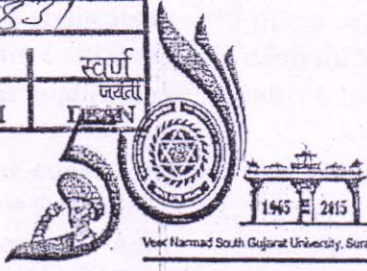


DATE 25 MAY 2016 RANCH

WORD NO. 4831

OS ADM



Re-Accredited 'B' 2.82 CGPA by NAAC

VEER NARMAD SOUTH GUJARAT UNIVERSITY

University Campus, Udhna-Magdalla Road, SURAT - 395 007, Gujarat, India.

વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી

યુનિવર્સિટી કેમ્પસ, ઉધના-મગદલા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

Telegram : VNSGU, Telephone : +91 - 261 - 2227141 to 2227146, Fax : +91 - 261 - 2227312

E-mail : info@vnsgu.ac.in, Website : www.vnsgu.ac.in

-: પરિપત્ર :-

તબીબી વિદ્યાશાખા હેઠળની સંલગ્ન કોલેજોના આચાર્યશ્રીઓને જણાવવાનું કે, Dissertation Policy પાસ કરવા અંગે મેડીકલ ફેકલ્ટીની અભ્યાસસમિતિઓ (પ બોર્ડ)ની સંયુક્ત સભાએ તેની તા. ૦૬/૦૪/૨૦૧૬ ની સભાના ઠરાવ ક્રમાંક : ૨ અન્વયે કરેલી નીચેની ભલામણ તબીબી વિદ્યાશાખાના અધ્યક્ષશ્રીએ તબીબી વિદ્યાશાખાની મંજૂરીની અપેક્ષાએ સ્વીકારેલ છે, જે એકેડેમિક કાઉન્સિલે તેની તા. ૧૯/૦૪/૨૦૧૬ ની સભાના ઠરાવ ક્રમાંક : ૨૩૩ અન્વયે મંજૂર કરેલ હોય તેની જાણ સંબંધકર્તા શિક્ષકો અને વિદ્યાર્થીઓને કરવી તદ્દઉપરાંત તેનો અમલ કરવો.

મેડીકલ ફેકલ્ટીની અભ્યાસસમિતિઓ (પ બોર્ડ)ની સંયુક્ત સભાની તા. ૦૬/૦૪/૨૦૧૬ ની સભાની ભલામણ ક્રમાંક : ૨

:: આથી ઠરાવવામાં આવે છે કે, Dissertation Policy આ સાથે સામેલ પરિશિષ્ટ મુજબ નવા પીજી પ્રવેશ પામેલ વિદ્યાર્થીઓને લાગુ પડે તે રીતે જુલાઈ-૨૦૧૬ થી સ્વીકારવા તબીબી વિદ્યાશાખાને ભલામણ કરવામાં આવે છે.

એકેડેમિક કાઉન્સિલની તા. ૧૯/૦૪/૨૦૧૬ ની સભાનો ઠરાવ ક્રમાંક : ૨૩૩

:: આથી ઠરાવવામાં આવે છે કે, મેડીકલ ફેકલ્ટીની અભ્યાસસમિતિઓ (પ બોર્ડ)ની સંયુક્ત સભાની તા. ૦૬/૦૪/૨૦૧૬ ની સભાની ભલામણ ક્રમાંક : ૨ યથાવત્ સ્વીકારી મંજૂર કરવામાં આવે છે.

બિડાણ : ઉપર મુજબ

ક્રમાંક : એકે./પરિપત્ર/ ૧૧૮-૮ /૧૬
તા. ૧૯/૦૪/૨૦૧૬

પ્રતિ,

- ૧) તબીબી વિદ્યાશાખા હેઠળની સંલગ્ન કોલેજોના આચાર્યશ્રીઓ.
- ૨) અધ્યક્ષશ્રી, તબીબી વિદ્યાશાખા
- ૩) પરીક્ષા નિયામકશ્રી, પરીક્ષા વિભાગ, વીર નર્મદ દ. ગુ. યુનિવર્સિટી, સુરત.

...તરફ જાણ તેમજ ઘટતી કાર્યવાહી સારૂ.
Circulate to all Dept.

૨૫-૫-૧૬

Medical Dissertation & Research Policy.

