



The University of Azad Jammu & Kashmir

Admin Block Chelah Campus Muzaffarabad

(Directorate of Students Affairs)

Students Societies Regulations

Preamble:

Co-curricular and extra-curricular activities play a vital role in the academic and social life of students. Such activities encourage a healthy relationship among the students and develop a sense of co-ordination in the living-learning processes of the students, faculty and administration. These activities are vital for the physical, social and psychological growth of students. Since the Directorate of Student Affairs provides proactive support and capacity building services to promote co-curricular activities in the University which could enrich our graduates at every stage of their life as well as to help them to build strong relationships with their peers, faculty, administration and other stakeholders.

Rationale:

For the smooth functioning of the student societies/clubs, their formations and functioning, needs proper Regulations, which are provided in the following.

#	Existing Rules	Proposed Rules
1.		<p>These regulations shall be called UAJK Students Societies / Clubs/Councils Regulations 2021.</p> <p>These regulations shall come into force at once on approval by the Vice Chancellor.</p> <p>These regulations govern the Creation and Operation of Student Societies and Clubs at The University of Azad Jammu & Kashmir, Muzaffarabad.</p>

2.	Mission	
	Undefined	To provide the students a platform to lead and learn to be a great team player by giving them opportunities to arrange different curricular and extra-curricular activities, which makes them good leaders, globally competitive, morally upright and well-rounded disciplined individuals/ citizens.
3	Objectives	
	Undefined	<p>Students' societies/clubs aim to:</p> <ul style="list-style-type: none"> • enhance the creative potential of the students • expose the hidden talents of the students • prepare the students to face the challenges of practical life • inculcate in students the spirit of healthy competition • prepare the students for future challenges in the global context • keep the students away from unwanted/undesirable associations/activities • promote teamwork among the students • give them a sense of responsibility and ownership
Organizational Structure of Students Societies		
#	Existing	Proposed
	<ul style="list-style-type: none"> • President • Vice President (one each from male and female) 	Each student society/club will consist of a faculty member as its mentor/ advisor and students as members. On the recommendations made by the committee after consultation with Director Students Affairs an executive body will be composed of the following Positions:

	<p>students)</p> <ul style="list-style-type: none"> • General Secretary (one each from male and female students) • Secretary Finance • Press Secretary 	<ul style="list-style-type: none"> • President • Vice President (one each from male and female students) • General Secretary • Additional General Secretary (one each from male and female students) • Secretary Finance • Secretary Information • 5 Core-Team members other than executive body from students/faculty if required will be nominated by the Advisor of that society in consultation with the DDSA (Co-curricular activities) • General Body Members (at least 30 members)
Responsibilities of The Office Bearers/ Executive body		
DDSA (Co-Curricular Activities)		
	Non-Existent / Undefined	Supervision, administration and coordination of all the on-campus and off-campus co-curricular activities of the university shall be the responsibility of Coordinator/DDSA Co-Curricular Activities who shall be appointed by the worthy Vice Chancellor amongst a panel recommended by the Director Students Affairs. He shall be responsible to maintain the record and details of all the designates of societies and clubs, pre and post event reports/records and also to compile and publish annual societies

		reports/magazine.
	The Advisor/ Mentor	
	Non- Existent	Each Society/Club would be headed by an Advisor who would be a faculty member and will be nominated by the Director Student Affairs. Advisor for each society shall be responsible to organize and look after the activities of the society/club.
	The President	
	Undefined	The President of a society would be responsible to look after the business of his/her society with the consultation of DSA/ DDSA (Co-curricular activities). S/he will chalk out activities in compliance with the academic calendar/schedule in consultation with the Advisor/DDSA (co-curricular activities)/DSA.
	The Vice President	
	Undefined	The Vice President would act as President in the absence of the President of a student society/ club, on the recommendation of the concerned Advisor/DDSA (Co-curricular activities)/DSA.
	The General Secretary	
	Undefined	The General Secretary would keep a proper record of all activities, attendance of the executive body and general members, minutes of the meetings etc. The General Secretary of a Society would submit a copy of attendance to the advisor after each meeting. All record must be properly submitted through advisor to the Directorate of Students Affairs on the

