



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
MAULANA AZAD MEDICAL COLLEGE
2, BAHADUR SHAH ZAFAR MARG, NEW DELHI-110002
(Academic Branch)

F.No.403(65)/Protocol/2024/MC(ACA)/

dated:

CIRCULAR

Protocol Presentation for Post Graduate Courses

A Post-graduate Cell consisting of Faculty Members as shown below is constituted for discussion and approval of Thesis/Protocols of the PG students Batch: 2024 -2027.

The sessions will be conducted by the following Faculty Members as Chairpersons, Co-chairpersons, including Members from Institutional Ethics Committee, on the dates indicated against each. In case of any pressing commitment on the assigned day, mutual exchange of duties may be done with prior intimation to Protocol Committee (protocolcommittee.mamc@gmail.com)

Dates of presentation by the students of various Departments are shown below.

Details of Protocol Presentation Schedule

- Date: 21st to 28th April 2025
- Time: 10:00 A.M. onwards, with break in between, time as decided by the concerned Committee.
- Sessions: Two parallel sessions each day, Session I & Session II, as indicated in schedule
- Venue: Session I - Board Room, Dean Office
Session II - Seminar Room, Anatomy Department

Date and Day	Department	Chairperson	Co-chairpersons	Email id
21.04.2025 Monday Session-I	Radio diagnosis, MAMC Radio diagnosis, GIPMER	Dr. Lal Chandra lalchandra70@yahoo.com	Dr. Anubhav Vindal Dr. Latika Sahu Dr. Naresh Kumar EC Member: Dr. Sumit Sural sumitsural@hotmail. com	anubhav.vindal@gmail.com latikasahu@gmail.com drnareshmamc@gmail.com
21.04.2025 Monday Session-II	Anatomy Dermatology Microbiology, MAMC Microbiology, GIPMER	Dr. BC Koner bckoner@hotmail.com	Dr. Anuradha Dr. Mukta Mantan Dr. Pragya Sharma EC Member: Dr. Sandeep Garg drsandeepgargmamc @gmail.com	drsanuradha@gmail.com muktamantan@hotmail.com drpragyas@gmail.com
22.04.2025 Tuesday Session-I	Pathology, MAMC Pathology, GIPMER Physiology Radiotherapy	Dr. Sabita Mishra sabitamishra12@gmail.co m	Dr. K.D. Barman Dr. Simi Rattan Dr. Sushanto Neogi EC Member: Dr. Ravi Hanumanthappa Kudthni docravidr@gmail.co m	kdebbarman@yahoo.com drjohnsimmi@yahoo.com sushantoneogi@gmail.com
22.04.2025 Tuesday Session-II	Obs & Gyn	Dr. M.M. Singh megharita2@gmail.com	Dr. Rajdeep Singh Dr. Sumeet Singla Dr. Sumit Arora EC Member: Dr. Anup Mohta mohtaanup@hotmail	Rajdeep.mamc@gmail.com sumeetsingla555@gmail.com mamc_309@yahoo.com

