

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 (2 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) Present the CoE and annual budget to the ED;
- d) Organize all social functions such as annual dinners, picnics, trips and social get-togethers;
- e) Allocate budgets for the activities and release tranches to the concerned office bearers;
- f) Guide, help, supervise and facilitate activities of the student societies;
- g) Ensure adherence to the IBA Code of Conduct;
- h) 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. Address the office bearers and members of the society/club at least once per semester; usually in September and January;
- ii. Monitor progress for the planned events, particularly regarding the arrangement of sponsorships;
- iii. Ensure that the club/society disciplinary matters are dealt with appropriately;
- iv. 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 Student Counselor;

- 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

- 1) To facilitate student societies in conducting their financial affairs in an organized manner and within available financial resources;
- 2) To brief the office bearers/patrons with the standard operating procedures and guidelines for organizing various events.

Financing and budget

- a) A contribution will be made of an amount approved in the IBA budget;
- b) There will be a dedicated bank account under the name of "IBA Student Societies" and the total funds will be transferred to the said bank account upon finalization of list of selected students;
- c) No refunds are to be made to students leaving IBA once the funds are transferred to the dedicated bank account;
- d) Society members may generate sponsorships, sell event tickets, make additional contributions, etc.;
- e) 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;
- f) Each society, at the time of submission of the budget, should indicate the estimated amount to be generated through sponsorship, the amount needed from IBA, etc.;
- g) The budget will be allocated to student societies by the Executive Director of the IBA;
- h) The funds allocated to the student society will only be utilized for the purpose/event for which it is approved;
- i) 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 be credited to the Student Welfare Fund;
- j) The societies/clubs will be allowed to transfer their own budget to other societies/clubs for organizing joint/combined events. All other such requests will be submitted to the Budget Allocation Committee headed by the Executive Director;

- k) For all financial matters, it is the onus of students to streamline reporting and compliance and ensure timely coordination, at least 10 days before the commencement of the event with Mr. Arshad Hussain.

Conflict of interest

An office bearer is not eligible to set up a business within IBA. To take up the duties of a vendor simultaneously is a violation of the code of conduct and will lead to disciplinary action being taken.

Calendar of events

- a) There will be a calendar of events, prepared by the ISC members, in coordination with the student societies;
- b) The calendar of events will be approved by the student counselor.

Financial proposal

- a) For each planned event, the proposal will be approved by the patron;
- b) The proposal should be supported with planned funding and expenditure statements for control purposes;
- c) The statement will clearly indicate the funding of events i.e. whether to be financed from the allocated budget, sponsorships or both;
- d) To avoid emergency situations, a complete proposal will be submitted to the Finance department as follows:
 - o Up to Rs. 100,000/- At least five working days
 - o Above Rs. 100,000/- At least 10 working days

Sponsorship management

- i. MoU for sponsorships must be approved and signed only by the patron of the society/club;
- ii. Sponsorships/contributions from organizations will be received via a crossed cheque in the name of IBA, Karachi;
- iii. The cheque will be accompanied with a letter from the donor/sponsor indicating the title of sponsor;
- iv. Office bearers will have to comply with the sponsorship requirements;
- v. Sponsorship should preferably be received in advance of the event;
- vi. The payments for sponsored events can only be made once the sponsorship amount is received.

Selling of tickets

- a) Each society will ensure that the event is organized within the approved budget/sponsorships arranged;
- b) When the sale of tickets for any event is planned, its proposal will include proper reasoning about the selling of tickets;
 - Selected serial numbers and the duration of sale will be approved by the patron.
- c) The work order issued to the printer will indicate the sequence numbers;
- d) The work order also requires keeping the ticket format 'confidential';
- e) All the tickets will be sequentially numbered;
- f) All the tickets will, either be signed, or stamped by the Finance Executive – Students' Societies for its validation, before selling them;
- g) Sale of tickets will be made by the office bearers authorized by the patron;
- h) Office bearers are required to deposit the received cash in the designated bank account of student societies either at the end of the same day or the next working day;
- i) The original deposit slip will be deposited with the Finance department. It is suggested to retain a photocopy of the deposit slips for final reconciliation;
- j) The unused/leftover tickets will be canceled and then submitted to the Finance department and duly reconciled, preferably on the next working day;
- k) Finance department representative will assist the office bearers in spot checking tickets at the entrance gate on the day of the event.

