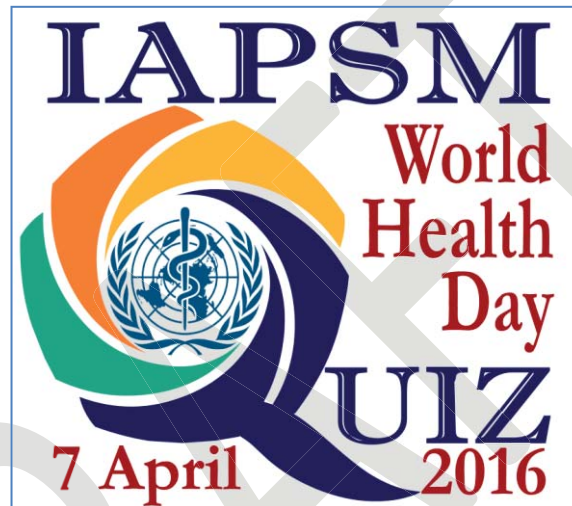


Draft
Toolkit for Organizing
Nationwide

Quiz Contest for MBBS Students



BEAT DIABETES

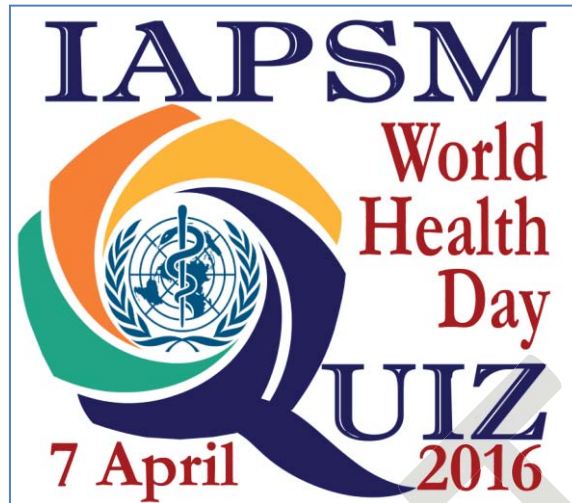
Under the aegis
of
**Indian Association of Preventive and Social
Medicine**

With the Support of

State & Zonal
Chapters
IAPSM

Community Medicine Department
Various Medical Colleges
India

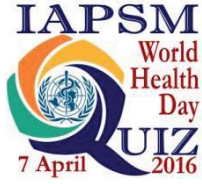




Note :

This is a draft toolkit for internal circulation with the objectives to share with state coordinators and Team IAPSM for clarification, further improvement only. However if necessary can be further circulated with clarification that it is draft one and may be likely slightly modify.

Final toolkit for circulating to the colleges will be shared along with the question sets on or before 1st of the April.

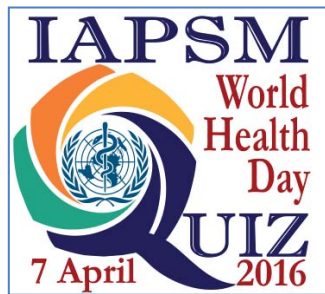


IAPSM-WORLD HEALTH DAY QUIZ 2016
 Conducted under the aegis of
**INDIAN ASSOCIATION OF PREVENTIVE AND SOCIAL
 MEDICINE (IAPSM)**



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Concept Note

Background

Every year, 7th April is celebrated worldwide as a World Health Day (WHD). A specific theme for the year is selected by World Health Organization (WHO). Indian Association of Preventive & Social Medicine (IAPSM) is the organization representing all professionals of Community Medicine/ PSM/SPM nationally. WHD is the opportunity for all Community Medicine/PSM/SPM professionals to show their solidarity as key stakeholder for Community Health. IAPSM is the platform through which nationwide relevance of our speciality and our presence can be made felt from general people to policy makers. For the same it has been decided to arrange a nationwide uniform program under the banner of IAPSM on the occasion of forthcoming World Health Day.

The strength of IAPSM is its members spread across the whole of India. It's one of the strongest point is that more than 70 percent of its members are currently faculties in Community Medicine department of 450 + Medical Colleges of India, almost in all states and many major cities of India. IAPSM national body has planned to leverage on this strength and decided to celebrate World Health Day. Every year quite a good number of Community Medicine Departments are celebrating World Health Day in their respective colleges. IAPSM national body is proposing organization of **IAPSM World Health Day Quiz-2016** for MBBS students in collaboration with Community Medicine Department of networking Medical Colleges as a part of the celebration of **IAPSM WHD Quiz-2016** with the support of state/zonal IAPSM chapter.

Goal : To sensitize the Medical Students about Diabetes as a Community Health Problem.

Concept :

IAPSM national body will develop and design a common **IAPSM WHD QUIZ-2016 toolkit** containing all required resources for organizing a quiz at each participating institute level. State/zonal chapter will encourage local colleges to participate and facilitate local coordination in consultation with national body. The networking colleges/institutes will plan and organize the quiz at their respective colleges as per the design and guidelines developed by National IAPSM.

Role of IAPSM National Body :

IAPSM will provide a national level platform, technical supports in terms of quiz toolkits and guidance in organizing the quiz. For the same it will identify one person as a National coordinator for **IAPSM-WHD-2016 Quiz**. National Coordinator will carry out following activities on the behalf of the IAPSM.

1. Design and develop the **IAPSM-WHD-2016** guidelines.
2. Prepare **IAPSM-WHD-2016 toolkit** containing necessary materials/ and share it with collaborative Community Medicine Department of Medical colleges.
3. Coordinate and guide the state coordinators for smooth conduction and maintaining the uniformity in organization of the quiz.
4. Compile reports and prepare a consolidated report of the Celebration of **IAPSM-WHD-2016 Quiz**.

IAPSM toolkit contents :

1. Guidelines for arranging **IAPSM WHD-2016 Quiz**
2. Soft copy of posters for **IAPSM-WHD-2016** celebration publicity and announcement.
3. Soft copy of banners to be displayed during **IAPSM-WHD Quiz 2016**.
4. Soft copy of question paper for pre Quiz screening round.
5. Soft copy of **IAPSM-WHD 2016 Quiz** questionnaires set containing round wise questions with necessary supportive audio visual materials.
6. Soft copy of certificates to be given to participants and winner teams with the signature of national office bearers, state/zonal office bearers and to be signed by authority from collaborative Medical Colleges.
7. Reporting formats for national compilation.

Role of State/zonal Coordinator :

Many state and zonal chapters of IAPSM are active. They are strength of **IAPSM**. It is proposed that wherever state and zonal chapters are present, locally they will be entrusted responsibility

for coordinating and facilitating organization of **IAPSM WHD QUIZ 2016** in the states/zones. In case where currently such chapter does not exist, one of the members will be identified as a State coordinator or otherwise directly through National body coordination will be carried out. State/Zonal coordinators will act on behalf of the National IAPSM in respective state/zone.

State/Zonal Coordinator will...

