# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SECTION 1 INTRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>SECTION 2 REGISTERED CLUBS &amp; SOCIETIES</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>SECTION 3 GENERAL RULES &amp; REGULATIONS</td>
<td>15</td>
</tr>
<tr>
<td>4</td>
<td>SECTION 4 JOB DESCRIPTIONS OF OFFICE BEARERS</td>
<td>17</td>
</tr>
<tr>
<td>5</td>
<td>SECTION 5 APPLICATION FOR FUNDS</td>
<td>21</td>
</tr>
<tr>
<td>6</td>
<td>SECTION 6 MEMBERSHIP</td>
<td>22</td>
</tr>
<tr>
<td>7</td>
<td>SECTION 7 RESOURCES AVAILABLE TO CLUB/SOCIETIES</td>
<td>23</td>
</tr>
<tr>
<td>8</td>
<td>SECTION 8 FINANCES</td>
<td>25</td>
</tr>
<tr>
<td>9</td>
<td>SECTION 9 CODE OF CONDUCT FOR ACTIVITIES/EVENTS</td>
<td>26</td>
</tr>
<tr>
<td>10</td>
<td>SECTION 10 CONTACTS</td>
<td>28</td>
</tr>
</tbody>
</table>
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Assistant Professor SBE

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SECTION 1: INTRODUCTION

Office of Participants Affairs (OPA) has been established to provide a student empowerment platform in extra-curricular activities. It is committed to shore up students associated with organizing campus events and programs which encourage diversity, demonstrate collaboration among groups and support activities that are consistent with the objective to boost up talent in different areas and to provide an organization where they can turn their unique ideas into gleaming activities endowed with creativity and innovation.

Office of Participants Affairs (OPA) has been divided into four sections.

- Life @ UMT
- Sports
- Uni Mart (Souvenir Shop)
- Office of Alumni

Office of Participants Affairs (OPA) is considered to be the only department in University of Management and Technology (UMT) that provides dedicated advisory services to participants not only in their co-curricular as well as in extracurricular activities. The Club and Societies plays an important role in extracurricular activities. Participant’s involvement in diverse clubs and societies can be one of the most enriching aspects of the university experience. In fact, clubs and societies are a wonderful place to socialize, build leadership skills, and meet people who share interests similar to others. For such reasons the Office of Participants Affairs prepares the Club/societies Guide, which includes detailed rules and regulations for clubs and societies on campus.

VISION

As the whole organization UMT has the vision of "Empowering learners to be leaders”

OPA also stands on the same vision. But particularly the whole OPA Team has the vision

“To create leaders by defining the roadmap for participants, channelizing their potential, providing opportunities and resources, transforming talent into eminence”

MISSION STATEMENT

“The Office of Participants Affairs fosters a campus community that empowers participants in aligning their unique talent with interest, inspiring them to be active learners, successful graduates and engaged global citizens.”
OBJECTIVES
By optimum utilization of resources and energies, Office of Participants Affairs (OPA) is committed to achieve its objectives that are inclined exclusively with the vision and mission of University of Management and Technology.
This policy document attempts to directly address the following objectives,

1. To provide a platform for personal and professional development of participants from various disciplines of study in the areas of Arts and Culture, Media, Entertainment, Dramatics, Social Welfare, Information Technology, Debating and literature, Sports and Adventure
2. To empower participants by vesting trust in them and providing numerous opportunities for exhibiting their talents through organization of creative and innovative activities/events by trust
3. To nurture a variety of capabilities in participants which involve interpersonal skills, leadership and management skills, ethical conduct, creativity, critical decision making, multi-tasking, problem solving skills, sense of accountability
4. To provide participants the opportunity to represent university at different forums and interact with corporate sector in order to groom their professional conduct and widen the span of public relations
5. To train participants for professional life, inculcating in them the understanding and responsibility of the operations of an organization in the form of clubs and societies
6. To coach participants on the principle of “Creating something worthwhile with minimum resources” so as to increase cost effectiveness of activities, encouraging clubs/Societies to generate their own resources and adopt self-reliance policy
7. To encourage understanding, communication and cooperation between participants of all races and cultures.
8. To facilitate clubs and societies in conducting activities/events
9. To empower participants through counseling, personal consultation so they can improve their skills and expertise in their areas of interest
SECTION 2: REGISTERED CLUBS & SOCIETIES

