



महाराष्ट्र आरोग्य विज्ञान विद्यापीठ
MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES

वणी रोड, म्हसळ, नाशिक- ४२२००४, Vani Road, Mhasrul, Nashik – 422 004
Phone: 0253-2539199/2539239/EPABX: 0253-2539100-300 / Fax: 0253-2539200
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Vidya Thakare

M.Sc., D. Pharm

Dy. Registrar

Ph.: 0253-2539199 / 2539239

No. MUHS/PG-T/E3/248/2011

Date : 29/01/2011

Circular No.02/2011
Faculty of Ayurved & Unani
(For students admitted for Academic Year 2010-11)
Unani

To,
The Dean/Principal,
All P.G. Unani Colleges
affiliated to MUHS, Nashik

**Sub.: Submission of Title & Synopsis of Dissertation for academic year 2010-11
along with requisite fees...**

Sir / Madam,

With reference to the subject cited above, I am directed to inform you that following guidelines must be observed by the Colleges while submitting proposals of Title & Synopsis of Dissertation for **the batch admitted for Academic Year 2010-2011.**

1. The ***Last date for Submission*** of Title & Synopsis of Dissertation shall ***be co-terminus*** to last date of submission of Examination Form & it must be submitted in the prescribed format as per ***Appendix 'A'***. Language of Synopsis must be in English/Marathi/Hindi as per Fonts (In English: Arial with size 12:, in Persian/ Arabic (for quotation/references: Nuri nastalik) as prescribed by the University from time-to-time)
2. The Title opted by the student ***must be approved by "Ethics Committee"*** of the College & to be submitted in prescribed format as per **Appendix "B"**. Only **one copy** of Synopsis alongwith a C.D.(e-form of Synopsis) duly supported by the plan of work, not exceeding 500 words, must be submitted to the University ***through the Dean/Principal*** with a recommendation of Guide / P.G.Teacher.
3. It is observed that there is variation in Title, in the proposal of Title & Synopsis of Dissertation submitted by the students in Appendix 'A', 'B' & Synopsis. **The P.G. Guide & Dean/Principal shall ensure that 'Title' is correctly mentioned in each proposal.**

4. The proposal for Change of Title alongwith justified reasoning & necessary documents of the student shall be considered by the University **upto declaration of result of Pre-M.D. Examination**. Term of student will be extended by the University, if any proposal for Change of Title is received thereafter.
5. A request for **Change of Title** merely due to **Change of Guide** will not be entertained by the University.
6. The **Student : Guide ratio** shall be **strictly maintained** as per norms laid down by the Central Council.
7. Guide **must be** Postgraduate Recognized teacher of this University.
8. 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 as per **University Circular No. 01/2008 dated 16/04/2008** (copy enclosed).
9. The submission of Title & Synopsis of Dissertation will be accepted by the University **through proper channel** only. **No proposal** will be directly accepted **from the students**.
10. The list of **Titles approved by the University** is available on University website (www.muhsnashik.com) for perusal of students & teachers. Kindly refer said list while selecting the Title, so that the Title is not repeated.
11. The "Fees For Approval Of 'Title & Synopsis' Proposal", are as follows (Ref.-PG Academic Notification No. 01/2009 dated 04/04/2009):

| S.N. | Particulars of fees | Fees |
|------|--|------------------|
| 01 | 'Title & Synopsis' proposal (without late fee) | Rs. 300/- |
| 02 | Late submission of 'Title & Synopsis' proposal | Rs. 100 per week |
| 03 | Change of 'Title & Synopsis' proposal | Rs. 300/- |

* The last date of submission of Title & Synopsis of Dissertation alongwith the late fee shall be co-terminus with the last date of accepting examination form alongwith late fee.

It shall be the **responsibility of the Dean/ Principal** of the College to collect requisite fees from the concerned Postgraduate students & submit a **consolidated Demand Draft** in favour of the **Registrar, MUHS payable at Nashik**. Incomplete proposals in respect of fees & relevant documents **will be rejected** & no communication will be made by the University.

Sd/-
Dy. Registrar
I/C Academic Section (P.G.)

