

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI

MAULANA AZAD MEDICAL COLLEGE

2, Bahadur Shah Zafar Marg, New Delhi-110002

(Academic Section)

No.F. 403(65)/Protocol/2023/MC(ACA)/ 10935

Dated: 01/04/2024

**CIRCULAR**

A Post-graduate Cell consisting of the members as shown below is constituted for discussion and approval of Thesis Protocols of the **DM/MCH students of GIPMER & MAMC Batch: 2023-2026.**

The College Level Committee will be chaired by the following members of faculty on the dates indicated against each. Chairpersons, Co-chairpersons, Members from Institutional Ethics Committee, with the date and sessions of presentations by the students of various Departments are shown below:-

**Venue:** Session I – Conference Room, Dean Office.  
Session II – Seminar Room, Anatomy department.

Date/ Day	Department	Chairperson	Co-chairpersons	Email id
05.04.24 Session - I	Cardiology Gastroenterology Neurology	Dr Sabita Mishra sabitamishra12@gmail.com	Dr Anjali Prakash Dr Mahima Kapoor Dr Rohit Chawla Dr Anup Mohta (IEC member)	anjali_prakash@hotmail.com mahimamalhotra22@yahoo.co.in rohitchawla75@gmail.com mohtaanup@gmail.com
05.04.24 Session - II	Cardiac Anaesthesia Neonatology Neuro Anaesthesia Neurosurgery Paediatric Surgery	Dr K. Rajeshwari rajeshwari.dr@gmail.com	Dr Binita Goswami Dr Manisha Jain Dr Sonia Wadhawan Dr Girish MP (IEC member)	binita.dr@gmail.com manisha_jain29@yahoo.com soniawadhawan@hotmail.com girishpalleda@gmail.com

**Programme will be conducted by Protocol Committee, comprising of following Faculty Members**

- Member Secretary
  - Dr. Bratati Banerjee, Director Professor, Community Medicine, MAMC (bratati1@hotmail.com)
- Members
  - Dr. Bhawna Mahajan, Professor, Biochemistry, GIPMER (bhawna172@gmail.com)
  - Dr. Bhupender Kalra, Professor, Pharmacology, MAMC (drbskalra@gmail.com)
  - Dr. Niket Rai, Assistant Professor, Pharmacology, MAMC (drniketrai@gmail.com)
  - Dr. Ravi Kaushik, Assistant Professor, Physiology, MAMC (rk.physiology@gmail.com)

Details of protocol Presentation schedule is given below:

- **Date:** 5<sup>th</sup> April 2024
- **Time:** 10:00 A.M. onwards, with lunch break in between timing and duration of break to be decided by the concerned Committee
- **Sessions:** Two parallel sessions on one day, as indicated in schedule

**NO REQUEST FOR REPEAT PRESENTATION / DELAYED PRESENTATION / DELAYED SUBMISSION WILL BE ENTERTAINED ON ANY ACCOUNT**

**HODs of all departments are requested to nominate one Faculty and one SR from their department to coordinate for their Departmental presentation.**

**Note: Protocol submission & presentation**

**Before presentation**

- **Three hard copies** of protocols, with signatures of anyone concerned (Supervisor/ Co-supervisor) should be submitted to Academic Section, along with soft copy (in the Pendrive) along with the copy of the chalan of Rs. 250/- (to be deposited in favour of Dean, MAMC in Canara Bank, MAMC as Protocol Fee) each student, latest by **03th April, 2024, 02.00 P.M.**

MAULANA AZAD MEDICAL COLLEGE  
NEW DELHI-110002



- All pages of **references should also be signed** by the Supervisor (if possible).
- Students have to make **Power Point presentation of 10-minutes duration**, for their Thesis/Protocols.
- Each department to load **power point presentations** of all its protocols in one CD/pendrive and submit **one hour before presentation at the venue**.
- Students of presenting departments should be **present at 9.30 A.M.** and wait in the waiting area near the venue, till their turn comes for their presentation.
- The concerned HOD, Supervisor, Co-supervisor(s) and Co-investigating Departments and other members associated with the protocol, are requested to be present during the discussion.
- Presentation will start at **10:00 A.M. sharp**.
- Students will be called for presentation alphabetically or any other convenient sequence as conveyed in advance by the departments.

#### After presentation

- **Six hard copies with corrections** along with filled reply template, signed by the Supervisor, as attached with this circular (**Annexure**) should be submitted in a folder, to **Office of Dept. of Community Medicine, Room 347**, latest by **9<sup>th</sup> April 2024, 2.00 PM**.
- Final revised protocol, after making all suggested corrections and approved by Protocol Committee, should be submitted to Academic Section latest by **12<sup>th</sup> April 2024, 2.00 PM**
- Students should collect their copy of Ethics approval from concerned HODs office/Ethics Committee office.
- Six copy will be submitted at the Academic Section, Room no. 112, MAMC on single side printed.

#### Soft copies of protocols

- Soft copies should be sent to the following email ids:
  - **protocolcommittee.mamc@gmail.com**
- Soft copies of all protocols from each Department should be sent in **one single mail with attached folder containing files of all the PG protocols** of their respective department, through mail of HOD/Dept office.
- **Protocols through individual mails will not be considered**

**All HODs/ Supervisors/ Co-supervisors are requested to direct their students to go through the clause 18.4 thesis-protocol in the PG Ordinance issued by the Delhi University**

Dean  
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(MAMC)

No.F. 403(65)/Protocol/2023/MC(ACA)/ **10935**

Dated: **01/04/2024**

#### Copy forwarded for information and necessary action to:-

1. The Asstt. Registrar (Medical), Faculty of Medical Sciences, University of Delhi, Delhi-7
2. The Director, GIPMER, New Delhi
3. The Head of Department \_\_\_\_\_, MAMC/ GIPMER, N. Delhi, with the request to direct the concerned P.G. Students to be ready for presentation as per given schedule.
4. All the Chairpersons, Co-chairpersons/Members of Ethics Committee, with the request to make it convenient to attend the program as per given schedule.
5. **Dr. Bratati Banerjee**, Director Professor, Community Medicine & Member Secretary, Protocol Committee
6. **Dr. Shalini Chawla**, Director Professor, Pharmacology & Member Secretary, Institutional Ethics Committee, MAMC
7. **Mr. Prince, LAN & Server In-Charge**, to mail the circular to Faculty of MAMC, LNH, GIPMER and upload the same on college web site
8. P.S. to Dean MAMC
9. Notice Board.

Dean  
MAULANA AZAD MEDICAL COLLEGE  
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## ANNEXURE

### Template for the reply to Query/Comments

Name of student \_\_\_\_\_ Department \_\_\_\_\_ Date \_\_\_\_\_

S. No.	Query/Comments	Reply/changes	Page No.

**Signature and stamp of Supervisor**

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(for office use only)	
Verification 1	Verification 2
Final approval	