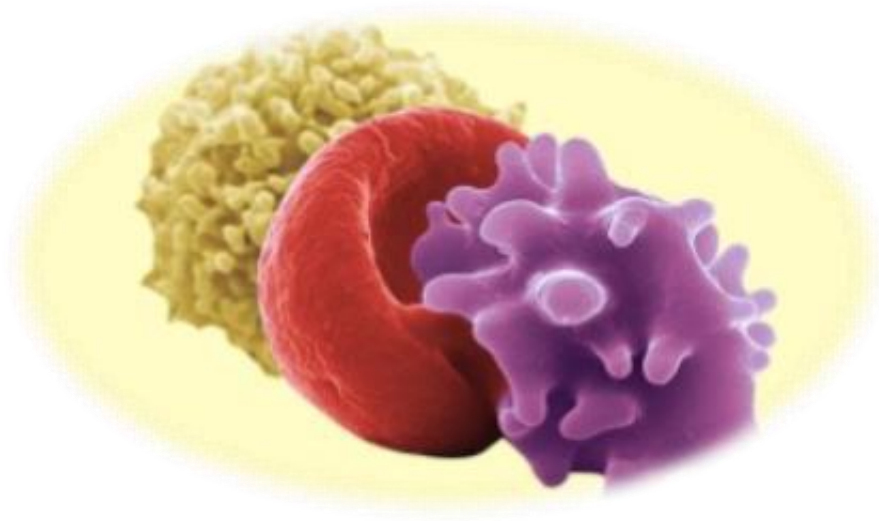


# **Indian Society of Hematology and Blood Transfusion (ISHBT)**

## **National Quiz Consensus Document**



**(Drafted in 2019; Modified in 2023)**

**Indian Society of Hematology and Blood Transfusion (ISHBT)**

**ISHBT National Quiz Consensus document**

**Background:** National ISHBT quiz was initiated in the year 2011 and later continued over the last many years. The ISHBT executive committee felt the need of making a document to lay down the guidelines of conducting the quiz for standardizing the process to avoid conflicts yet retaining the flexibility for innovation.

**Goal:** To generate interest among the postgraduate medical students toward taking up Haematology (clinical & laboratory) as a speciality.

**Mentoring:** This platform should an opportunity to encourage future generations to organize the event. A succession plan expected to be in place at all levels of responsibilities.

**Future goals:** To take this quiz format to MBBS and at the 10 plus 2 level in the schools.

**Logo:** Tricolour while blood cells, red blood cells, and platelets symbolizing a 3-member team from any of the specialities. This signifies the importance of multidisciplinary coherence which is paramount for haematology practice.



**Conduct of the quiz:** In pursuit of finding out the national winner and runners up, the India is divided into 5 zones comprising of the following states/union territories. The zoning was done taking into consideration of the geographical area and the number of medical colleges eligible for post graduate training as per the NEET list. A slight redistribution in zones has been done with a total of five zones and each zone shall have 5 teams (states/ equivalents). This is from experience as it is difficult to accommodate >5 teams on stage. (Annexure 1-Map of India with quiz zones and states/UTs)

**a. North Zone**

**(Queens of Himalayas and foothills)**

1. Jammu and Kashmir& Ladakh (1 team)
2. Punjab (1team)
3. Haryana & Chandigarh (1 team)
4. Himachal Pradesh (1 team)
5. Uttarakhand (1 team)

**b. Central zone**

**(The great rulers of yesteryears)**

1. Delhi (1 team)
2. Uttar Pradesh (1 team)
3. Madhya Pradesh (1 team)
4. Bihar and Jharkhand (1 team)
5. Chhattisgarh (1 team)

**c. East/Northeast zone**

**(Lords from the land of sunrise and sea)**

1. Odisha (1 team)
2. West Bengal (1 team)
3. Northeast region states (Sikkim, Meghalaya, Arunachal Pradesh, Nagaland, Manipur, Mizoram, Tripura. (2 teams)
4. Assam (1 team)

**d. West zone and Deccan**

**(Valiant warriors of West & Deccan)**

1. Gujarat, Daman & Diu, Dadra & Nager Haveli (1 team)
2. Maharashtra & Goa (2 teams)
3. Telangana (1 team)
4. Rajasthan (1 team)

**e. South zone**

**(Mighty kings of South)**

1. Karnataka (1 team)
2. Andhra Pradesh (1 team)
3. Kerala & Lakshadweep (1 team)
4. Tamil Nadu (1 team)
5. Puducherry, Andaman & Nicobar Islands (1 team)

**Expected time frames:**

1. College level – May/June
2. State level – July/August
3. Zonal level – August/September
4. National level – October/November along with the ISHBT conference.

Note: Each of the co-ordinators can select the dates as per their convenience.

**Roles and responsibilities:**

**College level co-ordinator:** One person to be nominated by the state coordinator. State coordinators can take the help of President/Secretary of state Hematology Chapter (If exists in the state/UT).

**Responsibilities:**

1. To conduct the quiz in a fair manner in the respective colleges.
2. To nurture other college level coordinators for the subsequent years.

In case the college is unable to conduct the quiz because of some reason, the principal/ Dean may send the nominees as the participants with the authorization letter.

**State/UT level coordinator(s) (SC):** The state level coordinator(s) is/ are selected by the zonal coordinator and national coordinator. Normally there will be one coordinator per state/ UT. However, for better coordination, there may be two or maximum three coordinators preferably from different cities, especially for big states. State coordinators can take the help of President/Secretary of state/UT Hematology Chapter (If exists in the particular state).

Role: He/she is expected to conduct the quiz in their respective State/UT as per the policies laid down in the constitution. All disputes related to quiz at the state level to be handled by the state coordinator and escalated to the zonal coordinator if unresolved.

**Responsibilities:**

1. A written invitation to all the Principals/Deans in that state/UT by an official letter by April/May who have post graduate courses in Internal Medicine, Paediatrics and
2. Pathology and Transfusion Medicine. (Annexure 2-Letter format)
3. List of medical colleges contacted with their contact details to be submitted to the ZC and NC along with number of certificates required. (Annexure 3)
4. Attendance sheet to be sent to the ZC and NC (Annexure 4)
5. To select a team to draft questions for the quiz as per the guidelines.
6. To send the report sheet with details of the participants and names of the participants to the ZC and NC. (Annexure 5).
7. To send the names of the winners to the organizing secretary for free registration for the conference. (Free registration for those students who wish to send an abstract for paper/poster presentation at the national conference; the students would need to submit a copy of the certificate at the time of submission of abstract to the conference to avail of free registration. If the student has already registered for the conference, he/she may apply for refund of the registration amount through the state coordinator after submitting the certificate of paper/poster presentation).
8. The state coordinator is expected to motivate as many students and members as possible to take part in the event. Invitations may be sent to the local practitioners, physicians, paediatrician's pathologists and staff members of related disciplines like PSM, Gyn-Obst etc. as audience.
9. The state coordinator may motivate those interested in hematology for registering as life members of ISHBT.
10. To guide the students to prepare for the quiz. They are asked to cover topics related haematology, hemato-oncology and Bone Marrow Transplantation at the post graduate level. Standard textbooks of Pediatrics/Medicine/Haemato-Pathology should form the minimum basis of reading material for students.

