



Office of Co-curricular Activities (OCA)

Co-curricular activities: Guidelines

It is mandatory for a BRACU student to enroll in at least one student activity club/forum of her/his choice.

Mission of the Co-curricular activities:

- To provide an environment for a 'complete learning experience' at BRACU. The components of all round education, i.e., learning, development and identity formation are interactive and add to each other. Students need to experience all of these simultaneously. Participation in co curricular activities can contribute effectively to this achievement.
- To emphasize the wholeness of university experience through synchronized development of body, mind and spirit. Learning through the formal academic curriculum as well as enhancing student experience through out of classroom learning through co curricular programs.
- To make co-curricular activities more student-centric.

Objectives:

- Create an environment for spontaneous participation of students in co-curricular activities.
- Create leaders.
- Provide opportunities for community service activities.
- Further the teacher-student relationship.
- Liaise with other universities, organizations and student bodies at national and international levels.

Co-curricular Activities:

- Leadership development programs.
- Sports, seminars, workshops, conferences, exhibitions, concerts, competitions.
- Research.
- Social awareness programs.
- National and International visits.
- Publications.
- Liaison with educational institutions, development organizations and other organizations at national and international levels in various events.

Responsibilities of the OCA:

- Provide inspiration/encouragement for student co-curricular activities.
- Supervise co-curricular activities of students of BRACU conducted through student club/forum events.
- Support co-curricular works in all aspects - advice, budget, physical facilities, equipment, transport, publicity, etc.
- Publish semester-wise Co-curricular Activities Calendar

- Maintain liaison with the university administration
- Conduct Assessment of co-curricular activities [conducted in November 2006].
- Publish news of events in dailies and weekly magazines [in cooperation with BRACU Public Relations officer]
- Publish news in BRACU monthly Bulletin.
- Liaise with sponsors of various events; invite sponsors, dignitaries and media in special events.
- Publish Co-curricular Bulletin.
- Assessment of co-curricular activities.

Guidelines

A. Forming a Club/Forum:

1. It is mandatory for a BRACU student to enroll in at least one student activity club/forum of her/his choice. A student can become member of a maximum of two clubs at a time.
2. At least 75 student members and 1 advisor [from BRACU faculty] are needed to start a club.
3. An application to the director, co-curricular activities with goals, objectives, program calendar and mode of operation, signed by the advisor/ co-advisor[s] should be submitted by the applicants intending to open the club.
4. The club should have a student Executive Committee comprised of president, secretaries, and other positions depending on the nature of the club/forum. The Executive Committee should not comprise more than 10 members. Executive Committee should be formed through conducting election among the members. Initially, if needed, the Executive Committee could be formed by selecting representatives from the active student members by the advisors and the director, OCA. Students on probation or under university disciplinary actions cannot become a member of the Executive Committee. For executive committee membership, completion of 60 credits and a minimum CGPA of 3 are required.
5. BRACU policy on co-curricular activities strongly suggests inclusion of a female member in the Executive Committee.
6. A student can't be a member of the Executive Committee of more than one club/forum at a time. Therefore a student can be a member (general) of a maximum of two clubs/ forums at a time.
7. It is advised that student enrolled in the last 2 semesters do not be in the Executive Committee of clubs and forums.
8. A faculty can be the advisor of one club/forum at a time. Appointments of the Advisors are approved by the Director, OCA with approval from the Department Heads for a period of 2 years.
9. A club/ forum can have maximum of one advisor.
10. One faculty can be advisor of only one club/forum and be co-advisor of additional one more club/forum.
11. If any faculty is not an advisor of any club/forum then s/he can be co-advisor of maximum of two clubs/forums.

Typical Composition of a Club/Forum:

Club /Forum	Advisor	1.
	Co advisor/s	1. 2. 3.

1. the report should be sent to the OCA. In each semester, within one week of the Club-Fair, the clubs must provide their updated information of executive committee and members to the OCA and advisor.
2. Activities to be supervised by advisor and co-adsisor[s].
3. At least two events per semester, excluding orientation & study tours to be conducted.
4. There won't be any event in the first two weeks of a semester.
5. The midterm week and last week of classes of the semester should be free of any co-curricular activities.
6. The president of the club must let all members know of the guidelines of the co-curricular activities.
7. Members should abide by the Rules of the co-curricular activities as provided by the OCA regarding management, accounts, personal safety, equipment safety, and general rules of the university.
8. Members should abide by all rules of the BRACU Regulations of Student Conduct.
9. A club should not be involved in activities that do not relate to the club's objectives. If a club wants to organize an event which is the primary activity of another club, then the organizing club must inform the other club about it, and the event has to be jointly organized.

