BAHRIA UNIVERSITY
ISLAMABAD

BU POLICY ON STUDENT CLUBS & SOCIETIES

RECORD OF AMENDMENTS

Copy No_____

Amendment No	Dated	Authority	Clauses Amended	Status
1st Edition	24 Sep 26	Case file No BU-HO/SA/2026/564	-	New Print

Note: Amendments are to be recorded, cross-checked and their incorporation in the documents authenticated (with name, designation, and signatures).

TABLE OF CONTENTS

1.1 Preamble……1
1.2 Mission 1
1.3 Objectives..... 1
1.4 Applicability..... 2
1.5 Definitions..... 2
1.6 Alignment with the Sustainable Development Goals (SDGs) 2
1.7 Governance, Roles, and Responsibilities 3
1.8 Campus-Level Operational Responsibilities 3
1.9 Operational Requirements..... 5
1.10 General Instructions 8
1.11 Policy Amendments and Establishment of New Clubs and Societies..... 8

ANNEXES

A..... 10
B..... 12

1.1 Preamble

1.1.1 The Directorate of Student Affairs (DSA) serves as the central coordinating body responsible for planning, implementing, and overseeing student affairs, co-curricular and extracurricular activities, and student support services across Bahria University. The Directorate is committed to fostering a vibrant, inclusive, and engaging campus environment that supports students' holistic development. Student clubs and societies are recognized as an integral part of campus life, providing opportunities for students to develop leadership, communication, teamwork, innovation, professional competence, and social responsibility beyond the classroom.

1.1.2 This Policy establishes a standardized framework for the formation, registration, operation, monitoring, and evaluation of student clubs and societies across all Constituent Units of Bahria University. The policy also ensures that all activities are conducted in a transparent, accountable, inclusive, and disciplined manner while upholding the University's values, institutional integrity, and strategic objectives.

1.2 Mission

1.2.1 The mission of the University Student Clubs and Societies is to provide an inclusive platform for students to develop leadership, teamwork, innovation, creativity, community engagement, and personal and professional skills through diverse co-curricular and extracurricular activities, fostering ethical values, civic responsibility, and holistic development.

1.3 Objectives

1.3.1 The Student Clubs & Societies Policy aims to:

a. Provide students with structured opportunities to participate in co-curricular and extracurricular activities that complement their academic learning and promote holistic personal development.

b. Develop leadership, teamwork, communication, critical thinking, problem-solving, organizational, and interpersonal skills through active participation in student-led initiatives.

c. Promote innovation, creativity, entrepreneurship, and professional growth by encouraging academic, technical, cultural, literary, sports, and special interest clubs and societies.

d. Foster an inclusive, diverse, and engaging campus environment that encourages collaboration, mutual respect, ethical conduct, and student well-being.

e. Strengthen students' civic responsibility through volunteerism, community engagement, social impact initiatives, and environmental sustainability activities.

f. Facilitate interaction with industry, alumni, government organizations, and community partners through seminars, conferences, workshops, guest speaker sessions, competitions, and networking events to enhance students' employability and career readiness.

g. Establish a standardized governance framework for the formation, registration, operation, monitoring, evaluation, and recognition of student clubs and societies across all Constituent Units of Bahria University.

h. Ensure that all clubs and societies operate in accordance with University policies, uphold institutional values, maintain financial transparency, and contribute positively to the University's mission, vision, and strategic objectives.

1.4 Applicability

1.4.1 This policy applies to all student clubs and societies operating under the BU name or branding, using BU facilities or resources, organizing events under BU representation, collecting fees, donations or sponsorships, or engaging external guests or partners. Department-owned societies are also covered where they use BU branding or resources. Any informal student group seeking to use the BU identity, facilities or resources must obtain formal recognition in accordance with this policy.

1.4.2 While the Policy clearly defines Clubs and Societies as student-managed bodies, it may be explicitly clarified that formally notified University Centers, incubation centers, labs, institutional platforms, research groups, special projects, or other structures established under separate approved governance arrangements shall not fall within the scope of this Policy, even where students participate in their activities.

