



**DIRECTORATE OF PUBLIC
INSTRUCTION (COLLEGES), PUNJAB
SPORTS WING**

No. ADS/P-1/158
Dated: 15-02-2024

**Subject: MINUTES OF THE SECOND MEETING OF STEERING COMMITTEE
REGARDING PREPARATION OF 2ND HIGHER EDUCATION
DEPARTMENT PUNJAB SPORTS EVENTS (FINAL PHASE) 2023-24**

The second meeting of the Steering Committee regarding the arrangements and preparations for the 2nd Higher Education Department Punjab Sports Event at the Provincial Level 2023-24 was held under the chairmanship of Mrs. Shahida Farrukh Nayeed, Special Secretary, Higher Education Department Punjab. The meeting took place in the office chamber of the Director Public Instructions (Colleges) Punjab at 3:00 PM on 13th February 2024.

The following members were present at the meeting:

1. **Dr. Syed Ansar Azhar**
DPI (Colleges) Punjab
2. **Mr. Farooq Akmal**
AS Boards, HED
3. **Dr. Safia Sultana**
AS (Special Initiative) HED
4. **Dr. Kalsoom Akhtar**
Director of Education Colleges, Faisalabad
5. **Mr. Muhammad Zahid**
Director of Education Colleges, Lahore
6. **Mr. Ahmar Rauf**
On the behalf of Director of Education Colleges, Multan
7. **Dr. Bushra Bibi**
Secretary BISE, Lahore
8. **Mr. Mohammad Anees Sheikh**
Sports Consultant, HED
9. **Mr. Muhammad Waqas Akbar**
Deputy Director (Sports), DPI (C) Punjab
10. **Mr. Muhammad Shahzad**
On the behalf of Secretary BISE, Faisalabad

The meeting commenced with the recitation of the Holy Quran. The chair extended a warm welcome to all the participants. The Steering Committee unanimously confirmed the minutes of the previous meeting. The Deputy Director of Sports provided a briefing on the meeting's agendas. Following a thorough discussion among the participants, the following decisions were unanimously agreed upon:

Sr#	Agenda	Discussion & Decision	Responsible for
01	Expansions of the TORs of Finance Committee.	Consultant HED shared the expanded TORs of the Finance committee. Chair directed that audit report of each phase of 2 nd Higher Education Department Sports Events 2023-24 must be completed and presented to the Steering Committee after completion of final phase for information.	Finance committee
02	Venues for opening ceremonies and competition.	<p>The concerned Directors of Education Colleges proposed venues for the opening ceremonies and competitions. After careful deliberation, the chair directed the Deputy Director of Sports to visit the venues and submit a comprehensive report to the Steering Committee.</p> <p>The Deputy Director of Sports briefed that all Directors of Education (Colleges) should submit flags of their respective divisions to the office of the concerned Director of Education (Colleges) by February 20, 2024, for the opening ceremonies. All concerned Directors of Education (Colleges) will be responsible for the preparation, beautification, and arrangements (including tenting, seating arrangements, sound systems, flex, banners, streamers, water arrangements for players and officials, refreshments for officials, balloons, pigeons, drummers, bouquets, etc.) in a befitting manner at all opening ceremony and match venues.</p> <p>Participation in the opening ceremony by complete teams/contingents from all divisions is mandatory. The color of playing kits and track suits for each division will follow the allocated colors from the 1st HED Sports Events.</p> <p>The Deputy Director of Sports also informed that all Directors of Education of Colleges/Principals of participating colleges at the provincial level will be responsible for providing TA/DA to the teams. The provision of sports equipment will be the</p>	Sports Wing DPI (C) Punjab. Concerned Directors of Education Colleges

