https://shu.edu.pk/events/session-corporate-governance-in-pakistan-challenges-progress-future-directions/

Session - Corporate Governance in Pakistan: Challenges, Progress & Future Directions

17may10:30 am12:00 pmSession - Corporate Governance in Pakistan: Challenges, Progress & Future Directions

Event Details

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The Department of Business Administration, Faculty of Management Sciences, Salim Habib University, organized a Guest Lecture Series Session for its MBA Weekend Program on Corporate Governance in Pakistan: Challenges, Progress & Future Directions on Sunday, May 17, 2025, as part of the University's Center of Learning and Teaching (CLT). Approved

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The session was conducted by Mr. Muhammad Lukman, Chairman, Virtuosoft Pvt. Ltd.

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ASOPs of Events

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(These SOPs are needed to be followed by each event societies)

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document created upon request of VC

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SOPs of SHU Events

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Creating a Standard Operating Procedure (SOP) for events organized by student societies ensures consistency, efficiency, and professionalism. Below is a detailed SOP for event planning and execution, tailored to the societies at SHU:

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Standard Operating Procedure (SOP) for Event Organization

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1. Pre-Event Planning

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1.1 Define the Event Objective

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- Identify the purpose of the event (e.g., skill development, awareness, entertainment).

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- Align the event with the society's goals and university values.

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1.2 Form an Event Committee

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- Assign roles (e.g., Event Manager, Logistics Head, Marketing Head).

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- Ensure clear communication and accountability.

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1.3 Budget Planning

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- Prepare a detailed budget (e.g., venue, decorations, food, marketing).

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- Mobilized budget in ratio of 1:2 would be offered by SHU rest would be raised by organizers themselves (i.e., through sponsors)

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- Seek approval from the relevant departments.

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- Explore sponsorship opportunities if needed.

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1.4 Venue Booking

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- Identify and book a suitable venue well in advance.

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- Confirm availability, capacity, and technical requirements (e.g., sound system, projector).

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1.5 Event Timeline

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- Create a timeline with deadlines for each task (e.g., marketing, registration, rehearsals).

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- Share the timeline with the team and stakeholders.

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2. Event Promotion and Registration

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2.1 Marketing Plan

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- Design posters, flyers, and social media posts.

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- Use platforms like Instagram, Facebook, and WhatsApp for promotion.

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- Collaborate with the Marketing and Media Society for professional content.

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2.2 Registration Process

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- Set up an online registration form (e.g., Google Forms).

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- Specify deadlines and participation criteria (if any).

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- Collect necessary details (e.g., name, contact, preferences).

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2.3 Outreach

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- Send reminders via email or social media.

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- Partner with other societies or departments to widen participation.

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3. Logistics and Coordination

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3.1 Resource Management

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- Prepare a checklist of required resources (e.g., chairs, tables, microphones).

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- Arrange for transportation and storage of materials.

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3.2 Technical Setup

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> - Test all equipment (e.g., sound system, projector) before the event.
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>
> - Assign a technical team to handle issues during the event.
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3.3 Decorations and Ambiance

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> wp:list-item
> - Plan the layout and decorations based on the event theme.
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>
> - Ensure the venue is clean and well-organized.
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3.4 Guest Management

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- Invite and confirm attendance of guest speakers, judges, or VIPs.

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- Arrange for their transportation and accommodation (if needed).

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4. Event Execution

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4.1 Team Briefing

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- Conduct a pre-event meeting to assign roles and responsibilities.

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- Share the event schedule and emergency contacts.

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4.2 Registration Desk

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- Set up a registration counter for checkin.

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- Provide event kits (e.g., schedules, name tags).

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4.3 Time Management

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- Ensure the event starts and ends on time.

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- Stick to the schedule for speeches, performances, or activities.

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4.4 Audience Engagement

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- Use interactive elements (e.g., Q&A sessions, polls).

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- Ensure the audience is comfortable and informed.

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4.5 Photography and Videography

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- Assign a team to capture high-quality photos and videos.

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- Pre-planned areas for group photos.

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- Ensure key moments (e.g., speeches, performances) are documented.

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5. Post Event Activities

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5.1 Feedback Collection

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- Distribute feedback forms or conduct online surveys.

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- Gather suggestions for improvement.

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5.2 Thank You Notes

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- Send thankyou emails or messages to participants, guests, and sponsors.

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- Acknowledge the efforts of the organizing team.

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5.3 Financial Reconciliation

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- Review expenses and compare them with the budget.

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- Submit a financial report to the relevant department (i.e., Student Affairs or Audit).

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5.4 Event Report

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- Prepare a detailed report summarizing the event (e.g., objectives, outcomes, challenges).

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* Include photos, videos, and feedback highlights.

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5.5 Social Media Highlights

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* Share event highlights on social media platforms.

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* Tag participants, sponsors, and collaborators.

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Society Specific Event Ideas

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Here are some event ideas tailored to each society:

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1. Marketing and Media Society

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- **Workshop**: Social Media Marketing and Branding.

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- **Event**: Creative Ad Making Competition.

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- **Collaboration**: Promote university wide events through posters and videos.

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2. Arts and Literature Society

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- **Event**: Poetry Slam or Open Mic Night.

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- **Workshop**: Creative Writing and Storytelling.

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- **Exhibition**: Art and Photography Showcase.

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3. Public Speaking Society

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- **Event**: Debate Competition on Current Topics.

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- **Workshop**: Overcoming Stage Fear and Effective Communication.

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- **Activity**: Mock Parliament or Model United Nations (MUN).

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4. Character Building Society

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- **Workshop**: Leadership and Team Building.

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- **Event**: Community Service Day (e.g., cleanliness drive, charity event).

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- **Seminar**: Ethics and Values in Professional Life.

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5. Event Society

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- **Event**: Annual Cultural Fest or Talent Show.

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- **Workshop**: Event Management and Planning.

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- **Collaboration**: Assist other societies in organizing their events.

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Template for Event Proposal

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To streamline the process, societies can use the following template for event proposals:

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Event Proposal Form

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Team Roles and Responsibilities: proved

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Event Name:

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Society Name:

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Event Date and Time:

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Venue:

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Objective:

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Target Audience:

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Budget Estimate:

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Marketing Plan:

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Required Resources: |Approved

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more

Time

May 17, 202510:30 am-12:00 pm(GMT+05:00)

[CalendarGoogleCal](#)

Organizer

Faculty of Management Science

[Learn More](#)

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