



महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक
Maharashtra University of Health Sciences, Nashik
वणी - दिंडोरी रोड, म्हसळ, नाशिक - ४२२००४, Vani-Dindori Road, Mhasrul, Nashik- 422 004
EPABX: 0253-2539100-300, Fax – 0253-2539200, Phone: 0253-2539190
E-mail : academic1@muhs.ac.in Web.: www.muhs.ac.in

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/PG/E-3/ ३५५६

Date: 7/10/2017

Circular No.23/2017

Faculty of Medical,
Faculty of Dental,
Faculty of Ayurved & Unani,
Faculty of Homoeopathy,
Faculty of Allied Health Sciences

(For students admitted in Academic Year 2017-18 & onwards for P.G. Course(s))

To,

The Dean / Principal / Director,
All Post Graduate Colleges/Institutions
Affiliated to M.U.H.S., Nashik.

Sub.: Online Submission of Title & Synopsis of Dissertation from
the batch admitted in Academic Year 2017-18 & onwards in
all P.G. Courses ...

Sir / Madam,

With reference to the subject cited above, I am directed to inform you that the
Colleges / Institutes must observe following guidelines while submitting online
proposals of Title & Synopsis of Dissertation **from the batch admitted in academic year
2017-18 & onwards in Medical, Dental, Ayurved, Unani, Homoeopathy & Allied
courses.**

A] Admission of the Postgraduate student(s) :

- 1) The admission of the Postgraduate student(s) are to be done only if the
College/Institute is granted Affiliation for the subject for that Academic Year
before the cut-off date declared by the Council/ Competent Authority.
- 2) While admitting the Students, the Dean/ Principal shall ensure that requisite
PG Recognized Teachers are available in the College as per
Teacher : Student ratio.

No Student shall be considered by the University as a admitted/ enrolled Student in the College, if, Recognized PG Teacher is not available to guide him/her as per Teacher : Student ratio as prescribed by the Central Council. If the College does not follow it strictly then the responsibility of the consequences shall rest with the Dean /Principal /Head of the institution.

B] The last date for submission of Title & Synopsis of Dissertation:

- 1) The last date for submission of Title & Synopsis of Dissertation is **five months** from the cut-off date prescribed by Central Council/Competent authorities & there after extension of maximum **one month** after the prescribed period with late fees will be allowed.
- 2) If the student fails to submit the Title & Synopsis of Dissertation within the stipulated period, his / her term for final PG Course shall be extended accordingly.
- 3) Any Academic / Consecutive loss of student due to late submission of the proposal or its compliance for its approval will rest with the Student / Guide/ College / Institution only.

C] Allotment of Guide:

- 1) The Student : Guide ratio shall be strictly maintained as per norms laid down by the Central Council/ Competent Authority.
- 2) **The Guide must be a Recognized P.G. teacher** in the concerned subject and shall fulfill the norms of educational qualification, **experience, age etc. prescribed by the University/ Govt. of Maharashtra/ Central Council from time to time.**

A Co-Guide can be allowed to supervise the work of the student provided the said research work needs / involves contribution from concerned Department of Co-Guide or from another College / Institution / other faculty recognized for teaching / training by the University. The Co-Guide shall be a recognized Postgraduate teacher of the University in the concerned subject and shall fulfill the norms of educational qualification, experience, age, etc. as prescribed by the University/ Govt. of Maharashtra/ Central Council from

time to time.

- 3) Guide ***must be*** Postgraduate Recognized teacher of this University & should be from the same Postgraduate College/ Institute. The recognized PG Teacher from the College/ Institute other than the admitted PG Student's College / Institute will not be permitted as a guide of the PG student (*Refer University Notification No.19/2014*).

D] Change of Guide :

- 1) Under certain eventualities 'Change of Guide' to a student can be permitted with prior permission of the University as per Circular notified for this purpose by the University from time to time.
- 2) The Change of Guide should not be allowed as far as possible once the student has worked with the Guide for more than 18 months after completion of First year of PG Course having 3 years course duration & 12 months after completion of First year of PG Course having 2 years course duration. However, following are the exceptions:-
 - i) Guide has left the service.
 - ii) Guide has resigned from the post or proceeded on long leave/ abroad.
 - iii) Death/ inability of the Guide due to severe long-term disease or tragic accident.
 - iv) Guide has transferred to other College / out of state.
 - v) Grievance / Dispute which is reported and resolved by University.
 - vi) Any other reason which is considered by the Hon'ble Vice-Chancellor.
- 3) A Proposal of ***Change of Guide*** to the student will be considered by the University, provided, it is submitted by the College in prescribed format (Copy enclosed) & as per the University Notification No.19/2014.

However, the teacher can be considered as Guide from the date of his/ her

Recognition as PG Teacher by this University as per Academic Council Resolution No 24/2014. Once the PG student is given admission to the Course, then it will be the responsibility of the Dean/Principal of the College to ensure that the recognized PG Guide is available for the said PG Student. If the recognized PG Teacher is not available then the term of the student shall be extended accordingly for the period of non-availability of recognized guide.