Incurrence of expenditures

- a) A list of prequalified vendors for printing, catering and other major expense items will be common to all the societies;
- b) Exceptions will be allowed in extreme cases with the prior approval of the patron and Finance department, only when the quoted prices are lower than those submitted by the prequalified vendors;
- c) Approval from the Associate Dean and Executive Director is required in case of funding a student's trip by a society/club;
- d) If any society/club sponsors the student(s) to attend any conference/workshops/seminars within the country the objective of such conferences should be in line with the society's/club's objectives.

Expenses exceeding Rs. 5, 000/-

- a) A market cost comparison will be arranged for expenditures above Rs. 5, 000;
- b) For this purpose, RFQ will be sent to the prequalified vendors or to the open market in case the prequalification of such vendors is not done;
- c) The RFQ will be comprehensive to meet the exact requirement;
- d) Three genuine quotations will be arranged; fake quotations will not be accepted;
- e) A market cost comparison statement will be prepared;
- f) The lowest vendor will be selected. If not, the work/purchase order will indicate the justified reasons for not selecting the lowest vendor;
- g) The comparative cost statement and the work/purchase order, as per the prescribed formats, will be signed by:
 - the Patron (or the Student Counselor in case of ISC);
 - the Manager of the society (or by the Vice President in case of ISC);
 - the Treasurer;
 - the Finance department (for pre-audit and funds allocation).

For contracts

A comprehensive contract, inclusive of the disciplinary clause, should be signed between IBA and the contractor, before hiring services for any student society event.

For petty cash expenses

- a) The Patron (or the Student Counselor in case of ISC) will sign the request for an advance payment against petty cash expenses;
- b) Advance will be disbursed in the name of the Patron only;
- c) Request should be made at least five working days before the requirement;
- d) It will contain a list of all the expenses;
- e) IBA transport facilities required for the event will be approved by the Patron. No reimbursement will be allowed for such expenses;
- f) The office bearers will be responsible for timely adjustment (within one week from the date of the event) of the advance.
 - Adjustments will be made by submitting proper receipts along with the statement signed by the Patron (or by the Student Counselor in case of ISC).

Payment mechanism

- a) The Patron (or the Student Counselor in case of ISC), Manager of that society (or the Vice President in case of ISC) and Treasurer, will jointly approve all the payment requests for expenditures;
- b) In case of petty items, advance will be issued to the Patrons;
- c) The advance disbursement will be subjected to adjustment against production of receipts of expenses;
- d) Work order must be approved before the event;
- e) Payment request will indicate that the procurement has been completed;
- f) The payment request will be accompanied with the following documents:
 - Invoice from the supplier with contact details (where applicable, GST invoice must also be obtained);
 - Work/payment order signed by the Patron (or by the Student Counselor in case of ISC);
 - Three quotations along with a comparative summary.
- g) Upon retrieval of complete documentation (including sponsorship receipt, where applicable), the payment will be released within five working days by the Finance department;
- h) In case of noncompliance of these financial guidelines the office bearers will be answerable to the Patron. If these justifications are reasonable, only then the payment will be released;
- i) In case of any gross financial irregularity with respect to these guidelines, they will be forwarded and reported to the Executive Director of IBA.

Event report

- Each event should be documented on the portal within 2 days. Failing to meet the deadline will result in rejection of the budget.
- Each event's write-up along with a few high resolution photographs (not less than 1 MB) should be send to the student societies office at aakbar@iba.edu.pk to be uploaded on the student societies website: <https://www.iba.edu.pk/studentssocieties/>.

