

# MADHYA PRADESH STATE BIODIVERSITY BOARD मध्यप्रदेश राज्य जैवविविधता बोर्ड

(Statutory, Autonomous and Regulatory Body of Govt. of M. P. | म. प्र. शासन की वैधानिक, स्वायत्त एवं नियामक संस्था)

No./MPSBB/AMS (C & D)/ 2019/26

Bhopal Dated, 23.09.2019

## Roles and Responsibilities of Field Officers conducting District Level Biodiversity Quiz-2019

(Revised and Final as on 23.09.2019)

#### Important Dates of MP State Biodiversity Quiz 2019

District Level Quiz-2019 Programme: 18.10.2019 (At all district HQ) State Level Quiz-2019 Programme: 13.11.2019 (Minto Hall, Bhopal)

I am R. Sreenivasa Murthy, member Secretary Madhya Pradesh State Biodiversity Board; hereby declare revised dates of MP State Biodiversity Quiz 2019 and responsibilities of every official and institution for better and successful conduct of the programme. If you need clarification on any issue pl get in touch of Dr. Bakul Lad Asst Member Secretary, MPSBB, Mob. No. 9644004105, who is incharge of the programme.

	MP State Biodiversity Quiz 2019 at a Glar	nce	
- Control of the Cont	District Level Biodiversity Quiz-2019 progra	mme	
1	Registration open date	From 20.09.2019	
2	Registration close date	14.10.2019	
3	Team Composition	Three Students	
		(Class 9 to 12)	
4	Maximum Teams per district	50	
5	Basis of Registration	First Come First Serve	
6	Registration done at	District Education Officer	
7	Registration to be done by	School Principal	
8	Biodiversity Quiz 2019 date	18.10.2019	
	Quiz process		
8.1	Screening Written Test of 100 questions to be solved by	Fore noon 18.10.2019	
	each team	d a	
8.2	Top Seven Teams get eligibility to participate in Multimedia	After Noon 18.10.2019	
	Quiz		
8.3	Announcement of Top Three Teams Winners of District BD Evening 18.10.		
	Quiz 2019		
8.4	First Team from every district attends state level BD Quiz	13.11.2019	
	2019 at Bhopal		
	Awards		
	District Level:	District BD Quiz Venue	
	First : Rs. 3000/-+Gold Medal+ Certificate	18.10.19	
	Second: Rs. 2100/-+Silver Medal+ Certificate		
	Third: Rs. 1500/-+Bronz Medal+ Certificate		
	All the participant teams to get individual certificates of		
	participation		
9	State Level Biodiversity Quiz-2019 programme		
9.1	52 Teams participate in Written Screening Test	13.11.2019	
9.2	Top Seven to participate in BD Quiz 2019		
9.3	Top Three teams to get Awards		

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#### Awards

#### State Level:

First: Rs. 30,000/-+Gold Medal+ Certificate+ Trophy Second: Rs. 21,000/-+Silver Medal+ Certificate+ Trophy Third: Rs. 15,000/-+Bronze Medal+ Certificate+ Trophy All the participant teams to get individual certificates of participation Minto Hall, Bhopal. 13.11.2019

(R. Sreenivasa Murthy)

// Member Secretary

Ed. No./MPSBB/AMS (C & D)/2019/27 Copy to :- Bhopal Dated, 23.09.2019

- 1. अपर मुख्य सचिव, मध्यप्रदेश शासन, वन विभाग, मंत्रालय, वल्लभ भवन, भोपाल
- 2. प्रधान मुख्य वन संरक्षक एवं वन बल प्रमुख, मध्यप्रदेश, सतपुड़ा भवन, भोपाल
- 3. आयुक्त, लोक शिक्षण संचालनालय, भोपाल
- 4. समस्त संभाग आयुक्त, मध्यप्रदेश
- समस्त मुख्य वन संरक्षक, क्षेत्रीय वन वृत्त एवं पदेन संयुक्त सदस्य सचिव, मध्यप्रदेश राज्य जैवविविधता बोर्ड
- 6. समस्त संभागीय संयुक्त संचालक, लोक शिक्षण, (मध्यप्रदेश)
- 7. समस्त जिला कलेक्टर, मध्यप्रदेश
- समस्त क्षेत्रीय वनमण्डलाधिकारी (मुख्यालय) व पदेन सहायक सदस्य सचिव, मध्यप्रदेश राज्य जैवविविधता बोर्ड, मध्यप्रदेश
- 9. समस्त जिला शिक्षा अधिकारी, मध्यप्रदेश
- 10. प्रभारी, मध्यप्रदेश राज्य जैवविविधता क्विज प्रकोष्ट, मध्यप्रदेश राज्य जैवविविधता बोर्ड
- 11. समस्त सहायक सदस्य सचिव, मध्यप्रदेश राज्य जैवविविधता बोर्ड, भोपाल
- 12. समस्त क्विज़ मास्टर (मध्यप्रदेश) की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