[In case of Change of Guide of the student the Title submitted by student through previous guide will be continued even after Change of Guide under any circumstances]

E] Institutional Ethics Committee at College Level:

- 1) On receipt of the Title & Synopsis of Dissertation from the student(s), the Dean/Principal of College shall arrange a meeting of **"Institutional Ethics Committee"** (Constituted as per guidelines prescribed by I.C.M.R.) on a suitable date. All proposal(s) of Title & Synopsis of Dissertation shall be placed before the said committee for its consideration. It shall be advisable to arrange a discussion with the concerned P.G. student(s) alongwith their Guide and Co-Guide (if any) by the said committee.
- 2) The Synopsis, which is not Accepted / Not Recommended by the **"Institutional Ethics Committee"**, shall be referred back to the concerned student with a written letter specifying the reasons for its rejection or the correction(s) **suggested by the committee.**
- 3) All such rejected or correction(s) suggested in the Synopsis shall be prepared freshly or corrected as per suggestion(s) by the student 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 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] Synopsis Evaluation Procedure at University Level:

- 1) On receipt of the Title & Synopsis of Dissertation from the Colleges, the same shall be forwarded to the “Evaluator” by University for evaluation.
- 2) The “Evaluator” will scrutinize / evaluate the said Synopsis & submit its report to the University within the period of fifteen days in format prescribed by University (copy enclosed).
- 3) The Report of the Evaluator shall be viewed & following action will be taken by the University depending on the concluding remarks by the assessor:

i) ‘Accepted’:

Approval to the Title & Synopsis will be communicated to the College/ Student by the University.

ii) ‘Accepted subject to corrections’:

a) Recommendations / deficiencies / modifications suggested by the Evaluator shall be communicated to the College/ Student for rectification.

b) Student will rectify the synopsis accordingly & submit rectified synopsis to the University afresh within 10 days. If student does not want to modify according to suggestions of Evaluator, he/she should provide justification.

c) Such rectified synopsis shall be forwarded to the same “Evaluator” by the University.

d) The Evaluator shall verify the said rectified synopsis and will assess whether the previously raised queries are correctly rectified or not. The Evaluator shall submit his/her remark to the University in the form of ‘Accepted’ / ‘Rejected’ within 10 days. Evaluator *is not permitted to raise any new query at this stage.*

e) In case of 'Accepted', Approval to the Title & Synopsis will be communicated to the Student & College by the University.

f) In case of 'Rejected', Non-Approval/ Rejection to the Title & Synopsis will be communicated to the Student & College by the University.

iii) **'Rejected':**

Non-Approval/ Rejection to the Title & Synopsis will be communicated to the College/ Student by the University.

iv) Any dispute should be addressed to the Hon'ble Vice-Chancellor. Then Hon'ble Vice-Chancellor in consultation with the Dean of the Faculty and Subject Expert will take a decision. His decision shall be final & binding to the concern(s). In this meeting concerned student & his/her Guide shall be given opportunity to defend their Title & Synopsis.

- 4) The list of ***Titles approved by the University*** is made available on University website (www.muhs.ac.in) for perusal of students & teachers. Kindly refer the said list while selecting the Title, ***so that the Title is not repeated***. The responsibility regarding this entirely lies with the student & his/her guide. If it is found that the title is repeated the Synopsis / Dissertation will be rejected at any stage.
- 5) The University shall display the approved Title & synopsis of Dissertation on its official website for information of all concerned within three months from the last date of submission.
- 6) After receipt of approval to the Title & Synopsis of Dissertation by the University, the student shall start actual working on research project.

G] Submission of Six Monthly Report :

All Post Graduate Colleges/Institutions should submit Six monthly progress reports to the University online in prescribed format. At the time of submission of Dissertation to the University minimum 4 such reports are mandatory.

H] Change of Title & Synopsis of Dissertation :

- 1) A request for **Change of Title** merely due to **Change of Guide** will not be entertained by the University.
- 2) **Once Title & Synopsis of Dissertation has been approved by the University** Change of Title & Synopsis of Dissertation will **not be permitted** to any student after **One year from the Cut-off date of admission**.

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.

However, under such circumstances the Term of student shall be extended appropriately by the University.

I] Requisite Fee for Submission of Title & Synopsis of Dissertation at University:

- 1) Fee for Submission of 'Title & Synopsis of Dissertation' is **to be submitted by student** via online payment portal provided by the University as prescribed 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/-

- 2) The "Fees For Approval of Guide", is **to be submitted by the College** via online payment portal provided by the University as prescribed from time to time.

The "Fees For Approval of Guide" is as follows.

S.N.	Particulars of fees	Fees
01	Allotting Guide for first time at the initial submission of Title & Synopsis.	Nil
02	Change of Guide for first occasion	Rs.500/-
03	Change of Guide for second occasion	Rs.750/-
04	Change of Guide for third occasion & after	Rs.1000/-

J] Submission of Title & Synopsis of Dissertation at University:

- 1) The submission of Title & Synopsis of Dissertation will be accepted by the University online ***through proper channel*** only. **No proposal** will be directly accepted ***from the students***.
- 2) The Proposals of Title & Synopsis of dissertation of the students admitted for **P.G. Degree Courses** are **only** to be submitted for University approval. The Proposals of Title & Synopsis of the students admitted for Diploma Courses will not be accepted by the University.
- 3) The Synopsis shall be written in English in format & fonts prescribed by the University. i.e.
Paper: A4 size,
Font: For English – Calibri with size 12,
For Sanskrit quotation/ references – BARAHA / Mangal with size: 11
Line spacing: 1.5
- 4) The Proposals of Title & Synopsis of dissertation must be submitted to the University online through the Dean/Principal with a recommendation of Recognized Guide / PG Teacher in prescribed format as per ***Appendix "A"***
- 5) The Title opted by the student ***must be approved by "Institutional Ethics Committee"*** of the College & to be submitted in prescribed format as per ***Appendix "B"***.
- 6) According to Academic Council Resolution No. 25/2014 dated 21/05/2014. All the Post Graduate students admitted for PG Degree Course from the Academic Year 2014-15 are required to submit Six Monthly Progress Report

& Copy of Index of Logbook to the University. In case of non receipt of these documents, the Examination form of the concerned PG Student(s) will not be accepted by the University.

