

	<h1>Dental College HITEC-Institute Of Medical Sciences</h1>	
	<h2>SOP Co-Curricular Activities For Students</h2>	
	DOCUMENT #: SA-SOP-04	ISSUE # 01

SIGNIFICANCE:

1. Good platforms to secure the students' future, both professionally and socially.
2. Co-curricular activities are a great source of developing students' interest in healthy activities and in generating team spirit.
3. It nurtures the students' abilities to work with co-operation, co-ordination, organization and lead towards leadership.
4. These activities prepare a student for future challenges.
5. Co-curricular activities can provide students with a lot of interesting and important experiences outside the traditional classroom.

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COMMITTEE ORGANOGRAM:



*Students' participation will be ensured and coordinated through the respective class teachers

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COMPOSITION:

1. The committee manages a wide range of clubs and societies catering for both co-/extracurricular activities. All clubs and societies will be run by students. Incharge of each club /society will supervise the members of that particular club.
2. Sports week will be organized annually in HITEC-IMS Dental College in the month of **March/ April**.
3. List of the clubs societies are here as under:

1. DRAMA CLUB

Skills it demonstrates: *confidence, self-presentation, collaboration, attention to detail, creativity.*

It's an open platform for all those who love art. It's a combination of emotions, gestures, music, drama, live performances and so much more. Drama club not only creates dramatic performances but also encourages students to bring out their hidden talents and nourishes them.

2. DEBATE CLUB:

Skills it demonstrates: *communication skills, confidence, presentation, reading, logical reasoning and critiques*

- Urdu/English debates
- Naat/ Qirat
- Essay writing
- Poetry

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The debate club is a great place for students to explore the art of "organized arguing." The students in debate club tend to enjoy discussing current issues and if they don't already have a strong voice and good presentation skills, they will learn these abilities in a fun and safe environment. Students learn to create factual, logical, ethical and emotional arguments to persuade others using a formal debate format.

3. ARTS CLUB:

Skills it demonstrates: *creativity, serenity, innovativeness, aesthetic sense and learning of skill*

- Sketching
- Painting
- Photography
- Videography

Photography:

This club promotes interest in different aspects of photography and welcomes members from all levels of experience. This club conducts photography workshops, exhibitions and provides another mode of art activities in the form of visual art. This society will help beginners, intermediate and advanced photographers to improve their skills through shooting in college.

Poster/Drawing & painting-competition:

This competition invites college students to design a poster based on a particular theme or topic. Essay writing is very much part of the curriculum and co-curricular activities but students can take it further as an extracurricular activity by joining essay writing clubs. This will help them develop skills in writing research and articles in their careers.

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4. COMMUNITY SERVICES/SOCIAL WELFARE CLUB:

Skills it demonstrates: *leadership, ingenuity, commitment, entrepreneurship, proactivity.*

- Blood donor club
- Fund raising
- Community welfare club
- Oral health day
- World health day

- This society consists of dedicated, volunteering students offering their services to promote the betterment of the community through supervised community-based camps. By reaching out to the community and educating masses on issues regarding dental and general health, the Social Welfare Club (SWC) serves deserving people for their welfare. Students will participate in *environment friendly* activities such as plantation day, anti-smoking day etc

Aims and Objectives:

- To arrange blood for the poor and needy.
- To provide free medicines for non-affording patients.
- To arrange free Dental Camps.
- To give financial assistance to deserving patients.
- To arrange seminars for character building of dental students.

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5. SPORTS CLUB:

Skills it demonstrates: *team work, dedication, fitness, competitiveness, reliability.*

- Badminton
- Table tennis
- Football
- Cricket
- Athletics
- Indoor board games

This society is responsible for conducting **annual sports day/week each year**. It provides opportunity to students to participate in various intra-college competitions in various games. It organizes sports week for inter-class tournaments each year. It ensures physical fitness and full participation of the students. Faculty will also participate in these activities.

Picnics/Excursions/Tours:

Hiking, Mountain climbing, visits to museums, visits to Art exhibitions, Educational workshops and conferences etc.

College will arrange for these activities accordingly (subject to the security situation)

ACCOMPLISHMENTS:

- **Participating students will be awarded certificates of participation as an encouragement and motivation**
- ***Photo gallery* of their activities will be created within the institution**
- **Students' work and activities will be published in the News letter/magazine**
- **Their contribution and credits may be added in their CVs and portfolios**

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College Magazine/News letter:

The college annual magazine is a reflection of the academic and co curricular activities of the students and the institutions.

Students can work as a reporters, subeditors or contributors for college magazine. They can also propose launching an online newsletter for students and teachers and get classmates to contribute. It will help them improve their writing skills.

Annual Function:

An annual function celebrated by Dental College gives a chance to students to display their managerial and organizing skills. They can showcase their different skills - singing, dancing, debates, quizzes etc. It also provides them a chance to interact with each others as well as with the teachers and other staff of the college.

Code of Conduct for Activities/Events:

- Office of Student Affairs has established the code of conduct for all kinds of events which has to be followed by all clubs and societies while organizing the event within or outside of campus premises.
- The purpose is to regulate the clubs/societies in order to keep them within the margins of Dental College HITEC-IMS values and norms so as to avoid any misconduct or unethical activity that might lead to the disgrace to the organization.
- Strict action will be taken by the respective authorities if any club/society is found to be involved in the violation of the code of conduct.

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Language/Communication:

- Clubs/Societies conducting events will make use of sophisticated language during the event.
- Any communication that involves the use of abusive language, slang or vague words during the performance will not be allowed.

Dress code:

- Students should be dressed in a professional manner when there is any event organized by the institute.
- They should not wear clothes that are culturally inappropriate or that attract undue attention and focus.

SOP's:

- Announcements will be made for scrutiny and selection of participants.
- Selection will be done after interviewing the willing participants.
- After selection rehearsal plan will be shared with the students.
- Final performance/match/competition will be carried out. Attendance of the students will be the sole responsibility of the students' affair department.
- Prize distribution
- For any problems encountered during the event, students will follow the chain of command as spelled out in organogram

FEED BACK:

- Every activity will be followed by a feedback from students, admin and the faculty.
- Feedback will be analyzed by the committee and recommendations made will be considered for improvement in future activities.

 <p>HITEC Institute of Medical Sciences Tavla</p>	<h1>Dental College HITEC-Institute Of Medical Sciences</h1>	
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Plans for next three months:

- Students' involvement in **sports week** to be conducted in the month of March-April 2021
- Labour day---poster presentation/speech—'child labour'/short film
- Oral health awareness day/week
- Plantation Day/week