**Zonal coordinator (ZC):** Selected by the national coordinator in consultation with the EC of ISHBT and organizing secretary. All disputes related to quiz at the zonal level to be handled by the zonal coordinator and escalated to the national committee if unresolved.

**Role:** The zonal coordinators are responsible for conduct of the quiz in their own zones in a timely manner.

#### **Responsibilities:**

11. To select the state level coordinators and inform the national coordinator with the details of name, designation, address, email and phone number.
12. To conduct the zonal level quiz including arrangement for logistics.
13. Attendance sheet of the zonal quiz to be sent to NC (Annexure 4)
14. To send the report/results and attendance sheet with details of the participants and names of the participants to NC. (Annexure 5).
15. To communicate and support the state level coordinators regularly for conducting the quiz and fulfilling the responsibilities.
16. To nurture future zonal coordinators.
17. Zonal coordinators to ensure that no two teams from one college proceed to the next round, in any circumstances.

**National coordinator (NC):** The national quiz co-ordinator would be chosen by the executive committee in consultation with the organizing secretary for that year.

#### **Roles and Responsibilities:**

1. To select the respective zonal co-ordinators
2. To nominate 1 or 2 members for the ISHBT national quiz committee.

3. To communicate with the zonal co-ordinators and meet their requirements and if needed be in touch with the state coordinators with the knowledge of the ZC.
4. Submit a budget plan to the executive committee.
5. To bring in flexibility and constant innovation in the way the quiz is conducted.
6. To get a flyer custom-made for the NHQ for that year. (Annexure 6)
7. To get the certificates printed and distributed to all the coordinators in a timely manner.
8. To submit the attendance and results sheet officially to the executive committee.
9. Submit the financial statements to the national quiz committee and executive committee.
10. In case National coordinator is unable to continue with his charter of duties due to unforeseen circumstances, then he/ she along with the Executive committee can nominate an alternative person as the National Coordinator
11. It is the prerogative of the national coordinator to choose the two quiz masters for the National Quiz

### **National ISHBT quiz committee:**

**Roles and responsibilities:** The committee would be responsible for the overall conduct of the quiz and all unresolved disputes at the zonal level related to quiz would be taken to national quiz committee.

### **Members of the national ISHBT quiz committee:**

1. National quiz coordinator - 1
2. Zonal co-ordinators – 5
3. Members from EC – 3 President Elect, Hon. Secy. Org. Secy.
4. Nominees – 1 or 2 (by the national co-ordinator/EC).

Since ISHBT is moving towards organising subsequent conferences (Haematocon) directly under its aegis, the financial management of the quiz will be directly and centrally from ISHBT. Both state and zonal coordinators are strongly encouraged to club the state/zonal quiz with some academic activity like a CME/Conference and try their best to raise funds for the same. Wherever needed, bills/ claims for expenses at various levels (state, zonal, national), in a consolidated manner, as per actuals/ within the limit of budgetary allocation, shall be submitted to ISHBT secretariat both by soft copy and hard copy in consultation with the national coordinator. The expenses will be reimbursed by the handling staff after taking due approval from the treasurer and Secretary of ISHBT.

### **Term of the committee members:**

The tenure of National Coordinator and all other members will be 1 year which should be renewable on yearly basis after approval of EC of ISHBT. The yearly renewal of NQC can be for a maximum of 3 consecutive terms. In the last year of the tenure, the NQC may co-opt for a co-coordinator for smooth transition of charge and responsibilities. Matters of conflict/complaint can be escalated to EC.

National Coordinator should be chosen at the ISHBT conference by EC of ISHBT by nomination during the annual conference.

Total members: 10-11

### **Responsibility of Organizing Secretary of Haematocon:**

He/She will cooperate and provide all the possible logistics if asked by the National Coordinator during the conduct of the quiz at national level.

### **Mode of communication:**

Largely through emails, online platforms and telephonically. A physical meeting of the quiz committee along with various state coordinators attending the conference (National haematology quiz meeting)

was started in Haematocon 2022 and it is desirable to continue it. The NC in consultation with the Organising Secretary of the Haematocon shall arrange it.

### **Eligibility for Participation for the quiz candidates**

PG students (MD/ DNB) in General Medicine, Paediatrics, Pathology, and Laboratory Medicine and Transfusion medicine.

The participants must be a part of an “active MD/DNB program” for taking part in the quiz at any level. In case a student passes out before the next level of quiz, then he/ she cannot participate in the quiz. The principal/ Dean must ensure that the candidate would be in active program till November/December of the year of the quiz.

### **Teams:**

Students can make 3 member teams within the same or combinations of the above- mentioned departments. It is desirable to have the members from different specialties forming a team. There should be a minimum of 2 members in a team. If any change of the team member is to be considered, prior permission must be taken from the respective coordinators with an explanation.

### **Proof:**

Authorization letter from the principal/head of the institution/ HOD of the concerned department should be brought/ submitted stating that the candidate is a bonafide student of a MCI approved institution for post graduate courses. The course and the year of joining should be mentioned in the letter. It is the responsibility of the state and zonal coordinators to verify this before the start of the quiz.

### **Special situations:**

If any winning candidate (at state/zone) falls sick or cannot attend the subsequent level due to some emergency unforeseen circumstance, a replacement can be sought with a supporting letter from the state coordinator sent to the respective zonal coordinator and to the National Coordinator. The decision of the National Coordinator is final in this regard and any other situation which may arise other than the stipulated one. In exceptional circumstances, a two-member team will be allowed to participate if one of the team members is unable to participate and there is no suitable/appropriate replacement.

### **Making teams between 2 institutions:**

Not recommended. However, permitted in the following exception to uphold the spirit of the quiz.

Exception: In case of non-availability of one of the four specialities in their own college, they can induct a person from another college of that speciality. The supportive document from both the heads of the institution should be brought by the candidate at the initial registration at the state level quiz. However, the change of institution is not allowed after the state level quiz (at the zonal or national level). The decision of the national quiz committee will be final in this situation.

### **Overall structure of the quiz**

**Step 1: The college level** organizer (the principal would be communicated by the state level coordinator) would conduct a written or oral quiz round to choose one winning team who would be eligible to attend the state level quiz.

**Step 2: State level:** The state level quiz coordinator should conduct the quiz after duly intimating the college representatives with at least 2 weeks’ notice. If there are less than 4 teams, then the runners up from the respective 3 colleges can also participate. However, if there are more than 6 colleges (teams) attending the state level round, the top 6 teams would be chosen by a written qualifying exam. The winners would be eligible to participate in the zonal round.



**Step 3: Zonal level:** There are a total of 5 zones (North, South, East/North-East, West & Deccan and Central).

Exception: As northeast region is represented as a group of 7 states, the winners and runners up are eligible for the final round of East/Northeast regional quiz.

The quiz would be conducted by the zonal coordinator. The winners of the respective zones would attend the national round.