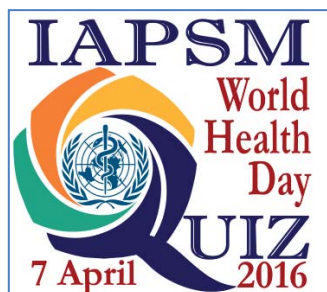
1. Act as link between the Community Medicine Department and National IAPSM.
2. Communicate with Community Medicine Department of local Medical Colleges of the state/zone.
3. Encourage the participation of the maximum medical colleges from the state/zone and facilitate its organization.
4. Clarify the query and provide all support to participating college.
5. Share the tool kit received from the National IAPSM with the participating colleges.
6. Collect the reports, compile at the state/zone level as a state/zonal activity and send all reports to National Coordinator for National level Compilation.

Role of collaborative Medical College:

- Posters & banners printing & display for wide publicity and participation.
- Organizing the quiz as per the guidelines and with the use of toolkit designed and developed by IAPSM.
- Printing and Distribution of certificates: Certificates of participation, certificates of merits to winners of the quiz.
- Share the report & photos with **IAPSM WHD Quiz – 2016** coordination in prescribed template.

Note : In case of the good number of the participating colleges in a state, state level quiz and in case of good number of participating states/zones and National level quiz amongst the winners from colleges, states/zones will be planned.





Key points for organizing the IAPSM-WHD-QUIZ-2016

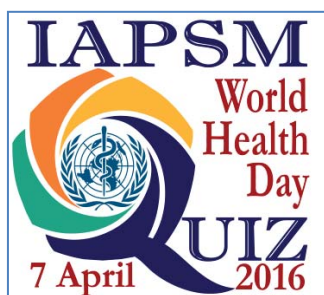
General Instruction for organizing the quiz

1. National IAPSM will be providing technical support in terms of guidelines and tool kits.
2. A toolkit consisting of all resources needed for organizing IAPSM WHD Quiz 2016 will be designed and developed by national IAPSM body.
3. Toolkit will be consisting of Soft copies of...
 - a. Poster,
 - b. Banner,
 - c. General instruction for organizing and conducting quiz.
 - d. Question paper for elimination test,
 - e. Question set for all rounds of Quiz
 - f. Template of Certificates.
 - g. Reporting formats
4. Toolkit will be prepared by the National IAPSM and will be shared with colleges through state coordinators.
5. College can identify one faculty from the Department who can be a nodal person/quiz master under the guidance of HODs.
6. Question paper for elimination test will be set by national IAPSM with keys.
7. College has to get posters printed and display at prominent places for wide publicity. Poster will be of two designs; one will be of regular half poster size and another will be of A/4 size.
8. College can print colour and/or Black and white poster as per the local need and convenience.
9. In poster some places will be kept blank for local detail insertion e.g. name/logo of the institute, logo of IAPSM state/zonal chapter, contact detail for registration, date, time venue.
10. This quiz is for undergraduate students only. All MBBS students (except Interns) are eligible for participation.
11. A team of three students has to enroll for competition.

12. There will be elimination round containing objective questions with negative marking.
13. Individual member has to attend elimination question paper separately. Total of all the three members will be considered for selection.
14. Four teams will be selected for the quiz competition based on elimination round.
15. Quiz will be consisting of multiple Rounds. Round will be consisting of question round, visual round; rapid fire round etc. Five seconds will be allotted for each question to team for answer.
16. Every aspect related to diabetes will be covered. For reference some topics are given below.
 - a. History
 - b. Anatomy, Physiology, Biochemistry
 - c. Pharmacology, Pathology
 - d. Clinical features, investigation and treatment
 - e. Epidemiology, prevention and control
17. Certificate of achievement will be given to each member of winning team. To be signed by National, state and local authorities.
18. Certificate of Merit will be given to each member of remaining teams for quiz. To be signed by National, state and local authorities.
19. Certificate of participation will be given to each participating student who could not sort listed for quiz. To be signed by National, state and local authorities.
20. Incidental expenditures have to borne by the local colleges.
21. National IAPSM will be providing technical support in terms of guidelines and tool kits.
22. A toolkit consisting of all resources needed for organizing IAPSM WHD Quiz 2016 will be designed and developed by national IAPSM body.
23. Toolkit will be consisting of Soft copies of...
 - a. Poster,
 - b. Banners,
 - c. Question paper for elimination test,
 - d. General instruction for organizing and conducting quiz.
 - e. Template of Certificates.
 - f. Questions for all rounds of Quiz
24. Tool kits will be prepared by the National IAPSM & will be shared with colleges through state coordinators.
25. College can identify one faculty from the Department who can be a nodal person/quiz master under the guidance of HODs.
26. Question paper for elimination test will be set by national IAPSM with key.

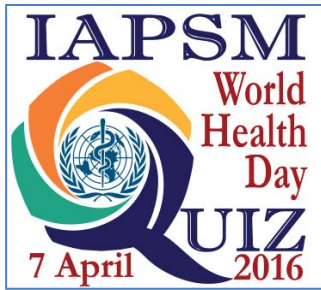
27. College has to get posters printed and display at prominent places for wide publicity. Poster will be of two designs; one will be of regular half poster size and another will be of A/4 size.
28. College can print colour and/or Black and white poster as per the local need and convenience.
29. In poster some places will be kept blank for local detail insertion e.g. name/logo of the institute, logo of IAPSM state/zonal chapter, contact detail for registration, date, time venue.
30. Certificate of participation will be given to each participating student who could not sort listed for quiz. To be signed by National, state and local authorities.





**Schedule of activities IAPSM-
WHD-Quiz-2016**

Sr. No	Name	Responsibility	Time Schedule
1.	Announcement for quiz	National IAPSM	By 29 th February
2.	State & Zonal Coordination Identification	National IAPSM	29 th February
3.	Communicating with local Medical Colleges	State/zonal Chapters	By 7 th March
4.	Preparation & Distribution of the Publicity Poster to States/zones	National IAPSM	By 7 th March
5.	Preliminary Announcement at College level.	Participating Colleges	By 10 th March
6.	Distribution of soft copy of the Poster to Colleges	State/zonal Chapters	By 15 th March
7.	Announcement through display of Posters in Colleges	Participating Colleges	By 15 th March
8.	Tool Kit preparation	National IAPSM	By 21 st March
9.	Distribution of Tool Kits (Soft copy) to states/zones	National IAPSM	By 28 th March
10.	Distribution of Tool Kits (Soft copy) to Colleges	Participating Colleges	By 3 rd April
11.	Elimination Round	Participating Colleges	5 th April
12.	Press Conference/Press note on WHD & IAPSM WHD QUIZ	State Chapters/ Coordinators	Evening of 6 th April
13.	Final Quiz & Prize Distribution	Participating Colleges	7 th April 2016
14.	Uploading of Photos and sharing information on FB & Social Media	Participating Colleges	Concurrent or as soon as the event completed
15.	Report Submission to State coordinators	Participating College	By 14 th April
16.	State report Submission to National IAPSM	State/zonal Chapters	By 21 st April
17.	National Report Preparation	National IAPSM	By 30 th May



GUIDELINES FOR THE ELIMINATION ROUND

Important Points:

It is suggested that all the Colleges across the whole of the country have a fixed time for conducting the Elimination round. This needs to be disclosed well across the participants. As the sets of questions remain the same, if there is a lag of time in the conduct of the Elimination round, there is a fair possibility of the questions being passed across to another College.