There are thirty five clubs and societies in extracurricular activities all moderated by Office of Participants Affairs. Extracurricular activities fall in two categories

A. Multi-flair Zone

B. Sports Zone

Multi-flair Zone consists of twenty six clubs which conduct activities belonging to Arts, Culture, Media, Literature, Debating, Environment, Dramatics, Entertainment, Health, Social Welfare, Ethics, Region, Adventure, Aptitude and IT.

Sports Zone Consist of nine clubs comprising of a team of talented players who are participating and conducting different sports and games.

**MULTI-FLAIR ZONE**

Social Welfare Society

“*Instill Hope, Inspire Action*”

The society organizes fund-raising campaigns or blood donation drives for humanitarian social causes and charity purposes to help the deprived and under-privileged people. The members learn to live and sacrifice for others for the good of the society. The vision entails the maximum positive input they can bring being the responsible members of community.

Islamic Society

“*Spreading Peace*”

UMT Islamic Society as the name suggests is a platform meant primarily for enlightening the UMT community with Islamic teachings and principles. They have a mission to conduct different workshops and seminars which can enrich the students’ knowledge of religion and the way they collectively can bring a positive change with their attitude and can better serve themselves, their families, religion and society.
Khateeb Debating Club
“Unlocking the Power of Words”
The Debating Society arranges debate competitions, symposiums and many other competitions on issues of national significance or relevance. Topics cover a wide range of issues related to the economy, business, technology, media, society, personality development, etc.

Adab Literary Society
“Decoding Thoughts”
The Literary Society serves as a platform of participants with literary taste and writing acumen. The club is meant to promote literary activities and helps members to cultivate their literary tastes and sharpen their writing skills. Different write-ups of the students are collected and displayed by this club.

UMT Media Club
“Every Step Counts”
UMT Media Club is a unique platform where students from diverse background contribute in media engagement, conducting workshops and seminars, discussion sessions, participating in various forums on media, involving public figures from media and promoting the name of university at various platforms.

UMT Dramatics Club
“Feel, Express & Inspire”
This Club arranges a number of dramas and plays originally written, directed and produced by the participants of UMT. The number of programs produced by the Club
on different occasions have attracted appreciation from various quarters, entertained the participants and generated much interest among the audience.

**Gal's Zone**

*“She is Blessing”*

Gal's Zone is basically a girl’s community, where girls can arrange, organize & enjoy a variety of events like Lectures, Seminars, Events, Dinners, Parties and Trips etc. Moreover there are a numerous other opportunities for females with professional guidance and all the encouragement from the OPA.

**AKS Photography Club**

*“Inspiring Outlook”*

The AKS Photography Club promotes interest in all aspects of photography as an art form and welcomes members who enjoy photography at all experience levels. It arranges photography workshops and photo competitions. This is the place for all amateur camera enthusiasts to interact with other like-minded people, enhance their skills and share tips and techniques.

**Overseas Participants Club**

*“This is Home”*

**Overseas Participants Club (OPC)** presents a forum where all overseas participants interact with each other throughout the year. This club is regulated by OPA and was introduced by Dr Hasan Sohaib Murad, Rector UMT. An overseas participant faces many hurdles on account of being away from home. He/She has to encounter a new culture and environment altogether. The UMT management came up with the idea of providing them a platform where they felt at home, shared ideas and experiences,
and spent time in a community of likeminded people. The Club gives an Annual Dinner that is graced by the presence of Rector UMT who addresses the audience as well. The concerns and queries of the participants can also be discussed on the occasion.

UMT Character Building Society

“Move and Grove to Improve”

Character Building Society is the basic ingredient of the campus life since reforming the personal and group conduct of the participants is of utmost importance in a society. As the name suggests, this society is aimed at remedy the deficiencies in the character of students, developing good persons as well as good Muslims and good citizens. The team conducts various seminars, workshops and training sessions and launches character building programs in assorted areas to promote ethics. They also take part in social causes.