1.5 Definitions

1.5.1 Club

A Club is a student-managed co-curricular body established to promote shared interests, hobbies, recreation, arts, culture, sports, wellbeing, community service, and personal development. Clubs provide students with opportunities to engage in activities that foster creativity, teamwork, leadership, and social interaction beyond the formal academic curriculum

1.5.2 Societies

A Society is a student-managed academic or professional body established to promote intellectual, disciplinary, and career-oriented development within a specific field of study or area of professional interest. Societies facilitate academic enrichment, research, innovation, technical skills, networking, competitions, seminars, workshops, and professional engagement that complement students' academic learning.

1.6 Alignment with the Sustainable Development Goals (SDGs)

1.6.1 Bahria University recognizes the United Nations Sustainable Development Goals (SDGs) as a global framework for promoting sustainable, inclusive, and responsible development. Student clubs and societies shall be encouraged to design, organize, and implement activities that contribute to one or more of the SDGs while addressing local, national, and global challenges. This policy primarily shall contribute to SDG 4 (Quality Education), SDG 8 (Decent Work and Economic Growth), SDG 16 (Peace, Justice, and Strong Institutions), and SDG 17 (Partnerships for the Goals).

1.6.2 Through academic, cultural, environmental, social, entrepreneurial, and community engagement initiatives, clubs and societies shall promote awareness, innovation, volunteerism, and responsible citizenship among students. Activities may include seminars, workshops, awareness campaigns, community service projects, research

initiatives, environmental sustainability programs, health and well-being campaigns, gender equity initiatives, digital literacy programs, and industry collaborations that create measurable social impact.

1.7 Governance, Roles, and Responsibilities

1.7.1 Head Office-Level Oversight (BUHO)

The Directorate of Student Affairs (DSA) shall be the Lead Office responsible for the implementation, coordination, and oversight of this Policy. The Directorate shall ensure that this Policy is implemented in its true letter and spirit.

1.7.2 Campus-Level Oversight

Student Support Centre (SSC). The SSC shall function under the administrative supervision of the Director Academics/ Head of the Campus and shall report functionally to the Directorate of Student Affairs (DSA) at the Bahria University Head Office (BUHO). The SSCs of the respective CUs shall be responsible for registration, coordination, monitoring, obtaining event approvals, record maintenance, compliance, and reporting. The SSC shall also facilitate student engagement activities and ensure that all Student Clubs operate in accordance with the University's policies, procedures, and guidelines. Whereas the Academic and Professional Societies shall be administered under the supervision of the Principals of the respective schools. Each Society shall have a designated Faculty Advisor responsible for providing academic guidance, monitoring activities, and ensuring alignment with departmental and University objectives. The respective Academic Department shall oversee the registration, functioning, and performance of Societies in coordination with the Student Support Centre (SSC) to ensure University-wide reporting, policy compliance, and institutional coordination. The lists of Clubs and Societies are enclosed as Annexure A and Annexure B, respectively.

1.8 Campus-Level Operational Responsibilities

1.8.1 Student Support Centre (SSC)

The Student Support Centre (SSC) shall serve as the operational focal point for all Student Clubs at the campus level. The Manager, SSC, shall be responsible for:

a. Selection, Registration, recognition, renewal, and addition of Student Clubs in accordance with University policy.

b. Coordination and facilitation of all club activities and events.

c. Monitoring club performance and ensuring compliance with University policies, procedures, and applicable regulations.

d. Maintaining updated records of clubs, office bearers, membership, activities, achievements, and annual plans.

e. Publishing information regarding registered clubs, office bearers, and approved activities on the campus website and official social media platforms in coordination with the IT Department.

f. Compiling semester-wise and annual reports on Student Club activities and submitting them to the Directorate of Student Affairs (DSA), BUHO, for University-wide reporting and institutional documentation.

g. Facilitating inter-campus coordination and supporting participation in University, national, and international activities.

h. Faculty members may be designated as Advisors/Mentors for Student Clubs, as and when required, particularly for events and activities requiring faculty supervision, discipline, or support.

1.8.2 Academic Departments

The respective Academic Departments shall administer academic and Professional Societies under the supervision of the Head of Department/Principals. Each Academic Department shall be responsible for:

a. Selection, Registration, recognition, renewal, and addition of Student Societies in accordance with University policy.

b. Nominate a Faculty Advisor for every Academic and Professional Society.

c. Ensure that society activities support academic excellence, professional development, research, innovation, and community engagement.

d. Maintain records of society activities and coordinate with the Student Support Centre for institutional reporting and policy compliance.