1. Any MBBS students (except Interns can participate)
2. A team of three students has to enroll for competition.
3. There will be elimination round containing objective questions with negative marking.
4. Individual member has to attend elimination question paper separately. Total of all the three members will be considered for selection.
5. Four teams will be selected for the quiz competition based on elimination round.

Template of instructions for ELIMINATION Round Question Paper

GROUP NO & NAME OF STUDENT

.....

Instructions to participants:

Time: 10 Minutes

TOTAL Marks: 40

- EACH CORRECT ANSWER- 2 Marks
- EACH WRONG ANSWER- MINUS 1 (-1) Marks
- EACH BLANK ANSWER- ZERO (0) Marks

Total Number of questions- 20

DETAILS OF NEGATIVE MARKS

- Will be given for WRONG Answer (-1)
- No negative marks if question left BLANK

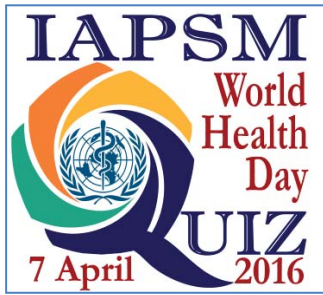
• Think and write the appropriate answer/OPTION (A/B/C/D) in the box on the RIGHT side of each question

- There may be one or more than one Correct answer to each question
- ALL options (if applicable for the question) have to be COMPLETELY CORRECT to get the marks
- PARTIALLY CORRECT ANSWERS would be treated as WRONG and NEGATIVE MARKS WOULD BE GIVEN

Qs. No	SET A	STUDENT Space for Answer	ASSESSOR Space for (√)tick or wrong (x)
	Question		
1			
2			
3....	Similar pattern till 20 questions		
4			
19			
20			
STUDENTS: DO NOT WRITE ANYTHING BELOW			
SPACE FOR CALCULATION OF MARKS			
(To be used by Assessor)			
		Number of questions	Marks obtained
CORRECT ANSWERS (Marks= No. of correct answers X 2)			
WRONG ANSWERS (Marks= No. of wrong answers X 1)			
TOTAL MARKS OBTAINED:(Correct minus Wrong)			
READY RECKONER			
Each CORRECT ANSWER: 2 Marks		Each WRONG Answer: Minus 1 Marks	
BLANK Answer: ZERO Marks			
Name of Assessor:			
Signature and Date:			
Name of Medical College and State:			

That was the template of the question paper for Elimination Round.

THERE WOULD BE SIX (6) SUCH SETS. Questions in each set would be the same, but their sequence has been specifically changed to make it easy to conduct the test... reduce any scope of malpractice by the students while answering.



**Question paper for
Elimination round**

It will be circulated separately after 1st April to maintain confidentiality

DRAFT

Template of marking sets

A set of Six Marking sets (these have the CORRECT KEYS) have been prepared as follows...

SET A				
Q. 1	Q. 2	Q. 3	Q. 4	Q. 5
Place for actual	answer, which	has been	purposively kept	blank now
Q. 6	Q. 7	Q. 8	Q. 9	Q. 10
Q. 11	Q. 12	Q. 13	Q. 14	Q. 15
Q. 16	Q. 17	Q. 18	Q. 19	Q. 20

SET B/C/D/F				
Q. 1	Q. 2	Q. 3	Q. 4	Q. 5
Place for actual	Answer, which	has been	purposively kept	blank now
Q. 6	Q. 7	Q. 8	Q. 9	Q. 10
Q. 11	Q. 12	Q. 13	Q. 14	Q. 15
Q. 16	Q. 17	Q. 18	Q. 19	Q. 20

These sets are six in numbers and can be printed out in 2 sides of an A4 sheet... hence 1 sheet (both side) needs to be printed per assessor (details follow)

Registration of Students for the WHD Quiz

Students have to register in Team. Each team can have a maximum of 3 students. Ideally each College MUST maintain UNIFORMITY of the numbers of students per Team. At this level, the choice is left to the individual Medical Colleges, based on the numbers of students, their enthusiasm, the team can be of 2 or 3. Students need to be told that they would have to be present all through the quiz as a group (Elimination round as well as Main round) and hence any absenteeism (after the selection process of the Elimination round would disqualify the group)

IAPSM WHD QUIZ 2016- REGISTRATION OF STUDENTS FOR ELIMINATION ROUND

Group No	Name of students
1	
2	
3	
4	

This template can be used for registration purpose
This can be enlarged based on the number of students participating

Seating Arrangement for the Elimination Round

During the Elimination round, students may be made to sit in any manner as deemed convenient by the Organizer. It is not necessary that students of one group sit/ be made to sit together...**In fact it is suggested that the students of a single group be SPECIFICALLY seated apart (away from each other).** However, once seated, no change of place of students is permissible.

Guidelines to be read loudly by the quiz conductors/invigilators to the students (before distributing the question paper set).....

GROUP NO & NAME OF STUDENT

.....

Instructions to participants:

Time: 10 Minutes

TOTAL Marks: 40

- **EACH CORRECT ANSWER-** 2 Marks
- **EACH WRONG ANSWER-** MINUS 1 (-1) Marks
- **EACH BLANK ANSWER-** ZERO (0) Marks

Total Number of questions- 20

DETAILS OF NEGATIVE MARKS

- Will be given for **WRONG Answer (-1)**
- **No negative marks if question left BLANK**

- Think and write the appropriate answer/OPTION (A/B/C/D) in the box on the RIGHT side of each question
 - There may be one or more than one Correct answer to each question
 - ALL options (if applicable for the question) have to be COMPLETELY CORRECT to get the marks
 - **PARTIALLY CORRECT ANSWERS would be treated as WRONG and NEGATIVE MARKS WOULD BE GIVEN**
- This is the same as written on the TOP of each Question Set. This should be read aloud by the invigilators to the students so as to reduce any scope for ambiguity, as well as minimize loss of time for writing.**

Students should also be reassured, that only when all the distribution of the sets of question paper has been completed, the stipulated time of 10 minutes would start. Hence NO STUDENT SHOULD START WRITING IN ADVANCE UNLESS INSTRUCTED.

Distribution of Question sheets for the Elimination round...

Based on the number of students registering for the Elimination Round, the requisition of Printouts for the question sets should be made. It is advisable to print equal number (as far as feasible) of Question sets. A single 'Question Set' would have a total of FOUR SIDES ...hence TWO A4 sized sheets (both sides included) would be needed per set... which thereafter need to be stapled to make a complete set.

In the printout stage and subsequent photocopying of the question sets as well as the answer keys it is expected that utmost confidentiality be maintained. It is necessary to instruct the photocopy handler to perform the ALL CLEAR/MASTER CLEAR function of Photocopier (Xerox) machines so as to prevent the image of the sets remaining in their memory (*and thus being misused further*).

The distribution of the question set be made in such a manner that there be a complete rotation of the sets...either in a row (Left to Right) or from front bench to the back bench... THIS IS MUST, failing which the exercise of preparing 6 sets would go in vain!! The aim is to

ensure that adjacent students do not receive the same set of question paper (as far as feasible looking into the logistics of individual College seating arrangement etc.)

