



UNIVERSITY OF DELHI
FACULTY OF MEDICAL SCIENCES

6th Floor, V.P.C.I. Building, Delhi - 110 007
Phone: 011-2766 2764, website: www.fmsc.ac.in, E-mail: dr@fmsc.du.ac.in

FMDS/247/PG/2017/

25.08.2017

To

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(All concerned colleges/institutes)

Sub.: **Schedule of submission of Protocols/thesis and annual fees.**

Dear Sir/Madam,

The following are the prescribed dates/timelines on the above cited subject for your kind information as well as of students.

1.	Submission of Thesis-Protocol of MD/MS/MDS students.		
	The students of MD/MS/MDS courses admitted in the 'Year' are required to submit their thesis-protocols to the college/institution concerned and the same must reach to the Faculty of Medical Sciences, University of Delhi by the end of October .		
	Course	Thesis Protocols submission	Thesis submission
	(a) MD/MS/MDS	(a) 30 th October of the 1 st year of the course	(a) 30 th April (at the end of 2 nd year of the course)
	(b) The (MD/MS) Students who have already done Diploma in Same subjects	(b) 1 st September of the 1 st year of the course	(b) First week of October in the 2 nd year of the course.
2.	Payment of Annual Tuition Fee by 2nd & 3rd year Postgraduate students		
	The tuition fee amounting to Rs. 15,600/- (fifteen thousand six hundred only) is required to be paid by Postgraduate students for the 2nd year and 3rd year of the course by 14th of May every year . Thereafter, Rs. 1000/- per week fine will be charged as late fees w.e.f. 15 th of May onwards.		



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3.	Submission of thesis by MD/MS/MDS students
	<p>Three copies of the thesis be submitted by MD/MS/MDS students alongwith three copies of the protocol and a Bank Draft/Banker's Cheque amounting to Rs. 5000/- (five thousand only) drawn in favour of The Director, South Campus, University of Delhi payable at Delhi. The required thesis alongwith requisite fee & protocol be submitted to the Deputy Registrar, Faculty of Medical Sciences, 6th Floor, VPCI Building, University of Delhi, Delhi latest by 30th April (timings 10.00 am to 4.30 pm). Extension for thesis submission for MD/MS/MDS beyond 30th April may be granted to a maximum of one month with late submission fee of Rs. 1000/- per week.</p> <p style="text-align: center;">Link to download thesis submission form:- http://www.fmssc.ac.in/forms.htm</p>

It is requested that the students concerned be informed to take necessary action in this regard.

Yours faithfully


(S.K Dogra)

Deputy Registrar (Medical)

Encl: Copy of the relevant extracts from PG Ordinance.

Copy to:-

The Principal,
Maulana Azad Institute of Dental Sciences,
New Delhi 110002

The Dean,
Maulana Azad Medical College,
New Delhi 110002

The Director,
Lady Hardinge Medical College,
New Delhi 110001

The Principal,
University College of Medical Sciences,
Delhi 110095

The Director,
VPCI,
Delhi 110007



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The Medical Superintendent

Kasturba Hospital,
Delhi 110002

The Medical Superintendent

Hindu Rao Hospital
Malka Ganj, Delhi 110007

The Director,

National Institute of Health and Family Welfare,
Munirka, Delhi 110067

The Director,

Institute of Nuclear Medicine and Allied Sciences,
Timarpur,
Delhi 110054

The Director,

Institute of Human Behaviour and Allied Sciences,
Delhi 110095

The Director,

Central Health Education Bureau,
Delhi 110002

The Director,

GB Pant Institute of PG Medical Education & Research,
Delhi 110002

The Commandant,

Army Hospital (R&R),
Delhi Cantt 110010



16.4 The Head of the Department in institution shall appoint recognized P.G. teachers as supervisor/ co-supervisor for thesis in such a manner that each recognized P.G. teacher gets equal opportunity to supervise thesis, under intimation to the Head of Institution along with a statement showing allocation of students to recognized P.G. teachers in the department for the preceding five years. The Head of Institution, on the violation of guideline, may reallocate the supervisor/ co-supervisor at his discretion.