Encl: 1) Appendix 'A' & 'B'
2) Circular No.1/2008 dated 16.04.2008
3) Guidelines for Title & Synopsis of Dissertation
4) Check list for submission

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK

Check list

(For submission of proposal to the University)

| | | | |
|----------|--|------------------|--|
| 1 | Academic Year | 2010-2011 | |
| 2 | Subject | | |
| 3 | Name of the student | | |
| 4 | Eligibility | Yes/No | |
| 5 | Name of Guide & Designation | | |
| 6 | Recognition of Guide (If yes, please mention MUHS letter No. & date) | Yes/No | |
| 7 | Fee (Please mention consolidated DD No. & Date) | Yes/No | |
| 8 | Appendix A (Format for submission of topic by P.G. Student) | Yes/No | |
| 9 | Appendix B (Report Of Ethics Committee) | Yes/No | |

Sign.
Dean / Principal

Seal of College



Guidelines for Title & Synopsis of Dissertation

Unani

Every candidate pursuing Postgraduate degree course is required to carry out work on a selected research project related with the subject matter of his specialty, under the guidance of an eligible and recognized post graduate teacher. The results of such work shall be submitted in the form of dissertation. However, for this purpose Synopsis should be prepared by P.G. Student, under the guidance of PG Teacher as per the **circular No. 02/2011 dated 29/01/2011.**

- 1) The ***Last date for Submission*** of Title & Synopsis of Dissertation shall ***be co-terminus*** to last date of submission of Examination Form & it must be submitted in the prescribed format as per ***Appendix 'A'***. Language of Synopsis must be in English/Marathi/Hindi as per Fonts (In English: Arial with size 12:, in Persian/ Arabic (for quotation/references: Nuriastalik) as prescribed by the University from time-to-time)
- 2) After receiving the synopsis from students, the Dean/Principal will arrange a **meeting of Institutional Dissertation Committee (Constituted as per guide lines prescribed by I.C.M.R.)** on a **fix date but within 21 days of Cut-off date, notified by the Admitting Authority** and all proposals of Synopsis shall be placed before the said committee for its consideration. It will be lawful if the said committee arranges a discussion with P.G. Student along with his Guide and Co-guide (if any).
- 3) The synopsis not accepted/not recommended by the **Institutional Dissertation Committee** will be referred back to concerned student with a written letter specifying the causes for its **rejection or the corrections suggested by committee within 3 days.**
- 4) All such rejected or subject to correction synopsis will be prepared freshly by the student under guidance of Guide and will be **submitted again to the Principal/Dean office for approval of Institutional Dissertation Committee within 7 days.**
- 5) The Dean/Principal will arrange a **second meeting of Institutional Dissertation Committee** on a fix date but **within 45 days of Cut-off date notified** by the Admitting Authority and will submit all Synopsis before the committee for final consideration and their recommendations.
- 6) **One copy of each synopsis** recommended by the Dissertation committee, **alongwith a CD (e-form of synopsis),** shall be submitted to the University in the prescribed format and one copy of detail report of Institutional Dissertation Committee, with examination form and as notified under the University Circular in respect of "Submission of Title & Synopsis" on website.

- 7) After receiving synopsis from the colleges, these Synopses will be scrutinized by **“SYNOPSIS APPROVAL COMMITTEE”** constituted for this purpose by the University as per prevailing norms. This scrutiny will be carried out by the said committee at the earliest by the university.
- 8) After meeting of “SYNOPSIS APPROVAL COMMITTEE” the decision of the said committee will be communicated by the university to the concerned Principal/Dean of the college / institution.
- 9) After receiving approval to Synopsis by the University, the student should start actual working on dissertation at the earliest.
- 10) **Guide must be a recognized P.G. Teacher** in concerned subject and must fulfil norms of age, experience etc, prescribed by the University / Govt, of Maharashtra / C.C.I.M. Delhi, from time-to-time. A co-guide may be included, provided the work requires contribution from sister department or from another Ayurved institution/other faculty recognized for teaching / training by Maharashtra University of Health Sciences. The co-guide shall be a recognized Postgraduate teacher of Maharashtra University of Health Sciences, Nashik.
- 11) **'Change of Guide'** to a student shall be permitted with prior permission of the **University as per Circular dated 16/04/2008** and as notified by the University from time-to-time.
- 12) Once the Synopsis is approved by University, afterward the proposal for **change of Title along with justified reasoning & necessary documents** of the student through Principal/Dean after following due procedure, shall be considered by the **University up to result declaration of Pre-M.D. Examination**. In such case the term of student will be **extended** by the University.
- 13) Each student has to pay the prescribed fees (if any) for scrutiny of synopsis at the time of submission of synopsis to the Dean/Principal of the college. The late submission of Title and Synopsis proposal shall attract to late fees as prescribed by the University from time-to-time.
- 14) **Title & Synopsis of Dissertation should be submitted as per following points.**
 - i) Title of Synopsis
 - ii) Introduction
 - iii) Aims
 - iv) Objectives
 - v) Review of Literature
 - vi) Material and Methods
 - vii) Observation and Results
 - viii) Discussion
 - ix) Summary
 - x) Criteria for Assessments and Results
 - xi) Bibliography