Health and Wellness Club

“You Fit In”

The Health and Wellness Club encourages the spiritual and physical development of the UMT community. It promotes members of various clubs or societies that teach the practice of yoga, aerobics, mind sciences, and facilitate gym memberships in collaboration with UMT. In future, workshops will also be arranged at the UMT Campus.

Fine Arts Club

“Glitter, Glamour & Glitz”
The Fine Art Club works mainly to cultivate, channel and nurture the artistic potential of the participants. It encourages them to come up with original artistic contributions and provides them avenues to enhance and polish their artistic talents.

Environmental Protection Society

“Guarding the Nature”

Members of the Environment Protection Society work to make UMT and the community clean and pollution free. You will find them spreading awareness about the health hazards of smoking or the importance of clean drinking water. The Society generates interest in such activities by celebrating No-smoking Day, Water Day and Campus Week.

UMT Blood Donors

“Sharing Life”

The Blood Donors Society is an online club/community that allows the needy to look for a donor with the desired blood group and request for donation. UMT students, faculty and staff may join the society. They have developed a network of blood donors and have also maintained a database of blood donors through which they provide blood whenever and wherever it is needed.

UMT Rovers Crew

“The Ultimate Dreamers”

This is a club for all those who want to challenge their physical and leadership potential. The club encourages good community service by developing their physical, mental, social, spiritual and emotional skills and values. It invites members to
participate in scouting activities such as camping. The club also sends the right candidates to represent UMT in national scouting events.

**Glee Entertainment Club**

*“Create Moments”*

Glee Entertainment Club is meant for entertainment and consists of a team of talented singers and naat-khawans. Main activities of the club include singing Sufi, folk and cultural songs, reciting naat, and promoting cultural themes. Participants perform at different events, taking part in contests at university level as well as intervarsity contests.

**Bulls Eye – Rifle Shooting Club**

*“Never miss the target”*

The Rifle Shooting Club has been set up for shooting enthusiasts and for generating interest in the sport. Club members are encouraged to take part in rifle shooting competitions, national shooting contests and HEC competitions.

**UMT Gaming Club**

*“Inspiring Fun”*

The UMT Gaming Zone and film making club is recognized to involve the students in gaming competitions and organizing documentary movies shows within the university premises to motivate students setting their high aims and objectives in their professional life.
Jurrat Adventure Club

“Go the Extra Mile”

Jurrat Adventure Club is established on the principle of will, courage and achievement in multiple activities like mountaineering, Trekking, Jet Ski, Parasailing, paragliding, camping and exploring. This club is also engaged in providing participants of UMT an opportunity to overcome their fear factor by taking part in such activities that requires valor and strong nerve. Through such activities, not only the entertainment is gained but also the courage is tested.

Olympiad Society

“Escape the Ordinary”

This society has been established to conduct various kinds of sport and introduce innovative games among the students at various levels which include intra-university as well as inter-university contests.

UMT Ushers Club

“Looking to Serve”

UMT Ushers Club is recognized as the team of experienced volunteers who serve at all kinds of event irrespective of the departmental boundaries. As a result of their services at various events in different sectors, they are professionally trained as event organizers. Ushers Club is also responsible to provide ushers for the events conducted by other clubs and societies to provide them a vast exposure in event management.
UMT Marshals

“We Stand for you”

UMT Marshals is a team of brave, high-spirited and insightful guys whose objective is to provide security services at different events and to the celebrities visiting the university at different occasions.

Ilmians Quiz Society

“Transforming Talent into Excellence”

Quizzical Society is a platform established primarily to conduct different sessions of quizzes to judge the potential and mind power of participants from different disciplines. The quizzes can range from general knowledge, IQ Tests, EQ Tests, analytical tests and other aptitude tests. The purpose of this society is to encourage students participation in various quizzical contests held within or outside the boundaries of university involving intra university and inter university competitions.

