



HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH

BYE-LAWS FOR POST GRADUATE COURSES

The Bye-Laws for Post Graduate Courses will be uploaded and the latest version will be available on the HIMSR website.

The MCI rules as currently notified will be applicable unless otherwise stated.

Preamble

Hamdard Institute of Medical Sciences & Research (HIMSR) at Hamdard Nagar in New Delhi is one of the finest self-financing, unaided private medical institute in Delhi with infrastructure and faculty that supports students to become outstanding medical professionals. It is a constituent unit of Jamia Hamdard. It was established in 2012 as an ambitious project of Hamdard National Foundation (HNF) aimed at furthering its core philosophy of compassion for the needy. HNF has always worked in the area of life sciences and health domains and the driving force behind their work has been provision of quality healthcare at an affordable cost. HIMSR has been established as an institution of national importance with the objective to develop innovative patterns of teaching of Undergraduate and Post-graduate Medical students in all branches so as to demonstrate both a high standard of Medical Education in India and to attain self-sufficiency in Medical Education, whilst following norms laid out by MCI.

Currently (2020) HIMSR is offering Post graduates seats in the following subjects:

Subjects	Number of seats available
1. Anatomy	03
2. Biochemistry	02
3. Pharmacology	04
4. Pathology	03
5. Microbiology	03
6. Community Medicine	03
7. General Medicine	04
8. General Surgery	04
9. Paediatrics	04
10. Obstetrics and Gynaecology	04
11. Orthopaedics	03
12. Ophthalmology	03
13. Otorhinolaryngology	02
14. Radio-diagnosis	03
15. Anaesthesiology	04
Total	49

1. Goals And Objectives Postgraduate Medical Education Program:

The goal of Postgraduate Medical Education is to produce competent specialists and/ or medical teachers;

- Who shall recognize the health needs of the community and carry out professional obligations ethically keeping with the objectives of the national health policy and in concordance with International Health Regulations.
- Who shall have mastered most of the competencies, pertaining to the speciality that are required to be practiced at the secondary and tertiary levels of the health care delivery system.
- Who shall be aware of the contemporary advances and developments in the discipline concerned.
- Who shall have acquired a spirit of scientific inquiry and are oriented to the principles of research methodology and epidemiology.
- Who shall be well versed with ethical and legal matters governing practice in their respective speciality.

Special Note:

All rules pertaining to Postgraduate teaching are approved by the Institutional Board of Studies, HIMSR. This is an overarching academic body consisting of External Members, Dean HIMSR and all Heads of the Departments of HIMSR. The rules so approved will need to be further notified/ratified by the Academic Council of the affiliating University. Minimum of one meeting of the Institutional Board of Studies will be held annually to ratify further amendments if any.

2. Competencies Required:

Each department must have a designated Board of Studies, which should have all recognized PG supervisors as members. This board shall meet periodically within the department to review the ongoing programme. This Board must also have two external members, who are experts in the respective subjects from different teaching institutions. They shall be required to vet the

curriculum whenever the curriculum is updated. The curriculum so approved would require to be further ratified by the Institutional Board of Studies, HIMSR.

Keeping in view the general objectives of Postgraduate training, each discipline, through its Board of Studies, shall aim at development of specific competencies, which shall be defined and spelt out in clear terms. Each Department shall produce a statement and bring it to the notice of the trainees in the beginning of the programme so that he or she can direct the efforts towards the attainment of these competencies. The teaching programme shall be framed in a graded manner from basics to advanced level in each discipline. Similarly, the acquisition of skill shall also be planned so that the student learns in a phased/incremental manner.

The syllabus and core curriculum of individual subjects shall be approved by the Board of Studies of each respective department broadly based on the guidelines of the Medical Council of India and updated from time to time. This will need to be ratified at both College and University levels.

The approved syllabus and curriculum shall be displayed at the website so that the students are aware of the objectives of training and acquire the requisite skills at the end of the training period.

3. Components of The Postgraduate Curriculum:

- Postgraduate curriculum shall be competency based.
- The learning in Postgraduate program shall be essentially autonomous and self-directed.
- A combination of both formative and summative assessment is vital for the successful completion of the Postgraduate programme.
- A modular approach to the course curriculum is essential for achieving a systematic exposure to the various sub-specialities concerned with a discipline.
- Each department in its Board of Studies committee must finalize regarding ancillary postings. The number of postings, duration and place of posting must be identified by HOD with due information to the Dean. After implementation, an information in this regard must also be send to the Dean by HOD of each department.
- The training of Postgraduate students shall involve learning experiences 'derived from' or 'targeted to' the needs of the community. It shall therefore be necessary to expose the students to community based activities.

