



## Policies & Procedures Manual

### UIT University

<b>Title of Policy:</b> Co-curricular and Extra-curricular Activities Policy and Procedures	
<b>Revision Date (if any):</b> NIL	
<b>Policy Area:</b> Academics	<b>Policy Number:</b> UITU/P/ACAD/002-V1
<b>Approved by (Statutory Body/ Competent Authority):</b> Academic Council	
<b>Approval Date:</b> August 22, 2024	<b>Effective Date:</b> August 26, 2024
<b>Date of Issue:</b> August 26, 2024	<b>Supersedes:</b> Nil
<b>Total Pages:</b> 11	

	Name	Designation	Signature	Date
<b>Prepared by:</b>	Muhammad Iftikhar Mubbashir	Team QEC		August 07, 2024
	Syeda Umme Aeman Kamal			
<b>Reviewed by:</b>	Engr. Prof. Dr. Abdul Qadir	Deans Committee		August 15, 2024
	Engr. Prof. Dr. Abid Karim			
	Prof. Dr. Najmi Ghani Haider			
	Prof. Dr. Abdul Rahman Zaki			
<b>Approved by:</b>	Engr. Prof. Dr. Vali Uddin	Academic Council		August 22, 2024

**Note:** The policy is effective immediately upon approval and supersedes all previous versions. It will remain in force until revised or replaced by an updated policy issued by the university authority.



## Appendix D

1. **Definitions, Interpretations, and Acronyms**
2. **Definitions and Interpretations**
  - 2.1. Unless the context otherwise indicates:
3. **“Co-curricular and Extra-curricular Activities”:**
  - 3.1. Activities, programs, and learning experiences that complement what students learn at the university—experiences connected to or mirroring the academic curriculum.
4. **“Life-enriching experience”:**
  - 4.1. Activities that focus on enhancing students’ holistic well-being and their knowledge and skill acquisition in areas such as adaptability, decision-making, problem-solving, teamwork, intrapersonal development, interpersonal competence, practical competence, leadership, cognitive complexity, ethics, humanitarianism, and civic virtue.
5. **“The University”:** UIT University.
6. **“Faculty member”:** Persons involved in teaching/dissemination of knowledge in any form, including research.
7. **“Funds”:** Money allocated for specific purposes.
8. **“Knowhow”:** The knowledge and skill required to do something.
9. **“Student”:** A learner who is enrolled at or is working as an intern at the university.
10. **List of Acronyms**
11. **BoG:** Board of Governors
12. **CMS:** Campus Management System
13. **CEP:** Co-curricular and Extra-curricular Portfolio
14. **HoD:** Head of Department
15. **JDs:** Job Descriptions
16. **MUN:** Model United Nations
17. **PAR:** Performance Appraisal Report
18. **P&P:** Policy and Procedures
19. **SoS:** Scheme of Studies
20. **VC:** Vice Chancellor
21. **Note:** In case of differences in the interpretation of definitions, interpretation by the Vice Chancellor shall be final.





## Appendix B

### 1. Forms of Prior Consent

- 1.1. At the time of admission, the parents or guardian and the student are to obtain the following prior consent (written and signed). These consents will hold good for participation in any co-curricular and extra-curricular activity for the entire duration of the student's degree program.

### 2. Emergency Information:

- 2.1. I give my consent to the supervising doctor, sports trainer, and coach/sponsor of the sport/activity in which my ward will be participating to use their judgment in securing immediate first aid and/or ambulance transportation, as is reasonably necessary, for any injury sustained by my ward.

- 2.2. (Parent/Guardian Name & Signature) (Date)

### 3. Statement of Risk:

- 3.1. My son/daughter has my permission to practice and compete in co-curricular and extra-curricular activities, including sports activities. We acknowledge that such activity involves the potential for injury inherent in all sports/activities. Injuries are still possible even with the best care, coaching, use of protective equipment, and strict observance of rules. On rare occasions, these injuries can be so severe as to result in total disability, paralysis, or even death.

- 3.2. (Parent/Guardian Name & Signature) (Date)

### 4. Pledge:

- 4.1. I/We have read the salient features of the Co-curricular and Extra-curricular Activities Policy and eligibility requirements, understand all its terms, and sign it voluntarily with full knowledge of its significance.

- 4.2. I also understand that if I have any questions, I can contact UIT University administration and/or have the opportunity to read the salient features of UIT University Co-curricular and Extra-curricular Activities Policies & Procedures online.

- 4.3. (Parent/Guardian Name & Signature) (Date)

- 4.4. (Student Name & Signature) (Date)





## Appendix A

### 1. Details of Responsibilities

#### 2. Head of Student Affairs Department

- 2.1. Offer a strategic approach to the delivery of all co-curricular and extra-curricular activities, with executive responsibilities for staffing, resources, and scheduling.
- 2.2. Drive excellent standards across the university through creative initiatives and collaborative projects, ensuring a varied and inspiring co-curricular and extra-curricular program.
- 2.3. Communicate feedback to teachers and service providers in a proactive and professional manner.
- 2.4. Support activity leaders and service providers through regular communication with the university community, program promotion, maintaining up-to-date information, and scheduling.
- 2.5. Provide clear policies and procedures for program delivery with timely and effective communication.
- 2.6. Arrange program-specific campus access passes for all service provider personnel.
- 2.7. Conduct an annual review via surveys and communicate the results to key stakeholders.
- 2.8. Maintain up-to-date student enrollment and contact information via the Campus Management System (CMS).
- 2.9. Maintain a CMS-based Co-curricular and Extra-curricular Portfolio (CEP) for every student in undergraduate programs at the university.