Cinematography Club

“Penetrating the Creativity”

UMT Cinematography Club also called UMT Cinema is a newly established club which has been formed after evaluating the ultimate film making skills of participants and the way they are bringing innovations in the skill. UMT Cinema Team is aimed at developing the useful and informative documentary films realizing the power of motivation that films inculcate in youth thus contributing to bring a positive change in youth. They will also lend a hand to OPA in coverage of events as well as activities organized by other clubs/societies.
UMTECH Computing Society

"Deciding what’s Next"

UMTECH Computing Society is a team of dedicated computer science agents who work to promote activities related to information technology and computer sciences including speed programming competitions, software development and quizzes etc. They will also lend a hand to Team OPA in various computer aided and technical facilities required for the events.

Bolan Forum

“Voice of Pakistan”

Bolan Forum is a society aimed at encouraging Baloch participants towards their contribution in social and cultural activities. The team will be empowered to enhance their network and have the feeling of belongingness with the UMT and place.

SPORTS ZONE

UMT Sports Zone

“Win Dice, Play Nice”

UMT Sports Zone comprises of nine sports clubs each having a team of brilliant players in it. They are trained properly before participation in matches within and
outside the university at various platforms from university level to divisional and provincial level. The Clubs include:

1. Cricket Club
2. Football Club
3. Rugby Club
4. Chess Club
5. Badminton Club
6. Table Tennis Club
7. Athletics Clubs
8. Snooker Club
9. Volleyball Club
SECTION: 3. GENERAL RULES & REGULATIONS

Affiliation

A club/society must be affiliated to the Department to be eligible for services, assistance and funding.

Joint Activities:

A club or society may engage in joint activity with other UMT clubs or societies, however where appropriate, clubs and societies may also engage with other Universities clubs and societies. The executive members of both clubs and societies within and without the university shall formulate strategies in order to maintain successful execution of activities and it would be assumed that there must not be any misunderstanding between two parties nor any conflict of interest of both parties.

Membership List:

Each member must be registered as UMT student. The initial members should complete the List of Members form in your club/society pack and then return to the OPA Department. President of the club or society must sign and files up the registration form of the new member after conducting a small interview of the candidate.

Executive Body:

The executive Body shall consist of President, Vice President, General Secretary, Finance Secretary, Media and Information Secretary and Executive Council having a number of executive members depending on the operations of club/society. All executive members would work under the supervision of President and shall obey any instruction by the president. The president may form the sub committees for the execution of different affairs of the club/society. Notably it is imperative to mention that president will work under supervision of OPA management and will be abide by the rules and regulations given by the department.

Selections:

The OPA Team under the supervision of Director OPA shall nominate the president and other executive members based on the Interviews assessment and on the capabilities of the candidates. The club/society members shall be selected for the period of one year.

Management Committee:

The management committee shall consist of 15 members. The initial 10 members shall automatically become the members of the committee; however president shall elect remaining 5 members. The committee shall define its duties and
responsibilities in the first meeting after its formation. If any seat of the selected members of the management committee falls vacant, the vacancy shall be filled up in coming regular meeting. The management committee meeting shall be held once a month regularly. The management committee shall also be elected for the period of one year and if members wish to continue after the specified time period then club/society must fulfill the re-registration criteria.

**Website Of Club/Society:**

President shall develop and maintain the official website and social media of the club and society. This content will be representative of all activities going on and the upcoming events as well. Link of the website will also be mentioned on the UMT official website. Any fake information or unacceptable content will be only responsibility of the president of the club and department will be having all rights for disciplinary action. While completing the term in office president will give all charge of the website to the new selected president.

**Social Media:**

All the selected members will follow the OPA and UMT’s official page on facebook for the announcements of upcoming events and official news. Link of the OPA official page is mentioned below

**Facebook/opa umt**

https://www.facebook.com/pages/OPA-UMT/143018015858450

**Semester Reports**

OPA requires that clubs submit a Semester report detailing the Key Clubs activities during the previous Semester. Report forms can be obtained from OPA office. Clubs should refer to their reports to evaluate their progress toward club goals.
SECTION: 4. JOB DESCRIPTIONS OF OFFICE BEARERS

President

The President is ultimately responsible for the club. The role of the President is to oversee the running of the club and its administration. This involves running club meetings and ensuring effective management of the Board and its members. It should be understood that the duties of a Club President, regardless of the size of the club, are numerous and require considerable time and efforts throughout his/her term in office. It is the duty of the President to stimulate the interest and activity of both the Board and members on all occasions. The President is responsible for creating an image and conducting all the affairs of the club in a judicious manner.

