



**Constitution for the Year 2020 – 2021**

# ARTICLE I: PRELIMINARY

1. **Name:** The name of the society shall be ‘LUMS FINANCE SOCIETY’ and shall employ the acronym ‘FINTRA’ - (**Finance, Trade, Research, Analysis**) for the purposes of publicity & common use and will be referred to as ‘the Society’ here onwards.
2. **Purpose:** The purpose of the society is to introduce and familiarize the LUMS student body with the practical aspects of finance. Through interaction with professionals in the field, the society aims to impart real world knowledge and experience to its members.
3. **Scope:** The society will keep a singular focus on Finance. The scope, therefore, will be finance related activities which include but are not confined to real and simulation trading, research, counseling for careers in finance, general awareness programs and networking with finance professionals.

The society will not discriminate on the basis of race, religion, national origin, gender, age or disability in neither its operations nor its activities.

All changes to this constitution must be done through the FINTRA Constitution Review Committee and should be approved by Office of Co-Curricular Activities, hereafter referred to as by its acronym, ‘CCA’.

# ARTICLE II: MEMBERSHIP OF SOCIETY

*The purpose of these procedures is to provide a systematic recruitment process that promotes fair dealings between student and the society.*

1. Recruitment will be conducted at the start of Fall Semester as outlined in Article II Clause 1, 2, 3 & 4.
2. The recruitment procedure shall commence with recruitment activities originated by the society and directed towards student body of LUMS for the purpose of encouraging association with the society.
3. The activities will apprise the interested student body of the nature of tasks undertaken by the society, expectations and the norms and ethics the society upholds.
4. The recruitment procedure at the start of the year will be **three stage process**:

## 4.1. Stage I: Orientation

The orientation session of the society shall be held in the beginning of the fall semester with the main purpose of educating the LUMS community about the activities of the society and encouraging the incoming freshman to become a part of the society

## 4.2. Stage II: Applications

4.2.1. After orientation session, applications will be invited for the membership of the society.

4.2.2. The applications will judge and shortlist student body on spirit, required expertise and commitment

## 4.3. Stage III: Interviews

Candidates shortlisted on the basis of the **Stage II** will be called for interviews. Interviews will gauge candidates according to criteria outlined in (4.1).

#### 4.4. **Final Decision**

The final decision of induction of the new members lies with the Executive Council (Article IV) of the society.

5. At the end of the year, General Body and Executive Council shall automatically stand dissolved.

## **ARTICLE III: CODE OF CONDUCT**

1. FINTRA expects its members to uphold and demonstrate following values and ideals:
  - 1.1. **Honesty** in all dealings with others, as foundation of all other values.
  - 1.2. **Respect** for others, as shown by consideration for their beliefs and needs.
  - 1.3. **Integrity** in adherence to moral and ethical principles.
  - 1.4. **Excellence** in all work performed, reflecting ideal of quality as a virtue.
  - 1.5. **Commitment** in demonstrating obligation towards society's vision, decisions & promotion.
2. **Conduct:** All members must place the interests of the society above those of personal or sectional interests.
  - 2.1. All members are expected to treat their fellow members, their superiors and their subordinates professionally, with due respect and diligence.
  - 2.2. The reputation and integrity of the society should not be compromised at any point of time. It is every member's duty to uphold this regulation.
  - 2.3. The image of the society should not be harmed through any misconduct by members.
  - 2.4. No member shall participate in slandering against the society; instances of which include emailing on public domains and writing or commenting on individual and public blogs.
  - 2.5. Members should employ conflict resolution outlined in this constitution to seek remedies for their grievances.

Any disregard or violation of this principle could lead to repercussions including, but not limited to, suspension, demotion or expulsion from society.

# ARTICLE IV: THE EXECUTIVE COUNCIL

1. There shall be an Executive Council, which will consist of four (4) members, namely, the **President**, the **Vice President**, the **General Secretary** and the **Treasurer**, in order of decreasing seniority

2. **Power of the Executive Council:** The Executive Council, hereafter referred to by its acronym 'EC', shall exercise the following rights:

2.1. The EC shall have the right to amend the constitution given that it has the support of no less than  $\frac{3}{4}$  of the EC members.

3. **Patron:** The role of the patron shall be as follows:

3.1. The Patron must be a member of full-time or full-time visiting faculty and should not handle more than two societies at a time.

