



HITEC-IMS SPORTS SOCIETY

1. **Policy Title:** POLICY DOCUMENT FOR HITEC-IMS SPORTS SOCIETY
2. **Functional area:** Co-Curricular activities for students
3. **Brief Description:** This policy is designed to facilitate the students of HITEC-IMS in their growth through sports activities
4. **Applies to:** All students of HITEC-IMS (MBBS, BDS and Paramedics)
5. **Reason for Policy:** To develop standard guidelines for ensuring provision of continuous and equal opportunities to all students of HITEC-IMS for their growth through sports activities
6. **Introduction**

Undergraduate medical curriculum poses very high level of mental stress on medical students. In order to inculcate positivity, they need adaptive coping strategies like motivation and good time and stress management.

Involvement in sport offers incomparable prospects for an individual to develop sense of moral values, appropriate attitudes and skills, self-discipline, resilience, perseverance and motivations that facilitate the adaptations needed for suitable functioning in demanding, high-stakes environments like medical training and practice. Furthermore, through their participation in co-curricular activities, students can learn to communicate, to cooperate with other people and in addition, to enrich their life experiences.

7. **Mission:**

- To develop wholesome attitudes and good human relations amongst the students through organized physical activities.
- To provide activities additional to academics, for a wide range of student needs and interests to help them develop as healthy, confident, creative, socially adept and culturally aware individuals.
- To inculcate program planning and leadership qualities through opportunities to organize co-curricular sports activities thus enabling them to discover and develop their potential.
- To recognize the significance of social development and learning beyond the classroom.

8. **Objectives:**

- To provide opportunity to students to organize and participate in sports activities throughout the year
- To ensure un-biased and equal opportunity of sports activities to every student reflective of their interest and talent



SPORTS SOCIETY



HITEC-IMS POLICY DOCUMENT 2020

Chairperson: Prof. Asma Hafeez



- ### 9. Sports Society:

Following are the terms of reference of the Committee

B. Operation

C. Job Descriptions

The ex officio members:

1. The faculty holding position of Principal, Vice Principal and Dir Adm and Ops are ex-officio members till the time they hold these positions
2. Attending the meetings are not binding on them, however, if deemed important or beneficial, the chairperson may request them to attend a meeting
3. They do not have the voting rights, however, if a resolution approved by appointed members clashes with institutional policy, they may send it back to the committee for reconsideration

The appointed members

1. The Principal HITEC-IMS will nominate the appointed members according to the following constitution:

Faculty:

- | | |
|--|-------------|
| • An HOD from Basic or Clinical Sciences | Chairperson |
| • Clinical departments | 2 x Members |
| • Basic departments | 2 x Members |
| • Deputy director SA | Member |
| • One member nominated by chairperson | Secretary |

Preference will be given to faculty members showing interest irrespective of the designation

Students

- 1 boy and 1 girl from each class
- Members
2. The students interested for respective slots in society will apply to the chairperson in writing. If number of applications exceeds the positions, the faculty members will select the students after interview



3. A nominated member holds right of voting in decisions of society
4. A member not attending three meetings continuously without information will lose membership and a new member will be nominated by the Principal
5. The term of appointed chairperson and faculty member will be for a period of 3 years extendable for another three years if deemed suitable by the Principal

B. Operation:

1. The society will convene on first Friday of every second month, or earlier if needed
2. The secretary will confirm with the chairperson and circulate information about date, time and venue among all members and any deviation from routine schedule (if any) along with a requisition for agenda points at least 2 weeks before meeting
3. The agenda points of a meeting must reach the secretary at least 10 days before meeting which will be circulated at least a week before meeting
4. At least 3 out of 5 faculty representatives and 60 % of student representatives should be present as minimum quorum for meeting
5. Each meeting will review the minutes of last meeting and responsible members will inform the house about progress/status
6. If any resolution is circulated, it will be accepted/rejected by simple majority
7. The meeting will conclude with finalizing the date of next meeting and proposal for any agenda points
8. The secretary will write minutes of the meeting and send to the chairperson for consensus, after which they will be forwarded to the offices of ex-officio members
9. Chairperson will decide whether a passed resolution needs to get approved by AC, in which case it will be forwarded as agenda for next AC meeting
10. The secretary will maintain the record of all meetings

C. Job descriptions:

Chairperson:

- Act as liaison officer with the principal and administration for smooth conduct of all sports activities
- Prepare the program schedule for sports events in consultation with the members of the sports society and get its approval from the principal
- Ensure allocation of appropriate funds in the annual budget
- Forward the list of tasks and items needed for logistic and financial support to the Dir. Adm and Ops for timely and smooth execution
- Presents the annual report of sports activities throughout the year in the inauguration ceremony
- Resolve the conflicts among students (which arise during sports activities) and report to discipline committee when needed



- Hold a debriefing related to sports events after students week and submit the suggestions to president committee for students week
- Supervise the students' participation in sport competitions in sister institutes according to standard operating procedures

Members from Faculty:

- Make themselves available for monthly meetings
- Assist the chairperson in conducting the sports activities throughout the year and especially during students week
- Motivate the students to participate in different events
- Ensure timely availability of the participants at the respective venue
- Ensure the start of the event well in time and end it accordingly
- Keep a check on students discipline during sports activities in liaison with the student affairs department
- Resolve the conflicts among students (which arise during sports activities) and report to chairperson when needed
- Assist the chairperson in coordinating participation of students in sports competitions held by sister institutes
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Members from Students:

- Help and coordinate with the Sports' society and administration in organizing different events.
- Suggest the events according to demand of students
- Inform the administration formally about the prerequisites for a properly organized event
- Formulate sub committees within class for each sport having appropriate participation from boys and girls
- Develop Harmony between different classes.
- Organize indoor, outdoor sports matches during the course of year
- Encourage students to participate in Physical sports through articles, statistics, news and medical approach etc.
- Suggest suitable venues for different sports to college administration

10.Allocation of Funds in annual budget:

Resources will be allocated in annual budget for sports activities and annual students week.

11.Work Plan:

a. Sports Activities Throughout the Year

i. Regular activities at students' convenient time

- Students of HITEC-IMS are entitled to indoor and outdoor sports facilities (sports grounds, sports equipment and technical support) available in HITEC,



which they are able to avail after academic hours and during the time convenient to them.

ii. Participation In Inter-Collegiate Competitions

- Students of HITEC-IMS participate in co-curricular competitions organized by sister institutions at Islamabad/Rawalpindi, Wah Cantt and Peshawar.
- Once the invitation is received through official channels, it is directed towards president sports society and displayed on notice boards.
- The interested students are directed to contact president sports society with written application.
- The president sports society consults with the heads of departments responsible for academics of interested students. Their written permission is mandatory which they grant after checking the academic and attendance record of interested.
- The president sports society then forwards application with suitable recommendation to the Principal office for final permission.
- Once the permission is granted, the president sports society provides the list of participating students to student affairs department and Dir. Adm and Ops for necessary arrangements.
- A maximum amount of Rs. 10,000 per event is paid by college as registration charges where required.
- Pick and drop facility is provided to the students.
- The participating students go in proper college uniform.
- At least one faculty member accompanies the participating students.
- Students are allowed to participate maximum in two intercollegiate events (in two institutes) in one academic year.

b. Annual Students' Week

- Annual Students' week is a week designated for the promotion of co-curricular activities usually during the month of March
- The dates of this week are decided by the Academic Council.
- The preparation time for this week is set to be about one month.
- The responsibility of planning and execution lies with the committee for students' week designated for this purpose.
- It comprises of outdoor and indoor sport events and stage events.
- The president sports society works in collaboration with the committee and oversees all sports competitions.
- Each sports event is supervised by a designated faculty member (event incharge) whose presence is mandatory at the time of event.
- It is organized by the active participation of various students working in the sports society
- Attendance is mandatory for all the students whether participating or not.



- Sports equipment for practice & competitions is provided to all the classes / participants by the college administration free of cost.
- Technical support is provided by the experts from HITEC.
- Referees and Umpires are provided by HITEC sports board on request.
- Students are awarded medals, trophies, shields and certificates for their achievements during the week.
- Each class competes as a different team in every sports event and the relevant points of the winning team are added into the points table which subsequently contributes in decision about the Champion class and Champions trophy.
- The Annual Students' week is concluded by the Prize Distribution Ceremony which is followed by the Annual Dinner.
- Trophies for major sports events & champion's trophy are awarded during prize distribution ceremony.
- Disciplinary action is taken against the students who challenge the decisions taken by referees, fail to adhere to the Rules and Regulation set by the institute in the Oath.
- Feedback is taken from the faculty and the student representatives and is analyzed in the debriefing meeting for future improvement.