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		<p>responsibility of the respective Host Division Directors of Education (Colleges). Directors of Education (Colleges) are required to submit the list of winners (Phase-II) at the divisional level by 4 PM on February 20, 2024, at the office of the Sports Wing DPI Colleges Punjab.</p> <p>All concerned Directors of Education (Colleges) will be responsible for the lodging and boarding of the officials of the Sports Wing DPI(C) Punjab. The Deputy Director of Sports shared specimens of medals (diameter 2 inches) and trophies (height of 22 inches, 20 inches, and 18 inches). All accommodations, medals, trophies, and certificates, etc., will be funded by all Directors of Education Colleges Punjab through their college Principals.</p> <p>The house unanimously approved all the matters.</p>	
03	Queue sheets for opening and closing ceremonies.	The Deputy Director of Sports proposed the queue sheet for the opening and closing ceremonies, and these sheets were unanimously approved by the Steering Committee. The chair then directed the concerned Directors of Education Colleges to make the necessary arrangements in accordance with the approved queue sheets.	Concerned Directors of Education Colleges
04	Accommodation plan	The Deputy Director of Sports briefed that the host Directors of Education (Colleges) are required to constitute an accommodation committee. This committee must ensure the provision of complete bedding at the residence of the players in consideration of the prevailing weather conditions. The Deputy Director of Sports further emphasized that all concerned Directors of Education (Colleges) must share the plan and contact numbers of the members of the accommodation committee with all Directors of Education (Colleges) in Punjab at least 2 days before the events.	Concerned Directors of Education Colleges
05	Transportation plan	The Deputy Director of Sports provided information that transportation from the residence of participants	Concerned Directors of

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		within the hosting division to the venues of the games will be the responsibility of the respective Director of Education (Colleges). Additionally, transportation from the residence to the venues of the games will be facilitated by the Director of Education (Colleges) of the Host Division.	Education Colleges
06	Media campaign	The Secretary BISE informed the committee that the PRO of BISE Lahore has prepared the plan which will be shared in the next meeting. The chair directed the Secretary of BISE Lahore to expedite the matter.	PRO BISE Lahore. Concerned Directors of Education Colleges
07	Security and medical facilities on the venues	The chair directed the concerned Directors of Education Colleges to write to law enforcement agencies and rescue services; requesting them to depute their staff at the venues and accommodations for players and officials. Accreditation cards will be provided to players, officials, and management for identification purposes.	Concerned Directors of Education Colleges
07	Any other agenda	The chair directed the Deputy Director of Sports to compile a list of chief guests and to share it in the next meeting.	Concerned Directors of Education Colleges



MUHAMMAD WAQAS AKBAR
DEPUTY DIRECTOR (SPORTS) DPI (C)
SECRETARY STEERING COMMITTEE

CC:

1. All the Director of Education (Colleges) of Punjab.
2. PSO to Secretary, Higher Education Department, Punjab, Lahore.
3. PA to DPI (Colleges) Punjab, Lahore.
4. All members of this meeting.
5. Office File.



**DIRECTORATE OF PUBLIC
INSTRUCTION (COLLEGES), PUNJAB
SPORTS WING**

No. ADS/P-1/153

Dated: 12-02-2024

Subject: **MINUTES OF THE MEETING OF STEERING COMMITTEE
REGARDING PREPARATION OF 2ND HIGHER EDUCATION
DEPARTMENT PUNJAB SPORTS EVENTS (FINAL PHASE) 2023-24**

A meeting of Steering Committee regarding arrangements and preparations of 2nd Higher Education Department Punjab Sports Event at the Provincial Level 2023-24 was held under the chairmanship of Mrs. Shahida Farrukh Naveed, Special Secretary, Higher Education Department Punjab, in the office chamber of Director Public Instructions (Colleges) Punjab at 3:00 PM on 07th February, 2024.

