

CO-CURRICULAR POLICY

Co-curricular activities are essential to a Liberal Arts education to build important skills that complement classroom learning, such as leadership, teamwork, and creativity. ULAB Co-Curricular activities are designed to engage students in activities that are immensely important and capable of maximizing the potential of students. Furthermore, ULAB believes in active learning, therefore ULAB provides students with opportunities to apply classroom learning in the real world through co-curricular activities. Students engage in active learning by getting involved in different real-life scenarios. ULAB has introduced significant co-curricular components that are rarely practiced in the South Asian region.

Vision

Develop students as global citizens.

Mission

ULAB considers co-curricular activities as a major platform for student learning. The Co-curricular Office has a mission to provide an all-round experience to each student. The Co-Curricular Office promises to provide a co-curricular environment so that students can develop their own identity, individuality, and diversity.

Next Generation Skills: The Co-Curricular Office supports students in achieving a global competitive edge. As we believe a major portion of active learning occurs outside the classroom, the Co-curricular Office focuses on improving certain skills among ULAB students.

The skills emphasized are:

Leadership • Critical Thinking • Social and Interpersonal Skills • Mental and Physical Wellbeing
Communication Skills • Specialized Skills • Management Skills

Clubs:

The mainstay of co-curricular life at the university is its clubs. The clubs will maintain regular weekly activities to enhance skills and learning. The activities of clubs may include educational field trips, workshops, seminars, games, concerts, cultural programs, intra- and inter-university competitions, or tournaments, etc.

The Co-Curricular Office will organize all-club activities such as Club Day, Baishakhi Mela, yearly Co-Curricular Festival, Club Orientation etc.

To enable students to test and generate these next generation skills, ULAB has 24 clubs with a variety of activities:

List of Clubs and contacts:

ULAB Adventure Club	adventure.club@ulab.edu.bd
ULAB Art and Photography Club	artphotography.club@ulab.edu.bd
ULAB Business Club	business.club@ulab.edu.bd
ULAB Computer Programming Club	computer.club@ulab.edu.bd
ULAB Chess Club	chess.club@ulab.edu.bd
ULAB Debating Club	debating.club@ulab.edu.bd
ULAB Electronics and robotics Club	electronics.club@ulab.edu.bd
ULAB Field Sports Club	fieldsports@ulab.edu.bd
ULAB Film Club	flim.club@ulab.edu.bd

ULAB Indoor Games Club	indoorgames.club@ulab.edu.bd
ULAB Language Club	language.club@ulab.edu.bd
ULAB Literary Society	literary.society@ulab.edu.bd
ULAB Media Club	media.club@ulab.edu.bd
ULAB Model United Nation	model.unitednation@ulab.edu.bd
ULAB Nutrition and Wellness Club	nutritionwellness.club@ulab.edu.bd
ULAB Shangskriti Shangshad	shangskriti.shangshad@ulab.edu.bd
ULAB Social Welfare Club	socialwelfare.club@ulab.edu.bd
ULAB Sustainable Development Club	sustainabledevelopment.club@ulab.edu.bd
Theatre ULAB	theatre.club@ulab.edu.bd
ULAB Rotaract Club	rotaract.club@ulab.edu.bd
ULAB YES	yes@ulab.edu.bd
ULAB 1971 History Club	history.1971.club@ulab.edu.bd
ULAB Digital Marketing Club	digitalmarketing.club@ulab.edu.bd
ULAB Kaleidoscope Club	kaleidoscope.club@ulab.edu.bd

Notable Events:

- ULAB MUN Conference • ULAB Inspire Sphere • ULAB Adventure Camp • NWC Food Carnival
- ULAB Co-Curricular Fest • ULAB VOX • ULAB Biz Wizards • ULAB Entrepreneurs Fair

About The Duke of Edinburgh Award:

ULAB is proud to be part of The Duke of Edinburgh Award program. Since its inception ULAB has been highly involved in incorporating the award program in the University Activities. Under DEA students can achieve international Award and may get a chance to create a global network of active volunteers and leaders across the globe. The award requires students to develop their Skills, Leadership, Volunteering attitude and exploration skills. Upon completion of certain activities students are awarded in 3 categories, Bronze, Silver and Gold.

Every semester/ year designated offices will call for The Duke of Edinburgh's Award enrollments. Enrollment week will be notified by emails, registration booth and DEA Activities.

Policy for Club Activities

- Clubs must be officially approved by the university. No outside group or party may start a club on campus. While students are free to belong to an outside group, they may not use the university premises or facilities for its activities; nor will they have access to university patronage.
- Each club will be run under the guidance and supervision of a Faculty Advisor, who will directly appoint the executive committee of the club.
- In the event a Faculty Advisor leaves the post, the Co-curricular coordinator will choose a new advisor. The executive committee may propose a faculty member, but the proposal must be approved by the Co-curricular Director.
- Upon formation, each club must submit its Mission Statement to the Co-curricular Office.
- The tenure of the executive committee is one year, but the faculty advisor will monitor its performance and can make changes or dissolve the committee if it proves to be incompetent or acts in ways contrary to the policies, purpose, or spirit of the club.
- Any violation of the "ULAB Code of Conduct" will automatically disqualify a committee position, if not a club membership.

