



Student Societies Management Committee

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Introduction to Student Societies

Societies are a great way to meet like-minded people, develop new skills and expand your horizons while studying – but what happens when the society you want to join doesn't yet exist? Most universities allow students to set up their own societies – and considering you come from a different culture, you're bound to have tied your hands at plenty of interesting things other students are yet to experience.

There's usually a process you must follow before you can share your enthusiasm with other students but bringing a new society to your university can be incredibly rewarding both for you and the students who join. While each university will have a unique twist to the application process, there are essential steps that are required everywhere.

So, if you're passionate about a hobby, cause, or willing to giving back your community and the society does not yet exist at RII, follow certain steps to get your new organization up and running...

Institute Vision and Mission

The institute's **vision** in general is defined as follows:

1. To excel in development of holistic value-based research, education and training programs.
2. To establish at national and international levels, state of the art educational, research, training institutions, in line with international best practices, with the integration of universal Islamic ethical values and Pakistan ideology, in order to produce dynamic human beings.
3. To develop and implement educational strategies, problems based academic programs, teaching material, report, surveys and research material to enhance the quality of education and training in various disciplines in higher education.
4. To play leadership role at national and international levels in systematic reforms (islah), transformation (tazkiah), creation of tolerance and forbearance (sabr, istaqmah) and innovative solutions (ijihad) for social

5. To establish model institutions particularly in holistic health care, in order to improve quality of life of the needy in

In the light of above-mentioned university vision, we like to establish the student societies to add value. In the context of institute's mission statement, we are enthusiastic to take initiative to inculcate the societies culture in Faculty of Computing at RII, Riphah campus.

Benefits of Societies

- **Giving back to the society**
- **Learning by doing**
- **Motivation for extracurricular activities**
- **Think bigger – beyond your boundaries**
- **Inculcate the information sharing culture**
- **Grow your Communication Skills**
- **Grow your Networking**
- **Grow your Presentation**
- **Grow your Leadership Skills**

Society Formation Steps and Guideline

First thing's first, get in touch with your mentoring committee to find out whether they would consider opening up your suggestion/idea.

Society Mentoring Committee (SMC) strict guidelines on what topics can be held as societies. SMC also keep society aims and objectives align with the institute's vision and mission, discussed in next sections. For example, If you're at Riphah University, SMC will not open societies based on alcohol like cocktail making groups and/or political groups.

There could already be plans to open a society similar to your proposition, so it's a good idea to contact the SMC before proceeding planning.

Once you've contacted the SMC and receive the green light, there are still numerous steps you'll need to take before your society can get up and running which are defined as under.



Figure 1. Society Formation Process Guidelines

Step 1 – Bring Your Idea

There’s no point setting up a society that only you and your close friends will join. You need to make sure other students will be interested in participating.

Some universities require a list of students who’ve said they would be keen to join if the society existed – but even if your SMC doesn’t need this, its important step to ensure your society will be a success.

Social media is your friend here. You can put out a Facebook status, post into your group chats and write in existing society groups asking who would be interested in your new organization. This way, you can get the word out there to those who have similar interests and begin to grow your society while it’s still in the incubator mode.

Try to collect the email addresses and phone numbers of the students who say they’re interested so you can contact them when the society is up and running.

And if you find your new group is too much of a niche and there isn’t really any demand, at least you’ve found out now rather than a few months down the line!

Step 1.1 – Try new things

Your university experience will depend heavily on what you make it. There is no point joining a society in third year, finding out that it’s awesome and wishing you had joined in first year. Equally, it’s OK to try things you never go back to. But the important thing to do is not be afraid

to take a leap and try something new. Take me for example: I mentioned that I joined the role-play society when I joined university. I had never done role-play before and I thought it might be seen as "uncool". However, I very quickly came to love it, and I have made some of my closest friends from the experience. So try new things because at the end of the day, that's what university is all about.

Step 2 – Write Aims and Objectives

Define aims and objectives of your society which should not contradict with the vision and mission of the University

Step 3 – Build your Committee Organization Structure

If you're going to start a society, you'll need a good group of people to help you. There are many *roles and responsibilities* required to make a society successful, so you'll need to allocate these accordingly.