1.8.3 Faculty Advisors

Each Academic/ Professional Society shall have a Faculty Advisor nominated by the respective department. Faculty members may be designated as Advisors/ Mentors for Student Clubs, as and when required. The Faculty Advisor shall:

a. Provide mentorship and guidance to student office bearers.

b. Ensure that planned activities align with the University's vision, mission, policies, and code of conduct.

c. Review and endorse annual activity plans and event proposals.

1.8.4 Student Office Bearers

Each registered Student Club or Academic/Professional Society shall have student office bearers comprising, at a minimum:

a. President
b. Vice President
c. General Secretary
d. Director Programs & Events
e. Director Communications & Outreach.
f. Coordinator(s), as required according to the nature and functions of the Club/Society.
g. General Member(s) – shall actively participate in the Club/Society’s activities and perform duties as assigned by the office bearers.

1.8.5 Appointment and Tenure

a. Faculty Advisors shall normally be appointed for a term of one (01) academic year, which may be extended based on performance and institutional requirements.

b. Student office bearers shall normally be appointed for a term of one (01) academic year. Selection may be made through interviews for the Club/Society, as determined by the CU or the relevant academic department. The term may be extended based on the student's outstanding performance, institutional requirements, and willingness to continue serving.

c. For the position of President, preference should be given to sophomore students.

d. For Student Clubs, the SSC shall coordinate the approved selection process, including interviews headed by the Director Academics/Director Campus or a faculty/staff member nominated by them. For Academic/Professional Societies, the concerned Head of Department (HoD) of the relevant Academic Department shall head the selection process or nominate an appropriate faculty/staff member for the purpose. The selection process shall be transparent, merit-based, fair, and properly documented.

e. Where a President or core office bearer resigns, withdraws, becomes ineligible, or otherwise vacates office before completion of tenure, the vacancy shall be filled through the approved selection mechanism for the remaining tenure. The outgoing office bearer shall complete the prescribed Resignation/Withdrawal and handover requirements, where applicable.

f. An office bearer may also be removed before completion of tenure for proven misconduct, misuse of position, or persistent non-performance, following due process in accordance with Chapter 14 – Students Conduct and Discipline of the BU Academic Rules 2024. Any resulting vacancy shall be filled through the approved selection mechanism for the remaining tenure.

1.9 Operational Requirements

Each registered Student Club and Academic/ Professional Society shall:

a. Encourage participation in inter-campus, national, and international competitions, conferences, exhibitions, and collaborative initiatives.

b. Establish partnerships with reputable academic, professional, governmental, industry, and community organizations where appropriate.

c. Prepare and submit a semester-wise activity plan with the endorsement of campus management to the Directorate of Student Affairs (DSA) for onward submission to the Rector through the Pro-Rector Academics before the commencement of each semester.

d. For University-wide reporting purposes, the SSC shall obtain the required information and reports on Academic and Professional Societies from the respective Academic Departments monthly and consolidate the data with Student Club records for submission to the Directorate of Student Affairs (DSA), Bahria University Head Office (BUHO).

e. Approval and reporting responsibilities shall be allocated as follows:

i. Routine activities → Campus Authority
ii. Monitoring/ Reporting → DSA
iii. Exceptional/ High-level/ Foreign Engagements → BUHO approval

f. At the completion of the tenure of student office bearers, a formal handover of Club/ Society records, assets (where applicable), financial documents, activity reports, and ongoing projects shall be carried out from the outgoing to the incoming office bearers under the supervision of the SSC or the Academic Department concerned, as applicable.

g. Maintain a minimum active membership as prescribed by the SSC/Academic Department for continued registration; Clubs/Societies falling below this threshold shall be given a defined period to restore membership before being placed under review.

h. A Club/Society that fails to submit required activity plans or reports for two consecutive semesters may, after notice and an opportunity to respond, be declared inactive and deregistered by the SSC or the concerned Academic Department, with the decision communicated to the DSA for record purposes. A deregistered Club/Society or an applicant whose registration proposal is declined may appeal the decision to the DSA within fifteen (15) working days of notification.