**Step 4: National level** at the ISHBT conference. Conducted under the supervision of the national coordinator. Free registration for the runners up/participating team members for the annual conference of ISHBT if presenting the paper/poster. While submission of abstract, attach quiz participation certificate.

#### **Guidelines on the conduct of the quiz**

1. Label the teams as A, B, C, D & E by drawing lots and making them sit appropriately so that they face the audience. (You may choose any name for the teams as per your discretion)
2. Have a scorer and a timekeeper with a stopwatch ready.
3. Request the audience to keep silent and not to prompt answers or interfere otherwise.
4. The quiz shall be conducted in 6 - 7 rounds.
5. Scoring pattern

You may adopt one of the scoring patterns given below. Having decided the scoring pattern, please read the rules of the relevant pattern to the audience.

#### **Quiz pattern**

A Quiz Master is to conduct the quiz competition, a timekeeper to mark time, a scorer to maintain scores to maintain scores and several volunteers will be needed to conduct the quiz.

**Quiz Master (s):** The quiz master should read these guidelines clearly and explain the same to all the participants, before starting the quiz. He/She should also introduce the members of the team to the audience. The quiz master's decision is final in case of any dispute. There may be more than one quiz master to conduct various rounds (usually 2 and maximum 3)

#### **Audiovisual and time keeping:**

It is advisable to provide microphones to each of the participating teams as well as to the quiz Master.

Scorer will need a score board to display the score. Timekeeper will require a stopwatch and a bell. The tables of the competitors should be arranged so that they face the audience but are seated at some distance. It is the quiz master's discretion to organize buzzer rounds/visuals etc.

Ten seconds may be provided to answer each direct question and 5 seconds to answer each indirect question (i.e a passed question) stipulated time starts at the end of the quiz master question and ends at 10 seconds, which will be signalled by the timekeeper by sounding the bell.

**Scoring:** The quiz master can use his innovation in the scoring pattern to bring in innovation and excitement. However, the scoring rules should be spelt out before the starting of the quiz.

In case a team does not give the correct answer to a direct question, the question passes to the ***all the other teams***. Briefing about the same has to be done right at the beginning. All the teams are then requested to write it down on a paper provided. The paper with the answers will be then collected from the teams (except the team that got the direct question) by volunteers and passed on to the quiz master who will then announce the correct answer and the names of the teams.

The quiz master will begin the quiz by asking first question to team A and then to team B, C and D for halfway to the quiz and then the direction is to be reversed.

One should involve the audience actively in the quiz competition. Small give away gifts need to be kept ready for the same. The audience can be asked a question that has not been answered by any team or after every round (or 1-2 rounds) specific audience questions can be asked.

Tie break round (One or more if required) is to be conducted if more than one team is sharing the highest score at the end of 6 -7 rounds. The questions used for this will be unused questions from the tie break envelope. You may group them for equal level of difficulty before starting the tie break round. The results given by “Quiz Master” should be taken as final and it cannot be disputed even if scientific facts are given. In case of Quiz Master is found at fault, such a person shall not be appointed as Quiz Master again. From Zonal Round onwards, the zonal coordinator shall appoint two experts to be present during the round and settle the dispute on the spot but such experts shall not be preferably from the participating medical college.

### **Other optional suggestions:**

State/Zonal quiz may be conducted by state/zonal coordinator/neutral person of repute of another state/zone, on a reciprocal basis.

- a. Improves transparency of the quiz, avoids any bias.
- b. Improves cohesion and cooperation among the coordinators.

At least one or two round of the zonal (or even state quiz) can be taken by residents (quiz winners from the zone), in addition to the zonal coordinators as quiz masters. This will be at discretion of quiz masters.

- a. Will increase resident interest and
- b. Increase their participation in the overall quiz,
- c. Increase their stage exposure.

One round of the quiz can be conducted by DM/DNB residents from the zone conducting the quiz. This will be at discretion of quiz masters.

- a. Increase their stage exposure and
- b. Inculcate future quiz masters.

***Encourage for state (possibly) and zonal (definitely) to be clubbed with state ISHBT chapter meeting or CME.***

- a. The finances from organizing such CME, can be used for travel and stay of quiz masters and participants.
- b. Travels via flight or second AC fare; stay preferably at institute guest house or nearby places.

Encourage quiz coordinators for physical quizzes at all levels. Share their quiz rounds with the zonal coordinator and subsequently with national coordinator to ensure that the quiz rounds are as per rules laid down in the quiz brochure.

***Remember:*** *The whole purpose of having the quiz is to get the message of haematology as a specialty to the postgraduates and the undergraduates attending the quiz. We must make it entertaining and informative.*

## **Guidelines for drafting questions**

- I. Quiz may be conducted in 6 - 7 Rounds.



### Outline of the topics to be covered:

**Round 1:** Basics of haematology: Physiology, Anatomy including Embryology, Biochemistry, Pathology, Immunohaematology, Microbiology, Pharmacology.

**Round 2:** General haematology: Haematopoiesis, genetic disorders of haemoglobin, inherited haemolytic anemias, blood transfusion, Bleeding disorders

**Round 3:** Laboratory haematology

**Round 4:** Clinical scenarios

**Round 5:** Haemato-Oncology/Stem cell transplantation.

**Round 6:** Consultative haematology

**Round 7:** Rapid fire.

**Note:** The quiz master has the freedom to improvise the rounds to make it innovative and interesting. However, it is important to explain the outline of the quiz and the marks distribution to the participants before the starting of the quiz.

### **Tie Breaker Round (If needed):**

Tie Breaker Round may have 5 questions.

- II. The quiz master may use his/her discretion regarding using questions pertaining to one topic listed or a mixture of topics.
- III. It is necessary to remember that the question may be passed on to other teams. Thus, questions should not be such that the answer can be obviously guessed by subsequent teams.
- IV. Please ensure that questions in a round are equally balanced i.e. some questions should not be more difficult than the rest. This would minimize the luck factor.

### **Tips to keep in mind for drafting questions:**

- V. Please Avoid:
  - a. Questions with Yes/No type of answer.
  - b. Questions with controversial answer.
  - c. Questions which have too many answers
  - d. Questions with long answers
  - e. Questions asking normal values of blood chemistry etc (as the units may be different).
- VI. As a maximum of 5-6 teams will be participating, a total of 36 – 48 questions will have to be drafted. However, it would be prudent to draft 2 additional questions per round (i.e 8 questions per round, total 48 for the entire quiz plus tie breaker). These questions may have to be used in case any original question becomes invalid (by audience interference or otherwise).
- VII. A question has more than one cause as answer, please specify whether any one cause or all the causes are expected in the answer. If all causes are expected and the team gives only one answer, they should not be given credit.

### **Prize money and privileges**

#### **College level:**

- a. The winners from each college who participate in the state level written screening test would get an official ISHBT certificate.

#### **State level:**

- b. All state level participants would get a participation certificate and the winners and runners up would get separate certificates of merit.