23.04.2025 Wednesday Session-I	Medicine	Dr. Alpana Manchanda alpanamanchanda@gmail.com	Dr. Devendra Mishra Dr. Preeti Jain Dr. Sarika Singh EC Member: Dr. Aashima Dabas dr.aashimagupta@gmail.com	drdmishra@gmail.com drpreetijain@gmail.com sarikasingsh97@gmail.com
23.04.2025 Wednesday Session-II	Paediatrics	Dr. Gaurav Pradhan drgauravpradhan@gmail.com	Dr. Sanjay Pandit Dr. Simi Rattan Dr. Sonal Saxena EC Member: Dr. Girish MP girishpalleda@gmail.com	spandit01@gmail.com drjohnsimmi@yahoo.com sonalsaxena3@gmail.com
24.04.2025 Thursday Session-I	Community Medicine Pharmacology	Dr. Monica Juneja drmonicajuneja@gmail.com	Dr. Ravi Meher Dr. Sangeeta Gupta Dr. Sunita Agarwal EC Member: Dr. Shalini Chawla drshalinichawla@gmail.com	dravimehar@gmail.com drsangeetamamc@gmail.com drsunita.mamc@gmail.com
24.04.2025 Thursday Session-II	Orthopedics Psychiatry	Dr. Rajeshwari Rajeshwari.dr@gmail.com	Dr. Bharti Wadhwa Dr. CB Singh Dr. Devender Mishra EC Member: Dr. Nita Khurana nitakhurana1@gmail.com	drbhartitaneja@gmail.com drchandrabhushansingh@gmail.com drdmishra@gmail.com
25.04.2025 Friday Session-I	Biochemistry, MAMC Biochemistry, GIPMER ENT Forensic Medicine	Dr. Vandana Roy roy.vandana@gmail.com	Dr. Deepak Guliani Dr. Dinesh Kumar Dr. Rajesh Kumar EC Member: Dr. Ravi Hanumanthappa Kudthni docravidr@gmail.com	drdeepakghuliani@gmail.com mamcanatomy@gmail.com prtickle07@gmail.com
25.04.2025 Friday Session-II	Anaesthesia	Dr. Arti Sood Mahajan Aartis_mahajan@yahoo.co.in	Dr. Punita Sodhi Dr. Renu Tanwar Dr. Sushanto Neogi EC Member: Dr. Aanchal Kakkar kakkaraanchal12@gmail.com	sodhipunita@gmail.com drrtanwar@gmail.com sushantoneogi@gmail.com
28.04.2025 Saturday Session-I	Surgery <i>Repeat presentations if any</i>	Dr. Monica Tandon (GBPH) monicastandon@gmail.com	Dr. Anurita Srivastava Dr. Lalit Maini Dr. Mona Bedi EC Member: Dr. Nita Khurana nitakhurana1@gmail.com	anurita_04@yahoo.com lalit_maini@rediffmail.com drmonabedi@gmail.com
28.04.2025 Saturday Session-II	Ophthalmology <i>Repeat presentations if any</i>	Dr. Deepti Goswami dedeeptigoswami@hotmail.com	Dr. Amit Kohli Dr. Anju Bhalotra Dr. Smita Kaushik EC Member: Dr. Aashima Dabas dr.aashimagupta@gmail.com	dramitkohli@yahoo.com drakgk@yahoo.co.in smitakaushik77@yahoo.com

Note: All concerned faculty members to check their name and email id, and communicate immediately in case it is incorrect.

If any faculty is unavailable on scheduled date, mutual exchange of duty can be done with prior information to all concerned

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

- Member Secretary
 - Dr. Bratati Banerjee, Director Professor, Community Medicine (bratati1@hotmail.com)
- Members
 - Dr. Sarika Singh, Professor, Pathology (sarikasingsh97b@gmail.com)
 - Dr. Bhawna Mahajan, Professor, Biochemistry, GIPMER (bhawna172@gmail.com)
 - Dr. Oves Siddiqui, Professor (Microbiology, MAMC)
 - Dr. Manu Kumar, Associate Professor (Pharmacology, MAMC)
 - Dr. Ravi Kaushik, Associate Professor, Physiology, MAMC (rk.physiology@gmail.com)
 - Dr. Deepika Poonia, Assistant Professor (Anatomy, MAMC)
 - Dr. Neelam Sahni, Assistant Professor (Pathology, MAMC)
 - Dr. Shashank, Assistant Professor (Forensic Medicine, MAMC)
 - Dr. Shivani Tyagi, Assistant Professor (Microbiology, GIPMER)

HEADS OF ALL DEPARTMENTS ARE REQUESTED TO NOMINATE ONE FACULTY MEMBER & ONE SENIOR RESIDENT FROM THEIR DEPARTMENT, TO COORDINATE FOR THEIR DEPARTMENTAL PRESENTATION.

TIMELINE

- | | | |
|---|---|---|
| • Protocol submission : | - | 16 th April 2025 |
| • Protocol presentation : | - | 21 st to 28 th April 2025 |
| • Submission after necessary corrections : | - | Within 05 days of presentation |
| • Final submission to Academic Section for forwarding to DU:- | - | 6 th May, 2025 |
| • Submission with letter from HOD explaining delay : | - | 7 th May, 2025 |

PROTOCOL WILL NOT BE ACCEPTED BY ACADEMIC SECTION AFTER 7th MAY 2025

NOTE:

Protocol submission

- **Date: By 16th April 2025**
- **Three hard copies** of protocols, with signatures of Supervisor and Co-Supervisor, to be submitted to Academic Section, along with **soft copy (in the Pendrive)** along with the copy of the challan of Rs. 250/- (to be deposited in favour of Dean, MAMC in Canara Bank, MAMC as Protocol Fee) each student, latest by **16th April 2025, 04:00 P.M.**
- All pages of **references should also be signed** by the Supervisor or Co-Supervisor.

