



महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक

Maharashtra University of Health Sciences, Nashik

वणी - दिंडोरी रोड, म्हासरुळ, नाशिक - ४२२००४, Vani-Dindori Road, Mhasrul, Nashik- 422 004

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एम.बी.बी.एस., एम.डी. (न्यायवैद्यकशास्त्र),

कुलसचिव

Dr. Kalidas D. Chavan

M.B.B.S., M.D.(Forensic Medicine)

Registrar

Out No.: MUHS/Acad/EO /3065/2019

Date: 01/08/2019

Circular No. 39/2019

Faculty of Medicine,
Faculty of Dentistry,
Faculty of Ayurveda & Unani,
Faculty of Homoeopathy,
Faculty of Allied Health Sciences

(For students admitted in Academic Year 2019-20 & onwards in Postgraduate Courses)

Sub.: Procedure for "Online Submission of Title & Synopsis of Dissertation" & "Approval by BORS Committee constituted at Institutional Level" to be implemented from Academic Year 2019-20 & onwards in all Postgraduate Courses ...
Ref.: 1) Notification No.19/2014 dated 07/06/2014
2) Notification No.47/2017 dated 07/10/2017
3) Circular No.22/2018 dated 05/12/2018

It is notified to all concerned that the College/ Institutes are required to observe following guidelines while submitting online proposals of Title & Synopsis of Dissertation of the students admitted from Academic Year 2019-20 & onwards in the Faculty of Medicine, Dentistry, Ayurveda, Unani, Homoeopathy & Allied Health Sciences Courses.

A) Admission of the Postgraduate student(s) :

- 1) The admission of Postgraduate student(s) are to be done, only if the College / Institute is granted affiliation for that particular subject and for that Academic Year, prior to cut-off date declared by the Council/ Competent Authority.
- 2) While admitting the students, the Dean/ Principal shall ensure that required number of PG Recognized Teachers are available in the College as per Teacher : Student ratio,

No student shall be considered by the University as admitted/ enrolled student in the College, if Recognized PG Teacher is not available to guide the student as per Teacher : Student ratio as prescribed by the Central Council / University. If the College fails to follow it, then the responsibility of the consequences shall rest with the Dean /Principal /Head of the institution.

B) Last date for submission of Title & Synopsis of Dissertation:

- 1) The last date for submission of Title & Synopsis of Dissertation shall be five months from the cut-off date prescribed by the Central Council/ Competent Authority & thereafter it may be extended maximum for a period of one month with late fees as prescribed by the University.

- 2) If the student fails to submit the Title & Synopsis of Dissertation within the stipulated period, the term shall be extended to the period of late submission.
- 3) Any academic / consecutive loss of student due to late submission of the proposal or its compliance for its approval will rest with the Student / Guide/ College / Institution only.

C] Allotment of Guide :

- 1) Guide / Teacher: Student Ratio shall be strictly maintained as per norms laid down by the Central Council/ Competent Authority.
- 2) **The Guide must be a Recognized P.G. teacher** in the concerned subject and shall fulfill the norms of **educational qualification, experience, age, etc, as prescribed by the University/ Govt. of Maharashtra/ Central Council from time to time.**

A Co-Guide can be allowed to supervise the work of the student, provided the said research work needs / involves contribution from the concerned Department of Co-Guide or from another College / Institution / other faculty recognized for teaching / training by the University. The Co-Guide shall be a recognized Postgraduate teacher of the University in the concerned subject and shall fulfill the norms of educational qualification, experience, age, etc; as prescribed by the University/ Govt. of Maharashtra/ Central Council from time to time.

- 3) Guide **must be** from the same Postgraduate College/ Institute. The recognized PG Teacher from the College/ Institute other than the admitted PG Student's College / Institute will not be permitted as a Guide of PG student (*Refer University Notification No.19/2014*).

D] Information of Titles approved by the University

- 1) The list of **Titles approved by the University** is made available on University website (www.muhs.ac.in) for perusal of students & teachers. Kindly refer the list while selecting the Title, **so that the Title is not repeated.** The responsibility regarding this entirely lies with the student & his/her guide. If it is found that the title is repeated, the Synopsis / Dissertation will be rejected at any stage.
- 2) The University shall display the approved Title & Synopsis of Dissertation on its official website for information of all concerned within three months from the last date of submission.

