



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
MAULANA AZAD MEDICAL COLLEGE
BAHADUR SHAH ZAFAR MARG: NEW DELHI
(PLANNING BRANCH) PHONE: 23215324
Email: plgofficer.mamc@gmail.com

Land 4 Sec

No.F.1(384)/MC/Plg./2023-24/
To,

3625

Dated: 20 February, 2023

All HOD'S
MAM College
New Delhi

Subject: Proposals for Research Activities (Thesis/Studies) undertaken by PG/DM/MCH Students (Batch 2022) from the state funds under the scheme "Stg. of Medical Research" during F.Y. 2022-23.

Sir/Madam,

As you are aware that Research Activities (Thesis/Studies) are being undertaken by PG/DM/MCH Students of different Department of the college from the State Funds under the Scheme "Stg. of Medical Research" after obtaining the necessary sanction from Planning/Finance Department, Govt. of NCT of Delhi.

It is, therefore, requested that if there is any proposal for the Research Activities (Thesis/Studies) proposed to be undertaken by PG/DM/MCH Students of your Department during financial year 2023-24, the same may be submitted to Planning Branch on or before **15.03.2023**, so that a consolidated proposal of the college could be sent timely for obtaining the necessary Administrative Approval and Expenditure Sanction of Planning /Finance Department, Govt. of NCT of Delhi.

Further, the proposal should be in accordance with the guidelines issued vide office order dated 21.09.2020 and as per checklist (copy enclosed).

HODs are further requested to inform the Protocol Committee regarding Research Activities (Thesis/Studies) which are proposed to be undertaken by the PG/DM/MCH students (Batch 2022) this year i.e 2023-24 from the state funds under the scheme "Stg. of Medical Research" in order to enable this branch to apprise the Screening Committee of Research Activities (Thesis/Studies), before sending the consolidated proposal of the college for the approval of the Competent Authority of Govt. of NCT of Delhi.

It would be highly appreciated, if the proposal from your department, if any, may be sent to Planning Branch latest by **15.03.2023**.

Encl: 1. Guidelines office order dated 21.09.2020
2. Checklist (Annexure-I)

Yours faithfully,

Naresh Kumar
(NARESH KUMAR) 20/2/2023
Planning Officer
Mb. No. 9968604411

Copy to:-

1. PS to Dean, MAMC
2. All members of Screening Committee of Research Activities (Thesis/Study).
- ✓ 3. Incharge, LAN & Server, with the request to upload on the website of MAM College & email to all HOD's.

Naresh Kumar
(NARESH KUMAR) 20/2/23
Planning Officer
Mb. No. 9968604411

List of HoDs & Committee Members

Sr. No.	Name of HoDs & Committee Members
1	HOD, Anaesthesia
2.	HOD, Bio-Chemistry
3.	HOD, ENT
4.	HOD, Ophthalmology
5.	HOD, Medicine
6.	HOD, Obstetric & Gynaecology
7.	HOD, Paediatrics
8.	HOD, Pathology
9.	HOD, Physiology
10.	HOD, Radio-Diagnosis
11.	HOD, Surgery
12.	HOD, Anatomy
13.	HOD, Community Medicine
14.	HOD, Dermatology & STD
15.	HOD, Forensic Medicine
16.	HOD, Medical Education
17.	HOD, Microbiology
18.	HOD, Orthopaedics
19.	HOD, Paediatric-Surgery
20.	HOD, Pharmacology
21.	HOD, Radio-Therapy
22.	HOD, Neonatology
23.	HOD, Psychiatry
24.	HOD, Pulmonary Medicine
25.	Dr. Nita Khurana, Director Professor & HOD, Pathology, Chairperson
26.	Dr. M. M. Singh, Director Professor, PSM, Member
27.	Dr. Dinesh Kumar, Director Professor, Anatomy, Member
28.	Dr. Rajdeep Singh, Professor, Surgery, Member
29.	Dr. Amod L Borle, Assistant Professor, PSM & Purchase Officer, Member
30.	Sh. Vinay Madan, Sr. Accounts Officer, Member
31.	Sh. Naresh Kumar, Planning Officer & Member





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ANNEXURE-I

**CHECK LIST FOR SUBMITTING FRESH PROPOSAL FOR UNDERTAKING RESEARCH ACTIVITIES
(THESIS/STUDY) BY PG/DM/MCH STUDNET OF DIFFERENT DEPARTMENT OF MAMC
(BATCH 2022)**

NAME OF THE DEPARTMENT :

NAME OF THE STUDENT:

MOBILE NO:.....

