



FATHER MULLER MEDICAL COLLEGE

(A unit of Father Muller Charitable Institutions)
Father Muller Road, Kankanady, Mangalore-575002

FMMC/GEN/213/2019

09.05.2019

To,

The Staff Advisor
The President, Students' Council
FMMC

The Guidelines to be implemented for effective running of the **Student Debate Club** and **Student Quiz Club** are enclosed along with this letter for your needful. The copy of the same to be handed over to the President and Secretary of the corresponding club as and when selected.

DR. JAYAPRAKASH ALVA
DEAN

C.C.: The Director, FMCI/ The Administrator, FMMC / Vice Dean / File

Father Muller Medical College, Mangaluru

Student Club - Quiz

Objectives:

- To encourage students to participate in co-curricular activities.
- To encourage students to participate in inter-collegiate Quiz competitions.
- To update the information of the students in medicine and general knowledge.
- To train the students as quiz masters.
- To develop healthy competitive spirit and team work in students.

Standard Operating Procedure:

1. Formation of club:

- MBBS students are eligible to become member of the club.
- Interested student should register for membership at the time of admission.

2. Number of members:

3. Registration fees: Nil.

4. Privileges of membership:

- Only the members of quiz club will be permitted to represent the institution at inter-collegiate Quiz competitions.

5. Positions:

- President and Secretary: One member will be selected/ elected as President and one as Secretary. Preference will be given based on the seniority.

**Note: Member will get a chance to become President and Secretary only once except under special circumstances which will be decided by the*

Administrator, Dean and Staff advisor.

- Staff advisor: One teaching faculty will be appointed as Staff advisor.

6. Responsibilities of President, Secretary and Staff advisor:

- President:
 - To conduct meeting and prepare minutes of meeting.
 - To maintain attendance register of meeting.
 - To conduct Quiz.
 - To take feedback from members after each activity.
- Secretary: To assist the President during the activities.
- Staff advisor:
 - To co-ordinate activities of the club.
 - To assist the Quiz masters in the preparation of Quiz questions.

7. Panel of Quiz masters:

- One teaching staff from each department will be selected as member of panel of Quiz masters who will conduct the quiz.

8. Period of office post:

- President and Secretary will hold the post for a period of maximum one year.
- President and Secretary Posts may be terminated prematurely if they are found guilty of violation of any rule of the institution and the club.
- Students once registered will continue as the members till completion of Phase III Part II examination.
- Membership can be terminated on request or if they are found guilty of violation of any rule of the institution and the club.

9. Periodicity of meeting:

- Members of the club should meet at least once in a month to discuss activities of the club.

10. Activities:

- Club should conduct at least one intra-collegiate quiz competition once in three months.
- Club should conduct at least one inter-collegiate quiz competition once in a year.

11. Selection of questions for quiz:

- Questions will be prepared by the quiz masters.

12. Teams for quiz competition:

- Announcement of quiz competition should be made at least 3 weeks prior to the quiz.
- Interested members should register for the competition within one of announcement of the date.
- Each team may consist of two or three members according which will be decided by the quiz master.
- Team members need not be of the same batch.

13. Rules for quiz:

- Each quiz competition will have preliminary round (written), semifinal and final.
- Decision of the judges is final and no appeal/ discussions are allowed from the participants.
- Prizes: Prize will be given to the Best 3 teams.

14. Reporting of activity conducted:

- President has to prepare report of each activity (competition) along with two or three photographs signed by him, Secretary and Staff advisor. Send soft copy to the Administrator, Dean and Internal Quality Assurance Cell of FMMC.

15. Maintenance of minutes of meeting, winners of quiz, proof of activity (circular & photo of debate in progress):

- President should maintain minutes of meeting, winners of debate activity and proof of the activity (circular & photos).

Father Muller Medical College, Mangaluru

Student Club - Debate

Objectives:

- To encourage students to participate in co-curricular activities.
- To identify and encourage debating ability of the students.
- To develop healthy competitive spirit and team work in students.

Standard Operating Procedure:

1. Formation of club:

- MBBS students are eligible to become member of the club.
- Interested student should register for membership at the time of admission.

2. Number of members:

3. Registration fees: Nil.

4. Privileges of membership:

- Only the members of debate club will be permitted to represent the institution at inter-collegiate debate competitions.

5. Positions:

- President and Secretary: One member will be selected/ elected as President and one as Secretary. Preference will be given based on the seniority.

**Note: Member will get a chance to become President and Secretary only once except under special circumstances which will be decided by the Administrator, Dean and Staff advisor.*

- Staff advisor: One teaching faculty will be appointed as Staff advisor.

6. Responsibilities of President, Secretary and Staff advisor:

- President:
 - To conduct meeting and prepare minutes of meeting.
 - To maintain attendance register of meeting.
 - To conduct debate competitions.
 - To assist staff advisor in selection of topic for competitions.
 - To take feedback from members after each activity.
- Secretary: To assist the President during the activities.
- Staff advisor:
 - To co-ordinate activities of the club.
 - To select topic for competitions.

7. Panel of moderators/ judges for debate competitions:

- One teaching staff from each department will be selected as member of panel of moderators who will judge the competitions.

8. Period of office post:

- President and Secretary will hold the post for a period of maximum one year.
- President and Secretary Posts may be terminated prematurely if they are found guilty of violation of any rule of the institution and the club.
- Students once registered will continue as the members till completion of Phase III Part II examination.
- Membership can be terminated on request or if they are found guilty of violation of any rule of the institution and the club.

9. Periodicity of meeting:

- Members of the club should meet at least once in a month to discuss activities of the club.

10. Activities:

- Club should conduct at least one intra-collegiate debate competition once in three months.
- Club should conduct at least one inter-collegiate debate competition once in a year.

11. Selection of topics for debate:

- Topics can be related to medicine or general issues.
- Members can suggest topics for debate.
- Topics will be selected by the Staff advisor, President and Secretary.

12. Selection of number of teams for each debate competition:

- Each team will consist of two members. One has to debate for the topic and other against.
- Topic for the debate should be announced at least 3 weeks prior.
- Interested members should register for the competition within one of announcement of the topic. Team members need not be of the same batch.
- Maximum of 10 teams will be permitted to take part in each competition. If more than 10 teams are registered then preference will be given to the members who have not participated earlier. And, selection will be done by drawing the lots.
- Teams should be selected at least two weeks before the competition.

13. Rules for debate:

- Criteria for selection of prize: Content, Delivery, Language, Discussion and Time. Maximum marks for each Criterion is 10.
- Time: 4 minutes for each speaker and 1 minute for rebuttal.

- In case of tie of marks, winner will be decided based on the marks got for evaluative criteria in the following order: Content > Delivery > Language > Discussion > Time.
- Decision of the judges is final and no appeal/ discussions are allowed from the participants.
- Prizes: Prize will be given to the Best 3 teams.

14. Reporting of activity conducted:

- President has to prepare report of each activity (competition) along with two or three photographs signed by him, Secretary and Staff advisor. Send soft copy to the Administrator, Dean and Internal Quality Assurance Cell of FMMC.

15. Maintenance of minutes of meeting, winners of debate activity, proof of activity (circular & photo of debate in progress):

- President should maintain minutes of meeting, winners of debate activity and proof of the activity (circular & photos).