Closure of the event

- The treasurer is required to close the event by submitting receipts and expenditure statements on actual basis;
- Such statements should indicate savings and be approved by the Patron (or by the Student Counselor in case of ISC).

Financial advisory/audit

- Director Finance will act as the financial adviser to the student societies/ISC;
- The accounts of the student societies will be maintained in the manner prescribed in the basic financial guidelines as mentioned above;
- Director Finance will get the expenses and IBA's account audited.

Student Societies and Patrons 2020-2021

(Tentative)

S.No.	Faculty Patron	Name of society/club
Cluster 1 – Co-curricular activities		
1	Dr. Sana Tauseef and Tahira Marium	Economics and Finance Club
2	Dr. Shahid Qureshi	Entrepreneurship Society
3	Dr. Nyla Aleem Ansari	Human Resources Club
4	Dr. Imran Rauf	Computer Science Society
5	Dr. Kamran Mumtaz	Leadership Club
6	Dr. Nasir Afghan	Marketing Club
7	Dr. Muhammad Sheraz	Mathematics and Astronomy Club
8	Dr. Faiza Mushtaq	Social Sciences Club
9	Muhammad Asif Jaffer	Accounting Club
10	Kamal Haq Siddiqi	Journalism Club
11	Dr. Irum Saba	Islamic Finance Society
12	Dr. Laila Farooq	Literary Society
Cluster 2 – Extracurricular activities		
13	(To be appointed soon)	Arts and Photography Society
14	Dr. M. Asad Ilyas	Go Green Society
15	Dr. Danish Ali and Dr. Nida Aslam Khan	Sports Society
16	Dr. Junaid Alam	Dramatics Society
17	Nadia Sayeed	Public Speaking Society
18	Dr. Abbas Ali Gillani	Music Society
19	Rafay Sohail	Adventure Club
Cluster 3 – Service activities		
20	Dr. Sana Tauseef	Alumni and Placement Society
21	Muhammad Sohaib Saleem	Community Welfare Society
22	Dr. Amana Raquib	Girls' Hostel Society
23	Syed Sharjeel Ahmed Hasnie	Boys' Hostel Society
24	Dr. Imran Khan	Iqra Character Building in Society
25	Muhammad Saleem Umer	Executive Club
26	Dr. Nida Aslam Khan	IBA Students Council

SoPs for Student Societies events

The students should coordinate with all the concerned departments, especially with the Office of Student Societies, IBA Student Counselor Dr. Nida Aslam Khan and Assistant to Student Counselor, Ali Akbar for necessary coordination.

Steps before conducting an event/activity

- 1) Students willing to conduct an event/activity will be required to fill the 'Event Organizing Form' (given at the end of the section), and submit it to the Administration department duly signed by the patron of the society, Finance Senior Executive Arshad Hussain and Student Counselor Dr. Nida Aslam Khan.
- 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, along with the original copy of the event organizing form duly filled. 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 of the society

- 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

members.

S. No	Task	Responsibility	Contact No.	Status
1	Overall administration and management	Patron of the society	Management team/patron	Patron of the society to ensure smooth and effective administration
2	Event brief	Management team of the society	Management team/patron	Opening ceremony: Closing ceremony: (Date/time/activity details to be mentioned)
3	Venue confirmation and reservation	Administration and management team of the society	Mr. Ather Rana (Cell: 0336-2585084) main campus Syed Nabigh Hussain (Cell: 0333-3928819) City campus	Society: Iqra Society Mr. Fakhr e Alam (Manager Society): Cell: 0349-5646857 Patron: Dr. Irum Saba and Dr. Imran Khan Event Name: Annual Islamic Conference Location: G&T Auditorium, Event Hall (ASC), Breakout in Adamjee Academic Centre, Cafeteria in Alumni Student Centre Date: 28-April-2020 Time: 9:00 am to 6:00 pm
4	Maintenance/cleanliness of the venue/lighting and AC chillers	General and technical maintenance	Kazi Mazharuddin (Ext: 2047) main campus Rehan Hussain (Ext: 2506) main campus Syed Fahimuddin (Cell: 0334-2229732) city campus Muhammad Qamaruddin (Ext: 1504) city campus	To be of the best standards

