as part of invoking NUSTian spirit.
- i. **Due diligence about the prevalent social media environment in all activities.** The social media ingress and impact warrants desired focus and briefing to the student office bearers about negative fallout of the any activity. Events such as Halloween and festivals reminiscent of Hindu customs such as *Holi*, should be discouraged in view of the predominantly practiced religious, cultural, and ethnic sensitivities of our society. Additionally, politically motivated activities should not be planned, and controversial issues must be avoided.
- j. Renowned and non-controversial **guest speakers** in various fields including social domain, scientific research, success stories that inspire students and help in their personality development should be short listed and invited. The SOP for invitation / profiling of the guest speakers has already been shared.
- k. Due cognizance of budgetary constraints **with austerity measures** and unnecessary expenses on décor/food items, gifts, and cake cutting etc in routine activities must be discouraged.
- l. Each Club and Society has a clearly **defined mandate/scope**; hence, all activities carried out must be planned accordingly.
- m. Excursions/outdoor/adventure trips must be deliberately planned with accompanying male and female faculty members, a security guard, and necessary medical supplies. Catering for the route conditions, weather hazards, travelling distances, security situation updates, vehicle fitness, and practicable timelines must be given due consideration. In particular,

- security and safety of all involved must be the paramount planning priority.
- n. The closure timings/lights-off timings in all activities must be adhered to and dovetailed in planning with some cushion time. All activities must cease minimum half an hour before lights-off timings. Adherence to activity start and termination timelines is a major weakness and **importance of timings must be emphasized/ensured**.
 - o. The student office bearers must be a mix of students from institutes other than sponsoring institute, preferably with gender balance and President from final semester.
 - p. The minute sheet for **routine activities** duly deliberated with necessary details and approved by the head of institute must reach Student Affairs Directorate minimum **10x working days in advance** for seeking necessary approvals and coordination with other planned activities. The tendency to plan activities at the eleventh hour and their advertisement without written approval must not be allowed.
 - q. Likewise, the minute sheet for **mega events** must be processed **three months** in advance since such events require meticulous planning and coordination at university level with stay arrangements of visiting participants/guests, finance generation, availability of existing administrative resources, and outreach, to name a few. The tendency to plan large number of events and ill-organized undertakings with limited participation by own students must be discouraged.
 - r. **No music concerts be planned with mega events of Clubs & Societies.** Rather, indigenous activities, and innovative ideas such as food fests, performances by NUST students, plays, debates, poetry recitals, cleanliness drives, supporting the downtrodden etc may be encouraged as part of mega events. Such initiatives will pave the way for innovation and promotion of student's skills/talents. **Student Affairs Directorate will plan Music concerts centrally, if required.**
 - s. **No finance generation is allowed for any activity without written and explicit approval from Student Affairs Directorate.** Financial management in **mega events** needs due emphasis, and student office bearers / faculty sponsors must ensure detailed record keeping with a dedicated team. The records will be counter checked by Student Affairs Directorate to ensure timely publication of post event reports. For **routine activities**, fund generation after approval by Student Affairs Directorate will be checked, recorded, and disposed of by the concerned institute.
 - t. In addition, teamwork, regular interaction, and friendly atmosphere for students can foster a conducive environment to support their initiatives within the laid down parameters.

Desired outcomes

6. Foregoing following is requested:
- a. The above guidelines be disseminated to all faculty sponsors/student office bearers to streamline the activities with common vision and understanding. **This document must be adhered to in all planned activities.**
 - b. **The support and guidance from Principals/Deans and faculty sponsors is crucial** since the activities are initiated and processed at the School level and due diligence at initiating level will contribute to a well-thought out plan as per above guidelines and envisioned outcomes.
 - c. The exhaustive list of tentatively planned activities submitted at the outset of the academic calendar by each club cannot be executed in view of academic schedule, large number of clubs, availability of resources, and leaves much to be desired. Therefore, all the schools are requested to review the planned activities as per above guidelines and mandate of the clubs and to also consider options for merger / discontinuation of non performing clubs & societies with a view to economize the efforts and execute quality events. The **(Updated list of existing Clubs & Societies is attached as Anx A for better visibility).**

Conclusion

7. The collective efforts to make the activities of Clubs & Societies more vibrant, inclusive, and aligned with above guidelines will help to coordinate and execute the activities in a befitting manner. This in itself is not an end and will be continually improved with valuable suggestions of all stake holders.
8. Student Affairs Directorate is available for any suggestions and ideas and looks forward to your support and guidance in the important facet of overall personality development of UG students.



Dir Student Affairs
(Asad Mehmood)

Approved by Rector NUST

To: All Clubs & Societies
All Institutes of H-12 Campus
All Directorates
So to Pro-Rector (Acad), DD Coord Pro Rector (P&R) DD Coord Pro-Rector (RIC)
Dir Coord Rector Sectt
DD SA

List of Clubs & Societies

S No.	Club Name	School	Remarks
1.	NUST Archery Club	ASAB	
2.	NUST Skill Development Club	ASAB	
3.	NUST Bio Reach Society	ASAB	
4.	NUST Leaders Society	NBS	
5.	NUST Water Sports Club	NBS	
6.	NUST Debating Society	NBS	
7.	NUST Quiz Club	SINES	
8.	NUST Cultural Club	S3H	
9.	NUST Music Club	S3H	
10.	NUST Economics Society	S3H	
11.	NUST Media Club	S3H	
12.	NUST Law Society	S3H	
13.	NUST Ni Hao Club	S3H	
14.	NUST Fine Arts Club	SADA	
15.	NUST Stray Animal Club	SADA	Approved in Oct 2022
16.	NUST Technical Amusement Club	SCEE	
17.	NUST Adventure Club	SCEE	
18.	NUST Bazm e Pakistan	SCEE	
19.	NUST Environment Club	SCEE	
20.	NUST Book Club	SCME	
21.	NUST Materials Society	SCME	
22.	NUST Digital Club	SCME	
23.	NUST Science Society	SCME	
24.	NUST Literary Circle	SCME	
25.	American Institute of Chemical Engineers (AIChE)	SCME	Approved in Nov 2022
26.	NUST Fitness Club	SEECs	
27.	NUST Cyber Security Club	SEECs	
28.	NUST Excursion Club	SEECs	
29.	NUST Entrepreneurs Club	SEECs	
30.	NUST Hack Club	SEECs	
31.	NUST IEEE Club	SEECs	Approved in Oct 2022
32.	IAESTE NUST Chapter	SEECs	Approved in Dec 2022
33.	NUST Paragliding Club	SMME	
34.	NUST Robotics Club	SMME	
35.	NUST IMechE	SMME	
36.	NUST Community Services Club	SMME	
37.	NUST Character Building Society	SMME	Approved in Dec 2022
38.	American Society of Mechanical Engineering (ASME)	SMME	Approved in Oct 2022
39.	NUST Physics and Astronomy Society	SNS	
40.	NUST Trekking Club	SNS	
41.	NUST Dramatics Club	SNS	