You are hereby requested to bring this circular to the Knowledge of the Students & all concerns for information.


Registrar

Encl :

- 1) Notification No. 19/2014 dated 07.06.2014
- 2) Appendix 'A' (Format For Submission Of Title By P.G. Student)
- 3) Appendix 'B' (Report Of Institutional Ethical Committee)
- 4) Form for Six monthly Progress Report.
- 5) Health Sciences Synopsis submission / evaluation proforma 2017-18 & onwards
- 6) Additional Guidelines to Students for preparation / Evaluator for Evaluation for batches admitted in A.Y. 2017-18 & onwards.
- 7) 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 Offg. Controller of Examinations, M.U.H.S., Nashik.



महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK

(An ISO 9001:2008 Certified University)

दिंडोरी रोड, म्हसळ, नाशिक - ४२२००४ Dindori Road, Mhasrul, Nashik - 422004

Tel : (0253) 2539234, 239 Fax : (0253) 2539200

Website : www.muhs.ac.in, E-mail : registrar@muhs.ac.in.

डॉ. काशिनाथ दा. गर्कळ

पीएच.डी.

कुलसचिव

Dr. Kashinath D. Garkal

Ph.D.

Registrar

जा.क्र.मआवि/पीजी/ईओ/१३७८/१४

दिनांक : ०७/०६/२०१४

अधिसूचना क्र.१९/२०१४

प्रति,

मा. प्राचार्य / अधिष्ठाता / संचालक,

सर्व संलग्नित पदव्युत्तर महाविद्यालये/परिसंस्था

विषय : पदव्युत्तर विद्यार्थ्यांचे मार्गदर्शक बदली तथा शोधप्रबंधाचे शिर्षक बदली बाबत.

संदर्भ : मा. विद्यापरिषद ठराव क्र. ११०/२०१३ दिनांक १०/०१/२०१३, २४/२०१४ आणि २५/२०१४ दि. २१/०५/२०१४

महोदय/महोदया,

उपरोक्त विषय व संदर्भीय ठरावाच्या अनुषंगाने मला प्राप्त आदेशान्वये आपणास कळविण्यात येते की, आपल्या महाविद्यालयात पदव्युत्तर अभ्यासक्रमास प्रवेशित विद्यार्थ्यांचे मार्गदर्शक नियुक्ती व बदली बाबत तसेच शोधप्रबंध शिर्षक बदली बाबत दिनांक १०/०१/२०१३ रोजीच्या विद्यापरिषदेने ठराव क्र. ११०/२०१३ आणि २४/२०१४ अन्वये मान्यता देण्यात आलेले नियम खालीलप्रमाणे आहेत.

विद्यापरीषद विषय क्र.११०/२०१३ दि. १०/०१/२०१३, २४/२०१४ आणि २५/२०१४ दि. २१/०५/२०१४ चे ठरावाचे अनुषंगाने महाराष्ट्र आरोग्य विज्ञान विद्यापीठाचे संलग्नित पदव्युत्तर महाविद्यालय/परीसंस्थांमध्ये प्रवेशित पदव्युत्तर विद्यार्थ्यांचे शोधप्रबंध शिर्षक, मार्गदर्शक बदली आणि पदव्युत्तर शिक्षक मान्यता बाबत.

१) शिर्षक बदली बाबत मार्गदर्शक मुद्दे

पदव्युत्तर विद्यार्थी प्रवेश बंद झाल्याचे १२ महिन्यांनंतर पदव्युत्तर विद्यार्थ्यांना शिर्षक बदली करता येणार नाही. (विद्यापीठाद्वारे निर्धारित केलेल्या शिर्षक मान्यता प्रस्ताव सादर करण्याचे दिनांक पासून सहा महीने पर्यंत) जेणेकरून पदव्युत्तर विद्यार्थी सादर शिर्षकावर किमान 2½ वर्ष काम करता येईल. तथापी काही असामान्य कारणास्तव शिर्षक बदली आवश्यक असल्यास सादर असामान्य कारण महाविद्यालयाचे अधिष्ठाता/प्राचार्य यांनी तपासणी करून प्रमाणित करून विद्यापीठाची पुर्व परवानगी मिळाल्यानंतरच शिर्षक (Title of synopsis of Dissertation) बदली करता येईल, आणि अशा प्रसंगी शिर्षक बदली नंतर लघु संशोधनाचा विषय व मसुदा (content) बदल होत असल्यास पदव्युत्तर विद्यार्थी किमान १८ महीने सादर शिर्षकावर काम करणे आवश्यक असणार. सादर बाब शिर्षकात तांत्रिक बदल/शब्द बदल/spelling बदल असल्यास लागू नाही.