5	Event checklist and minute-to-minute program	Patron and management team of the society	Management team/patron	Minute-to-minute program flow of the session for the campuses to be shared by the patron and management team of the concerned society
6	Chief guest and VVIPs	Patron and management team of the society	Management team/patron	Name of the chief guest and VVIPs to be shared by the patron and management team of the concerned society

7	Security arrangements and car parking	Security department	<p>Mr. Mohammad Ali, Security officer (Cell: 0333-7772944)</p> <p>Faheem Ahmed Khan (Cell: 03452519985) city campus</p>	<p>Necessary correspondences with Police/Rangers/KU will be made by the patron and management team of the concerned society in consultation with Mr. Khalid Rishi.</p> <p>Students are required to inform security office 48 hours prior to the event regarding the following information (if any): Details of vendors including vehicle details. Number of participants including non-IBA students. Inform all participants regarding the institute's no smoking policy.</p> <p>All non-IBA participants' vehicles will have to be parked at the Maskan parking. Participants should not leave their equipment including laptops/cell phones unattended.</p>
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8	Transportation and logistics	Transport department	Mr. Kazi Mazhar (Cell: 0333-3753147)	Coordinate with Mr. Kazi Mazhar to provide telephone contacts details of the drivers deputed for pick and drop
9	Photography	Administration or management team of concerned society	Management team/patron	Management team will cover the program
10	Miscellaneous	Administration/ ICT/security/patron/management team	Management team/patron	<ol style="list-style-type: none"> 1. Registration desk to be arranged 2. Event POC's contact and email details 3. Name of the MOC and contact details 4. Name of the Qari and contact details 5. IT Support and extra microphones requirement

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 Dr. Nida Aslam Khan 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 or by Senior Manager General Administration Syed Fahim Uddin.

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 team work, 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 SC 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. Students are required to submit event details, **two weeks** before the event, in a **PowerPoint presentation** consisting of the following points.

1. **Patron's Name:** _____ **Society:** _____ **Signature:** _____

2. **Event details/summary** (to be submitted as appended):

Date	Time	Event's name	Student's name (Event coordinator)	Signature and designation	Budget of the activity
			1)		
			2)		
			3)		
			4)		
			5)		

Main Campus City Campus

3. Attach a **map of IBA** indicating where the event is expected to take place.

4. **Program Flow** (as per below template).

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

5. **Event Arrangements** (Tick where applicable)

- | | | |
|--|--|--|
| <input type="checkbox"/> G&T Auditorium | <input type="checkbox"/> Football Ground | <input type="checkbox"/> Cricket Ground |
| <input type="checkbox"/> OBS Courtyard | <input type="checkbox"/> Student Centre Lawn | <input type="checkbox"/> Main Campus Lawn |
| <input type="checkbox"/> JS Auditorium | <input type="checkbox"/> Theatres | <input type="checkbox"/> Foyer Area Aman Tower |
| <input type="checkbox"/> Main Parking Area | | |

6. **Glimpses from the former year's event** (Highlights of the previous year's event can be attached)

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

S. No.	Name	Designation	Country	CNIC #	Passport #

8. **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		

Initiated by:

Manager and Treasurer Society:

Signature and dated: _____

Approved by:

Director Finance
Student Counsellor
Registrar

Signature and dated: _____

Signature and dated: _____

Signature and dated: _____

9. Security clearance/Instructions:

In order 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 incase 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 _____