

**Institute of Business Management
Sports and Student Affairs Department**



Standard Operating Procedures (SOP)
**(SOP compilation for Sports and Student Societies
Events and Activities)**

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PROMULGATION

Standing Operating Procedure (SOP) for IoBM Sports and Student Affairs (SSA) Department is hereby promulgated for information, action and implementation by all concerned. SOPs are to be read and acted upon in conjunction with other orders issued from time to time in this regard.

HoD Sports and Student Affairs _____

HoD Internal Audit _____

Advisor to ED Admin _____

ED Admin _____

Approved by: _____

President

Dated: _____

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Definitions and Terminologies used in the SoP's

(In alphabetical order)

Aerobic	Aerobics is a form of physical exercise that combines rhythmic aerobic exercise with stretching and strength training routines with the goal of improving all elements of fitness.
Badminton	Badminton is a racquet sport played using racquets to hit a shuttlecock across a net. Although it may be played with larger teams, the most common forms of the game are "singles" and "doubles"
Basketball	Basketball is a team sport in which two teams, most commonly of five players each, opposing one another on a rectangular court, compete with the primary objective of shooting a basketball through the defender's hoop while preventing the opposing team from shooting through their own hoop.
Cardio Equipment	Fitness machines such as treadmill, bicycle, elliptical fitness machines
Carrom	Carrom is played using small disks of wood or plastic known as <i>carrom men</i> (sometimes abbreviated CM, c.m. c/m, etc.).
Chess	Chess is a two-player strategy board game played on a checkered board with 64 squares arranged in an 8×8 grid. The game is played by millions of people worldwide. Chess is believed to be derived from the Indian game chaturanga sometime before the 7th century
CHS	Creek High School
Dodge Ball	Dodge Ball is a team sport in which players on two teams try to throw balls and hit opponents, while avoiding being hit themselves.
Foosball	Table football, also known as table soccer, and known as foosball in North America, is a table-top game that is loosely based on football. The aim of the game is to move the ball into the opponent's goal by manipulating rods which have figures attached.
Futsal	Futsal is a variant of association football played on a hard court, smaller than a football pitch, and mainly indoors. It has similarities to five-a-side football. Futsal is played between two teams of five players each, one of whom is the goalkeeper. Unlimited substitutions are permitted.
HEC	Higher Education Commission based in Islamabad,
ID Card	Identity Card
IoBM	Name of the Institute "Institute of Business Management"
Ludo	Ludo is a strategy board game for two to four players, in which the players race their four tokens from start to finish according to the rolls of a single die. Like other cross and circle games, Ludo is derived from the Indian game Pachisi, but simpler.

Moveable Trolley's	Trolley with wheels which can be easily removed from a particular location.
Multipurpose Hall	An Indoor facility where multiple sports activities/events can be played at designated hours.
PUSB	Pakistan University Sports Board
Recreational Hall	Indoor open hall facility where sports activities/events are held
SAC	Student Activity Center
Scrabble	Scrabble is a word game in which two to four players score points by placing tiles, each bearing a single letter, onto a game board divided into a 15×15 grid of squares.
Snooker	Snooker is a classification of cue sports played on a table with six pockets into which balls are deposited.
SOP	Standard Operating Procedures
Squash	Squash is a racket and ball sport played by two (singles) or four players (doubles Squash) in a four-walled court with a small, hollow rubber ball. The players alternate in striking the ball with their racquets onto the playable surfaces of the four walls of the court.
SSA	Name of the Department "Sports & Student Affairs"
SSK	Shahjehan Syed Karim
Table Tennis	Table tennis, also known as Ping-Pong, is a sport in which two or four players hit a lightweight ball back and forth across a table using small rackets. The game takes place on a hard table divided by a net.
Tapeball Cricket	A tape ball is a tennis ball wrapped in electrical tape and is used in playing backyard cricket. This modification of the tennis ball gives it greater weight, speed and distance while still being easier to play with than the conventional cricket ball.
Tennis	Tennis is a racket sport that can be played individually against a single opponent or between two teams of two players each. Each player uses a tennis racket that is strung with cord to strike a hollow rubber ball covered with felt over or around a net and into the opponent's court
Throwball	Throwball is a non-contact ball sport played across a net between two teams of nine players on a rectangular court.
Tug of War	Tug of war is a sport that pits two teams against each other in a test of strength: teams pull on opposite ends of a rope, with the goal being to bring the rope a certain distance in one direction against the force of the opposing team's pull.
Volleyball	Volleyball is a team sport in which two teams of six players are separated by a net. Each team tries to score points by grounding a ball on the other team's court under organized rules.

Mission Statement

To ensure smooth running in the affairs of IoBM student body and continuity of IoBM's healthy sporting activities.