Protocol presentation

- **Order of presentation** of PG students will be done **alphabetically**. If any other convenient sequence is desired for any department, the same should be submitted in advance by the respective department through HOD, latest by **19th April 2025, 11.00 A.M.**
- Each department to load **power point presentations** of all its protocols in one CD/pen drive and submit **one hour before presentation at the venue**.
- Students have to make **Power Point presentation of 10-minutes duration**, for their Thesis/Protocols.
- Presentation will start at **10:00 A.M. sharp**.
- Students of presenting departments should be **present at 9.00 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.
- Students will be called for presentation alphabetically or any other convenient sequence as conveyed in advance by the departments.

After presentation

- Hard copies of protocols
 - Six hard copies of protocol with corrections along with one copy of filled reply template as attached with this circular (Annexure) should be submitted in a folder, with name and department of student, within 5 days of presentation of each Department.
 - Submission to Office of Department of Community Medicine Room No. 347.
 - Name and phone number of person submitting the protocol should be written in the form provided at the time of submission.
- Approval from Institutional Ethics Committee
 - Students should collect their copy of Ethics approval from concerned HODs office/Ethics Committee office.

FINAL SUBMISSION TO ACADEMIC SECTION CAN BE DONE ONLY AFTER APPROVAL FROM PG CELL AND
PROTOCOL COMMITTEE

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(MAMC)

F.No.403(65)/Protocol/2024/MC(ACA)/ 585)

dated: 8/4/2025

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 Director, GNEC, New Delhi
4. The Heads of Departments, MAM College, N. Delhi, with the request to direct the concerned P.G. Students to be ready for presentation as per given schedule.
5. All the Chairpersons, Co-chairpersons/Members of Ethics Committee, with the request to make it convenient to attend the program as per given schedule.
6. Dr. Bratati Banerjee, Director Professor (Community Medicine), Member Secretary, Protocol Committee
7. Dr. Shalini Chawla, Director Professor (Pharmacology), Member Secretary, Institutional Ethics Committee
- ✓ 8. In-charge, LAN & Server to mail the circular to all Faculty of MAMC, LNH, GNEC & GIPMER and upload this letter on the website MAMC for wide circulation.
9. P.S. to Dean MAMC.
10. Notice Board.


DEAN(MAMC)

ANNEXURE

Template for reply to Query/Comments

S. No.	Query/Comments	Reply/changes	Page No.
1.			
2.			
3.			
4.			
5.			
Signature of Supervisor: Date:			
Checking for compliance (By Protocol Committee)			
	Name	Signature	Date
1st			
2nd			
Final			
Signature of Member Secretary, Protocol Committee: Date:			

GUIDELINES FOR PROTOCOL WRITING

1. Format
 - a. Font type - Times New Roman
 - b. Size - 12 for text, 14 for first page
 - c. Line spacing 1.5
 - d. Justify
 - e. Same throughout protocol document
 - f. Avoid unnecessary use of capital letters
2. Total number of pages
 - a. 1 Title page
 - b. 1 page with signature and stamp
 - c. 1 page IEC certificate
 - d. 1 page introduction & lacunae
 - e. 3 pages ROL
 - f. 1 page aims & objectives
 - g. 3-4 pages materials & methods
 - h. 2 pages references
 - i. Annexures - PIS, CF, Proforma
3. Title page
 - a. Title must be on Page 1 - Ensure that title is same everywhere
 - b. Title should not start with 'To determine---', should not include measures like prevalence etc.
 - c. Avoid abbreviations in title
 - d. With signature (including student's sign)
 - i. At least one co-supervisor from same department
 - ii. Maximum 3 co-supervisors, including from same department
 - iii. Co-supervisor from same department should be placed first, followed by other departments
 - iv. Signature of Student, Supervisor, and all Co-Supervisors (no stamp)
4. Certificate page
 - a. With signature and stamp
 - b. Ensure that title is same as that of title page
5. IEC certificate
 - a. On letterhead of institution with logo
 - b. Ensure that title is same as that of title page
 - c. Name of student, supervisor, Member Secretary IEC
6. Introduction & Lacunae
 - a. To be on the same page
 - b. 1 page only
 - c. References to be given in introduction sequentially numbered
7. Review of literature
 - a. Maximum 3 pages
 - b. All references need to be arranged sequentially, in continuation with references in introduction, written in chronological order
8. Aims & objectives
 - a. 1 page
 - b. Research question if given
 - c. Write full form of abbreviations here also
 - d. Should not include measures like prevalence etc.
9. Materials & Methods
 - a. Maximum 4 pages unless essential for the topic
 - b. Study design
 - c. Place of study
 - d. Study period- write One Year