GENERAL RULES

- This policy is applicable to PG thesis or Dissertation for MD/MS, Ph. D. to be submitted by Medical College students, and done through VNSGU, Surat.
- This policy is applicable to M.Phil/Ph.D courses.
- PG Terms are considered as 2 terms in a year as below.
 - May – October
 - November – April

*In case of late joining, the University will decide the term durations.
- Subject selection
 - All PG thesis and other research titles with names of Investigator, PG Guide, Department and year of submission must be put on the website of VNSGU, Surat after the passing of the candidate. This can be freely accessed by all. The 'same' title and area of research must not repeat within 5 years.
 - **Preventing Duplication of Research:** In case more than one candidate (from same or different Medical College), submitting same or very similar topic, the first received by the University will be allocated the topic. To avoid such scenarios, the PG Guides and PG students can proactively discuss the matter with their colleagues in the same or different Medical Colleges, and HRECs can take care of this within their own Medical College during the scrutiny of proposals.
 - **What can be permitted if appear same as before?**
 - Same research in different study setting, geographical region, and different study population.
 - Same research to improve the power of sample size and different study design.
 - Same research but funded study for more exploration.
- Submission Guidelines for Dissertation protocol for Medical Colleges and PG students
 - Time Schedule for submission of **Title and Synopsis** of Thesis/dissertation protocol is before 6 months of starting of the course or before completion of 1st term of admission, along with HREC approval from the Medical College.
 - A letter must be sent to all PG Departments through Deans of Medical Colleges stating the timeline for submission in the first term on or before 31st July, after the admission rounds are over.
 - It is the PG Student, PG Teacher as well as the Dean's joint responsibility to see that the PG student submits the correct Title and Synopsis in time to University.
 - Any change in the subject or title can be done up to 9 months of admission (up to 3 months into 2nd Term), that is within 3 months of the initial submission. This has nothing to do with the Title of the write up or paper later on.
 - The candidate must have worked on the Topic for 15-18 months after HREC approval.

- PG Guide Related

- Ratio of PG Guide and student must be according to MCI guidelines i.e. 1:2
- PG Guide must be a Recognized PG Teacher at VNSGU, Surat.
- Co-Guide from same department, other collaborating departments Or from outside India. They can provide inputs by emails, conference calls, skype.

Change of PG Guide can be allowed in case of Transfer/ Resignation/ Retirement, if –

- The student has worked for < 15 months with the PG Guide after the submission of Title and Synopsis of the Topic in HREC.
- Substantial work is not yet done.
- PG Guide is not within the State/University.
- The **change of PG Guide** is the responsibility of Head of the PG Department as well as the Dean of the Medical College. It can be applied through Dean and HoD, keeping the MCI guidelines.
- **New PG Guide** must be selected in preference of 1) PG teacher within the same institute; 2) PG teacher in other institute within the same university
- If there is no PG Guide available for PG student, the term will be extended.

Same PG guide can be continued despite Transfer/ Resignation/ Retirement, if –

- the student has worked for ≥ 15 months with the PG Guide after the submission of Title and Synopsis of the Topic in HREC.
- Substantial work has been done.
- PG Guide is within the State/University.
- who can sign the thesis during submission.
- The **no change of PG Guide** is the responsibility of Head of the PG Department as well as the Dean of the Medical College. This must be intimated to the University.
- If there is no PG Guide available for PG student, the term will be extended.

- Parts of Thesis or Dissertation include –

- **Part I** - Title cover, First Title page without identifier details
- **Part II** - Second Title page with identifier details, Certificates signed by PG Guide, Head of the Department and Dean of the Medical College, copy of HREC (Ethics committee) approval letter, Acknowledgements (**all these must be perforated**)
- **Part III** - Index, List of Tables, List of figures, Abbreviations, Introduction, Aims & Objectives, Review of Literature, Material & Method, Results, Discussion, Conclusions, Strengths & Limitations, Implications of Research, Executive Summary 5-6 pages or Abstract 2-3 pages.
- **Part IV** - References and Annexures with copy of submitted and approved protocol, Proforma, all tools with translated tools, Participant Information Sheet and Participant Informed Consent Form, Masterchart (Optional and de-identified data Eg: Name of patient, Data safety board with Ethics Committee) and any other relevant details of the research work.

