

Student Council and Societies

IBA Student Council (ISC)

The Executive Director will be the ex officio President of the ISC.

Composition

The IBA Students Council (ISC) will comprise of the following five members to be elected by IBA students (except the evening program students):

1. Vice President (VP)
2. General Secretary (GS)
3. Treasurer (TR)
4. Campus Coordinators (CCs)

Responsibilities

- a) Prepare a calendar of events (CoE) for the whole year;
- b) Prepare an annual budget for all activities to be undertaken including the projected sponsorships, and get the concurrence of Director Finance;
- c) Organize all social functions such as annual dinners, picnics, trips and social get-togethers;
- d) Guide and facilitate activities of the student societies;
- e) Ensure adherence to the IBA Code of Conduct;
- f) Get the expenses audited in the same year.

Student societies and clubs

Composition

1. Student societies are formed in three distinct clusters, namely: Co-curricular activities cluster, extracurricular activities cluster and service activities cluster;
2. The elections of the office bearers will be open to regular students of the morning programs;
3. Each student can be an active member of maximum three societies;
4. For contesting in elections students should have a GPA higher than 2.5;
5. Each society will have a faculty member as patron, for ISC the patron will be Student Counselor under whose chairmanship the elections will be held;
6. Office bearers can only serve for a year;

7. Each society will have the following office bearers working under the overall guidance of the patron:

| Appointment | Total no. |
|--------------------|------------------|
| Manager | 1 |
| Assistant Manager | 1 |
| Treasurer | 1 |
| Event coordinators | 5 |

Executive Council

Eight office bearers will form the Executive Council of the society. The Executive Council of each society will prepare their annual work plan and the budget associated with it, under the guidance of the patron. Each society, at the time of submission of the budget should indicate:

- i. Respective events of the society throughout the year;
- ii. Estimated amount to be generated through sponsorship;
- iii. Amount needed from the IBA, Karachi.

Job descriptions

A. Patron

The role of the patron is to encourage the office bearers and members of the respective club/society in developing their managerial, social and teamwork skills. Patron's duties entail:

- i. Monitor progress for the planned events, particularly regarding the arrangement of sponsorships;
- ii. Ensure that the club/society disciplinary matters are dealt with appropriately;
- iii. Ensure that the financial guidelines are being adhered to by the office bearers.

B. Office bearers of IBA societies/clubs

1. Manager

Manager acts as the head of society and is responsible for smooth running of the society events. His/her responsibilities include:

- a) Decisions about the society, its logistics and its budget;
- b) Plan and outline the events and conferences to be conducted by the society, book the venue, prepare the calendar of events, get it approved from the patron and disseminate to the Administration, Finance Departments and Students Societies Coordinator;
- c) Acquaint each member of the committee with its function, responsibility and duty;
- d) Conduct interviews, form a management team for individual events, divide the team into

- different departments and assign heads to each department;
- e) Arrange sponsorships from the corporate sector and deal directly with the clients associated with the society events;
 - f) Prepare a closing report at the end of the tenure and submit it to the patron to ensure sustainability of the society;
 - g) Brief the patron/office bearers with the standard operating procedures and ensure compliance with the financial guidelines for organizing various events;
 - h) The manager should ensure that the report on each event is duly approved by the patron; should be described and documented on the IBA website/portal reports section within two days after the closure of event.

2. Assistant Manager

Assistant Manager is responsible for facilitating the manager in his/her tasks. He or she may:

- a) Plan duties needed to be carried out by other members of the society;
- b) Monitor and direct the team into carrying out their jobs effectively.

3. Treasurer

Role of the Treasurer is to act as the Chief Financial Officer of the society and maintain track of all financial transactions and source documents. The specific duties of the treasurer include:

- a) Scrutinizing the sponsorship proposals/MoUs, receipts and expenditures;
- b) Prepare request for quotation (RFQ) and obtain proper quotations for goods and services made available to societies;
- c) Keep track of all the receipts and expenditures;
- d) Ensure that the total expenditure on society events does not exceed the allocated budget;
- e) Prepare and present the society's budget and financial position. Provide financial statements and bank reconciliation statements at the end of the year;
- f) Coordinate with the Finance department and ensure that payments for goods, services and facilities utilized by the society are made on time and receipts obtained;
- g) Compile and send details;
- h) Ensure that all provisions and rules given in the financial guidelines for societies/clubs are being complied.