(FORMAT FOR SUBMISSION OF TOPIC BY P.G. STUDENT)

| | |
|---------------------------------|--|
| Name of the P.G. College | |
| Department | |
| Name of the Guide & | |
| College Name | |
| Contact Number of Guide | |

Through Proper Channel only

To,
The Registrar
 MUHS, Nashik- 422 004

Sub.: Submission of Title of Synopsis

Respected Sir/Madam,

I Dr.
 (Surname/Name/Father/Husband Name)
 registered for in
 the..... batch under the guidance of Dr.....
 (Year) (Guide Name)

 (Post) (Designation) (Department) (College)

I am due to appear for in
 (Course and Subject) (Exam Month & Year)

I am submitting herewith Title of Synopsis as mentioned below & as suggested by my aforesaid Guide.

| |
|--------------------------|
| Title of Synopsis |
| |
| |
| |

Kindly accept and register my Title of Synopsis.

.....
 (Candidate Name & Signature)

.....
 (Guide Name & Signature)

.....
 (HOD Name & Signature with Dept. Seal)

.....
 (Signature & Seal of Dean of College)

- N.B.:**
- 1) It is **mandatory** to submit a proposal of Title in prescribed format as per **Appendix 'A' & 'B'**
 - 2) Change of Title of Synopsis will not be permitted to any student, once Title has been approved by the University. 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.
 - 3) Guide **must be** Postgraduate Recognized teacher of this University.
 - 4) This format must be in **printed** form.

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 of Synopsis)

Ref:-
(Letter/ Proposal of Student)

Dear Student,

The above mentioned research proposal of Title of Synopsis was discussed in the Ethics Committee meeting held on at our College.
(Date)

Ethics Committee has unanimously approved your Title of Synopsis. This work will be done under the guidance and supervision of your guide Dr.

.....
(Signature)

.....
(Name)
Chairperson, Ethics Committee

.....
(College Name)

N.B.:

- 1) It is **mandatory** to submit a proposal of Title in prescribed format as per **Appendix 'A' & 'B'**
- 2) Change of Title of Synopsis will not be permitted to any student, once Title has been approved by the University. 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.
- 3) Guide **must be** Postgraduate Recognized teacher of this University.
- 4) This format must be in **printed** form.



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Vani Road, Mhasrul, Nashik-422004

विद्या ठाकरे

एम.एस्सी डी.फार्म

उपकुलसचिव

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जा.क्र.मआवि/पीजी.टी./ई.३/२४९/२०११

दि. २९/०१/२०११

प्रति,

मा. अधिष्ठाता / प्राचार्य,

सर्व पदव्युत्तर संलग्नित आयुर्वेद महाविद्यालय,

म.आ.वि.वि., नाशिक.

विषय: शैक्षणिक वर्ष २०१०-११ मध्ये आयुर्वेद व युनानी पदव्युत्तर अभ्यासक्रमासाठी प्रवेशित
विद्यार्थ्यांच्या Title & Synopsis of Dissertation मधील मार्गदर्शक नियुक्तीबाबत...

महोदय,

उपरोक्त विषयाच्या अनुषंगाने आपणास कळविण्यात येते की, शैक्षणिक वर्ष २०१०-११ मध्ये पदव्युत्तर
अभ्यासक्रमासाठी प्रवेशित विद्यार्थ्यांना Title & Synopsis मधील मार्गदर्शक नियुक्ती करताना खालील बाबींचा विचार
करण्यात यावा.

१) भारतीय चिकित्सा केंद्रीय परिषदेच्या विनियम २००५, मधील मुद्दा क्र.१५ नुसार

“Student teacher ratio:- The teacher student shall be such that the number of Post-graduate teachers to the number of Post-graduate students admitted per year is maintained at **1:2 in case of Professors and Readers** and **1:1 for Lecturer(s).**

Maximum number of students per year per speciality shall not exceed Six.”