२) पदव्युत्तर शिक्षक मार्गदर्शक बदली बाबतचे मुद्दे

- पदव्युत्तर शिक्षक मार्गदर्शकाची बदली/दिर्घ मुदतीची रजा/वेद्यकीय कारण/दुर्दवी निधन अथवा अन्य कारणास्तव शिक्षक महाविद्यालय सोडून गेल्यास सादर पदव्युत्तर विद्यार्थ्यांस मार्गदर्शनाकरीता त्याच महाविद्यालयातील अन्य मान्यता प्राप्त पदव्युत्तर शिक्षक मार्गदर्शकाची विद्यापीठाच्या पुर्व परवानगीने मान्यता देता येईल.
- विद्यापीठ मान्यताप्राप्त पदव्युत्तर शिक्षक/मार्गदर्शकाची एका संलग्नित महाविद्यालय/परिसंस्थेतून दुसऱ्या गावी संलग्नित असलेल्या महाविद्यालय/परिसंस्थेत बदली/नियुक्ती झाल्यास सादर महाविद्यालय/परिसंस्थेत उपलब्ध आणि पात्र असलेल्या अन्य पदव्युत्तर मान्यताप्राप्त शिक्षकास विद्यापीठाची पुर्व परवानगी घेऊन त्या विद्यार्थ्यांचे मार्गदर्शन करता येईल. तथापी पदव्युत्तर विद्यार्थी अभ्यासक्रमाचे अखेरच्या वर्षात दोन पुर्ण शैक्षणिक सत्र अथवा त्यापेक्षा कमी कालावधी असल्यास मार्गदर्शक बदली मान्यता देता येणार नाही. तथापी त्यांचे जुने मार्गदर्शक त्यांचे महाविद्यालयीन अधिष्ठातामार्फत ना हरकत पत्र देवून त्या विद्यार्थ्यांस मार्गदर्शनाकरीता विद्यापीठ पुर्व परवानगीने मान्यता देण्यात येईल. उपरोक्त दोन्ही घटनांमध्ये केंद्रीय परिषदांनी ठरविलेले शिक्षक : पदव्युत्तर विद्यार्थी गुणोत्तर प्रमाणाचे पालन करणे आणि

विद्यापीठाची पूर्व परवानगी घेणे बंधनकारक राहिल. तसेच सदर पदव्युत्तर विद्यार्थी आणि त्याचे मार्गदर्शकाशी संबंधित विद्यापीठाकडे खालीलप्रमाणे माहिती सादर करणे आवश्यक असेल.

Outward No. of College with date.

NAME OF THE COLLEGE/INSTITUTE:

Sr. No.	Name designation and subject of the P.G. Guide and Name of the College/Institute	Names of the P.G. Students Registered with the P.G. Guide with their dates of registration.	The Date on which the P.G. Guide has left the institute and the reason there-for.	Number of academic semesters the student has worked under the guide.	Remarks of the Dean/Principal-if any.
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Signature of Head of the Dept.

Countersigned and endorsed by the Dean/Principal.
(along with the College Seal)

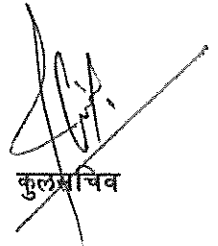
- iii) मार्गदर्शक बदली करतांना संबंधित पदव्युत्तर विद्यार्थी ज्या संलग्नीत महाविद्यालयात नोंदणी केली असेल त्याच संलग्नीत महाविद्यालयातील संबंधित विषयातील मान्यता प्राप्त मार्गदर्शकास विद्यापीठाच्या पूर्वपरवानगीने नेमण्यात यावे. दुस-या महाविद्यालयातील/शहरातील मार्गदर्शक बदलून देता येणार नाही व त्यास कोणत्याही सबबीवर परवानगी देली जाणार नाही.
- iv) पदव्युत्तर शिक्षक त्याचे मार्गदर्शनातील विद्यार्थी अभ्याक्रमाच्या अंतिम टप्प्यात असताना राजीनामा देऊन अथवा अन्य कारणामुळे महाराष्ट्र आरोग्य विज्ञान विद्यापीठाचे कार्यक्षेत्र बाहेरील विद्यापीठ/परिसंस्था किंवा बाहेरील राज्यात निघून गेल्यास आणि त्या महाविद्यालय/परिसंस्थेत अतिरिक्त मार्गदर्शक उपलब्ध नसल्यास, अशा परिस्थितीत सदर विद्यार्थ्यांचे शोध प्रबंध (Thesis) त्याच महाविद्यालयात उपलब्ध असलेल्या त्याच विषयाचे इतर पदव्युत्तर विद्यार्थ्यांचे मार्गदर्शक असलेल्या विद्यापीठ मान्यताप्राप्त पदव्युत्तर शिक्षकांकडून अथवा महाविद्यालयात संबंधित विषयाचे विद्यापीठ मान्यताप्राप्त शिक्षक उपलब्ध नसल्यास मा. कुलगुरु यांनी नामनिर्देशित केलेल्या संबंधित विद्याशाखेच्या विषयतज्ज्ञांमार्फत त्या महाविद्यालयाचे प्राचार्य/अधिष्ठाता यांनी सदर शोधप्रबंधां (Thesis) वर स्वाक्षरी करून शोधप्रबंध विद्यापीठास सादर करता येईल.
- v) विद्यापीठ मान्यताप्राप्त पदव्युत्तर शिक्षक /मार्गदर्शकास विद्यापीठ निर्णयानुसार परीक्षेच्या कामापासून वंचित ठेवण्याची शिक्षा दिली असल्यास (Debarred) सदर शिक्षकास परीक्षेच्या कामापासून वंचित ठेवून त्यांचेकडे पूर्वीपासूनच नोंदणी असलेल्या पदव्युत्तर विद्यार्थ्यांस मार्गदर्शन करता येईल. तसेच जुन्या प्रवेशित विद्यार्थ्यांना विद्यापीठाचे पूर्व परवानगीने विद्यापीठ नियमानुसार मार्गदर्शक बदली करून मार्गदर्शन करता येईल. तथापि अशा संबंधित मार्गदर्शकास नवीन पदव्युत्तर विद्यार्थ्यांची नोंदणी करता येणार नाही. तसेच सर्वच विद्यार्थ्यांचे परीक्षेसंबंधित कामात परीक्षेच्या कामापासून वंचित कालावधी (Debarred period), समाप्तीपर्यंत सहभागी होता येणार नाही.
- vi) विद्यापीठाद्वारे मान्यता दिलेले मार्गदर्शक त्यांना विद्यापीठाद्वारे पदव्युत्तर शिक्षक मान्यता दिल्यापासून मार्गदर्शक म्हणून ग्राह्य धरण्यात येतील. आणि पदव्युत्तर विद्यार्थ्यांचे मार्गदर्शक बदली करतांना जून मार्गदर्शक सोडून गेल्यापासून नवीन मार्गदर्शक मान्यते पर्यंतचा कालावधी करीताचे प्रमाणात पदव्युत्तर विद्यार्थ्यांचे शैक्षणिक सत्रात वाढ होईल याची सर्व संबंधितांनी नोंद घ्यावी व महाविद्यालयाने सदरबाब संबंधित विद्यार्थ्यांच्या निदर्शनास आणून द्यावी.
- ३) विद्यापरीषदेने दि. २१/०५/२०१४ रोजीच्या ठराव २४/२०१४ नुसार महाराष्ट्र आरोग्य विज्ञान विद्यापीठाचे संलग्नीत पदव्युत्तर महाविद्यालय/परीसंस्थामध्ये प्रवेशित पदव्युत्तर विद्यार्थ्यांच्या होण्याच्या मार्गदर्शकाच्या विद्यापीठ शिक्षक मान्यतेतील त्रुटीमुळे विद्यार्थ्यांचे शैक्षणिक हिताच्या दृष्टीने खालीलप्रमाणे कार्यवाहीस मान्यता देण्यात आली.
 - i) नवीन नियुक्ती / राजीनामा आणि विद्यापीठ मान्यता या कारणांस्तव केवळ सहा महिने इतका विलंब कालावधी ग्राह्य धरण्यात यावा.
 - ii) होमिओपॅथी विद्याशाखेकरीता केंद्रीय होमिओपॅथी परिषदेमार्फत परीक्षक / मार्गदर्शक मान्यता तसेच सर्व विद्याशाखांकरीता विद्यापीठ पदवी शिक्षक मान्यतेकरीता लागणारा प्रशासकीय कालावधी इतका विलंब ग्राह्य धरण्यात यावा.
 - iii) विद्यापीठाद्वारे शिक्षकांना दिलेल्या तदर्थ शिक्षक मान्यतेचे सातत्याने नूतनीकरण झालेले असल्यास अशा शिक्षकांनी पदव्युत्तर विद्यार्थ्यांना केलेले मार्गदर्शन ग्राह्य धरण्यात यावे.