4. Event coordinator (EC)

Event coordinator is a gatekeeper for the manager of a society/club

and may be assigned the following duties:

- a) Allocate duties to individual members of the society/club pertaining to the conduct of an individual event;
- b) Develop and distribute the promotional material related to the event;
- c) Ensure the orderly sale of tickets and entry, assembly and proper conduct of participants in an event.

Financial guidelines for students' societies, clubs and ISC

OBJECTIVE

- To facilitate the Students' Societies in conducting their financial affairs in an organized manner and within available financial resources.
- To brief the office bearers / patrons with the Standard operating procedures and guidelines for organizing various events.

FINANCING AND BUDGET

- A contribution to finance student activities shall be made, at the time of fee payment, by every regular student at an amount approved in the IBA Budget.
- There shall be a dedicated bank account in the name of "IBA Students' Societies" and the total funds contribution will be transferred to said bank account upon finalization of list of enrolled students.
- No refunds are made to students leaving IBA on account of contributions for students' activities once the funds are transferred to dedicated bank account.
- The members of the societies may generate sponsorships, sell the event tickets, make additional contributions, etc. The funds will be generated in the name of IBA Karachi only, via a crossed cheque. The cheque will be deposited immediately in the designated bank account for student societies.
- Each society, at the time of submission of the budget, should indicate
 - the estimated amount to be generated through sponsorship, etc.
 - the amount needed from IBA.
- The Budget shall be allocated to Students' Societies by the Dean / Director IBA.
- The funds allocated to the student society shall only be utilized for purpose / event for which it is approved.
- Extra incentive amount will be given to those societies/clubs at the time of budget allocation that plan to arrange joint/ combined event(s).
- The excess amount of sponsorship or ticket money raised during the year will be carried forward to the next year. The remaining balance of budget contribution from IBA will lapse at the end of the year and credited to Student Welfare Fund.

- The societies/clubs will be allowed to transfer their own budget to other society/club for organizing joint/combined events. All other such requests will be submitted to the Budget Allocation Committee headed by the Dean and Director.

CALENDAR OF EVENTS

- There shall be a calendar of events, prepared by the ISC members, in coordination with the students' societies.
- The calendar of events shall be approved by the Students' Counselor.

FINANCIAL PROPOSAL

- For each planned event, there shall be proposal approved by the Patron.
- The proposal shall be supported with planned funding and expenditure statement for control purposes.
- The statement shall clearly indicate the funding of events i.e. whether to be financed from allocated budget, sponsorships or both.
- To avoid emergency situations, complete proposal shall be submitted to the Finance Department as follows:
 - Up to Rs. 100,000/- - At least Five working days earlier
 - Above Rs. 100,000/- - At least Ten working days earlier

SPONSORSHIPS MANAGEMENT

- Each society shall make maximum efforts in arranging sponsorships as per the approved budget plan.
- The sponsorships / contributions from organizations shall be received via a crossed cheque in the name of IBA Karachi.
- The cheque shall be accompanied with a letter from the donor / sponsor indicating the title of sponsored event along with the sponsorship requirements.
- The office bearers shall be held responsible for complying with the sponsorship requirements.
- MoUs against Financial sponsorships will only be considered valid, if those are printed on stamp paper and are duly signed and stamped by the sponsor and endorsed by the patron.
- The sponsorship shall preferably be received in advance of the event.
- If the funds are not sufficient to meet expenses of an event, then bridge financing approval will be required from Executive Director, which will be considered only upon the joint recommendation of the Patron and Director Finance
- The payments for sponsored events could only be made once the funds are available.

TICKETS SELLING

- Each society shall make maximum efforts to organize the event within the approved budget / sponsorships arranged by them.
- When the sale of tickets for any event is planned, its proposal shall include proper reasoning about the ticket selling.