- The major components of the Postgraduate curriculum shall be: -
 - Theoretical knowledge
 - Practical and clinical skills
 - Writing Thesis and research articles
 - Development of attitudes including communication skills
 - Training in research methodology, Medical ethics & Medico-legal aspects.

An orientation programme for all new PG students shall be held once the admission process is over. All the above mentioned points shall be conveyed to the students during this orientation programme. In addition, the orientation programme can have other components, which shall be decided by an appropriate person/committee designated by Dean for the same.

4. Training Program:

- The period of training for obtaining Doctor of Medicine (M.D)/ Master of Surgery (M.S) degrees shall be three completed years including the period of examination.
- All candidates joining the Postgraduate training programme shall work as 'full time residents' during the period of training. Only those leave rules as mentioned later in this document will be permitted. The student shall attend not less than 80% (eighty percent) of the classes during each academic year including assignments and participation in all facets of the education process.
- The Board of studies of the Department in such subject shall work out the details of training programme including syllabus/ curriculum.
- Each department having Postgraduate training programme, shall set up a Departmental Board of Studies under the Dean HIMSR to monitor the Postgraduate teaching and training according to the MCI guidelines. The training programme shall be updated as and when required. The same is to be ratified by Institutional Board of Studies and duly intimated to the University Authorities.
- The structured training programme shall be written up by each department and strictly followed to enable the examiners to determine the training undergone by the candidates. It shall also be made available to inspectors of the MCI to assess the same at the time of inspection.

- Postgraduate students shall maintain a record/log book of the work carried out by them together with details of the training programme undertaken by them during the period of training. HOD/ supervisor shall ensure that student undergoes rotation in all areas/units of the department.
- A log book shall be maintained by each student as a record of the work done. This should include both academic and clinical components. Format of the log book may be decided by each department. It must be checked and assessed periodically by the faculty members imparting the training and countersigned by the HOD and supervisor. It must also be available at the time of the examination for review by examiners if they wish to do so.
- The Postgraduate student shall be required to participate in the teaching and training programs of Undergraduate students and interns.
- Training in Medical Audit, Management, Health Economics, Health information Systems, Basics of Statistics and Research Methodology and exposure to human behaviour studies shall be imparted to the Postgraduate students in addition to the speciality subject.
- It is mandatory for students to successfully complete the online course in Research Methods as specified by MCI. The successful completion of the online research methods course with proof of its completion shall be essential before the candidate is allowed to appear for the final examination of the respective postgraduate course. Each supervisor will be responsible for the candidate being supervised by him/her to complete this course.
- The teaching and training of the Students shall be through lecture, seminars, journal clubs, group discussion, participation in laboratory/ experimental/ clinical work and involvement in research studies in the concerned speciality and exposure to the applied aspects of the subject relevant to clinical specialities.
- The Post Graduate students undergoing Post Graduate Degree course shall be paid stipend as per the institutional declaration at the time of admission which may be at par with the stipend being paid to the Post Graduate students of State Government Medical Institutions in the State/Union Territory where the institution is located. Similarly, the matter of grant of leave to Post Graduate students shall be regulated as per the respective State Government rules.”

5. Leave Rules:

- No vacation is permitted to any Postgraduate student (MD/MS).
- The students shall ordinarily be permitted a total of thirty days leave during the first academic year and thirty six days leave during the second and third academic years respectively. The leave includes leave taken on any ground except maternity/ miscarriage/ abortion leave.
- During pregnancy 180 days Maternity Leave is admissible only to candidates with less than two surviving children subject to the condition that the students will have to complete the required period of training before being allowed to appear in the examination. Any amendments on the duration & condition of the maternity leave notified by the Central Govt. will stand applicable. This leave will be granted subject to the condition that the students will have to complete the required period of training before being allowed to appear in the examination. Shorter duration of maternity leave should normally be discouraged in the interest of mother and neonate. However, in case maternity leave less than 180 days is availed then it is to be considered within the ambit of general leave rules.
- During miscarriage/ abortion (induced or otherwise) total leave of 45 days is admissible during the entire course. Leave is admissible irrespective of number of surviving children. Application should be supported by a certificate from a Registered Medical Practitioner/ Authorized Medical Attendant subject to the condition that the students will have to complete the required period of training before being allowed to appear in the examination.
- In case medical leave is applied by a student, Dean should constitute a committee to investigate authenticity of each individual case based on documents submitted or constitute a medical board for evaluation of each case on individual basis to decide merits of the case. Absence due to leave availed for a prolonged illness will also need to be compensated to complete the required period of training before being allowed to appear in the examination.
- The leave remaining un-availed during a particular academic year would lapse at the end of the academic year, and will not be carried over to next year of the course. In a special situation, leave exceeding the duration of admissible leave for the year may be adjusted against leave due for subsequent years on recommendation of HOD /Head of the Institution provided it does not exceed **ten days** in any one academic year.
- In exceptional circumstances, leave exceeding the admissible leave may be permitted by a Board constituted by the Dean to examine the genuineness of the case and to make recommendations.