16.5 Incorporation of recognized PG teachers as co-supervisor should be **included** in the department where the number of recognized PG teachers is more than the yearly uptake of PG student. However, the number of co-supervisors, including those from parent department, should not exceed three for any PG Student. Before incorporating a PG teacher from department other than parent department as Co-Supervisor, the consent of the HOD of the PG teacher should be obtained.

16.6 In case a co-supervisor is required to be included, due the nature of the research, from a non-teaching department/ institution, the Board of Research Studies may grant necessary permission, on recommendation of the PG Cell, for the person to be associated as co-supervisor in the particular thesis after considering the qualification, experience, and designation of the person.

16.7 In case, the supervisor leaves the institute before submission/ acceptance of a thesis, co-supervisor or any other PG teacher from the parent department may be appointed as supervisor **provided he/she fulfils the criteria**, for getting the thesis completed by Head of Department of the Institution, under intimation to Faculty of Medical Sciences.

16.8 In case a P.G. student leaves the course in between the supervisor concerned should be allotted a student next year on priority basis.

16.9 If a teacher is superannuating within 4 months of the last date of submission of thesis, he cannot be supervisor, however, he can be one of the co-supervisor.

17 THESIS- Time schedule, format etc.

17.1 The thesis work must be undertaken strictly, according to stipulated time frame as decided by the Board of Research Studies (BRS), to ensure 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.(**Appendix III**).

17.2 Thesis submission Dates :

(i) MD/MS/MDS courses – 30th April (at the end of 2nd year of the course).

(i) Super specility courses (where applicable) – 30th November (at the beginning of 3rd year of the course)

17.3 No extension of time shall ordinarily be granted for submitting the thesis-protocol/ thesis beyond the last date stipulated for the purpose. The BRS may allow submission of the thesis-protocol/ thesis beyond the last date for genuine reasons on recommendations of Head of the institution. **Extension for thesis submission for MD/MS/MDS beyond 30th April may be granted to a maximum of one month with late submission fee of ₹ 1000/- per week. For Super specility courses where applicable, submission of Thesis beyond 30th November may be granted to a maximum of one month with late submission fee of ₹ 1000/- per week.** In case of such late submission, of thesis beyond one month 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 be granted in this regard.

17.4 A student may be debarred from appearing in the examination / and his/her registration for postgraduate course may be cancelled on the recommendations of BRS, if he/she fails to submit the thesis-protocol/ thesis to the department within six months of the last date fixed for the purpose and his/her work or conduct is reported to be not satisfactory by the Supervisor/ the Head of the department/ Head of the institution. Such student shall be debarred from joining any other PG/ Post Doctoral course for a period of five years from the date of cancellation of his/her registration.

17.5 Thesis – protocol


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

- i The feasibility of conducting the study within available resources and time frame.
- ii In case of interventional studies involving animal or human subjects, the projects and concerned departments should fulfill the ethical and other requirements necessary for human/ animal experiments, and necessary approval should be obtained as required under rules and regulations in force.
- iii The project design should satisfy the statistical requirements in respect of sample size, and proposed analysis of data.
- iv It must be ensured that the same thesis topics are not repeated year after year. The thesis-protocol must accompany a disclosure/ explanation if a similar study has been undertaken already under University of Delhi during last five years.
- v Thesis-protocol should be submitted in the following format:

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

The thesis protocol must be presented and discussed in the meeting of the college department before it is finalized. Each protocol should be considered and approved by the PG Cell of the Institute before the protocol is submitted to Faculty of Medical Sciences. PG Cell should, among other things, ensure that the design of protocol fulfills the statistical requirements. The need for consideration of the protocol by Institutional Ethics Committee must be considered. PG Cell must obtain clearance from the Institutional Ethics committee before giving approval in cases in which such clearance is needed.