- The format of the ticket, its required quantity along with the selected serial numbers and the duration of sale shall be approved by the Patron.
- The work order issued to the printer shall indicate the sequence numbers.
- The work order shall also necessitate keeping the ticket format 'Confidential'.
- All the tickets shall be sequentially numbered.
- Before selling the tickets, all the tickets shall, either be signed, or stamped by the Finance Executive – Students' Societies for its validation.
- The sale of tickets shall be made by the office bearers authorized by the Patron.
- The Cash Received from the sale of tickets shall be deposited in the designated bank account of Students' Societies immediately by the office bearers, i.e. either at the end of the same day or the next working day morning.
- The original deposit slip shall be deposited with the finance department. It is suggested to retain a photocopy of the deposit slips for final reconciliation.
- Once the ticket sale duration is over, the unused tickets shall be cancelled and then submitted with the Finance department and duly reconciled, preferably on the next working day.
- The Finance department representative will assist the office bearers in spot checking of the tickets at the entry gate of the event.

INCURRENCE OF EXPENDITURES

- There will be a list of prequalified vendors for Printing, Catering and other major expense items common to all the societies.
- Procurement will be made only through these vendors on the basis of lowest cost and best quality.
- Exceptions will be allowed in extreme cases with the prior approval of patron & Finance Dept., only when the quoted prices are lower than those submitted by the prequalified vendors.
- In case of Capex purchases the procurement department of IBA will provide services for the procurement according to SOPs of Students Societies. Fixed Assets Record will be maintained by the Finance Department.
- Specific approval from the Executive Director is required in case of fund allocation by any society/club to the student for going abroad for attending conference. Further, if any society/club sponsors the student(s) to attend any conference/workshops/seminars within the country the objective of such conference should be in line with the society's/club's objectives.

EXPENSE MORE THAN Rs. 10,000

- The market cost comparison shall be arranged for such expenditures above Rs. 10,000/-.
- The patron will approve the petty expenses above Rs. 10,000/-.
- For this purpose, the request for quotations (RFQ) shall be sent to the prequalified vendors or to the open market in case the prequalification of such vendors is not done.
- The RFQ shall be comprehensive to meet the exact requirement.

- Three GENUINE Quotations shall be arranged. Fake quotations will not be accepted.
- The market cost comparison statement shall be prepared.
- The lowest vendor shall be selected, if not, the work / purchase order shall indicate the JUSTIFIED reasons for not selecting the lowest vendor.
- The comparative cost statement and the work/purchase order, as per the prescribed formats, shall be signed by:
 - the Patron (or by the Students' Counselor in case of ISC),
 - the Manager of the Society (or by the Vice President in case of ISC)
 - the Treasurer
 - and from Finance Department (for Pre-Audit and funds allocation)
- The work / purchase order will be followed after the above, with signature of the below:
 - the Patron (or by the Students' Counselor in case of ISC),
 - the Manager of the Society (or by the Vice President in case of ISC)
 - and from Finance Department representative

FOR CONTRACTS

For hiring ALL CONTRACTUAL services, including musical band a comprehensive contract, including the disciplinary clause, should be signed between IBA and contractor / musical band before hiring services for any student society event. Further, the contractor / musical band should be hired after having brief discussion with the knowledgeable persons in the musical field.

FOR PETTY CASH EXPENSES

- Request for an advance against petty cash expenses shall be signed by the Patron (or by the Students' Counselor in case of ISC).
- The ADVANCE shall be disbursed in the name of Patron ONLY.
- Such request shall be made at least five working days earlier to the requirement.
- It shall contain the list of expenses for which advance request has been made.
- Travelling related to events is only allowed through IBA transport or online transport services i.e. (Uber/Careem/Airlift etc.) subject to the approval of Patron in advance. No reimbursement / adjustment will be allowed except for the aforementioned traveling.
- It is suggested to use the IBA communication facilities required to arrange the event and shall be approved by the Patron. No reimbursement / adjustment will be allowed for such expenses.
- The office bearers shall be responsible for the timely adjustment (within one week from the date of event) of advance issued against expenses.
- Such adjustment will be made by submitting proper receipts along with the statement signed by the Patron (or by the Students' Counselor in case of ISC).