- This board should be chaired by the Dean and have one member from another department and one from administration. However, the duration of this extraordinary leave cannot exceed **thirty days** during the entire period of training irrespective of reason for leave.
- However, the above relaxation must be made only in circumstances of exigency and not as a common feature. These reasons must be documented in writing by the committee constituted by the Dean to look into the issue of shortage of attendance.
- **The requisite period of training must be completed by ALL students prior to issue of admit card for examination irrespective of the type of leave taken. A certificate to this effect must be given by HOD and Dean.**
- In case admission is delayed by MCC of MOHFW, student must complete shortage of attendance to complete duration of training even if this is done after the examination. This should be done under intimation to MCI. However, this procedure will NOT ordinarily be applicable to situations other than those mentioned above which lead to shortage of attendance.
- Any leave exceeding 7 days in continuation must be forwarded through proper channel to the Dean, HIMSR for information and record.
- In case a student takes more leave than the prescribed leave for any reason or remains absent from training without proper permission, he/she shall not be allowed to appear in the university examination until he/she completes the shortage of training, which may have occurred due to extra leave/ unauthorized absence, by undergoing further training beyond the normal duration of the course. The student will not be entitled for any pay for this training period.
- **Extra duties undertaken during the normal duration of the course would not compensate the shortage of training. No relaxation will be permitted.**
- A notice should be issued to the student(s), who remains absent from training without permission of competent authority (HOD) for a period exceeding 7 days. In case of unauthorized leave being availed by a student the following procedure is to be followed:
 - Notice to be issued to the student and sent by email/ registered post.
 - Three such notices at intervals of fifteen days to be issued.
 - Each notice to be accompanied by copy to parent/guardian.

In the event when there is no response to above three notices the legal bond taken at the time of the admission will need to be redeemed.

However, if the student returns from this leave the student will need to complete shortage of attendance as outlined above.

6: Discipline:

- The student shall submit himself/herself to the disciplinary jurisdiction of the authorities of the Institute who shall be vested with the authority to exercise discipline under the Act/ Ordinance/Rules framed by the Institute/University from time to time.
- The Student would undergo the course on full-time basis; no private practice, part-time job, being permissible during the duration of the course.
- The institution can remove the name of the student from the rolls in case his/her work or conduct is reported to be unsatisfactory by the Supervisor/Head of the Department/Head of the Institution. An undertaking to this effect should be obtained from the student at the time of admission. The conditions of redemption of the bond would apply in such a case.

7. Thesis:

A) General rules:

Only recognized PG teachers will be permitted to be supervisors.

For recognition minimum requirements as detailed by MCI in latest gazette notification pertaining to Teachers' Eligibility Qualifications (TEQ) will be applicable.

- Those faculty who fulfil the eligibility criteria for becoming PG supervisors will apply in the prescribed format (Appendix -1) before 31st March each year and these applications will be processed by 30th April so that these names can be included in the departmental list of eligible PG supervisors.
- Every candidate pursuing Post Graduate Degree Course shall carry out work on an assigned research project, under guidance of recognized postgraduate teacher(s). The results of this shall be written up and submitted in the form of a thesis. Acceptance of the thesis by the examiners will be essential before the candidate can appear for the final examination.
- Work for writing the Thesis is aimed at contributing to the development of a spirit of enquiry, besides exposing the candidate to the techniques of research, critical analysis, acquaintance with the latest advances in medical sciences and the manner of identifying and consulting available literature. Thesis shall be submitted as per the schedule decided

by the Institutional Board of Studies and submitted nine months before the commencement of the final Theory and Clinical/ Practical examinations.