- c. Free registration towards the ISHBT conference for the winners if he / she has an accepted abstract. This benefit can be availed by writing to the organizing secretary with approval from the state coordinator.
- d. Gifts for winners and runners up / participants as feasible to be organized by the state coordinator.
- e. Nominal travel/stay support through the Quiz coordinator if needed on a case-by-case basis depending on the requirement/topography of the region.

#### **Zonal level:**

- a. All zonal level participants would get a participation certificate and the winners and runners up would get separate certificates of merit.
- b. Prize money of **Rs. 30,000/-** for the winning team and **Rs.21,000/-** for the runners up team to be equally divided among three members (i.e Rs,10,000 and Rs.7,000 each). In rare case of two-member team, each member gets the prize money due for one member only. (Prize money to be decided by EC each year).
- c. All other teams get consolation prizes- INR 2000 each member. Participants at zonal level would be given 2nd A/C or flight travel reimbursement (equivalent), maximum of Rs 8,000 per person (as per actual)
- d. Stay arrangements for one night if needed near zonal quiz venue, including option of college guest house.
- e. Free registration for Haematocon for all the zonal winners.

#### **National level**

- a. All national level participants would get a participation certificate and the winners and runners up would get separate certificate of merit.
- b. Prize money of **Rs. 45,000/-** per winning team and **Rs. 30,000/-** for the runners up team. to be equally divided among three members (i.e Rs.15,000 and Rs.10,000 each). In rare case of two-member team, each member gets the prize money due for one member only. (Prize money may be decided by EC each year).
- c. All other teams get consolation prizes- INR 3000 each member.
- d. Travel allowance (2nd AC or economy flight equivalent)- maximum of INR 10000 per person. (as per actual)
- e. Stay arrangements for attending the conference, on sharing basis near the conference venue, in consultation with the organizing committee.
- f. Free registration for next year Haematocon for the winners if they are willing. This can be availed by applying to the Organizing Secretary of the subsequent years' Haematocon with an attested copy of their winner's certificate.

#### **Certificates: Provided by the national quiz committee**

There are 3 types of certificates:

- a. **Certificate of Merit:** For state, zone and national to be given to winners and runners up.
- b. **Certificate of participation:** they are to be given to the members of remaining participating teams.
- c. **Certificate of Appreciation:** They are to be given to the people who assist in the conduct of the state/zonal/national level quiz.

Certificates are to be centrally designed and prepared by the national coordinator.

The signatories in the certificates should be the National Coordinator, President ISHBT, Secy ISHBT and Org Secy of the National Conference. E-signatures to be used for printing certificates.

### Fund allocation and support at various levels

Level	Fund allocation/Support from the national quiz committee	Comments
<b>College</b>	The college needs to raise funds locally.	
<b>State</b>	<p>State coordinator to raise funds locally for the conduct of the quiz. (If there is shortage of funds, the state coordinator can write to the national coordinator for additional support for allocating an amount, ranging from INR 5,000- to maximum INR 50,000 (as per actual) from the discretionary fund).</p> <p>Gifts for winners and runners up/ participants (to be organized locally)</p>	No TA/ DA for state level. However, if needed, nominal travel/stay support through the Quiz coordinator depending on funds raised locally or within maximum limit of support from ISHBT.
<b>Zonal</b>	<p>Zonal coordinator to raise funds locally for the conduct of the quiz. Support to ZC for organising the Quiz can be provided on request to the national coordinator, including arranging travel and stay for quiz participants (maximum Rs. 1,50,000) and logistic support and sponsoring travel + stay for quiz masters (max Rs.40,000) for each zone (as per actuals) from the discretionary fund.</p> <p>Prize money of a total of Rs. 69000 x 5 = (3,45,000/-) to be sent to the winners and runners up and participants directly by bank transfer from ISHBT secretariat or through the zonal coordinator.</p>	All participants would be given full 2nd A/C or economy flight travel reimbursement (equivalent, maximum INR 8,000 per person) and stay arrangements at the Zonal quiz venue (on twin sharing basis, upto INR 3,000 all inclusive).
<b>National</b>	Prize money of a total of Rs. 1,02,000/- to be sent to the winners and runners up directly by bank transfer from ISHBT secretariat or to be given away physically at the time of the quiz whichever is feasible.	<p>All participants would be given full 2nd A/C or economy flight travel reimbursement (equivalent, maximum INR 10,000) and stay arrangements at the ISHBT conference (on twin sharing basis, upto INR 4,000 per room per night, upto 2 nights). (To be organized by the national quiz committee with the help of the ISHBT organizing secretary)</p> <p>Travel by Quiz masters (2) and NQC (1) for nationals-15,000 x 3= INR 45,000 (as per actual)</p> <p>Accommodation for QM (2) and NQC (1) (2 nights)- 10,000 x 3= INR 30,000 (as per actual)</p> <p>Audience prize+ memento for coordinators+ feedback meeting during Hematocon+ any other miscellaneous stationary expenses by NQC (2,000+20,000+20,000+28,000=70,000)</p>

### **Incentives for the QUIZ coordinators:**

1. Complimentary registration for HAEMATOCAN for NQC, NQM and Zonal QC
2. Travel/ accommodation support to NQC/ NQM
3. Discounted (50%) registration for State QC
4. Invitation to NHQ meeting at HAEMATOCAN (Memento/Certificates for all QC).
5. Wherever possible, some scientific session involvement for the QC ranging from judging sessions, chairpersons, speakers etc, completely at the discretion of the scientific committee/Org Secy without any further financial implication/support.

### **Incentives for the Dealing Assistant/ Support staff:**

1. Token honorarium as per the discretion of Secretary ISHBT in consultation with NQC
2. Travel/ accommodation support for HAEMATOCAN venue.

**Overall budget and financial operations:** The overall expense of the quiz is estimated to be approximately Rs. 25 lakhs from the previous experiences (from 2016 -2022) (Annexure 7). This amount could vary based on multiple factors. The ISHBT President, Hon.secy of ISHBT and the Organizing Secretary of Haematocon would be responsible for approving and arranging the funds.

For efficient fund management, all the financial transactions shall be done by the ISHBT secretariat and support staff, in consultation with the national coordinator. Online transfer of funds is encouraged for all transactions, including prize money. After the quiz is over the NC should submit a detailed account with the ISHBT Secretariat staff handling fund transfer within 2 months to the Hon' Secy of ISHBT and settle the entire financial transaction. The entire financial transaction at different levels should be performed as per the accepted norms of the financial audit.

National, zonal and state level fund raising is encouraged and any deficits shall be filled by the ISHBT EC in coordination with the NC.

All transactions would require a paper trail and a spread sheet to be maintained by the ISHBT support staff, in consultation with the national coordinator.

The national coordinator can take the help of his/her office personnel(s) for official keeping of the account, correspondences, printing/typing, and postages who can be paid as per the fair market payments.

On completion of the national round, all the state coordinators should submit report to their respective zonal coordinators who in their term should report to the NC, The national coordinator is expected to submit a report (by 31<sup>st</sup> December) and is also expected to present the final expenses to the Hon. Secy of ISHBT with the help of support staff from ISHBT secretariat.