४) इतर मुद्दे

मार्गदर्शक बदली, शिर्षक बदली, अभ्यासक्रमाच्या निरनिराळ्या अडचणीबाबत पदव्युत्तर विद्यार्थ्यांना वेळोवेळी वस्तुनिष्ठ माहिती देण्याची जबाबदारी हि संबंधीत महाविद्यालयाचे अधिष्ठाता/ प्राचार्य यांची राहिल.

- i) महाविद्यालय/परिसंस्थांनी पदव्युत्तर विद्यार्थी प्रवेश केल्यानंतर दर सहा महिन्यांनी पदव्युत्तर विद्यार्थ्यांचे उपस्थिती अहवाल न चुकता विद्यापीठाकडे सादर करावेत.
- ii) महाविद्यालयात पदव्युत्तर मान्यताप्राप्त मार्गदर्शक जास्त आणि पदव्युत्तर प्रवेशित विद्यार्थी कमी असल्यास महाविद्यालयाचे अधिष्ठातांनी प्रत्येक पदव्युत्तर मार्गदर्शकास वाव मिळेल अशा पद्धतीने व सेवाजेष्ठतेनुसार (By rotation & as per Seniority) पदव्युत्तर विद्यार्थ्यांची नोंदणी (Allotment) करण्यात यावी.
- iii) विद्यापीठ संलग्नित पदव्युत्तर महाविद्यालयांनी विद्यार्थी प्रवेशित केल्यानंतर विद्यार्थ्यांच्या मार्गदर्शक नियुक्ती/बदली/शैक्षणिक हीत आणि अभ्यासक्रमातिल आवश्यकते बाबत पदव्युत्तर विद्यार्थ्यांना वेळोवेळी मार्गदर्शन/ माहिती देणे आवश्यक असून, सदर बाबत भविष्यात काही प्रश्न उदभवल्यास महाविद्यालयाचे अधिष्ठाता/प्राचार्य जबाबदार असतील याची नोंद घेण्यात यावी. तसेच ज्या शिक्षकांना तात्पुरत्या (किमान एक वर्ष मान्यता कालावधी असल्यास महाविद्यालयाकडून रु. १००/- चे बंधपत्रावर नवीन मान्यता प्राप्त शिक्षकांच्या नियुक्तीची मान्यता देता येईल.) कालावधी करिता विद्यापीठाने पदव्युत्तर शिक्षक मान्यता प्रदान केलेली असेल अशा पदव्युत्तर शिक्षकांकडे नविन पदव्युत्तर विद्यार्थ्यांची नोंदणी करता येणार नाही.
- iv) सध्या अस्तित्वात असलेल्या नियमावलीत व वरिल परिस्थिती व्यतिरिक्त अन्य परिस्थिती भविष्यात उदभवल्यास आणि नियमावलीत वेळोवेळी बदल करावयाचे असल्यास याबाबतचे निर्णय घेण्याचे अधिकार मा.कुलगुरु यांना देण्यात येत आहेत.
उपरोक्त प्रमाणे विद्यापीठाकडून विद्यार्थ्यांचे मार्गदर्शक बदली/मान्यता, शोधप्रबंधाचे शिर्षक बदली/मान्यता करतांना सदर नियमावलीचे पालन करावे.
- v) विद्यापरीषद ठराव २५/२०१४ दि. २१/०५/२०१४ नुसार सर्व विद्याशाखांतील पदव्युत्तर पदवी / अतिविशेषोपचार अभ्यासक्रमात प्रवेशित विद्यार्थीकरीता Six monthly progress report & Port-folio Management, Logbook अहवालाची प्रत शैक्षणिक वर्ष २०१४-१५ पासून विद्यापीठाकडे सादर करणे बंधनकारक करण्यात आलेले आहे. तसेच ज्या विद्यार्थ्यांचे रिपोर्ट / लॉगबुक नियमित वेळोवेळी विद्यापीठास प्राप्त झालेले नसतील अशा विद्यार्थ्यांचे परीक्षा अर्ज विद्यापीठात स्विकारले जाणार नाहीत. तसेच अतिविशेषोपचार अभ्यासक्रमात प्रवेशित झालेले विद्यार्थी ज्या शिक्षक / मार्गदर्शकांकडे नोंदणी केलेले आहेत त्यांची नावे विद्यापीठास कळवावीत. महाविद्यालयास काही अपरीहार्य कारणास्तव सदर विद्यार्थ्यांचे मार्गदर्शक बदली करणे आवश्यक असल्यास ते देखील महाविद्यालयाने विद्यापीठास अवगत करणे आवश्यक आहेत.