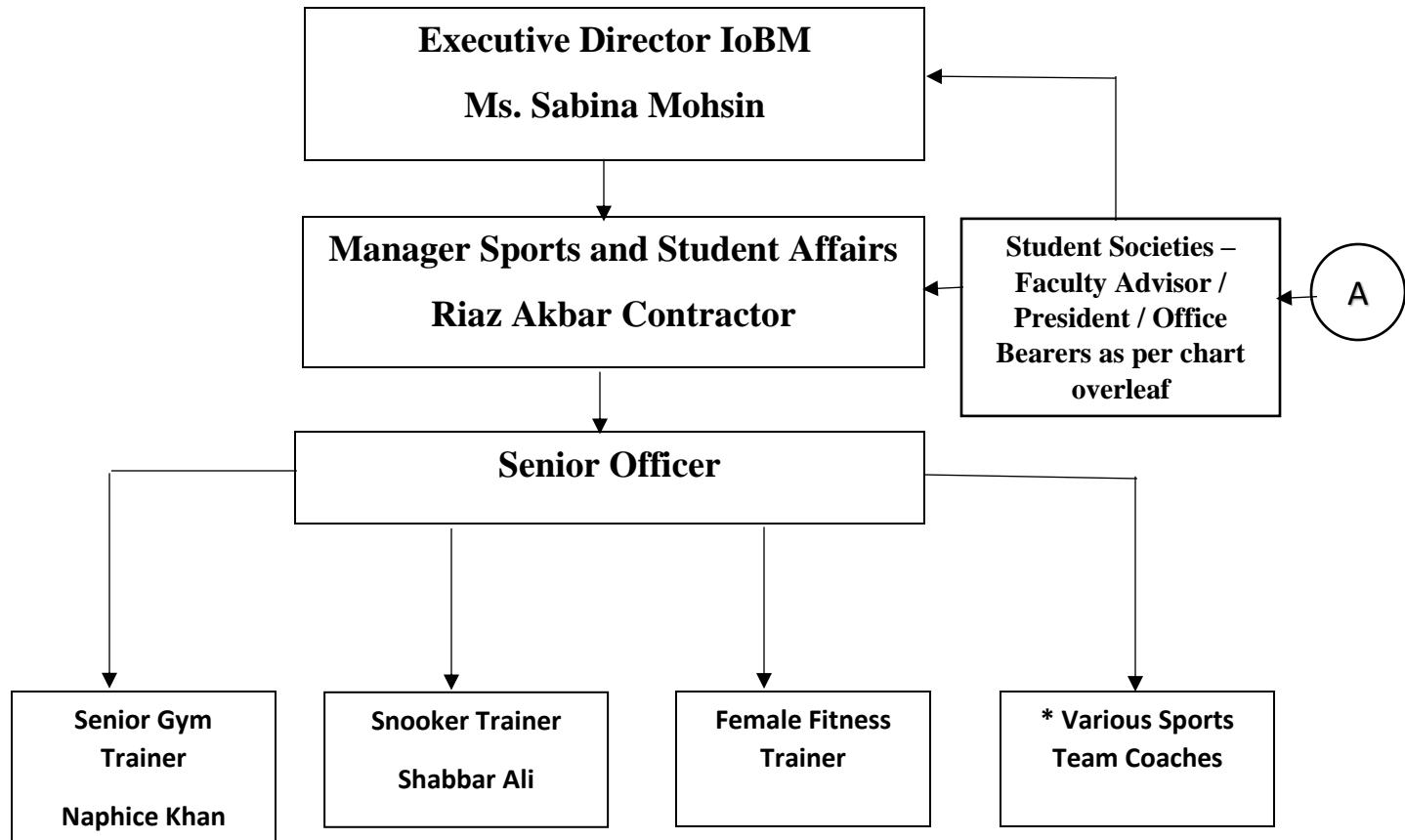
Departmental Overview

The Sports and Student Affairs (SSA) Department looks after all the activities which are related to sports and the affairs/events conducted by all the Student Societies.

Scope and Objectives:

- To establish Standard Operating Procedures (SoP's) and Policy and Procedures for SSA Department for use by Students and Faculty/Management Staff of the Institute.
- To establish the basic guidelines of operational procedures between the Student Societies and Faculty/Management.
- To ensure the smooth and clear operational guidelines in the future for faculty/staff and students.
- To maximize clarity of understanding inside the SSA Department on the policies and operational procedures to follow in the future.

Organogram of Sports & Student Affairs

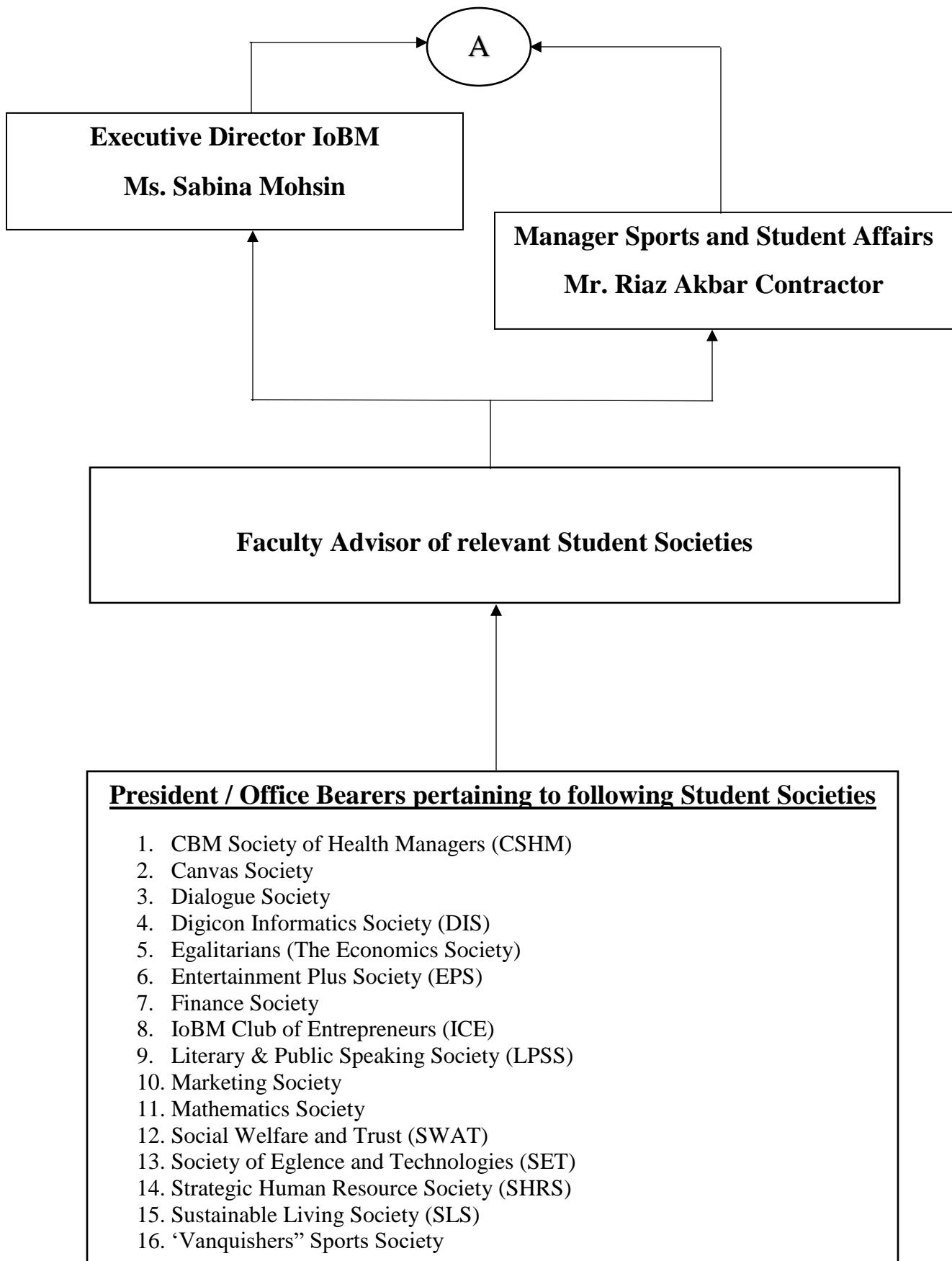


*Various Sports Coaches:

- Basketball Coach
- Volleyball Coach
- Squash Coach
- Football Coach
- Cricket Coach
- Badminton Coach
- Throw ball Coach
- Table Tennis



Connector



Sports at IoBM

IoBM provides its students and staff sports facilities which includes both indoor and outdoor facilities. The Indoor Sports facilities include Table Tennis, Snooker, Male Gym (Fitness Training Centre), Female Fitness and Aerobic Room, Chess, Carrom, Ludo, Scrabble board games, Foosball, Badminton, Throwball, Volleyball and Squash. The Outdoor Sports facilities include Basketball, Volleyball, Throwball, Futsal, Tennis, Tapeball Cricket, Dodge Ball and Tug of War.