B. Student membership of club/ forum

1. It is mandatory for a BRACU student to enroll in at least one student activity club/forum of her/his choice. A student can become member of a maximum of two clubs at a time.
2. At least 75 student members and 1 advisor [from BRACU faculty] are needed to start a club.
3. Executive Committee comprised of president, secretaries, and other positions depending on the nature of the club/forum. The Executive Committee should not comprise more than 10 members. Executive Committee should be formed through conducting open election. Initially, if needed, the Executive Committee could be formed by selecting representatives from the active student members by the advisors and the director, OCA. Students on probation or under university disciplinary actions cannot become a member of the Executive Committee. For executive committee membership, completion of 60 credits and a minimum CGPA of 3 are required.
4. BRACU policy on co-curricular activities strongly suggests inclusion of a female member in the Executive Committee.
5. A student can't be a member of the Executive Committee of more than one club/forum at a time. Therefore a student can be a member (general) of a maximum of two clubs/ forums at a time.

6. Students having CGPA of less than 2.5 cannot be the member of any club or forums.

C. Executive committee of club/ forum

New Panel Selection Process

1. **The club should have a student Executive Committee comprised of President, Vice-President or General Secretary, Financial Secretary. The Executive Committee must comprise four members. Other director positions depending on the nature of the club/forum.**

Executive Committee/ Student Representatives [depends on the type of activity]. This panel will work with SL.	1. President 2. Vice-President 3. General Secretary 4. Financial Secretary
This Director panel will collaborate by 5 to 10 students. [Depends on the type of activity]. SL needs the list of directors not the transcript.	<ul style="list-style-type: none"> • Director – Program • Director - Finance • Director - Media • Director - Rehearsals • Director - Logistic support

2. Executive Committee should be formed through conducting open election among the members. Initially, if needed, the Executive Committee could be formed by selecting representatives from the active student members by the advisors and the SL team.
3. Students on probation or under university disciplinary actions cannot become a member of the Executive Committee.
4. For executive committee membership, completion of 60 credits and a minimum CGPA of 3 are required.
 - A. **All of the four students will have CGPA 3. We highly prefer this type of panel. Applicable for Academic Club (Co-Curricular).**
 - B. **Half panel member (2 students) will have CGPA 3.0 and above. The rest of (2 students) will have CGPA 2.0-2.99. This lower CGPA holder student will get the approval with a condition letter. Applicable for Non Academic Club (Extra Curricular)**
 - C. **Minimum One student has CGPA 3.0 and above. Another three students will have CGPA 2.0-2.99. This lower CGPA holder student will get the approval with a condition letter. In special circumstance all panel member who have CGPA Less than 3.00 will get approve. Applicable for Sport Clubs.**
5. **Every club must have one female member in the Executive Committee. Otherwise the panel will not approve.**
6. A student can't be a member of the Executive Committee of more than one club/forum at a time. Therefore a student can be a member (general) of a maximum of two clubs/ forums at a time.
7. It is advised that student enrolled in the last 2 semesters do not be in the

Executive Committee of clubs and forums.

8. Yearly election/selection to be conducted for the Executive Committee of the club/forum and the report should be sent to the SL. In each semester, within one week of the Club- Fair, the clubs must provide their updated information of executive committee and members to the SL and advisor.
9. The president of the club must let all members know of the guidelines of the co-curricular activities.

D. Advisor and co-advisor(s) of a club/ forum

1. A faculty can be the advisor of one club/forum at a time. Appointments of the Advisors are approved by the Director, OCA with approval from the Department Heads for a period of 2 years.
2. A club/ forum can have maximum of two co-advisors.
3. One faculty can be advisor of only one club/forum and be co-advisor of additional one more club/forum.
4. If any faculty is not an advisor of any club/forum then s/he can be co-advisor of maximum of two clubs/forums.
5. Activities of the club/ forum have to be supervised by advisor and co-advisor[s].
6. During the event advisor/ co-advisor has to be present during the whole event.
7. Advisors must ensure CGPA requirements are met for all club members and may suspend students if the CGPA falls or indicates a downward trend over two semesters.