The president shall generally function in accordance with the advice of OPA Department. The main duties and responsibilities of the president shall be:

10. To provide leadership and governance considerations to activities of the Club or Society
11. To involve all team members while planning or taking part in any event/activity
12. Work with other members of the Executive Committee to achieve the aims and objectives of the club/society in order to benefit the membership overall.
13. To take care of members concerns in programs.
14. To establish and maintain the discipline not only in the club/society but also in the assigned programs
15. Have a good knowledge of the club’s policy and constitution
16. Pass on to their successors all pertinent records and reports
17. Resource generation and getting sponsorships for major events
18. In order to be a competent President the following attributes are necessary
19. Knowledgeable about activities of respective club/society
20. Strong Leadership Skills
21. Must be a team player
22. Excellent communication and listening skills
23. Critical decision making ability
24. Ability to delegate the responsibility among team members
25. To be unbiased and impartial
26. To be a powerful motivator
27. To be well versed in the rules and procedures of the running a club and any particular meeting

Note: The management committee shall design and assign the duties and responsibilities of the other executive members of the club/society and president.
**Senior Vice President/Vice President**

In many instances, it is assumed that the Senior Vice President/Vice-President will become Club President (Not true for all times). Thus it is the requirement of the Senior Vice President/Vice-President to become acquainted with all club activities and the duties of the President in order to prepare for a term in office. Senior Vice President Vice-Presidents will oversee other executive members or special projects/event management, or recruitment and welcoming new members to the club.

Duties of Senior Vice President/Vice-President include:

1. In the absence of the President, chairing meetings and representing the club whenever such occasion arises
2. Liaising between the President and OPA official management & other committees.
3. Planning event/activity in collaboration with other team members.
4. Fulfilling the requirements of the portfolio assigned
5. Assisting and advising other executive members on their portfolios
6. Communicate information to the members
7. Involve all team members in various tasks through delegation of responsibility

The attributes of an efficient Senior Vice President/Vice-President are:

1. Be knowledgeable and experienced about the activities of club/society
2. Strong leadership skills
3. Good interpersonal skills
4. Good organizational skills
5. Supportive of the President and other team members
6. Effective decision-making
7. Must be a team player

**General Secretary**

The Club’s Secretary controls the club’s administrative procedure. He/she is the main link between the Board and the club’s members. Usually the Secretary is the first point of contact a student has with the club. The efficiency of the Secretary’s work will be evident from the success of the club during his/her term of office. The Secretary should realize its many responsibilities.

The position of Secretary is one of the most important in any club and the society. Roles of the Secretary embrace far more than simply keeping minutes of meetings.
The Secretary has details from Club Development to Club Management pertaining to club membership, events and events schedules as well as information regarding club meetings. To fulfil the duties and responsibilities effectively, a Secretary should:

1. Attend and record minutes of all general and club meetings
2. Assist the President in preparing agendas for meetings
3. Send notice of upcoming meetings and circulate previous minutes and reports to the members and OPA management.
4. Examine all correspondence, directing it to the team members concerned, and replying if necessary. Special attention should be given to all letters received from both inside and outside the university offices
5. Keep record of names, addresses and telephone numbers of the newly elected members
6. Have a good knowledge of the club’s policy and constitution
7. Communicate information to the members

In order to be a competent Secretary the following attributes are necessary:

1. Energetic and enthusiastic about club duties.
2. An effective communicator
3. Send courtesy, obligatory or congratulatory notes on behalf of the club
4. The ability to make decisions and act on opportunities
5. Must be a team player

**Media Secretary**

Information Secretary acts to promote the club. He is solely responsible to coordinate with all the media channels including print media and electronic media. He/she may also be responsible for publications or newsletters and the dissemination of information to the club members.