IoBM has a very organized system for sports and the Sports Department works according to the defined procedures. In order to select teams for different sports events, trials are conducted at the start of every new session and all the selection are strictly based on merit according to a selection criteria. The Sports Teams of IoBM participates in HEC Inter-varsity Tournaments and Championships and in Inter University Tournaments on City and Inter-City level. The teams are provided Sports Kits and Sports Equipment for Official HEC events. External grounds and other sports facilities are booked for practice matches and for sports events.

Full time professional and trained Gym and Snooker Trainers have been appointed in order to help out and guide the students and staff. In addition, a professional and qualified Sr. Sports Officer who monitors and looks after all the affairs and procedures regarding Sports. The Manager, Sports and Students Affairs heads the SSA Department who looks and coordinates after all the sports activities and events/affairs related to students societies.

The details of the procedures are as follows:

Sports Facilities – Indoor

Student Activity Centre (SAC)

Recreational Hall:

An air-conditioned Recreational Hall having the following sports facilities:

- **Table Tennis**

Table Tennis facility is available for students, faculty and management staff. Table Tennis tables are placed at Student Activity Center (SAC), Shahjehan Syed Karim (SSK) Center of Excellence and Creek High School (CHS). No membership is required for this facility. Visiting coaches are hired incase IoBM team participates in any tournaments. Table Tennis rackets and balls are issued to the players on submission of their identity (ID) card.

- **Chess Room**

A separate Chess Room where 2 tables are placed with the Chess Board which is permanently printed on it. Chess pieces are issued to the players on submission of the ID Card. No membership is required for this facility. Students can avail the facility in their free slots. Chess competitions are organized on In-House basis.

- **Carrom Boards**

Carrom Board facility is also available for students, faculty and management staff. No membership is required for this facility. Carrom Board Tables are placed at SAC and SSK basement too. Carrom Board competitions are organized on In-House basis. Chemical and Boric Powder are sprinkled on boards as and when required.

- **Board Games**

Ludo, Scrabble board games facility is also available for students, faculty and management staff. No membership is required for this facility. Board games are issued on submission of the ID card. Competitions are organized on In-House basis.

- **Foosball Table**

Foosball Table facility is also available for students, faculty and management staff to enjoy. No membership is required for this facility. Competitions are organized on In-House basis.

- **Snooker/Billiard Room**

An air-conditioned Snooker/Billiard Room situated on the first floor of SAC consisting of two 12' x 6' Snooker Tables. The snooker facility is well equipped. In order to avail this facility students, faculty and management staff are required to obtain Membership. They are required to fill a form in order to become a member. A dedicated Snooker Trainer has been appointed in order to train the players. Inter University and In-House Snooker Tournaments are organized.

- **Male Gym and Female Fitness Room**

The Male Gym and Female Fitness & Aerobic Rooms are situated on the first floor of SAC. At the Gym and Fitness Room, we have all the fitness equipment. A full time professional and qualified Gym Trainer and Female Fitness Trainer have been appointed in order to help out and guide the members of Gym and Female Fitness Room. Students, faculty and management staff after taking membership can avail this facility. In order to become a member, one has to fill a membership form (*format of membership form is attached on page No. 38*) and has to submit the original receipt of the prescribed fee (fee is submitted in the Accounts Department by the member). The fee per semester for Gym and Female Fitness Room is Rs.1000.00 and the annual subscription is Rs.2,000.00 (non-refundable). This fee includes the membership of Snooker and Squash facilities as well.

- **Squash Court**

An air-conditioned Squash Court of national standard with a glass back wall along with viewing gallery area is available at the basement of the CHS. In order to avail this facility, students, faculty and management staff are required to obtain membership. A visiting Squash Trainer is appointed in order to train the players at the Squash Court. Inter University and In-House Squash Tournaments are organized time to time.

Sports Facilities – Indoor (contd.)

Creek High School Basement - Multipurpose Hall

The Multipurpose Hall/Gymnasium is an indoor air-conditioned sports facility with synthetic flooring having changeable courts with proper markings located in the basement of Creek High School (CHS). The following games can be played:

- **Badminton Court**

Two standard size Badminton Courts are available in the Multipurpose Hall. This facility is availed by university students as well as CHS students. HEC Intervarsity Badminton Championship and In-house Tournament are organized from time to time. No membership is required in order to avail this facility.

- **Volley Ball Court**

A Volleyball Court in the Multipurpose Hall. Both boys and girls enjoy playing in the indoor court and the IoBM Volleyball Team hold regular practice sessions here. It is a standard size court capable of hosting tournaments. No membership is required in order to avail this facility.

- **Throw Ball Court**

The Throwball Court is a standard size court only for girls. The IoBM Throwball Team practice here. Tournaments of Inter University level, Inter School and Inter Collegiate have been organized at this court. No membership is required in order to avail this facility.

- **Table Tennis**

Two Table Tennis tables are placed in the Multipurpose Hall. The boys and girls of CHS also avail this facility. We have organized several Inter University, Collegiate and Inter School Table Tennis Tournaments here. No membership is required in order to avail this facility.

Sports Facilities - Outdoor

The Outdoor Multipurpose Court and open ground caters to the following sports activities for the students:

- **Basketball Court**

A standard size Basketball Court with proper marking and movable trollies where the IoBM Basketball Team practice and other students (both boys and girls) play. Basketball trials are conducted in Fall Semester in order to select the Basketball Team. Furthermore, a visiting coach is hired for preparation before participating in any tournaments. In addition, we also organize Inter University and In-house tournaments.

- **Volleyball Court**

A standard size Volleyball Court with net and proper marking. The Volleyball Team of IoBM practice at this court and have organized the HEC Intervarsity Volleyball Championship several times. We also hire visiting coaches for our Volleyball Team before going into tournaments.

- **Futsal Play Area**

A standard size Futsal Court with goal posts and proper marking. The Futsal Team of IoBM practice at this court and we also conduct trials for Futsal team at this court. We have organized several Inter university Futsal Tournament as well. We also hire coaches for our Futsal team before entering into Tournaments.

- **Tennis Court**

Hard Court Tennis facility is also available at the ground. The Tennis Team of IoBM practice at this court and new tennis players also train at this court. We also hire coaches for our Tennis Team before registering for tournaments.

- **Tapeball Cricket Play Area**

A Tapeball Cricket playing field available as well. We have organized several Inter University and Inter Society Tapeball Cricket Tournaments at this field. Students also play practice matches here.

Rules, Regulations and SoP's of Sports Facilities at IoBM

To avail the facilities of Male and Female Gym/Fitness Room, Snooker and Squash, there are certain STANDARD OPERATING PROCEDURES (SOP's) which needs to be followed.

