**IADVL NATIONAL POST GRADUATE QUIZ by IADVL Karnataka Branch during its annual CUTICON**

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**Issues related to quiz master and the conduct of quiz**

1. The Hon. Gen. secretary of IADVL Karnataka branch shall intimate the Venue, name and contact details of the organizing secretary and Scientific chairman of ensuing CUTICON Karnataka to the Hon. Gen. secretary of IADVL , one year in advance, similarly, he will also provide the details of the Hon. General secretary of IADVL to the organizers of CUTICON KN one year in advance
2. The organizing secretary of CUTICON –KN will coordinate with the Hon gen secretary IADVL and IADVL National quiz coordinator for appointing a quiz master from the panel of selected quiz masters by the IADVL, preferably from the neighboring states, or as per the discussion between the scientific chairman of CUTICON KN and national quiz coordinator
3. The quiz master should be finalized at least three months in advance by the national secretary and the national Quiz coordinator in consultation with the scientific chairman of the conference, and the organizing secretary should officially invite the appointed quiz master by sending an official invitation and brochure and request the quiz master to plan for his travel arrangements well in advance
4. The invited quiz master should be treated as an invited faculty, he should be given the accommodation at least in a 3 star hotel or in case of non availability of star hotel he should be accommodated in the best possible accommodation available at the place, and he should be given local conveyances. His travel allowances should be reimbursed or arranged by the organizing committee
5. The organizing committee should get a written report from the quiz master regarding his feedback along with the results sheet of the quiz clearly mentioning the marks obtained by each team, the winners and the runners up and the same is to be sent to the Hon. Gen secretary IADVL within one of conduct of conference by the organizing secretary
6. The quiz master should be given the details of date, time and venue for both preliminary round and final rounds
7. Preliminary round should be held on the first day of the quiz preferably between the lunch and 4 PM, not necessarily in HALL –A, but should be held in a place there is enough infrastructure to accommodate at least 50 seats and with a good audiovisual, the results of the preliminary round are to be announced in all the halls, and should be displayed in a poster in front of the main auditorium, and should be informed by phone
8. A total of four teams should be selected for the state finals based on merit and marks
9. State finals should be held on the final day of the conference in the Main auditorium preferably as the first session in the morning or immediately after the lunch – so that the seating and other onstage arrangements are made comfortably. Final quiz should be plenary
10. The organizing secretary and scientific chairperson should appoint one of the joint secretaries to coordinate with the quiz master and to take care of all issues related to quiz, arrangement and to inform all HOD of the concerned departments
11. The organizing secretary should provide all the material and logistics, good quality audiovisuals , sufficient no. of mikes, video recording and photographer and other requirements as sought by the quizmaster, such requirements may be obtained from the quiz master in writing well in advance to avoid communication gap and blaming each other
12. The quiz master should declare any conflict of interest and should not take the responsibility if any of their relatives; kith and kin are participating in the quiz. Only the quiz master is entitled for the TA, DA and his family and friends are not considered as invited guests and the organizing committee shall not take any responsibility for the family and friends of the invited quiz master
13. The distribution of prizes and certificated are to be done by the State president, president elect, Gen. secretary IADVL KN, scientific Chairman and the organizing secretary of the conference

**Issues related to Participating teams**

1. The organizing secretary should send the invitation along with the brochure to the Heads of all medical collages and the institutions where the university recognized post graduate courses including DNB training are being held in Karnataka, at least four months in advance to the date of conference. The brochure should clearly mention the date and time and place of both preliminary and final round of the quiz
2. The Heads of the department should provide the names of two post graduates of their choice with the details of their Address, phone no. and email ids, to the organizing secretary and the scientific chairman at least one month in advance of the conference
3. The HOD and the participating teams will not be given any kind of TA or DA, they should make their own arrangements to participate in the quiz and the conference and they same should be informed to them clearly in the invitation letter sent along with the brochure
4. All the participants should register for the conference
5. The organizing secretary and the scientific chairman should prepare and keep the certificates of participation and the winners and runners up ready to be given during the valedictory function
6. Feedback forms should be obtained from all the participants both in preliminary round and in the finals and the same should be given the hon. Gen. Secretary of IADVL – KN.
7. A copy of this SOP should be sent to the national secretary, national quiz coordinator, the appointed quiz master and all the concerned HODs and participants

**Financial aspects as per the IADVL Post graduate quiz rules**

1. Participants from the same state will not be paid any expenses. If Post graduates from two states are clubbed together for State level quiz, the PG students from the neighboring state would be paid fixed amount of Rs. 5000/- for each participant (Maximum of Rs. 10000/- for team) toward travel and other expenses and in such a situation the IADVL should bear the expenses and not the CUTICON organizers
2. A Cheque for Rs. 25,000/ would be handed over to the CUTICON organizers, by IADVL in the presence of GSK representative (or by IADVL itself in case of no sponsors towards the conduct of Quiz), to cover the expenses for travel and accommodation of the quiz master.
3. The travel by airline in economy class may be arranged by the Quizmaster himself and expenditure towards same will be reimbursed to Quizmaster by the CUTICON organizers. The accommodation may please be arranged by the organizers of CUTICON as they would be in a better position to do the same. The total expenditure on travel and accommodation for the quiz master need not should not exceed Rs 25000/-