The following members were present at the meeting:

1. **Dr. Syed Ansar Azhar**
DPI (Colleges) Punjab
2. **Mr. Mohammad Anees Sheikh**
Sports Consultant, HED
3. **Dr. Bushra Bibi**
Secretary BISE Lahore
4. **Mr. Muhammad Waqas Akbar**
Deputy Director (Sports), DPI (C) Punjab
5. **Mr. Asif Hashmi**
Representative of Director of Education (C) Lahore Division

The meeting was started with the recitation of the Holy Quran. Chair welcomed all the participants. Deputy Director Sports briefed to the participants regarding agendas of the meeting. After discussion among all the participants, the following decisions were unanimously taken in the meeting:

Sr#	Agenda	Discussion & Decision	Responsible for
01	Approval for 2 nd HED Sports events 2023-24 (Final Phase) at the Provincial Level Sports schedule Plan-A or Plan-B	Deputy Director Sports briefed about the successful completion of Phase I and Phase II of the 2 nd HED Sports events 2023-24 and also presented Plan A and Plan B to conduct the final phase of the 2 nd HED Sports events 2023-24. After due deliberation and discussion, plan B was unanimously approved. Wherein, sports events will be conducted in 3 Divisions according to the following sequence: 1-Faisalabad 24 th to 27 th Feb. 2024	Sports Wing DPI (C) Punjab

		<p>2-Multan 29th Feb. to 3rd March 2024</p> <p>3- Lahore 5th to 9th March 2024</p> <p>Opening ceremonies will be held on the first day of the sports in each division.</p> <p>Closing ceremony will be held in Govt. MAO Graduate College Lahore at 02:00 PM on 9th March, 2024.</p>	
02	Approval for SOPs for the 2 nd HED Sports events 2023-24 (Final Phase) at the provincial level	Deputy Director Sports briefed and proposed the house about the SOPs for the 2 nd HED Sports events 2023-24 (Final Phase). House unanimously approved the SOPs and directed the Sports Wing DPI (C) Punjab to share with quarter concerned.	Sports Wing DPI (C) Punjab
03	Approval for different committees for monitoring and ensuring the smooth conduct of the 2 nd HED Sports events 2023-24 (Final Phase) at the provincial level	Deputy Director Sports proposed different committees for monitoring and ensuring the smooth conduct of 2 nd HED Sports events 2023-24 (Final Phase) to the house. All committees are approved unanimously and chair directed the Consultant Sports HED to expand the TORs of Finance Committee.	Consultant Sports HED
04	Arrangements for the opening & closing ceremonies in Lahore, Faisalabad & Multan	Deputy Director Sports briefed the house, stating that the opening ceremonies will take place on the first day of the sports event in the concerned division at the proposed venues, as provided by the relevant Director of Education (C). Additionally, the Deputy Director of Sports informed the house that the closing ceremony is scheduled to be held at Govt. MAO Graduate College Lahore at 02:00 PM on 9 th March 2024. The Chair directed the Deputy Director Sports to finalize the venues for the opening ceremonies and to prepare the queue sheet for both the opening and closing ceremonies.	Sports Wing DPI (C) Punjab
05	Arrangement, preparation and	Deputy Director Sports briefed the house that 0.1 million was allocated for arrangement, preparation	Sports Wing DPI (C) Punjab

	beautification of Venues.	and beautification of venues and concerned Director of Education (C) will be the Chief Coordinator and concerned college Principal will be the Focal person for the venues. Chair directed to finalize the event venues.	
06	Arrangement of accommodation for players & officials	Deputy Director Sports briefed the house that concerned Director of Education will provide accommodation for players and officials. Chair directed the Deputy Director Sports to prepare a comprehensive accommodation plan with consultation of the concerned Director of Education (C) Punjab	Sports Wing DPI (C) Punjab
07	Arrangement of transportation for teams & officials	Deputy Director Sports briefed the house that concerned Director of Education (C) Punjab will provide transportation for players and officials. Chair directed the Deputy Director Sports to prepare a comprehensive transportation plan with consultation of the concerned Director of Education (C) Punjab.	Sports Wing DPI (C) Punjab
08	Draws of Matches	Deputy Director Sports briefed the house that sports events will be played on knock-out basis and draws for the matches will be according to the overall ranking of 1 st HED Sports events 2023 which is following: <ol style="list-style-type: none"> 1. Sahiwal 2. Faisalabad 3. Lahore 4. Sargodha 5. Multan 6. Gujranwala 7. DG Khan 8. Rawalpindi 9. Bahawalpur House unanimously approved the draws and chair	Sports Wing DPI (C) Punjab