२) विद्यार्थ्यांना मार्गदर्शक नियुक्ती करताना मार्गदर्शक संबंधीत विषयामधील नियमित

(Regular Approval) पदवी व (Recognition) पदव्युत्तर मान्यता प्राप्त शिक्षक असणे आवश्यक आहेत.

३) पदवी अभ्यासक्रमासाठी तात्पुरती नियुक्ती असणा-या शिक्षकास मार्गदर्शक म्हणून विद्यार्थी नोंदणी करण्यात येऊ नयेत.

४) इथिक्स कमिटीचे गठण ICMR Guidelines प्रमाणे असावे (सोबत ICMR Guidelines for constitution of Ethics Committee जोडले आहे.)

५) Title & Synopsis चे प्रस्ताव सादर करतांना आपल्या महाविद्यालयातर्फे गठीत करण्यात आलेल्या इथिकल कमिटीची प्रत सोबत सादर करण्यात यावी.

६) आयुर्वेद पदव्युत्तर अभ्यासक्रमासाठी विद्यार्थ्यांना मार्गदर्शक नियुक्त करताना मार्गदर्शकाची नियुक्ती विद्यापीठाच्या पदव्युत्तर शिक्षक मान्यतेच्या नियमानुसार असावी.

सबब, आपल्या महाविद्यालयातील शैक्षणिक वर्ष २०१०-११ साठी प्रवेशित विद्यार्थ्यांचे Title & Synopsis चे प्रस्ताव शुल्कासह वरील सर्व बाबींचा विचार करुन त्यानंतरच मार्गदर्शकाची नियुक्ती करण्यात यावी. जेणे करुन विद्यार्थ्यांच्या Title & Synopsis च्या प्रस्तावास मान्यता देतांना अडचणी उद्भवणार नाहीत.

आपली विश्वासू,

सही/-

उपकुलसचिव

शैक्षणिक विभागप्रमुख (पदव्युत्तर)

सोबत: वरील प्रमाणे



महाराष्ट्र आरोग्य विज्ञान विद्यापीठ

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES

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श्रीमती विद्या ठाकरे

एम.एस्सी. डि. फार्म.

उपकुलसचिव

Ph.: 0253-2539199 / 2539239

जा.क्र. मआविवि/पीजी/ई.ओ./०१/२००८

दि.१६/०४/२००८

परिपत्रक

सर्व संलग्नित पदव्युत्तर महाविद्यालयांना कळविण्यात येते की, दिनांक २८/१२/२००७ रोजी झालेल्या विद्यापरिषद सभेच्या ठराव क्र.३९९/२००७ नुसार मान्यताप्राप्त मार्गदर्शक नेमण्यासंदर्भात खालील प्रमाणे कार्यवाही करावी.

मार्गदर्शक (Guide)बाबत खालील परिस्थिती उद्भवल्यास:-

१. विद्यापीठ मान्यताप्राप्त पदव्युत्तर शिक्षक /मार्गदर्शक कार्यरत असलेल्या महाविद्यालयातून आकस्मिकरीत्या सोडून गेल्यास अथवा राजीनामा दिल्यास.
२. विद्यापीठ मान्यताप्राप्त पदव्युत्तर शिक्षक/मार्गदर्शकाचे दुर्देवी निधन झाल्यास.
३. विद्यापीठ मान्यताप्राप्त पदव्युत्तर शिक्षक/मार्गदर्शक अन्य काही कारणास्तव (दीर्घ आजार, नुकसानदायक अपघात इत्यादी)पदव्युत्तर विद्यार्थ्यांना मार्गदर्शन करण्यास असक्षम झाल्यास.
- ४- विद्यापीठ मान्यताप्राप्त पदव्युत्तर शिक्षक/मार्गदर्शक विद्यापीठ निर्णयानुसार परीक्षेच्या कामांपासून वंचित राहिल्यास (Debarred), व त्याअनुषंगाने विद्यार्थ्यांना मार्गदर्शन करण्यास असक्षम झाल्यास.
५. विद्यापीठ मान्यताप्राप्त पदव्युत्तर शिक्षक/मार्गदर्शकाची एका संलग्नित शासकीय महाविद्यालयातून दुसऱ्या गावी संलग्नित असलेल्या महाविद्यालयात बदली झाल्यास अथवा प्रतिनियुक्तीवर नेमणूक झाल्यास.

