

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 and OSS 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).
- 3) Students would get their event approved from their Patron and then OSS. If the event is approved, they can conduct their activities. OSS will book all the venues for students and will update students over it.

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.
- 3) Security clearance for foreigners must be arranged by organizers.
- 4) In order to avoid mismanagement at concerts, there must be a mechanism for effective crowd control.
- 5) Steps should be taken to ensure that individuals do not enter the venue with forged documents/tickets.
- 6) Ensure NO cash handling, consult Finance department for payment procedure.
- 7) Playing and singing of Indian songs is strictly not allowed

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.
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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.
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. Noplastic 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.