		directed the Deputy Director to formulate matches schedule accordingly.	
09	Approval for the Director tournaments of the events	The house unanimously approved the appointment of the Director tournaments for each event.	Sports Wing DPI (C) Punjab
10	Approval for the focal person for the events	Deputy Director sports briefed that the concerned venue college principal will be the focal person. The house approved the agenda and directed to the deputy director sports to share the proposed list of venues and focal persons.	Sports Wing DPI (C) Punjab
11	Any other agenda	Chair directed the Deputy Director Sports to propose Media Committee and presented in the next meeting for the approval from the house. Chair also directed to Secretary BISE Lahore to develop a proposal for the comprehensive media campaign for the promotion of 2 nd HED Sports events 2023-24. (Final Phase).	Secretary BISE Lahore

The Chair thanked all the participants of the meeting and directed to hold the next meeting at 2:30 PM on Tuesday 13th February, 2024.


 MUHAMMAD WAQAS AKBAR
 SECRETARY/STEERING COMMITTEE/
 DEPUTY DIRECTOR (SPORTS)

CC:

1. All the Director of Education (Colleges) of Punjab.
2. PSO to Secretary, Higher Education Department, Punjab, Lahore.
3. PA to DPI (Colleges) Punjab, Lahore.
4. All members of this meeting.
5. Office File.



**DIRECTORATE OF PUBLIC
INSTRUCTION (COLLEGES), PUNJAB
SPORTS WING**

No. ADS/P-1/154

Dated: 07-02-2024

To

1. **MRS. SHAHIDA FARRUKH NAVEED**
Special Secretary, HED
2. **DR. SYED ANSAR AZHAR**
DPI (Colleges), Punjab/ Chairman BISE Lahore
3. **DR. SAFIA SULTANA**
AS (Special Initiatives), HED
4. **Mr. FAROOQ AKMAL**
AS Boards, HED
5. **MR. MOHAMMAD ANEES SHEIKH**
Consultant Sports HED
6. **DR. BUSHRA BIBI**
Secretary, BISE, Lahore
7. **MR. MUHAMMAD ZAHID**
Director of Education (Colleges), Lahore Division, Lahore
8. **DR. KALSOOM AKHTAR**
Director of Education (Colleges), Faisalabad Division, Faisalabad.
9. **MR. ABO-UL-HASSAN**
Director of Education (Colleges), Multan Division, Multan.

Subject: **MEETING NOTICE**

A meeting of Steering Committee with concerned Director of Education (Colleges), regarding preparation and arrangements of 2nd Higher Education Department Sports Events 2023-24 at Punjab level has been scheduled on Tuesday at 03:00 PM, dated 13-02-2024 under the convenership of Mrs. Shahida Farukh Naveed, Special Secretary, HED in the office of Director Public Instruction (Colleges) Punjab, Lahore.

2. It is therefore requested that kindly ensure your presence on said date, time and venue to make it convenient.


Muhammad Waqas Akbar
Dy. Director (Sports)/
Secretary of Steering Committee

CC:

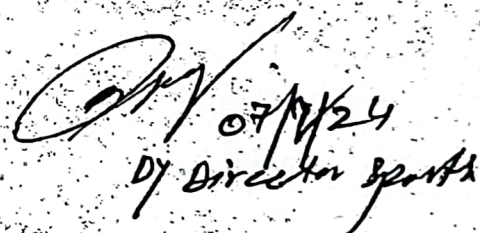
1. PS to Secretary, Higher Education Department, Lahore.
2. Office File.