Major responsibilities of Information Secretary include:

1. To make all announcements regarding the upcoming event through the notice boards and social media of UMT and many different forms of promotion, which vary from advertising in the local paper to making public announcements at the university, Posters, UMT TV/radio adverts, brochures
2. To generate write up immediately after the completion of the event
3. To get the events report and highlights published on the social media and website of the university.
4. To liaise with the electronic and print media authorities to get updates about the coming mega events.
5. To prepare a press release and get it published from the local newspapers and magazines.
6. To run a campaign in the university community to portray the soft image of the club or society to attract new members.
Finance Secretary

Finance secretary is the most critical and demanding role with respect to accountability of managing the finances and keep a record of all the assets, physical as well as monitory. Main duties involve:

1. Reporting to President and Vice President in all financial matters
2. Preparing the budget for each event or activity and presenting it to the OPA Team for approval
3. Generating resources for any activity/event of the club in collaboration with President and Vice President through sponsorships and ticket selling
4. Maintaining a record of all the expense and cheques or grants received from any organization to support an activity/event and present to OPA Team
5. Responsible for transparency of all financial affairs of club/society

Attributes required for this post are

1. Excellent leadership skills
2. Resources mobilization capability
3. Capability of excellent utilization of available resources
4. Financial management skills
5. Team player attitude
6. Knowhow of budgeting and event planning

Executive Members

Executive members are the most important part of the executive committee of any club or society. They play a pivotal role in carrying forward major tasks in club activities and also employ their skills for the betterment of club functionality.

It is expected that Executive Body members will:

1. Attend all Executive Board meetings and stay until the end of the meeting. Board members unable to attend should notify the president as soon as possible.
2. Serve as organizer in the activity and set an example for other members of the clubs and students of university.
3. Provide a report at each Board meeting outlining the activities and/or issues of each Board member’s area of responsibility.
4. Adhere to the policies and procedures adopted by the club and provide suggestions for change when appropriate.
5. Be an active participant in decisions made by the Board on behalf of the members.
6. Will Act in compassionate way in all the events and coordinate with the president to carry important tasks.
SECTION: 6. APPLICATION FOR FUNDS

The first priority of Clubs/societies should be the sponsorship for conducting activities however department will probably provide funds at some point. This section includes details of what amount a club/society will be given, what funds are available, how funds are allocated, and what the funds can be spent on.

PROCESS AND REGULATIONS

(a) Application must be made on an official application form in consultation with the Department. Incomplete forms will not be processed.
(b) Application must be lodged by the due date as advised by the Department.
(c) If there are funds available a second due date will be set for second semester.
(d) Applications will be reviewed and funds granted by the director Office of Participants Affairs.

FUNDING GUIDELINES

(a) The funds shall be awarded subject to the availability.
(b) An application for funds by an affiliated Society must bear the signature of the President or secretary and finance secretary of the Society.

RESTRICTIONS

Each society must collect its subscriptions from its members. This amount shall be the responsibility of the club executive members and they can spend with mutual understanding on club affairs. The department shall require a financial report at the end of each semester. The department shall directly monitor the funds if amount is granted by the department. The department will reclaim any grant money unspent at the end of each activity.

BUYING/ISSUED EQUIPMENT

All equipment or other assets purchased using grant money shall be the property of the University of Management and Technology. The society executive members shall ensure the safe handling of the purchased equipment. All issued equipment by the department must be returned after the completion of each activity.
SECTION: 6. MEMBERSHIP

Each club and society shall ensure genuine interest from members and shows a commitment by the club to generate its own revenue. It also provides proof of membership numbers.

(a) All members of the University of Management and Technology shall be eligible for membership to the Club/Society.

(d) Membership must be non-discriminating and open to all UMT participants.

(e) Members shall abide by all rules and regulations laid down by the Club and OPA. Failure to do so may result in suspension or expulsion from the Club. Disciplinary action may be taken by the Office Bearers of Clubs.
SECTION: 7. RESOURCES AVAILABLE TO CLUB/SOCIETIES

As part of our mission to support participants, we offer a number of useful resources to all societies.

Help and Advice
There is always somebody available to help you in the OPA Department during office hours. The department shall issue cards only for executive members of each club/society.

Resource Center
All club and societies shall use the OPA department as a resource center. The department shall provide the all necessary equipment and facilities like photocopies, computer, Internet and others to all club/societies without any discrimination.