3.2. The Patron should be aware of all the events/activities being initiated and progressed from the platform of the society.

3.3 It is mandatory for the President and General Secretary to get approval of the Patron for any kind of event/activity.

3.4. All external/internal requests should be submitted with the signature of the Patron of society.

3.5. If for some reason the Patron is not available; the Officer Co-curricular Activities will be assume this role in the interim.

3.6. Patron will advise, guide and counsel the Society's members about all matters relating to societies.

3.7. Patron will have the authority to ensure that all financial controls are observed and no financial irregularity takes place in the affairs of the society.

3.8. In case of any dispute within the Society council, the Patron would be the ultimate decision making authority

4. **President:** There shall be a President of the society who shall be the Head of the society and along with remaining members of EC, shall represent the unity of the Society

4.1. The President shall be the person responsible for all activities carried under the umbrella of the said Society.

4.2. **Duties of Executive Council in relation to President:** It shall be the duty of the Executive Council:

4.2.1. To communicate to the President all decisions of the Executive Council relating to the administration of the affairs of the Society;

4.2.2. To furnish such information relating to the administration of the affairs of the Society and proposals for Events as the President may call for; and

**4.3. Duties of President:** The President shall:

- 4.3.1. Be responsible to uphold the Constitution of the Society at all times.
- 4.3.2. Provide an overall vision and be the principal policy planner of the finance society.
- 4.3.3. Provide, in consultation with the Executive Council, an executable plan for this vision;
- 4.3.4. Preside over the Executive Council sessions, with at least one review meeting per month;
- 4.3.5. Liaison with the Patron and keep him apprised of developments in the Finance Society;
- 4.3.6. Supervise the overall functioning of the Society, including, but not limited to:
  - a. Real Trading Events
  - b. Simulation Trading Events
  - c. Research Department
  - d. Networking and Alumni relations
  - e. Professional Speaker Session
  - f. Marketing and Sponsorships
  - g. Financial health of the Society
- 4.3.7. Reserve the right to be updated, upon his/her request, regarding any society activity by the relevant office bearer;
- 4.3.8. Reserve the right to call a meeting of the Executive Council as and when he/she may see fit;
- 4.3.9. Serve as the central repository for all Documents;
- 4.3.10. Be, part of the panel for the selection of the next Executive Council and shall, therefore, not be allowed to re-apply for the Executive Council;
- 4.3.11. Sign every official document for the society and get it approved from the Patron before submitting it to the extracurricular office;
- 4.3.12. Represent the Society in the Board of Presidents.
- 4.3.13. The President has the right and obligation to protect the Society, and if, in his/her opinion a certain council member is not working for the best interest of the club, he/she with the approval of the committee (Patron, President, and at least 2 other members of the EC) should relieve that member of his/her duties.
- 4.3.14. The President must be aware of all University procedures related to the Society programs and make sure to follow them as well.
- 4.3.15. Shall directly oversee the Marketing, Investments, and Research department of the society.

**5. Vice-President:** The Vice-President, hereafter referred to as 'VP' of the Society who will act as Deputy to the President and act in his aid for the objectives and purposes defined as above.

**5.1. Duties of the Vice President:**

5.1.1. Shall actively take part in the execution of the operations which have been directed by the President with the aid of the Executive Council.

5.1.2. Be responsible for furnishing detailed annual plans relating to all events and projects and would be required to oversee their completion.

5.1.3. The Vice President shall act as the President in the latter's absence.

5.1.4. Shall directly oversee the Promotions and Research Department of the society.

5.1.5. Ensure that equity reports and bi-annual journals produced by the Research department are timely, thorough and well-researched.

5.1.6. Maintain connections with a network of professionals including LUMS alumni working in finance industry.

**6. General Secretary:** There shall be a General Secretary of FINTRA, referred to as 'GS' who shall have an elaborate coordination role in the society. The GS shall perform his functions as a non-supervisory staff officer of the society.

**6.1. Duties of General Secretary:** The GS shall:

6.1.1. Schedule meetings all year round and make a note of all minutes of meetings throughout the year.

6.1.2. Send emails and text messages on behalf of EC, to notify the society members of any updates or alerts.

6.1.3. Engage the general student body on behalf of the society.

6.1.4. Act as the principal communications officer for the society.

6.1.5. Keep records of all society documents and papers that may be entrusted to this person.

6.1.6. Maintains membership directory of both executive and general council for current year.

6.1.7. Disseminate information/decisions made by the society to all the executive/general council members of the society.