- Dissertation/ Thesis Writing and Printing guidelines must be followed as specified below.
 - A4 is the recommended thesis size.
 - Font type: Times New Roman/ Arial/ Calibri
 - Font size: 11 or 12, title and headings can be with bigger font size.
 - Line spacing: 1.5 for text. Tables and references single line spacing.
 - Content must be printed on one side only.
 - Spellings and Grammar must be checked before printing.
 - Part III with Minimum pages 80 and Maximum pages not to exceed 180 for the main content of Part I from Introduction to Summary, excluding Part I, II and IV.

- Anonymity of Dissertation must be ensured for Evaluation by Examiners.
 - There must not be any identifier for PG student, PG Guide and Medical College on the Cover as well as inside the cover for first Title page. (This is for the University copies only to be sent to Examiners = 4)
 - The Cover must have Title, Examination year, Medical branch, and VNSGU symbol only and nothing else. Second Title page (Perforated) must have PG student, PG guide and Medical college name along with above mentioned details.
 - **ALL THE PAGES CONTAINING SUCH IDENTIFIERS MUST BE PERFORATED SO THAT THEY CAN BE REMOVED EASILY BEFORE SENDING THE COPY TO EXAMINERS.** A sample will be given on website.
 - Dissertation will be given a Unique Identification number (dummy number to conceal identity) and the identifier perforated pages will be removed by University before sending it to the examiners.

- Submission guidelines for Completed Thesis for Medical Colleges and PG students
 - Time Schedule for submission of completed Thesis/dissertation - During second last term of any course, i.e. at the end of the 5th term for MD/MS courses of 3 years, and before last term in courses more or less than 3 years. It is mandatory for the eligibility in coming examinations.
 - A letter must be sent to all Deans of Medical Colleges stating the timeline for submission.
 - It is the PG Student, PG Teacher as well as the Dean's responsibility to see that submission is done before the timeline by the PG students.
 - 4 completed thesis/dissertation copies must be submitted to the university. If the copies are required by college/department/guide/ co guide, it is responsibility of the student and the guide.
 - The thesis must follow anti-plagiarism rules. If found to be having copied text, thesis can likely be rejected on that ground. (Optional: Student can screen thesis using anti-plagiarism software available free/at a nominal cost and attach the report so generated along with other certificates in the final submission of the thesis as a perforated page.)

- Evaluation of Dissertation/ Thesis

- Thesis evaluation as per MCI: Post Graduate medical education Regulation 2000: clause of 14.4(a) is substituted in terms of Gazette Notification published on 20.10.2008 and the same is also enclosed as Annexure-I as under:

The thesis shall be examined by a minimum of three examiners; one internal and two external examiners, who shall not be the examiners for Theory and Clinical examination. A candidate shall be allowed to appear for the Theory and Practical/Clinical examination only after the acceptance of the Thesis by the examiners.

- After the submission of completed thesis, examiners are sent a willingness to evaluate letter. Thesis must be sent to at least 2 External examiners and 1 Internal examiner, who have consented to evaluate the dissertation. One month is given to examiners for sending the Evaluation report.
- At least 2 examiners must '**ACCEPT**' the dissertation. In case of non-return of the Evaluation report in the stipulated time of one month given to the examiners, they must be contacted by the University actively for getting the Evaluation report. If not possible after that also, then the dissertation must be given to another examiner for evaluation.
- Once the Evaluation report of at least 2 examiners comes, a list of all candidates with '**Accepted**' dissertations must be prepared and these '**Eligible**' candidates' list must be given to respective Medical colleges for the necessary action in the 1st month of the last term.
- In case of conditional acceptance, any correction required and suggested by examiner, it should be notified to PG student in 1st month of last term and should be given one month notice to submit the corrected version of dissertation.
- The Thesis should be allowed to be re-submitted only once. A resubmitted thesis, if '**Not Accepted**' by the Examiners/Referee, it would be taken as '**REJECTED**'. This must be intimated to the PG student and PG Teacher through the Dean of the Medical College.

- Grievances by students: The University must have a Grievance Redressal committee, comprising of Medical Faculty Dean, Chairpersons of all 4 boards, 2 experts of the subject out of which one must be external. Any grievances related to rejection of thesis, eligibility for examination, title change, extension for thesis submission or any other matter relevant to the thesis, if presented to University; this committee's decision will be final.

- FORMS & LETTERS to be generated and sent periodically at appropriate dates from VNSGU, Surat.