### **Scope of Modification in Future.**

Executive committee of ISHBT will modify any clause of this document in future as per the need.

**- END -**

### **Annexures:**

1. Map of India with quiz zones and states/UTs
2. Format of the letter to the Head of the Institution/College.
3. Listing format of medical colleges contacted for the state level quiz by the state coordinator.
4. Undertaking and attendance sheet by the candidate– State/Zonal/National level.
5. Results sheet State/Zonal/National level quiz.
6. Content draft for designing Flyer.
7. Detailed budget split-up

## Postscript and acknowledgments: (Original Draft)

The concept of ISHBT national quiz was initially conceived in 2011 during a conversation in a flight trip with Dr Pankaj Malhotra who was organizing the 52<sup>nd</sup> annual conference in Chandigarh. The idea which was “*conceived in the air*” was based on encouraging young minds to take up this specialty with a fast-growing need in laboratory and clinical expertise. Subsequent planning and drafting of the logistics were done with selfless support of Dr Naveen Kakkar and our office staff. This was then rolled out on a unique date and time 11<sup>th</sup> November 2011 at 11.00 am which was written as **11-11-11 at 11.00 am**. After conducting the quiz till 2012, the mantle was handed to different coordinators who did a marvellous job in keeping the flame burning. On the request of Dr R K Jena and executive committee, I took up the responsibility this year for formalization of the processes.

We felt that the best way forward would be to draft an ISHBT quiz constitution based on the experience gained over the last 8 years and inputs from various coordinators and organizing secretaries. This formal structure was made possible through the contributions from many individuals through phone calls, email, and finally a teleconference held on 17<sup>th</sup> April 2019.

As of 2019 MCI data, there are 494 medical colleges offering MBBS and 356 (72%) colleges offering post graduate courses with 40% of colleges situated in the southern India. The team has tried its level best to standardize and equalize the participation. However, this document stands to be modified, innovated, and improvised upon in the coming years.

I would like to extend my gratitude to the following individuals who actively participated in formulating this national ISHBT quiz consensus document.

- 1 Dr Manoranjan Mahapatra
- 2 Dr R K Jena
- 3 Dr Maitreyee Bhattacharyya
- 4 Dr Tuphan Kanti Dolai
- 5 Dr Pankaj Malhotra
- 6 Dr Pravas Misra
- 7 Dr Farah Jijna
- 8 Dr Uday Yanamendra
- 9 Dr Chepsy C Philip
- 10 Dr Neeraj Sidhardhan
- 11 Dr. Jina Bhattacharyya
- 12 Dr. Debmalya Bhattacharyya
- 13 Dr Reena Das
- 14 Dr Alok Srivastava

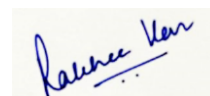
It was my privilege to be associated with great minds who have a long term orientation and a far reaching vision to improve haematology care in India.

M Joseph John  
CMC Ludhiana  
28<sup>th</sup> April 2019

## Postscript and Acknowledgement (Revised version, May 2023)

After the successful completion of Haematocon 2019, the year 2020 heralded the onset of COVID pandemic which disrupted many academic events like Conferences. Although, we gradually adapted and moved to online mode, conducting a large-scale quiz like NHQ during the pandemic seemed farfetched. Although Haematocon 2020 was held in a purely virtual mode, the NHQ could not be held that year. Subsequently, the year 2021 also proved no better in terms of the pandemic. Nevertheless, the EC members felt that NHQ should be held even though in a virtual mode as it had become an integral part of Haematocon. As a member of the EC, serving as the Vice-President, I was entrusted with the responsibility to organise the Quiz. The NHQ2021 was conducted in stages on a purely online platform with a common online screening round, followed by zonals and the national quiz. The success of conducting the quiz gave us back the confidence to hold it as per the laid down format in 2022 in a hybrid manner as per the feasibility of the coordinators. It was held as per laid down format with the nationals at Haematocon 2022 in Kolkata. The success of conducting the quiz in both the years amidst the chaos and confusion largely goes to all the dedicated and dynamic quiz coordinators both at state and zonal levels along with the enthusiastic support by quiz masters, various faculty and volunteers. In Haematocon 2022, a formal national hematology quiz meeting was held with the impetus from Prof. H. P. Pati, President ISHBT and whole-hearted support by Dr. Maitreyee Bhattacharyya, Secretary ISHBT, Prof R. K. Jena, Organising Chairperson Haematocon 2022 and Dr. Tuphan Kanti Dolai, Organising Secretary Haematocon 2022. After discussion, many inputs regarding the layout of the quiz especially related to redistribution of zones was given. It was also felt that a hike in the budget of the quiz will be needed with allocation of some funds for various stages even though coordinators are encouraged to raise funds. In this regard, a need for formalizing these suggestions was felt. With the support of **Dr. Mukul Aggarwal**, NHQ Co-coordinator 2023, we compiled all the suggestions and put it up for EC approval during the mid-term EC meeting in March 2023. After making the due amendments as per the EC suggestion, it was approved. Thereafter, we have edited the original document to incorporate the changes.

