



UNIVERSITY OF BALTISTAN, SKARDU VOLUNTEERS (UOBSV)

POLICIES AND PROCEDURES

by

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AUGUST 15, 2018

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Volunteers Policy and Procedures

Introduction

The concept of volunteerism has its roots in the religious, cultural, and institutional bedrocks. Islam has always upheld the importance and dignity of volunteerism. Likewise, the United Nations, as a leading global organization, has not only valued the importance of volunteerism but also has been engaging volunteers in its activities. In addition, examples of volunteerism can be traced in rural and mountain communities whereby individuals always render their services to help their neighbors or community members. Thus, given the historic, religious, cultural, and institutional importance, the University of Baltistan, Skardu, also adopts the concept of volunteerism as a key aspect of its practices.

The geographical location of the University of Baltistan, Skardu also validates adopting the concept of volunteerism. The natural calamities (earth quacks, floods and other emergency situations within the region and national level) always showcase the need of volunteers in our universities. The country's national policies also encourage institutions to engage youth in various volunteer-based services. Engaging our youth in such activities also becomes instrumental in the provision of leadership opportunities to youth. The university therefor can screen and engage its volunteers in various activities as per the needs and demands.

The following are the key objectives of developing the university volunteers forum.

- Instilling leadership qualities among our youth through engaging them in various activities;
- Responding to the emergency situations at local, regional and national level through the engagement of competent and skillful youth.
- Addressing need-based human resource requirements and demands through the use of volunteer services.

Definition

By definition, University of Baltistan, Skardu Volunteers (UoBSV) are individuals who perform services for the university without any promise, expectations, or receipt of any compensation, remunerations, future employment, or any other benefits. They are uncompensated individuals who provide services to the University of Baltistan, Skardu (UoBS) and/or support the university activities.

Policy Guidelines

1. The University of Baltistan, Skardu shall not recruit volunteers to perform university business/activities that are currently being performed by the university employees.
2. Volunteering with the university is an uncompensated service which shall not assure or promise any future employment (or promotion if the volunteer is an employee) to the volunteering individuals. Volunteering shall not influence (in any ways) the employment and/or promotion policies and procedures of the University of Baltistan, Skardu.
3. The university shall have the right to engage the volunteers in activities within the university, local, regional or national level in emergency situations or in activities planned/defined by the university.
4. An individual shall be 18 years or above (in age) and be registered student or an employee on payroll and shall qualify the set rules to become a volunteer of the University of Baltistan, Skardu.
5. A volunteer is considered a representative/agent of the university. He/she shall uphold the dignity and mandates of the university and shall abide by the university policies and rules of business.
6. In case of a volunteer being an employee of the university, his/her services shall not be considered as volunteer if the services are already related to his/her job description.

Procedures

1. The unit of the University of Baltistan is responsible for selecting, engaging and terminating a volunteer.
2. The Chief of the volunteers should have the power to terminate a volunteer in case of any violation of the university policies on the part of the volunteer.
3. The chief of UoBSV should be a Provost or any senior employee nominated by the Vice Chancellor of UoBS. A support staff employee should assist him/her in day-to-day activities and planning.
4. Selecting and engaging volunteers within the university should be under the decision power of the chief of the volunteers. However, in case of outside volunteer engagement within

the city, across the district/regions or at national level, permission should be sought from the Vice Chancellor's Office notified by the Registrar Office.

5. In case of volunteer engagement within the city/district or across the districts the university will provide food, transport, boarding and lodging (accommodation) to the volunteers.
6. Volunteer will wear their respective cards signifying them as volunteers during performing their respective activities.
7. The university will keep the records of the volunteers, register them and provide them with a volunteer identification card.
8. In case of emergency services, volunteer will work in teams and groups and select a team/group leader and work under his/her supervision. All the team leaders will report to the chief of volunteers.
9. Any volunteer cannot render his/her services for any activity without the approval of the chief of volunteers.
10. The chief of volunteers will regularly submit detail reports to the Vice Chancellor in every six months.
11. The UoBSV will also establish partnerships with local, national, and international organizations who are working with the youth or engage the youth in volunteer services.
12. Departments should request to the UoBSV for volunteers while mentioning the number of volunteers they need and type of the activity(ies) for volunteering.



University of Baltistan, Skardu

Volunteers Registration Form

Thank you very much for registering as a volunteer with the University of Baltistan, Skardu! Please fill in the form carefully while providing all the details under various sections. We assure you that data provided by you will be protected and treated as confidential.

a. Personal Information

1. Name: -----
 2. Father's/Guardian's Name: -----
 3. Gender: Male Female
 4. Level of Education-----
 5. NIC Number:-----
 6. Date of Birth:-----
 7. Domicile District: ----- City/Village-----
 8. Present Address-----
 9. Home/Permanent Address:-----
 10. Telephone Number-----
 11. Mobile Phone Number-----
 12. E-mail-----
 13. Contact Number of Father/Guardian (for any emergency contact):-----
-

b. Skills

Please provide details about your skills.

1. Field of Specialization-----
 2. Languages: English Urdu Other (please Specify):-----
 3. Any special skills -----
 4. Any special training received other than formal education: Boy scouts Girl Guides
Data Collection Data Analysis Report Writing Disaster Risk Management
 Other(please specify):-----
-

c. Time Commitment

Please mention your availability for volunteering.

- Weekdays Weekends Weekday Evenings On special occasions

Please mention the days which best suite your schedule for volunteering.

- All Monday Tuesday Wednesday
Thursday Friday Saturday Sunday

Please mention number of hours you can spare for volunteering in a day (in Hours):

- 1 -2 3 – 4 5- 6 7 – 8 Other (please specify) _____

Will you be willing for traveling within the region (GB) and country for volunteer services?

- Yes No
-

d. Health

In this section, please provide details related to your health.

Do you have any health issues that may affect the voluntary work you do? Yes No

If yeas, please specify: _____

e. Areas of Interest (Tick one or more)

S. No.	Field	S. No.	Field
1	Accounting	16	Photography/Journalism
2	Art and Design	17	Management
3	Child Care	18	Marketing
4	Clerical	19	Research tool development
5	Community Service	20	Photography
6	Data Management	21	Public relations
7	Driving	22	Special event assistant
8	Emergency/disaster management	23	Field work
9	Food and Drink Service	2	Sound System master
10	Food Preparation	25	Data collection
11	Fund Raising	26	Storekeeper/ Inventory
12	Graphic Art	27	Surveyor
13	Health Care	28	Women care/development
14	Interpreter	29	Youth care/development
15	Situation Report Writing	30	others

f. Declaration

By signing this form, I hereby declare that I join University of Baltistan, Skardu Volunteers (UoBSV) on my own interest and willingness. I understand that this is totally a volunteer service that I offer without any liability on the part of the university. I understand that during performing any voluntary service, at times, there is possibility of financial and/or physical impairment to me and I fully take the responsibility for all that. I also affirm that I will serve the humanity regardless of gender, religion, sect, race, cast, creed, class, color or domicile. I will not be part of any activity which is against the code of conduct of the University of Baltistan, Skardu (UoBS) and I will uphold the dignity of UoBS and my own self-esteem.

I hereby affirm that my parents/guardians are aware of the fact that I have joined UoBSV Volunteers on the terms stated above.

Signature of the Volunteer-----Date-----

For Official Use Only

The applicant is registered as UoBS Volunteer and following registration number is allotted:

UoBSV- 20.....-.....

Signature of Volunteer Authority of UoBS: _____ Date and Stamp: _____