- The Head of the institution shall appoint recognized PG teachers as supervisor/ co-supervisor for thesis in such a manner that each recognized PG teacher gets equal opportunity to supervise thesis of candidates. HOD shall send an annual statement showing allocation of students to recognized PG teachers in the department for the preceding five years. The Dean may reallocate the supervisor/ co-supervisor at his/ her discretion on the violation of the guidelines.
- Recognized PG teachers shall be included in the department as co-supervisor especially where the number of recognized PG teachers is more than the yearly intake of PG students. However, the number of co-supervisors including those from parent department should preferably not exceed three for any PG Student, however, the reason for including more than one co-supervisor with a student must be put on record. Before incorporating a PG teacher from a department other than parent department as co-supervisor, the consent of the concerned HOD should be obtained.
- Co-supervisors may be permitted provided they have completed at least three years as Assistant Professor. This must be accompanied by two original research papers published in a journal as per MCI guidelines. Inclusion of junior faculty of the respective department as Co-supervisor shall be encouraged by the HOD, provided they fulfil these criteria.
- In case a co-supervisor is required to be included due to the nature of the research from a non-teaching department/ institution, the Head of the Institution may grant necessary permission, on recommendation of the Institutional Board of Studies, for the person to be associated as co-supervisor in the particular thesis after considering the qualification, experience, designation of the person and the requirements for the project concerned.
- In case, the supervisor leaves the institute before submission of a thesis, co-supervisor or any other recognised PG teacher from the parent department may be appointed as supervisor (provided he/she fulfils the criteria) for getting the thesis completed. This may be proposed by the Head of the Department in consultation with Dean.
- In case a PG student leaves the course prior to completion, the supervisor concerned may be allotted a student next year in normal circumstances.
- The gap between date of superannuation of a teacher and the last date of submission of thesis should not be more than four months. If the gap is more than four months then the retiring faculty cannot be supervisor; however the teacher can be one of the co-supervisor.

- Allotment of PG will be decided centrally by administratively approved three member empowered committee, in HIMSR and chaired by Dean HIMSR.
- The following rules will apply for allotment of PG students:-
 - Allotment of student to supervisor will be by lottery system conducted by above mentioned committee.
 - The committee may exclude any eligible supervisor from the list in case there are disciplinary proceedings of any nature pending against him/her. Poor annual performance report or prolonged health issues of a particular faculty member may also be considered a reason for exclusion of the teacher from the list of eligible supervisors. The reason for exclusion must be recorded in the minutes of the committee meeting. In case the person's name is subsequently cleared, the same person may be considered eligible for the subsequent year(s).
 - If number of students in a department is less than the number of recognised PG supervisors in that department then rotation system will be used for allotment/ elimination.
 - If there is a newly recognized supervisor in a department, that person will be included in the rotation of supervisors at the appropriate seniority level. Preferably, a newly recognised supervisor will first become co-supervisor before being assigned as supervisor.
 - Co-supervisors should preferably not comprise more than three for any one thesis. One co-supervisor shall normally be from the department and maximum two from collaborating departments. However, the reason for allotment of co-supervisor for a thesis must be reasonably justified and recorded for verification at the time of submission of the thesis.
 - All co-supervisors must be allotted after obtaining consent from HOD of the concerned department followed by approval by the Dean.
 - Ordinarily, one individual should not be involved as supervisor/ co-supervisor for more than three theses simultaneously. This is especially applicable in the major clinical branches (Medicine, Surgery, Obstetrics and Gynaecology, Orthopaedics, Paediatrics, Ophthalmology and Otorhinolaryngology). However relaxation in this rule can be granted by Dean to the faculty from pre-clinical (Anatomy, Physiology and Biochemistry), para clinical (Pharmacology, Pathology, Community Medicine etc) and allied subjects (Radio-Diagnosis, Anaesthesiology etc).
 - No thesis will be submitted with signature of co-supervisors alone. However, supervisor as the only signatory may be permitted in special circumstances after recording the reason for the omission approved by the Dean.

- In case of exigency or when above rules are not met, Dean HIMSR will do allotment directly or make a committee for the same and record reasons in writing for ratification by Institutional Board of Studies.

B) Time schedule, format etc:

An orientation workshop to inform students about thesis related matters will be held prior to protocol submission. This will include matters pertaining to plan, execution, finances etc in relation to thesis.

- The thesis work must be undertaken strictly according to stipulated time frame as decided by the Institutional Board of Studies. The time frame must ensure appropriate time for proper scrutiny of the thesis protocols, ample time to student for research, timely evaluation of thesis and scope for resubmission of thesis- protocol or thesis if required.
- Protocol submission date: (i) MD/MS courses – 31st October of first year or within six month of joining the course.