Post and Postal Address
Each club/society may use the Department address for official correspondence, which is as follows:

Office of Participants Affairs
University of Management & Technology
C-II, Johar Town, Lahore-54770, Pakistan.
Tel: 35212801-9 Ext: 336
E-mail: opa@umt.edu.pk

All clubs/societies are advised to collect mail regularly, particularly at the end of each month.

Space Reservation for Events
Club/Societies may apply for reservation of space for activities at different venues in the university with coordination of the department. The OPA department shall provide identification cards to all club and societies executive members. The representatives may contact with concerned person individually on behalf of the club/societies.

Printing Material
The department shall provide printing slips and other required printing material to all club and societies on demand. The department shall evaluate the importance and cost of the material and then decide whom to provide or not.
**Web Page and Email**
All societies are allocated an E-mail address and space on the web server. Only club executive members can use this facility. The club/societies are directed to develop their web site first and then contact department for web space.

**Notice Boards**

Each society shall use the department notice board in at university however where department notice board shall not be available, then academic boards would be used. However, where applications are in excess of available boards, first come first served approach will be used. Clubs/societies must acknowledge the Department on all advertising for events.

There are other notice boards around campus, which can be used to display posters for any big annual events that club/societies may have. These posters will require authorization by the department.

Club/Societies can use notice board to display any society information such as how to join club/society, when your meetings are, events that you are planning. It is the responsibility of your society to check board regularly, keeping it up-to-date and removing unwanted posters.
SECTION: 8. FINANCES

The finance Secretary shall be responsible to Club/Society for the keeping of accounts and shall exercise supervision over all Club/Society finances, subject to decisions of the executive body members. All spending must be approved and inspected by the club executive members.

(a) The Department will not cover losses incurred by a club or society where the club has been shown to breach this policy.
(b) All Clubs and Societies must submit a financial report of the previous year within fourteen days after the A.G.M.
(c) The Office of Participants Affairs reserves the right to investigate, direct or request information from any Club or Society at any time.

The Department reserves the right to determine any disciplinary action against a Club or Society for breaches of above regulations.

For any other query or information please contact Office of Participant Affairs.
SECTION: 9. CODE OF CONDUCT FOR ACTIVITIES/EVENTS

Office of Participants Affairs has established the code of conduct for all kinds of events which has to be followed by all clubs and societies while organizing the event within or outside of campus premises. The purpose is to regulate the clubs/societies in order to keep them within the margins of UMT’s values and norms so as to avoid any misconduct or unethical activity that might lend disgrace to the organization. Strict action will be taken by respective authorities if any club/society was found involved in the violation of the code of conduct.

Language/Communication
Clubs/Societies conducting events will be abide by the use of sophisticated language during the event. Any such communication that involves the use of abusive language, slang or vague words during the performance is strictly not allowed. Moreover, unethical and non professional communication is not allowed within the premises of university.

Demeanor of Executive Members
All the Executive Members of clubs/societies will behave in professional way. Any act of violence directed at any person or property is unendurable and serious action will be taken against any such incident.

Entertainment/Performance
UMT Prohibits clubs/societies from conducting any such events organized within or outside the university premises which involve rock and pop music performance. Only FOLK and CULTURAL INSTRUMENTAL music may be allowed after careful scrutiny from concerned authorities subject to the situation.

Event Promotion/Advertisement
All clubs/societies will strictly avoid the advertisement and promotion of any such material that involves the unethical content which may earn a dishonorable repute to the university. All promotional material for events will be approved by the concerned authorities before publicizing.

Finance/Sponsorship
Any method adopted by clubs/societies for finance arrangement to conduct any event must be approved from the concerned authorities. Ticket/pass selling for any event is not permissible without approval from the management. Sponsorship budget will be collected through the approval of higher authorities in UMT’s account through established procedure either it be cash or cheque/demand draft.
Donation collection is not allowed without approval of higher authorities and will be collected in UMT’s account.
All the donation/sponsorship cheques will be received in the name of UMT.

It is assumed that all club and societies shall abide by above stated code of conduct and never exceed their limitations however; any club and society found involved in breach of code of conduct will be strictly handled.
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