उपरोक्त परिस्थिती उद्भवल्यास खालीलप्रमाणे कार्यवाही करावी...

१. पदव्युत्तर विद्यार्थ्यांनी ज्या महाविद्यालयात नोंदणी केली असेल त्याच महाविद्यालयातील संबंधित विषयातील इतर मान्यताप्राप्त पदव्युत्तर शिक्षकांमधील वरीष्ठ मान्यताप्राप्त मार्गदर्शकाची महाविद्यालयाने विद्यापीठाच्या पूर्वपरवानगीने नेमणूक करून तसे विद्यापीठास कळविण्यात यावे.

- 2- ज्या गावातील/शहरातील संलग्नित महाविद्यालयात विद्यार्थ्यांनी नोंदणी केली असेल त्याच गावातील/शहरातील दुसऱ्या संलग्नित महाविद्यालयातील संबंधीत विषयातील मान्यताप्राप्त मार्गदर्शकास विद्यापीठाच्या पुर्वपरवानगीने नेमण्यात यावे. सदर नेमणूक करतांना संबंधीत मार्गदर्शकांचे व कार्यरत असलेल्या महाविद्यालयाच्या प्राचार्यांचे ना हरकत प्रमाणपत्र (N.O.C.) घेण्यात यावे.
३. वरील दोन्ही मुद्यांची पुर्तता करण्यास अडचण येत असल्यास मा.कुलगुरु यांच्या संमतीने निर्णय घेण्यात यावा.

आपली विश्वासु,

सही/-

उपकुलसचिव

पदव्युत्तर शैक्षणिक विभागप्रमुख

सोबत :- मार्गदर्शक बदलीच्या पत्राचा नमूना.

Amended 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,

Dr.....is the student admitted from
(name)

Academic Year.....for.....in.....speciality.
(name of the course)

The said student was registered under Dr.....
(name)

.....

However due to.....
(please cite the reason)

.....the said

teacher is not able to guide the student. Hence, you are requested to permit

Dr.....
(name of the new guide)

..... who is Post Graduate recognized teacher of M.U.H.S.

(MUHS PG teacher recognition letter No.....

dtd.....) At present he/she is working as

.....in the department of

We confirm that no. of students registered for Last Three Academic year with aforesaid teacher are as follows:

| Sr. | Academic year | Name of Student | Name of College | Name of University |
|-----|---------------|-----------------|-----------------|--------------------|
| a) | | | | |
| | | | | |
| | | | | |
| b) | | | | |
| | | | | |
| | | | | |
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The said teacher has given consent to guide the student. The Guide : Student ratio is maintained as per Central Council rules. You are requested to give the permission for the same.

**Dean
(Signature & Seal)**

Please Note:- In case of Homoeopathy faculty, you are requested to specify the name of College where the PG guide is working.

the main IEC may review proposals submitted by undergraduate or post-graduate students or if necessary, a committee may be separately constituted for the purpose, which will review proposals in the same manner as described above. The responsibilities of an IEC can be defined as follows :-

1. To protect the dignity, rights and well being of the potential research participants.
2. To ensure that universal ethical values and international scientific standards are expressed in terms of local community values and customs.
3. To assist in the development and the education of a research community responsive to local health care requirements.

COMPOSITION

The IECs should be multidisciplinary and multisectorial in composition. Independence and competence are the two hallmarks of an IEC. The number of persons in an ethics committee should be kept fairly small (8 - 12 members). It is generally accepted that a minimum of five persons is required to form the quorum without which a decision regarding the research should not be taken. The IEC should appoint from among its members a Chairman who should be from outside the Institution and not head of the same Institution to maintain the independence of the Committee. The Member Secretary should be from the same Institution and should conduct the business of the Committee. Other members should be a mix of medical/ non-medical, scientific and non-scientific persons including lay persons to represent the differed points of view. The composition may be as follows:-

1. Chairperson
2. One - two persons from basic medical science area
3. One - two clinicians from various Institutes
4. One legal expert or retired judge
5. One social scientist/ representative of non-governmental voluntary agency
6. One philosopher/ ethicist/ theologian
7. One lay person from the community
8. Member Secretary

As per revised Schedule Y of Drugs & Cosmetics Act, 1940, amended in 2005, the ethics committee approving drug trials should have in the quorum at least one representative from the following groups:

1. One basic medical scientist (preferably one pharmacologist).
2. One clinician
3. One legal expert or retired judge