या विद्यापीठाशी संलग्नित असलेल्या सर्व विद्याशाखांचे महाविद्यालय/परीसंस्थानचे अधिष्ठाता प्राचार्य यांनी उपरोक्त नियमांचे पालन करावे आणि सदर नियम सर्व विभागप्रमुख/मार्गदर्शक/पदव्युत्तर विद्यार्थी यांचे निर्दर्शनास आणून द्यावेत.


कुलसचिव

(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 am due 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)

Six monthly Progress Form Of Postgraduate Students

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

HEALTH SCIENCES SYNOPSIS SUBMISSION / EVALUATION

PROFORMA 2017-18 & ONWARDS

Sr. No.	Item	Component	Yes	No
1)	Title :-	I) Clear & brief	• Yes	• No
		II) Patient / Participant / Samhita / Books	• Yes	• No
		III) Reflects Study design	• Yes	• No
		IV) Reflects primary objectives	• Yes	• No
		• Appropriate		• Not appropriate
2)	Introduction :-	I) Justifies the Rationale of the study	• Yes	• No
		• Appropriate		• Not appropriate
3.1)	Primary Research Question :-	I) Population/ Patient/ Samhita/ Books	• Yes	• No
		II) Intervention/Exposure.	• Yes	• No
		III) Comparison group	• Yes	• No
		IV) Outcome	• Yes	• No
		V) Related to primary objective	• Yes	• No
		• Appropriate		• Not appropriate
3.2)	Other Research Question 1 :-	I) Population/Patient	• Yes	• No
		II) Intervention/Exposure.	• Yes	• No
		III) Comparison group	• Yes	• No
		IV) Outcome	• Yes	• No
		V) Related to primary objective	• Yes	• No
		• Appropriate		• Not appropriate
3.3)	Other Research Question 2 :-	I) Population/Patient	• Yes	• No
		II) Intervention/Exposure.	• Yes	• No
		III) Comparison group	• Yes	• No
		IV) Outcome	• Yes	• No

		V) Related to primary objective	• Yes	• No
		• Appropriate	• Not appropriate	
4.1)	Primary Hypothesis :-	I) Clearly stated	• Yes	• No
		II) Reflects relation between two or more variables	• Yes	• No
		III) Related to primary Research Question	• Yes	• No
		• Appropriate	• Not appropriate	
4.2)	Other Hypothesis 1:-	I) Clearly stated	• Yes	• No
		II) Reflects relation between two or more variables	• Yes	• No
		III) Related to primary Research Question	• Yes	• No
		• Appropriate	• Not appropriate	
4.3)	Other Hypothesis 2 :-	I) Clearly stated	• Yes	• No
		II) Reflects relation between two or more variables	• Yes	• No
		III) Related to primary Research Question	• Yes	• No
		• Appropriate	• Not appropriate	
5)	Review of Literature :-	I) Includes recent / ongoing research relevant to the present study.	• Yes	• No
		II) Presents knowledge gap for the stated problem.	• Yes	• No
		III) Minimum 15 references from the following sources :-Text book, Govt. Reports, Classical text book, Reference books, Text book, Journals, Database, Websites	• Yes	• No
		• Adequate	• Not adequate	
6.1)	Primary Objectives :-	I) Specific – target a specific area for improvement.	• Yes	• No
		II) Measurable – quantify or at least suggest an indicator of progress.	• Yes	• No
		III) Achievable – Whether the investigator can achieve with the available resources.	• Yes	• No
		IV) Realistic – state what results can realistically be achieved, given available resources.	• Yes	• No
		V) Time-bound – specify when the result(s) can be achieved.	• Yes	• No
		• Appropriate	• Not appropriate	
6.2)	Other Objectives 1:-	I) Specific – target a specific area for improvement.	• Yes	• No