Thesis submission date: (i) MD/MS courses – Nine months before appearing in university exam.

These dates will be notified by the Dean after clearance from the Institutional Board of Studies.

These dates may be modified by the Institutional Board of Studies if admissions are delayed due to any reasons.

- No extension of time shall ordinarily be granted for submitting the thesis-protocol/ thesis beyond the last date stipulated for the purpose. In case extra leave is taken prior to submission of thesis, both thesis submission and final examination will be delayed till the shortage of attendance is completed. In case of late submission, the student shall not be allowed to appear in the final examination at the end of normal duration of the course. He/ she may be allowed to appear in supplementary or subsequent examinations at least six months after submission of the thesis, subject to approval of thesis. No relaxation will ordinarily be granted in this regard.
- In special circumstances and on the recommendation of the supervisor, a short extension, not exceeding 15 days, may be granted to a student on payment of late fee of Rs.5000/-
- A student may be debarred from appearing in the examination and his/her registration for postgraduate course may be cancelled on the recommendations of Institutional Board of Studies, if he/she fails to submit the thesis-protocol/ thesis to the university within six months of the last date fixed for the purpose without proper documented reason. Same will be applicable if his/her work or conduct is reported to be not satisfactory by the Supervisor/

the Head of the department/Dean. This will also be a reason for redemption of bond submitted at the time of admission.

C) Thesis – protocol:

While selecting a topic for research and designing the research project, among other things, the following aspects should be taken care of:

- The feasibility of conducting the study within available resources and time frame.
- In case of interventional studies involving animal or human subjects, the projects and concerned departments should fulfil the ethical and other requirements necessary for human/ animal experiments and necessary approval should be obtained as required under rules and regulations in force.
- The project design should preferably satisfy the statistical requirements in respect of sample size, and proposed analysis of data.
- It must be ensured that the same thesis topics are not repeated for future students.
- Thesis-protocol should be submitted as per details in Appendix No: 2
- The thesis protocol must be first presented and discussed in a meeting of the respective departments before it is finalized and forwarded to Dean for approval.
- Subsequently, each protocol should be considered and approved by a Protocol Evaluation Committee before the protocol is submitted to the University. This protocol evaluation committee will be notified by the Dean each year. Its members will consist of three eminent staff of the college and should additionally and mandatorily include at least 2 members from the Institutional Ethics committee who must ensure that the study plan corroborates standard rules of ethics as per the Helsinki Declaration, 1964. This Committee should also ensure that the design of protocol fulfils the statistical requirements and the study proposed is scientifically and technically correct and feasible.
- A certificate of Institutional Ethics committee should be given to each planned study to enable ease of publication.
- In case an interventional clinical study is planned it should also be registered with the Clinical Trials Registry of India run under aegis of ICMR. The CTRI number so obtained must be included in the respective publication.
- A copy of the approved protocol would then be forwarded to Jamia Hamdard University by the Dean.

Dean, HIMSR should constitute a committee to look into the financial implications of clinical studies connected with the thesis and in consultation with Medical Superintendent, HAHC Hospital to decide on rules applicable for such investigations on patient data included in the thesis.

D) Thesis submission:

- Three hard copies and one electronic/softcopy of the thesis should be submitted in the general format listed as Appendix -3 along with the prescribed fee as decided by the management of the Institution.
- The thesis should not exceed one hundred pages excluding references/bibliography and annexures. The text of thesis should be printed in 12 point font size letters, on one side of A4 size paper in double space, with at least 2.5cm margin and justification on both sides. Printing should preferably be in Times New Roman. Appropriate diagrams/ photographs should be included. Statistical analysis should be included as and where applicable.
- The spine of the thesis should show the short title of the thesis, the degree (with subject) for which the thesis is being submitted and the duration of the course.
- Presentation/ Publication of Thesis results. The students shall normally present the results of their work at scientific forums/conferences and shall publish it in national/international scientific journals approved by MCI.

E) Examination of the thesis:

- The thesis shall be examined by a minimum of 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.
- The supervisors from each department would jointly suggest names of five persons including two external examiners, one reserve examiner and a referee to adjudicate a situation of contradictory report from the examiners for inclusion in the panel of examiners/referee for thesis evaluation to the Dean. No particular examiner/referee can be utilized for more than three years consecutively.
- The examiners would be required to evaluate the thesis with help of prescribed structured evaluation protocol as per pro forma attached as Appendix -4(a) and Appendix- 4(b).

