



**MAULANA AZAD MEDICAL COLLEGE
And
Associated Lok Nayak, Govind Ballabh Pant Hospitals,
Guru Nanak Eye Centre, New Delhi -110 002**

F.403(65)/Protocols/2018/MC(ACA)/ 15155

Dated: 14/08/18

CIRCULAR

Sub:- Submission of protocols by the PG students for session 2018-2021.

Attention of All HODs is invited to submission of protocol by the PG students working in their Department (Batch 2018-21).

The protocol presentation is scheduled to start with effect from **14.09.2018 in the Conference Room of the Dean.** Department wise schedule of Protocol presentation containing date and constitution of the College level committee will be informed shortly.

All HODs are requested to direct their PG students to submit their respective protocols by 07.09.2018 (4:00 PM). HODs may kindly insure that no individual protocol is forwarded to the Academic Branch. The Protocol may be submitted in the prescribed format as per attached "checklist for thesis protocol submission 2018".

The protocols received beyond this date will not be entertained.

Since this is a time bound program. The HODs are requested to pursue the matter on **priority basis**.


**DEAN
(MAMC)**

1. All HODs
2. **Dr. Nandini Sharma**, Member Secy, Protocol Committee.
3. Member Secy, Institution Ethical Committee.
4. PS to Dean.
5. In-charge LAN Server with the direction to upload the same and informed to all HOD through mail.


**DEAN
(MAMC)**

g/c

CHECKLIST FOR THESIS PROTOCOL SUBMISSION – 2018

1. Thesis Protocol should strictly follow the format as discussed in the orientation classes and in the CD provided.
2. Signatures of Candidate, Supervisor and Co-supervisor/s, in page number 1, (no seals required).
3. Signatures and Seal of Supervisor and Co-supervisor/s, in page number 2.
4. Signature of Supervisor on all pages of the references.
5. Blank Certificate from Institution and approval letter from Institution Ethics Committee to be attached.
6. Consent/Assent Form and Patient Information Sheet in English and Hindi to be attached in the protocol.
7. Soft copy of the Protocol to be submitted to the e-mail id pgprotocolcommittee.mamc@gmail.com
Correction will be done subsequently on these copies only.
8. Three hard copies of protocol along with CD loaded with all protocols to be submitted in word file before 07.09.2018,04:00 P.M. IN Academic Section.
9. Each Department may load all its protocol power point presentations in one CD and submit one hour before on the day of presentation in the Deans Conference Room.
10. Each student of MS/MD has to submit Rs. 250/-as protocol fees through challan in favour of Dean MAMC in the Syndicate Bank MAMC and submit a copy of challan in the Academic Section, MAMC.