

University of Engineering and Technology Taxila

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REGISTRAR'S OFFICE

NOTIFICATION

UETT/A&R/G-2N/<u>1429</u> Dated: 14.10.2015

On the recommendations of the Convener, Selection Committee the Vice Chancellor/Patron in Chief has been pleased to constitute the following societies their responsibilities and criteria for selection of office bearers to conduct events in respective areas:

a. Societies:

ocieties:	
Tehzeeb-ul-Ikhlaq Society	To arrange activities independently and in collaboration with other societies for
Patron:	character building of students
Prof. Dr. Tahir Nadeem Malik	Qiraat & Naat CompetitionSeerat Conference
Director Student Affairs	Pakistan Day 23 rd March
	14 th August, (Jashn-e-Azadi)
Advisor:	Iqbal Day on 9 th November
Mr. Abdul Rehman Shah	Quaid-e-Azam Day on 25 th December
Lecturer, Basic Sc Deptt	Defence Day on 6 th September
	Awareness Seminars and Walks
	Any other event with the permission of the Vice Chancellor
An-Nisa Scholars Society	Qiraat & Naat competition
Patron:	Seminars on Women Empowerment according to the Govt. policy
Prof. Dr. Tahir Nadeem Malik	Celebration of Women day Awaren and Walks
Director Student Affairs	Awareness WalksPink Ribbon Campaign
	Sports activities in collaboration with UASC
Advisor:	Any other event with the permission of the Vice Chancellor
Ms. Sidra Iftikhar	, said event mar are permission of the vice entangener
Asstt. Prof. Env. Engg. Deptt.	DIELE CALAMI E E E E
Al-Mohandis Literary Society	Publishing of Al-Mohandis University Magazine Vassity Navys
Patron:	Varsity News Nach aire
Prof. Dr. Tahir Nadeem Malik	MushairaBait Bazi Competition
Director Student Affairs	Book Fair
Advisor:	Writing Competition
. Ms. Tahmina Farrukh	Any other event with the permission of the Vice Chancellor
Lecturer, Basic Sc. Deptt	7, 5 5 1 political of all 5 5
. Ali Hussain Naqvi	
Deputy Registrar (A&R/HRM)	
Facility and the Control of the Cont	
Environmental & Horticultural Society Patron:	Anti Smaking Compaign
Prof. Dr. Liaqat Ali Qureshi	Anti-Smoking CampaignCelebration of Tree Plantation day
Chairman, Env Engg Deptt	 Landscaping & Tree Plantation in coordination with Horticulture Department.
Advisor:	Participation in National events.
Engr. Bilal Asif	 Any other event with the permission of the Vice Chancellor
Asstt. Prof., Env. Engg. Deptt.	· ·
Quaid-e-Azam Debating Society (QDS)Patron:	All Pakistan Declamation Contest
Prof. Dr. Riffat Asim Pasha	Inter Departmental Declamation Contest
Chairman, M&MED	Participation in Intra University & Inter University level events
Advisor:	Parliamentary Debating Contests Any other event with the parmission of the Vice Chanceller.
Engr. Nazir Ahmad Anjum	Any other event with the permission of the Vice Chancellor
Asstt. Prof., Mech Engg. Deptt.	
University Art & Culture Society	Drama
Patron:	Singing Dointing
Prof. Dr. Liaqat Ali Qureshi	Painting Participation in the letra University & Interrupiversity level events
Chairman, Env Engg Deptt	 Participation in the Intra University & Inter university level events. Any other event with the permission of the Vice Chancellor
Advisor:	Any other event with the permission of the vice charicellor
. Engr. Rasikh Habib	
<u> </u>	
Lecturer, Env Enga Dentt	
Lecturer, Env Engg Deptt . Ms. Maryam Batool	