1.9.1 Recognition and Awards

a. Following the selection of student office bearers for clubs & Societies, a formal Oath-Taking and Leadership Recognition Ceremony may be conducted at the CU level to formally recognize student leadership and reinforce their sense of responsibility and commitment. During the ceremony, official leadership insignia may be conferred upon the President, Vice President(s), and other designated office bearers by the Head of the Constituent Unit.

b. Outstanding Student Clubs, Academic and Professional Societies, Faculty Advisors, and Student Office Bearers may be recognized annually, subject to the approval of the Head of the respective CU, for their exemplary performance, significant contributions, and outstanding achievements. Such recognition may include certificates, shields, trophies, awards, financial incentives, or any other form of appreciation, as approved by the HCU.

c. Any student, Faculty Advisor, or administrative staff member who demonstrates exceptional achievement, innovation, leadership, initiative, or contribution that brings distinction to the University or significantly enhances its reputation, prestige, or public image at the national or international level may be recommended for special recognition by the Honorable Rector. Recognition by the Honorable Rector may be conferred in the form of a letter of appreciation, commendation certificate, award, shield, financial incentive, or any other distinction deemed appropriate by the HCU.

1.9.2 Visibility on BU Website & Social Media

a. All registered Student Clubs and Academic/Professional Societies shall be responsible for regularly providing and updating information regarding their activities and events to ensure their timely and effective visibility on the official Bahria University website and authorized social media platforms.

b. CUs shall maintain a dedicated webpage with links to all registered Clubs and Societies. The webpage may include the name and mandate of each Club/Society, details of its office bearers, upcoming activities, achievements, and approved events. Event highlights, photographs, and activity reports may also be shared through official University communication channels to promote student engagement and showcase student achievements, subject to applicable University policies and communication protocols.

c. All official digital and social-media accounts established in the name of a Club/Society shall remain institutional assets of Bahria University. Account credentials shall be maintained through the designated University office and formally handed over upon change of office bearers.

1.9.3 Global Partnerships and Student Engagement

Student Clubs and Academic/Professional Societies may, with prior approval from the HCU, establish linkages and collaborate with reputable international universities and student organizations to promote cross-cultural engagement, knowledge exchange, joint activities, academic and professional development, and participation in international competitions and forums. Such collaborations shall be aligned with the University's objectives and undertaken in coordination with the relevant University offices and in accordance with applicable policies and approval procedures.

1.9.4 Attendance and Academic Considerations

Participation in approved inter-university competitions, conferences, community engagement activities, or officially sponsored events may be considered for attendance relaxation, subject to the approval of the Director Academics/Campus Head and in accordance with the University's regulations. Participation in routine on-campus Club or Society activities shall not ordinarily qualify for attendance concessions unless specifically approved by the HCU.

1.9.5 Disciplinary Matters and Misconduct

Cases involving misconduct, violation of University rules, misuse of a position, or conduct prejudicial to the interests of the University shall be processed through the Student Support Centre (SSC) in the case of Student Clubs, and through the concerned Academic Department in the case of Academic/Professional Societies, in accordance with Chapter 14 – Students Conduct and Discipline of the BU Academic Rules 2024.

1.9.6 Financial Support and Fund Management

a. **Budgetary Support:** Appropriate annual budgetary allocations shall be provided in the University’s approved annual budget to support the activities of Student Clubs and Academic/Professional Societies. In addition, external sponsorships may also be explored to support the large-scale events.

b. **Receipt and Management of Funds:** Any fee, donation, sponsorship, grant, or other funds received for or on behalf of a Student Club or Academic/Professional

Society shall be properly documented and accounted for through appropriate receipts/ acknowledgements, transaction records, approvals, and utilization records. Such funds shall be managed and maintained by the relevant account section.

c. **Annual Audit:** The financial records of each Student Club and Academic/Professional Society shall be reviewed at least once every academic year by the relevant account section, with a summary of findings shared with the SSC/ Academic Department concerned and consolidated for the Directorate of Student Affairs (DSA).

1.10 General Instructions

a. CUs shall comply with applicable accreditation requirements while retaining the University-approved SSC-led administrative mechanism for Student Clubs and the prescribed governance framework for Societies.

b. Each CU shall establish and manage Clubs and Societies in accordance with the University's approved framework, while considering its student strength, available resources, campus size, academic and co-curricular strengths, areas of student interest, and the requirements of applicable program accreditation bodies (e.g., PEC, NCEAC, NBEAC, PMC, PBC etc.). The number of Clubs and Societies may vary across CUs in accordance with their respective academic disciplines, student interests, requirements, and applicable accreditation body obligations.

