

MD NON-CLINICAL

ATTENDANCE, PROGRESS, CONDUCT, PUNCTUALITY, OBEDIENCE & LEAVE:

(1) Attendance:

- (i) A candidate pursuing MD/MS degree should work in the concerned department of the college for the full period as a full time student.
- (ii) A candidate is required to put in minimum of 80% of attendance both in theory and practical separately in each subject before admission to the examination. However, candidate should not be absent continuously as the course is a full time one.
- (iii) A candidate lacking in the prescribed attendance and progress in any one subject in theory and practical, wherever necessary, in the first appearance shall not be permitted for admission to the entire examination.

(2) Progress :

Every candidate shall attend symposia, seminars, conferences, journal review meeting, grand rounds, CPC, case presentation, clinics and lectures during each year as prescribed by the department and not absent himself from work without valid reasons.

(3) Conduct:

- (i) No candidate is permitted to run a Clinic / work in Clinic / Laboratory / Nursing Home while studying postgraduate course.
- (ii) No candidate shall join any other course of study or appear for any other examination conducted by this University or any other University in India or during the period of registration.

(4) Punctuality:

A Post-graduate MD/MS student is expected to follow the discipline of institution and follow punctuality, not only regarding the college time table but also in the hospital clinics and laboratory.

(5) Obedience:

- (i) It is universally true that the student should be obedient and receptive for his / her total involvement in the teaching / learning process, the instructions issued by the P.G. Teacher, HOD and the competent authority from time to time must be followed.
- (ii) The assignments allotted by the concerned P.G. Teachers and HOD must be completed within stipulated time with full involvement and dedication. Individual Department discipline must be followed. The acts of insubordination and Indiscipline shall not be tolerated.

(6) Monitoring progress of study:

(a) Work Diary / Log Book:

- (i) Every MD/MS candidate shall maintain a work diary / Log Book and record his/her acquired skills, during the training period duly certified by the various Heads of Departments where he / she has undergone training including outside the institution, participation in the training program conducted by the department such as Day to day patient record, relevant record pertaining to his/her specialty must be maintained for presentation during final examination. The record includes – Case records, models, Clinical photographs, X-rays etc. relevantly particular case and specialty, journal reviews, etc.

- (ii) Special mention may be made of the presentations by the candidate as well as details of clinical or laboratory procedures, if any conducted by the candidate. The work diary shall be scrutinized and certified by the Guide once in three months, Head of the Department and the Dean of Santosh Medical College and presented in the University practical/ clinical examination.
- (iii) The candidate is also required to participate in the teaching and training program for the Under Graduate student.
- (iv) In addition, the Head of the Department shall involve their Post-Graduate students in Seminars, Journal Club, Group Discussions and Participation in Clinical, Clinico-Pathological conferences.
- (v) At the end of the course, the candidate should summarize the contents and get the Log Book certified by the Head of the Department.
- (vi) Every Post-Graduate candidate should be encouraged to present short HMRC papers in conferences and improve on it and submit them for publication in reputed Medical journals, Motivation by the Heads of Departments shall be essential in this area to sharpen the research skills of the Post-Graduate candidates.
- (vii) The Log Book should be submitted at the time of practical examination for the scrutiny of the Board of Examiners.

(b) Periodic tests :

- (a) The Internal Assessment tests may be held once in three months during the course of three years study. These tests shall consist of-
 - (i) theory (ii) practical / oral and Viva.

- (b) During the course of three years, the concerned departments will conduct three tests, two of them by annual tests, one at the end of first year and the other in the second year. The third test may be held three months before the final examination.
- (c) The average of all the above tests marks may be taken for the I.A. marks of the candidate.

(c) Permission / Leave for attending Conference, Research Work etc :

- (a) Special leaves can be granted on the recommendation of the P.G. Guides & HOD for attending conference, symposium, Seminars which will not be exceeded 10 days in a year.
- (b) Official deputation for Research work, clinical posting, library work etc. can be given on the recommendation of the P.G. Guide and P.G. Teacher provided that the student produces attendance certificate of the institution he was deputed to.
- (c) No other leave apart from this shall be applicable.

DISSERTATION:

(a) Guidelines :

- (1) Every candidate pursuing MD/MS degree course is required to carry out work on a selected research project under the guidance of a recognised P.G. teacher. The result of such a work shall be submitted in the form of a dissertation.
- (2) All candidates admitted to undergo Post-Graduate Degree (Non-clinical) courses shall be assigned a topic for dissertation / Thesis by the head of the concerned Unit and the title of the topics assigned to the candidates be intimated to the Controller of Examinations of this University by the

Head of the Department through the Head of the Institution before the end of 1st year of the course.

- (2) 4 copies of dissertation shall be submitted six (6) months prior to the commencement of the theory examinations on the prescribed date to the Controller of Examinations of this University.
- (3) Two copies are to be submitted as an electronic version of the entire dissertation in a standard C.D. format by mentioning the details and technicalities used in the C.D. format.
- (4) The concerned Professors/Readers are to supervise and to see that the dissertations are done properly by utilizing the clinical materials of their own department/institution. The students must learn the design and interpretation of research studies, responsible use of informed consent and research methodology and interpretation of data and statistical analysis. They should seek the help of qualified staff members in the conduct of research. If necessary, they can utilize the facilities in other Institutions. They must learn to use the library and computer based search. This training will help them to develop skills in planning, designing and conduct of research studies.
- (5) The dissertation is aimed to train a postgraduate student in research methods and techniques. It includes identification of a problem, formulation of a hypothesis, search and review of literature, getting acquainted with recent advances, designing of a research study, collection of data, critical analysis, comparison of results, drawing and conclusions.
- (6) The dissertation should be written under the following headings :
 - i. Introduction
 - ii. Aims and objectives of study;
 - iii. Review of literature;

- iv. Materials and methods;
- v. Results;
- vi. Discussion;
- vii. Conclusion;
- viii. Summary;
- ix. Reference ;
- x. Tables ;
- xi. Annexure.

