



**OPA**  
SIALKOT CAMPUS

# HANDBOOK



*Office of  
Participants Affairs*

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DESIGNED BY: BASIT SAEED

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 is considered to be the only department in University of Management and Technology that provides dedicated advisory services to participants not only in their co-curricular as well as in extra-curricular 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 Clubs/Societies Guide, which includes detailed rules and regulations for clubs and societies on campus.

## VISION

As the 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

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.

## INTRODUCTION

**OBJECTIVES**

By optimum utilization of resources and energies, Office of Participants Affairs 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:

- To provide a platform for personal and professional development of participants from various disciplines of study in the areas of Arts & Culture, Media, Entertainment, Dramatics, Social Welfare, Information Technology, Debating & Literature, Sports and Adventure.
- 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.
- To nurture a variety of capabilities in participants which involve interpersonal skills, leadership and management skills, ethical conduct, creativity, sense of accountability, critical decision making, multi-tasking, problem solving skills.
- 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.
- 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.
- 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.
- To encourage understanding, communication and cooperation between participants of all races and cultures.
- To empower participants through counseling, personal consultation so they can improve their skills and expertise in their areas of interest.
- To facilitate clubs and societies in conducting activities/events.

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

- Multi Flair Zone
- Sports Zone

### MULTI FLAIR ZONE

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

### SPORTS ZONE

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



*Instill Hope, Inspire Action*

### SOCIAL WELFARE SOCIETY

The society organizes fund-raising campaigns 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.



*Sharing Life*

### BLOOD DONOR SOCIETY

The Blood Donor Society is a club 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.



## REGISTERED CLUBS &amp; SOCIETIES



*Explore Your Potential*

### EXTRA CURRICULAR CLUB

Extra Curricular Club arranges Festivals, Carnivals, Annual Dinners, Award Ceremonies and all other activities which do not fall in the scope of any other club/society. This club also provides arrangements to all other club in their events. In other way, we can say that this club arranges most of the events/activities held here in UMT Sialkot Campus.



*Unlocking the Power of Words*

### KHATEEB DEBATING CLUB

Khateeb Debating Club 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.



*Decoding Thoughts*

### UMT SCRIBBLERS SOCIETY

UMT Scribblers Society serves as a platform for 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.



*Glitter, Glamour & Glitz*

### FINE ARTS CLUB

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.



*Every Step Counts*

### UMT MEDIA CLUB

UMT Media Club is a unique platform where students from diverse background contribute in media engagement, conducting workshops and seminars, participating in various forums on media, involving public figures from media and promoting the name of university at various platforms. Main duty of this club is to cover all the OPA events by every mean.



*Feel, Express & Inspire*

### UMT DRAMATIC CLUB

UMT Dramatic Club arranges a number of dramas and plays originally written, directed and produced by the participants of UMT. The number of acts produced by the Club on different occasions have attracted appreciation from various quarters, entertained the participants and generated much interest among the audience.



*Go the Extra Mile*

### UMT ADVENTURE CLUB

UMT Adventure Club is established to organize activities like trips, trekking, camping etc. This club is also engaged in providing participants an opportunity to overcome their fear factor by taking part in such activities that requires strong nerve. Through such activities, not only the entertainment is gained but also the courage is tested.



*She is Blessing*

### UMT GAL'S ZONE

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.

## REGISTERED CLUBS &amp; SOCIETIES



*Spreading Peace*

### AL'ASR ISLAMIC SOCIETY

Al'Asr Islamic Society 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.



### SPORTS ZONE

*Win Dice, Play Nice*

### SPORTS ZONE

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 Sports Zone include:

#### ● TARGET SPORTS CLUB

- a. Snooker
- b. Darts

#### ● STRATEGY GAMES CLUB

- a. Chess
- b. Ludo

#### ● RACKET SPORTS CLUB

- a. Badminton
- b. Table Tennis

#### ● CRICKET CLUB

- a. Softball Cricket
- b. Hardball Cricket

#### ● FOOTBALL CLUB

- a. Futsal
- b. Football
- c. Table Football

#### ● TEAM SPORTS CLUB

- a. Basketball
- b. Dodgeball
- c. Volleyball

#### ● ATHLETICS CLUBS

- a. 100m Race
- b. Three Legged Race
- c. Sack Race
- d. Javelin Throw

#### ● VIDEO GAMES CLUB

- a. Counter Strike
- b. Tekken
- c. Need for Speed

#### ● STRENGTH SPORTS CLUB

- a. Tug of War
- b. Arm Wrestling



### **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 or 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 Secretary, Joint Secretary, etc. 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 will 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 (Fall & Spring Semester).



## GENERAL RULES & REGULATIONS

### FACEBOOK PAGE OF CLUB/SOCIETY

President shall develop and maintain the official Facebook Page of the club and society. This content will be representative of all activities going on and the upcoming events as well. Any fake information or unacceptable content will be only responsibility of the president and department will be having all rights for disciplinary action. While completing the term in office president will give all charge of the Page to the new selected president. All the selected members will follow UMT Sialkot's official Facebook Page for the announcements of upcoming events and official news. ([www.facebook.com/UMTSialkot](http://www.facebook.com/UMTSialkot))

### SOCIAL MEDIA

All the selected members will follow the UMT Sialkot's official page on Facebook for the announcements of upcoming events and official news. Link of the official page is: [\*\*www.facebook.com/UMTSialkot\*\*](http://www.facebook.com/UMTSialkot)

### SEMESTER REPORTS

OPA requires that clubs submit a Semester report detailing the Key Clubs activities during the previous Semester. Clubs should refer to their reports to evaluate their progress toward club goals.