STANDARD OPERATING PROCEDURES (SOP's)

1. Membership is required to avail the facilities of Male and Female Gym/Fitness Room, Snooker and Squash.
2. In order to become a member, one has to fill a membership form (*format of membership form is attached on page No. 38*).
3. Membership Form is available at the Sports Office situated on the 1st floor at the SAC.
4. Two category of Membership is available. Per semester or annually.
5. A prescribed fee is charged to become a member of the facilities.
6. The fee per semester is Rs.1,000.00 and annually is Rs.2,000.00 (non-refundable).
The fee includes the membership of Gym and Female Fitness Room, Snooker and Squash as well.
7. The fee is to be submitted in the Finance Department by the concerned member.
8. The original receipt of the prescribed fee and the membership form has to be submitted to the Sports Office.
9. A membership card is issued to the member from the sports office to avail the facilities (*sample of membership card is attached on page No: 40*).
10. Membership is valid till the period the fee is paid for.

Snooker/Billiard Room

INSTRUCTIONS

1. Membership of the Snooker/Billiard Room is mandatory for those who wish to play Snooker/Billiard at the Institute.
2. A proper dress code has to be followed: shirt and pant/trousers and shoes/buckled sandals only are allowed.
3. Wearing of slippers is strictly **NOT** allowed.
4. No one can enter the Snooker/Billiard Room or play Snooker wearing Shalwar Kameez/Bermuda's/Shorts.
5. Snooker should be played smoothly and slowly: needless aggressive and fast shots should be avoided.
6. Playing a shot with a colored ball is not allowed.
7. Players who do not know how to play snooker properly are not allowed to take part in a game.
8. Cues are provided by the Institution. However members can bring their own cues to play. Cues provided should be replaced in the rack.
9. Any damage caused in the Snooker/Billiard Room due to negligence by a member will have to be paid for, failing which the management will take appropriate action.
10. Members are required to write their names and ID numbers in the register and wait until their turn arrives.
11. Time limit of each game is 30 minutes.
12. Members must leave their bags in the rack assigned.
13. IoBM is not responsible for the loss of personal belongings of members placed within the Snooker/Billiard Room.
14. Food and chewing of paan, gutka and bubble gum are strictly prohibited inside the Snooker/Billiard Room. Only covered water bottles are allowed.
15. The Administration reserves the right to cancel membership at any time without assigning any reasons.

16. Snooker/Billiard Room Timings:

- Students : 9:00 am to 4:00 pm (1:00 – 2:00 pm for female)
- Faculty : 9:00 am to 5:00 pm or during their free period.
- Management Staff : Before or after their duty hours

MALE GYM & FEMALE FITNESS ROOM

INSTRUCTIONS

1. Membership is mandatory for use of Male Gym & Female Fitness Room facilities at the Institute.
2. Individuals with any medical ailments should obtain clearance from the Medical Advisor or Gym Trainer before applying for membership.
3. Members should follow the exercise schedule drawn up by the Gym Trainer.
4. A warm-up workout for a minimum of 10 minutes is required before the start of a training session.
5. Male Gym Dress Code: T-shirts, trousers, three quarter shorts, joggers etc. - must be worn for use of Male Gym facilities.
6. Joggers must be worn on the treadmill to avoid injury.
7. Female Fitness Room Dress Code: T-shirts, trousers, joggers etc. - must be worn for use of Female Fitness Room facilities.
8. Male Gym equipment should be used with care and placed back at the appropriate rack after use.
9. Use of heavy weights without permission from the trainer is not allowed.
10. IoBM Administration will not be responsible for any injury sustained during exercise nor will it provide any medical compensation.
11. Any damage caused in the Male Gym and Female Fitness Room due to negligence by a member will have to be paid for, failing which the management will take appropriate action.
12. IoBM is not responsible for the loss of personal belongings of members placed within the Male Gym and Female Fitness Room.
13. Valuables should not be kept in the lockers: these are meant for personal belongings only (T-shirt, trousers, towel, soap, body spray etc.). IoBM will not be responsible for the loss of personal belongings.
14. Members should write their names and ID numbers in the register provided before using Male Gym and Female Fitness Room facilities.
15. Cardio equipment should not be used for more than 15 minutes in the Male Gym and Female Fitness Room during rush hour.
16. There are separate facilities for male and female members.

17. Male Gym and Female Fitness Room Timings:

- ✓ Male Students : 9:00 am to 4:00 pm
- ✓ Female Students : 9:00 am to 4:00 pm
- ✓ Faculty (Male/Female) : 9:00 am to 5:00 pm or during their free period.
- ✓ Management Staff : Before or after their duty hours

18. The Administration reserves the right to cancel membership at any time without assigning any reasons

Male and Female Lockers and Shower Room

Locker facilities are available for the use of the Male and Female Members located on the first floor in the SAC. There are a total of 36 lockers for male members and 12 lockers for female members of size 1' x 2'. Shower Room facilities for both male and female are provided for members to freshen up after a hectic workout.

Standard Operating Procedures/Instructions

1. One needs to be a full time regular member of the Male Gym and Female Fitness Room in order to obtain the facility of a locker.
2. There are 2 sets of the locker keys. One key is handed over to the member and the other key is retained and kept by the Sports Office in safe custody which is only taken out in case of emergency.
3. Lockers are issued to keep only personal belongings. Any valuables kept or lost is the responsibility of the member. This has been notified in the locker room and also on the membership form.
4. In case of loss of locker key, an amount of Rs.500.00 is charged and a new lock is installed.

Male Lockers

1. An annual fee of Rs.1000.00 along with security deposit of Rs.500.00 (refundable) is charged to a male member who wishes to obtain a locker.
2. The fee and the security deposit needs to be submitted at the Finance Office by the member requiring the locker.
3. The original receipt is submitted to the Sports Office.
4. After completing all the formalities, the locker key is handed over to the member.
5. The locker number and the issue date is entered on the membership form of the member.
6. Upon surrender of the locker key, the locker is checked for any damages. Damages if any are recovered through the security deposit.
7. The security deposit is obtained from the Finance Office after providing the receipt number. Non-return of the locker key results in forfeiture of the deposit amount.

Female Lockers

1. There are no charges for the use of the female lockers.
2. The locker key is issued on a daily basis on submission of the ID Card.
3. The name and ID No. of the female member is entered in the register.

SQUASH COURT

INSTRUCTIONS

1. Membership of the Squash Court is mandatory for those who wish to play Squash at the Institute.
2. A proper dress code has to be followed: T-shirt/shorts and non-marking rubber soled joggers only are allowed.
3. Players who do not know how to play squash properly are not allowed to enter the court. They need to take proper coaching sessions with the coach.
4. Members need to bring their own squash racket and ball to play.
5. Any damage caused in the Squash Court due to negligence by a member will have to be paid for, failing which the management will take appropriate action.
6. Members should write their names and ID numbers in the register and wait until their turn arrives.
7. Time limit of each game is 30 minutes.
8. IoBM is not responsible for the loss of personal belongings of members placed within the Squash Court Area.

