

COMSATS Institute of Information Technology Lahore

Guidelines for Student Societies at CIIT Lahore

A. Office of the Incharge of Student Societies and the Student Societies Committee

a. Introduction

- i. Incharge Student Societies (ISS) shall be a Senior faculty member nominated and notified by the Director of CIIT Lahore Campus.
- ii. The Office of the Incharge of Student Societies shall include team members, recommended by the ISS to Director CIIT Lahore and subsequently notified after obtaining approval as the Student Societies Committee

b. Role of the Office of ISS

- i. Office of ISS shall be responsible for;
 - Developing and upgrading CIIT Lahore's policy regarding Student Societies with the approval of Director CIIT Lahore
 - Developing and implementing Student Society Registration protocols
 - Developing a mechanism of performance audit and thereby reviewing registration statuses of the societies
 - Vetting of requests for holding events, activities and appointing Faculty Advisors and then forwarding them to Director CIIT Lahore with recommendations for final decision
 - Advising Director CIIT Lahore on matters related to student societies at CIIT Lahore as and when required

Disclaimer 1: ISS shall not be responsible for arranging, supervising and completing events/activities – this is a primary responsibility of the student society proposing an event and the related faculty advisor.

Disclaimer 2: Applications for Approval of Technical societies/groups/clubs which are exclusively serving a departmental objective (i.e. local chapters of international societies) should be routed through the concerned Head of Department to Director CIIT Lahore. Approval, if granted, should then be forwarded to Student Societies Committee, for records and inclusion in registered societies list.

Disclaimer 3: Charities are not included in the scope of the office of the Incharge Student Societies and the Student Societies Committee of CIIT Lahore

B. Student Societies

a. CIIT Lahore's Description of a Student Society

CIIT Lahore understands that a Student Society;

- i. Should be a team of motivated students overseen by a committed faculty advisor working towards a well thought, progressive and positive aim.
- ii. Should be organized and registered as per CIIT Lahore's policy on the subject
- iii. Should be open to all students irrespective of their gender, ethnicity, race, religion
- iv. Should not have any political affiliations or aspirations

b. Societies Registration

- i. Students are eligible to form new student societies by submitting the societies registration form (attached as Appendix A), constitution of the society and list of interim position holders to the Office of ISS
- ii. After complete vetting the Office of ISS can either;

- Recommend your application to the Director for Approval
 - Return your application with recommendations for requisite actions
 - Reject your application in intimation to the Office of the Director CIIT Lahore
- iii. After approval from the Director, the society will earn official recognition as a registered student society. This will be represented in the form of a certificate with a normal validity of 1 year.

c. Proposed Structure of a student Society

CIIT Lahore proposes the following structure (and essential roles but not limited to) of management of a Student Society;

- i. **President:** He/She shall be the operational head from all perspectives related to a student society. It is understood that this shall be a student of CIIT Lahore who possesses key leadership and public interaction skills along with the skill sets (and knowledge) related to the scope of the society. The President is responsible for submitting the annual society review to the Student Societies Committee through the society Faculty Advisor by the 15th of December.
- ii. **General Secretary:** He/She shall be a student of CIIT Lahore who will be responsible for operational directives and procedures related to the society. Arranging meetings, maintaining documentary records of correspondence and other aspects related to the society fall under a General Secretary's responsibilities.
- iii. **Treasurer:** The treasurer of a society shall be a student of CIIT Lahore who is expected to have heightened sensitivity to and appreciation of financial matters related to a society. In addition to management of finances related to society's operations this also includes financial planning well before time for events and activities. All financial records shall also be maintained by the Treasurer of a society. All events/proposed activities must have a proposed budget, which should be a part of a permission request. It is essential that this has been reviewed by the Faculty Advisor and endorsed prior to forwarding to ISS for recommendations and advice to the Director CIIT Lahore.
- iv. **Affiliated Faculty Advisor:** A faculty advisor is a key facilitator in the student society framework of CIIT Lahore. The founding group of students who has undertaken the responsibility of developing a society's constitution and are going to apply for its registration shall nominate a suitable faculty advisor. For established student societies, the Executive Council-Elect shall nominate a faculty advisor to the Student Societies Committee by 15th December. The society faculty advisor shall be appointed for a tenure of one year (1st January to 31st December). The next Executive Council-Elect shall either propose to retain the same faculty advisor for an extension, or nominate a new faculty advisor. The nominated advisor will be required to provide consent on his/her willingness to assume the role of faculty advisor. Submission of registration documents requires signed consent of the faculty advisor. In the case the students are unable to identify the ISS may assist in this