One month before the last date of submission of thesis to Faculty, each institute should send a list of the thesis being processed by PG Cell in the following format: SN, Institution, Department, Candidate, Supervisor, and Title; to facilitate appointment of



examiners. An electronic copy of the list on a floppy/compact disc should be sent along with a printed copy.

The Head of the Institution, while forwarding the protocols to Faculty of Medical Sciences, should certify that the thesis protocol fulfills all the requirements stipulated by Faculty of medical sciences, University of Delhi, and should identify the protocols which have been considered and approved by Institutional Ethics committee.

The protocols would be referred to the respective Head of the University Department for observations. In case the observations of the HOD are not received within stipulated time, approval of the HOD would be assumed. The protocols, marked by HOD, would be referred back to supervisor with approval of Chairman, Board of Research Study (BRS), through Head of the Institution, for suggested clarifications/ modifications within specified time frame. The thesis-protocols, revised thesis-protocols, comments of HOD(s), and related matters would be submitted to BRS for consideration and approval.

Any request by candidate for revision in the thesis-protocol approved by BRS should have recommendations of the institution and should be received in office of Faculty of Medical Sciences within 2 months of BRS meeting in which protocol was approved. The Chairman BRS, in consultation with concerned HOD, would take a decision in the matter. In case of dispute, the Chairmen may place the matter before an emergent meeting of BRS.

17.6 Thesis

Three hard copies and one electronic/softcopy of the thesis should be submitted in the following general format **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.

Declaration by candidate: The candidate must submit a declaration that the contents of the thesis have not been submitted earlier in candidature for any degree. The candidate should also give a written consent for permitting availability of the thesis for photocopying and inter-library loan to other institutions.

Certificate from Institution: 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 Faculty of Medical Sciences, University of Delhi.

Acknowledgements

Presentation of thesis results to scientific forums and publications in scientific Journals, if any

Table of contents

Glossary of abbreviations

Text of thesis:

- Introduction/background
- Review of literature
- Objectives of research
- Patients/Subjects/Materials and Methods
- Results
- Discussion
- Conclusions and recommendations

Index of references: Vancouver system of references

Appendix

***SUBMISSION OF THESIS PROTOCOL AND THESIS FOR MD/MS/MDS AND SUPER SPECILITY COURSES TO THE FACULTY OF MEDICAL SCIENCES**

Course	Thesis Protocols submission	Thesis submission
(a). MD/MS/MDS	(a) 30 th October of the 1 st year of the course	(a) 30 th April (at the end of 2 nd year of the course)
(b) The (MD/MS) Students who have already done Diploma in Same subjects	(b) 1 st September of the 1 st year of the course	(b) First week of October in the 2 nd year of the course.
Super Specility course (where applicable)	30 th November of the first year of the course	30 th November (beginning of the 3 rd year of the course)

* Subject to change on recommendation of the Board of Research Studies (BRS).

The Protocols will be reviewed by the Head of the Departments within four weeks after receipt of the protocols by the Faculty of Medical Sciences. Any Comments/revision of protocols, if necessary should be communicated by the HOD Faculty of Medical Sciences to the candidate and the Institution within four weeks of submission of the protocols. The revised Thesis protocol should be received not later than eight weeks from the actual date of submission (i.e. 30th October for MD/MS/MDS and 30th November for Super specialty courses). The BRS should consider the protocols by 15th January for MD/MS/MDS courses and 15th February for Super Specialty courses and communicate the approval to the Institution and candidates.

Any request by candidate for revision in the thesis-protocol after approved by BRS should have recommendations of the institution and should be received in office of Faculty of Medical Sciences within 2 months of BRS meeting in which protocol was approved. The Chairman BRS, in consultation with concerned HOD, would take a decision in the matter. In case of dispute, the Chairmen may place the matter before an emergent meeting of BRS.