## 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 its members. It should be understood that the duties of a Club's 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 the 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:

- To provide leadership and governance considerations to activities of the club
- To involve all team members while planning or taking part in any event/activity
- 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
- To take care of members concerns in programs
- To maintain the discipline not only in the club/society but also in the events
- Have a good knowledge of the club's policy and constitution
- Pass on to their successors all pertinent records and reports
- Resource generation and getting sponsorships for major events

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

- Knowledgeable about activities of respective club/society
- Excellent communication and listening skills
- Ability to delegate the responsibility among team members
- Strong Leadership Skills
- Critical decision making ability
- Must be a team player and powerful motivator
- To be unbiased and impartial
- To be well versed in the rules and procedures of the running a club



## JOB DESCRIPTIONS OF OFFICE BEARERS

### 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 President will oversee other executive members or special event management, or recruitment and welcoming new members to the club. Duties of Senior Vice President/Vice-President include:

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

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

- Be knowledgeable and experienced about the activities of club/society
- Supportive of the President and other team members
- Good interpersonal skills
- Good organizational skills
- Strong leadership skills
- Effective decision making
- 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 fulfill the duties and responsibilities effectively, a Secretary should:

- Attend and record minutes of all general and club meetings
- Assist the President in preparing agendas for meetings
- Send notice of upcoming meetings and circulate previous minutes and reports to the members and OPA management
- Special attention should be given to all letters received from both inside and outside the university offices
- Keep record of names, addresses and telephone numbers of the newly elected members
- Have a good knowledge of the club's policy and constitution
- Communicate information to the members

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

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



## JOB DESCRIPTIONS OF OFFICE BEARERS

### 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 monetary. Main duties involve:

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

Attributes required for this post are:

- Resources mobilization capability
- Capability of excellent utilization of available resources
- Financial management skills
- Knowhow of budgeting and event planning
- Team player attitude

### MEDIA SECRETARY

Media 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 Media Secretary include:

- To make all announcements regarding the upcoming event through the notice boards and social media of UMT Sialkot and many different forms of promotion, which vary from advertising in the local paper to making public announcements at the university, posters, brochures, etc

- To generate write up immediately after the completion of the event
- To get the events highlights published on the social media and website of the university
- To liaise with the electronic and print media to get updates about the coming mega events
- To prepare a press release and get it published from the local newspapers and magazines
- To run a campaign in the university community to portray the soft image of the club or society to attract new members

### **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:

- 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
- Serve as organizer in the activity and set an example for other members of the clubs and students of university
- Provide a report at each Board meeting outlining the activities and/or issues of each Board member's area of responsibility
- Adhere to the policies and procedures adopted by the club and provide suggestions for change when appropriate
- Be an active participant in decisions making on behalf of the members
- Will act in compassionate way in all the events and coordinate with the President to carry important tasks



## 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.

- All members of the UMT shall be eligible for membership to the Club/Society
- Membership must be non-discriminating and open to all UMT participants
- Members shall abide by all rules and regulations laid down by the Club/Society 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





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.

### **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.

### **NOTICE BOARDS**

Each society shall use the notice board in university. Clubs/societies must acknowledge the Department on all advertising for events. 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.



## 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

- Application must be made on an official application form in consultation with the department, incomplete forms will not be processed
- Application must be lodged by the due date as advised by the department
- If there are funds available a second due date will be set for second semester
- Applications will be reviewed and funds granted by the Officer Participants Affairs

### FUNDING GUIDELINES

- The funds shall be awarded subject to the availability
- An application for funds by an affiliated Club/Society must bear the signature of the President and Finance Secretary of the Club/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.

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.

- The Department will not cover losses incurred by a club or society where the club has been shown to breach this policy
- All Clubs and Societies must submit a financial report of the previous year within fourteen days after the Annual General Meeting
- 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



**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.



## CONTACTS

## BASIT SAEED

## OFFICER PARTICIPANTS AFFAIRS

Email	<a href="mailto:basit.saeed@skt.umt.edu.pk">basit.saeed@skt.umt.edu.pk</a>
Mobile	+92 333 8737737
Telephone	+92 52 3241 801-05
Extention	147

## SAMAR HUSNAIN

## OFFICE ASSOCIATE - OPA

Email	<a href="mailto:samar.husnain@skt.umt.edu.pk">samar.husnain@skt.umt.edu.pk</a>
Mobile	+92 333 8652097
Telephone	+92 52 3241 801-05
Extention	147

## OFFICE OF PARTICIPANS AFFAIRS (OPA)

Address	UMT Sialkot Campus 21-A Small Industrial Estate, Shahabpura Road, Sialkot
Email	<a href="mailto:opa@skt.umt.edu.pk">opa@skt.umt.edu.pk</a>
Telephone	+92 52 3241 801-05
Extention	147