



Guru Gobind Singh Indraprastha University

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Website: <http://ipu.ac.in>

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Guidelines for Thesis- protocol/ Thesis for MD,MS,DM/MCh courses

Every candidate registered for a postgraduate degree programme shall carry out research on an assigned project under the guidance of a recognised supervisor/co-supervisor. The result of this research work should be recorded, analysed, written up and submitted in the form of a thesis.

There is no thesis for diploma courses.

For super-speciality (DM/MCh) courses inclusion of thesis in the curriculum is optional. In case the institute chooses not to have a thesis, then each student will be required to publish at least two research papers in an indexed journal of repute or he/she will be required to prepare two review articles on subjects specified by the Head of the department, which should be published or accepted for publication in an indexed journal of repute in order to become eligible for appearing in the final theory and clinical/practical examinations. The Head of the Institutions shall not recommend a student for appearing in the final examinations unless he/she has fulfilled this criterion.

The detailed schedule (Academic Calendar) of protocol and thesis work for both speciality (MD/MS) and super-speciality (DM/MCh) courses is also notified separately.

The thesis shall be submitted as per the schedule decided by Board of Studies of School of Medicine and Paramedical Health Sciences (SM&PMHS) and at least one year before the commencement of the final Theory and Clinical/Practical examinations.

Supervisor/Co-supervisor

1 The Head of the Department in institution shall allocate recognised PG teacher as supervisor/co-supervisor for guiding a postgraduate student for thesis in such a manner that each recognised PG teacher gets an equal opportunity, under intimation to Head of the Institution. The Head of the Institution, on violation of the guidelines, may reallocate supervisor/co-supervisor at his/ her discretion.

2 **A faculty who possesses a total of eight years teaching experience, out of which at least five years teaching experience is as Lecturer and/or Assistant Professor and/or Associate Professor after obtaining Post-Graduate degree, shall be recognised as Post-Graduate teacher.** A Post –Graduate teacher whose name figures in the list of faculty recognised or given equated designation by the GGSIP university from time to time and fulfils the criterion mentioned above shall be a recognised supervisor/co-supervisor.

3 A person who does not possess a teaching /equated designation cannot be supervisor-co-supervisor.

4 The terminology to be used in Thesis protocol/Thesis shall be Supervisor and Co-supervisor only.

Other terminologies like guide, chief guide, co-investigator, principal investigator etc. are not permitted

5 There can be only one supervisor for one student. Avoid having too many co-supervisors. A candidate should have only those many co-supervisors who are just needed for the guidance of thesis work upto a maximum of three co-supervisors.

Generally there should not be a co-supervisor from the same department. If the nature of research is such that it warrants a co-supervisor from the same department, only then a co-supervisor is permitted from the same department, provided he /she fulfils the criteria of eligibility of supervisor/c-supervisorship. This has to be ensured by the Head of the Institution and IRB/PG cell

6 In case a co-supervisor is required to be included, due to nature of research, from a non-teaching department or a department where a recognised supervisor is not available, in that case; since there can be no co-supervisor; that department can be included as a co-investigative department and no name shall be written. Only the department name shall be written as co-investigative department in thesis protocol/thesis.

7 In case a co-supervisor is required to be included, due to nature of research, from an outside institution, he/she should be a recognised teacher of GGSIP University or any other UGC recognised university. He/she can be allowed to be associated as a co-supervisor, for that thesis only, provided necessary permission is sought by the supervisor and the candidate and recommended by the IRB and Head of the institution; from the Chairman, Board of Studies, School of Medicine and PMH Sciences, GGSIP University

8 In case a co-supervisor is required to be included, due to nature of research, from an outside institution, which is not affiliated to GGSIP University and the person to be taken as a co-supervisor is not a recognised teacher of any university, then the Board of Studies of School of Medicine and PMH Sciences, GGSIP University may grant necessary permission, on recommendation of the Institutional Review Board/PG cell of the institute and duly forwarded by head of the institution, for the person to be associated as co-supervisor in that particular thesis after considering the (CV) qualification, experience and designation of the person.

9 In case the supervisor leaves the institution before submission /acceptance of a thesis, the co-supervisor or any other PG teacher from the parent department (On recommendation of the Head of the Department and Head of the Institution) may be appointed as supervisor provided she/he fulfils the criteria of being a PG supervisor, for getting the

thesis completed after getting necessary approval of the Dean, School of Medicine and PMHS , GGSIP University. In case a co-supervisor leaves the institution before submission /acceptance of a thesis, then the thesis may be submitted without the name and signature of that co-supervisor, provided that the supervisor and other co-supervisor if any are in place.

10 If a teacher is superannuating within six months of the last date of submission of thesis, he/she cannot be supervisor. The Head of the institutions have to ensure that this is strictly adhered to.