When all the students have been distributed the Sets, they should be told to check if BOTH the sheets have the same Set (just to check any error involved in stapling process...possible mismatch of the sets).

When all is confirmed the Chief Invigilator of the Room would start the stipulated Time of 10 minutes.

At the end of 10 minutes, the question sets would be collected and securely kept for the team of assessors to assess.

Information for the team of Assessors

Step 1.

After collection of the sets of question paper, those of each group/ team (of students who had registered together as a group) should be kept together... Assessors can allocate group wise question sets amongst themselves (i.e. all the 2/3 question sets (based on whether there were 2 or 3 students registering in the College as a Team) of Group 1, 2, 3, 4 can be assessed by assessor 'X'... question sets of group 5, 6, 7, 8 be assessed by assessor 'Y' and like wise...) this would facilitate the final selection of the winners (Step 3) immensely.

Step 2

Assessment would be carried out based on the set specific to the student...using the set specific assessment key... Sufficient numbers of Assessment Key sheets need to be printed (in advance) based on the number of participants and assessors. Each assessor has to keep the answer keys of all the sets... Do not segregate the answer keys (Set A... SET B...). It is suggested to give each assessor one whole page (front and back side printed) of the Answer Key.

Step 3

During assessment, question sheet of each individual student would be assessed and marks of the individual student calculated. Thereafter the total marks for the students' team (i.e. group of the students who had registered as a team) should be calculated. The group which thus scores the maximum would be declared the winner. The FOUR groups who score the maximum marks would be declared as the Winners and be eligible to participate in the MAIN ROUND (scheduled on 7th April 2016)!

Example of selection of teams based on individual marks of members

Students	Marks Obtained					
	Team 1	Team 2	Team 3	Team 4	Team 5	Team 6
Student no 1	12	15	19	14	15	16
Student no 2	12	5	9	5	15	16
Student no 3	11	11	15	16	15	16
Total Marks	35	31	43	35	45	48
RANKING	4*		3	4*	2	1
Selection of 4 th team would be on the basis of a Lottery (draw of chits)						

Step 4

IN CASE OF A TIE...

If a tie in the Total marks of 2 or more groups is obtained, though several methods (like selecting the team getting less negative marks etc. can be resorted to), but the easiest way to select would be as follows..

TIE FOR THE 1st SLOT

- Number of teams tied–2
 - Select both the teams and then select 2 more teams which have the next highest marks
- Number of teams tied-3
 - Select all the 3 teams and then select 1 more teams which has the next highest marks
- Number of teams tied-4
 - Select all the four teams
 - No further team needs to be selected
- Number of teams tied- More than 4
 - Use a lottery method (draw of chits...preferably in front of a panel of assessors) to pick out four teams
 - No further team needs to be then selected

TIE FOR THE 2nd SLOT

- Number of teams tied–2
 - Select both the teams and then select 1 more team which has the next highest marks
- Number of teams tied-3
 - Select all the 3 teams
 - No further team needs to be then selected
- Number of teams tied ≥4
 - Use a lottery method (draw of chits...preferably in front of a panel of assessors) to pick out 3 teams

TIE FOR THE 3rd SLOT

- Number of teams tied–2
 - Select both the 2 teams

- No further team needs to be then selected
- Number of teams tied ≥ 3
 - Use a lottery method (draw of chits...preferably in front of a panel of assessors) to pick out 2 teams

TIE FOR THE 4th SLOT

- Number of teams tied ≥ 2
 - Use a lottery method (draw of chits...preferably in front of a panel of assessors) to pick out 1 team

Declaration of the results

They should be declared by each College as soon as possible (preferably on 5th April itself). This would give sufficient time to the team members to have a day's break and prepare for the main event on the 7th of March.

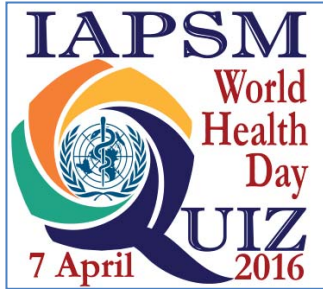
It is important to let the team members know that ALL of them MUST remain present on the Main event to appear as a team, as they have been selected as a team! No drop outs of any team member would be permissible. In case of a drop out of any participant in the main event, the remaining team member/s (1/2 as the case may be depending on the size of the team in the Elimination round) would have to fight it alone in the FINAL event. **(It is necessary to stick to this rule; otherwise some teams would make excuse and substitute a 'seemingly' stronger/more meritorious student in the absentee's place!!)**

Details of receiving soft copies of questions and keys

All the soft copies would be sent over to the identified State Coordinator in advance. There after s/he would forward the mails to the individual participating Colleges. It is expected that each College identify a team of about 10 faculties/staff who would be involved in all the Quiz activity. The crux of the quiz lies in maintaining the confidentiality by this group...!

Individual Question sets, answer sets would be password protected, and the password shared amongst the key team members in advance.





GUIDELINES FOR THE MAIN QUIZ ROUND

Important Points :

It is suggested that all the Colleges across the whole of the country have a fixed time for conducting the Elimination round. This needs to be disclosed well across the participants. As the sets of questions remain the same, if there is a lag of time in the conduct of the Elimination round, there is a fair possibility of the questions being passed to another College.

1. Quiz will be consisting of multiple Rounds. Round will be consisting of question round, visual round; rapid fire round etc. Five seconds will be allotted for each question to team for answer.
2. Every aspect related to diabetes will be covered. For reference some topics are given below.
 - a. History
 - b. Anatomy, Physiology, Biochemistry
 - c. Pharmacology, Pathology
 - d. Clinical features, investigation and treatment
 - e. Epidemiology, prevention and control
3. Certificate of achievement will be given to each member of winning team. To be signed by National, state and local authorities.
4. Certificate of will be given to each member of remaining teams for quiz. To be signed by National, state and local authorities.

Basic requirements (in brief---details hereunder)

- **Competent quizmaster—**
- **Scorer/ Marks keeper**

- Time keeper
- Computer/ Laptop
- LCD Projector
- White screen/ White wall
- Bell for use of the Time keeper
- Stop watch/ hand watch/ mobile
- White Board/ Black board
- Mike set up---MUST
- Hard Board/ Writing pad
- Emergency Power Back up/UPS-MUST
- Printouts of Answer sets of various Rounds
- Table and chairs for seating of 4 teams on the dais
- Tables for arrangement of laptop, LCD, quizmaster's files
- Volunteers for Audience Control

Basic requirements (Details)

- **Competent quizmaster—**
 - Someone who has a loud voice, with modulation and sufficient confidence and class/group control
 - S/he need not be a very senior person by designation
 - A sense of dedication and ownership by the quizmaster to prepare her/himself for the whole process
 - Commitment of the quizmaster as well as a few persons in going through the toolkit and the set of subsequent questions (which would be shared subsequently) is of utmost importance
- **Scorer/ Marks keeper**
 - 2 persons
 - They need to go through the marking pattern which will be shared in advance and acclimatize themselves with the template, marking pattern of various rounds
- **Time keeper**
 - 2 persons
 - They need to go through the timing pattern which will be shared in advance and acclimatize themselves with the template, time of various rounds
- **Computer/ Laptop**
 - Relevant Quiz questions should be loaded into a pen drive and pre-checked
 - Back up sets of the whole quiz rounds should be kept in another Pen drive
- **LCD Projector connected with Laptop**
- **White screen/ White wall**