#### 3. Faculty Members

- 3.1. As per the general provisions of the employment agreement, all faculty members are expected to actively engage in the university's co-curricular and extra-curricular programs, which may include devoting a reasonable amount of out-of-class time to sponsoring student activities.
- 3.2. Respond positively to the university's philosophy on co-curricular and extra-curricular activities and support students' participation in such programs where appropriate.
- 3.3. Provide opportunities for students to catch up on curricular work missed due to their participation in co-curricular and extra-curricular activities.
- 3.4. Advise the Office of Student Affairs if a student's academic progress is suffering due to their participation in co-curricular and extra-curricular activities.
- 3.5. Avoid reporting negatively to the student community or any university office about students' participation in co-curricular and extra-curricular activities.

#### 4. Faculty Members Leading Co-curricular and Extra-curricular Activities

- 4.1. Must adhere to the policies and procedures outlined in relevant documents.
- 4.2. Coordinate closely with the offices of Student Affairs, Sports, and Deputy Registrar Administration (as required) for all administrative matters regarding co-curricular and extra-curricular activities.
- 4.3. Inform course instructors about the students involved, event dates, and times of their absences.
- 4.4. Encourage students who participate in their activity to catch up on any missed curricular work.

#### 5. External Providers of Co-curricular and Extra-curricular Activities



9.2. **Written Consent:** At admission, parents/guardians and students must provide written consent for participation in co-curricular and extra-curricular activities for the duration of the degree program. Specimens for written consent are provided in Appendix 'B'.

9.3. **Supervision:** Adequate supervision must be arranged for all activities, considering the activity's nature and ensuring an emergency plan is in place.

9.4. **Execution:**

9.4.1. **Annual Activity Calendar:** The Student Affairs Office will announce a tentative schedule of activities at the beginning of each academic year in consultation with faculties, departments, and other recognized bodies.

9.4.2. **Scheduling:** Activities should be scheduled throughout the semester, preferably after regular work hours, on weekends, or during semester breaks.

9.4.3. **On-campus Activities:** These are extensions of the academic timetable, and the same expectations for punctuality, dress, resource return, and preparation apply.

9.4.4. **Off-campus Activities:** Document the number of participants traveling and brief them on expectations before departure. In emergencies, contact the university administration.

## 10. Health and Safety Considerations:

10.1. Activities must comply with the university's Health and Safety policy. Additional documentation should be consulted as necessary.

10.2. Qualified personnel must provide emergency first aid services during sports activities, with a first aid kit available at all times.

10.3. **Risk Assessments:** The Student Affairs Office, in consultation with the Sports and Administration offices, will conduct risk assessments before all activities to ensure safe and secure management.

## 11. Student Visits:

11.1. Faculty-initiated visits require prior approval from the Dean/HoD and the Competent Authority.

11.2. Overnight tours must organize separate batches for male and female participants, with gender separation for tours outside the city and prior approval.

11.3. **Logistics:** Arranged through the Office of the Administration.

11.4. **Event Management:** Events must ensure participants' safety and a welcoming atmosphere. Security arrangements and risk assessments must be completed, and essential information must be provided to external participants.

11.5. **Post-event Reporting:** The Event Manager must submit a post-event report to the Dean.

11.6. **Virtual Activities Environment:** CMS will be utilized for logging, monitoring, and reporting all beyond-the-classroom activities, including CEP.

11.7. **Record Keeping:** The Student Affairs Office will maintain hard copies of all activity documents, with soft copies maintained in CMS.



- 2.4.2. **Extra-curricular Activities:** Sports, dramatics, debates, student life workshops, clubs, student societies/organizations/associations, recreation, arts, literary works, exhibitions, student leadership platforms (e.g., MUN), voluntary work, community service, committee membership, career exploration/mentorship programs, cultural events, farewell and welcome dinners, tours and excursions, charity drives for natural disasters and diseases, etc. Extra-curricular activities are not part of the standard curriculum, are not graded, do not offer credit, and do not occur during classroom time.

### 3. Core Functions

- 3.1. Co-curricular and extra-curricular activities will serve the following core functions:
- 3.1.1. Reinforcing classroom learning and allowing students to apply their knowledge and skills in practical settings.
  - 3.1.2. Facilitating the teaching of certain skills and values that may be challenging to convey in a formal classroom setting.
  - 3.1.3. Promoting students' self-development, creativity, and social and professional adaptability by broadening their interests and providing opportunities for character formation and leadership training.
  - 3.1.4. Fostering students' social development by offering opportunities to broaden their social experiences, practice social skills, and internalize moral and social values.
  - 3.1.5. Cultivating a corporate culture and respect for university traditions.
  - 3.1.6. Encouraging a healthy lifestyle.
  - 3.1.7. Making university life more challenging and interesting.

### 4. Eligibility Requirements:

- 4.1. To promote academic excellence, all students participating in co-curricular and extra-curricular activities must demonstrate satisfactory academic progress toward graduation by meeting the university's prescribed course requirements and proficiency standards. Students performing below academic standards may participate only with the Dean/HoD's permission.

### 5. Organizing Co-/Extra-curricular Activities:

- 5.1. Faculty, departments, institutes, colleges, schools, and other recognized bodies (e.g., Student Affairs Office, Sports Department, Alumni Association) are responsible for organizing co-curricular and extra-curricular activities.
- 5.2. These activities may be funded by university funds, paid participation, external sponsorships, and participants' self-contribution.
- 5.3. Financial contributions from non-university sources for organizing activities must be collected through the Finance & Accounts Department.
- 5.4. Such funds must not be obtained from political parties, banned organizations, or entities involved in anti-state, unethical, or illegal activities.