E] Institutional Ethics Committee at College Level:

- 1) On receipt of the Title & Synopsis of Dissertation from the student(s), the Dean/Principal of College shall arrange a meeting of **"Institutional Ethics Committee"** (Constituted as per guidelines prescribed by I.C.M.R.) on a suitable date. All proposal(s) of Title & Synopsis of Dissertation shall be placed before the said committee for its consideration. It shall be advisable to arrange a discussion with the concerned P.G. student(s) alongwith their Guide and Co-Guide (if any) by the said committee.
- 2) The Synopsis, which is Not Accepted / Not Recommended by the **"Institutional Ethics Committee"**, shall be referred back to the concerned student with a written letter specifying the reasons for its rejection or the correction(s) **suggested by the committee.**

- 3) All such rejected or correction(s) suggested in the Synopsis shall be prepared by the student, freshly or corrected as per suggestion(s), under the guidance of his / her PG Guide and shall be **submitted again for approval of "Institutional Ethical Committee."**
- 4) The Secretary, Ethics Committee shall arrange a second meeting of **"Institutional Ethical Committee"** on a **suitable date after receipt of freshly prepared / corrected Synopsis** by the student and place it before the said committee for final consideration and their recommendations.
- 5) **Copy of each Synopsis Recommended by the "Institutional Ethical Committee" shall be submitted to the University through proper channel only as prescribed by the University in prescribed format/system.**

F] Procedure for Approval of Title & Synopsis by BORS Committee constituted at Institution Level :

- 1) University has notified procedure for approval of Title & Synopsis of Dissertation by BORS Committee constituted at Institutional level vide Circular No. 22/2018 dated 05/12/2018.
- 2) On approved granted by the BORS Committee to the Title & Synopsis, the concerned student shall start actual working on research.
- 3) Title & Synopsis of Dissertation cannot be claimed as a matter of right or copy right by the Guide / Students under any circumstances.

G] Online Submission of Title & Synopsis of Dissertation to the University:

- 1) On approval granted by the BORS Committee, the concerned student shall submit Title & Synopsis alongwith Annexure-A, Annexure-B and requisite fees within stipulated time period as prescribed by the University through Online System.
- 2) Online submission of Title & Synopsis of Dissertation will be accepted by the University *through proper channel* only. **No proposal will be directly accepted from the students.**
- 3) The Synopsis shall be in **language & font as prescribed** by the University as follows:
 - i) Paper: A4 size,
 - ii) Font: For English – Calibri font with size 12,
For Sanskrit quotation/ references – BARAHA / Mangal font with size: 11
 - iii) Line spacing: 1.5

H] Fee for Approval of Title & Synopsis of Dissertation & Change of Guide:

- 1) Fee for Submission of 'Title & Synopsis of Dissertation' is to be submitted by student via online payment portal as prescribed by the University from time to time.

The "Fees For Approval of 'Title & Synopsis' Proposal" is as follows.

S.N.	Particulars of fees	Fees
01	'Title & Synopsis' proposal (without late fee)	Rs.600/-
02	Late submission of 'Title & Synopsis' proposal	Rs.200/- (per week)
03	Any change in 'Title of Synopsis & Dissertation proposals	Rs.600/-

- 2) "Fees For Approval of Guide" is to be submitted by the College via online payment portal as prescribed by the University from time to time.

The "Fees For Approval of Guide" is as follows.

S.N.	Particulars of fees	Fees
01	Allotting Guide for first time at the initial submission of Title & Synopsis.	Nil
02	Change of Guide for first occasion	Rs.500/-
03	Change of Guide for second occasion	Rs.750/-
04	Change of Guide for third occasion & after	Rs.1000/-

I] Submission of Six Monthly Report :

All Postgraduate student admitted in PG Degree course, as per Academic Council Resolution No.25/2014 dated 21/05/2014, are required to submit Six Monthly Progress Report in the prescribed format through Online System as well as Copy of Index of Logbook to the University. At the time of submission of Dissertation, minimum 04 (four) such reports are mandatory. In case of non-submission of these documents, **the Examination form of the such students shall not be submitted to the University.**

J] Change of Guide :

- 1) Under certain eventualities, "Change of Guide" to a student can be permitted with prior permission of the University as per Circular notified for this purpose by the University from time to time.
- 2) The Change of Guide may not be permitted as far as possible once the student has worked with the Guide for more than 18 months after completion of First year of PG Course having 3 years course duration & 12 months after completion of First year of PG Course having 2 years course duration.
- 3) However, the proposal of *Change of Guide* shall be considered by the University, provided it is submitted by the College in prescribed format (copy enclosed) & as per the University Notification No.19/2014.