- (7) The written text of dissertation shall be not less than 50 pages and shall not exceed 150 pages excluding references, tables, questionnaires and other annexure. It should be neatly typed in double line spacing on one side of paper (A4 size, 8.27” x 11.69”) bound properly. Spiral binding should be avoided, The dissertation should be certified by the Guide, Head of the department and the Principal of the Santosh Medical College and Hospital.
- (8) The topic of the dissertation should be submitted at the end of First Year. The Candidate should also inform the name of the Guide for the dissertation to the University while submitting the dissertation topic.
- (9) If there is change in the dissertation topic, the same has to be informed before the end of the first year course.

(b) Guide:

The academic qualification and teaching experience required for recognition as a Guide for dissertation work by the University is as laid down by the Medical Council of India as a P.G. Teacher.

(c) Co-guide:

A co-guide may be included provided the work requires substantial contribution from a sister department or from another institution recognised for teaching / training by the Medical Council of India.

(d) Change of guide:

In the event of a recognised guide leaving the college for any reason or in the event of leaving the college or death of the guide, guide may be changed with prior permission from the University.

23. EVALUATION OF DISSERTATION:

- a) The dissertation should be approved by the Professor of that branch and the same has to be forwarded to the Controller of Examinations by the Head of the Department through the Dean / Principal of that college six months prior to practical examination and examined by a set of two examiners.
- b) No marks will be allotted for dissertation in M.D. / M.S. Post-Graduate (Non-Clinical) degree course and the Board of Examiners should mark the dissertation either “Approved” or “Not Approved”.
- c) No grading should be given as ‘Good’, ‘Very Good’ or ‘Excellent’ for the approved dissertation.
- d) Two copies of the evaluation report of the dissertation should be submitted by the Examiners to the Controller of Examinations of this University.
- e) If the dissertation is “Not Approved” or “Rejected” by the majority of the examiners, the results shall be withheld till the resubmitted dissertation is approved.
- f) If the candidate fails in the written / practical examination but his dissertation is “Approved”, the approval of the dissertation shall be carried over to the subsequent examinations.

24. POSTING AND TRAINING IN OUTSIDE CENTRES :

The Head of the Post-graduate Departments in consultation with the Head of the Institution should make necessary arrangements for their Post - graduate candidates to undergo training in various skills in other centers within and outside the State if advanced facilities are available in that institution or hospitals. The attendance certificate of such training shall be obtained from that institutions and submit to the Controller of Examinations.

25. ATTENDANCE REQUIREMENTS FOR ADMISSION TO THE UNIVERSITY EXAMINATION :

No candidate shall be permitted to appear for the University examination unless he/she has put in a minimum of 80% attendance during his/her period of study and training in the institution of this University and produces the necessary certificate of study, attendance and progress from the Head of the institution to become eligible to permit him/her to the University examination. He / She shall also furnish an Undertaking along with the Enrollment application that he/she shall at all times secure 80% of Attendance to become eligible to permit him/her for the University Examinations in the Format prescribed.

26. CONDONATION OF ATTENDANCE:

There shall be no Condonation of attendance for the course.

27. COMMENCEMENT OF EXAMINATIONS :

The Examination for M.D. / M.S. Post-Graduate (Non-Clinical) Course shall be held at the end of three academic years (six academic terms). The Academic term shall mean six months training period. There shall be two University examinations in an academic year. Accordingly the examinations

shall commence on 1st April and the supplementary examinations on 1st October.

If the date of commencement of the examination falls on Sundays or declared Public Holidays, the examination shall begin on the next working day.

POST GRADUATE EXAMINATION :-

(a) The Post Graduate Examination shall be in three parts :-

(1) **Thesis** to be submitted by each candidate at least 6 months before the date of commencement of the theory examination.

(2) **Theory**: There shall be four theory papers— as given separately.

(3) **Practical and Viva/Oral**:

(b) PATTERN OF EXAMINATION:-

FOUR PAPERS - 100 Marks each - 3 Hours duration each

(c) Question Pattern & Distribution of Marks :

2 Essays	2 x 20	= 40 Marks
10 Short Notes	10 x 6	= 60 Marks
	Total	<u>100 Marks</u>

(d) Practical Examination : Total = 200 Marks

2 Days Practical Examination

(e) Viva + Pedagogy (50 + 50) ½ hr. = 100 Marks

NOTE :

No. of candidates to be examined shall not exceed 8 Per day for Practical/Viva

(f) QUALIFYING MARKS FOR A PASS:

50% MARKS

(a) Theory Examination	200 /400
(b) Practical Examination	100 / 200

(c) Oral/Viva & Pedagogy (50 + 50)	...	100 (No Minimum)
Aggregate for a pass	...	<u>350 / 700</u>

REVALUATION OF ANSWER PAPERS :

There shall be no re-evaluation of answer papers. However, re-totaling is allowed in the failed subjects.