

Terms of Reference for Sports Event KGMC

S No	CONTENTS
1	Aims and Objectives
2	Staff Organizers
3	Student organizers
4	Selection of Sports Secretary through Interview
5	Sports Fund
6	Meetings to delegate responsibilities/sub committees
7	List of Games to be played
8	Schedule of matches
9	List of Sports Equipment/Purchase of deficient Sports equipment
10	Purchase of trophies/shields/medals/Badges/gifts
11	Certificates and invitation cards
12	Music system arrangement
13	Banners/flex/ sports flame/pigeons
14	Décor/flowers/balloons
15	Refreshments
16	Chief Guest
17	Miscellaneous

Aims and Objectives

Medicine is a highly competitive professional education program. Physical activity/sport involvement has been found to correlate positively with stress tolerance, good time management, and adaptive coping strategies.

Involvement in sport offers invaluable opportunities for an individual to develop self-discipline, resilience, and motivations that may subsequently influence their functioning in stressful, high-stakes environments such as medical school and eventual medical practice. Recreational pursuit of physical activity/sport provides numerous health benefits.

Staff Organizers

S. No	Names
1	Dr Zubia Shah Department of Physiology Chairperson Sports
2.	Dr Afsheen Mahmood Department of Physiology
3.	Dr Fatima Zulfiqar Department of Community Medicine
4.	Dr Salma Nawab Department of Biochemistry
5.	Dr Kalsoom Tariq Department of Biochemistry
6.	Dr Tehmina Jalil Department of Pathology
7.	Dr Warda Salahuddin Department of Pathology
8.	Dr Faiza Nadeem Department of Forensic Medicine
9.	Dr Hira Khurshid Department of Forensic Medicine
10.	Dr Huma Gul Department of Pharmacology
11.	Dr Gul-e-Lala Department of Anatomy
12.	Dr Shabnum Gul Department of Physiology

Supporting Staff Organizers

S. No	Names
1.	Mr. Akhtar Javed, Projectionist Chief Staff Organizer
2.	Mr. Shafqat Qayyum
3.	Mr. William John Photographer
4.	Mr. Abdur Rashid
5.	Syed Taimur Ali Shah
6.	Mr. Sabir Hussain
7.	Mr. Nasir Khan

8.	Mr. Ilyas Khan Chowkidar
9.	Mr. Iqbal Peon
10.	Mr. Zia ud din Peon
11.	Mr. Bilal Peon
12.	Mr Semin Jan Guard

Student Organizers

No		
1.	Sports secretary 4 th year	
2.	First year organizers	3
3.	Second year organizers	3
4.	Third year organizers	3
5.	Fourth year organizers	3
6.	Final year organizers	3

Selection of Sports Secretary through Interview

We circulate a notification for applicants for the post of sports secretary. The selection is made on merit by Teaching staff organizers through interview.

Sports Fund

The 2018 sports week budget was Rs. 150,000. We were short of money so could not award the students with trophies, medals and gave them just certificates. This year we requested for Rs 200,000.

Budget

No	
1.	Sports equipment
2.	Certificates
3.	Invitation cards
4.	Medals/trophies
5.	Shields
6.	Flex/Banners

7.	Badges for organizers
8.	Treasure Hunt and gifts for teacher's games
9.	Sound system
10.	Olympic flame/pigeons/balloons
11.	Flowers/ bouquets
12.	Refreshments
13.	Miscellaneous

Meetings to delegate responsibilities/sub committees

Had 4 meetings this year of Teaching, nonteaching staff and student organizers to delegate responsibilities.

List of Games to be Played

No	Sport
1.	Athletics
2.	Volleyball
3.	Football
4.	Badminton
5.	Treasure Hunt
6.	Dodge the ball
7.	Netball
8.	Cricket
9.	Table Tennis

Schedule of matches

Its decided in meetings and the student organizers plan the schedule and is supervised by staff organizers

Purchase of deficient Sports equipment

Akhtar Javaid identifies the equipment deficient like balls, bat, Shuttlecocks, etc and is responsible for purchase.

List of Sports Equipment

S. No	Name of Equipment	Number
1.	Cricket Bat	03
2.	Cricket wicket (plastic)	06
3.	Cricket wicket (wooden)	06
4.	Cricket Tennis ball	02
5.	Table Tennis Rackets	04
6.	Table Tennis Balls	06
7.	Badminton Racket	08
8.	Shuttlecocks	12
9.	Badminton Net	01
10.	Basketball	01
11.	Basketball Net Ring	02
12.	Carrom Board	01
13.	Carrom Board Pieces	Complete
14.	Sacks for Sack Race	05
15.	Volleyball	02
16.	Volleyball Net	01
17.	Rope for Tug of war	01
18.	Ludo	01
19.	Frisbee	01
20.	Football	02
21.	Trophies (large)	07
22.	Trophies (small)	04

Purchase of trophies/shields/medals/Badges/gifts

Mr. Shafqat is responsible for purchase of the above mentioned after approval by Teaching staff and student organizers

Certificates and Invitation Cards

Mr. Shafqat is responsible for purchase of the above mentioned after approval by Teaching staff and student organizers

Music System Arrangement

Mr. William John is responsible for hiring a music system

Décor/flowers/balloons

Teaching staff and student organizers do the décor and other arrangements

Refreshments

Teaching. Student and supporting staff organizers are responsible for refreshments

Chief Guest

Requested the Dean to be the chief guest in sports week, 2019

Miscellaneous

Chart papers, wrapping papers, ribbons, stationery, etc









Job Description of Chairperson Sports

1. Planning the whole event, date, schedule
2. Selection of a student for the post of sports secretary after interviews
3. Organizing the event and delegating responsibilities
4. Arrangement of Fund for the event by requesting Dean
5. Purchase of deficient equipment
6. To request someone to be a chief guest for the event.
7. Arranging the certificates, shields, medals, trophies, flexes and banners after approval by the organizing committee
8. Arrangement for Music system, and other things for closing ceremony
9. Arrangements for refreshments after consensus with organizers according to budget
10. Ensuring a smooth, organized event by making teams with designated tasks
11. Maintaining record of all expenses
12. Suggestions to administration for student well being like this year we requested an hour a week for sports in time table
13. Taking post event feedback for improvement