		completion of the term of the executive body or earlier or when required by the Directorate of Students Affairs.
The Deputy General Secretary		
	Non- Existent	The Deputy General Secretary would perform duties as General Secretary in the absence of the General Secretary on the recommendations of the concerned Advisor with the consultation of DDSA (Co-curricular activities)/DSA.
The Secretary Finance		
	Undefined	The Secretary Finance would be responsible for financial matters of a society. He would be responsible for preparing financial proposal/ report for any event/ duration and will submit to the DSA along with all relevant record when required and will open a joint account with the consultation of DSA when and where required.
The Secretary Information		
	Undefined	The Secretary Information of each society would consult the Advisor/DDSA(Co-curricular activities)/DSA for sending an advance press release/report to PRO of the University for onward submission to the concerned quarters. He would keep a proper record of reports, press cuttings etc. related to students' activities and send a copy of the report to the Directorate of Student Affairs through advisor/DDSA (Co-curricular activities). He would also be responsible for submission of report of bi-annual activities of his/her society to the Directorate of Student Affairs through the Advisor/DDSA (Co-curricular activities). Any media/press release must be approved by the concerned authority before it

		<p>is issued. The Secretary Information would be responsible for designing, printing and distribution of invitation cards of the activities/ceremonies held along with other team members. They have to maintain a list and contact numbers of the invitees, Faculty Members, Administrative Heads and key persons in Public and Private sectors. They would chalk out the program of their society in advance in consultation with the Advisor/DDSA (co-curricular activities). List of invitees however, to be finalized/ approved by the Director Students Affairs.</p> <p>The Secretary Information shall work with the collaboration and support of Media Society of the University.</p>
Core Team Members other than Executive body		
	Non- Existent	The core team members shall assist above mentioned Executive body/office bearers in all the matters related to management, conduction, advertisement and record keeping of the events conducted by the society.
Procedure For The Registration of a New Society/Club		
<p>Applications form for registration of a new society will be considered by the Directorate of Students Affairs to setup a new society. The registration form will be available at the Directorate of Students Affairs and also at the official website of the University for the purpose. The form must be completed and submitted along with the proposed constitution of the society, as per UAJ&K Students' Societies Regulations.</p>		
Evaluation Criteria for the appointment of office bearers/ Executive body		
	Undefined	<p>Directorate of Student Affairs will evaluate/review the applications with respect to following conditions:</p> <ol style="list-style-type: none"> 1. University Policy and code of Conduct.

		<ol style="list-style-type: none"> 2. Recommendation of concerned Head of Department. 3. Recommendation of the society advisor. 4. Eligibility requirements. 5. Need of the Society/Club. 6. Past record of candidate in Co-curricular activities/ overall conduct in/out side of the University. 7. Written test /interview/ demonstration of scrutinized candidates by a committee constituted by the DSA. The committee shall comprise of 05 Faculty members, DSA as convener and DDSA (Co-curricular activities) as member/secretary committee.
Eligibility Requirements for Applicants (Office Bearers)		
	Undefined	<ul style="list-style-type: none"> • Only regular on campus enrolled students of the University would be eligible for any position. • The candidate/ student should not have any outstanding dues If department and/or Hostel. • The candidate as per tenure of one year must have two remaining semesters. • Have potential of volunteer work. • No minor/major penalty by the departmental/central disciplinary committee. • Commitment/ understanding towards societies objectives. • Must not be an office holder of any organization based on discrimination of politics, sect, geographic location, or any other organization whose vision, mission and objectives collide with the objectives of the student societies and UAJ&K. • Must adhere to University Code of Conduct. • Good attendance record of class/lectures.

Tenure of Office bearers	
Undefined but usually for one year.	Members of the Executive body shall be selected through defined procedure from amongst the members of the Student Society/Club for a period of one academic year. The office bearers would perform their duties for one academic year or till the appointment of a new Executive body (whichever is earlier)
General Instruction/Guidelines	
Undefined / oral instructions issued by DSA from time to time.	<ul style="list-style-type: none"> • The office bearers would work collectively as a single body for a society. • No student can enjoy membership of three or more societies/clubs or keep two positions of the same society at the same time. • Any office bearer can be removed by the Director Students Affairs on request of the concerned Advisor on account of misbehavior, such as using un-parliamentary language or violation of the rules, university code of conduct. • Each society/club would be allowed to arrange for correspondence/linkages with similar nature of societies/clubs at other similar type of organizations/institutions. • After the announcement of the new office bearers of the concerned society, the Advisor/ Mentor would distribute membership forms among the students and would collect the forms, duly filled, within a week and allot membership number to each student. • At the outset of an academic year, Advisor would chalk out and share the plan of activities to be held throughout the year by concerned society. • Meeting of the office bearers/Society can be called only on designated days (announced by the advisor) in order to avoid any disturbance in the curricular activities. • The Advisor would be responsible to organize at least