- Each thesis will be graded in the following terms: Accepted/ to be resubmitted after modification as suggested/or Rejected.
- Both the examiners should accept the thesis before the candidate is allowed to appear in the final examination. In case of rejection of the thesis by one of the two examiners, the thesis would be referred either to a third examiner out of the panel approved for the candidate or to an approved empanelled Referee.
- If the examiner(s) suggest some modification, thesis will require to be re-submitted along with freshly submitted thesis fee. Acceptance of the corrected thesis must be available prior to the student being given admit card for the examination.
- A thesis will require resubmission if both examiners do not accept the thesis. Resubmitted thesis would be evaluated by the original set of examiners except in case of their refusal to re-evaluate the thesis or their non-availability. For evaluation of the resubmitted thesis, in cases where one of the two examiners has rejected the thesis on initial evaluation, the referee would substitute the examiner who has rejected the thesis. The thesis would be allowed to be resubmitted only once. A resubmitted thesis, if not accepted by both the examiners/referee would be taken as 'Rejected'.
- A rejected thesis will require to be freshly written.
- Each time a thesis is submitted for evaluation, fees as applicable would need to be paid by the student.

8. Internal Assessment:

- Student should be assessed on day to day performance as they shall be maintaining the log book, presenting journal clubs, seminars etc.
- The Internal Assessment should be done by the Faculty members of the concerned Department of the institutions. These marks will not be added to the marks of final examination but passing marks (50%) must be achieved by the student prior to being granted permission to appear in the examination.
- Minimum three tests, one at the end of each of the first two years and third, three months before appearing in the final examination should be held. The last should be exactly on the pattern of the final examination as suggested by MCI.
- An annual report of the PG students will need to be submitted to the Dean in the format recommended by MCI (appendix –5). Copy of this report may be shared with the student and the guardians, especially if the annual report is suboptimal.

- A Postgraduate student would be required to present one poster **and** to read one paper at a national/state conference. In addition one research paper should be published/accepted for publication/sent for publication with receipt of acknowledgement from the journal office during the period of postgraduate studies. Student must also have attended two conferences/ CMEs/ workshops pertaining to their speciality during his/her tenure as PG student. These requirements are mandatory to make the student eligible to appear at the postgraduate degree examination. **A certificate to this effect must be provided by the Head of the Department/ institute before the issue of admit card.**

9. Examinations:

- The examinations shall be organized on the basis of marking system to evaluate and certify candidate's level of knowledge, skill, and competence at the end of the training. The examination for M.S., M.D., shall be held at the end of three academic years (six academic terms: An academic term shall mean six months training period).
- Each component of the examinations shall be evaluated by the marking system and the result will be recorded and communicated in terms of 'pass or fail'. A student, in order to pass the examinations, must secure a minimum grade equivalent to not less than 50% marks in theory as well as in practical/ clinical separately. However, student must not secure less than 40% marks in any individual paper.
- The distribution of marks of examination will be as follows:-

Marks:

Theory: 4 papers each of 100 marks = 400

Practical: Clinical and Viva-voce = 400

Total = 800

The details of course for each paper and detailed components of practical examination will be decided by the Board of Studies of each department and submitted to the Dean office for further ratification by Institutional Board of Studies constituted by the institute and further approved by the Academic Council of the University.

Detailed Schedule of Examinations:

THEORY

- There shall be four theory papers (MD/MS).
- Out of these one shall be of Basic Medical Sciences and one shall be of Recent Advances. Each paper shall be of three hours duration.
- The content of each paper and the distribution of marks and pattern of theory question paper should be approved by the Board of Studies for each subject.

CLINICAL / PRACTICAL/ ORAL

- Clinical examination for the subjects shall be conducted to test the knowledge and competence of the candidates for undertaking independent work as a specialist/teacher, for which candidate shall examine a minimum of one long case and two short cases.
- Practical examination for the subjects in Basic Medical Sciences shall be conducted to test the knowledge and competence of the candidate for making valid and relevant observations based on the experimental/laboratory studies and his/ her ability to perform such studies as are relevant to the subject.
- The oral examination shall be thorough and shall aim at assessing the candidate's knowledge and competence about the subject, investigative procedures, therapeutic technique and other aspects of the speciality which form a part of the examination.
- A candidate shall secure a minimum grade equivalent to not less than 50% marks separately in each head of passing i.e. (1) Theory Examinations, and (2) Practical/ Clinical Examinations including oral examinations. For theory examination a total of 50% overall is required but no paper should be having less than 40 % score.
- Detailed scheme of evaluation in practical examinations shall be determined by individual Departmental Board of Studies. However, in clinical subjects there should be minimum of one long and two short cases besides other non-clinical components.