regard. The registration certificate issued to a successful application will include the name of the affiliated Faculty Advisor. It is expected that the advisor shall ensure necessary administrative support for all kinds of activities i.e. therefore; requests requiring institutional support must come through him/her to the ISS. It is understood that a faculty advisor shall be a person well acquainted with the systems of CIIT Lahore (such as but not limited to Purchase, Accounts, Transport, Works, Horticulture etc.) All requests by the student society must be routed through the Faculty Advisor to the Student Societies Committee.

- v. **Executive Council:** The President, General Secretary, Treasurer and any other co-opted society position holder (as nominated by consensus of The President, General Secretary and Treasurer) shall together be referred to as the Executive Council (EC). The EC is responsible for decision making regarding all aspects of the society. It is expected that the Executive Council meets periodically and functions according to protocols defined in their constitution.
- vi. **General Body & Membership:** All the members including the EC collectively are referred to as a General Body. The society shall develop its own mechanism of General Body meetings, related responsibilities and decisions. It is expected that this is well represented in the constitution of a society. In a new society application, names of at least 5 consenting students of CIIT Lahore should be mentioned as members. Moreover, the society should develop its membership criteria and maintain up to date membership details. It is expected that the societies will develop their own membership criteria, member registration, membership renewal and cancellation.
- vii. **Executive Council-Elect:** It is proposed that the founding members are the initial office bearers (i.e. the Executive Council). They shall assume their offices for a period of 1 year (1st January to 31 December) as in the case of any office bearers from there point onwards. It is expected that this EC will hold election for positions of the next EC around 15th November of each year. In order for a society member to contest for a position in the EC, he/she must be enrolled as a student of CIIT Lahore with at least two more semesters remaining till his/her graduation after the society elections. The elected EC shall then shadow the original EC till completion of the term i.e. till the 31st of December. It should also develop a calendar and plan for the next year of activities. If the society is approved for another year of registration, the new registration certificate shall bear the names of the new office bearers.

d. Financial Matters

- i. CIIT Lahore Accounts Section shall maintain a bank account for approved and registered CIIT Lahore student societies. All details will be available to office bearers of a society.
- ii. If required, a student society may develop a system of membership/renewal fees. All activity must be logged and directed towards the CIIT Accounts section. All funds generated by a society shall remain exclusively accessible by the society.

- iii. Finances may be involved in arranging events. These may be sourced through detailed well presented written requests to CIIT Lahore Management and/or through ticketing/sponsorships arranged by the Society after obtaining requisite approvals.
- iv. The society and all concerned must handle finances in a transparent manner and all information must be shared with stakeholders openly. In the case of Sponsorships, all sponsorships must be according to written agreements/MoUs between the sponsoring agency and the faculty advisor endorsed by committee and approved by Director CIIT Lahore.
- v. All purchases must be pre-approved by Director CIIT Lahore and prevalent Purchase Rules of CIIT Lahore must be followed in all processes.
- vi. All financial activity will be handled by Accounts Section of CIIT Lahore and purchases will be managed by Purchase Section of CIIT Lahore
- vii. All financial activity must be clearly written and prior approval must be sought from Director CIIT Lahore following the Faculty Advisor – Student Societies Committee – Director route.

e. Annual Review of a Student Society

A registered student society must comply with the following requirements to retain its official recognition status:

- i. Holding of regular general body meetings
- ii. Holding of at least 1 national event and significant number of high impact activities throughout the year
- iii. Having at least fifteen regular members
- iv. Submitting up-to-date copy of constitution (if changes are made)
- v. Submitting a complete list of officer bearers and members
- vi. Submitting annual financial accounts in respect of the previous year
- vii. Submitting quarterly activity reports
- viii. Non-violation of codes of practice, institutional rules and regulations

f. Constitution

The Constitution of the proposed student society should include;

- i. Name of the Student Society
- ii. Its Aims and Objectives
- iii. Titles of the Society Office Bearers, Councils and Bodies
- iv. Responsibilities of the Office Bearers, Councils and Bodies
- v. The eligibility for membership and voting
- vi. The procedure for election of the officers of the Executive Council
- vii. The method of convening general meetings
- viii. The procedure for constitutional amendment
- ix. Disciplinary processes and form of appeal