		<p>two events during one academic year.</p> <ul style="list-style-type: none"> • The Advisor would keep a proper record of the activities of the society concerned. • Regular reporting of any activity to the Director Students Affairs would be the responsibility of the Advisor, along with the Secretary General of the Society. • Any member of the society/club who does not attend two consecutive official meetings without any valid reason would be relieved from his/her office/duties. • The Advisor once appointed will remain in office for one academic year or till the appointment of a new Advisor, whichever is earlier. However, s/he can submit his/ her resignation on one-month prior notice. • For any major event, DDSA (Co-curricular Activities), Advisor and Office bearers would shoulder the responsibility collectively. • Prior approval for organizing an event along with its budget would be necessary from the Competent Authority. • The Advisor would pinpoint the talented students, keep a record and inform the Director Students Affairs. S/he would motivate talented students and keep them busy in healthy and constructive activities, which are the main purpose of running the Societies. • The Advisor, on the termination of each tenure, would recommend the names of deserving office bearers or general members for awarding certificates, subject to fulfillment of the condition of attendance, active participation, excellent performance and meritorious services.
ACKNOWLEDGMENT FOR ACTIVE SOCIETY/CLUB OFFICIALS		
	<p>Undefined But usually shields and certificates are awarded at the end of the tenure.</p>	<p>For encouraging and motivating students' participations in co-curricular activities, an annual evaluation of their achievements shall be made by Directorate of Students Affairs on the basis of performance reports submitted by relevant advisors. The Best performers shall be</p>

		acknowledged.
	ATTENDANCE ISSUES	
	Undefined	<p>For all those events being held within Campus by any society, no attendance shall be compensated. In case of Inter-University Competitions, makeup classes should be arranged for office bearers of a society, participating students and volunteer workers to cover their academic loss.</p> <p>However, upon recommendations of a society advisor/DDSA (co-curricular activities), the Director Students Affairs may forward a request to the Vice Chancellor of upto 5% attendance waiver in favor of an extra ordinary performance.</p>
	Interpretation	
	Undefined	If any question arises regarding the interpretation of these regulations or any situation/case unaddressed in this draft, the matter shall be deliberated by DSA, DDSA (Co-curricular activities) and advisor. However, the decision of Director Students Affairs shall be final.
	Removal of an office bearer / Dissolution of Executive body	
	Undefined	The Director Students Affairs may exercise the powers of removal of an office bearer or dissolution of a whole society if the individual/society fails to perform adequately or disobeys the instructions issued by the directorate. These powers of the director may also come into play if any office holder is found guilty in any case of misconduct of the university rules and regulations.

Short description of Officially Acknowledged / Notified Societies		
#	Existing Status	Proposal
	Literary Society	
	Merged with the Debating Society	Literature is artistic aspect of life which provides insight into various cultural dimensions. In order to promote talent and develop the personality of the students, a “Literary Society” has been established to provide a forum to the students to give vent to their views, perceptions and experiences. This society will aim to promote literary culture in the university. Advisor should be regular faculty member of English/Urdu/IR/Mass Communication/ Kashmir Studies Departments.
	Debating Society	
	Undefined	Development of communication skills and ability to argue is one of the main objectives of higher education. To develop speaking, communication, debating and discussion skills of the students, Debating society has been established which will try to impart these skills in all the students of university through a range of oratory and rhetoric activities.
	Cultural Society	
	Undefined	The University of Azad Jammu & Kashmir has a vast range of students from multicultural backgrounds from AJK, Gilgit Baltistan and all four provinces of Pakistan. To make the best use of this multiculturalism in the university, Cultural society has been established which will help to develop understanding of various dimensions of culture and to

		sensitize students to what is happening around them..
	Seerat Society	
	Undefined	To implant Islamic values in the young minds of university students and to promote religious harmony among different portions of ummah, The university of Azad Jammu & Kashmir has established seerat Society under the supervision of director students affairs. This society aims to promote the shared values and better understanding of Islam through lectures, seminars, dialogues of scholars, Na'at and Qira't, etc contests among students.
	Sports Society	
	Notified by DSA as recommended by the Director Sports.	Adhering to the principle "a healthy mind lives in a healthy body" Sports Society is established which is devoted to organizing all sorts of sporting activities such as football, badminton, table tennis etc. Another benefit expected to fall out is preparing the athletes to represent the university in inter-university games competitions. Its evaluation should be carried out by the Director Sports under the supervision of the Director Students Affairs.
	Students Council	
	Non-Existent	In order to avoid any disturbance in academic activities, letting someone spoil the scholarly environment of the university and to resolve the academic and non academic problems of the students, a council consisting of some representative students and university officials is proposed.