Subject: AGENDA OF MEETING FOR 2ND HIGHER EDUCATION PUNJAB SPORTS EVENTS (FINAL PHASE) 2023-2024 ON 13TH FEBRUARY, 2024 AT 3:00 PM AT THE OFFICE OF DPI (C) PUNJAB.

1. Arrangements for the opening ceremonies in Lahore, Faisalabad, and Multan.
2. Arrangement, preparation, and beautification of venues by concerned Director of Education (Colleges).
3. Provision of Accommodation and Transportation plan for players and officials according to Schedule by concerned Director of Education (C), Lahore:

Sr. No.	Name of Division	Contingents Strength	Date of Opening Ceremony	Dates of Event Schedule
1.	Faisalabad	1200	24 th Feb, 2024	24 th Feb to 27 th Feb, 2024
2.	Multan	900	29 th Feb, 2024	29 th Feb to 3 rd March, 2024
3.	Lahore	1500	5 th March, 2024	5 th March to 9 th March, 2024

4. Provision of list of venues & concerned principals (Focal person) names for the events by concerned Director of Education (Colleges) with the consultation of Deputy Director (Sports), DPI (C) Punjab, Lahore.


07/2/24
Dy Director Sports

SCHEDULE FOR FAISALABAD

2nd HIGHER EDUCATION DEPARTMENT PUNJAB SPORTS EVENTS AT

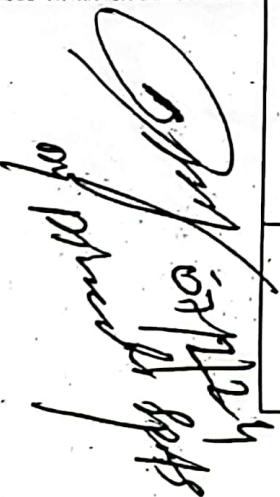
PROVINCIAL LEVEL From 24th to 27th Feb, 2024

OPENING CEREMONY, 24th February, 2024 AT 11:00 AM

At Faisalabad

Boys Events

Sr. No.	Name of Game	Players	Officials	Total	Technical Officials	Host Division	Date	Time
1	Handball	14	3	17	10	Faisalabad	24 th to 27 th February, 2024	09:00A.M
2	Tug of War	12	2	14	10	Faisalabad	25 th to 26 th February, 2024	9:00AM
3	Kabaddi	14	3	17	10	Faisalabad	25 th to 27 th February, 2024	09:00AM
4	Volleyball	14	3	17	10	Faisalabad	24 th to 27 th February, 2024	09:00AM
Total		54	11	65	40			


of Punjab Sports

Girls Events

Sr. No.	Name of Game	Players	Officials	Total	Technical official	Host Division	Date	Time
1	Handball	14	3	17	10	Faisalabad	24 th to 27 th February, 2024	09:00 A.M
2	Tug of War	12	2	14	10	Faisalabad	25 th to 26 th February, 2024	9:00AM
3	Kabaddi	14	3	17	10	Faisalabad	25 th to 27 th February, 2024	09:00AM
4	Volleyball	14	3	17	10	Faisalabad	24 th to 27 th February, 2024	09:00AM
Total		54	11	65	40			

Note:

Sr#	Category	Strength of Contingent from each Division	Total strength of Contingents of all Divisions
1	Boys & Officials	65	$65 \times 9 = 585$
2	Girls & Officials	65	$65 \times 9 = 585$
Grand Total		130	1,170