However, the teacher can be considered as the Guide from the date of Recognition granted as PG Teacher by the University as per Academic Council Resolution No 24/2014. Once the PG student is given admission to the Course, then it will be the responsibility of the Dean/Principal of the College to assign the Recognized PG Guide to the concerned PG Student. If Recognized PG Teacher is not available, then the term of the student shall be extended accordingly for the period of non-availability of Recognized Guide.

In case of Change of Guide of the student, the Title submitted by the student through previous guide shall be continued under any circumstances.

K] Change of Title & Synopsis of Dissertation :

- 1) A request for ***Change of Title*** merely due to ***Change of Guide*** will not be entertained by the University.
- 2) ***Once Title & Synopsis of Dissertation has been approved by the University,*** Change of Title & Synopsis of Dissertation will **not be permitted** to any student after **One year from the cut-off date of admission.**

However, in exceptional cases & at the discretion of the University, a proposal of Change of Title alongwith justified reasoning & necessary documents of the student shall be considered by the University.

However, as per decision of the Academic Council, it will be mandatory for the student to work on the University approved Title for minimum period of 18 months after its approval and under such circumstances, the term of student shall be extended appropriately by the University.

L In case of any dispute is raised related to Title & Synopsis, then such matter shall be represented to the University. Hon'ble Vice Chancellor, as deemed fit, shall deal with the issue with an opportunity to be provided to the concerned student & the Guide. The decision taken by the Hon'ble Vice Chancellor on the subject shall be final & binding.

The Colleges are required to give vide circuiation to all concerned students & PG Guides for their necessary action


Registrar

To,
The Dean / Principal / Director,
Of All Postgraduate Colleges/Institutions
Affiliated to M.U.H.S., Nashik.

Encl :

- 1) Annexure 'A' (Submission Of Title By P.G. Student Format)
- 2) Annexure 'B' (Report Of Institutional Ethical Committee Format)
- 3) Annexure 'C' (Synopsis Evaluation Proforma)
- 4) Annexure 'E' (Six Monthly Progress Report Format)
- 5) Notification No. 19/2014 dated 07.06.2014
- 6) Annexure 'F' (Revised Format of Application for Permission for Change of Guide)

Copy to:

- 1) Hon'ble Vice-Chancellor, M.U.H.S., Nashik.
- 2) Hon'ble Pro Vice-Chancellor, M.U.H.S., Nashik.
- 3) The Controller of Examinations, M.U.H.S., Nashik.

(FORMAT FOR SUBMISSION OF TOPIC BY P.G. STUDENT)

Name of the College	
Department	
Name of the Guide	

Through Proper Channel only

To,
The Registrar
MUHS, Nashik- 422 004

Sub.: Submission of Title & Synopsis of Dissertation

Respected Sir/Madam,

I, Dr.

.....
(Surname/Name/Father/Husband Name)

registered for in the
..... batch (Academic Year) under the guidance of Dr.

.....
(Guide Name) (Post) (Designation) (Department)

.....
(College)

I shall to appear for in
(Course and Subject) (Exam Month & Year)

I am submitting herewith Title & Synopsis of Dissertation as mentioned below & as suggested by my aforesaid Guide.

Title of Synopsis

Kindly accept and register my Title of Synopsis.

.....
(Candidate Name & Signature)

The Guide is Recognised as P.G. Teacher by the University vide letter
no..... dated.....

.....
(Guide Name & Signature)

.....
(HOD Name & Signature with Dept. Seal)

.....
(Signature & Seal of Dean of College)

REPORT OF ETHICS COMMITTEE

Department	:	
Candidate admitted year	:	
Course and Subject	:	
College Name & Address	:	

Reference No.