E. Role of advisor and co-advisor

1. Advisors and co-advisors will lead the student members of the club/ forum to develop leadership capacity. They will mentor to organize events.
2. All event preparation will be monitored and guided by the advisor and co-advisor(s) of the club/forum.
3. Throughout the event the advisor/ co-advisor will be present
4. Advisors and co-advisor(s) are to accompany the student members in study tours.
5. The advisor and co-advisor will develop proposal and budget for each event.

F. Club/Forum Events, Activities and Management: General:

1. Coordinate with OCA for scheduling club/forum programs in the Semester wise Co-Curricular Calendar.
2. All the club/ forum has to submit their next semester event calendar by the 9th week of the previous semester.
3. All clubs must ensure social impact in their activities.
4. Yearly Budget and detailed Program to be submitted by April 30.
5. Advisors are to attend the program of their clubs/forums.
6. After conducting an event, a Report on the event with Photographs must be submitted to OCA within 72 hours. Without these the Advance Payment Form will not be adjusted.
7. Clubs/forums are encouraged to have presentations [slide shows, etc] on their activities at the cafeterias, lobby of building 6 or the indoor games room for publicity as well as recruiting members.
8. For transport needs, the OCA has to be informed one week in advance for within the city; and 2 weeks for out of town visits. The OCA coordinates with the transport department in this matter:
 - a. If the transport department can't provide transport, the proposed mode of traveling should be decided on after discussing with the OCA; and transport bills must be submitted to the

OCA with the advisor's signature.

- b. All transportation costs must be calculated from and to BRACU main campus.
9. For all other logistic support such as room booking, equipment, etc. 2 weeks advance notice to the OCA is required through official booking form:
 - a. For room booking and required logistic support date, time and the room must be mentioned.
 - b. Name, ID number, and department of the executive committee member responsible for the safety of the equipment needed for the event (CPU, PA system, UPS, multimedia projector, screen, and musical instrument etc.) should be provided to the OCA.
 - c. After completion of the event all the equipment must be returned within 2 hours, and the OCA and Systems/Administration department should be informed about it.
 - d. For any kind of damage to any equipment/instrument, the OCA and the Systems/Administration department must be informed immediately.
10. Posters, notices, emails and invitations of events to be sent/posted at least a week in advance.
 - a. All notices, posters, and banners must be signed by the the OCA, SA with seal.
 - b. All notices, posters, and banners must be signed by the the OCA, SA with seal.
 - c. It is the responsibility of the president to ensure that all posters/notices/banners have required signatures.
 - d. Posters/notices to be posted on the Notice boards and must not be posted on the painted or wooden surfaces.
11. Invitations to events must be sent by the advisors or by the Executive Committee with the approval of the advisor.
12. For Auditorium, Indoor Games Room, Cafeteria, Looby and Prangan, the booking must be placed 2 weeks in advance to the OCA and Mr. Nurul Islam Bulbul, Sr. Asst. Director (Registrar Office), BRACU. To move the games instruments (Table Tennis Table, etc.), the executive committee of the Indoor Games Club [BUIGC] must be informed, so that a member of BUIGC is present during relocation.
13. Stationary for posters/notices is available at the OCA, and must be taken from the OCA through proper requisition. If unavailable at the OCA, the required stationary items can be purchased through the OCA. If purchased without the approval of the OCA, then the bills for these items will not be paid from the club/forum budget.
14. For organizing an event at the Savar campus, followings steps must be taken:
 - a. Inform the OCA and Campus Super [CS] about the event and its date 4 weeks in advance.
 - b. After getting approval of the date from the CS, submit the proposal of the event to the OCA.
 - c. Names of all participating members of the event must be submitted to the SA.
 - d. For organizing an event, if needed, a club/forum member from the main campus can stay overnight at the Savar campus only with permission of the Campus Super and the OCA.
 - e. Care should be taken not to disrupt any ongoing in-campus classes/programs.
15. To organize any event outside the Mahakhali campus must submit their complete proposal at least 4 weeks in advance.
16. If in any event / seminar guests are coming from outside of BRACU then the name and designation of the invited guests needs to be mentioned in the proposal.
17. Confirmation of the appointment with the guest (from and outside of the BRACU) has to be communicate to OCA one week before the event.