6.1.8. Demonstrate an awareness of the domains of all departments within the society and the respective communication of these to the office-bearers.

6.1.9. Shall directly oversee the HR and Networking Department of the society

7. **Treasurer:** There shall be a Treasurer of FINTRA, who will handle all the finance related affairs and cash flows of the society.

7.1. **Duties of Treasurer:** The Treasurer shall:

7.1.1. Prepare budgets for the society.

7.1.2. Submit bills, invoices and receipts to the Cocurricular Staff.

7.1.3. Maintain an accounting system to record all income and expenses.

7.1.4. Keep records of all FINTRA documents and papers that may be entrusted to this person.

7.1.5. Deposit any funds into the Student Organization/LUMS Account, maintained at the Accounts Office.

7.1.6. Directly oversee the Logistics & Events department.

8. Notwithstanding any provision to the contrary in this Constitution, the structure of the Executive Council, as amended by this Constitution, shall not be altered for a period of at least one (1) year except in the following cases:

8.1. The death of one of the members of the Executive Council

8.2. Ineligibility of one of the members of the EC to hold office on grounds of separation from LUMS.

8.3. Ineligibility on grounds of being disqualified to hold office, pursuant to a decision from the Disciplinary Committee.

8.4. Any other unforeseen circumstances which may render him/her unable to hold office.

## **ARTICLE V: THE CORE TEAM**

1. There shall be eight (8) Functional Departments, each to be headed by a full-time officer of the rank of Directors and assisted by Assistant Director(s) according to available posts.

2. The Functional Departments shall be referred to as:

**Events; Research; Marketing; Networking; Investments; Promotions; Logistics and Human Resource**

**Duties of Events Department:**

1. Plan and organize all official society events
  - a. organize the society orientation
  - b. design Phoenix approval
  - c. organize trading competitions, movie screenings and panel discussions
  - d. organize the annual closing ceremony
2. Organize all the events to be conducted at Phoenix
  - a. decide all sub events at Phoenix, their themes and the event rules

- b. coordinate with the Networking department regarding events' judges
  - c. monitor team registrations and finance
  - d. coordinate with registered teams regarding event updates
  - e. coordinate with human resources to arrange for volunteers, if required
  - f. plan and organize the opening and closing ceremony at Phoenix
  - g. booking of all relevant auditoriums for Phoenix events
3. Decide the event dates and coordinate with logistics regarding the items required
  4. Coordinate with promotions, to request promotional materials for upcoming events
  5. Coordinate with Human Resources to assist in planning society's internal events
  6. Manage on-ground tasks at the events
  7. Manage all event decoration and set up
    - a. Decide the event themes
    - b. Prepare and procure decoration items

**Note:**

- Events Team must directly report to the Treasurer as directed by the President himself/herself.
- Publicity Role (3.6) must be taken care of by VP.

**Duties of Research Department:**

1. Monitor and plan all activities related to the annual magazine launch
  - a. Motivate members to research and submit updated articles
  - b. Collaborate with Director Marketing to search for magazine funding
  - c. Collaborate with Promotions for the magazine's designs
2. Ensure that articles coming out are not outdated
3. Provide weekly financial news and interesting snapshots into the happenings of the financial world on the social media and WhatsApp group.
4. Ensure up to date and diverse (financial topics) content for Phoenix case studies and quizzes
5. Distribute relevant readings for talks held by society both amidst and before the talks (via mass emails)
6. Find and execute creative ways to increase people's interest and knowledge of finance
7. Collaborate with VP and President for deciding the scope and subject matters of content for Phoenix
8. Prepare an educative guidebook for Phoenix participants to guide them about Finance
9. Conduct article writing competition
10. Prepare questions for podcast
11. Publish articles on LinkedIn and manage FINTRA LinkedIn page

**Note:**

- Research Team must directly report to President and Vice President.
- Publicity Role (4.6) must be taken care of by VP.