		II) Measurable – quantify or at least suggest an indicator of progress.	• Yes	• No
		III) Achievable – Whether the investigator can achieve with the available resources.	• Yes	• No
		IV) Realistic – state what results can realistically be achieved, given available resources.	• Yes	• No
		V) Time-bound – specify when the result(s) can be achieved.	• Yes	• No
		• Appropriate	• Not appropriate	
6)	Other Objectives 2:-	I) Specific – target a specific area for improvement.	• Yes	• No
		II) Measurable – quantify or at least suggest an indicator of progress.	• Yes	• No
		III) Achievable – Whether the investigator can achieve with the available resources.	• Yes	• No
		IV) Realistic – state what results can realistically be achieved, given available resources.	• Yes	• No
		V) Time-bound – specify when the result(s) can be achieved.	• Yes	• No
		• Appropriate	• Not appropriate	
7)	Methodology :-	I) Appropriate study design	• Yes	• No
		II) Mentioned study setting	• Yes	• No
		III) Mentioned Study population	• Yes	• No
		IV) Sample size		
		a) Correctly Calculated for the primary objective.	• Yes	• No
		b) Adequate for primary objective	• Yes	• No
		c) If not adequate, acceptable justification provided	• Yes	• No
		V) Appropriate sampling technique	• Yes	• No
		VI) Method of selection of study subjects.		
		I) Appropriate Inclusion criteria	• Yes	• No
		II) Appropriate Exclusion Criteria	• Yes	• No
		III) Appropriate Subject Withdrawal Criteria	• Yes	• No
		VII) Operational definitions provided	• Yes	• No
		VIII) Appropriate Methods of measurements	• Yes	• No

		IX) Appropriate Study instrument / Data Collection tools	• Yes	• No
		X) Methods of Data Collection relevant to objective	• Yes	• No
		XI) Appropriate Data Management & analysis procedure	• Yes	• No
		XII) Appropriate data Analysis plan and methods	• Yes	• No
		XIII) Additional points for Research in AYUSH		
		i) Reference of drug / procedure	• Yes	• No
		ii) Reference of disease	• Yes	• No
		iii) Drug/Formulation details	• Yes	• No
		iv) Treatment details	• Yes	• No
		XIV) Additional points for RCT		
		i) Randomization proposed	• Yes	• No
		ii) Allocation concealment proposed	• Yes	• No
		iii) Blinding proposed	• Yes/ NA	• No
		XV) Additional points for all Experimental Studies		
		i) Explained intervention in required details	• Yes	• No
		• Acceptable		
		• Not acceptable		
8)	Reference Style :-	VANCOUVER	• Yes	• No
		• Appropriate		
		• Not appropriate		
9)	Timeline/Gantt Chart :-	Provided Timeline/Gantt Chart	• Yes	• No
		• Acceptable		
		• Not acceptable		
10)	Annexures :-	I) Case Record Form / Questionnaire / Proforma / any other study instrument to be used in study.	• Yes	• No
		II) Informed Consent form (Including vernacular language)	• Yes	• No
		III) Timeline/Gantt Chart	• Yes	• No
		• Acceptable		
		• Not acceptable		
11)	Concluding remarks by assessor / Subject Expert	• Accepted		
		• Accepted subject to corrections		
		• Rejected		

Date :

Name & Designation

Additional Guidelines to
Students for preparation / Evaluator for Evaluation
for batches admitted in A.Y. 2017-18 & onwards.

- 1) The evaluator should identify the type of study submitted by student (i.e. Qualitative, Quantitative (Descriptive, Analytical, Experimental, Study of diagnostic accuracy), Literary Study, Animal Experiments, Mixed methods) and evaluate it accordingly.
- 2) Classification & description:
 - A) Literary Study (Conceptual study, Fundamental study / Manuscriptology):
 - 1) Usually done in AYUSH.
 - 2) Newer interpretation is expected.
 - 3) Study and comparison of one or more Samhita/ book/ commentaries/ philosophy / manuscript.
 - B) Qualitative:
 - 1) This is done to generate in depth understanding of issues/explore community's perception.
 - 2) This does not involve generation of numbers as in quantitative research.
 - 3) It involves data collection tools like; focus group discussion, in-depth interviews, key informant interviews and many others.
 - C) Quantitative:
 - C-1) Descriptive:
 - 1) There is no Hypothesis.
 - 2) There is no comparison group.
 - 3) Outcome is generation of hypothesis / Estimation of proportion or mean of universe related to variable under study.
 - 4) Studies in Ayurved *Rasashastra* e.g. *Grahyagrahyatva* and *Dravyaguna* (drug standardization) should be evaluated as descriptive studies.

C-2) Analytical:

- 1) There is Hypothesis to be tested.
- 2) There is comparison group.

C-3) Experimental Studies:

- 1) There is intervention to see effect. e.g. RCT.

D) **Diagnostic Accuracy Studies:** Performance of one or more diagnostic tests is evaluated against reference standard for diagnosing a particular disease.

E) **Mix Method Studies:** Here quantitative & qualitative methods are clubbed to serve some specified purpose.

F) Animal Experiments:

- 1) Experimentation done on animals.
- 2) Permission from animal ethics committee is must.

Pl. Note :

The above classification & description is of broad nature & given to support the assessor in the process of synopsis evaluation.

Guidelines to evaluate synopsis as per study design:

Sr. No.	Component	Literary Study	Qualitative	Descriptive	Analytical	Study of diagnostic accuracy	Experimental	Animal Experiments
1)	Title :-							
	I) Clear & brief	√	√	√	√	√	√	√
	II) Patient / Participant / Samhita / Books	√	√	√	√	√	√	√
	III) Reflects Study design	√	√	√	√	√	√	√
	IV) Reflects primary objectives	√	√	√	√	√	√	√
2)	Introduction :-							
	I) Justifies the Rationale of the study	√	√	√	√	√	√	√
3)	Research Question :-							
	I) Population/Patient/Samhita/Books	√	√	√	√	√	√	√
	II) Intervention/Exposure.	√	√	√	√	√	√	√