G. Club/Forum Event Management: Finance:

1. President/Secretary of club/forum to prepare program and budget of the event with advisor's signature, and submits to the OCA, SA – Tk. 75,000/= up to/ 2 weeks. Over Tk.75, 000/= special /large event 1 semester ahead of event.
2. The OCA will prepare an Advance Payment Form and obtain signatures of the advisor, and the director or assistant director of the OCA.
3. **OCA Stuff will submit the form to the Finance dept. The fund has to collected by the club**

advisor or co-advisor and distribute to the club students. If the club advisor or co-advisor cannot collect the fund from finance office physically; they can also collect the fund through their Brac university bank account.

4. For ordering refreshments, BRACU cafeteria authority will only consider the order after confirmation by the OCA. Bills for refreshments must not be paid in cash;. Payment will be made by the Accounts office, BRACU from the club/ forum budget upon approval from OCA.
5. Within 48 hours of the event, the Executive Committee of a club/forum should submit the expense details with advisors signature along with all receipts/vouchers to the OCA, along with a report and photographs of the event.
6. The Accounts department will not give payment to anyone for any club activities without the authorization of the OCA (signed by Director or Asst. Director).
7. For internal changes within the approved budget, advisor can sign Advance Payment Form.
8. Signature of Director and VC/Pro-VC is needed if the amount is outside the approved yearly budget.
9. Any event having a budget of more than Tk.75, 000/= must be approved by Director OCA along with the Director of Finance, BRACU. Event having a budget above Tk.1, 20,000/= has to be approved by Treasurer, BRACU after Director of Finance and Director, OCA's approval.

I. Study Tours:

1. Study tours are to be conducted during the semester break.
2. Study tour expenses are covered by the club and a separate budget of the university.
3. One day trip: Tk.200/- Day for food is allocated.
4. Long trips: If more than one day Tk.1, 000/= will be allocated per person.
5. Advisors and co-advisor(s) are to accompany the student members in study tours.
6. A Study Tour Application Form, available at the OCA, to be filled out with signature of the advisor, and submitted to the OCA with name of all students and ID numbers. Approval of Pro-VC needed. For international study tour, form to be submitted a month ahead of time.
7. For transport needs, inform the SAO, in advance, 1 week for within the city, 2 weeks for out of town. The OCA coordinates with the Transport Administration for transport.
8. Students who are active in the club will be the only students to be considered for the study tour for their respective club.
9. A student can't attend more than one club/forum study tour per semester.

J. Going abroad to participate in a Co-curricular event:

1. For going abroad to participate in a Co-curricular event, a Proposal to be submitted to the OCA. For any financial supports from the university, the application needs to be first approved by the Director, OCA and Director of Finance/Treasure, and finally approved by the VC/ Pro-VC/.
2. Along with the complete proposal, budget and required documents,
 - I. Write a brief on:
 - a. What are your contributions to the club/forum?
 - b. How long have you been a member of the club/forum?
 - c. In what capacity have you been a member of the club/forum?
 - d. Attach with the proposal the CGPA with credit completed (grade sheet)
 - e. Why do you want to attend this program?
 - f. How this experience will contribute to BRACU students?
 - g. Have you ever been abroad? Purpose of visit?
 - II. Submit a letter/note of approval from the advisor and the president of the club/forum.
3. A selection committee might be formed depending on the type of event to select nominees,

using special criteria.

4. After returning to BRACU an experience sharing and demission of learning session has to be arranged.

K. Sponsorship

- Sponsorships from other organizations, if needed, to be coordinated with the OCA.
- Student must communicate with sponsor via email (do cc OCA staff and advisor).
- There is always a written agreement between club and Sponsor Company (Give and take).
- The sponsor fund has to submit to Brac University Bank Account. Cheque under the name Brac University before 5 working days of the event. No cash will allow.
- Email sponsor fund money deposit receipt, cheque to OCA office to confirm fund transfer.

L. Logistic Support

- OCA will provide logistic support (Sound, light, banner) from Brac University Procurement.
- Brac University Procurement has set of Logistic facility list; club must choose facility from the list. OCA will do requisition to procurement for purchase.
- Club must confirm the needed logistic (Sound, light, banner) to OCA, 7 working days before the event with detail.
- Posters will print from OCA office.
- Projector-Screen will also provide from OCA office.