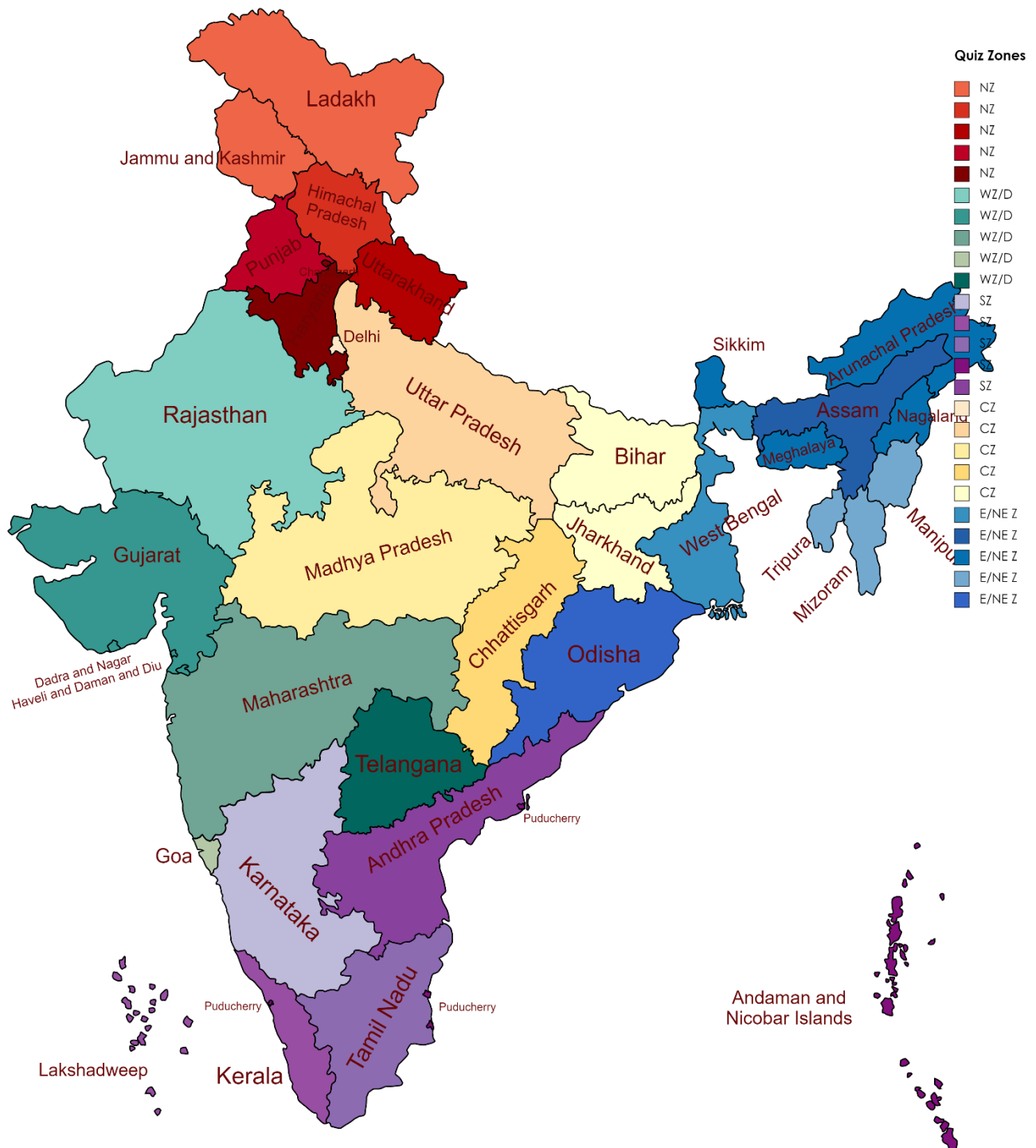
Although, I was never an avid quizzier myself, and had taken up the job of organising the quiz as an entrusted responsibility, however, the experience was both enriching and rewarding. I feel happy that we were able to sustain the quiz in the difficult patch and not let such an innovative, exciting, and well-laid out academic event fade away. The quiz also gave an opportunity to interact and network with hematology-lovers across the country. Many of the coordinators have brought in new energy and enthusiasm and their valuable inputs are incorporated in the revised version. Although we have tried to bring in changes as per the need of time, the same may need to be modified in the future as envisioned by the founder writer of this document Dr. M. Joseph John. I wish the NHQ all success in the years to come.



Rakhee Kar  
JIPMER, Puducherry  
May 2023



## Annexure 1: Map of India with quiz zones and states/UTs



Created with mapchart.net

## Annexure 2: Format of letter to be sent to the Principal/Dean of each medical college.

[Your Name]  
[Street Address]  
[City, ST PIN Code]  
May --, 202-

To  
The Dean/Principal  
\_\_\_\_\_  
\_\_\_\_\_

Sub: - Nominate/ select a team of 3 postgraduate students (as per the specialties mentioned) to participate in the  
National Hematology Quiz on behalf of your institution

Dear Sir/Ma'am,

Indian Society of Haematology & Blood Transfusion (ISHBT) is the pioneer organization of haematologists and haemato-pathologists in India. The society's annual conference is being held in \_\_\_\_\_ from \_\_\_\_ to \_\_\_\_ November \_\_\_\_.

To increase the awareness among the students towards this fast-growing field, we have been conducting a national haematology quiz during the annual conference.

The quiz will be held at multiple levels wherein one team/college or institute can participate in the state level. The winning teams will be selected for the zonals. The winning teams of the five zonals will qualify for the national level quiz which will be held during the conference. It is important that your college/ institute is represented in this important event.

I/we on behalf of the organizers have been requested to conduct the state level quiz. It is important that your institute is represented in this important event. This is to request you to please send a team of 3 from your college/institute. This is to request you to please send a team of 3 members from your college/institute.

**Eligibility:** PG students (MD/DNB) in General Medicine, Paediatrics, Pathology, Transfusion medicine and Laboratory medicine. The college should be MCI recognized for the post graduate course. The college/institute/hospital should have a recognized post-graduate course.

**Teams:** Students can make a 3-member team within the same or combinations of the above-mentioned specialties. It would be ideal if a person from different specialties could form a team. However, this is optional.

**Proof of eligibility:** You may please send or allow the concerned HOD to send an authorization letter (preferably on institute/department letterhead) giving the following details.

Quiz participant	1	2	3
Name			
PG course			
Year of registration			
Expected date of completion of course			

The participants must be a part of an "active MD program" for taking part in the quiz at any level. In case a student passes out before the next level of quiz, then he/ she cannot participate in the quiz. The principal must ensure that the candidate would be in active program till November/December of the year of the quiz.

If any winning candidate (at state/zone) falls sick or cannot attend the subsequent levels, a replacement can be sought with a supporting letter from the head of the institution sent to the respective coordinator and to the National coordinator. This would be brought to the national quiz committee and ratified.

The candidate is expected to submit this prior to the start of the quiz. Failure to submit the same can lead to ineligibility to participate or invalidation if the details are false.

**Teams:**

Students can make 3 member teams within the same or combinations of the above-mentioned specialties. It would be ideal if a person from different specialties could form a team. However, this is optional. There should be a minimum of 2 members in a team. Haematology is a specialty which encompasses adult and paediatric patients and requires significant understanding of haemato-pathology too. In various DM courses in the country, students with internal medicine, paediatrics and pathology degrees are able to apply. Hence teams made from different specialties are likely to do better.

**Overall structure of the quiz:**

There would be 4 levels including the college, state, zonal and national round before identifying the winner.

**CERTIFICATES AND PRIZES:**

A total of around Rs. 4.5 lakhs as cash prizes, certificates, gifts, free registrations and travel grants to be won.

Prize money and privileges

**College level:**

The winners from each college who participate in the state level written screening test would get an official ISHBT participation certificate.

**State level:**

All state level participants would get a participation certificate and the winners and runners up would get separate certificates of merit.

Free registration towards the ISHBT conference for the winners if he / she has an accepted abstract. This benefit can be availed by writing to the organizing secretary with approval from the state coordinator.

Gifts for winners and runners up / Participants as feasible.

Nominal travel/stay support through the Quiz coordinator if needed on a case-by-case basis depending on the requirement/topography of the region.

**Zonal level:**

All zonal level participants would get a participation certificate and the winners and runners up would get separate certificates of merit.

Prize money of Rs. 30,000/- for the winning team and Rs. 21,000/- for the runners up team to be divided among 3 members. All other teams get consolation prizes- INR 2000 each member.

Winners would be given 2nd A/C or flight travel reimbursement (equivalent), maximum of Rs 8,000 per person.

Stay arrangements for one night if needed near zonal quiz venue, including option of college guest house.

**National level:**

All national level participants would get a participation certificate and the winners and runners up would get separate certificate of merit.

Prize money of Rs. 45,000/- per winning team and Rs. 30,000/- for the runners up team to be divided equally among the 3 members

All other teams get consolation prizes- INR 3000 each member.