- **Bell for use of the Time keeper**
- **Stop watch/ hand watch/ mobile watch --- 5/10/90 seconds would need to be repeated monitored**
 - Rehearsal by the timekeepers prior is MUST
- **White Board/ Black board**
 - To be kept on the stage at such an angle that both the teams and the audience can see the scores
- **Mike set up---MUST**
 - Keeping in view the expected large audience a mike is MUST
 - Each team to be given a mike preferably
 - Otherwise changeover of the mike from one team to the other would make the process very drab and uninteresting for the audience
 - Quizmaster to have his/her own separate mike
 - Scorers to have mike for reading out the score at the end of each round
 - Optional
 - Quizmaster can give his/her mike to the scorer during this process
- **Hard Board/ Writing pad**
 - Different sets of answers need to be clipped on the board for use by the Quizmaster
- **Emergency Power Back up/UPS**
 - Preferred as the quiz format involves use of LCD for Visual and Tie Round (MUST)
 - In case this cannot be achieved or due to any adversity if there is power failure the Visual Round (as well as 'visual' questions in the Tie Breaker round) may be omitted
 - The quizmaster has then to rely on the printouts of the questions and answers which s/he has to have kept ready.
- **Printouts of Answer sets of various Rounds**
 - To be kept by the quizmaster
 - Quizmaster should read out the correct answers from these
 - PowerPoint slides have ONLY questions and DO NOT have the correct answers
- **Table and chairs for seating of 4 teams on the dais**
 - Organizers have to decide in advance the seating arrangement of the teams on the dais
 - They should be so seated that all teams can have unobstructed view of the screen on which the images of the LCD would be projected.
 - The screen should also not obstruct the audiences' viewing angle
 - Proper identification of the teams on the tables to be made
 - A4 SIZED PRINT OUT OF TEAM NUMBERS OR TRANSPARENT NAME PADS
 - Acrylic sign holder V shaped
- **Tables for arrangement of laptop, LCD, quizmaster's files**



- **Volunteers for Audience Control**
 - MUST to ensure Audience do not prom
 - THE WHOLE QUIZ WOULD REDUCE TO A FIASCO IF AUDIENCE PROMPTS
 - STRICT AUDIENCE CONTROL MUST

Basic pattern of the quiz

- **4 teams selected for the Finals**
- **Rounds**
 1. **Rotation Round**
 - 16 questions in all
 2. **Visual Round**
 - 12 Question
 3. **MCQ Round**
 - Team specific – 8 questions per team
 4. **Rapid Fire Round**
 - 90 seconds/ Maximum 9 questions per team
 5. **Tie Breaker Round (OPTIONAL)**
 - In case of a tie

Details of Individual Rounds

(Whatever follows is similar to the instructions present on the main file of the rounds)

For each round there would be 2 types of Files...

- **PowerPoint File**
 - Only the individual questions of the round are present in this file.
 - Brief instructions are also present in the beginning...
 - These should be read aloud by the Quizmaster in front of the teams prior to the beginning of the rounds
 - Answers to the questions are NOT present in this file
 - **SLIDES BETWEEN 2 QUESTIONS ARE INTENTIONALLY KEPT BLANK IN THE POWERPOINT FILES**
 - This is just to caution against inadvertent change over to the NEXT question by mistake
- **PDF/ Word File**
 - Detailed instructions, questions as well as answers of the Round are present
 - **As this has the answers, hence the quizmaster should take a printout of this file, and use a Writing pad/ hard board to have easy access during the conduct the quiz**

Round 1- ROTATION ROUND

- Quizmaster to read out each point aloud in the mike either from this file or from the **CORRESPONDING POWERPOINT FILE** of the round (more preferable).
- **S/HE SHOULD VERIFY IF ALL THE POINTS HAVE BEEN UNDERSTOOD BY THE TEAMS PRIOR TO BEGINNING OF THE ROUND**

GENERAL INSTRUCTIONS

- **Total of 16 questions**
- **NO NEGATIVE MARKS**
- **Sequence of Questions**
 - **First Qs. to Team A → Correct!—10 Marks**
 - **Incorrect answer by Team A → Team B — Correct!—5 Marks**
 - **Incorrect answer by Team B → Team C—Correct!—5 Marks**
 - **Incorrect answer by Team C → Team D—Correct!—5 Marks**
 - **Incorrect answer by Team D → AUDIENCE**
 - **Sequence of Next questions: to start from Team B → Team C → Team D → Team A**
- **NO CHANGE OF ANSWER IS PERMISSIBLE**
- **TIME –**
 - **DIRECT TEAM- 5 seconds of finishing the question**
 - **ROLL OVER TEAM- 5 SECONDS**
- **In case answer is made prior to finishing the question...**
 - The quizmaster will finish the question
 - If the answer was correct--- Marks to be given
 - If the answer was inappropriate/incorrect– no further attempt to be given to the team
 - Question would roll on to the NEXT team
- **In case answer received as a prompt from the audience**
 - Question would get disqualified
 - Quizmaster can use next available question for the team
 - **AUDIENCE TO BE DICOURAGED FROM PROMPTING ---**

EXTRA SLIDES

- To be used only if due to any prompting from audience one/two team/s did not get chance to face the first chance to answer it's scheduled first attempt to answer a question.
- The extra question is then to be poised to that team (who got lesser chance of FIRST LOOK at the question) with scope for ROLL OVER in case of a wrong answer

- A total of 4 extra questions are in place
- Use them only if needed!
- Marking pattern and time remain same
- **QUIZMASTER'S DECISION REMAINS FINAL**

USEFUL INSTRUCTIONS FOR THE QUIZMASTER---

- Quizmaster's team may please take **PRINTOUTS OF THIS FILE**
 - Quizmaster to keep the printouts (**OF THIS ROUND—STAPLED TOGETHER**) in his/her hand as these have the answers
- Main questions are to be flashed on the screen using a LCD Projector and the **POWERPOINT SLIDES** of the round.
- Answers are to be checked/ read out from this file/printouts
- Main answer is in **BOLD**

Additional points are written (**NOT IN BOLD**) which the quizmaster should read out...after the main answer has come out (either from the teams/ audience)—as this would make the quiz more interesting.