Date:

To,

.....
(Candidate Name).....
(Department).....
(College Address)

Sub: Research Proposal of entitled

.....
(Title & Synopsis of Dissertation)

Ref:-

.....
(Letter/ Proposal of Student)

Dear Student,

The above mentioned research proposal of Title & Synopsis of Dissertation was discussed in the Ethics Committee meeting held on (Date)..... at our College.

It is declared that -

1. The said Title of Synopsis is not repeated.
2. You are registered under Dr, who is University Recognized P.G. Teacher vide University letter No. Dated for guidance and supervision during the course of studies.
3. Ethics Committee has unanimously approved your Title & Synopsis of Dissertation.
4. The Title is Recommended for study by the student from Date:

- Note:**
- 1) It will be mandatory for the student to work on the University approved Title for minimum period of 18 months after its approval.
 - 2) It is the responsibility of the student and guide to inform the Ethics Committee about completion of the said research work (format as per annex 'C')

.....
(Signature & Name)
Chairperson, Ethics Committee

.....
(College Name)



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SYNOPSIS EVALUATION PROFORMA

Sr. No.	Item	Component	Yes	No	Not Applicable
1)	Title :-	I) Clear & brief	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
		II) Patient / Participant / Samhita / Books	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
		III) Reflects primary objectives	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
		IV) Reflects Study design	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
			<input type="radio"/> Appropriate	<input type="radio"/> Not appropriate	
2)	Introduction :-	I) Justifies the Rationale of the study	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
				<input type="radio"/> Appropriate	<input type="radio"/> Not appropriate
3.1)	Primary Research Question :-	I) Population/ Patient/ Samhita/ Books	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
		II) Intervention/Exposure.	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
		III) Comparison group	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
		IV) Outcome	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
		V) Related to primary objective	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
			<input type="radio"/> Appropriate	<input type="radio"/> Not appropriate	
3.2)	Secondary Research Question 1 :-	I) Population/Patient	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
		II) Intervention/Exposure	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
		III) Comparison group	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
		IV) Outcome	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
		V) Related to the objective	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
			<input type="radio"/> Appropriate	<input type="radio"/> Not appropriate	
3.3)	Secondary Research Question 2 :-	I) Population/Patient	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
		II) Intervention/Exposure.	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

		III) Comparison group	• Yes	• No	• NA
		IV) Outcome	• Yes	• No	• NA
		V) Related to the objective	• Yes	• No	• NA
		• Appropriate		• Not appropriate	
4.1)	Primary Hypothesis :-	I) Clearly stated	• Yes	• No	• NA
		II) Reflects relation between two or more variables	• Yes	• No	• NA
		III) Related to primary Research Question	• Yes	• No	• NA
		• Appropriate		• Not appropriate	
4.2)	Other Hypothesis 1:-	I) Clearly stated	• Yes	• No	• NA
		II) Reflects relation between two or more variables	• Yes	• No	• NA
		III) Related to primary Research Question	• Yes	• No	• NA
		• Appropriate		• Not appropriate	
4.3)	Other Hypothesis 2 :-	I) Clearly stated	• Yes	• No	• NA
		II) Reflects relation between two or more variables	• Yes	• No	• NA
		III) Related to primary Research Question	• Yes	• No	• NA
		• Appropriate		• Not appropriate	
5)	Review of Literature :-	I) Includes recent / ongoing research relevant to the present study.	• Yes	• No	• NA
		II) Presents knowledge gap for the stated problem.	• Yes	• No	• NA
		III) Minimum 15 references from the following sources :-Text book, Govt. Reports, Classical text book, Reference books, Text book, Journals, Database, Websites	• Yes	• No	• NA
		• Adequate		• Not adequate	
6.1)	Primary Objectives :-	I) Specific – target a specific area for improvement.	• Yes	• No	• NA
		II) Measurable – quantify or at least suggest an indicator of progress.	• Yes	• No	• NA
		III) Achievable – Whether the investigator can achieve with the available resources.	• Yes	• No	• NA