The Executive body

The executive body of the clubs will consist of a maximum of six members. The body will consist of the following positions:

- President
- Vice President
- General Secretary
- Organizing Secretary
- Financial Secretary
- Publication Secretary

Key Responsibilities and Key Tasks of the Members

Position	Key Responsibilities	Key Tasks
President	<ul style="list-style-type: none"> - Leadership and direction. - Official representation. 	<ul style="list-style-type: none"> - Lead meetings. - Implement strategies. - Liaise with administration.
Vice President	<ul style="list-style-type: none"> - Assist President. - Assume leadership in President's absence. 	<ul style="list-style-type: none"> - Oversee sub-committees. - Coordinate with executives. - Ensure event execution.
General Secretary	<ul style="list-style-type: none"> - Manage records. - Handle communications. 	<ul style="list-style-type: none"> - Prepare meeting agendas. - Maintain records. - Coordinate correspondence.
Organizing Secretary	<ul style="list-style-type: none"> - Plan and organize events. - Manage logistics. 	<ul style="list-style-type: none"> - Develop event plans. - Coordinate with vendors. - Manage setup and breakdown.
Finance Secretary	<ul style="list-style-type: none"> - Oversee financial matters. - Ensure transparency. 	<ul style="list-style-type: none"> - Prepare budget. - Maintain financial records. - Handle transactions.
Publication Secretary/PR	<ul style="list-style-type: none"> - Manage public image. - Oversee publications. 	<ul style="list-style-type: none"> - Create promotional content. - Manage social media. - Liaise with media.

Policy on Field Trips, Study tours and Recreational Events:

A Dhaka-area trip, usually only a few hours to one day. Field trips are solely educational in purpose. Each department, course, or club is expected to arrange at least one field trip per year, under the active supervision of a faculty member.

Type	Chaperones Required
Field Trips	Faculty instructor/Advisor, up to 40 persons

Overnight/Out of Dhaka	At least two (2) adult chaperones, one of whom must be the advising faculty member, up to 40 students Up to 80 students, 3 chaperones. Up to 120 students, 4 chaperones, etc.
Female students overnight/ out of Dhaka activity	One female chaperone must
Extreme locations/Very large gatherings	Trained first-aid personnel must be available.

**Accompanying faculty will travel with the students in the same vehicles.*

Study Tours: A stay of some duration (from a few days to potentially weeks) outside of the Dhaka area, for concentrated study in a given field, under the active supervision of a faculty member. Study tours are solely educational in purpose. They are not likely to be common but may be employed for some courses, for example, for GED 324: Experiencing the Past.

The goal of a Field Trip or Study Tour is to provide students with active and hands-on experience related to the specific course or club. They are characterized by interactive teaching methods, meant to maximize the students' involvement. Emphasis will be given to teamwork, problem-solving, and active participation.

Recreational Events: Cultural events, club days, picnics, etc. for fun, which may be arranged by official clubs or departments of the university, under the direct and active supervision of a faculty member.

Recreational events organized by individuals or groups of students, without oversight and active participation of a faculty member, are NOT recognized by the university.

Consent Forms: Any out-of-town and overnight activity requires written consent by the student's guardians. Students who do not have guardians' consent are not allowed to attend those events. It is the responsibility of the faculty member to ensure consent forms are collected from the students. Faculty members will turn over consent forms to the Approving Authority.

Process of Event Approval

- Step-1: Event Proposal.
- Step-2: Advisor signature. (Event approval).
- Step-3: Clubs Directors' signature.
- Step-4: Registrar signature.
- Step-5: To book rooms, confirm with Solaiman Sir (at the registrar's office).
- Step-6: If there are any budgets, then Accounts office -> treasure -> Accounts office.
- Step-7: Admin signature. (inform them if you need some extra chairs or other items) + IT signature (if there are need for any IT support / Lab).
- Step-8: Keep One soft copy in the drive. And one copy in the club's file.

Who may organize ULAB Activities:

- ULAB Departments
- ULAB Courses
- Official ULAB Clubs
- ULAB Administration (Vice Chancellor's Office, Registrar's Office, Communications Office, Library, Career Service Office, Student Affairs Office, and Co-curricular Office).
- All departmental, course, or club activities require the active participation of a faculty member. Active participation means planning the event, obtaining proper permissions and chaperones, and attending the event itself.

Who may not organize ULAB Activities?

- Individual students or groups of students may not organize any activities on or off campus using the name of ULAB.
- Outside groups or non-approved clubs may not organize any activities on or off campus in the name of ULAB unless specific written permission has been given.

Approval Authority

Type	Approval Authority
Academic Activities	Head of the relevant department
Club Activities	Co-curricular Director
Non-Academic Events	Co-curricular Director/ Registrar/Pro Vice Chancellor, as appropriate

Any out-of-town and/or overnight activity requires a written plan to be submitted IN ADVANCE to the Registrar for approval. The plan must include a fee per student, source of funding, sponsor details, expenditure plan, duration of the trip, names of supervisors, and security and risk management actions. As the education, safety, and security of ULAB students are of paramount importance, all rules and regulations must be followed without exception.

Fees, Charges & Budgets

Charges may accrue for co-curricular activities. In all cases payments will be made on submission of bills/vouchers and only if the trip is budgeted. The university policy on compensation is as follows:

Field Trips: Day field trips within Dhaka City Corporation are expected to be self-funded, using local transport. No university compensation will be given.

Study Tours: Students have to bear the cost of the transport and arrangement-related costs subject. Food and accommodation costs will be borne by students. In cases, sponsorship can managed to fund the study trip.

Recreational Events: Small fees may be charged for recreational events to cover admission fees or food. Fees may not be excessive.

Club Budget: The University provides a set budget for each club each term. The budget must be submitted in advance by the club President/ Finance Secretary and must be approved by the Co-curricular. Late submission of the proposed budget may result in a loss of budget for the next term. The University will bear the majority cost of activities of clubs that represent the institution officially in legitimate, relevant, and reputable external events, competitions, or tournaments. The University reserves the right to review and approve any proposed external event before offering funds.

All other external events can be financed through donations, fees, or sponsorships.