Round 2-VISUAL ROUND

- Quizmaster to read out each point aloud in the mike either from this file or from the CORRESPONDING POWERPOINT FILE of the round (more preferable).
- S/HE SHOULD VERIFY IF ALL THE POINTS HAVE BEEN UNDERSTOOD BY THE TEAMS PRIOR TO BEGINNING OF THE ROUND

GENERAL INSTRUCTIONS

- **Total of 12 questions**
- **NO NEGATIVE MARKS**
- **Sequence of Questions**
 - **First Qs. to Team A** → Correct!—10 Marks
 - **Incorrect answer by Team A** → Team B —
 - **Correct!—5 Marks**
 - **Incorrect answer by Team B** → Team C—
 - **Correct!—5 Marks**
 - **Incorrect answer by Team C** → Team D—
 - **Correct!—5 Marks**
 - **Incorrect answer by Team D** → AUDIENCE
 - **Next questions to start from Team B** → Team C → Team D → Team A → Team B....
- **NO CHANGE OF ANSWER GIVEN BY ONE TEAM IS PERMISSIBLE**
- **TIME –**
 - **FIRST TEAM---**within 10 seconds of finishing the question
 - **SUBSEQUENT ROLL OVER TEAM-** 5 seconds
- **In case answer is made prior to finishing the question...**
 - The quizmaster will finish the question
 - If the answer was correct--- Marks to be given
 - If the answer was inappropriate/incorrect– no further attempt to be given to the team
 - Question would roll on to the NEXT team
- **In case answer received as a prompt from the audience**
 - Question would get disqualified
 - Quizmaster can use next available question for the team
 - **AUDIENCE TO BE DICOURAGED FROM PROMPTING ---**

EXTRA SLIDES

- **Use only if needed like**
 - Audience prompting leading to disqualification of a question
 - Computer malfunction
- **Ask it only to those team/s who did not get a chance of FIRST LOOK at the question**
 - **RATIONALE**

- Ideally there should be three full rounds so that each team has 3 chances to score a correct **FIRST LOOK** and thus get 10 marks when they correctly answer the question which had first been posed to the team
- So quizmaster is to ask the extra questions if any team was found to be deprived of such equal opportunity
- **CAUTION**
 - **EXTRA QUESTIONS ARE LIMITED**
 - **So please maintain audience silence**
- Marking pattern and time remain same
- Roll over permitted

USEFUL INSTRUCTIONS FOR THE QUIZMASTER---

- **Quizmaster's team may please take PRINTOUTS OF THIS FILE**
 - Quizmaster to keep the printouts (OF THIS ROUND—STAPLED TOGETHER) in his/her hand as these have the answers
- **Main questions are to be flashed on the screen using a LCD Projector and the POWERPOINT SLIDES of the round.**
- **Answers are to be checked/read out from this file/printouts**
- **Main answer is in BOLD**
- **Additional points are written (NOT IN BOLD) which the quizmaster should read out...after the main answer has come out (either from the teams/ audience)—as this would make the quiz more interesting.**

- **QUIZMASTER'S DECISION REMAINS FINAL!**

Round 3-MCQ ROUND

- Quizmaster to read out each point aloud in the mike either from this file or from the CORRESPONDING POWERPOINT FILE of the round (more preferable).
- S/HE SHOULD VERIFY IF ALL THE POINTS HAVE BEEN UNDERSTOOD BY THE TEAMS PRIOR TO BEGINNING OF THE ROUND

GENERAL INSTRUCTIONS

- Team specific MCQ round
- A total of 8 questions to be given to EACH team
- All the questions will be asked one by one to each team at one go
- TIME----Team to answer within 10 seconds of finishing of the question
- NO CHANGE OF ANSWER permissible
- IN CASE NO REPLY/WRONG REPLY COMES- QUIZMASTER TO
 - ROLL THE QUESTION TO THE AUDIENCE
 - **OR**
 - DECLARE THE CORRECT ANSWER
- Marks
 - Correct-10 marks
 - Incorrect- ZERO marks
 - NO NEGATIVE MARKS
- In case of prompting from the audience the question would get cancelled
- One Extra question can be added on---
- **QUIZMASTER'S DECISION REMAINS FINAL!**

USEFUL INSTRUCTIONS FOR THE QUIZMASTER---

- **Quizmaster's team may please take PRINTOUTS OF THIS FILE**
 - Quizmaster to keep the printouts (OF THIS ROUND—STAPLED TOGETHER) in his/her hand as these have the answers
- **Main questions are to be flashed on the screen using a LCD Projector and the POWERPOINT SLIDES of the round.**
- **Answers are to be checked/ read out from this file/printouts**
- **Main answer is in BOLD**

Additional points are written (NOT IN BOLD) which the quizmaster should read out...after the main answer has come out (either from the teams/ audience)—as this would make the quiz more interesting.

Round -4-RAPID FIRE ROUND

- Quizmaster to read out each point aloud in the mike from **this file/PRINTOUT..**
- S/HE SHOULD VERIFY IF ALL THE POINTS HAVE BEEN UNDERSTOOD BY THE TEAMS PRIOR TO BEGINNING OF THE ROUND

GUIDELINES

- Each team will have 90 seconds to answer.
- A MAXIMUM of NINE questions would be poised to each team.
- CORRECT ANSWER-10 Marks
- INCORRECT ANSWER- ZERO Marks
- There is NO NEGATIVE Marks.
- Marks would be given for only those questions CORRECTLY answered by the teams within the 90 seconds.
- The teams can take as much time to think and answer the question, but they **CANNOT MODIFY THEIR ANSWER ONCE SPOKEN ON THE MIKE!**
 - **So please think and give ONLY ONE REPLY---NO CORRECTIONS WOULD BE ALLOWED!**
 - **Team member has to speak "PASS" if the next question is desired by the team without answering the poised question**
 - **DO NOT REPEAT ANY QUESTION UNLESS ASKED BY THE TEAM---**
"Quizmaster please note that REGULARY doing so would make it very cumbersome and difficult to manage."
- **In case some questions go UNASKED (due to lack of time) they would NOT be poised before the respective teams.**
- The teams CANNOT REVERT BACK to any question if time remains...
- **IN CASE OF A WRONG ANSWER**
 - **QUIZMASTER SHOULD NOT SPEAK OUT THE CORECT ANSWER IMMEDIATELY**
 - **Doing so would reduce the time from 90 seconds**
 - **If needed, the correct answers can be read out at the end of the round of the team**
 - **This is however as per the convenience of the individual Quiz Master**
- **QUIZMASTER'S DECISION REMAINS FINAL!**

USEFUL INSTRUCTIONS FOR THE QUIZMASTER---

- Quizmaster's team **HAS TO** take **PRINTOUTS OF THIS FILE**
 - Quizmaster to keep the printouts (**OF THIS ROUND—STAPLED TOGETHER**) in his/her hand as these have the answers
- **There is no LCD to be used in this round**
- Quizmaster should read out the questions, loudly, clearly and at a moderately fast pace.
- The Aim is to give each team sufficient time to think
- Answers are to be checked/ read out from this file/printouts
- Main answer is in **BOLD**

Additional points are not written and **should also not be said as this would reduce the time (90 seconds per team)**

Round 5-TIE BREAKER ROUND

- Quizmaster to read out each point aloud in the mike either from this file or from the CORRESPONDING POWERPOINT FILE of the round (more preferable).
- S/HE SHOULD VERIFY IF ALL THE POINTS HAVE BEEN UNDERSTOOD BY THE TEAMS PRIOR TO BEGINNING OF THE ROUND

GENERAL INSTRUCTIONS

(Quizmaster to READ ALOUD and EXPLAIN to participants)