	Subject	From	To	To be sent before/by	Timeline
This is for a Normal course 3 Year Admission Timeline when Admissions take place between 1 st May to 31 st May as per MCI Guidelines					
Letter 1	For Submission for Title and Synopsis with rules, forms and timelines	Registrar, VNSGU, Surat	Deans of Medical Colleges	31 st July	3 rd month of 1 st Term
Letter 2	For Submission of Completed Thesis	Registrar, VNSGU, Surat	Deans of Medical Colleges	30 th September	5 th month of 5 th Term
Letter 3	For Accepting Evaluation of Thesis with acceptance form, guidelines and timelines	Controller of Examinations	All Examiners	1 st November	1 st month of 6 th Term
Letter 4	For Evaluation of Thesis with Evaluation form, guidelines and timelines along with the thesis	Controller of Examinations	All Examiners	30 th November	1 st month of 6 th Term
Letter 5	List of Eligible candidates whose thesis is 'Accepted'	Controller of Examinations Or Registrar, VNSGU, Surat	Deans of Medical Colleges	15 th December	2 nd Month of 6 th Term

	Purpose	For	Last Date for receiving
Form S	Submission for Title and Synopsis	PG student & Medical College	By end of 1 st Term
Form G	Change of PG Guide	PG student & Medical College	Any time required
Form T	Change of Topic	PG student & Medical College	By end of 2 nd Term
Form A	Annual Progress Report	PG student & Medical College	By end of 1 st & 2 nd Year
Form T _c	Change of Title	PG student & Medical College with permission of SRC	Before submission of thesis
Form C	Submission of Completed Thesis	PG student & Medical College	By end of 5 th Term
Form E	Evaluation of Thesis	Examiners	To be sent in Last Term

- Fee structure, if any must be decided by VNSGU, Surat in discussion with all boards and Medical Faculty Dean.

Scheme of Evaluation of Thesis/Dissertation

Section		Adequate	Marginal	Inadequate or not included
Title	Appropriateness			
	Clarity and brevity			
	Focus on topic (does it raise interest in the reader)			
Introduction	Purpose of study			
	Mention of lacunae in current knowledge			
	Hypothesis, if any			
Review of literature	Relevance			
	Completeness			
	It is current and up to date			
Methods	Mention of type of study (prospective, retrospective, double blind etc.)			
	Detail of subjects and controls			
	Detail of materials (apparatus) experimental design.			
	Procedure used for data collection (questionnaire)			
	Statistical methods employed, level of significance considered			
	Statement of limitation			
	Mention of ethical issues involved			
Observation & result	Local organization in readily identifiable section			
	Correctness of data analysis			
	Appropriate use of charts, table, graphs, figures, etc.			
	Statistical interpretation			
	Objectivity of interpretation			
Discussion	Relevance (within framework of study and appropriateness for date)			
	Interpretation of implication of result			
	Resolution of contradictory evidences			
	Statement of limitation of interpretation (mention of appropriate caution while stating inferences)			
	Mention of unanswered questions			
	Mention of new question raised			
References				
Appendices	Whether all required annexures and appendices are included e.g. the clinical proforma, the questionnaire used etc.			

Research reporting guidelines

Candidates and guides are encouraged to use the relevant research reporting guidelines for the study type provided by the EQUATOR Network.

The guidelines listed below should be followed where appropriate. Please use these guidelines to structure the thesis.

CONSORT Statement (for reporting of randomized controlled trials:

- COREQ (for reporting qualitative research)
- STARD (for reporting of diagnostic accuracy studies)
- STROBE (for reporting of observational studies in epidemiology)
- Checklist for cohort, case-control, and cross-sectional studies (combined)
- Checklist for cohort studies
- Checklist for case-control studies
- Checklist for cross-sectional studies
- PRISMA (for reporting of systematic reviews)
- PRISMA-P (for reporting of systematic review and meta-analysis protocols)
- MOOSE (for reporting of meta-analyses of observational studies)
- SPIRIT (for reporting protocols for RCTs)
- STREGA (for reporting of gene-disease association studies)
- CHEERS (for reporting of health economic evaluations)

The Equator Network (Enhancing the Quality and Transparency Of health Research) provides a comprehensive list of reporting guidelines.

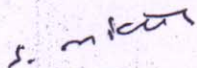
-2-

No.MCS/STU/10823-851/16

Date: 30-05-2016

Copy Forwarded to :

All Head of Deptt., Government Medical College, Surat..... for
information & necessary action.


Dean
Govt. Medical College,
Surat.