



महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक

Maharashtra University of Health Sciences, Nashik

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

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डॉ. कालिदास द. चव्हाण

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.

- 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/-

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 wide circulation 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)

SYNOPSIS EVALUATION PROFORMA

Sr. No.	Item	Component	Yes	No	Not Applicable
1)	Title :-	I) Clear & brief	• Yes	• No	• NA
		II) Patient / Participant / Samhita / Books	• Yes	• No	• NA
		III) Reflects primary objectives	• Yes	• No	• NA
		IV) Reflects Study design	• Yes	• No	• NA
		• Appropriate • Not appropriate			
2)	Introduction :-	I) Justifies the Rationale of the study	• Yes	• No	• NA
		• Appropriate • Not appropriate			
3.1)	Primary Research Question :-	I) Population/ Patient/ Samhita/ Books	• Yes	• No	• NA
		II) Intervention/Exposure.	• Yes	• No	• NA
		III) Comparison group	• Yes	• No	• NA
		IV) Outcome	• Yes	• No	• NA
		V) Related to primary objective	• Yes	• No	• NA
		• Appropriate • Not appropriate			
3.2)	Secondary Research Question 1 :-	I) Population/Patient	• Yes	• No	• NA
		II) Intervention/Exposure	• Yes	• No	• NA
		III) Comparison group	• Yes	• No	• NA
		IV) Outcome	• Yes	• No	• NA
		V) Related to the objective	• Yes	• No	• NA
		• Appropriate • Not appropriate			
3.3)	Secondary Research Question 2 :-	I) Population/Patient	• Yes	• No	• NA
		II) Intervention/Exposure.	• Yes	• No	• 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.	• Yes	• No	• NA
		V) Time-bound – specify when the result(s) can be achieved.	• Yes	• No	• NA
		• Appropriate	• Not appropriate		
6.2)	Other Objectives 1:-	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.	• Yes	• No	• NA
		V) Time-bound – specify when the result(s) can be achieved.	• Yes	• No	• NA
		• Appropriate	• Not appropriate		
6)	Other Objectives 2:-	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.	• Yes	• No	• NA
		V) Time-bound – specify when the result(s) can be achieved.	• Yes	• No	• NA
		• Appropriate	• Not appropriate		
7)	Methodology :-	I) Appropriate study design	• Yes	• No	• NA
		II) Mentioned study setting	• Yes	• No	• NA
		III) Mentioned Study population	• Yes	• No	• NA
		IV) Sample size a) Correctly Calculated for the primary objective. b) Adequate for primary objective c) If not adequate, acceptable justification provided	• Yes	• No	• NA
		V) Appropriate sampling technique	• Yes	• No	• 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
11)	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

Amended Format of Application for Permission for Change of Guide

To,

The RegistrarMaharashtra University of Health Sciences,
Nashik**Sub:- Permission for Change of Post Graduate Guide.**

Sir,

1. Dr.....is the student admitted from
(name)

Academic Year.....for.....in.....speciality.
(name of the course)

2. The said student was registered under Dr.....
(name)
.....fromup to(Period)

3. However due to.....
(please cite the reason & date of effect)

.....the
said teacher is not able to guide the student. Hence, you are requested to
permit

Dr.....
(name of the new guide)

(From date :-) who is Post Graduate recognized teacher of
M.U.H.S.

(MUHS PG teacher recognition letter No.....
dtd.....) At present he/she is working as.....
.....

.....in the department of

4. We confirm that no. of students registered for the Academic year with aforesaid teacher
are as follows:

Sr.	Last Three Academic Year	Name of Student	Name of College	Name of University
a)				
b)				
c)				

5. Details of Fees Information as follows:-
Bank Name..... NEFT/RTGS/DD.
details.....
..... dated..... is enclosed herewith the Application.
6. The Title for Synopsis of Dissertation recommended by the Ethical Committee is:-
.....
.....
7. The earlier Guide is willing for change due to the inability stated above and the new Guide has given consent to guide the student. The Teacher: Student ratio is maintained as per Central Council rules and the qualification of the Guide is recognized by the Central Council. You are requested to give the permission for the change of Guide.

**Dean
(Signature & Seal)**

Date:-
Place:-

Encl.:-

- 1) Consent letter of New guide.
- 2) Resignation / Transfer letter of Old guide.
- 3) Relieving Letter issued to Old guide.
- 4) Any Other documents as required.