TOURNAMENTS AND EVENTS

The Sports Department regularly organizes/participates in multiple sports and fitness activities for the IoBM family which includes:

1. Inter Collegiate/University Tournaments.
2. HEC Intervarsity Championships (*Sample of HEC Sports Card and HEC Entry Form participation in HEC/PUSB Intervarsity Championship is attached on pages 41 and 42 respectively*).
3. Intermural Sports Tournaments
4. Sports Talent Hunt
5. Faculty and Management Staff Sports Event
6. Inter Society Sports Festival (ISSF)
7. ‘Emblaze’ IoBM Inter Collegiate/University Sports Festival
8. Fitness Programs (*sample of application form for Fitness Program is attached on page No: 33*).
9. 14th August Celebrations

STUDENT AFFAIRS DEPARTMENT

Role and Responsibilities:

Student Affairs is the part of the Sports & Student Affairs (SSA) Department. The role of Student Affairs is to coordinate and liaise with IoBM Student Societies having the following major responsibilities:

1. Coordination and Overseeing of Student Societies:

- a. Consultation for societies requiring assistance over organizing the event
- b. Ensuring that all the prescribed events for all societies are timely organized and required permissions regarding usage of university spaces/venues are taken prior to the event.
- c. The concerned university management and administration personnel should be informed regarding the event at least 1 week prior to the event.

2. Addressing Student Grievances/Issues and forwarding it to the Management for their information and advice:

- a. Handling student societies' issues/concerns and forwarding it to the relevant management/administration personnel for their assistance, if required.
- b. Ensuring healthy and strengthening relationships between all student societies by conducting meetings with society's office bearers for effective functioning and organization of every society's event.

3. Coordination of Students & Corporate Brand Activation Activities:

- a. Assisting and providing relevant permissions to students and Corporate Companies for conducting their brand activation activities in alignment with university's policy for promotion across SAC and other relevant vacant spaces within the campus.

4. Coordination with Security and Support Departments regarding Student Events/Activities:

- a. Informing relevant security personnel for their information and supervision of security guards during the events/activities.
- b. Connecting relevant academic and administration departments for assistance and support for the events/activities.

5. Coordination and organization of Blood Donation Drives:

- a. Assisting relevant student societies and hospitals/blood donation centers for conducting blood drives across university for students, faculty and staff members.
- b. Providing relevant spaces, such as SSK basement/SAC for effective functioning of the blood drive.

6. *Preparing Fall and Spring Calendar/Planner of Events/Activities of Student Societies of the Year:*

- a. Ensuring that all societies provide the list of their planned events for the semester beforehand.
- b. Ensuring that all said events are in alignment with every society's key domain.
- c. Ensuring that all the prescribed events for societies are organized without any clashes or conflicts of interest.
- d. Coordinating with the societies and ensuring all events are organized timely.

7. *Overseeing and Communicating the Financial Responsibilities to each Society:*

- a. Communication of the financial policies and procedures and relevant documents required to conduct any society events.
- b. Communication the responsibilities to the faculty advisors.

8. *Coordination and assistance of Meetings with the Executive Director:*

- a. Coordination of the all society executives meeting with the EDA, IoBM.
- b. Coordination and assistance in individual meetings and communicating the procedures and supervising the presentations given to the Executive Director IoBM.

9. *Communication through Email to Students Societies of Events/Activities:*

- a. Ensuring timely emails to society's office bearers for updates over the events.
- b. Confirmation of permissions and coordinating with relevant departments via email for their assistance.

10. *Compilation and preparation of the Annual Events Report organized by Student Societies:*

- a. Compiling all society's events with relevant descriptions and images for record and sending the Annual Report to the relevant media department for publishing.

11. *Organization of Student Society Open House.*

- a. Open house is held every year where all Societies have their stalls to inform students what their society do and induct new members into the Society.
- b. Ensuring that all Societies stall are accommodated.
- c. Every Society is given fair and equal chance for the representation of their activity.
- d. Bringing new ideas from Societies, such as small singing concert by EPS, for more productive and engaging involvement of students.

CONDUCT/ROLE OF STUDENT SOCIETIES IN LAISON WITH STUDENT AFFAIRS DEPARTMENT

PLAN/APPROVALS OF LAUNCHING EVENTS:

- All Student Societies before the start of the tenure, are provided the guidelines on how to conduct an event and what set of procedures they have to follow.
- The Student Societies provide their expected event dates to Student Affairs Department so that events of two different Societies do not clash with each other.
- Student Affairs Department assists in arranging an all societies meeting of the advisor and office bearers with the Executive Director Administration (EDA). The event details and dates are discussed in the meeting held in the second week of each semester (fall/spring) with EDA to ensure that co-curricular activities take place regularly. In this meeting the flow of the event is discussed and permission is given accordingly.
- To seek approval of the launching of the events, the Student Societies prepare an activity plan alongwith estimated budgets (*as per sample/format of statement of receipts attached on page No: 30 and statement of payments attached on pages Nos.31/32*) with proposed sponsors/donations or any short falls expected for the approval of the EDA after discussion with Faculty Advisor and Manager SSA. Clauses 1 & 2 of the “**Policy Guidelines on Conducting Financial Affairs for Student Society Events and Activities**” (*attached on page No: 26*) have to be followed and complied with.
- Strict compliance with Finance Department by the Student Societies needs to be carried out for clauses 3 to 4 as well as 4.4, 4.8 and 5 of the “**Policy Guidelines**” (*attached on page No: 26*).

Procedure to be followed by Student Societies

- All the Student Societies need to get the approval of the event from the EDA. (*Refer to clause 1 of the “Policy Guidelines” on Page No: 26*)
- Once the approval is given, estimated budget has to be presented for the event to the EDA. The estimated budget should include expected revenue and expenditures. (*Refer to clause 2, 2.1, 2.2 of the “Policy Guidelines” on Page No: 26*)
- Student Societies need to ensure they keep a complete record of inflow and outflow as all the revenue and expenses are to be passed by Finance Office. (*Refer to clause 3 & 4 and sub-clauses of the “Policy Guidelines” on Page No: 27 & 28*)
- Every Student Society has their own account under the supervision of Finance Department. All the revenues and expenses of the Societies have to go through this account. (*Refer to clause 7 and 7.1 of the “Policy Guidelines” on Page No: 29*)

OTHER RESPONSIBILITES OF SPORTS & STUDENT AFFAIRS DEPARTMENT

1. Collection of Electronic Devices (Mobile Phones/Lap Tops/IPads/Smart Watches etc.) during Hourly/Final Examinations throughout the year.
2. Facilitation in the arrangements at the Convocation and Graduation Dinner.
3. Assistance in Invigilation in the Admission/Entry Test.

1. Collection of Electronic Devices (Mobile Phones/Lap Tops/IPads/Smart Watches etc. during Hourly/Final Examinations

The Sports and Student Affairs (SSA) Department supports the IoBM Examination Department by providing their services during examinations for the collection of electronic devices which are strictly prohibited during examinations.