- e. Study population
- f. Inclusion & exclusion criteria
- g. Operational definitions, if any
- h. Study outcome - in measurable terms like incidence, prevalence, proportion, mean, correlation, sensitivity etc.
- i. Sample size - reference number of article used for calculation, give formula, explain and give value of each component, show calculation, write calculated sample size and sample size to be taken
- j. Sampling technique - how the subjects will be selected
- k. Study tools
- l. Methodology
- m. Statistical analysis - SPSS 25 as this is licensed version available with college
- n. Ethical considerations
- o. In case of RCT - CONSORT diagram to be included

10. References

- a. Citation in text should be as superscript without brackets, placed after punctuation mark
- b. All Reference pages must be checked and signed by the Supervisor, with date and stamp
- c. Maximum number 20-25, in 2-3 pages
- d. Vancouver style
- e. For journals -
 - i. Author surname followed by name initials; all authors separated by comma
 - ii. No dot or comma between surname & initials
 - iii. Names of first 6 authors to be written - after that write et al
 - iv. Journal name should be abbreviated
 - v. Article title, journal name year (semicolon); volume issue in bracket (colon):pages.
 - vi. Month not required
 - vii. Page numbers not to be repeated. For pages 100-105 write 100-5
- f. For e-journals give doi
- g. For online material write [Internet] and [cited year month date] available from - give website
- h. Ref for books and online material to be correctly written etc.

11. PIS

- a. In MAMC format
- b. Study procedures need to be explained in detail in both Hindi & English
- c. Use simple language that subjects understand
- d. Number of contacts and duration of each contact to be mentioned
- e. In case the study involves biological tissue - details of collection (frequency of collection, amount etc.) needs to be mentioned.
- f. Details of PG Student, Supervisor and IEC Member Secretary need to be correct, with phone numbers
- g. IEC Member Secretary - Room No. 306A, Landline number of IEC Cell 011 - 23239271

12. Consent

- a. In MAMC format
- b. For adult subjects - Consent form
- c. For 7-12 years - Parental consent form, Assent form
- d. For 13-17 years - Assent form
- e. Consent for biological tissue must be taken properly
- f. Consent for genetic study must be taken properly
- g. Animal Studies require clearance from Animal ethics committee.

13. Annexures

- a. Data collection form
- b. Any other

14. Submission

- a. 6 copies of corrected protocols signed by all supervisors, co-supervisors
- b. 1 copy of fully filled reply template, signed by Supervisor with date and stamp

- c. All 6 protocols and 1 copy of reply template must be kept in one plastic folder, with name of the PG in front - else it won't be accepted. Same will be returned to the PG once signed, within 2 days of submission.
- d. Submit the folder with above contents, in Department of Community Medicine, MAMC (Room number - 347)
- e. During submission the student, or any other person submitting on student's behalf, should write name, phone number, sign and give date in the form provided at office

Protocol Committee

GUIDELIENS FOR POWERPOINT PRESENTATION OF PROTOCOLS

- Dark font in white background - no design
- Font size - minimum 32
- Maximum 10-15 slides
- First slide - title, name of student, supervisor & co-supervisors
- Introduction & lacunae - not more than 1 slide
- Aims & objectives - 1 slide
- Materials & methods should be explained in detail
 - Study design, place, period
 - Study population, inclusion & exclusion criteria
 - Outcomes, sample size estimation and sampling technique
 - Method of data collection
 - Method of statistical analysis
 - Ethical considerations

Protocol Committee