PAYMENT MECHANISM

- All payment requests for expenditures shall be approved jointly by the Patron (or by the Students' Counselor in case of ISC), the Manager of that Society (or by the Vice President in case of ISC) and the Treasurer.
- The total of such payment requests for a particular event shall be within the budget approved for such event.
- Utmost efforts shall be made to make all payments directly to the supplier via a crossed cheque.
- In case of petty items or where cheque payments cannot be made, advance for such petty purchases will be issued to the patrons (with his / her consent).
- The advance disbursement will be subject to adjustment against production of receipts / supports of expenses.
- Payment request shall indicate that the work / procurement has been completed / made satisfactorily.
- The payment request shall be accompanied with the following documents: -
- Invoice from the Supplier with contact details (where applicable GST invoice must also have obtained)
- Work / Payment Order signed by the Patron (or by the Students' Counselor in case of ISC)
- Three quotations along with comparative summary
- It is the responsibility of the office bearers to submit the documents for payment on time for timely payments to the vendors.
- Upon receipt of complete documentation (including sponsorship receipt, where applicable), the payment shall be released within five working days by the Finance department.
- In case off any non-compliance from these financial guidelines the office bearers should be responsible to regularize from the Patron by giving proper justifications, if these justifications are reasonable ONLY then the payment will be released.
- In case of any gross financial irregularity with respect to these guidelines like fake quotation(s), etc. presented with any payment the case will be forwarded and reported to the Director IBA. The Director instructions will be followed in all such cases.

CLOSURE OF THE EVENT

- Upon completion of the event, the Treasurer is required to close that event by submitting receipts and expenditure statement on actual basis.
- Such statement shall indicate savings and approved by the Patron (or by the Students' Counselor in case of ISC).
- All Students society's office bearer will be required clearance certificate from Finance Department before degree issuance.
- Each society financials must be closed before proceeding to next year's budget. The closure documents must bear signature of following personnel to consider it closed;
 - Treasurer
 - Manager
 - Patron

FINANCIAL ADVISORY / AUDIT

1. Director Finance will act as the Financial Adviser to the Students' Societies / ISC and will advise and guide them in their financial matters according to the procedures laid out.
2. The accounts of the Students' Societies shall be maintained in the manner prescribed in the basic financial guidelines as mentioned above.
3. General Manager Finance will get the expenses audited along with audit of IBA's Accounts.

Student Societies and Patrons 2021-2022

| S. No. | Society / Club | Patron | Email Address |
|---|--------------------------------|---------------------------|-------------------------|
| | IBA Students Council | Ms. Shehreena Amin | samin@iba.edu.pk |
| Cluster 1 – Co-curricular activities | | | |
| 1 | Accounting club | Ms. Zaira Anees | zanees@iba.edu.pk |
| 2 | Computer Sciences society | Dr. Umair Azfar Khan | uakhan@iba.edu.pk |
| 3 | Consultancy society | Mr. Sohaib Saleem | sohaibsaleem@iba.edu.pk |
| 4 | Economics Club | Dr. Lubna Naz | lnaz@iba.edu.pk |
| 5 | Entrepreneur society | Dr. Najam Akber Anjum | naanjum@iba.edu.pk |
| 6 | Finance Club | Ms. Tahira Marium Jaffery | tmariam@iba.edu.pk |
| 7 | Human resource club | Dr. Nyla Aleem Ansari | nansari@iba.edu.pk |
| 8 | Leadership Club | Dr. Kamran Mumtaz | mmumtaz@iba.edu.pk |
| 9 | Literary and Languages | Dr. Syed Baqar Mehdi | bmehdi@iba.edu.pk |
| 10 | Marketing Club | Dr. Talha Salam | tsalam@iba.edu.pk |
| 11 | Mathematics and Astronomy Club | Dr. Shabana Nisar | snisar@iba.edu.pk |
| 12 | Social Sciences Club | Dr. Shehram Mokhtar | smokhtar@iba.edu.pk |
| Cluster 2 – Extracurricular activities | | | |
| 13 | Adventure Club | Mr. Sajjad Ahmed. | sahmad@iba.edu.pk |
| 14 | Arts and Photography Society | Dr. Abbas Gillani | aagillani@iba.edu.pk |
| 15 | Sports Society | Dr. Danish Ali | dali@iba.edu.pk |
| 16 | Dramatics Society | Dr. Junaid Alam | jakhan@iba.edu.pk |
| 17 | Music Society | Ms. Zahra Sabri | zsabri@iba.edu.pk |
| 18 | Public Speaking Society | Ms. Nadiya Sayeed | nsayeed@iba.edu.pk |
| Cluster 3 – Service activities | | | |
| 19 | Alumni and Placement Society | Ms. Kanza Sohail | kskhanani@iba.edu.pk |
| 20 | Animal Welfare Society | Ms. Nudrat Kamal | nkamal@iba.edu.pk |
| 21 | Boys' hostel society | Dr. Ashraf Khan | ashrafkhan@iba.edu.pk |
| 22 | Community welfare society | Dr. Shahid Mir. | smir@iba.edu.pk |
| 23 | Go green society | Dr. Sharjeel Hasnie | shasnie@iba.edu.pk |
| 24 | iFem Society | Ms. Rahma Muhammad Mian | rahma@iba.edu.pk |
| 25 | Iqra Society | Dr. Moiz Hassan | mhasan@iba.edu.pk |
| 26 | Data Sciences | Dr. Faraz Zaidi | fzaidi@iba.edu.pk |
| 27 | Islamic Finance Society | Dr. Irum Saba | isaba@iba.edu.pk |