Following are the SoP's for the collection of mobile phones and electronic devices

STANDARD OPERATING PROCEDURES (SOP's)

- i. The preparation and arrangements for the collection of all the electronic devices are done 45 minutes before the commencement of the examination.
- ii. The token and pouches are sorted and set in serial order.
- iii. Two kind of sheets are made for the submission and collection of the electronic devices. The sheets have columns for Student Id, Name, No of Mobiles/Electronic Devices and signature (*sample of submission sheet attached for reference on page No: 36*).
- iv. The counter opens 20 minutes before the examinations for the collection of devices from students.
- v. Queue stands are placed in front of the counter for smooth submission and collection of the devices and to maintain proper discipline.
- vi. Upon receiving of the mobile(s)/devices, a token is issued to the students.
- vii. The mobile/electronic devices are placed safely in a pouch which has the same number of the token issued to the students.
- viii. After the conclusion of the examination, the students returns the token for the collection of the device they have submitted.

- ix. They sign the collection sheet, fill in the required fields - name, student Id. number of mobiles submitted and signature. (*sample of receiving sheet attached for reference on page No: 37*).
- x. The device is safely returned to the students after completing the formalities.
- xi. If a student loses the token issued to him/her, he/she needs to write an email informing the Manager, Sports and Student Affairs or the Controller of Examination mentioning the details of the electronic device(s) submitted.
- xii. After the student emails about the loss of the token, the information provided is verified from the submission sheet.
- xiii. After verification, the mobile or the electronic devices are handed over to the student.
- xiv. The SSA Department maintains the mobile submission/collection records for two semesters which are later discarded.

2. Facilitation in the arrangements at the Convocation and Graduation Dinner:

The staff of the SSA Department is actively involved in the facilitations and arrangements of the Convocation and Graduation dinner by being physically present throughout and assisting in various tasks when required.

3. Facilitation in the IoBM Admission/Entry Test:

The staff of the SSA Department performs coordination/invigilation duties at the IoBM Admission/Entry Test and actively involved in the facilitations and arrangements of the test and assisting in various tasks.

Institute of Business Management
Policy Guidelines on Conducting Financial Affairs for
Student Society Events and Activities

Policy Guidelines for monitoring collections and payments related to events and activities of various Student Societies of Institute of Business Management (IoBM).

The guideline will help to conduct Student Society events and activities at IoBM smoothly and in accordance to vision of IoBM

1. Approval of the Event:-

At least one month or a reasonable time before the event, a proposed event or activity plan should jointly recommended by Faculty Advisor and Manager Sports and Student Affairs should be forwarded to Executive Director, Finance & Administration (ED F&A) or her/his nominee for necessary approval.

2. Budget:

Society must prepare a Budget of expected collections and expected expenditures for the proposed/approved event and have it approved by ED F&A or her/his nominee.

Faculty advisor is responsible to monitor Budget and any subsequent change in the approved Budget due to non-availability of proposed sponsorship funds etc. should also be approved by ED F&A or his/her nominee.

All the proposed expenditures must be with the expected total collections from the event and in line with the approved budget.

Any expected deficit from the event must be specifically approved by the ED F&A or his/her nominee on the recommendation of Faculty Advisor as well as Manager Sports & Student Affairs with justifications.

Budget must include following items specifically:

2.1 Expected Collections:-

- Cash collections from students and sponsor/s
- Sponsorship from Corporate sector
- Collections from food stalls etc.
- Any other

2.2 Expected Expenditures-

- Payment to vendors, event organizers, caterers etc.
- Promotional expenses
- Any other payment

3. Receipts

- 3.1 President of the Society on the recommendation of Faculty Advisor sends a list of Corporate Sector donor-sponsors with amount committed for the event / activity to Finance Department. Furthermore, a written request by Faculty Advisor to Finance Department for raising the formal demand of donation amount is made; consequently Finance department generates the invoice against the prospective donor for the event.
- 3.2 All the funds related to the event and activity should be deposited with the Finance Department, preferably through banking channels and in the name of Institute of Business Management (IoBM).
- 3.3 Charging of Rent from stalls etc. should be with consultation and approval of Faculty Advisor and Manager Sports and Student Affairs.
- 3.4 Direct Collection from sales of tickets etc. by students should only be allowed subject to following:-
 - a. All Receipt Books for cash collection should be printed under supervision of Purchase Department.
 - b. Receipt Books to be printed should be pre-numbered with counter foils and may also mention amount per ticket.
 - c. All the Receipt Books printed should remain under the custody of Finance Department.
 - d. Finance Department will issue the Receipt Books to President of the Society on recommendation of Faculty Advisor.
 - e. Finance Department will keep record of all the Receipt Books issued i.e. serial no. and books issued.
 - f. All the cash collections should be deposited with the Finance Department on the same day of collection during office hours and this is to be ensured by Faculty Advisor.
 - g. Any sale of tickets other than to students of IoBM i.e. Alumni and externals etc. must be approved by Executive Director Finance or his/her nominee on the recommendation of Faculty Advisor.
 - h. Any tickets sale free of cost must be specifically approved by the Faculty Advisor.
 - i. All transactions to be filled in by the students and submitted to the Finance Department along with deposit of cash collections as per Proforma attached.

4. Payments

- 4.1 Any request for release of funds would be subject to availability of funds of the Society as well as approval by the competent authority.

- 4.2 A single cash advance payment for any item purchased/services rendered must not exceed Rs. 3,000/- .
- 4.3 All the agreements with outside party should be jointly signed by Faculty Adviser and Manager Student Affairs with the approval of competent authority. Agreement must appropriately be drafted and wherever it requires necessary legal opinion must be obtained appropriately.
- 4.4 National Tax Number or Computerized National Identity card Number would be required, where deduction of tax at source is applicable.
- 4.5 Only Original Invoices, with proper details of the Supplier/ Services rendered would be acceptable.
- 4.6 Cash advances would be made only to the Faculty Advisers supervising the activities of the Student Society. Advance adjustment would be made on submission of Expense Statement as per attached proforma with original invoices duly recommended by Faculty Adviser and after necessary approval of the competent authority.
- 4.7 Faculty adviser should ensure that all the purchases/services rendered, including arrangement for outdoor events etc. (booking of hall, decoration and food etc.) exceeding Rs.10,000/= should be routed through Purchase/Administration Department of IoBM.
- 4.8 Payment to be made subject to:
 - a. Approval from ED, F&A or her/his nominee. for amount up to Rs100,000 and thereafter any amount exceeding Rs100,000 from the President (IoBM).
 - b. Society has surplus funds, duly recommended by Faculty Advisor and as well as agreed by Manager Sports and Student Affairs.
 - c. Standard Original invoices with proper name address and contact numbers etc.
 - d. After necessary deductions and compliance with the requirements of Income Tax, Sales Tax as well as Sindh Sales Tax.
 - e. All transactions to be filled in by the students and submitted to the Finance Department along with original invoices/approvals for payment's as per Proforma attached.