By Director Sports

SCHEDULE FOR MULTAN

2nd HIGHER EDUCATION DEPARTMENT PUNJAB SPORTS EVENTS AT


PROVINCIAL LEVEL From 29th Feb to 3rd March, 2024

OPENING CEREMONY, 29th Feb., 2024 AT 11:00 AM

At Multan

Boys Events

Sr. No.	Name of Game	Players	Officials	Total	Technical Officials	Host Division	Date	Time
1	Badminton	3	2	5	7	Multan	1 st March to 3 rd March, 2024	02:00P.M
2	Table Tennis	3	2	5	7	Multan	1 st March to 3 rd March, 2024	02:00PM
3	Football	18	3	21	10	Multan	29 th February to 3 rd March, 2024	09:00A.M
4	Cricket	14	3	17	10	Multan	29 th February to 3 rd March, 2024	09:00A.M
Total		38	10	48	34			



07/2/24
DY Director Sports

Girls Events

Sr. No.	Name of Game	Players	Officials	Total	Technical official	Host Division	Date	Time
1	Badminton	3	2	5	7	Multan	1 st March to 3 rd March, 2024	09:00A.M
2	Table Tennis	3	2	5	7	Multan	1 st March to 3 rd March, 2024	09:00AM
3	Football	18	3	21	10	Multan	29 th February to 3 rd March. 2024	09:00A.M
4	Cricket	14	3	17	10	Multan	29 th February to 3 rd March. 2024	09:00A.M
Total		38	10	48	34			

Note:

Sr#	Category	Strength of Contingent from each Division	Total strength of Contingents of all Divisions
1	Boys & Officials	48	$48 * 9 = 432$
2	Girls & Officials	48	$48 * 9 = 432$
Grand Total		96	864


 Dy Director Sports

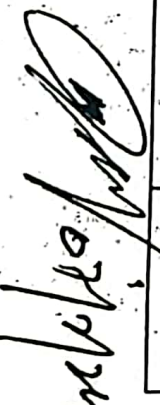
SCHEDULE FOR LAHORE

2nd HIGHER EDUCATION DEPARTMENT PUNJAB SPORTS EVENTS AT PROVINCIAL LEVEL From 5th to 9th March, 2024

OPENING CEREMONY, 5th March, 2024 AT 11:00 AM
At Govt. Graduate College (Women) Township, Lahore.

Boys Events

Sr. No.	Name of Game	Players	Officials	Total	Technical Officials	Host Division	Date	Time
1	Boxing	8	2	10	7	Lahore	6 th & 7 th March, 2024	09:00A.M
2	Gymnastic	6	2	8	10	Lahore	6 th & 7 th March, 2024	9:00AM
3	Rowing	4	2	6	7	Lahore	6 th & 7 th March, 2024	9:00AM
4	Karate	7	2	9	7	Lahore	6 th to 8 th March, 2024	02:00PM
5	Taekwondo	8	2	10	7	Lahore	6 th to 8 th March, 2024	9:00AM
6	Wrestling	7	2	9	7	Lahore	6 th & 7 th March, 2024	9:00AM
7	Weightlifting	10	2	12	7	Lahore	6 th to 8 th March, 2024	09:00AM
8	Hockey	18	3	21	10	Lahore	6 th to 9 th March, 2024	01:00PM
9	Athletics	23	3	26	10	Lahore	6 th to 8 th March, 2024	02:00P.M
Total		91	20	111	72			




Girls Events

Sr. No.	Name of Game	Players	Officials	Total	Technical official	Host Division	Date	Time
1	Karate	6	2	8	7	Lahore	6 th to 8 th March, 2024	09:00AM
2	Athletics	21	3	24	10	Lahore	6 th to 8 th March, 2024	09:00A.M
3	Hockey	18	3	21	10	Lahore	6 th to 9 th March, 2024	9:00AM
Total		45	8	53	27			

Note:

Sr#	Category	Strength of Contingent from each Division	Total strength of Contingents of all Divisions
1	Boys & Officials	111	$111 * 9 = 999$
2	Girls & Officials	53	$53 * 9 = 477$
Grand Total		164	1,476


 Dy Director Sports