**Duties of Marketing Department:**

1. Monitoring and executing all sponsorship related work
  - a. Making/updating the sponsorship proposal
  - b. Targeting and contacting companies to get sponsorships



- c. Maintaining a sponsorship database, in collaboration with HR's alumni database
2. Follow up with current sponsors to ensure all clauses in their respective MoUs are fulfilled by both ends
3. Coordinate with Events and Marketing departments to fulfil event-related sponsorships and publicity

**Note:**

- Marketing department must directly report to President.
- Finance aspect must directly report to the Treasurer.
- Publicity Role (5.5) must be taken care of by VP.

**Duties of Logistics Department:**

1. Plan and implement the logistical requirements of the society all around the year
2. Coordinate with Events to fulfil logistical requirements for all events
3. Coordinate with HR to fulfill logistical requirements for meetings and ice-breaking activities
4. Manage the procurement, tracking and reception of materials and products required by all society departments
  - a. Maintain copies of all procurement indents submitted to the Procurement Department and submit copies to the Treasurer
  - b. Make sure all procurement indents are first approved by the Executive Council
5. Manage all logistical requirements during Phoenix including, but not limited to:
  - a. Planning arrangements like provision of certificates, food and stationery
  - b. Planning and providing accommodation options for out-of-station teams
6. Arrange certificates and shields in collaboration with the promotions department
7. Establish contact with CCA; follow up through email and phone calls

**Note:**

- The logistics department must directly report to Treasurer.
- Publicity Role (5.5) must be taken care of by VP.

**Duties of Human Resource (HR) Department:**

1. Plan and monitor all recruitment activities
  - a. Update department job descriptions, as per requirement
  - b. Create a criterion according to which new members will be inducted within the society
  - c. Make application forms for the recruitment process
  - d. Maintain a database with all applicant information
  - e. Monitor the interview process, and re-arrange allotments to meet society's recruitment mission
2. Monitor and restructure the organization structure with the Executive Council's support
  - a. Introduce new departments, as per requirement to assist growth of society
  - b. Omit or create new positions within the society
  - c. Change the hierarchal structure, by adding or removing layers, for better structure and communications
3. Plan and coordinate all general body meetings
4. Create effective ways of communication within and between other departments

5. Maintain society's database, to be carried forward each year into the alumni database for future reference
6. Keep member's morale high by motivating them according to their needs
7. Develop and execute good ice breaking techniques to engage members and create a team spirit
8. Maintain a channel of feedback for all society members
9. Provide volunteers for Phoenix, if required
10. Fill gaps within other departments, by temporarily assuming their work to assist smooth functioning
11. Follow exit interview protocols in case any member decides to leave the society mid-year
12. Initiate the next year's application process
  - a. Formulate policies regarding the next council's selection
  - b. Monitor application and interview process

**Note:**

- The HR department must directly report to General Secretary.
- Handling of emails (7.5) must be taken care of by the General Secretary.
- Publicity Role (7.6) must be taken care of by VP.

**Duties of Networking Department:**

1. Targeting and contacting judges for Phoenix and Podcast
2. Looking for external opportunities for the society
  - a. Arranging speakers for guest speaker's sessions
  - b. Coordinating with incubators like NIC
  - c. Looking for International Finance competitions and sending delegations to attend such events
  - d. Contacting other finance societies, nationally and internationally, to look for more opportunities
3. Handle all collaborations with other societies within LUMS

**Note:**

- The Networking department must directly report to General Secretary.
- Publicity Role (7.6) must be taken care of by VP.

**Duties of Promotions Department:**

***Promotions – External Promotions:***

1. Form invites and proposals for Phoenix
  - a. Plan and draft the proposal targeted for schools
  - b. Plan and draft a different proposal targeted for universities
  - c. Plan and draft packages to be offered to international teams
2. Visit local institutions to publicize Phoenix
3. Develop creative ways of publicizing Phoenix externally
4. Maintain a database with updated contact details for institutions invited to Phoenix
5. Follow up with the institutions through phone calls and emails
6. Monitor the entire registration process for Phoenix

- a. Maintain a database of all the teams which sign up for Phoenix
- b. Communicate with all teams before and during the event, conveying relevant information
- c. Manage all the finances related to Phoenix registrations
- d. Follow up with all teams post Phoenix
7. Conduct a feedback session from the participants after the event
8. Create an online platform to unite all participants and maintain this communication channel for the future
9. Organize the annual society photoshoot
10. Design a special promotional campaign for Phoenix