Prepared By:

**Prof. Dr. Asma Hafeez
Head of Anatomy Department
Chairperson Sports Society**

EXTRA-CURRICULAR ACTIVITIES AT HITEC-IMS

Sports:

- Cricket tournament boys
- Futsal tournament boys
- Basketball girls
- Athletics boys
- Athletics girls
- Tug of war boys
- Tug of war girls
- Badminton (singles and doubles) boys
- Badminton (singles and doubles) girls
- Table tennis (singles and doubles) boys
- Table tennis (singles and doubles) boys

Arts and Crafts

- Poster painting
- Photography
- Flower arrangement

Stage events

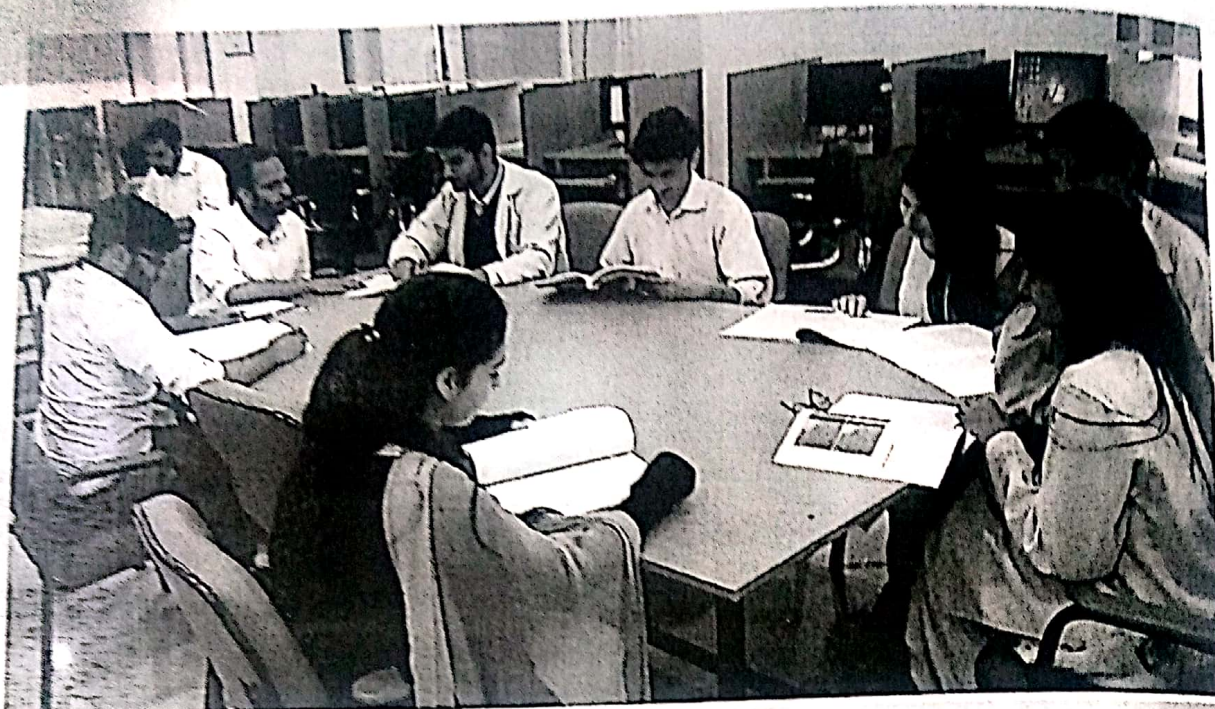
- Husn-e-Qirat
- Naat Khwani
- Urdu debates
- English debates
- Mushaira
- Bait bazi
- Videography
- Drama
- Singing



Computer, Internet & E-library

IT department of HITEC IMS is endeavoring its best to provide the facilities to the faculty and students. We have, gradually expanded our working sphere and have deployed various software to ease the lecturing and learning skills by the faculty and students. At present, internet facility is available across the campus with extensive network in the library. The computer lab is equipped with latest computing hardware and software systems. The college is linked with WAN and LAN.





Library

HITEC-IMS has a well-equipped library having a large collection of books and journals. The collection is arranged subject-wise. Subscriptions of medical journals, national newspapers, general magazines and computers are available in a fully air-conditioned environment. HITEC-IMS library is enrolled with Higher Education Commission for digital library resources. Free access to nine international databases is available through www.digitallibrary.edu.pk.