- **Total of 4 questions in this round**
 - ROTATION WISE
- **DIRECT Question to a Team**
 - CORRECT ANSWER- 10 MARKS
 - INCORRECT ANSWER-
 - Roll over THE QUESTION to other team
 - CORRECT ANSWER by the other team- 5 marks
 - INCORRECT ANSWER by the other team
 - Question is thrown to the other teams (WHO ARE NOT in the Tie Breaker round) on stage
 - Correct answer by any team—CLAPS
 - Incorrect / No answer- Question thrown over to Audience
 - Correct Answer- CLAPS
 - Incorrect / No Answer- Quizmaster would read out the Answer

- **NO CHANGE OF ANSWER BY TEAM PERMISSIBLE**
- **NEXT QUESTION is give to the other team**
- **SAME PATTERN AS ABOVE FOLLOWED**
- **NO NEGATIVE MARKS if a WRONG REPLY is given**
- **TIME –**
 - **DIRECT TEAM-** 5 seconds after finishing the question
 - **ROLL OVER TEAM-** 5 SECONDS
- **In case answer is made prior to finishing the question...**
 - The quizmaster will finish the question
 - If the answer was correct--- Marks to be given
 - **If the answer was inappropriate/incorrect– no further attempt to be given to the team**
 - Question would roll on to the NEXT team
- **In case answer received as a prompt from the audience**
 - Question would get disqualified
 - Quizmaster can use next available question for the team
 - **AUDIENCE TO BE DICOURAGED FROM PROMPTING ---**

At the end the round, ONE Additional EXTRA SLIDE can be used FOR WHICH EVER TEAM DID NOT GET 2 DIRECT QUESTIONS

AT THE END OF 4 QUESTIONS

- **Total marks of the teams are to be calculated**
 - Clear difference- WINNER Announced
 - No Difference—
 - Last (5th Question can be used) if it has not been used

In case 5th Question has been used earlier

- **Quizmaster DECLARES both teams AS JOINT WINNERS**

In case the 5th Question has not been used earlier

- Quizmaster flashes the question on the screen
- Both the Teams are given one chance to answer the same question **loudly one by one**
- Time- 5 seconds
- **Marks-5 NO NEGATIVE MARKS**
- In case of **Wrong/No reply, NO Negative marks**
- Quizmaster would listen to the final answer from each team--- No sequence to be maintained...
- **Quizmaster NOT TO Pronounce the Correct ANSWER if one team Correctly speaks it out.**
 - **S/he has to listen to the answer from the other team.**
- **If the other team ALSO CORRECTLY gives the Answer then the Quizmaster would declare the answer.**

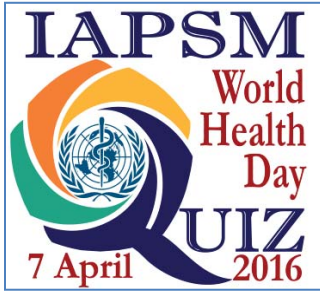
- **In case only ONE TEAM CORRECTLY answered**
 - Quizmaster would declare the team as the **WINNER**
- **In case BOTH teams correctly Answer the Tie Breaker Final QUESTION (Question 5)...**
 - Both teams are declared **JOINT WINNERS**
- **In case NO TEAM Correctly answers**
 - Then the quizmaster gives the **Right answer**
 - Declares **BOTH THE TEAMS AS JOINT WINNERS**
- **If any ambiguity persists**
 - Both teams are declared as
 - **JOINT WINNERS**

USEFUL INSTRUCTIONS FOR THE QUIZMASTER---

- Quizmaster's team may please take **PRINTOUTS OF THIS FILE**
 - Quizmaster to keep the printouts (**OF THIS ROUND—STAPLED TOGETHER**) in his/her hand as these have the answers
- Main questions are to be flashed on the screen using a LCD Projector and the **POWERPOINT SLIDES** of the round.
- Answers are to be checked/ read out from this file/printouts
- Main answer is in **BOLD**

Additional points are written (**NOT IN BOLD**) which the quizmaster should read out...after the main answer has come out (either from the teams/ audience)—as this would make the quiz more interesting.





Quiz question set

National IAPSM has prepared a quiz question set. It will be having four folders, one each for one round. Each folder will be having two files as below.

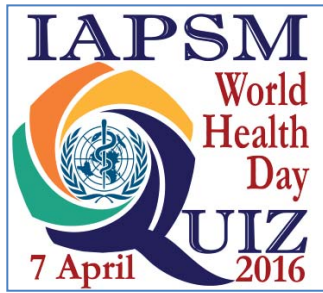
1. Power Point for display through multimedia project at the time of asking question.
2. Word document files to be used by quiz master. It is containing the general instructions/rules for specific round and question with answers to be used along with the power point display during asking the question.

A password protected quiz question set will be shared to the colleges through State coordinators.

Important points for quiz master :

1. It is advised that before actual conduction of the round quiz master should go through the power point and word documents.
2. Also it is recommended that quiz master may have rehearse at least ONE or TWO times the reading out the question along with power point for fluent and effective performance at the time of actual quiz conduction.
3. Quiz master can use his/her dramatic skills to make the quiz conduction interesting at the time of asking and answering questions.
4. It would be nice if quiz master can share one or two sentence in support of answer to make the quiz competition as further interesting and educative.
5. It college/quiz master is requested to maintain the confidentiality of the questions.

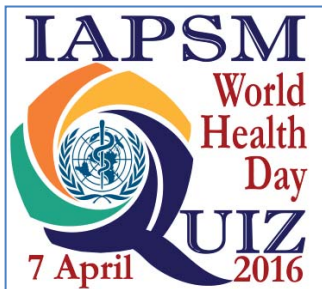




Templates

1. Marking-Score Cards (To be used by the Scorers)
2. Time Keeping (To be used by Time Keepers)
3. Reporting format (To be used by Participating Institutes and State coordinators)

*(These are for illustration purpose...
Separate files for printing would be sent
Separately)*



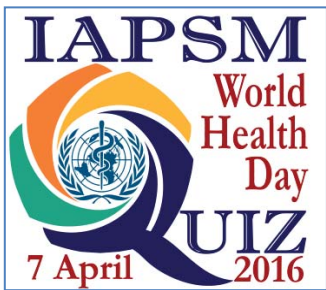
FINAL SCORE CARD
(ROUND WISE)



ROUND	TEAM			
	A	B	C	D
1				
2				
TOTAL TILL ROUND 2				
3				
TOTAL TILL ROUND 3				
4				
FINAL TOTAL SCORE				
5 (Tie breaker)				

Note:

- Quizmaster SHOULD draw a similar template on a Black board/ White board in big size and position it on the dais in such a way that the scores are visible to both—the individual teams as well as the audience.
- At the end of each round the quizmaster/ scorer should announce the final score (both for the round as well as the cumulative score).
- Marks on this sheet to be filled up on the basis of marks of individual rounds



ROUND 1 : GENERAL ROUND SCORE
CARD

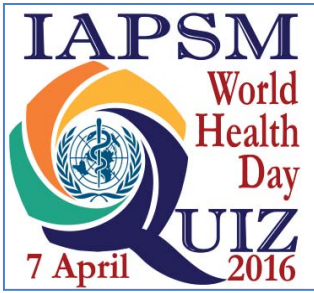


MARKS: Direct Team- CORRECT Answer-10 Roll over team- CORRECT Answer-5 (NO NEGATIVE MARKS)
Time: Direct & Roll over teams- 5 seconds