***Promotions – Design:***

1. Design all promotion material for social and print media
  - a. Working on tools like Photoshop and illustrator
  - b. Maintaining a designs’ database, to be accessible by future directors as well
2. Cover all society events, maintaining a photograph database
3. Meeting the video shoot and editing requirements of the society
4. Assisting Research department in designing for the magazine
5. Develop, maintain and promote all society official channels online
  - a. Look after all social media accounts and society official website
  - b. Come up with creative ways to represent the society on social media
  - c. Increase online presence by reaching new audiences
  - d. Revamp official website and keep it updated
6. Design covers for LinkedIn articles
7. Formulate website for research articles

***Note:***

- The Promotions department must directly report to Vice President.
- Publicity Role (7.6) must be taken care of by VP.

**Duties of Investments Department:**

1. Host trading event for Skills Development Program
2. Conduct trading workshops for society members
3. Prepare a Facebook group for stock market news and trends
4. Conduct an inter-LUMS virtual stock trading competition – Bulls and Bears
5. Manage Phoenix’s stock trading event
6. Create and maintain society’s mutual fund
7. Send teams for stock trading competition

***Note:***

The Investments department must directly report to President.

Publicity Role (7.6) must be taken care of by VP.

# ARTICLE VI: EVALUATION AND SUCCESSION

*Evaluation & Succession refers to the appraisal of a person's work capability, supervisory abilities, commitment, experience and ability to work as a team to ascertain his/her standing in the society and for succession to the Executive Council.*

1. The evaluation for succession to the Executive Council will be held at year-end.
2. **Evaluations:** There shall be a form, duly approved by the Executive Council, which will

be hereafter referred to as '**Evaluation**'. The Evaluation will be:

- 2.1. Conducted at the end of year.
- 2.2. Conducted by the respective Director for Team Evaluation and the Executive Council for Functional Team Evaluation.
- 2.3. Evaluation shall be based upon the following characteristics: Leadership skills, Commitment, Results, Team work and Experience
- 2.4. Evaluations shall use a 'forced-ranking' method, whereby each member will be assigned a rank with regards to his co-workers.
- 2.5. The General Secretary in association with HR department shall maintain a comprehensive record of all evaluations, and it will be his responsibility to ensure all recommendations are filled.
- 2.6. The evaluation be a confidential document and will be available for perusal of the person concerned only. The Executive Council however will have access to the evaluation form.

**Experience:** Experience to be required for the posts of Director & Assistant Director is 1 year and for the Executive Council it stands at 2 years.

# ARTICLE VII: CONFLICT RESOLUTION

**1. Conflicts within the Executive Council:** In case of a conflict amongst members of the Executive Council (hereafter referred to as '*conflicting parties*' ) over any dispute, the remedies shall be exercised in the order mentioned below:

- 1.1. The *conflicting parties* will abide by FINTRA Code of Conduct & will make every possible effort to resolve the conflict through mutual dialogue & shared responsibility.
- 1.2. If both *conflicting parties* fails to resolve matter within three days by themselves, than a vote shall take place among EC members. The solution with majority votes shall be deemed final.
- 1.3. If EC fails to create a majority to resolve the conflict within ten days, a special session of Core Team (CT) will be called upon. Both *conflicting parties* shall have two options, *either* present their case in person to the special session of CT members, *or* submit a write up of their respective cases to each member of CT prior to the special session with anonymity. The CT shall thereafter:

1.3.1. Consult within themselves in the absence of *conflicting parties*.

1.3.2. Decide and arrive at a consensus decision. If that is not possible, the solution with the majority votes among the CT members shall be deemed final. All the proceedings of this special session shall be done in only one seating of Executive Council.

1.3.3. The proposed solution shall be binding on both *conflicting parties*.

1.4. If the conflict assumes such critical proportions that it seriously hampers the society's working, an emergency session of the Core Team shall be called upon. The CT shall thereafter:

1.4.1. Hear the arguments presented by both sides and consult in the absence of conflicting parties.

1.4.2. Thereafter it will arrive at decision giving its verdict on the removal of the concerned EC member, only after a unanimous favor.

1.4.3. The next-in-line EC member will assume the dismissed member's responsibilities, and vacant post shall be filled by remaining CT members through the same succession criteria defined in Article VI.