		IV) Realistic – state what results can realistically be achieved, given available resources.	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
		V) Time-bound – specify when the result(s) can be achieved.	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
		<input type="radio"/> Appropriate <input type="radio"/> Not appropriate			
6.2)	Other Objectives 1:-	I) Specific – target a specific area for improvement.	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
		II) Measurable – quantify or at least suggest an indicator of progress.	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
		III) Achievable – Whether the investigator can achieve with the available resources.	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
		IV) Realistic – state what results can realistically be achieved, given available resources.	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
		V) Time-bound – specify when the result(s) can be achieved.	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
		<input type="radio"/> Appropriate <input type="radio"/> Not appropriate			
6)	Other Objectives 2:-	I) Specific – target a specific area for improvement.	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
		II) Measurable – quantify or at least suggest an indicator of progress.	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
		III) Achievable – Whether the investigator can achieve with the available resources.	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
		IV) Realistic – state what results can realistically be achieved, given available resources.	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
		V) Time-bound – specify when the result(s) can be achieved.	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
		<input type="radio"/> Appropriate <input type="radio"/> Not appropriate			
7)	Methodology :-	I) Appropriate study design	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
		II) Mentioned study setting	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
		III) Mentioned Study population	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
		IV) Sample size			
		a) Correctly Calculated for the primary objective.	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
		b) Adequate for primary objective			
		c) If not adequate, acceptable justification provided			
		V) Appropriate sampling technique	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

		VI) Method of selection of study subjects. I) Appropriate Inclusion criteria II) Appropriate Exclusion Criteria III) Appropriate Subject Withdrawal Criteria	• Yes	• No	• NA
		VII) Operational definitions provided	• Yes	• No	• NA
		VIII) Appropriate Methods of measurements	• Yes	• No	• NA
		IX) Appropriate Study instrument / Data Collection tools	• Yes	• No	• NA
		X) Methods of Data Collection relevant to objective	• Yes	• No	• NA
		XI) Appropriate Data Management & analysis procedure	• Yes	• No	• NA
		XII) Appropriate data Analysis plan and methods	• Yes	• No	• NA
		XIII) Additional points for Research in AYUSH i) Reference of drug / procedure ii) Reference of disease iii) Drug/Formulation details iv) Treatment details	• Yes • Yes • Yes • Yes	• No • No • No • No	• NA • NA • NA • NA
		XIV) Additional points for RCT i) Randomization proposed ii) Allocation concealment proposed iii) Blinding proposed	• Yes • Yes • Yes	• No • No • No	• NA • NA • NA
		XV) Additional points for all Experimental Studies i) Explained intervention in required details	• Yes	• No	• NA
		• Acceptable • Not acceptable			
8)	Reference Style:-	VANCOUVER	• Yes	• No	• NA
		• Appropriate • Not appropriate			
9)	Timeline / Gantt Chart :-	Provided Timeline/Gantt Chart	• Yes	• No	• NA
		• Acceptable • Not acceptable			
10)	Annexures :-	I) Case Record Form / Questionnaire / Proforma / any other study instrument to be used in study.	• Yes	• No	• NA
		II) Informed Consent form (Including vernacular language)	• Yes	• No	• NA
		III) Timeline/Gantt Chart	• Yes	• No	• NA

		• Acceptable	• Not acceptable
	 Signature of PG Guide Signature of HOD
1 1)	Concluding remarks by assessor / Subject Expert	• Accepted	
		• Accepted Subject to Corrections	
		• Rejected	

- Note: 1) Assessment carried out by the PG Guide & HOD shall be verified by the Board of Research Studies Committee.
 2) Point No.11 shall be endorsed with appropriate assessment remarks by the Board of Research Studies Committee.

Date:

Subject Expert

Member

Chairman
Board of Research Studies

Six Monthly Progress Report Of Postgraduate Student

Faculty:-.....

1. Name of the College:-
.....
2. Name of the Student:-
.....
3. Name of Guide:-
.....
4. Title:-
.....
5. Subject Specialty :-
.....
6. Period of Report :-
.....
7. Posting during the period :-
I).....II).....
III).....IV).....
8. Attendance:-
.....
.....
.....
.....
9. Work Progress as per time line according to synopsis: -
.....
.....
.....
.....
.....

Signature:-

.....
Guide

.....
HOD

.....
Dean