The roles you'll need to assign are:

- **President and Vice President** – it's likely you'll be president since it's your society, but in case you want to give both roles to someone else, you'll need to find someone organized and dedicated to the cause.
- **Secretary** – this person will be responsible for managing communications between the committee; the MC and other members, so good person skills are a must.
- **Treasurer** – you'll want to choose someone good at finance or accounting for this role as they will be managing the society's budget.

Additional roles you may consider are:

- Social secretaries
- Academic secretaries
- Undergraduate/postgraduate officer
- Diversity officer

A committee is usually a prerequisite to submitting your society application as they are vital components to making your society a success – after all, a society with no president or treasurer is hardly a society at all!

Step 4 – Submit your Society Application to Society Mentoring Committee

So now you have a bulky list of students who want to join your society and have built a dedicated committee to make it happen – it's time to submit your society for the SMC to review. Your SMC will require specific details from you, but you can begin preparing in advance by considering the following:

- What's the aim of your society? To connect people from different cultures? To help students learn a new skill? To provide a platform for discussion? Your society should have a student-orientated aim.
- What makes your society unique? Does it offer an alternative to other student societies? Why would students choose your society over those already in existence? Sell your idea as much as possible.
- What plans do you have for the group? Social events? Competitions? Collaboration? The SMC will want to understand the value of your group so go into lots of detail here to show you've thought it through.

Check your SMC's website or drop them an email asking what other information they need. They might need pledges from the other committee members, a certain number of students registered as interested or a year-long financial plan for the group.

Once you've collected everything you need, you can submit the application to the SMC for review.

Step 5 – Define Membership Criteria for your Society

University would encourage students to be part of the societies under following criteria:

- Only the students of Faculty of Computing at RII, Riphah campus
- Motivated/willing to learn through experience
- Express leadership skills
- Interested in Lifelong Learning
- Passionate giving back to the society
- Motivation for extracurricular activities
- Grow Communication Skills

- Grow Networking Skills
- Grow Presentation Skills
- Grow Leadership Skills

Step 6 - Select an Advisor from Faculty

Society president should bring and submit the name of a *faculty member* as *Advisor* after his/her consent to SMC.

Step 7 - Design your Logo and Web/Social Media Pages

Society President should distribute following tasks to the members of this team.

1. Design and share a logo to SMC
2. Share the URL link of the website or Social Media page

Step 8: Start your Activities

8.1 Get Go Ahead Approval

When application for society formation is approved, Society president will receive a “Start your Activates” registration certificate from SMC.

Step 8.2 – Begin building your society’s calendar

If you’ve followed the steps above, chances are your society will be approved. Rather than wasting time waiting to hear, it’s best to get stuck right in and start planning.

You want to build a society other students are passionate about, so get your committee together to discuss what events you can run within your budget that will interest your student market.

By planning early, you’ll be ready to hit the ground running when you’re society is (hopefully) approved and impress all those students who showed interest in your society.

This guide is just the beginning steps to running a successful society – after it’s established, it will be up to you to build the group into a thriving community that benefits every member.

Although this will be challenging at times, remember the passion that inspired you to start the society in the first place. This will keep you motivated and committed.

Step 9: Report to SMC

Society presidents are liable to report back with following frequencies:

1. Monthly activity report
2. Post *Event* report including participants, venue, and Pictures (if any)

Code of conduct when create your own Society

Presidents should keep in mind following actions:

1. Think of basic rules, you feel are necessary for the success of the society / organization
 - Government Rules
 - Social Rules
 - Equality Rules (no discrimination)
2. Report your Post *Event* activities including participants, venue, and Pictures (if any)
3. You are representative/ambassador of the Riphah University. You will not involve in any activity that can cause bad reputation of your society or university.
4. You will not use the University logo in outdoor activities unless approved by competent authority.
5. Equal opportunity for all group members to participate.

Student Societies

1. **Riphah Adab Society**
2. **Riphah E- Sports Society**
3. **Riphah Adventure Society**