Travel allowance (2nd AC or economy flight equivalent)- maximum of INR 10000 per person. (as per actual)

Stay arrangements for attending the conference, on sharing basis near the conference venue, in consultation with the organizing committee.

Free registration for next year Haematocon for the winners if they are willing. This can be availed by applying to the Organizing Secretary of the subsequent years' Haematocon with an attested copy of their winner's certificate.

Requesting you to encourage your postgraduates to participate and make this program a success.

Sincerely,

[Your Name] Address

State Coordinator

### Annexure 3: LIST OF MEDICAL COLLEGES CONTACTED FOR THE STATE LEVEL QUIZ.

This include names of the colleges and the principal/Dean the letters sent to in the state:

SI No	Name of the medical college	Principal/Deam of the medical College	Email & Phone number/Address

I would like to receive following number of certificates.

1. Certificate of merit: \_\_\_\_\_
2. Certificate of participation: \_\_\_\_\_
3. Certificate of appreciation: \_\_\_\_\_

Signature of the STATE COORDINATOR

Name:-----

Phone No.-----

Mail id:-----

Date:

Kindly post this to the central team (ZC and NC)

Note: Please make copies if you need more space.

## **Annexure: 4 Undertaking and attendance sheet by the candidate– State/ Zonal/ National level**

**Name of the state/zone** \_\_\_\_\_

I hereby affirm that the details furnished below are true and I have submitted the authorization letter from my principal/dean.

<b>Sl No</b>	<b>Name of the medical college</b>	<b>Name of the candidate</b>	<b>I have provided the uthorization letter from my principal dean</b>	<b>Email &amp; Phone number</b>	<b>Signature of the candidate</b>

**Signature of the COORDINATOR..... Name :.....**

## Annexure 5: Results sheet State/Zonal/National level quiz

Name of State/Zone:

Name of the Co-ordinator/s: ..... (State/Zone/National)

Address/es:.....  
.....

Number of medical colleges represented for the quiz (please fill up the list overleaf):.....

Quiz conducted on:.....

Quiz Coordinator:.....

Quiz Master:.....

Audience: Approximate No. from Institution:.....

Approximate No. from: outside:.....

### Winner and Runners up

Team	Total score	Name of the college	Names of team members	Email	Phone number	Signature
Winner						
Runners up						

### Other participating teams

Team	Total score	Name of the college	Name of team members	Email	Phone number	Signature

**Tie breaker : Y/N**

Signature of the COORDINATOR

NAME :.....

Email:

Phone number:

(to be mailed to the ZC and NC as applied)



## Annexure 6: Content draft for designing Flyer.

### National Haematology Quiz 20--

Indian Society of Haematology & Blood Transfusion (ISHBT) is the pioneer organization of haematologists and haemato-pathologists in India. The society's annual conference (HAEMATOCON 20--) will be held from -- to -- November 20-- in ----- . To increase awareness among postgraduate students towards this fast-growing field, the ISHBT will host National Haematology Quiz 20-- will be conducted at various levels as has been done in the past few years.

#### **A. Layout of the Quiz:**

The quiz will be held at the following levels:

1. College Level
2. State Level
3. Zonal Level
4. National Level

One team of 3 members per college or institute will participate in the state round. The winners will participate in the zonal round. The zonal winners will qualify for the national level quiz which will be held during the conference.

#### **B. Eligibility:**

**PG streams:** PG students (MD/DNB) in General Medicine, Pediatrics, Pathology, Transfusion Medicine, and Laboratory Medicine. The college/institute/ hospital should have a recognized post-graduate course. The participants must be a part of current post-graduate program.

**Teams:** Students can make a 3-member team within the same or combinations of the above-mentioned specialties. It would be ideal if a person from different specialties could form a team. However, this is optional. In exceptional circumstances, a 2-member team will be allowed with proper justification.

**Proof of eligibility:** The qualifying team representing a particular college/institute participating in the state round must furnish an authorization letter to the concerned state coordinator. This must be endorsed by the academic head of the institute (Dean/ Principal/ concerned HOD) on institute/department letterhead giving the following details.

Quiz participant	1	2	3
Name			
PG course			
Year of registration			
Expected date of completion of course			

### **C. Timelines and Pattern:**

The proposed tentative timelines are as follows.

1. College Level-May-June 20--
2. State Level-July-August 20--
3. Zonal Level-September 20--
4. National Level-During the conference (-- to -- November 20--)

The exact dates, timings, and venue of various levels of the quiz will be decided by the respective coordinators and will be intimated to the participant teams/ posted on the website.

The quiz will be held in stages and all levels are proposed to be in physical mode. Under exceptional circumstances, some levels may be held on a virtual platform depending on the feasibility and prevailing situation. The screening rounds (college level) may be written (MCQ type). Subsequent rounds will be team-directed and round-based. The exact pattern will be decided by the respective coordinators in concordance with quiz document and instructions to participant teams will be given accordingly. The teams selected for the next level will be informed accordingly.

Quiz masters may be either the respective coordinators or swapped coordinators from another state/zone on reciprocal basis or any other neutral persons. For a single quiz, there may be more than one (2 or max 3) quiz masters for various rounds. To maintain uniformity, quiz coordinators/masters may refer to the guidelines for various rounds.

### **D. Prizes and privileges:**

#### ***State Level***

1. The winners and runners up teams will get an official ISHBT merit certificate and prizes as feasible to be arranged locally.
2. All other state level participants will get an official ISHBT certificate of participation.
3. Free registration for Haematocon 20-- for the winners if having an accepted abstract. This benefit can be availed by writing to the organizing secretary with approval from the state coordinator.

#### ***Zonal Level***

1. The winners and runners up teams will get an official ISHBT merit certificate.
2. Prize money of Rs. 30,000/- for the winning team and Rs.21,000/- for the runners up team to be divided equally among the 3 team members.
3. All other zonal level participants will get an official ISHBT certificate of participation and a consolation prize of Rs.2000/-.
4. Free registration for Haematocon 20-- for the winners.