The University shall conduct not more than two examinations in a year for any subject, with an interval of not less than four and not more than six months. Ordinarily, annual examination will be conducted in first fortnight of May and supplementary examination in first fortnight of October every year. Appropriate modification may be done depending on any exigency due to which there is a deviation from regular admission timings.

10. Examiners:

- All the Post Graduate Examiners shall be recognised Post Graduate Teachers holding recognised Post Graduate qualifications in the subject concerned.
- No person shall be appointed as an examiner in any subject unless he/she fulfils the minimum requirements for recognition as a Post Graduate teacher as laid down by the Medical Council of India and has teaching experience of eight years of which at least four years teaching experience is as Assistant Professor gained after obtaining Post Graduate Degree.
- No person shall be appointed as an internal examiner in any subject unless he/she has three years' experience as recognized PG teacher in the concerned subject. For external examiners, he/she should have minimum six years of experience as recognized PG teacher in the concerned subject.
- For all Post Graduate Examinations, the minimum number of Examiners shall be four, out of which at least two (50%) shall be External Examiners, who shall be invited from other recognised universities preferably from outside the State. Out of internal examiners, one examiner shall be a professor and Head of Department. The second internal examiner will be identified by rotation amongst the eligible examiners of the department.
- An external examiner shall ordinarily be appointed for not more than two consecutive terms. The internal examiner in a subject shall not accept external examinership for a college from which external examiner is appointed for that year.
- All the four question papers will be set by the external examiners. The Head of the Department shall moderate the question papers.

**HAMDARD INSTITUTE OF MEDICAL SCIENCES AND RESEARCH
HAMDARD NAGAR, NEW DELHI-110062**

Application for appointment as Supervisor/Co-Supervisor to guide Post Graduate Degree courses

1. Name of the applicant (in block letters) : _____
2. Name of the Department : _____
3. Designation : _____

4. Academic Qualifications (Please write only MCI Recognized Degrees):

S.No	Examination Passed	University	College	Year (with Month)
1	MBBS			
2	MD/MS			
3	Other			

5. Post MD Teaching Experience (Please write only MCI recognized institution):

S.No	Experience	Instt./Deptt.	Designation	Period		Total
				From	To	
1	Senior Resident					
2	Asst. Professor					
3	Assoc. Professor					

6. List of publications may be attached in the following format:

S.No	Name of Article	Name of Journal	Citation details (Vancouver)	Indexation details

7. Research / Project Undertaken (List may be attached in the following format)

S.No	Name of Project	Role in Project (PI, Co.PI)	Funding Agency	Duration

I am attaching documentary proof of above statements.

Signature of applicant
College/Hospital

Telephone/Mobile No.....

Address (O)

Address (R).....

.....

Signature of Head of the Deptt.

Verification details:

S.No	Experience details	Adequate/ Inadequate	Evaluated By
1	Experience as Resident		
2	Experience as Assistant Professor		
3	Experience as Associate Professor		

Recognized as Supervisor/ Co-Supervisor : _____

SIGNATURE OF EVALUATOR/CHAIRMAN OF COMMITTEE

SIGNATURE OF DEAN

**HAMDARD INSTITUTE OF MEDICAL SCIENCES AND RESEARCH
HAMDARD NAGAR, NEW DELHI-110062**

THESIS PROTOCOL FORMAT

- | | |
|---|------------|
| 1. Title Page | Page 1 |
| 2. Certificate from Institution | Page 2 |
| 3. Introduction/ background including lacunae in existing knowledge | Page3 |
| 4. Brief review of literature | Page4-6 |
| 5. Objectives of research project | Page 7 |
| 6. Patients/ Subjects/Material and Methods including plan of statistical evaluation | Page 8-10 |
| 7. Index of references (Vancouver system of references) | Page 11-12 |
| 8. Appendix, if any (consent form, data sheet etc) | |

**HAMDARD INSTITUTE OF MEDICAL SCIENCES AND RESEARCH
HAMDARD NAGAR, NEW DELHI-110062**

THESIS FORMAT

1. Title Page: title page should mention the
 - Topic of the thesis,
 - Degree (with discipline) for which the thesis is being submitted,
 - Name and educational qualifications of the candidate,
 - Supervisor and co-supervisor(s),
 - Name of the institution where the thesis has been undertaken and duration of the course.