1.4.4. The new EC member shall ask for a vote of confidence from the CT.

**2. Conflict with other Societies:** The guiding principle for FINTRA regarding its relations of with other societies will be of congeniality and cooperation.

2.1. In a situation of contention, that may arise with specific societies shall be dealt with on the basis of a consensus in the Executive Council & advice from OSA, but represented by the President.

## **ARTICLE VIII: ANTI-HARASSMENT POLICY**

Our anti-harassment policy expresses our commitment to maintain a society that is free of harassment, so our members can feel safe and happy. We will not tolerate anyone intimidating, humiliating, or sabotaging others in our society. We also prohibit wilful discrimination based on [*age, sexual orientation, ethnicity, racial, religion or disability.*]

### **Types of Harassment:**

In addition to sexual harassment, harassment also includes bullying, intimidation, direct insults, malicious gossip and victimization. We cannot create an exhaustive list, but here are some instances that we consider harassment:

1. Engaging in frequent or unwanted advances of any nature
2. Commenting derogatorily on a person's ethnic heritage or religious beliefs
3. Starting or spreading rumors about a person's personal life.
4. Ridiculing someone in front of others or singling them out to perform tasks unrelated to their job against their will.

## 1. Harassment involving Luminites

Disclaimer: According to the new anti-harassment policy published by CCA, no society member (including the executive council) can act by themselves but file formal or informal complaint against any conduct or harassment. Hence, the society members are required to follow the protocol prescribed below.

### 1.1 Addressing harassment

If you're being harassed, whether by a colleague or a superior, you can choose to talk to any of these people:

- a. **Offenders.** If you suspect that an offender does not realize they are guilty of harassment, you could talk to them directly in an effort to resolve the issue. This tactic is appropriate only for cases of minor harassment (e.g. inappropriate jokes between colleagues.)
- b. **Director.** If any team members or your superiors are involved in your claim, you may reach out to your own department Director or the HR Director. The Director will assess your situation and assist you in filing an official or an unofficial complaint.
- c. **EC member:** Feel free to reach out to a trusted EC member in case of harassment no matter how minor it may seem. For your safety, contact EC as soon as possible in cases of serious harassment. The EC member will assess your situation and assist you in filing an official or an unofficial complaint. Anything you disclose will remain confidential.

### 1.2 Complaint Procedure (as set by the CCA):

1. If you think that you may be a victim of sexual harassment, or if you think that you may have witnessed, or come to know of an incident of sexual harassment, we encourage you to seek assistance from the sexual harassment inquiry committee.
2. A complaint may be filed informally, by approaching the committee through email, or in person. Informal complaints are resolved through mediation. A complainant may choose to turn an informal complaint into a formal one at any time.
3. You may also choose to file a formal complaint. This is filed by filling out a questionnaire and sending it to [shic@lums.edu.pk](mailto:shic@lums.edu.pk). This questionnaire may be requested by emailing [harassment@lums.edu.pk](mailto:harassment@lums.edu.pk), or [oai@lums.edu.pk](mailto:oai@lums.edu.pk). It will also be made available on <http://www.oai.lums.edu.pk>.

## 2. Harassment on campus involving an external participant:

### 2.1 Addressing harassment

If a society member is being harassed by an external participant taking part in a competition or an event arranged by FINTRA, reach out to the EC directly so that it can assess the situation and take appropriate action immediately.

### 2.2 Action Plan

After receiving a harassment complaint, route followed by the EC will depend on the scope of the complaint.

2.2.1 A minor case may be resolved through mediation if the society member is comfortable in pursuing that path.

2.2.2 In case of a repeat offender or a serious offender, he or she will be asked to leave the campus immediately and their entry tags will be revoked.

## SCHEDULE I: ORGANIZATION

<b>Executive Council</b>	President; Vice President; General Secretary; Treasurer
<b>Core Team</b>	Directors: Events; Research; Marketing; Networking; Investments; Promotions; Logistics and Human Resource Assistant Directors: Events; Research; Marketing; Networking; Investments; Promotions; Logistics and Human Resource
<b>General Body</b>	Team Members

I have read the contents of the constitution and find it in accordance with the prescribed rules & regulations. I hereby authorize the promulgation of the constitution.

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Syed Aun Raza Rizvi  
Patron, LUMS Finance Society (FINTRA)

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Hiba Iqbal Zakai, Office of Co-curricular (CCA)