5. **Society Balance Fund**

- 5.1 Society may have surplus balance before the start of the event and in order to utilize the surplus balance, approval is required from ED F&A or her/his nominee.
- 5.2 In case of any deficit balance before the start of the event, any expected collections from new events would be first utilized to cover the deficit.

6. **Escrow Account**

- 6.1 An escrow account is a temporary pass through account held by a third party during the process of a transaction between two parties. This is a temporary account as it operates

until the completion of a transaction process, which is implemented after all the conditions between the buyer (Society) and the seller (outside vendors) are settled.

Essential procedure

- a. The bank account should be in the full name of the club or society.
- b. Cheques and cash must be safeguarded and banked promptly
- c. Specimen signatures of responsible officers must be supplied to the bank. At least two signatures should be required before a withdrawal can be made from the account. Preferably one of Manager Sports and Student Affairs and second being of Faculty Advisor for the Student Society, representation.

6.2 All sponsorship documents which sponsor the IoBM Societies must all be documented and reviewed/approved by the Faculty Advisor as well as Manager Student Affairs.

7. Record keeping of Student Society events and activities

Record keeping of student societies events covers following two aspects:-

- a. Selective recording in General Ledger where amounts are collected in the name of IoBM (also referred to Books of Accounts).
- b. Memorandum records (not part of Books of Accounts), particularly where cash is involved. All collections and payments.

7.1 Memorandum record (not part of Books of Accounts)

- a. In order to minimize tax implications (income tax, sales tax as well as Sindh sales tax) memorandum records are maintained for all cash collections and disbursements out of cash collections.
- b. Approval of ED F&A or her/his nominee is required to maintain memorandum records of any Student Society activity or event.
- c. Finance Department will share periodically the balance of cash receipts and payments to Faculty Advisor, Manager Sports and Student Affairs and ED F&A or her/his nominee.

8. Risks element in Cash Transactions

As regards risks involved in Cash Transactions, Finance Department may prepare a working arrangements giving a brief of key risk factors with regulatory issues which may be approved with ED F&A or her/his nominee.

Annexures

Sample/Format

Institute of Business Management Statement of Receipts

Society Name:	Event Name
Faculty Advisor of the Society	President of the Society
Total number of Books printed	

Summary of Collection

Amount deposited on _____	_____
Amount deposited on _____	_____
Amount deposited on _____	_____
Total amount deposited	_____

Collection Details

Date	Sale of ticket	Stall rent	Others (specify)	Others (Specify)	Total
Date					
Date					
Date					
Total receipts	Y	Y	Y	Y	yy
Budget	X	x	x	X	Xx
Difference between actual receipt and budgeted receipt	x-y	x-y	x-y	x-y	xx-yy

Detail of tickets in hand

	Tickets	Accumulated
Books issued on _____		
Books issued on _____		
Books issued on _____		
Total Books issued		
Books at accounts department		
Books/tickets returned		
Total sale		

Prepared by

Checked by

Approved by

Sample/Format

Institute of Business Management
Statement of Payments
As on -----

Society Name:	Event Name
Faculty Advisor of the Society	President of the Society
Fund Balance as of making the Payment	

Description	Approved Budget	Total Cost incurred as per Annexure A	Unutilized Budget
Marketing / Promotional Expenses of the event (Ref Annex A)			
Event Management (Lighting and Physical arrangements) (Ref Annex A)			
Food etc (Ref Annex A)			
Performer (Refer Annex A)			
Sound Effects etc. (Ref Annex A)			
Total			

Prepared by

Checked by

Approved by

**Institute of Business Management
Statement of payments**

From date----To date-----

Date	Description /Invoice # / Party *	CNIC (Copy enclosed)	Marketing / Promotional Expenses	Event Management (Lighting and Physical arrangements)	Food Expenses etc	Performer / Artist expenses	Sound Effects Expenses etc
Total							
Total							
Grand Total							

Prepared by

Checked by

Approved by

Note

Supporting bills/invoices/approvals to be attached with Annexure "A"

APPLICATION FORM FOR FITNESS PROGRAM

Basic Information

- 1) Name: _____
- 2) DoB: (dd/mm/yy) _____
- 3) Gender _____ Height: (Ft. / inches) _____
- 4) Weight: _____
- 5) Please specify following measurements in inches:
Waist _____ Hips _____ Chest _____ Shoulders _____ Neck _____
- 6) Are you currently exercising in a gym or at home and for what duration/time? _____
- OR** Have you trained before under a coach or by yourself? If yes for how long and how many days per week? _____
- 7) By joining the **IoBM Fitness Program**, what goal do you wish to achieve? (Please note, the aim of this program is to make fitness easier for everyone, if you are someone who is experienced and wants to indulge in strength and/or resistance training, please contact the trainer(s)).

Exercise Information

On a scale of 1 to 4, 1 being unfamiliar and 4 being advanced, rate your ability to do the following exercises:

- 1) Pushups _____ (if you're a beginner, specify what type of pushups you perform, wall or knee supported).
- 2) Body Weight Squat _____ (if you're a beginner, specify what type of squats you perform, supported with hands, half squats, box supported squats or full squats)

Medical Information

- 1) If you have any diagnosed health problems, list the condition(s).

- 2) If you are on any medications, please list them.

- 3) What additional therapies or interventions are being undertaken for the given health problem(s)?

- 4) If you have any injuries or joint mobility restrictions such as in ankle or shoulder girdle, please list them.

- 5) What additional therapies or interventions are being undertaken for the given injury(s)?

Requirements

1) Personal Yoga Mat.	2) Personal Hand Towel	3) Water Bottle
4) Hand Gloves	5) Knee Pad	6) Elbow Pad

Dress Code

- 1) Proper exercise dress: T- shirts, exercise trousers, joggers must be worn during the Fitness Program
- 2) Shorts, Bermuda's, Jeans, Shalwar Kameez, Leather Shoes, Sandals or Slippers are strictly NOT allowed

Session Time: Select One 12.45pm – 1.45pm 2.30pm-3.30pm

Classes will be carried out Monday, Tuesday and Thursday at Creek High School Basement

CONFIDENTIALITY AGREEMENT

I, _____ understand that the information collected by **IoBM FITNESS PROGRAM** and its coaches will be used for fitness evaluation purposes and for the design, implementation, progression, and maintenance of the fitness program only. I further understand that all such information is confidential and will not be shared with anyone without my prior written authorization, except in the case of a medical emergency or to the minimum extent necessary to achieve a safe and effective fitness program.

BENEFITS Participation in a regular program of physical activity has been shown to produce positive changes in a number of organ systems. These changes include increased work capacity, improved cardiovascular efficiency, and increased muscular strength, flexibility, power and endurance.