13. आदेश प्रति।

Member Secretary

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### **Roles and Responsibilities of Field Officers conducting** District Level Biodiversity Quiz-2019 (Revised and Final as on 23.09.2019)

S.No.`	Officers/Offices/Committees	Responsibilities	Dates
	Concerned		
1	Collector	i. Constitution of the District level Quiz	immediately
		organizing Committee	
	Chair person: Collector	ii. Committee's meeting	28.09.2019
	Co-ordinator: DFO (T) HQ	iii. Deciding the Quiz venue	28.09.2019
	Secretary: DEO	iv. Issuing orders about the Quiz programme to	28.09.2019
	Members: District Quiz	the all concerned.	14.10.2019
	Masters (2) and Principal of	v. Deciding about the end date of Quiz Team	
	the School where the Quiz	Registration.	
	will be organized.	vi. Percentage for	
	Representative of Collector	a. Urban schools: 70% -35 teams	
	(Nominated by Collector)	b. Rural Schools : 30% -15 teams	
	,	c. Making a registration of reserve list of 20% - 10 teams	
		(in case any of the registered team	
		fails to make it re top reserve list team may	
		be given participation and the decision will	
		be taken by DEO)	
		vii. Ensuring that High schools with only 10 <sup>th</sup>	
		class also get chance and shall not be left out.	-
		viii. Tribal schools are also give intimation about	
		the Quiz and inviting the Tribal school In	
		charge of the district.	
		ix. Taking Decisions about the dignitaries	
		(including all Ministers, people's	
		representatives, and Officials) to be	
		requested for inaugural and closing	
		ceremony of Award distribution function on	
		quiz day.	
		x. Issuing directions to Electricity department to	
		ensure break free power supply for conduct	
		of the programme.	
		xi. Issuing directions to District Medical Officer to provide emergency medical support desk	
		on Quiz day.	
		xii. Present on the inaugural and award	
		ceremony to boost the morale of the	
		students	
		xiii. Ensuring smooth conduct of the Quiz	
		programme	
		xiv. Helping MPSBB to assess the whole process	
		to rank first three Districts, DFOs, DEOs and	
		DQMs to be awarded on 5.11.2019 at	
		Bhopal. You may suggest MPSBB to assess	
		district level Quiz process and Final output to	
		judge dispassionately.	



S.No.`	Officers/Offices/Committees	Responsibilities	Dates
	Concerned		
2	DFO (T) HQ	<ul> <li>i. DFO is the overall in charge of logistics and coordination of the programme.</li> <li>ii. Coordination with Collector and DEO for organizing the meeting and taking all decisions on time</li> <li>iii. Appointment of a nominee to execute and supervise logistics of the programme.</li> <li>iv. Intimation of receipt of the budget</li> <li>v. All the logistics of Quiz venue including, a. Dias,</li> </ul>	28.09.2019
		<ul> <li>b. sitting arrangements, Audio visual equipment (multimedia projector system with best projection and audio back up)</li> <li>d. Snacks and food including water arrangement etc.,</li> <li>e. Receiving the pass word locked Screening Test Question Paper and Quiz ppt in pen drive from MPSBB and keeping in his safe custody.</li> <li>f. Receiving pass word on 17<sup>th</sup> Morning by 6am and printing and supplying question paper with answer sheet to DEO for conducting the First Screening Written Test and Handing over pen drive for multimedia ppt for final Quiz 2019 programme.</li> <li>g. Sending combined OK reports of</li> </ul>	
		preparedness and smooth conduct and end of the programme.	
3	DEO	<ul> <li>i. DEO is the overall in charge of all academic and technical matters of the programme.</li> <li>ii. Intimation of programme details to all principals of Schools in the district on time.</li> <li>iii. Ensuring proper communication so that all the schools get the intimation about the programme by distribution of pamphlets and digital medium. He may use student and teacher what's app groups for this purpose.</li> <li>iv. Making a Quiz registration desk and nominate a subordinate office in charge for this</li> </ul>	26.09.2019
		v. Announcement and communication of final list of registrations and lock. vi. Provide names of the schools and names of the school wise team members by 6pm on 15 <sup>th</sup> Oct 2019 to DQM by 6pm to be transmitted to MPSBB, BDQ 2019 Cell vii. Distribution of one set of Reading material (Text and Question Banks to final Registered Teams) viii. Organizing Training programmes for the registered Quiz Teams	14.10.2019 On the day of registration Before 14.10.2019 14-17.10.2019