M. Missed Classes:

Rules approved by the Vice Chancellor regarding 'missed classes' due to participation in a co-curricular event of importance:

1. *Due to participation in a co-curricular activity of importance if a student misses a class, s/he can be assigned a 'D' [Duty] attendance for the class. This 'D' attendance can be translated into 'Present' when needed for attendance or grade calculations.*
 2. *The student must make arrangements with the course teacher for missed class work/ assignments/quizzes/examinations, etc.*
- The student should submit an application to the Director OCA with information on the event, classes, schedule, course teachers, before participating in the co-curricular event. OCA office then informs the teachers and the chairpersons.
 - The information on [a] Name, ID number and department of the student, [b] code number and title of course; and date, time of missed class; [c] name and email address of the course teacher should be mailed to the OCA before the event. After verification, the OCA will forward it to the respective teachers and chairpersons.
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N. Recognition/Awards

Vice Chancellor's Award recipients are selected by a Selection Committee following selection criteria approved by the vice chancellor. Nominations are invited from the members of the club, then approved by advisors and the OCA, and finally selected by the Selection Committee. Other certificates are issued based on recommendations of advisor, president of executive body, and OCA.

- Vice Chancellor's yearly award for a student's Outstanding Contribution to co-curricular activities.
 - Vice Chancellor's yearly awards for the most active club/forum.
 - Vice Chancellor's yearly Certificate to the Advisor of the most active club/forum.
 - Semester wise Certificates for Good Contribution to co-curricular activities.
 - Recommendation Letters for active participation.
 - Vice Chancellor's Awards and/or medals for graduating students for Outstanding Contribution.
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O. Ambassador Program – in progress

Student Affairs office is in the process of selecting BRACU Ambassadors among the students.

Goal:

To represent BRAC university in various events, both in the country and abroad, such as orientation, outreach, open house, alumni programs, fundraising events, community events, university marketing/public relationship events.

Ambassadors are to conduct leadership and teambuilding workshops etc.

Selection:

Students may apply in their 2nd year of studies, after completion of 30 credits.

Students will as an ambassador during their 2nd & 3rd year of studies.

Students will train new ambassadors in the beginning of the 4th year of studies.

Criteria:

CGPA, co-curricular experience, community service experience, skills in leadership, communication, cooperation, motivation, organization.

Clubs and Forums at BRAC University

There are 27 clubs and forums at the university in the categories of (i) Arts/Culture, (ii) Sports, (iii) Entrepreneurial, (iv) Social welfare/Community service, (v) International (vi) Science. Among these 27 are run under the supervision of the Student Affairs Office.

These are:

List Division for Panel			
Non Academic Club (Extra Curricular)		Academic Club (Co-Curricular)	
1.	Adventure Club (BUAC)	2.	Business & Economics Forum (BUBeF)
3.	Art & Photography Society (BUAPS)	4.	Business Club (BIZBEE)
5.	Community Service Club (BUCSC)	6.	Communication & Language (BUCLC)
7.	Cultural Club (BUCuC)	8.	Computer Club (BUCC)
9.	Debating Club (BUDC)	10.	Economics Club (BUEC)
11.	Drama and Theater Forum (BUDTF)	12.	Electrical & Electronic Club (BUEEC)
13.	Entrepreneurship Forum (BUEDF)	14.	Law Society (BULC)
15.	Film Club (BUFC)	16.	Marketing Association (BUMA)
17.	Heritage Forum (BUHF)	18.	Natural Science (BUNSC)
19.	Association of Business Communicators (IABC)	20.	Pharmacy Society (BUPS)
21.	MONON Club	22.	Robotics Club (ROBU)
23.	Leadership development Forum (BULDF)		
	Sport Clubs		
24.	Indoor Game (BUIGC)		
25.	Football Club (FCBU)		
26.	Cricket Club (CBU)		
27.	Chess Club (BUCHC)		

Resources

- Notice Boards at UB.
- Student Affairs Office at UB 06.
- Meeting/Rehearsal Room at UB 06.
- Large lecture halls at UB, Architecture studios, computer labs.
- Auditorium, Cafeteria, Indoor Games Room, Prangan, Ground floor entrance area at UB2 and UB6.
- For special events - BRAC Inn auditorium, Savar Campus and other related play fields.
- Multimedia projector, Computer, Color printer, and Sound system
- Website
- BRACU and BRAC Transport
- Support from the vast infrastructure of BRAC existing all over the country.