SoPs for Student Societies events

The students should coordinate with all the concerned departments, especially with the Office of Student Societies, IBA Student Counselor Ms. Shehreena Amin.

Steps before conducting an event/activity

- 1) Students willing to conduct an event/activity will be required to fill the 'Online Event Organizing Form' (given at the end of the section), and submit it online.
- 2) Students will obtain a written approval of the budget from the Finance department along with necessary financial guidelines (please refer to financial guidelines section in the Student Handbook). Complete adherence to financial guidelines as per policy is required (key responsibility of CFOs of all the societies).

Booking of the venues/facilities

- 1) Students completing the above steps will be eligible to book their venue/facilities by visiting the Administration department after submitting the online form. This is subject to the availability of the required facilities.
- 2) All bookings of the facilities/venues will be done by the Administration department. An activity calendar should be developed immediately after the new office bearers are sworn in and the same will be shared with the student's counselor. Moreover, these activities should also be shared over the IBA events calendar: https://webapps.iba.edu.pk/com_event_cal/portal.php

General conduct for students

- 1) During prayer timings, silence must be observed as a sign of respect. The relevant society's council must ensure compliance in this regard.
- 2) Loud music must not be played at any point in time during the event.
- 3) All participants must maintain a clean environment, observe teamwork, exercise tolerance and respect each other.
- 4) Security clearance for foreigners must be arranged by organizers.
- 5) In order to avoid mismanagement at concerts, there must be a mechanism for effective crowd control.
- 6) Steps should be taken to ensure that individuals do not enter the venue with forged documents/tickets.
- 7) Ensure NO cash handling, consult Finance department for payment procedure.

Guidelines for Patrons

- 1) Society patrons must review the content of the programs to ensure that it is not controversial or damaging to the IBA in any

manner.

- 2) The patrons and the student's counselor should review the list of participants/attendees to ensure that no blacklisted or controversial individuals are included.
- 3) Ideally the relevant society patrons should attend the event.
- 4) Sponsors, logos and branding are to be area specific and time bound. Please consult Alumni, Corporate Relations and Communications (ACRC) Department Senior Manager Mr. Haris Siddiqui.
- 5) Any below the line (BTL) marketing tactics or campaigns should not be undertaken by societies without prior approval from ED, Student Counselor and ACRC Senior Manager.
- 6) Since IBA has a corporate relationship with Pepsi, therefore, Pepsi will be the exclusive beverage partner for IBA for the term of the MoU/Agreement. This implies no other beverage will be sold on campus or displayed i.e. no branding of competitive products.

Checklist of the event/activity

1. Students are required to submit the checklist of the event/activity as per format appended below, along with the original copy of the 'event organizing form' for booking the facilities.
2. All society members are to follow the list of vendors, for food and decoration and printing, as shortlisted by Office of Student Societies (OSS) committee members (OSS committee comprises of faculty patrons). Please contact OSS and ISC members for further details.
3. Focus on small and quality events driven by student's efforts; mega events are discouraged. Joint collaborations between societies are encouraged such as the photography society is now officially providing its services for free to cover all students' events; the music society displaying its talent in the dramatics society etc.
4. The responsibility of maintaining a complete record of sponsorships, whether in kind or in cheque lies with CFO of any given society, along with the Manager and Assistant Manager. The ISC members i.e. VP, GS, CFO, along with campus coordinators are equally responsible and accountable.
5. Outsourcing of society events to third parties, such as hiring companies/theater groups to perform at IBA events is not allowed. Only student's talents should be showcased in such events.
6. All events are to be held within the premises of the IBA, Karachi.
7. Students are prohibited from working as vendor(s) or providing vendor services/activities within IBA to any society. Students found doing so shall be strictly dealt with and will be taken to the Disciplinary Committee (DC).
8. Talented students are encouraged to hone their abilities and engage with societies on a voluntary basis (just like any other office bearer). They will have the absolute support of OSS and ISC.