National Youth Assembly as Student Society Patron: Prof. Dr. Tahir Nadeem Malik Director Student Affairs Advisor: Dr. Ahsan Ali Assistant Professor, Ect Engg. Deptt. University Athletic & Sports Club (UASC)Patron: Prof. Dr. Mirza Jahanzeb Chairman, Ind Engg Deptt	 Parliamentary Sessions Visits: National Assembly. Senate, Election Commission of Pakistan, Supreme Court of Pakistan and other relevant organizations. Any other event with the permission of the Vice Chancellor Softball Cricket Tournaments Futsal Table Tennis, Badminton
Advisor:	Basketball
i. Ms. Fareeha ZaheerLecturer, Basic Sc Depttii. Syed Zulqarnain HaiderLecturer, Basic Sc Deptt	 Tennis Golf Any other event with the permission of the Vice Chancellor
UET Adventure Club	Hiking This is a second of the seco
Patron: Mr. Mahmood Akhtar Controller of Examinations Advisor:	 Tracking Skating Skiing Shooting Archery
i. Ms. Fareeha Zaheer Lecturer, Basic Sc Deptt ii. Syed Zulqarnain Haider Lecturer, Basic Sc Deptt	 Wall Climbing Rock Climbing Paragliding Boating Any other event with the permission of the Vice Chancellor
Rashid Cheema, Health & Blood Donor Society	 To arrange two blood donations camps in the university during the year. Awareness Seminars
Patron: Prof. Dr. Tahir Nadeem Malik Director Student Affairs	 Dental Camp First Aid Training program Awareness Walks To celebrate the World Health, Heart, AIDs days & any event announced by the
Advisor: Dr. Sabahat Qudoos Senior Medical Officer University Health Clinic	 Government. Any other event with the permission of the Vice Chancellor
UET Media Club Patron: Prof. Dr. Tahir Nadeem Malik Director Student Affairs	 Coverage (photo/movie) of all programs in the University all societies' functions, Open House, Convocation, visit of Delegates and other Ceremonies. Any other event with the permission of the Vice Chancellor
Advisor: i. Dr. Anwar Syed Assistant Professor, Comp Engg Deptt	
ii. Ms. Tahmina Farrukh Lecturer, Basic Sc Deptt	
Students Counseling & Guidance Bureau Patron: Mr. Masood-ur-Rehman Shah Assistant Professor Mech Engg Deptt Advisor:	 Guidance desk on New Admission, Entry Test, Conferences, Seminars, Convocation, Open House Orientation for New Entrants Psychological Assistance in coordination with Psychologist, and CMO Any other event with the permission of the Vice Chancellor
i. Dr. Haris Aziz Asstt. Prof., Ind Engg Deptt ii. Engr. Zunaira Huma Lab Engr, Elect Engg Deptt	

Disaster & Crises Management Cell Chairman:

Prof. Dr. Tahir Nadeem Malik Director Student Affairs

Members:

- i. Nominees of Chairmen of the Departments
- ii. Patrons/Advisors, office bearers of Societies
- iii. The Registrar
- iv. The Treasurer
- v. The Project Director (B&W)
- vi. The Director Security
- vii. The Secretary (Advisor, QDS)

- The participation of University in Natural Calamity/disaster
- To organize two training session within a year in collaboration with National Disaster Management Authority
- Any other event with the permission of the Vice Chancellor

b. Criteria for selection of office bearers

S. No.	No. Traits	
1	General Impression	5
2	Leadership	6
3	Strength to work in a group	6
4	Overall Academic Record at UET Taxila (2.50 = 01, 3.00 = 02, 3.50 = 03, 3.75 = 04, 4.00 = 05)	5
5	Aptitude and attitude	6
6	Dress Code	6
7	Discipline	6
8	Relevant Background	30
9	Interview	30
Total:		100

The standard operating procedures of the societies shall be as follows:

- i. The Societies will schedule their events on quarterly basis. After the selection of office bearers, the concerned advisor and office bearers of the society in consultation with Patron will prepare the quarterly activity schedule and submit to the Director Student Affairs. The event schedule of all the societies will be discussed in the meeting of Director Student Affairs with all Patrons and Advisors. Then the final quarterly schedule of activities will be submitted by the DSA to the Vice Chancellor for approval.
- ii. The Technical Societies will conduct their activities in their respective departments under the guidance of Patron/Advisor. Like the general societies, they will also prepare their activity schedule on quarterly basis. The schedule will be sent through Dean and Chairman to Director Student Affairs for the approval by the Vice Chancellor. The office bearers of Technical Societies will be selected by the following Committee through interview:

a. The Dean In Chairb. The Chairman (Patron) Member

c. The Advisor Member/Secretary

- iii. The Technical Societies will be the host of Open House in their respective departments and Open House would be their mega event day. The activities in Open House may be listed as follows:
 - a. Display of Current Projects
 - b. Industrial Exhibition
 - c. Job Fair
 - d. Any other event with the approval of the Dean and Chairman.

Sd/-(ENGR. MANSOOR A. BALUCH) Registrar

Copy to;

- 1. All Deans of Faculties
- 2. All Chairmen of Academic Departments
- 3. The Director Student Affairs
- 4. The Campus Director, Sub Campus Chakwal
- 5. The Director Academics
- 6. The Director Sports
- 7. The Director Admin & Security
- 8. The Treasurer
- 9. The Librarian
- 10. The Deputy Registrar (Estab)
- 11. The Assistant Registrar (Acctts)
- 12. The Secretary to the Vice Chancellor
- 13. PA to the Registrar