RISKS I recognize that exercise carries some risk to the musculoskeletal system (sprains, strains) and the cardiorespiratory system (dizziness, discomfort in breathing, heart attack). I hereby certify that I know of no medical problem (except those noted below) that would increase my risk of illness and injury as a result of participation in a regular exercise program

NAME: _____ DESIGNATION (student/management/alumni): _____

SIGNATURE: _____

DATE: _____

WITNESS: _____

AMOUNT PAID: _____

INSTITUTE OF BUSINESS MANAGEMENT

SUBMISSION SHEET (CELL PHONE)

Date: -----

Session: -----

Examination: -----

<u>S.No</u>	<u>Name</u>	<u>ID #</u>	<u>Token #</u>	<u>No. of Mobile</u>	<u>Laptop</u>	<u>I pad</u>	<u>Camera</u>	<u>Signature</u>
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Checked by: M. Nafees Khan.

Authorized by: HoD

INSTITUTE OF BUSINESS MANAGEMENT

RECEIVING SHEET (CELL PHONE)

Date: -----

Session: -----

Examination: -----

<u>S.No</u>	<u>Name</u>	<u>ID #</u>	<u>Token #</u>	<u>No. of Mobile</u>	<u>Laptop</u>	<u>I pad</u>	<u>Camera</u>	<u>Signature</u>
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Checked by: M. Nafees Khan.

Authorized by: HoD



Institute of Business Management

Student Activity Center

Application for Membership of Gym, Snooker Room & Squash Facilities

Name: _____	_____
Father's Name: _____	_____
Student's / Faculty / Management ID # _____	_____
Address: _____	_____

Residence Tel: _____ Office: _____ Mobile: _____

Blood Group: _____ Weight: _____

Signature _____ Date _____

Documents Required:

- ❖ Two Photographs
- ❖ Copy of student ID card
- ❖ Original payment Slip
- ❖ Copy of CNIC

Membership Fee is nonrefundable.

Fee Per Semester	Rs.1,000.00
Annual Membership	Rs.2,000.00
Annual Locker Fee	Rs.1,000.00
Locker Deposit Fee	Rs. 500.00

For Office Use

Membership No: _____ Date: _____

Valid up to: _____ Approved By: _____

Undertaking

Rules & Regulations (For Gym, Snooker & Squash)

1. You should wear proper exercise dress before using the Gym (i.e. T-shirt, Trouser, and Joggers).
2. You should especially wear joggers while using the treadmill in order to avoid Injury.
3. If you have any disease, you should discuss it with the Medical Doctor of IoBM before applying for membership of the Gym. Clearance from the Medical Doctor will ensure your membership of the Gym.
4. You should use the Gym Equipment very carefully, and after use you should keep the Equipment to its rightful place in the gym.
5. If any damage is caused within the Gym / Snooker / Squash court due to your negligence, you will pay the appropriate charges or adhere to the decision made by the Management of IoBM.
6. If you get injured while exercising or doing any other activity inside the Gym, IoBM will not be held responsible for this, additionally no medical compensation will be granted to you by IoBM in this case.
7. While exercising in the gym, you cannot use Mobile and heavy weights without the gym trainer's permission.
8. Before a training session, you must perform a warm-up for at least 10 minutes.
9. After obtaining membership of the gym, you must exercise according to the schedule made by the Gym Trainer.
10. You understand that IoBM is not responsible for your belongings at the gym, responsibility of any lost items lies solely with you. (E.g. Cash, mobile phone, wristwatch etc.)
11. In case you are using a locker, you understand that it's allotted to you only for storing your basic exercise gears only (i.e. T-shirts, Trouser, Towel, soap, shampoo, body spray etc.). If you keep anything else that is costly inside the locker, IoBM will not be responsible for the loss of any valuable items. The ownership of the items place in the lockers lies on you.
12. Membership fee is nonrefundable.
13. The Administration reserves the right to cancel any membership at any time.

Timings:

- Students : 9:00 am to 4:00 pm
- Faculty : 9:00 am to 5:00 pm or during their free period.
- Management Staff : Before or after their duty hours.

Undertaking

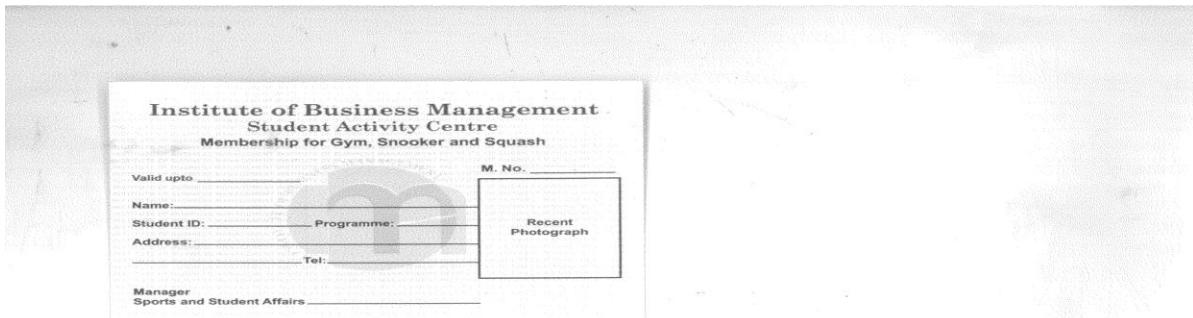
I agree with all the rules and regulations mentioned above.

Name: _____

Date: _____

Signature: _____

Sample of Membership Card for Gym, Snooker & Squash Facilities

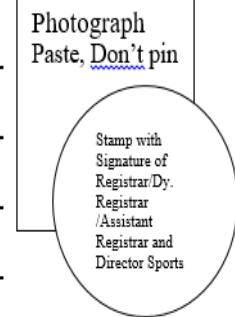


(As per compliance of HEC Proforma)

INSTITUTE OF BUSINESS MANAGEMENT (IoBM
(University/Institute)

SPORTS CARD

Event	Session
Name:	
Father's Name:	
Date of Birth:	
Department/College Studying	
Class/Semester studying:	
C.N.I.C	
<p style="text-align: center;">It is certified that above named/photographed player is a regular and <u>bonafide</u> student of this university. In case otherwise, the individual be debarred and Director Sports/Physical Education of the University be penalized as per the decision of 40th meeting of the Standing Sub-Committee of PUSB.</p>	
Counter signed& Stamped Registrar/Dy. Registrar/ <u>Asstt. Registrar</u>	Signed and Stamped Director of Sports/Physical Education
University _____ Seal _____ Date _____	University _____ Seal _____ Date _____



(As per compliance of HEC Proforma)

NOTE: (i) Part-time or whole-time employee-students and those over 27 years of age are not eligible for Intersports Competitions (ii) Substitutions are only permitted within the names entered in this form. (iii) The documents required for verification will be made available by the Manager of the team during Managers's Meeting for any deviation, University Rule Book has to be shown, otherwise claim not acceptable. (iv) The above entries have been made according to the PUSB Rules. (v) **Picture (1.5" X 1.5" size) of each student player must be paste on the back side of this form duly verified by Director Sports.**

* for fresh students registration if not available, shall be provided with serial number within 4 months to HEC Sports Division.

June 30, 2020