Qs. No	TEAMS			
	A	B	C	D
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17*				
18*				
19*				
20*				
TOTAL SCORE				

*Qs. 17- 20 to be used ONLY IF NECESSARY

Quiz Master's Team to take a print out of this page and scorers to use it to tabulate



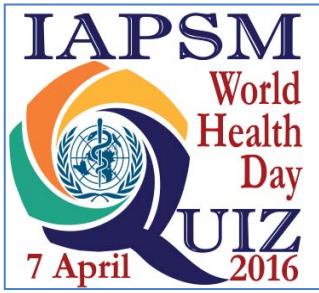
ROUND 2 : VISUAL ROUND WITH ROLL OVER SCORE CARD



MARKS: Direct TEAM- CORRECT Answer-10 Roll over team- CORRECT Answer- 5 (NO NEGATIVE MARKS)
Time: Direct Team- 10 Secs. Roll over Teams- 5 seconds

Qs. No	TEAMS			
	A	B	C	D
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13 (Extra used only if needed)				
14 (Extra used only if needed)				
15 (Extra used only if needed)				
TOTAL SCORE				

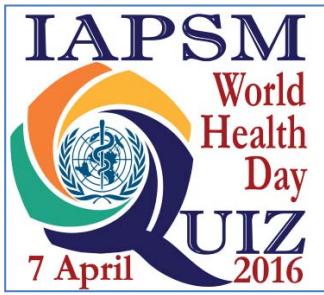
Quiz Master's Team to take a print out of this page and scorers to use it to tabulate



ROUND 3 : TEAM SPECIFIC MCQ
ROUND SCORE CARD



MARKS: Direct TEAM- CORRECT Answer-10 WRONG Answer- Zero Time: 10 Secs. PER QUESTION				
Qs. No	TEAMS			
	A	B	C	D
1				
2				
3				
4				
5				
6				
7				
8				
9 (Extra used only if needed)				
TOTAL SCORE				

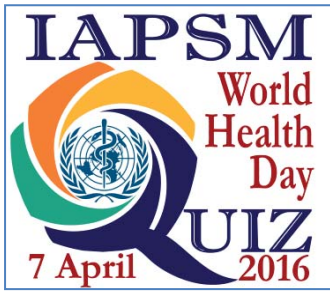


ROUND 5 : TIE BREAKER
SCORE CARD ROUND
(To be used in case of tie breaker only)



MARKS: Direct TEAM- CORRECT Answer-10 Roll over team- CORRECT Answer-5 (NO NEGATIVE MARKS)
Time: Direct Team- 5 Secs. Roll over Team- 5 seconds

Qs. No	TEAMS			
	A	B	C	D
1				
2				
3				
4				
5*				
TOTAL SCORE				

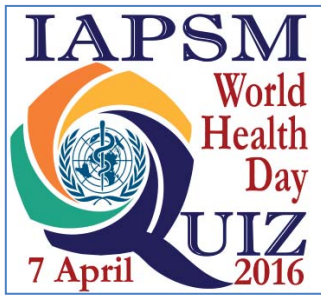


Timing- For different rounds
(To be used by time keeper)



Round	Main Team	Roll over Team
1-GENERAL	5 Secs.	5 Secs.
2- VISUAL	10 Secs.	5 Secs.
3- TEAM SPECIFIC	10 Secs	NO ROLL OVER
4- RAPID FIRE	90 Secs. In all	NO ROLL OVER
5- TIE BREAKER	5 Secs	5 Secs.



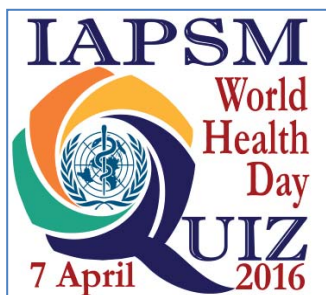


IAPSM-WHD-QUIZ : 2016



Activity Summary Report : Form No. 1
(To be filled by Participating College)

1.	State	
2.	Name of the institute	
3.	Address	
4.	Name of Dean/Principal	
5.	Dean's/College E-mail address	
6.	Name of HOD, (Community Medicine Dept)	
7.	E.mail address (HoD Or dept)	
8.	Mobile No. (HoD Or dept)	
9.	Name of Nodal Person for quiz	
10.	Mobile No.	
11.	Number of student participated in Elimination round	
12.	Name of the winning team(with semester in Bracket against each name)	
13.	No of audience attended quiz (Approximate)	Students : Faculty :
14.	Photos attached (for different activities) [#]	Yes/No
15.	A brief narrative report attached.	Yes/No



IAPSM-WHD-QUIZ : 2016



Narrative Reports & Photo folders

Along with activity summary report each participatory medical college is requested to send two pages comprehensive narrative report with photograph as well as photo folder.

National IAPSM wishes to use the institutional narrative report in a compiled **“Report on nationwide celebration World Health Day : IAPSM-WHD-QUIZ-2016” in various medical Colleges of India**” with minimum modification in report submitted by organization.

Report may be containing title : “A report on IAPSM-WHD-QUIZ-2016, conducted at (Name of Institute),(Name of Place), (Name of State)”

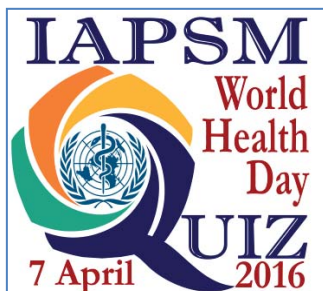
Suggested sections are :

1. Back ground highlighting the preparation and planning at the institute level.
2. Elimination Round (one to two paragraphs with number of teams participated and one photo inserted alongside)
3. Main quiz contest : (one to two paragraphs with, inaugurated by, number students, faculty attended, and one or two photos inserted alongside, certificates distributed by etc.)
4. Winner team : In table in two columns i.e. Name and Batch
5. Brief of the key persons who had supported, conducted and acknowledging contributions of people from other than the department.

General Instruction for naming the file/folder and saving it.

1. Brief narrative report may be of one or maximum two page in 12 font with 1.15 space and two or three photos showing different activities with **Title “ Report on IAPSM-WHD-QUIZ-2016, at “name of Institute, name of State”** .
2. Please save as word document with file name as **“Name of State _name of Institute_IAPSM_WHD_Report”**
3. Please save photos in separate folder with folder name as **“Name of State _name of Institute_IAPSM_WHD_Photos”** Also please name the individual photos in folder.

4.



IAPSM-WHD-QUIZ : 2016



State/Zone Summary Report : Form No. 2

Name of the State/zone : _____

Total number of Medical Colleges in the State/zone : ___ ___

Total Number of Medical College where event held : ___ ___

Sr. No.	Name of the Institute	Form no. 1 received Yes/No	Photo received Yes/No	Brief narrative Report received. Yes/No
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

Name of the State Coordinator : _____

Note : Please save the photos and report in the one folder with name **“Name of State _name of Institute_IAPSM_WHD_Report”** and share in one folder.