Sr. No.	Component	Literary Study	Qualitative	Descriptive	Analytical	Study of diagnostic accuracy	Experimental	Animal Experiments
	III) Comparison group	√	√	√	√	√	√	√
	IV) Outcome	√	√	√	√	√	√	√
	V) Related to primary objective	√	√	√	√	√	√	√
3)	Hypothesis :-							
	I) Clearly stated	N.A.	N.A.	N.A.	√	√	√	√
	II) Reflects relation between two or more variables	N.A.	N.A.	N.A.	√	√	√	√
	III) Related to primary Research Question	N.A.	N.A.	N.A.	√	√	√	√
5)	Review of Literature :-							
	I) Clearly stated	√	√	√	√	√	√	√
	II) Reflects relation between two or more variables	√	√	√	√	√	√	√
	III) Related to primary Research Question	√	√	√	√	√	√	√
6)	Objectives :-							
	I) Meets SMART criteria?							
	<i>Specific</i> – target a specific area for improvement.	√	√	√	√	√	√	√
	<i>Measurable</i> – quantify or at least suggest an indicator of progress.	N.A.	N.A.	√	√	√	√	√
	<i>Achievable</i> – Whether the investigator can achieve with the available resources.	√	√	√	√	√	√	√
	<i>Realistic</i> – state what results can realistically be achieved, given available resources.	√	√	√	√	√	√	√
	<i>Time-related</i> – specify when the result(s) can be achieved.	√	√	√	√	√	√	√
7)	Methodology :-							
	I) Appropriate study design	√	√	√	√	√	√	√
	II) Mentioned study setting	N.A.	√	√	√	√	√	√
	III) Mentioned Study population / Books	√	√	√	√	√	√	√

Sr. No.	Component	Literary Study	Qualitative	Descriptive	Analytical	Study of diagnostic accuracy	Experimental	Animal Experiments
	IV) Sample size							
	a. Correctly calculated for the primary objective.	N.A.	√	√	√	√	√	√
	b. Adequate for primary objective	N.A.	√	√	√	√	√	√
	c. If not adequate, acceptable justification provided	N.A.	√	√	√	√	√	√
	V) Appropriate sampling technique	N.A.	√	√	√	√	√	√
	VI) Method of selection of study subjects.							
	a. Appropriate Inclusion criteria	N.A.	N.A.	√	√	√	√	√
	b. Appropriate Exclusion Criteria	N.A.	N.A.	√	√	√	√	√
	c. Appropriate Subject withdrawal Criteria	N.A.	N.A.	N.A.	√	√	√	√
	VII) Operational definitions provided / Coining of terms	√	√	√	√	√	√	√
	VIII) Appropriate Methods of measurements	N.A.	N.A.	√	√	√	√	√
	IX) Appropriate Study instrument / Data Collection tools	N.A.	√	√	√	√	√	√
	X) Methods of Data Collection relevant to objective	N.A.	√	√	√	√	√	√
	XI) Appropriate data Analysis plan and methods	N.A.	√	√	√	√	√	√
	XII) Additional points for Research in AYUSH							
	a. Reference of drug / procedure	N.A.	N.A.	√	N.A.	N.A.	√	√
	b. Reference of disease	N.A.	N.A.	N.A.	N.A.	N.A.	√	√
	c. Drug/Formulation details	N.A.	N.A.	√	N.A.	N.A.	√	√
	d. Treatment details	N.A.	N.A.	N.A.	N.A.	N.A.	√	√

Sr. No.	Component	Literary Study	Qualitative	Descriptive	Analytical	Study of diagnostic accuracy	Experimental	Animal Experiments
	XIII) Additional points for RCT							
	a. Randomization proposed	N.A.	N.A.	N.A.	N.A.	N.A.	√	N.A.
	b. Allocation concealment proposed	N.A.	N.A.	N.A.	N.A.	N.A.	√	N.A.
	c. Blinding proposed	N.A.	N.A.	N.A.	N.A.	N.A.	√	N.A.
	XIV) Additional points for all Experimental Studies							
	a. Explained intervention in required details	N.A.	N.A.	N.A.	N.A.	N.A.	√	N.A.
8)	Reference Style :-							
	I) VANCOUVER	√	√	√	√	√	√	√
9)	Timeline/Gantt Chart :-							
	I) Provided Timeline/Gantt Chart	√	√	√	√	√	√	√
10)	Annexures (should not reveal any identity):-							
	I) Case Record Form / Questionnaire / Proforma / any other study instrument to be used in study.	N.A.	√	√	√	√	√	√
	II) Informed Consent form (Including version in vernacular language)	N.A.	√	√	√	√	√	√
	III) Timeline/Gantt Chart	√	√	√	√	√	√	√

√ - Information is essential

N.A. – Not Applicable

● Accepted

● Accepted with modifications

● Rejected

Format of application for Permission for Change of Guide

To,
The Registrar
Maharashtra University of Health Sciences,
Nashik

Sub:- Permission for Change of Post Graduate Guide.

Sir,

1. Dr.is the student admitted from Academic Year.....forin.....speciality.
(name of the course)

2. The said student was registered under Dr.....
(name)
.....from.....up 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 PG Recognized teacher of M.U.H.S.

[MUHS PG Recognition Letter No.....dated.....(for only PG Institutes Approval to Appointment letter no.....& dated.....)]

At present he/she is working asin the department of

4. We confirm that number 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/D.D. details.....
dated.....is enclosed herewith the Application.

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 rule 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/Principal
(Signature & Seal)

Date:-

Place:-

Encl.:-

- 1) Consent letter of new guide.
- 2) Resignation / Transfer letter of old guide.
- 3) Reliving Letter issued to old guide.
- 4) Any other documents as required.