

 Institute of Business Administration Karachi <i>Leadership and Ideas for Tomorrow</i>		
RULES & REGULATIONS Office of Student Societies		
Title: IBA Student Government		
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IBA STUDENT GOVERNMENT

The IBA Student Government (ISG) is the governing body of students under Student Affairs that is designed to enhance the quality of student life, support curricular, co-curricular and service activities, and contribute to the Institute’s educational mission. It will:

- Promote school spirit and pride in the Institute of Business Administration (IBA), Karachi.
- Promote student engagement, leadership, and learning by facilitating opportunities in a diverse array.
- of programs, events, and activities.
- Foster interaction among faculty, students, staff, and external stakeholders.
- Provide a safe, accessible, and welcoming environment for the IBA campus community.
- Represent students from all schools in various committees.
- Exercise judicious management of financial, physical and natural resources.
- Assist patrons with event services support.
- Participate in on-going assessment and evaluation of services in an effort to best meet the everchanging needs of the IBA community.

ISG Composition:

- There will be 8 members in the ISG - 1 President, 1 Treasurer, 2 VPs in each School (1 female, 1 male).
- The Treasurer is required to manage the finances and budget documents for the ISG.
- The ISG will be allocated two budgets of an equal amount– one for the academic events and matters, and one for the curricular events and activities.
- DSA and OSS will form three (3) committees that will report to OSA directly – **Events & Activities, Academics, and Marketing & Outreach.**

Position	Number of Members	Gender
President (Can be from any School/Program)	1	Any
Treasurer (Can be from any School/Program)	1	Any
Vice Presidents – School of Business Studies (SBS)	2	1 Male and 1 Female
Vice Presidents – School of Computer Science and Mathematics (SMCS)	2	1 Male and 1 Female
Vice Presidents – School of Economics and Social Sciences (SESS)	2	1 Male and 1 Female
Total	8	

HOUSE LEADERS TORS:

IBA Student Body will, side by side, elect the following positions for leading the body.

- 1 President
- 1 Treasurer
- 2 Vice-Presidents (from their own school)

PRESIDENT:

- The President will be the head of the student government.
- The President's job is to lead all ISG meetings and townhalls.
- The President will collaborate with ISG committees to make sure everything is functioning effectively.
- The President will make sure each ISG member is performing their duty responsibly and in line with the ISG constitution.
- The President will be in charge of getting event approvals, after coordinating with relevant Committee, and to ensure that proper procedures and documentations are followed.

TREASURER:

- The Treasurer will be the financial head of ISG.
- The Treasurer will deal with all budgetary, financial, and audit affairs of ISG.
- The Treasurer will prepare the annual budget.
- The Treasurer will make RFQs in Coordination with Events and Activities committee members for all the events on request of Committee Member.

VICE-PRESIDENT RESPONSIBILITIES:

- The Vice-President will be responsible for preparing plans and reports and ensuring that the goals of the ISG are met.
- The Vice-President is responsible for ensuring proper communication between all members of the ISG, the clubs/societies Leadership Team, and the wider IBA Community.
- Vice-President will directly report to Academic Committee members.

VOTING SYSTEM:

- Each student will have the opportunity to cast THREE VOTES: one for the President, one for the Treasurer, and one for a Vice - President from their own school.
- Old ISG members cannot contest for the ISG 2024-2025.

SELECTION CRITERIA:

The selections of the IBA Student Government will be:

- Open to all regular students with **CGPA > 3.0**
- No student applying for ISG should have received a warning letter or fine or Disciplinary Committee for violating.
- Students who have been in ISG in their life at IBA, will not be applicable for this election.
- IBA's code of conduct in previous academic year (i.e., 2023 to 2024)
- All ISG members will be selected by a voting system.
- Any ISG member who will be inactive in the meetings or events organized by ISG, he/she will be replaced by the DSA with candidate next in the list.
- All committee members will be selected by Dean Student Affairs and OSS.

COMMITTEE COMPOSITION

Dean Student Affairs and OSS will form three (3) committees that will report to OSA directly, the committees would be: **Events & Activities, Academics, and Marketing & Outreach.**

Each committee will consist of two students:

- 1 Male Students
- 1 Female Students

Events & Activities Committee:

Responsibilities:

- Plan and coordinate various student events in collaboration with OSS, including social, cultural, and recreational activities. Ensure events align with student interests and promote campus engagement.
- Handle logistical aspects of events such as venue booking, catering, equipment setup, and coordination with vendors.

- The Events and Activities committee will make an RFQ in coordination with Treasurer, and send it to the vendor, getting quotations will be their responsibility.
- Work with other students' clubs and societies to co-host events and increase participation.

Academic Committee:

Responsibilities:

- The Academic's Committee is responsible for addressing all academic-related matters and concerns.
- Regularly coordinate with the Vice Presidents of respective schools to address issues, implement initiatives, and plan the committee's activities.
- Plan and organize academic events such as guest speaker sessions, seminars, and academic workshops.
- Conduct surveys to gather student feedback on academic programs and services.

Marketing & Outreach Committee:

Responsibilities:

- Develop and execute marketing campaigns to promote all events, programs, and initiatives.
- Create engaging content for various platforms, including social media, the OSA website, and posters.
- Build relationships with external organizations, alumni, and the local community to enhance outreach efforts.