c. CUs are encouraged to organize and participate not only in campus-level events but also in inter-campus, inter-university, HEC-sponsored, national, and international events, where appropriate and subject to applicable University policies and procedures.

d. All eligible students shall have equal opportunity to participate in Student Clubs and Academic/Professional Societies without discrimination based on gender, disability, socioeconomic background, academic discipline, campus, or any other protected or legally recognized status.

e. Clubs and Societies conduct activities in a manner that promotes student well-being and does not expose students to harassment, bullying, discrimination, unsafe practices, exploitation, or inappropriate conduct. Any such concern shall be reported to the SSC or the concerned Academic Department, which shall address it in accordance with Chapter 14 – Students Conduct and Discipline of the BU Academic Rules 2024.

1.11 Policy Amendments and Establishment of New Clubs and Societies

a. This Policy may be revised, amended, or updated from time to time with the approval of the Rector, Bahria University, in accordance with institutional requirements and emerging needs.

b. Any proposal for the establishment of a new Student Club or Academic/Professional Society not covered under this Policy shall be submitted

to the Head of Campus for approval. The Head of Campus shall communicate a decision on the proposal, ordinarily within thirty (30) working days of submission. Upon approval, the respective Campus shall communicate the details of the newly established Club or Society to the SAs Directorate (BUHO), for inclusion in the University Club Registry, institutional record. Where a proposal is declined, the applicant may appeal the decision to the DSA within fifteen (15) working days of notification.

c. At the campus level, the Manager, Student Support Centre (SSC), shall be the operational owner for Student Clubs, while the respective Academic Department shall be the operational owner for Academic and Professional Societies.

Annex-A

LIST OF STUDENT CLUBS AT BAHRIA UNIVERSITY

S. No.	Clubs Title
1	Media Club
2	Arts & Dramatics Club/ Expressive Arts and Psycho dramatics Club
3	Events Club
4	Sports Club
5	Music Club
6	Gardening & Horticulture Club/ Therapeutic Gardening Club
7	Board Games Club
8	Oratory & Debating Club/ Debates and Literary Club
9	Literary & Creative Expression Club
10	Community Support Program Club
11	Alumni Interaction & Engagement Club
12	Placement & Networking Club
13	International Students Club
14	Women of Impact Club
15	Entrepreneurship Club
16	Character Building Club
17	Patriotic Club
18	Bahria University Animal Welfare Club
19	Gaming & E-Sports Club
20	Adventure Club
21	MUN Club
22	EMC Club
23	Go Green Club

24	Bahria Visionary Club
25	Hum Soch Hai
26	Green Youth Movement Club (GYM)
27	Public Speaking Club
28	Culinary & Hospitality Club
29	Photography Club
30	Health Pro Club
31	Endowment Club
32	Youth Development Club

Note:

1. The number of Clubs may vary across CUs in accordance with their respective academic disciplines, student interests, and requirements.

2. Where the activities of a Student Club fall within the domain of a particular Directorate, the Club may seek guidance, instructions, and relevant support from the concerned Directorate to ensure appropriate planning and conduct of its activities

Annex-B

LIST OF ACADEMIC/PROFESSIONAL SOCIETIES AT BAHRIA UNIVERSITY

S. No.	Societies Name
1	Finance & FinTech Society
2	Business Society
3	BU Foundry Society
4	Pulse Pioneer Blood Society
5	Data Science & AI Society
6	Google Developer Groups on Campus (GDGC) Society
7	Youth Organization for Technical Advancement (YOTA) Society
8	Economics Society
9	Environmental Society
10	Bahria Society of Robotics
11	Bahria Creative Platform Society
12	Public Health Society
13	Leadership & Public Speaking Society
14	Al Nakhla Society
15	Interfaith Harmony Society
16	Legal Nexus Society
17	Law & Mooting Society
18	Dramaybaaz Society
19	Mosiqar & Theatre Society
20	Podcasting Society
21	Psychology Society
22	Well-Being Society
23	Virsa Society -The Bahria Heritage & Culture Society

24	Grooming & Lifestyle Society
25	Association for Computing Machinery Society(ACM)
26	IEEE Students Society
27	Women in Engineering
28	Computer Society Chapter
29	National Youth Assembly (NYA) -BU Chapter
30	Shell Eco-Marathon Society

Note: The number of Societies may vary across CUs in accordance with their respective academic disciplines, student interests, and requirements.