Relevant concerns (IBA):

| Responsibility | Name | Email |
|---|--|--|
| Venue confirmation & reservation | Ms. Shabana Amirali (Manager Administration - City Campus) | shamirani@iba.edu.pk |
| | Mr. Shahab Uddin Khan (Manager Administration - Main Campus) | sukhan@iba.edu.pk |
| | Muhammad Ather Rana (Assistant Manager Administration) | marana@iba.edu.pk |
| Maintenance / Cleanliness of the venue / Lighting & AC Chillers | Mr. Kazi Mazheruddin (Manager Transport & General Maintenance Main Campus) | kmmazharuddin@iba.edu.pk |
| | Syed Nabigh Hussain (Executive Maintenance Main Campus) | snhussain@iba.edu.pk |
| | Azfar Abbasi (Senior Executive R&M City Campus) | aabbasi@iba.edu.pk |
| | Mr. Rehan Hussain (Senior Manager Operations & Maintenance) | rhussain@iba.edu.pk |
| Transportation & logistics | Mr. Kazi Mazheruddin (Manager Transport & General Maintenance Main Campus) | kmmazharuddin@iba.edu.pk |
| | Syed Ali Mohsin Naqvi (Executive II , Transport) | sanaqvi@iba.edu.pk |
| Security arrangements & car parking | Mr. Muhammad Ali (Senior Executive Security) | muhammadali@iba.edu.pk |
| | Tariq Mahmood (Security Supervisor) | tariqmahmood@iba.edu.pk |
| | Khalid Javed Rishi (Senior Manager Security) | kjaved@iba.edu.pk |
| IT Assistance | Mr. Abdul Qadir Zakiuddin (Team Lead - ICT Customer Support) | aqzaki@iba.edu.pk |

Security Clearance SOPs for Student Societies events

All the students/student societies planning to conduct an event or activity at IBA should follow proper SOPs for security clearance for the vendors, which include filling the event organizing form. The students will fill the form below pertaining to vendor details or visitors and will also confirm the name of the chief guest, if any.

Please adhere to the instructions appended below, which serve as the guidelines to conduct an event or activity at the IBA, Karachi. Students are requested to coordinate with the general maintenance, security department and other relevant departments and keep direct coordination with the Student Counselor Ms. Shehreena Amin for any clarification and approval.

1. **Non-IBA participant's information:** Students/patron of the society will inform the Security department at least 3 working days prior to the commencement of the activity/event.
2. **Observe cleanliness:** No trash is to be thrown at the sports grounds or within the IBA vicinity. Use dustbins provided by vendors at site.
3. **Political and vulgar activity:** No vulgar and political activity would be allowed within the IBA premises.

Mega events security plan

Purpose: The purpose of this plan is to provide students and management with a basic layout of mega events security plan for the upcoming events to avoid any sort of mishap or misconduct.

Entrance: Guests must be informed to use Maskan Gate to enter the University of Karachi (KU) circular road. Only VIPs can enter from other gates of KU, as per the need and protocol. To enter IBA premises gate 4 shall be used as entry check post no.1.

Parking: Parking place allotted for any mega event with the permission from KU management if their ground is used for car parking. Event security team members should be present at the said check post to guide the guests towards the parking.

Coordination: Coordination with IBA Senior Security Manager and Senior Executive Security department must be done 2 weeks prior to the event in advance, as well as coordination with Sindh Police, Sindh Rangers, SSU, Bomb Disposal Squad, JDC Ambulance services, etc. Coordination must also be done with building In-charge for the stay of the artist/chief guest before the performance. Patron of society will also coordinate with the relevant IBA departments for their needful services such as light connections, power to stage, etc.

General conduct for students/patrons of societies

During prayer timings, full respect should be given by maintaining silence, which will be monitored by security. Concerned students must ensure this aspect and ensure compliance. Loud music must not disturb others.