S.No.`	Officers/Offices/Committees Concerned		Responsibilities	Dates
-	Concerned	ix.	Extend full support BD Quiz Masters	
		x.	Conducting exam and Quiz programme	
	18		successfully by guiding and mentoring Quiz	
	E		Masters	
			Coordination with DFO and Collector	
		xii.	Sending all OK reports from time to time in	
		<b>.</b>	the formats prescribed	
4	District Quiz Masters	1.	Main technical and academic role of	
	(DQM 2019)		conducting exam and Quiz programme Briefing the District level Quiz organizing	
		n.	Committee on all technical, academic and	
3			logistic issues of BD Quiz 2019.	
		iii.	Notify Bhopal BDQ2019 Cell with venue	5 (MARCON IN THE PROPERTY OF T
			details immediately after the meeting.	28.09.2019
		iv.	Ensuring 50 teams registration in	
			collaboration with DEO	
		v.	Making an conducive atmosphere on the	
			day of initial screening exam and final Quiz	
		vi.	Intimate the names of the schools and	
			names of the school wise team members by	
			6pm on 15 <sup>th</sup> Oct 2019 with the information	14.10.2019
		::	from DEOs office.	
	-	VII.	Organizing academic and technical sessions to registered teams about the BD Quiz 2019	30.09.2019
			by 16 <sup>th</sup> October 2019. He may involve in	onwards.
			meeting principals and organizing	
			registered teams from 30 <sup>th</sup> Sept onwards.	
		viii.	Ensure all logistic and technical	
			arrangements at the Quiz venue by 16th	17.10.2019
			Sept evening 5pm and send ok report to	5pm
			Bhopal BDQ 2019 cell.	•
		ix.	OK report from District Quiz 2019 venue	
			about all arrangements and ready to go to	18.10.2019
			Bhopal BDQ 2019 Cell. (Get Set Go Ok	8am
			report).	
		Χ.	Last but one Ok report once Screening	
			Written test is over and sending the names of seven schools and team members.	18.10.2019
		yi	Last Ok report to Bhopal BDQ 2019 Cell	1pm
		Δι.	after the Quiz programme is successfully	18.10.2019
			conducted.	7pm
		xii.	Posting 2 pics each before the start, during	ļ
			written screening test, start of Quiz and	18.10.2019
			conclusion of the Quiz and Awards	(9am,
			presentation on your district what's app	10am, 1pn
			group	3pm an
		xiii.	Final Completion report with DFO, DEO and	7pm)
			your own signature and send the same on	18.10.2019
			district what's app group.	10.10.2019
		XIV.	Participation of State Level BD Quiz 2019 at	
	1	VI	Minto Hall, Bhopal.  Top Three performers of DBDQ2019 will be	12 11 2010
		AV.	rewarded at Bhopal on13.11.2019.	13.11.2019
			remaided at Diiopai Oii13.11.2013.	

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S.No.`	Officers/Offices/Committees Concerned	The first in the second	Dates
		xvi. Top perfoming three Districts, DFOs, DEOs and DQMs will be assessed by independent assessment way and such top three teams will be given certificates and Trophy. All concerned are requested to be aware of this new feature and do their best.	

Bhopal, 23.09.2019

(R. Sreenivasa Murthy) Member Secretary