		<p>Structure and functioning of the council:</p> <ul style="list-style-type: none">• One representative (preferably CR/GR) from each class of all the departments shall be nominated by the HOD of concerning department/Institute. These representatives shall constitute the general body of Students Council.• Among the representatives of a department/Institute, one student shall be elected by the departmental members of the general body as Departmental focal person for Executive body of the council.• Among the focal persons of all departments, five students (Minimum 2 from each gender) shall be nominated by the members of executive council as members of central body of the council.• Central Committee of the council shall be headed by the worthy Vice Chancellor. Honorable Deans, Director Students Affairs and Chief Security Officer shall be the members of central body of the Council.• Director Students Affairs shall work as the Secretary of the students Council. Any complaint launched by the students shall be submitted to the secretary through the council.• Upon receiving any complaint, the secretary shall refer the case to concerned quarters for immediate action.• In case of a major issue/important matter requiring a policy level decision, the secretary shall call a meeting of the central body of council at the earliest• Student representatives of the central body shall be responsible to present the case in writing with all the
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		<p>supporting documents/evidence/rationale in the meeting called by secretary.</p> <ul style="list-style-type: none"> • Decision regarding that complaint shall be made immediately in the meeting. • Any demand, issue raised by the students, or act of disturbance of academic matters by the students shall be considered “SEVERE MISCONDUCT” as per the University Code of Conduct if it is not raised/presented through the council. The decision of the Vice Chancellor will be considered final.
Formation/Notification of a new Society/Club/Council		
	Undefined	<p>A New Society/Club/Council can be established after approval of the same committee formed by the DSA for appointment of office bearers/ Executive body and notified by the DSA Upon Fulfilling the following Conditions:</p> <ol style="list-style-type: none"> 1. Minimum 30 Students from different disciplines/ departments interested to establish and run the society/Club/Council and show their interest through an application along-with a well drafted proposal/ Manifesto/ ToRs. 2. A regular Faculty member of the university would be nominated by the Director Students Affairs for the position of Advisor/Mentor of the society. 3. The vision, mission and objectives of the proposed society are aligned with the vision, mission and objectives mentioned in “UAJK Student Societies / Clubs/Councils Regulations” 4. All of the above mentioned regulations shall be

		applicable to the proposed Society/Club/Council.
	Procedure for the Amendment in Students Societies Regulations	
		The amendments in Students Societies Regulations can be made when and where required by the committee of Senior Faculty members nominated/approved by the worthy Vice Chancellor. However, Director Students Affairs must be the member/Secretary of the committee.

آزاد جموں و کشمیر یونیورسٹی مظفر آباد

شعبہ جنرل، ایڈمن سٹریکشن، جملہ کیمپس
فون نمبر: 05822-960425، فیکس: 05822-960437
www.ajku.edu.pk



حکم!

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صدر حسین رائے پور

(اسٹنٹ رجسٹرار جنرل)

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نقل بالا بخدمت:

- ۱- سیکرٹری صاحبہ، مراد جناب وائس چانسلر۔
- ۲- محترمہ رجسٹرار صاحبہ جامعہ ہذا۔
- ۳- جملہ ڈین صاحبان، جامعہ ہذا۔
- ۴- جناب ناظم مالیات و منصوبہ بندی، جامعہ ہذا۔
- ۵- جناب چیف لائبریریئن، جامعہ ہذا۔
- ۶- جناب ڈائریکٹر سٹوڈنٹس آفیزز، جامعہ ہذا۔
- ۷- جناب ڈائریکٹر جہلم / نیلم ویلی کیمپس، جامعہ ہذا۔
- ۸- جناب ڈائریکٹر / چیئر مین / چیئر پرسن / کوآرڈینیٹر صاحبان شعبہ / ادارہ جات۔
- ۹- جملہ انچارج صاحبان انتظامیہ شعبہ جات، جامعہ ہذا۔
- ۱۰- ڈپٹی رجسٹرار صاحبہ میٹنگز برائے حصول توثیق ازاد سٹوڈنٹس۔
- ۱۱- سیکورٹی سپروائزر صاحبہ جملہ کیمپس جامعہ ہذا۔
- ۱۲- ماسٹر فائل۔


اسٹنٹ رجسٹرار (جنرل)