1. All must ensure clean environment, practice teamwork, exercise tolerance and maintain respect for everyone.
2. Foreigners' security clearance is to be arranged by organizers.
3. At concerts, there are chances of mismanagement due to behavior issues of few miscreants. There should be a smart mechanism for effective crowd control, while security will play a pivotal part.
4. Ensure that people do not enter the venue with forged documents and tickets or unfair means.
5. No music during Azan time/prayers. Playing/screening of Indian songs and movies is not allowed at IBA during events.
6. Program office is to be informed, if loud-speaker is in used during musical events.
7. Smoking, Gutka and Paan is prohibited.

8. Security team will ensure proper checking of vehicles, explosives, weapons prior to entry from gates at IBA.
9. Cleanliness is to be observed. No trash is to be thrown at grounds or IBA vicinity. No plastic bags are allowed.
10. No gas cylinder is allowed at both IBA campuses.
11. Visitors and vendors are to be handled in a best possible manner. CNIC, passport or driving license can be shown by visitors/vendors at the IBA entrance gates after which the guards must allow entry.

Sample Format : Visitors / Vendor : Security Mobile number is 03343424455 and available 24/7 x 365 days

| S.No | Request by | Phone Number | Date informed | Event Date & Venue | Name of Vendor | Vendor CNIC | Vendor Phone Number | Visitors Vehicle Number | Vehicle Type | Place of Visit | Patron's Name & Telephone Number | Visitors Purpose | Remarks |
|------|--------------|--------------|---------------|-----------------------------|----------------|-------------|---------------------|-------------------------|--------------|----------------|----------------------------------|------------------|-------------------------------------|
| 1 | Fakhr e Alam | 0349-5646857 | 2 April, 2019 | 28 th April 2019 | | | | | | | | | Security Clearance for event Invent |
| 2 | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | |

12. The patrons should look at the content of the program to ensure that it is not controversial or damaging to the IBA's reputation in any manner.
13. The patrons should go through the list of participants to ensure that there is no blacklisted or controversial person on the list.
14. Ideally the patrons should attend the event.
15. Societies are encouraged to collect sponsorship for events. However, any below the line (BTL) marketing activation or campaign should not be undertaken by societies and they should leave such activities to the Alumni, Corporate Relations and Communications department.
16. List of all vendors must be provided to the security staff in a consolidated list including names, CNIC, addresses, cell number, vehicle details of vendors 72 hours prior to the commencement of the event. For verification, patron of the society may be informed by the security supervisor, if any condition is not being met. For e.g. if CNIC is not available at the time of entry.
17. Child labor is not allowed at any cost. No person below the age of 14 years should be employed under the Sindh Prohibition of Employment of Children Act, 2017. IBA fully endorses the country law as well as the Geneva convention on the subject.
18. Safety of vendors is the responsibility of the organizing team. Please ensure that vendors must wear personal protective equipment (PPE) according to the requirement. IBA reserves the right to stop the activity in case of any violation of health, safety and environmental (HSE) policy.
19. Where cooking of food is involved, organizer is responsible for the hygiene of food and utensils used in cooking.

Event Management

During the course of your studies at IBA, you will have to arrange various events as part of extracurricular activities. Even though these will be supervised by the faculty, the bulk of the responsibilities will still rest with the students. This will be good practice in management, which will benefit you in the future as well.

It is always handy to have a checklist ready in which you can make notes of important details and remember them. Here is a checklist which will help you do just that and aid you in organizing your events efficiently and achieve a well-managed event that does you credit.

If you plan to become a member of any of the student societies mentioned above, this checklist will be even more helpful to you.

Use this checklist first to identify who and what is going to be involved in your event so you can plan effectively. Consider the circumstances of the event at hand and the conditions around you.

