



## **Proposal Document**

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**Pakistan Air Force-Karachi Institute of Economics & Technology  
College Of Engineering**

## **INTRODUCTION**

Living in an era where technology is exponentially increasing its impact, doubling its strength and potency every 2 years. Every year number of national and International competitions is organized. Every event requires unique set of skills and almost everyone need to learn technology in order to keep in-step with the world.

## **AIM**

To ensure provisioning of knowledge in order to present students of PAF-KIET with a better opportunity to gain cognizance with new technologies, to improve their current practical knowledge of projects and competition skills, and to help them gain the ability to teach others the above mentioned skills, and pass the flame to other.

## **ARTICLE-I**

### **Role of Distribution of Power**

- Patron In Chief
- Counselors
- Chief Co-ordinator
- Administrators
- Responsible Co-Ordinators (members)
- Valuable professionals

## **PATRON IN CHIEF**

The Patron in Chief will be the head of the club. He/She would be provided with a monthly report about progress of projects and event updates. Patron in Chief may remove any Counselor, Chief Co-Ordinator, Administrator or Member. If they do not comply with rules or regulation or other wise deemed in-effective or inefficient.

## **COUNSELORS**

The counselors would be advisors to the club. They would oversee and monitor all the activities of the club. They would also have the power to veto any of the decision made by Chief Co-ordinator, Administrators or Members. In case counselors do not continue, new counselor would be nominated by Patron in Chief. Counselors may terminate the chief co-ordinator, administrators or members, in case of non-adherence to club regulation, under intimation to patron in chief.

## **CHIEF CO-ORDINATOR**

The Chief Co-Ordinator would co-ordinate all the activities and would ensure that the group is on schedule. The Chief Co-Ordinator would also be incharge of taking decisions for lessons, and activities in consultation with counselors. The counselors would take interviews to select Chief Co-ordinator and responsible co-ordinators. The Chief Co-Ordinator would have the power to recommend the termination of any member, who would not come up to standards of club.

## **ADMINISTRATOR**

The Administrator would be incharge of managing task of members, take attendance, keep up the records provided by responsible co-ordinators, observe proper academic environment. On their termination a committee comprising counselors and chief co-ordinator would select a new administrator.

## **RESPONSIBLE CO-ORDINATORS (MEMBERS)**

The members would be given tasks and duties on day to day, weekly, monthly and yearly basis by Administrators. Their duties would be written and would also be signed by the members. Members have the authority to stop a participant from a training program if they feel that they are in appropriate after consulting chief coordinator and counselors.

## **VALUABLE PROFESSIONALS**

These are the most important elements of any society. These individuals would be requested to deliver lectures, share their work experience and help participants to enhance their practical knowledge. Some of them would even be from PAF- KIET faculty. Students having good practical knowledge and professionalism may also be given adequate weightage.

## **ARTICLE-II**

### **RUNNING THE CLUB**

All counselors, Chief Co-Ordinator, Administrators and responsible co-ordinators (members) must create an environment of synergy and learning. They would decide upon all lessons, activities and distribution of funds for the benefit of participants.

Initial events/competitions would be discussed and decided at club level. Then schedule of activities would be pasted on notice boards. Registration responsible co-ordinator would declare the names on pre-decided deadlines. Interviews would also be conducted to judge the technical acumen of participants. Strategies and plan of lessons to polish already inbuilt skills and to develop new skills would be carried out by hiring professionals. The club would schedule two sittings per week with participants. The aim of initial gathering would be to decide the activity outline and their sequence and the purpose of the second session would be to conduct the main course of activities in which various work shops and seminars would be conducted. In case the objective of the work shop is not achieved or fulfilled then it would be extended to upcoming session in the next week. After accomplishment of the objective, again initial meeting would be held to decide the future activity.

# REQUIREMENTS

- Availability of counselors, club members, presenters etc,
- Availability of multimedia two sessions per week.
- Facility for photocopying of forms & notices.
- E-books/ notes printing facility (These would be property of PAF-KIET TECH Club no member would be allowed to keep these books for more than 6 hours and it would be mandatory for members to deposit it back in departmental library.
- Shelf in departmental library.

## Rules & Regulations

- No club member (Chief Co-Ordinator, Administrator, Responsible Co-ordinators) would be allowed to join any other society or events until and unless a special written permission authorized by patron in chief is solicited.
- Student of 1 to 5 semesters would be only allowed to attain membership of the club to be responsible co-ordinators.
- The students of 6 to 8 semester would be considered eligible for the posts of the chief co-ordinator and administrators.
- Every member must have internet connection at home.

# Appendix - A

## List of valuable professionals

1. Mr. Shaikh Ahmed ( Technical Director - Glaxo Smith Kline)
2. Mr. Naveed Bajwa (Microsoft - Academic Evangelist Pakistan)
3. Mr. Imtiaz Askari ( Assistant -PAF KIET)
4. Mr. Qazi Salman (Assistant Professor-PAF KIET)
5. MR. Ajmal Khan (Assistant Professor - PAF KIET)
6. Mr. Wajdan Raza ( - PAF KIET)
7. Mr. Munaf A. Rashid (Lecturer - PAF KIET)
8. Mr. Aleem (Lecturer - PAF KIET)
9. Engr. Jamshed-ur-Rehman (Lecturer - PAF KIET)
- 10.Hamza Azeem (Student- PAF KIET)
- 11.Faizan Brohi (Student- PAF KIET)
- 12.Arafat Safdar (Student- PAF KIET)

# Suggested Club Members

## Patron In Chief

- ✓ IQBAL KHAN (DIRECTOR-COE)

## Counselors

- ✓ Syed Najeeb H Jafri (HoD-Telecommunication)
- ✓ Shahid Suleman Jan (HoD-Electronics)

## Chief Co-ordinator

- ✓ Salman Shaikh – 3026

## Administrators

<Would be decided after interviews>

## Responsible Co-ordinators

<Would be decided after interviews>