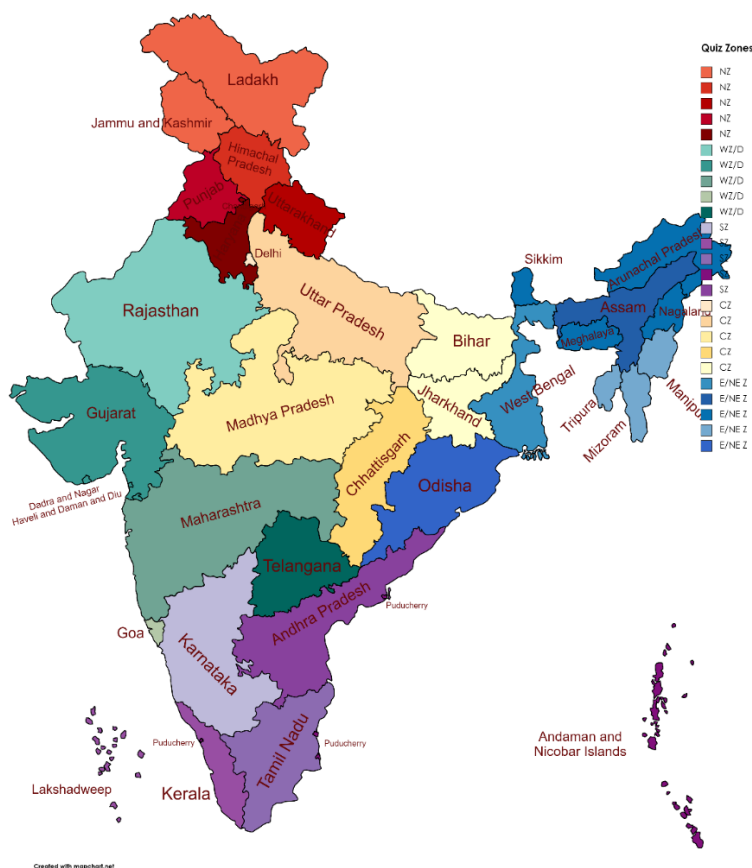
## National Level

1. The winners and runners up teams will get an official ISHBT merit certificate.
2. Prize money of Rs. 45,000/- for the winning team and Rs.30,000/- for the runners up team to be divided equally among the 3 team members.
3. All other national level participants will get an official ISHBT certificate of participation and a consolation prize of Rs.3000/-.
4. The winners shall be offered registration for the next Haematocon 20--, after due application to next year organizing secretary.

Travel and stay arrangements for attending the quiz for zonal and national participants will be as per guidelines and will be made in consultation with the respective level coordinators. Usually travel allowance is not available at the state level and it may be done locally. Exceptionally, it may be facilitated by the state level coordinator in consultation with the National coordinators/ISHBT.

### E. Quiz zones and coordinators:

There has been a slight redistribution of zones with a total of 5 zones at the national level. Each zone will further have 5 states/ UT either singly or clubbed together at places. The following map shows the quiz zones with state/UT-wise distribution.



The following table shows the quiz zones with state/UT-wise distribution of teams and the details of the coordinators.

National		--Name--, --City--		
Zone	Coordinator	State/ UT	Number of teams	Coordinators
North Zone  (Queens of Himalayas and foothills)		Jammu and Kashmir & Ladakh	1	
		Himachal Pradesh	1	
		Uttarakhand	1	
		Haryana + Chandigarh	1	
		Punjab	1	
East/ Northeast zone  (Lords from the land of sunrise and sea)		North-east region (Sikkim, Meghalaya, Arunachal Pradesh, Nagaland, Manipur, Mizoram, Tripura.)	2	
		Assam	1	
		West Bengal	1	
		Odisha	1	
Central zone  (The great rulers of yester years)		Delhi	1	
		Uttar Pradesh	1	
		Bihar & Jharkhand	1	
		Madhya Pradesh	1	
		Chattisgarh	1	
West zone/ Deccan  (Valiant warriors of West & Deccan)		Rajasthan	1	
		Gujarat + Daman & Diu and Dadra & Nagar Haveli	1	
		Maharastra + Goa	2	
		Telangana	1	
South zone  (Mighty kings of the South)		Karnataka	1	
		Andhra Pradesh	1	
		Kerala + Lakshadweep	1	
		Tamil Nadu	1	
		Puducherry + Andaman & Nicobar Islands	1	
National Hematology Quiz 20-- Committee Nominees				

-----  
National Quiz Coordinator

-----  
Organising Secretary,  
Haematocon 20--

-----  
Hon. Secretary, ISHBT

-----  
President-Elect, ISHBT

-----  
Organising Chairperson,  
Haematocon 20--

-----  
President, ISHBT

## Annexure 7: Detailed Revised Budget Split-Up.

- Total (maximum) projected budget-INR 25,00,000/-
- This includes a fully physical quiz at all levels (National+ 5 zones + states)
- Budget will be utilised centrally and directly from ISHBT account by consultative manner (NQC+Secretary ISHBT+Treasurer ISHBT+Org Secretary HAEMATOCON)
- Payment will be on ACTUALS as per bill claims/ submitted receipts/ vouchers within permissible limit as far as possible.
- Online transactions will be preferred route except for prize money especially for Nationals.
- Coordinators will be encouraged to raise their own funds wherever possible.
- Highlight of proposed change in budget (hike in prize money, additional consolation prizes and extended support at state level)

### 1. Prize money 4,47,000 (see table)

	Previous	Total	Revised	Total
Zonal winners	8000x3	24,000	10,000x3	30,000
Zonal runners up	6000x3	18,000	7,000x3	21,000
Others (consolation)	Nil	Nil	2,000x3 (x3 teams)	18,000
Total	2 teams	42,000	5 teams	69,000
<b>Total zonal prize money</b>	<b>6 zones (12 teams)</b>	<b>42,000x6= 2,52,000</b>	<b>5 zones (25 teams)</b>	<b>69,000x5 =3,45,000</b>
National winners	12,000x3	36,000	15,000x3	45,000
National Runners up	8,000x3	24,000	10,000x3	30,000
Others (consolation)	Nil	Nil	3,000x3 (x3 teams)	27,000
<b>Total national prize money</b>	<b>2 teams</b>	<b>60,000</b>	<b>5 teams (15 people)</b>	<b>1,02,000</b>
<b>Grand total</b>		<b>3,12,000</b>		<b>4,47,000</b>

- Travel by teams for nationals -10,000x15=1,50,000 (as per actual)
- Accommodation for teams for nationals (2 nights)- 8,000 x 10=80,000 (as per actual, 2 rooms per team on sharing basis)
- Travel by Quiz masters (2) and NQC (1) for nationals-15,000 x 3= 45,000 (as per actual)
- Accommodation for QM (2) and NQC (1) (2 nights)- 10,000 x 3= 30,000 (as per actual)
- Audience prize+ memento for coordinators+ feedback meeting during HEMATOCON+ any other miscellaneous stationary expenses by NQC (2,000+20,000+20,000+28,000=70,000)
- 7. Total national level excluding prize money (2+3+4+5+6) =375,000**
- Travel by teams for zonals-8,000x15= 1,20,000 (as per actual)
- Accommodation by teams for zonals (1 night)- 3,000 x10=30,000 (as per actual, on twin sharing basis)
- Total zonal (Travel + accommodation) =(1,20,000+30,000)x5=1,50,000 x 5= 7,50,000
- Logistic Support to ZC for organising the Quiz including sponsoring travel for Quiz masters (max 40,000 each) for 5 zones=2,00,000
- 12. Total zonal level expenses excluding prize money (10+11) =9,50,000**
- State level quiz logistic support including travel/ stay arrangement support if needed (on a case-by-case basis ranging from 5,000-max 50,000 (average 25,000) (as per actual)
- 14. Total state level logistic support (25,000x25) =625,000**
- 15. Total (1+7+12+14) of foreseen expenses =23,97,000**
- Unforeseen expenses+ expenses for website management on account of Quiz+ incentives for support staff=1,03,000
- 17. Grand Total (15+16) =25,00,000**