Thesis-protocol

1 Each student is required to choose a topic for research and design the research project and write it in the form of a Protocol

2 While selecting a topic for research the following aspects should be taken care of:

i) The feasibility of conducting the study within the available time frame and resources.

ii) The study design should satisfy the statistical requirements in respect of sample size and proposed statistical analysis of data.

iii) It must be ensured that the same thesis topics are not repeated year after year. **The thesis-protocol must accompany a disclosure/ undertaking that a similar study has not been undertaken in last five years under GGSIP University.**

iv) NO drug trials are permitted for thesis-protocol.

v) No study solely based on retrospective collection of data from case sheets and analysis of such data is permitted. However if the study entails comparison of retrospective and prospective data etc or the nature of research is such that the study shall contribute substantially to the scientific knowledge.

vi) No obligation is to be received in any form what so ever, from the Pharmaceutical companies.

vii) The study subjects/patients to be enrolled for thesis purpose, should not be asked to spend for any tests, medication etc.

3 The Thesis –protocol must be presented and discussed in the college at the Department level before it is finalised.

Each thesis-protocol should be considered and approved by the Institutional Review Board (IRB)/PG Cell of the college.

Each thesis-protocol should be considered and approved by the Institutional Ethics committee (IEC) before it is submitted to the School of Medicine and PMH Sciences, GGSIP University

4 One copy of the Thesis –protocol, after the approval be the IRB/PG Cell and IEC should be submitted by the stipulated date as mentioned in the Academic calendar.

5 Students who fail to submit the thesis- protocol by stipulated date due to any reason, except maternity leave, may face serious action like stopping of salary or even termination of course(as specified in GGSIP University Ordinance 16), if recommended by Head of the Department and Institution to Dean, School of Medicine and PMH Sciences, GGSIPU.

6 Thesis-protocol should be submitted in the following format:

Title page-Topic, course name, university name, batch year, college name, student's name-

Next page- Title, name, designation and signatures of the candidate, supervisor, co-supervisor if any; head of the department and head of the institution.

Declaration by the candidate as mentioned above in clause 3

Certificate from the institution

Introduction/background including lacunae in existing knowledge

Research question and hypothesis

Brief review of literature

Aim and objective(s)

Material and methods including definitions used for study purpose, methods of doing tests/procedures etc, statistical methods planned.

References in Vancouver style only (Do not use the term Bibliography)

Appendix if any (Study flow diagram if any, questionnaires if any, Bilingual informed consent form and patient information sheet, Proforma etc)

(The patient information sheet should clearly state the purpose of study, gain expected out of the study, procedures and tests to be done, how will they be done , side effects or risks if any etc)

Thesis – Time schedule, Format , submission dates etc

1 The thesis work must be undertaken strictly, according to stipulated time frame as depicted in the academic calendar, to ensure proper scrutiny of thesis protocols, ample time for student for research, compilation, interpretation of data, writing the thesis, timely evaluation of thesis and scope of resubmission of thesis-protocol and thesis if required.

2 Thesis submission dates are:

MD/MS courses—30th April (at the end of 2nd year)

Superspeciality courses (where applicable)-31st July (at the end of 2nd year)

3 The completed thesis should be submitted to the School of Medicine and PMH Sciences by the date specified in the Academic Calendar. No extension will be granted in this regard. In case a student fails to submit the thesis in the stipulated time, he/she will be debarred from appearing in the final examination. He/she will only be permitted to appear in the supplementary examination or in the next examination (Ordinance 16,GGSIPU).

4 It is the responsibility of the student, supervisor, co-supervisor, Head of the Department and Head of the Institution to ensure timely procurement of the materials/equipment etc needed for conduct of the research and timely completion of the thesis. It is again emphasised that the students and the supervisors should refrain from being unrealistic in selecting the research topic and keep all sorts of uncertainties in mind before finalising a topic.

5 Three hard copies of the thesis should be submitted in the following general format:

Cover and page—should include topic of thesis, degree (with Discipline) for which the thesis is submitted, name of the university, year batch, name of the institution, name of the candidate.

Title page-should mention the title of the topic, degree(discipline) for which thesis is being submitted, name of the institution, duration of the course, signature, name , educational qualifications, and designation of the student, supervisor, co-supervisor, head of the department and head of the institution.

Declaration by the candidate: The candidate must submit a declaration that contents of the thesis have not been submitted earlier for any degree candidature and also give permission to allow 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, certifying that the candidate has undertaken thesis work in the department under the direct guidance of the supervisor and co-supervisor(s).

Acknowledgements

Table of contents

Glossary of abbreviations

Text of thesis:

Introduction/background including lacunae in existing knowledge, research question, hypothesis

Review of Literature

Aim and Objective of research

Material and Methods

Results

Discussion

Conclusion and Recommendations

References- Vancouver style of references (Do not use the term bibliography)

Appendix

Summary of thesis

Please include a copy of the protocol also in bound thesis

6 The thesis should not exceed hundred plus minus ten pages. The text of thesis should be printed in 12 point font size letters, on both sides of A4 size paper in double space, with at least 2.5 cm margin and justification on both sides. The spine of the thesis should show the degree (with subject), name of the candidate and the duration of the course

This issues with the approval of the competent authority.

Dr. Suresh Kumar
Incharge, Result IV
Examination Branch
Guru Gobind Singh Indraprastha University