Important points for students' society

1. Student events should be organized which are relevant to their own specific society;
2. The form or pro forma for organizing the event should be submitted to IBA administration at least 10 days before the event date which should carry the approval signature of the specific Patron, Senior Executive Finance Arshad Husain and the Student Counselor (SC);
3. The dependence on outside sponsorship is to be reduced;
4. Individual societies should avoid large social events except student flagship events such as MUNIK, ENIGMA and IBLC. Approval can be sought from the Student Societies office and Executive Director (ED), if need be;
5. Extensive distribution of shields to the management team and to IBA top management should be avoided, instead they should be acknowledged via giving them scrolls/certificate of participation of their contribution and stating that on their behalf a certain amount has been donated to a charity cause. Approval can be sought from the SC and ED, if need be;
6. Protocol for calling senior government politicians requires prior approval from the ED;
7. The names of 'guest speakers' called in for any event should be shared with the Patron and the SC, and prior approval is a must from the Office of Student Societies (OSS);
8. CED incubates as vendors for student events are not allowed;
9. Students are to strictly follow the SOP and TORs in the IBA Student Handbook regarding sending RFQs to vendors and other necessary guidelines as set out by the OSS committee, and are requested to facilitate the OSS to expand the existing pool of vendors in order to make the quotations more competitive.

STEPS & PROCEDURES FOR ORGANIZING EVENT

Students are required to take the following matters into account for the smooth running of the event. Please submit event details, **two weeks** prior the event, via online form; <https://forms.office.com/r/mdb3Sx41nF>, which comprises the below-mentioned points. Please be informed that the approval or rejection would be informed by an email notification to the applicant.

1. Name of the Society: _____

2. Applicant's Name & ERP: _____

3. Applicant's Designation: _____

4. Applicant's Email: _____

5. Patron's Name: _____

6. Patron's Email: _____

7. Event details/summary:

| Date | Time | Event's name | Event's details |
|------|------|--------------|-----------------|
| | | | |

8. Management Team:

| Event Coordinators | Signature | Designation | Contact Number |
|---------------------------|------------------|--------------------|-----------------------|
| 1) | | | |
| 2) | | | |
| 3) | | | |
| 4) | | | |
| 5) | | | |

9. Campus:

Main Campus

City Campus

10. Program Flow:

| | Date | Activity | Venue | Time (From-To) | Expected no. of audience | |
|--------------|-------------|-----------------|--------------|---------------------------|---------------------------------|---------------|
| | | | | | IBA | Others |
| Day 1 | | | | | | |
| | | | | | | |
| | | | | | | |
| Day 2 | | | | | | |
| | | | | | | |
| | | | | | | |
| Day 3 | | | | | | |
| | | | | | | |
| | | | | | | |

11. Event Arrangements Location:

- G&T Auditorium
- Football Ground
- Cricket Ground
- OBS Courtyard
- Student Center Lawn
- Main Campus Lawn
- Any other location: _____

12. Please list all administrative support requirements:

13. Mention the details if you would invite vendors or set up stalls:

| S.No | Vendor's Name & Details |
|------|-------------------------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |

14. Please share details of sponsors that you are approaching (Confirm with Patrons and Student Society Office before any commitment with the sponsors):

| S.No | Sponsor's Name & Details |
|-------------|-------------------------------------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |

15. List of foreign/diplomats/politicians/visitors/ (Format to be used as appended)

| S. No. | Name | Designation | Country | CNIC # | Passport # |
|---------------|-------------|--------------------|----------------|---------------|-------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

16. Total Budget required from IBA in PKR:

17. Financial Summary (as template appended below): A financial summary of an event should be documented. All sources of revenue, apart from the society budget, are to be mentioned.

Expense Sheet

| S. No. | Name | Outflows |
|--------------|------|----------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| Total | | |

Revenue Sheet

| S. No. | Name | Inflows |
|--------------|------|---------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| Total | | |

18. Security clearance/Instructions:

To ensure that event is conducted in a safe and secure environment, following procedure must be adopted:

- a. List of all vendors must be provided to the security staff in a consolidated list including names, CNIC, addresses, cell number, vehicle details of vendors **48 hours** prior to the commencement of the event.
- b. Child labor is not allowed at any cost. No person below the age of 14 years should be employed under the Sindh Prohibition of Employment of Children Act 2017. IBA fully endorsed the country law as well as the Geneva convention on the subject.
- c. Safety of vendors is the responsibility of the organizing team. Please ensure that vendors must wear personal protective equipment (PPE) according to the requirement. IBA reserves the rights to stop the activity in case of any violation of HSE policy.
- d. Where cooking of food is involved, organizer is responsible for the hygiene of food, utensils used in cooking.
- e. Liquid petroleum gas is highly inflammable. LPG with low quality plastic pipes/substandard regulators are not allowed during the event.

I have read and understood the above-mentioned instructions and will follow them.

Signature _____ Name of student/organizer _____ CNIC _____