2. Declaration by candidate and supervisor *
3. Certificate from Institution **
4. Acknowledgements
5. Ethics Committee Clearance Certificate
6. Presentation of thesis results to scientific forums and publications in scientific Journals, if any
7. Table of contents
8. Glossary of abbreviations
9. Text of thesis: Introduction/background
10. Review of literature
11. Objectives of research
12. Patients/Subjects/Materials and Methods
13. Results
14. Discussion
15. Conclusions and recommendations
16. Index of references: Vancouver system of references
17. Summary of the thesis: Each copy of thesis should be accompanied by a summary of the thesis ordinarily not exceeding six pages.

*The candidate must submit a declaration that the contents of the thesis have not been submitted earlier in candidature for any degree. A statement certifying that a plagiarism check from a standard software (name of software to be included) has been done must also be included.

** The thesis should be accompanied by a certificate issued by the supervisor, and co-supervisor, head of the department, and countersigned by the Head of the institution certifying that the candidate has undertaken the thesis work in the department under the direct guidance of the supervisors and that the thesis fulfils all the requirements stipulated by Jamia Hamdard, University.

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SCHEME OF EVALUATION OF THESIS

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/ Rationale of study			
Aims and Objectives	Objectives are specific, Measurable, Attainable in a Time bound manner and realistic			
Review of Literature	Relevance			
	Completeness			
	Is it current and up-to-date			
Methods	Mention of the type of study(prospective, retrospective, controlled, double blind etc.)			
	Mention the study setting			
	Mentions participant / eligibility criteria/ source and method of selection of subjects / participants			
	Details of subjects and controls			
	Details of materials (apparatus, experimental design)			
	Procedure used for data collection (Questionnaire)			
	Statistical methods employed, level of significance considered			
	Mention of ethical issue involved			
Observation & Result	Logical organization in readily identifiable section			
	Correctness of data analysis			
	Appropriate use of charts,			

	tables, graphs, figures, etc.			
	Statistical interpretation			
	Objectivity of interpretation			
Discussion	Relevance (within framework of study) and appropriateness for date			
	Comparison with results from similar studies			
	Interpretation of implication of result			
	Resolution of contradictory result and its explanation/ interpretation			
	Statement of limitation of study			
	Mention of unanswered questions			
	Mention of new questions raised			
Conclusion	Key findings of the study mentioned?			
Recommendations	Any recommendations arising/ based on the study.			
Reference	Stated as per Vancouver style			
Appendices	Whether all required annexure and appendices are included, e.g. the clinical proforma, the questionnaire used, patient information sheet, CTR number etc			
Overall comments	Clarity Grammatical / Typographical precision			

Signature of Examiner

Stamp

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SUMMARY OF EVALUATION REPORT OF THESIS FOR MD/MS/Ph.D

Name of Courses:

Title of the Thesis:

Name of the Candidate:

Recommendation by the Examiner

Please (✓) mark against the appropriate column

1. Thesis Accepted Thesis Rejected To be resubmitted
after correction
2. Grading of thesis : Excellent/ Very Good/ Good/Average/Satisfactory
3. Comments on thesis (including reason for Rejection/ Suggestion for Modification, if applicable)

(Please use additional sheet(s), if necessary)

Date:

Place:

Signature of Examiner

Name:

Designation:

Address:

Appendix- 5

**HAMDARD INSTITUTE OF MEDICAL SCIENCES AND RESEARCH
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POSTGRADUATE STUDENTS APPRAISAL FORM

Pre/Para-Clinical Disciplines

Name of the Department/ Unit : _____
 Name of the PG student : _____
 Period of Training : From _____ to _____

Slno	Particulars	Not Satisfactory			Satisfactory			More Than Satisfactory			Remarks
		1	2	3	4	5	6	7	8	9	
1	Journal based/recent advances learning										
2	Patient based /Laboratory or Skill based learning										
3	Self-directed learning and teaching										
4	Departmental and interdepartmental learning activity										
5	External and outreach activities/CMEs										
6	Thesis/ Research Work										
7	Log Book Maintenance										

Publications _____ Yes/ No

Remarks _____

***REMARKS: Any significant positive or negative attributes of a postgraduate student to be mentioned. For score less than four in any category, remedial action must be suggested. Individual feedback to postgraduate student is strongly recommended.**

**SIGNATURE OF ASSESSEE
OF HOD**

SIGNATURE OF SUPERVISOR

SIGNATURE