E-MAIL ADDRESS:

<u>S. NO.</u>	<u>PARTICULARS</u>	
1	COPY OF PROTOCOL	YES /NO
2	WHETHER PROPOSAL FORWARDED BY HOD	YES /NO
3	WHETHER COPY OF APPROVAL OF INSTITUTIONAL PROTOCOL COMMITTEE (I.P.C.) ATTACHED	YES /NO
4	WHETHER INFORMED TO PROTOCOL COMMITTEE ABOUT OF RESEARCH ACTIVITIES (THESIS/STUDY) IS TO BE FUNDED FROM STATE FUNDS UNDER THE SCHEME "STRENGTHENING OF MEDICAL RESEARCH"	YES /NO
5	DETAILS OF THE ESTIMATED COST LIKELY TO BE INCURRED ON KITS & CHEMICALS QUANTITY WISE BREAKUP OF ITEMS REQUIRED (THE TOTAL COST SHOULD BE INCLUSIVE OF TAXES & WITH IN THE MAXIMUM LIMIT OF RS. 40,000/- PER STUDENT AS APPROVED BY FINANCE DEPARTMENT, GNCTD)	YES /NO
6	UNDERTAKING THAT ON COMPLETION OF PROJECT, UTILIZATION CERTIFICATE WILL BE SUBMITTED TO ACADEMIC BRANCH & PLANNING BRANCH WITH COPY OF SANCTION	YES /NO
7	ANY OTHER DETAILS DEPARTMENT WANTS TO MENTION APART FROM ABOVE	YES /NO

Signature of PG/DM/MCH Student

Countersigned by Supervisor/Co-Supervisor

Head of Department

4/c
H/C (25/c
31/c

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
MAULANA AZAD MEDICAL COLLEGE
BAHUDUR SHAH ZAFAR MARG : NEW DELHI

No. F.1(384)/MC/Plg/2019-20/ 17284-286

Dated: 21/9/2020

OFFICE ORDER

In supersession of all previous orders, the following **Guidelines** are framed henceforth for completion/submission of **Research Activities (Thesis/Studies)**. From 2020-21, the rate of financial assistance has been revised from Rs 60,000/- per department to Rs. 40,000/- (all inclusive) per student and also includes DM/MCH student along with PG student pursuing PG/DM/MCH courses in different department of MAMC for carrying out their Research Activities(Thesis/Studies) under the scheme "Strengthening of Medical Research" vide Finance(Exp-1) Department, GNCT of Delhi U.O No 317/DS1 dated 23.01.2020.

- 1) All Departments shall ensure that the expenditure of Research Activities (Thesis/Studies) to be undertaken by the P.G/DM/MCH student should not exceed beyond the limit of Rs. 40,000/- (all inclusive) per student.
- 2) All thesis proposal as approved by the Institutional Protocol Committee shall be submitted to the Planning Branch through the guide of study/Thesis and HOD according to the circular issued to all HOD's and clearly mentioning the expected expenditure for all proposal of their departments, which should not exceed beyond the limit of Rs. 40,000/- (all inclusive) per student.
- 3) Before forwarding the proposal, the guide of the Study/Thesis and HOD should ensure that the Diagnostic Kits & Chemicals, Therapeutics, Disposables and Consumables like Plastic & Glassware etc. proposed to be purchased for Research Activity of the students are relevant, available in the market and necessary for the research activity. The students should be motivated by the guides & HODs to take up research work in emerging areas of medical science.
- 4) All departments shall submit their proposal of Research Activities to be undertaken by the P.G./DM/MCH student to Planning Branch, MAMC, latest by 31st October of every year or within two weeks of the protocol approval.
- 5) Purchase Branch will procure consumable items for the use in Research Activities (Thesis/Studies) after receiving the sanction from Delhi Govt. and fulfilling all codal formalities. Purchase branch will issue supply order to the Supplier with direction to supply material to the users along with challan and submit the bill (in triplicate). The user deptt. Should submit the challan (signed & stamped) along with verified bills to the store branch within one week of receiving supplies.
- 6) Only final and approved copy of the protocol should be accepted for the purpose of scrutiny of the proposal by the screening committee.
- 7) The screening committee should ensure that all the proposals are in accordance with the guidelines issued for this purpose.
- 8) The user/guide should submit a utilization certificate to the Planning Branch & Academic Branch on completion of their Research Activities.

This issues with the prior approval of Dean, MAMC.

Naresh Kumar
21/09/2020
(NARESH KUMAR)
PLANNING OFFICER

Copy forwarded for information & necessary action to:-

- 1) All HOD's/Branch Incharges/Committee Members, MAMC.
- 1) PA to Dean, MAMC.
- 1) Incharge, Lan & Server to upload on MAMC website.

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